

Race Equality Charter Survey - Participant Information Sheet

Researchers:

- University of St Andrews Race Equality Charter Self-Assessment Team (SAT)
- University of St Andrews Equality, Diversity, and Inclusion Unit (EDI)
- University of St Andrews Planning and Statistics Unit (Planning)

What is the survey about?

This survey aims to identify positive, negative, and neutral staff & student experiences, and explore how these can differ based on race, ethnicity, and nationality.

Data will inform analyses and actions under the University's Race Equality Charter submission, as an evidence base of where we are doing well, and where we can improve.

Why is the University conducting this survey?

After considering feedback from staff and students of colour, the University commissioned an independent external review of our approach to race equality. [The resultant report](#) made 24 recommendations, which the University adopted without exception, committing to better meet our legal and moral responsibilities to staff and students of colour.

To progress this work, the University has committed to Advance-HE's Race Equality Charter (REC) as a framework to achieve, drive and measure change.

REC requires us to conduct a detailed survey, to enable analysis of how our processes, behaviours and culture affect different groups in different ways. We will submit a bronze application to the REC in February 2024, and will only achieve an award if we address issues identified in this survey, and commit to further this journey over the next 5 years.

Who is this survey for?

The survey is aimed at all staff and students at the University, without exception. The higher the response rate, the stronger our basis for transformational change. There is however no obligation to participate. We will not access your data unless you complete the survey.

What information are you collecting?

We will collect information via 2 sections:

- multiple choice questions on your experiences (e.g. the extent to which you agree or disagree with a statement such as 'I feel I belong at the University').
- demographic profiling questions (e.g. what is your gender, ethnicity, faculty, or job family).

The survey completion page allows you to express interest in attending follow-up focus groups with our REC SAT. Contact details will be decoupled from surveys to protect anonymity.

What would I be required to do?

The survey contains 33 multiple choice questions (and sub questions) on your experiences, and 17 questions on aspects of your identity. You can answer as many/few questions as you want by selecting 'prefer not to say', and can provide additional data via free text and self-identification fields.

Completing the survey will take approximately 10 minutes—longer if you choose to elaborate on your responses. As this is an anonymous survey, you will not be able to save your responses before

submission. Please therefore ensure that you set aside the time to complete the survey in one sitting.

How will my data be used?

Data will be used to analyse differential impact as it applies to white staff/ students compared to staff/ students of colour, and between white and BAME subgroups. The survey also collects anonymous feedback to illustrate where the university is doing well, can improve, or is performing badly.

These data will be analysed to inform targeted action under REC, University Strategy 2022-27, Public Sector Equality Outcomes, and as an evidence base for equality impact assessments (EIAs), to ensure the University can deliver on recommendations which stem from the survey.

Are there any risks associated with taking part?

There are no anticipated risks to taking part in this study. However, should you feel that you need additional support after completing the survey, please contact:

Staff: wellbeingforstaff@st-andrews.ac.uk
<https://www.mind.org.uk/information-support/>

Students: <https://www.st-andrews.ac.uk/students/advice/>

Will my participation be confidential?

Yes, your participation is anonymous, and raw survey data will only be known to the Planning and Statistics Unit.

Protecting your anonymity

We have taken steps to protect your anonymity and confidentiality, as summarised below:

Redaction: Planning and Statistics Unit will remove any data where free text identifies you or others. Consequently, surveys are not a mechanism for formal complaints, which can be explored via [Student Complaints](#) or [Staff Grievance](#) processes.

Where a question returns 5 or fewer responses from one group, numbers will be redacted and presented as '-'. When generating the survey report, we will redact figures with 10 or fewer returns.

Aggregation: Data will be aggregated by our Planning Unit, before being presented for statistical analysis by our EDI Unit, and the REC SAT.

We will disaggregate postgraduate from undergraduate students, and professional from academic staff, to inform targeted work and meet REC requirements. Otherwise, we ask demographic questions that limit person identifiability, e.g. asking about faculties as opposed to schools/ units, and if participants identify as LGB+, as opposed to e.g. gay man, gay woman, pansexual.

Option to withhold information: We appreciate that some minoritized staff may be identifiable as the only person of their characteristics in their circumstances. All questions contain a 'prefer not to say' response option, which you can use if you are worried about being identified.

Option to withdraw: If you start the survey and do not wish to complete it, you can opt out at any time prior to completion of the survey, without need for explanation. We will not retain your data unless you complete the survey.

Once submitted, responses are anonymous and cannot be withdrawn.

What if I have concerns about this study?

You can raise any concerns with the REC Chair, or an appropriate REC Working Group Chair. If you do not feel comfortable doing so, you can contact the University's EDI Unit, either directly, or via your School/Unit's EDI Director. Contact details for above staff are provided below.

Contact details

Researchers and owners	Contact details
The University's Planning and Statistics Unit will redact, and present data for analysis by the REC SAT and EDI Unit.	planningstats@st-andrews.ac.uk
The REC SAT and dedicated working groups will support analysis of anonymised survey data, and development/ delivery of consequent actions. The SAT contains a Black, Asian and Minority Ethnic (BAME) majority, and membership from strategic and operational staff required to carry recommendations forward.	REC Chair: Dr Akira O'Connor, recchair@st-andrews.ac.uk Staff WG chair: Dr Prabs Dehal, pkd@st-andrews.ac.uk Student WG chair: Dr Dharini Balasubramaniam, धारिनि@st-andrews.ac.uk Curriculum WG chair: Amritesh Singh, as587@st-andrews.ac.uk Culture WG Chair: Dr Catherine Dunford, cd41@st-andrews.ac.uk
The University's EDI Unit will support analysis of anonymised survey data, and development/ delivery of consequent actions. Currently, this work is directed by Head of EDI, facilitated by Deputy Head of EDI, and supported by EDI Assistant.	Diversity@st-andrews.ac.uk
The University's EDI Faculty Directors can direct you to your School's EDI Director.	EDI Director of Science & Medicine: Prof. Gillian Brown, diversity-scimed@st-andrews.ac.uk EDI Director of Arts & Divinity: Dr Anna Brown, diversity-artsdiv@st-andrews.ac.uk
The University's Vice-Principal People and Diversity will have executive responsibility for delivery of actions	vpdiversity@st-andrews.ac.uk
The University's Head of Information Assurance and Governance can advise on concerns or questions around use of your personal data, during and following the survey.	dataprot@st-andrews.ac.uk
The Information Commissioner's Office (ICO) is UK's independent authority, set up to uphold information rights in the public interest. If you are not satisfied with the response you receive from the above channels, you have the right to lodge a complaint with the ICO about our handling of your data	https://ico.org.uk/

If you have any concerns or questions about how your personal data are used during and following the survey, please feel free to reach out to the University Head of Information Assurance and Governance, (dataprot@st-andrews.ac.uk).

Those who wish can view the above in PDF form: [University of St Andrews Race Equality Charter Participant Information Sheet](#) (PDF, 226 KB)