



GUIDELINES FOR RESEARCHERS IN CONDUCTING RESEARCH IN THE DEPARTMENT

1. PURPOSE

This document provides guidelines for researchers on the process to be followed in conducting research in the Department of Basic Education (DBE).

2. APPLICATION PROCEDURES FOR CONDUCTING RESEARCH

- a. The applicant must complete the attached application form: *“to conduct research in the Department of Basic Education”*.
- b. The applicant must submit the application form with a covering letter to the Office of the Director-General at the address below at least three months in advance. However, urgent applications may be considered.
- c. The Director-General will forward the request to the relevant Branch for recommendations on whether or not to approve the request.
- d. Applicants will be informed by the Office of the Director-General whether the research request has been approved, approved subject to certain modifications or rejected.

3. CRITERIA FOR RESEARCH TO BE APPROVED BY THE DEPARTMENT

The proposed research should be related to either the Action Plan to 2014: Towards the realisation of Schooling 2025, Delivery Agreement for Outcome 1: Improved Quality of Basic Education, Department Research Agenda or the National Development Plan.

4. CONDITIONS TO BE AGREED BY THE APPLICANT

The applicant is required to sign a declaration agreeing to the following conditions:

- a. Department approval is not official departmental support or endorsement of the investigation.
- b. Any report, publication or presentation arising from the investigation must carry a disclaimer to the effect that it does not represent the views of the Department.
- c. There should be no financial implications (use of the Department’s resources such as stationery, photocopies, faxes, and telephones) for the Department.
- d. Involvement by participants in the research project is voluntary and participants have a right to decline participation in the investigation.
- e. The use of monitoring devices such as tape recorders and cameras should be made explicit and participants should be free to reject them if they wish.
- f. Researchers must provide consent forms for participants to complete.

- g. Participants must not be identifiable in any way from the result of the investigation. The right of participants to privacy, anonymity, confidentiality and respect for human dignity must be honoured at all times.
- h. Researchers must provide a summary of the findings of the research to the Office of the Director-General.
- i. Researchers must provide the final report to the Office of the Director-General.

5. ETHICAL CONSIDERATIONS

Departmental officials are not required to participate in any research undertaken in the department. Participation is voluntary and participants are required to sign a consent form should they agree to participate in a research project.

However, the Director-General wishes to deepen the culture of research in the Department and officials are encouraged to cooperate with *bona fide* researchers whose applications have been approved by the Director-General.

6. CONTACT DETAILS

The Office of the Director-General
Department of Basic Education
222 Struben Street, Private Bag X895, Pretoria, 0001
Tel: 012 357 3000
Email: info@dbe.gov.za

APPLICATION FORM: TO CONDUCT RESEARCH IN THE DEPARTMENT OF BASIC EDUCATION

This application form must be completed and:

- emailed to info@dbe.gov.za or
 - hand delivered to the Office of the Director -General, Department of Basic Education, 222 Struben Street, Pretoria, 0001 or
 - mailed to the Office of the Director – General Department of Basic Education, Private Bag X895, Pretoria 0001
-

1. Details of researcher	
Surname and initials:	
First name:	
Title (Prof/Dr/Mr/Mrs/Ms):	
Tel:	
Cell:	
Fax:	
Email address:	
Postal address:	

2. Title of research	

3. Purpose of the research (please tick relevant option)	
Undergraduate study:	
Honours:	
Masters:	
PhD:	
Private research:	
Commissioned study (name client):	
Other, please specify:	

4. Student and postgraduate enrolment particulars (if applicable)	
Name of institution where enrolled:	
Degree/qualification:	
Faculty and discipline/area of study:	
Surname and initials of supervisor:	

5. Employer (if applicable)	
Name of organisation:	
Position in organisation:	
Head of organisation:	
Street address:	
Postal code:	
Tel:	
Fax:	
Email address:	

6. Potential benefits of the research to the Department of Basic Education or value of the research to the education sector (attach research proposal)	

7. Proposed research methods (Please tick relevant option/s)	
Questionnaires (please provide copies):	
Interviews (please provide copies of each schedule):	
Use of official documents (please specify the documents):	
Workshops/group discussions (please provide details):	
Standardised tests (e.g. psychometric tests) (please specify the test/s to be used and provide copies):	
Other, please specify:	

8. Main research question/s	

9. Procedure to maintain confidentiality	

10. Participants	
Number of departmental participants required for the investigation	
Profile of participants (e.g. age, seniority, sex, job category)	

11. Period that research will be undertaken	
Time of day that you propose to conduct your research (work hours, during break, after work hours)	
Average period of time each participant will be involved in the test or other research activities (please indicate time in minutes)	
Date/s when research will be undertaken	

12. Date when summary of research findings will be available	

13. Declaration by the researcher	
<p>I undertake to use the information that I acquire in a balanced and a responsible manner, taking into account the perspectives and practical realities of the Department in my report. I furthermore take note of and agree to adhere to the following conditions:</p> <ul style="list-style-type: none"> a. Department approval is not official departmental support or endorsement of the investigation. b. Any report, publication or presentation arising from the investigation must carry a disclaimer to the effect that it does not represent the views of the Department. c. There will be no financial implications for the Department. d. Involvement by participants in the research project is voluntary. e. Participants will complete a consent form provided by the researcher. f. The right of participants to privacy, anonymity, confidentiality and respect for human dignity will be honoured at all times. g. Participants will not be identifiable in any way from the result of the investigation. h. The names of participants will not appear in the report without the written consent of each individual. i. A summary of the findings of the research will be provided to the Office of the Director-General. j. The final report will be provided to the Office of the Director-General. <p>I declare that all statements made in this application are true and accurate. I accept the conditions associated with the granting of approval to conduct research and undertake to abide by them.</p>	
Signature	
Date	

