



Eliminating barriers to postgraduate
research study in the West Midlands



BIRMINGHAM CITY
University

FIELDWORK DESIGN TEMPLATE

FIELDWORK DESIGN PEER REVIEW AND SIGN-OFF PROCESS

THAT'S ME!

ELIMINATING BARRIERS TO
POSTGRADUATE RESEARCH STUDY
IN THE WEST MIDLANDS

This document outlines the proposed
protocol to delivery

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SUMMARY

This document outlines the proposed process each field research method will undergo prior to delivery.

RATIONALE

This fieldwork design template enables each researcher to engage in a peer review process and receive sign-off from other members of the research team before carrying out fieldwork.

It will provide working teams with appropriate **peer review support**, including proof reading, sense-checking. Through this the team can also develop a collective sense of academic judgement as to quality and fit to project, as is standard for all research.

Collaborative project design helps foster **consistency and coherence** across a large fieldwork exercise.

This document will ensure that all research activity meets the boundaries and conditions set by the **ethics** committee.

It enables **handover** of delivery should project members be unable to lead fieldwork, for example due to sickness.

Summary content can more easily be generated to support participant recruitment, as part of the Marketing Communication Plan, and reporting associated with the award.

This helps to meet the **expectations** of institutional governance processes, and be audit ready.

This enables the ease of creating the That's Me! **Open Educational Resource**.

PROCESS

Once the fieldwork has been designed the team will follow the below process:

- The fieldwork team will complete the fieldwork design template.
- The research team will co-produce, peer review, finalise, copy and complete the fieldwork proforma found below.
- Subject to appropriate completion of this review and confirmation, BCU project leads will sign off fieldwork for delivery, triggering relevant logistical support.

KEY TERMS, ACRONYMS & ABBREVIATIONS

- Global Majority - Collective term for people of indigenous, Africa, Asia, or Latin American descent, who make up approximately 85% of the global population.
- Postgraduate - A course taken after studying a first degree
- BCU - Birmingham City University
- HE - Higher Education
- HEI - Higher Education Institution
- PGR - Postgraduate Research
- OA - Open Access
- OER - Open Educational Resources
- UoW - WUniversity of Wolverhampton

Name of Fieldwork Activity:

Team member[s] responsible for the Fieldwork Activity:

Content of the Activity:

Research Statement (50-100 words): Summarise the fieldwork activity, including information about target groups. This will be used as part of promoting fieldwork. Please draft in appropriate terms.

Contribution to project outputs: Confirm outputs by selecting from the table below

Output	Output description	
1	Report on pathways for Global Majority PGRs, including employer progression routes.	
2	Workshops held to explore barriers - 1 for HE, students, employers and 2 for parents, relatives and communities.	
3	Report on barriers (standalone and interrelated).	
4	Set of recommendations for new approaches according to intersectionality	
5	Equitable inclusive supervisory good practice document	
6	Inclusive PGR online application processes established	
7	Induction processes redeveloped	
8	Monthly open forums established between senior staff and Global Majority PGRs	
9	Secondment opportunities	
10	Re-usable performance and visual arts outputs co-produced by Globaly Majority PGRs	
11	Recommendations for enhanced EDI training and policies	
12	'Safe space' created for Global Majority PGRs	
13	Peer to pper network established	
14	Home-from-home spaces	
15	Employer Board created	
16	Baseline data set on Global Majority staff undersaking PGR degrees for re-regional employers with a framework developed in collaboration with UHB	
17	Recruitment report, including set of principles and checklists for employers - co-produced with Global Majority PGR students	
18	Inclusive workforce development strategy for the region developed	
19	Allies, Coaches, and Mentors Hub created	
20	Allies, coaches and mentors identified and engaged with the Hub	

21	Research exchange seminars and competitions	
22	Placement opportunities, shared training and development sessions	
23	Comprehensive communication plan	
24	Social media campaigns PGR to Global Majority audiences	
25	Targeted employer campaigns to highlight benefits of Global Majority PGRs	
26	Awards/celebration event for Global Majority PGRs, communities, employers and HE	
27	Message vault developed	
28	Updated website with Global Majority PGR representation	
29	Case studies sharing learning and challenges and how these were overcome	
30	Reverse mentoring programme established at UoW and BCU	
31	Report on the implementation of reverse mentoring as established practice in HE	
32	Updated research degree portfolio for UoW and BCU	
33	Co-produced, fit for purpose, pre-research degree programme	
34	Open education resource created	
35	Co-created Theory of Change	
36	Co-produced project outcome framework and template produced for use across the HEI Sector	
37	Training sessions for Global Majority PGR students	
38	Co-produced interim evaluation reports	
39	Co-produced summary report	
40	Co-produced final evaluation report and summar	
41	4 webinars to share learning	

*Outputs 35-41 were added in 2025 as the project transitioned into its delivery and evaluation phase

Design:

For Surveys: Full survey design to be uploaded to fieldwork proforma MS from as an attachement.

For Focus Groups, Workshops, Interviews etc: Please provide the following information - This template wil be used to develop OA educational resources.

Facilitation Plan: Describe the planned approach for facilitating the fieldwork, including a structure (e.g., introductions, question themes and prompts, role of the moderator and any physical or virtual prompts or stimuli to be used).

Duration: Specify the planned duration of the fieldwork

Delivery Information:

Location: Specify the location(s) where the fieldwork will be conducted, including any details about the venue or facilities.

Logistical Requirements: [List any logistical requirements for the fieldwork, such as equipment, seating arrangements, refreshments, creative resources etc.]

Delivery team: Identify the members of the research team involved in delivery of the fieldwork, along with their roles and responsibilities.

Budget: Provide an overview of the budget for the fieldwork, including any expenses related to participant compensation, materials, etc.