

FORM A - Request to conduct Research at the University of the Witwatersrand, Johannesburg

This form is to be completed by registered Honours/Master by Research/ PhD students and staff at Wits wishing to conduct research by using Wits student/staff data. Please email this form with your supporting documents to Research.Deputy-Registrar@wits.ac.za

First Name

Surname:

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Staff/Student number:

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Degree currently registered:

School:

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Research title:

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Has ethics clearance been obtained from the University Ethics Committee/School Ethics Committee?

YES

NO

(If yes, please include a copy of the ethics clearance certificate and protocol number below)

Protocol number:

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PLEASE NOTE: If an unconditionally approved ethics clearance certificate has not been obtained, you will not be granted permission to conduct your research.

Has your Head of Department/Supervisor granted permission for the research to be conducted?

YES

NO

(If yes please include a copy of the letter of approval)

What is the expected duration of your research and on which date do you intend submitting the research?

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Whom is the research and/or questionnaire being conducted on?

Students

Staff

(Please tick the appropriate box)

If the research will be conducted on student data please specify year of study /Faculty or degree data will be required for:

First Year Students	
Second Year Students	
Third Year Students	
Final Year Students	
Postgraduate Students	
Faculty	
Degree	

Section A:**How will the research be conducted?**

E-Mail (please indicate if school administrators will be assisting in circulating the emails)	
Interviews (please attach a copy of the interview questions)	
Other data collection (please specify lists or statistics)	
Focus Groups	
Venues (If using a venue for your research, please indicate venue name and ensure arrangements have been made with the venue manager)	

Section B:

This section only needs to be completed for the circulation of questionnaires, surveys etc. by the University Registrar's Office:

Please provide the link for your questionnaire and attach a copy of the questionnaire (the link will be emailed to students in order for them to complete the questionnaire)	
Please provide us with a brief message that will accompany your questionnaire. This message is will be sent as an e-mail to students requesting them to complete the questionnaire.	

NOTE: If using REDCAP, circulation may take place with departmental administrators within your school. You need to make the necessary arrangements with the administrator.

However, if your department/school does not use REDCAP, then complete the section above.

Student signature:

Date.....