



For admin. Use only:

Ref. no.:

Enquiries: 011 3550775/1379

Gumani Mukatuni/ Busi Mchunu

2023/2024 GDE RESEARCH REQUEST FORM

REQUEST TO CONDUCT RESEARCH IN INSTITUTIONS AND/OR OFFICES OF THE GAUTENG DEPARTMENT OF EDUCATION

1. PARTICULARS OF THE RESEARCHER

1.1	Details of the Researcher	
	a) Surname and Initials:	
	b) First Name/s:	
	c) Title (Prof/Dr/Mr/Mrs/Ms):	
	d) Student Number:	
	e) SA ID Number:	
	f) Work permit no. (If not SA citizen)	

1.2	Private Contact Details	
	a. Home Address	c. Postal Address (if different)
	b. Postal Code:	d. Postal Code:
	e. Tel:	f. Cell:
	g. Fax:	h. E-mail:

2. PURPOSE & DETAILS OF THE PROPOSED RESEARCH

2.1	Purpose of the Research (Place a cross where appropriate)	
	<i>Undergraduate Study – Self</i>	
	<i>Postgraduate Study – Self</i>	
	<i>Private Company/Agency – Commissioned by Provincial Government or Department</i>	
	<i>Private Research by Independent Researcher</i>	
	<i>Non-Governmental Organisation</i>	
	<i>National Department of Education</i>	
	<i>Commissions and Committees</i>	
	<i>Independent Research Agencies</i>	
	<i>Statutory Research Agencies</i>	
	<i>Higher Education Institutions only</i>	
2.2	Full title of Thesis / Dissertation / Research Project	
2.3	Value of the Research to Education (Attach Research Proposal)	
2.4		Date
	<i>a. <u>Estimated</u> date of completion of research in GDE Institutions</i>	
	<i>b. <u>Estimated</u> date of submission of Research Report /Thesis/Dissertation and Research Summary to GDE:</i>	
2.5	Student and Postgraduate Enrolment Particulars	
	<i>a. Name of institution where enrolled:</i>	
	<i>b. Degree / Qualification:</i>	
	<i>c. Faculty and Discipline / Area of Study:</i>	
	<i>d. Name of Supervisor / Promoter:</i>	

2.6	Employer (or state Unemployed / or a Full Time Student):
a. Name of Organisation:	
b. Position in Organisation:	
c. Head of Organisation:	
d. Street Address:	
e. Postal Code:	
f. Telephone Number (Code + Ext):	
g. Fax Number:	
h. E-mail address:	

2.7	PERSAL Number (GDE employees only)
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3. PROPOSED RESEARCH METHOD/S

(Please indicate by placing a cross in the appropriate block whether the following modes would be adopted)

3.1 Questionnaire/s (If Yes, supply copies of each to be used)

YES		NO	
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3.2 Interview/s (If Yes, provide copies of each schedule)

YES		NO	
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3.3 Use of official documents

YES		NO	
<i>If Yes, please specify the document/s:</i>			

3.4 Workshop/s / Group Discussions (If Yes, Supply details)

YES		NO	
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3.5 Standardised Tests (e.g. Psychometric Tests)

YES		NO	
<i>If Yes, please specify the test/s to be used and provide a copy/ies</i>			

4. INSTITUTIONS TO BE INVOLVED IN THE RESEARCH

4.1 TYPE and NUMBER of Institutions (Please indicate by placing a cross alongside all types of institutions to be researched)

INSTITUTIONS	Write NUMBER here
<i>Primary Schools</i>	
<i>Secondary Schools</i>	
<i>ABET Centres</i>	
<i>ECD Centres</i>	
<i>LSEN Schools</i>	
<i>Further Education & Training Institutions</i>	
<i>Districts and/or Head Office</i>	

4.2 Name/s of institutions to be approached for research (Please complete on a separate sheet if space is found to be insufficient).

Name/s of Institution/s

4.3 District/s where the study is to be conducted. (Please indicate by placing a cross alongside the relevant district/s)

District/s			
<i>Ekurhuleni North</i>		<i>Ekurhuleni South</i>	
<i>Gauteng East</i>		<i>Gauteng North</i>	
<i>Gauteng West</i>		<i>Johannesburg Central</i>	
<i>Johannesburg East</i>		<i>Johannesburg North</i>	
<i>Johannesburg South</i>		<i>Johannesburg West</i>	
<i>Sedibeng East</i>		<i>Sedibeng West</i>	
<i>Tshwane North</i>		<i>Tshwane South</i>	
<i>Tshwane West</i>			

If Head Office/s (Please indicate Directorate/s)

4.4 **The approximate number of learners to be involved per school (Please indicate the number by gender: M- Male and F- Female)**

Grade	<i>ECD</i>		<i>1</i>		<i>2</i>		<i>3</i>		<i>4</i>		<i>5</i>		<i>6</i>	
<i>Gender</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
<i>Number</i>														

Grade	<i>7</i>		<i>8</i>		<i>9</i>		<i>10</i>		<i>11</i>		<i>12</i>	
<i>Gender</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
<i>Number</i>												

4.5 **The approximate number of ECD Practitioners/educators/officials involved in the study (Please indicate the number in the relevant column)**

<i>Type of staff</i>	<i>Educator/s</i>	<i>ECD Practitioner/s</i>	<i>HODs</i>	<i>Deputy Principal/s</i>	<i>Principal/s</i>	<i>Office-Based Officials</i>
<i>Number</i>						

4.6 Letters of Consent (Attach copies of Consent letters to be used for Principal, SGB and all participants. For learners also include parental consent letter)

4.7 Are the participants to be involved in groups or individually?

<i>Groups</i>		<i>Individually</i>
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4.8 Average period of time each participant will be involved in the test or other research activities (Please indicate time in minutes for ALL participants)

Participant/s	Activity	Time

4.9 Time of day that you propose to conduct your research.

<u><i>Before school hours</i></u>		<u><i>During school hours (for limited observation only)</i></u>		<u><i>After School Hours</i></u>	
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SEE Condition 5.4 on Page 7

4.10 School term/s during which the research would be undertaken

<i>First Term</i>		<i>Second Term</i>		<i>Third Term</i>	
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5. CONDITIONS FOR CONDUCTING RESEARCH IN GDE

Permission may be granted to proceed with the above study subject to the conditions listed below being met and permission may be withdrawn should any of these conditions be flouted:

- 1) **The District/Head Office Senior Manager/s concerned, the Principal/s and the chairperson/s of the School Governing Body (SGB.) must be presented with a copy of this letter.**
- 2) **The Researcher will make every effort to obtain the goodwill and co-operation of the GDE District officials, principals, SGBs, teachers, ECD Practitioners, parents, and learners involved. Participation is voluntary and additional remuneration will not be paid;**
- 3) **Research may only commence from the second week of February and must be concluded by the end of the THIRD quarter of the academic year. If incomplete, an amended Research Approval letter may be requested to conduct research in the following year.**

- 4) **Because of COVID 19, pandemic researchers can ONLY collect data online, telephonically, or may make arrangements for Zoom with the school Principal. Requests for such arrangements should be submitted to the GDE Education Research and Knowledge Management directorate. The approval letter will then indicate the type of arrangements that have been made with the school.**
- 5) **The Researchers are advised to make arrangements with the schools via Fax, email, or telephonically with the Principal.**
- 6) **Research may only be conducted BEFORE or AFTER school hours so that the normal school program is not interrupted. The Principal and/or Director must be consulted about an appropriate time when the researcher/s may carry out their research at the sites that they manage.**
- 7) **Items 3 and 6 will not apply to any research effort being undertaken on behalf of the GDE. Such research will have been commissioned and paid for by the Gauteng Department of Education.**
- 8) **It is the researcher's responsibility to obtain written consent from the SGB/s; principal/s, educator/s, ECD Practitioners, parents, and learners, as applicable, before commencing with research.**
- 9) **The researcher is responsible for supplying and utilizing his/her research resources, such as stationery, photocopies, transport, faxes, and telephones, and should not depend on the goodwill of the institution/s, staff, and/or the office/s visited for supplying such resources.**
- 10) **All research conducted in GDE Institutions is anonymous. The names and personal details of the GDE officials, schools, ECD Centres, principals, parents, teachers, ECD Practitioners and learners that participate in the study may neither be asked nor appear in the research title, report/thesis/ dissertation, or GDE Research Summary.**
- 11) **On successful completion of the study, the researcher must supply the Director: Education Research and Knowledge Management, with electronic copies of the Research Report, Thesis, Dissertation as well as a Research Summary (on the GDE Summary template). Failure to submit these documents may result in future permission being withheld, or a fine imposed for BOTH the Researcher and the Supervisor.**
- 12) **Should the researcher have been involved with research at a school, ECD Centres, and/or a district/head office level, the Director/s and school/s concerned must also be supplied with a GDE Summary.**
- 13) **The researcher 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;**

6. DECLARATION BY THE RESEARCHER	
6.1	<i>I declare that all statements made by myself in this application are true and accurate.</i>
6.2	<i>I have read, understand and accept ALL the conditions associated with the granting of approval to conduct research in GDE Institutions and I undertake to abide by them. I understand that failure to comply may result in permission being withdrawn, further permission being withheld, a fine imposed and legal action may be taken against me. This agreement is binding.</i>
6.3	<i>I promise once I have completed my studies, (before graduation) or on successful project completion, to submit electronic copies of my Research Report / Thesis / Dissertation as well a GDE Summary on the GDE template sent to me with my approval letter or found on www.education.gpg.gov.za</i>

Signature:	
Date:	
7. DECLARATION BY SUPERVISOR / LECTURER / PROMOTER	
7.1	<i>I declare that: (Name of <u>Researcher</u>)</i>
7.2	<i>is enrolled at the institution / employed by the organisation to which the undersigned is attached.</i>
7.3	<p><i>The questionnaires / structured interviews/tests meet the criteria of:</i></p> <ul style="list-style-type: none"> • <i>Educational Accountability;</i> • <i>Proper Research Design;</i> • <i>Sensitivity towards Participants;</i> • <i>Correct Content and Terminology;</i> • <i>Acceptable Grammar;</i> • <i>Absence of Non-essential / Superfluous items;</i> • <i>Ethical clearance</i>
7.4	<i>The student/researcher has agreed to ALL the conditions of conducting research in GDE Institutions and will abide by them.</i>
7.5	<i>I will ensure that after successful completion of the research degree/project/study an electronic copy of the Research Report / Thesis / Dissertation and a Research Summary (on the GDE template) will be sent to the GDE. Failure to submit the Research Report, Thesis, Dissertation, and Research Summary may result in: permission being withheld from BOTH the student and the Supervisor in the future and a fine may be imposed.</i>
7.6	Surname of the Supervisor :
7.7	First Name/s of the Supervisor :
7.8	Title:
7.9	Institution / Organisation:
7.10	Faculty / Department:
7.11	Telephone:
7.12	E-mail address:
7.13	Signature:
7.14	Date:

ANNEXURE A: GROUP RESEARCH

This information must be completed by every researcher/student/field worker who will be visiting GDE Institutions for research purposes, besides the main researcher who applied and the Supervisor/ lecturer / Promoter of the research.

By signing this declaration, the researcher/students / fieldworker accepts the conditions associated with the granting of approval to conduct research in GDE Institutions and undertakes to abide by them.

Supervisor/ Promoter / Lecturer’s Surname and Name.....

DECLARATION BY RESEARCHERS / STUDENTS:

Surname & Initials	Name	Tel	Cell	Email address	Signature

N.B. This form (and all other relevant documentation where available) may be completed and forwarded electronically to Gumani.Mukatuni@gauteng.gov.za, please copy (cc) ResearchInfo@gauteng.gov.za. The last 2 pages of this document must however have the original signatures of both the researcher and his/her supervisor or promoter. It should be scanned and emailed, posted, or hand-delivered (in a sealed envelope) to Dr. Gumani Mukatuni, 7th Floor Marshal Street, Johannesburg. All inquiries about the status of research requests can be directed to Dr. Gumani Mukatuni and/or Ms. Busi Mchunu on tel. no. 011 355 0775/1379.

Other Information:

- i) On receipt of all emails, confirmation of receipt will be sent to the researcher. The researcher will be contacted via email if any documents are missing or if any additional information is needed.
- ii) If the GDE Research request submitted is approved, a GDE Research Approval letter will be sent by email to the researcher as well as the Supervisor / Lecturer / Promoter. Please ensure that your email address is correct.
- iii) After successful completion of your research, please send your Research Reports / Thesis / Dissertations and GDE Research Summaries (on the template provided to both the Researcher and the Supervisor with the GDE Research Approval letter) to the same addresses as the GDE Research Request documents were sent to, namely: Gumani.Mukatuni@gauteng.gov.za,

Busi.Mchunu@gauteng.gov.za and copy Faith.Tshabalala@gauteng.gov.za and ResearchInfo@gauteng.gov.za.