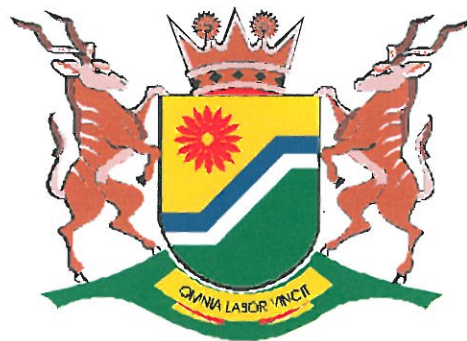


MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF EDUCATION
RESEARCH MANUAL

Making the Education Enterprise Everybody's Business


MPUMALANGA
A Pioneering Spirit

TOLL FREE NUMBER: 0800 203 116

MANUAL FOR CONDUCTING RESEARCH IN MPUMALANGA DEPARTMENT OF EDUCATION PUBLIC INSTITUTIONS.

1. INTRODUCTION.

The Mpumalanga Department of Education promotes and encourages research which focuses on the development and the promotion of education and will therefore consider and approve any meaningful research project which will seek to improve the quality of teaching, learning, governance and management in line with the department's vision. The Department believes that the quality of education can be improved through scientific research.

The Sub-directorate, research was established in 2008 to specifically focus on the identification of research problems, conducts and coordinates research projects of small magnitude, facilitates and recommends research in a professional, systematic and objective manner. The sub-directorate also evaluates and considers research requests from private or public organizations and even individuals who have interest in education. This manual is intended to spell-out the procedures and the guidelines to all prospective applicants who wish to conduct educational research in Mpumalanga public schools and institutions.

PROCEDURE

The process to be followed prior commencement will be two fold:

2. EXTERNAL RESEARCH PROJECTS.

For external research needs, the sponsoring institution should follow the prescribed procedure outlined below.

STEPS TO FOLLOW IN CONDUCTING RESEARCH AT DEPARTMENTAL INSTITUTIONS.

While the Department promotes educational research initiatives, it also has the responsibility to ensure that all research projects and proposals are well in line with the overall goals and objectives of the Department. The Department also has the

responsibility to guard against any research project that might jeopardize the intended objectives. The following steps and procedures are intended to help and guide the prospective research organizations, institutions or individuals who may want to conduct educational research in Mpumalanga public schools and institutions.

2.1. Before the research starts.

Written applications to conduct research must be submitted by the researcher or representative of the research organization at least two months before the commencement of the research project. The application must be submitted to the following address:

The Head of the Department.

Private Bag x11341

NELSPRUIT

1200

Republic of South Africa

(ATTENTION: RESEARCH UNIT)

Contact: A.H. Baloyi 013 766 5476 or 072 201 4043

Email: a.baloyi@education.mpu.gov.za

Or may be delivered to:

The Head of the Department.

Building 5

Government Complex

Riverside Park

1200

Republic of South Africa

- A written approval will be issued to the research organization(s) or individual(s) before the commencement of such research project after the assessment/ analysis of the application.
- All relevant literature pertaining to the application is collected and studied and if it is considered inadequate or is deemed to contain contentious material, the researcher may be asked to make a formal presentation and appropriate amendments may be

requested before the process continues.

- If the Department considers that the proposal does not meet the minimum requirements, approval will be withheld until the requested amendments are completed.

The application should include the following:

A short research proposal which should reflect the following:

- The full title of the research project,
- Statement of the problem in clear terms (briefly),
- Aims and objectives of the research project,
- Scope and duration of the project,
- The instruments to be used should be included; whether questionnaires, interview items, observation schedules, tests, etc
- A brief explanation as to how the research will benefit and add value to the department of education,
- The research population and the sample,
- Any other additional information of interest may be added if available.

2.2. After the approval.

- The Department will not fund any research project(s), which are initiated outside the department.
- The prospective researcher must present the letter of approval from the Department to the head of the institution or institutions concerned before any research is undertaken.
- In case where the research undertaken involves learners (especially if it involves sensitive issues), the researcher will need to obtain a written consent from parents or legal guardian(s) of such learners.
- The Department does not allow teachers and learners to participate in any activity which will compromise tuition or contact time; therefore no research will be conducted during official contact hours except in exceptional cases and with special

permission from the Head of the Department.

- Extension of the period of research should be applied by the researching organization or individuals,
- The Department does not encourage research to be conducted in schools during the fourth term (October - December) as this will interfere with the preparation and the writing of the final examinations, therefore applicants should take note of this special period of the year, however permission may be granted under strict conditions.
- A copy of the research report, thesis or dissertation should be submitted together with a separate synopsis which should not exceed five pages to the research unit. The synopsis should contain the most important findings and recommendations of the research.
- The staff of the selected institution(s) will be expected to support and participate in the project within the framework of the approved terms of such research project.

Note that the Mpumalanga Department of Education has a responsibility towards learners, parents, departmental officials and institutions, therefore the right of participation in research projects should guarantee privacy, anonymity, confidentiality and respect for human dignity at all times.

3. INTERNAL RESEARCH NEEDS.

In case of internal research needs from various Directorates, the sponsor of the project must:

- Get project approval through the strategic planning process,
- Provide budget provisions for the project,
- Submit a two (2) page concept document to the research unit for co-ordination and implementation.

4. CONCLUSION.

The Department believes that this procedure manual will assist prospective researchers who wish to conduct research in Mpumalanga public schools. Any research which may be conducted without prior arrangements as per this manual will clearly be in violation of the Department's research policy which constitutes serious offence.



HEAD OF THE DEPARTMENT
MOC MHLABANE



DATE