



For admin. use

Reference number:

**REQUEST TO CONDUCT RESEARCH IN THE NATIONAL DEPARTMENT OF BASIC  
EDUCATION**

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**1. PARTICULARS OF THE RESEARCHER/S** (if there is more than one researcher involved, provide the details of the main researcher)

<b>1.1. Personal details</b>	
Title (Prof/Dr/Mr/Mrs/Ms):	
Surname and initials:	
First name/s:	
SA ID number:	
Work permit number (If not SA citizen):	

<b>1.2. Contact details</b>	
Tel home:	
Tel work:	
Cell:	
Email address:	
Home address:	
Postal code:	
Postal address:	
Postal code:	

**2. PARTICULARS OF AFFILIATED ORGANISATION** (if applicable)

<b>2.1. Affiliated organisation</b>	
Name of organisation:	
Position:	
Head of organisation/research promoter:	
Tel (head/research promoter):	

<b>2.1. Affiliated organisation</b>	
Email address (head/research promoter):	

**3. STUDENT AND POSTGRADUATE ENTROLEMENT PARTICULARS (if applicable)**

<b>3.1. Enrolment particulars</b>	
Name of institution:	
Degree/qualification:	
Faculty and discipline/area of study:	
Name of supervisor/promoter:	
Student number:	

**4. PURPOSE AND DETAILS OF PROPOSED RESEARCH**

<b>4.1. Purpose of the research (please indicate by placing a cross where appropriate)</b>	
Undergraduate study – Self	
Postgraduate study – Self	
Private company/agency – Commissioned by National Government Department	
Private research by independent researcher	
Non-government organisation	
Department of Basic Education	
Commissions and committees	
Independent research agencies	
Statutory research agencies	
Higher education institutions only	
Other (specify)	

<b>4.2. Details of proposed research</b>	
<b>Full title of research project/thesis/dissertation</b>	
<b>Brief description of proposed research</b>	
<b>Value of the research to the National Department of Basic Education</b>	

4.2. Details of proposed research	
Envisaged date of completion of research at the DBE (day/month/year):	
Envisaged date of submission of research report and research summary to DBE (Month/Year):	

## 5. REQUEST OF INTERVIEWS WITH DBE OFFICIALS

5.1. DBE official details	
Name of official/s requested to interview*:	
Unit/division:	
Area of interest of research (if you do not know the name of a particular DBE official/s you would like to interview):	

\* If you do not know the name of the official in the DBE that you would like to interview, specify the unit or area of interest for your research, and the RCME Directorate will advise accordingly.

5.2. Key questions for the DBE official (also attach a draft questionnaire)

## 6. DATA REQUEST

6.1. Request for datasets available to the DBE (please indicate by placing a cross where appropriate)	
Education Management Information System ("EMIS")	
Grade 12 examination results	
Former Systematic Evaluations	
Annual National Assessments ("ANA")	
National Education Infrastructure Management System ("NEIMS")	
Personnel Salary System ("PERSAL")	

<b>6.1. Request for datasets available to the DBE</b> (please indicate by placing a cross where appropriate)	
Learner Unit Record Information and Tracking System ("LURITS")	
Other (specify)	

<b>6.2. Data should be disaggregated by:</b> (please indicate by placing a cross where appropriate)	
Gender	
Race	
Age group	
Geography (urban/rural)	
Province	
Time period (specify)	
Other (specify)	

<b>6.3. Request for supporting letter for access to the options below</b> (please indicate by placing a cross where appropriate)	
Provincial Department of Education	
National Government Departments (specify)	
Trends in International Mathematics and Science Study ("TIMSS")	
Progress in International Reading Literacy Study ("PIRLS")	
The Southern and Eastern Africa Consortium for Monitoring Educational Quality ("SACMEQ")	
Data from the World Bank	
Data from the HSRC	
Other (specify)	

**7. ATTACHMENTS** (please indicate which of the following attachments are accompanying this form)

<b>7.1 Attachments</b> (please indicate by placing a cross where appropriate)	
Approved research proposal	
Draft questionnaire for DBE official/s to be interviewed/survey for DBE officials to complete	

<b>7.1 Attachments</b> (please indicate by placing a cross where appropriate)	
Ethics clearance for study	
A letter from your supervisor confirming registration of your course (university students)	
Other (specify)	

## 8. COMMENTS

If you have any additional comments/concerns, please specify them in the box below.

This form, along with the relevant documentation should be emailed to [research@dbe.gov.za](mailto:research@dbe.gov.za). All queries pertaining to the status of the research request can be directed to Dr J Kotzé at [kotze.J@dbe.gov.za](mailto:kotze.J@dbe.gov.za) or Ms L Malemela at [Malemela.I@dbe.gov.za](mailto:Malemela.I@dbe.gov.za)