

# Section 4: Data analysis and Management

These documents offer guidance on how to store, label and manage the qualitative data after the interviews and focus groups have been conducted.

When coding the data we recommend considering the following:

- Anonymise transcripts and remove all identifying details.
- Upload anonymised transcripts onto software packages.
- Research team independently read and code (identify themes) in initial transcripts and establish a coding framework (thematic framework).
- Organise on software package.
- Code transcripts by theme using framework.
- Cross-code transcripts by members of the team.
- Identify key patterns and themes across the data, and within/between groups.
- Note key excerpts and any case studies.
- As multi-methods study both the quantitative and the qualitative data must be considered relationally.

## DOCUMENTS

4.1 Participant Database (sample)	Database of all interviews and focus groups.
4.2 Data Storage	Guidance on how to securely manage and store the data.

### 4.1 Participant Database (sample)

#### INTERVIEW PARTICIPANTS

Interview Code	Date	Audio File Code	Interviewer	Age Group	Gender	LGBT+	BME	Disability	Staff/Student	Faculty	Study/Employment Status	Student Category	Year of Study	Contract Type	Staff Category
INT1/M/STAFF	18.7.17	INT1_M_STAFF_18.7.17	AM	45-54	Male	Y	N	N	STAFF	ENGINEERING	P/TIME	N/A	N/A	FIXED TERM	ADMIN & PROFESSION
INT2/F/STUDENT	25.10.17	INT2_F_STUDENT_25.10.17	MM	25-34	Female	N	N	Y	STUDENT	SCIENCE	F/TIME	UK	PhD	N/A	N/A

#### FOCUS GROUP PARTICIPANTS

Focus Group Code	Date	Audio File Code	Interviewer	Age Group	Gender	LGBT+	BME	Disability	Staff/Student	Faculty	Study/Employment Status	Student Category	Year Of Study	Contract Type	Staff Category
<b>FG1/LGBTQ</b>															
FG1/LGBTQ/1	09.11.17	FG1_LGBTQ_9.11.17	AM/KC	18-24	Female	Y	N	Y	STUDENT	HASS	F/TIME	UK	3rd YEAR UG	N/A	N/A
FG1/LGBTQ/2	09.11.17	G1_LGBTQ_9.11.17	AM/KC	25-34	Female	Y	Y	N	STUDENT	SCIENCE	P/TIME	EU	PhD	N/A	N/A
FG1/LGBTQ/3	09.11.17	G1_LGBTQ_9.11.17	AM/KC	18-24	Male	Y	Y	Y	STUDENT	HASS	F/TIME	SCOTTISH	2nd YEAR UG	N/A	N/A
<b>FG2/FOOTBALL</b>															
FG2/FOOTBALL/1	20.11.17	FG2_FOOTBALL_20.11.17	AM/MM	18-24	Male	N	N	N	STUDENT	BUSINESS	F/TIME	UK	3rd YEAR UG	N/A	N/A
FG2/FOOTBALL/2	20.11.17	FG2_FOOTBALL_20.11.17	AM/MM	18-24	Male	N	Y	N	STUDENT	HASS	F/TIME	SCOTTISH	2nd YEAR UG	N/A	N/A