

Participant Information Sheet

Project Title: Translingual name usage in higher education: staff and student perceptions

Purpose of the research

This is an invitation to participate in a research project conducted by the following university staff. The purpose of this study is to investigate translingual name usage in English-speaking higher education settings, the perceptions of both staff and students along with the influencing factors involved. The primary objective is to generate insights that contribute to the development of institutional policies fostering equity, diversity, and inclusivity. The overarching goal is to enhance cultural competence regarding name usage and promote a sense of belonging among diverse communities in higher education, thereby cultivating safe, respectful, and inclusive environments for all members.

Researchers

A/Prof Xiaoping Gao, School of Humanities and Social Inquiry, University of Wollongong	Prof Honglin Chen School of Education, University of Wollongong	Dr Man Hon Tsui Faculty of Arts and Humanities, UOW College Hong Kong	A/Prof Vikash Ramiah School of Business UOW in Dubai
xiaoping@uow.edu.au	honglin@uow.edu.au	atsui@uow.edu.au	VikashRamiah@uowdubai.ac.ae

Method and demands on participants

The project involves an online survey (approximately 10 minutes) and a one-on-one interview (up to 30 minutes). You can choose to complete either of them or both. If you choose to participate, you will be invited to complete the online survey first. If you express your willingness to participate in an interview at the survey's conclusion, you will be further invited to a one-on-one interview, which will be conducted either in person or via Zoom based on your preference. The conversation will be audio recorded only with your permission. In the survey and interview, you will be asked questions related to your experiences with the use of your heritage name or English names, as well as your perceptions and preferences. Both questionnaires and interviews will be conducted in English.

Possible risks, inconveniences and discomfort

Apart from the time required to complete the survey (and the interview), we do not foresee any risks for you. In the case of risk of emotional distress, you can take a break or to discontinue your participation. The following services are available for contact if needed.

Services in Australia

- *Safe and Respectful Communities (SARC)* for students (+61 2 4221 3344 (This number is diverted to UOW 24-hour Student Wellbeing line after hours; Email: uow-sarc@uow.edu.au)
- *Employee Assistance Program (EAP)* Procedures for staff.
- *Lifeline Australia* (call 13 11 14 for 24/7 Crisis support, text or chat online <https://www.lifeline.org.au/>)
- *Beyond Blue* (call 1300 22 4636 or chat on online <https://www.beyondblue.org.au/> for 24/7 support for mental health)

Services in Hong Kong, PRC

- *Shall we talk?* (call 18111 for 24 hour mental health support with serviced offered in Cantonese, English and Mandarin <https://www.shallwetalk.hk/en/get-help/mental-health-support-hotline-18111/>)
- *Call Mira* (call 9682 3100 helping with services offered in English, Hindi and Urdu <https://www.callmira.org/>)

Services in Dubai, UAE

- *Mental support Line* (call 8004673 or message via WhatsApp using 800-HOPE (8004673) <https://hope.hw.gov.ae/>)

Your involvement in the study is voluntary. If there is a relationship between you and the researchers, the relationship will not be adversely affected should you choose not to participate in the study. You have the option to withdraw at any time and withdraw any data you have provided by contacting the researchers up to one month after the interview in writing.

Funding and benefits of the research

The research offers several potential benefits for participants and the broader community, including:

1. Increased awareness of the importance of translingual name usage.
2. Identification of perceptions of staff and students regarding translingual name usage and influencing factors.
3. Cultivation of a stronger sense of belonging and cultural identity.
4. Potential for enhanced equity, diversity and inclusivity across cultural groups and countries.

Data management and use

Data will be used for generating reports, journal publications, and conference presentations, which can be provided at the participants' request. All participant information will be anonymous to ensure privacy and confidentiality. Information gathered for this project will be stored in a secure password-protected online folder and only the researchers will have access to the material. Information will be kept for 5 years, as per the UOW ethics expectations. Interviews will be audio recorded. Audio data generated from interviews will be transcribed using digital software and verified by the researchers so that qualitative data analysis can be performed to address the study aims. Specific consent will be sought for the use of participant data in this project only.

How to participate?

If you would like to participate, please fill in a survey for phase I. If you would like to further participate in phase two, please express your interest at the end of survey. We will make an appointment with you for a one-on-one interview via email.

If you have any questions regarding this project, please feel free to contact A/Prof Xiaoping Gao on (02) 4221 5270 or by email xiaoping@uow.edu.au or site custodians listed above.

Ethics review and complaints

This study has been reviewed and approved by Social Sciences Human Research Ethics Committee at the University of Wollongong (Reference: 2024/045). If you have any concerns or complaints about the way this research is conducted you can contact the UOW Ethics Officer on +61 2 4239 2191 or email uow-humanethics@uow.edu.au