



**BRIEFING DOCUMENT TO ALL RESEARCHERS THAT WISH
TO CONDUCT RESEARCH IN INSTITUTIONS and/or OFFICES
OF THE GAUTENG DEPARTMENT OF EDUCATION**

1. GENERAL INFORMATION

- 1.1 The prescribed GDE Research Request form must be completed by all categories of researchers i.e. undergraduate and postgraduate students, academics, organisations, agencies and research teams that seek to conduct research in the Institutions and/or offices of the department. Agencies that have been commissioned by the GDE to conduct research must also complete the said form.
- 1.2 The form is designed to ensure that all applicants provide the GDE with all relevant details pertaining to the research study to be undertaken. Not all sections of the form may be relevant to all applicants and those sections that are deemed irrelevant may, unless otherwise advised, be omitted.
- 1.3 The Prescribed Research Request form requires the following sets of information:
- Particulars of the researcher/s
 - Details of the proposed research to be undertaken
 - The proposed research methodology to be utilised
 - The GDE organ (Institution/s and/or District/s and/or Head Office Directorate/s, Division/s and/or Branch) that would be involved
 - A formal declaration by the researcher and the supervisor and/or promoter of the research to authenticate the information provided and to agree to abide by the conditions as prescribed by the GDE
- 1.4 All prospective researchers must submit the following documents before any research request may be entertained:
- The full Research Proposal i.e. a full and detailed outline of the research plan
 - A full list of the institutions and/or offices that would be participating in the study (a list of the names and addresses of all GDE institutions and offices is available from the Department of Education on a paper cost-recovery basis)
 - Copy/ies of questionnaire/s and interview schedules to be utilised in the study

- 1.5 Where research is still in the planning stage, permission “in principle” may be sought. The Policy Coordination Directorate must however still be provided with all the relevant documents before the researcher/s may be granted access to the institutions and/or offices, as required.
- 1.6 All prescribed forms are available electronically and prospective researchers are encouraged to utilise electronic means of communication (e-mail) when both requesting and forwarding any information related to their research request. The sole proviso in this respect relates to those pages that require the original signatures of the researcher and his/her supervisor or promoter. These pages may be faxed to the relevant office only after the researcher has communicated with the Policy Coordination Directorate and has acquired a reference number. The reference number must be quoted when forwarding all outstanding information by fax.

2. SPECIFIC RESEARCH REQUIREMENTS

- 2.1 Educators, learners and officials are not to be involved in any research activity at the beginning of the academic year in January nor during the last quarter. All research processes may only commence from the beginning of the second week of February and must be concluded by the end of the third quarter of the academic year. This provision may be waived for all research commissioned and paid for by the Gauteng Department of Education itself.
- 2.2 Permission to conduct research in GDE institutions i.e. school/s, district/s office or Head Office must be sought from the Office of the Senior Manager: Policy Coordination, Monitoring and Secretariat Services.
- 2.3 A maximum of 21 days from the date of receipt has been allocated for the Policy Coordination Directorate to collect input from within the department before making a decision around granting approval. Applicants are therefore encouraged to apply for permission to conduct research at least two months prior to the start of the actual undertaking. This provision may however be waived for all research commissioned and paid for by the Gauteng Department of Education itself.
- 2.4 The test / questionnaire / structured interview schedules / frameworks for interviews or other materials which are intended to be used must accompany the research request application form. Where more than one language is to be used, the translated version/s must also be submitted.

3. EXCEPTIONS TO THE REQUIREMENT FOR THE SUBMISSION OF RELEVANT DOCUMENTS:

- Where permission “in principle” is being sought; or
- In the case of standardized tests (where it is sufficient to supply only the name(s) of the instruments on the form.

4. CRITERIA IN RESPECT OF RESEARCH INSTRUMENTS

The questionnaires / structured interview schedules / interview frameworks / tests should meet the criteria of:

- Education accountability
- Proper research design
- Sensitivity towards participants
- Correct content and terminology
- Acceptable grammar
- Absence of non-essential / superfluous items

In the case of postgraduate students the supervisor / promoter must confirm in writing that the proposed research meets all the above requirements. This statement has to be attached to the application.

If different languages are to be used in the research, care should be taken to ensure that each test item corresponds exactly in the alternative language used.

5. RESTRICTIONS & OBLIGATIONS PLACED ON THE RESEARCHER/S

- 5.1. All research efforts that involve schools and offices of the Gauteng Department of Education may only commence from the second week in February and must be concluded by the end of the third term. This provision may be waived for all research commissioned by the GDE itself.
- 5.2. Only in exceptional circumstances will the Gauteng Department of Education grant permission for research to be conducted during school hours. It must however be noted that the consent of the Principal and the SGB (if at a school) and the relevant Senior Manager (if at a district/head office) must be obtained when determining appropriate time/s for conducting research. This provision may also be waived in respect of all research commissioned by the GDE itself.
- 5.3. The senior manager of the relevant office and both the principal and SGB of each institution must be notified by the researcher, in writing, about the study being undertaken within their respective offices and/or institutions respectively. The official letter issued by the Senior Manager: Policy Coordination, Monitoring and Secretariat Services granting approval for such a request must be attached to the letter of notification sent by the researcher/s.
- 5.4. The written consent of parents is a mandatory condition that researcher's are expected to acquire before involving any learner/s in their research study.

- 5.5. The researcher/s must undertake to supply the Senior Manager: Policy Coordination, Monitoring and Secretariat Services with one bound hard cover copy and one ring bound copy of the final, approved research report, thesis or dissertation.
- 5.6. The researcher/s must also undertake to supply the Senior Manager: Policy Coordination, Monitoring and Secretariat Services with an electronic copy of the research abstract, summary and/or annotation relating to the research study. The title and abstract/summary/annotation will be placed on the GDE website to be accessed by the broader public while the bound hard cover copy will be placed in the GDE Library located at Head Office where it may be accessed by all users of the Library. Only in very special circumstances will the Research Report be loaned out to users of the Library.
- 5.7. The researcher/s may be expected to provide short presentations on the purpose, findings and recommendations of his/her research to both GDE officials and the schools concerned.
- 5.8. Should the researcher have been involved with research at a school and/or a district/head office level, the Senior Manager concerned must also be supplied with a brief summary of the purpose, findings and recommendations of the research study.

6. APPROVAL OF RESEARCH REQUESTS

- 6.1 The Gauteng Department of Education will interact with the research proposal, and when satisfied that all the required criteria have been met, will issue an approval letter, that would serve as a formal contract between the Department and the researcher. The approval letter will contain a GDE registration number that will be used for tracking, monitoring and database maintenance purposes.
- 6.2 A Research Request Approval letter would only indicate that a researcher has been granted permission to conduct research within the GDE. The final decision would however rest with the Principal and School Governing Body of an institution and the Senior Manager in charge of any office. Once the Principal and SGB and/or District/Head Office Senior Manager have granted permission for the research to proceed, all research processes may only commence from the beginning of the second week of February and be concluded by the end of the third quarter of the academic year.
- 6.3 Listed below are some key considerations for a researcher to bear in mind once permission has been granted:
 - All Social Research Ethics must be honoured
 - The researcher must utilise his/her own resources to complete the study.
 - The name/s of the official/s, school/s, principal/s, educator/s, SGB member/s and learner/s may not appear in any research report without

the written consent of each of the individuals (or their parents if relevant) and/or the structures listed.

- The senior manager of the relevant office (head office or district) and both the principal and SGB of each institution must be notified by the researcher, in writing, about the study being undertaken within their respective office/district and institution respectively.

- 6.4 Researchers are requested to apply for permission at least 2 months before the actual research investigations are to be conducted at any site within the GDE. During this time the Research Coordinator would interact with all the relevant documents submitted by researcher and canvass the assistance of relevant line managers to assist in making a decision around whether approval should/should not be granted.
- 6.5 The Department is involved, on an ongoing basis, of developing and updating its own list of Research Priorities and is prepared to engage with prospective researchers around adopting these research topics that are of importance to the organisation. A full list of the GDE Research Priorities will be made available to all prospective researchers on written request.

7. CONCLUSION

Should you require any additional information pertaining to research activities within the GDE, kindly contact the following officials from the Policy Coordination Directorate: Mr Ebrahim Farista and/or Ms Nomvula Ubisi (See contact details below).

Tel: (011) 355 0195/0483

Fax: (011) 355 0512

Street Address: Room 910/911, 111 Commissioner Street, Johannesburg, 2000

Postal Address: P.O. Box 7710, Johannesburg, 2000

E-Mail: ebrahimf@gpg.gov.za or nomvulau@gpg.gov.za