



## **Guidelines for Conducting Research at the Ministry of Education**

### **Introduction**

It is the policy of the Ministry of Education to support research on the education sector for its improvement, whether for the systematic collection of data / information to test a hypothesis or for study of existing practices with a view to changing or improving the sector. As such, the following are guidelines for individuals requesting permission to conduct research in the Ministry of Education and or its agencies and entities.

### **Procedure:**

#### **Ministry**

- A letter from the researcher as well as the documentation from the relevant institution should be sent to the Planning and Development Division through the Permanent Secretary/CEO indicating the background of the research and the rationale for undertaking the particular research.
- The Planning and Development Division in consultation with relevant Senior Officers and/ or Executive Management Group, determines whether or not approval will be granted
- If approval is granted, the request is forwarded to the respective division/ unit/ department for follow up with the researcher.
- Where schools will be requested to participate in the research, an introductory letter is prepared under the signatory of the Chief Education Officer/Deputy Chief Education Officer or the Regional Director for the respective School Administrator.
- Divisions/units/departments provide guidance on protocol and availability of data/information to be collected. Where personal student information is requested, written approval must be sought from the individual school and parents/guardians.
- Researchers must be aware of the Child Care and Protection Act.

#### **School**

- The researcher makes contact with the Region and the school(s) and provides a schedule of his/her activities.
- The researcher must present the institution's standards of integrity and ethical practice form to the school in which they intend to carry out the research.
- Researcher must present proper identification

- Where the researcher must interact with students a teacher must be present or be in full view of the students.
- Schools must conduct due diligence to ensure that the guardian/parent who gives the consent is the one recognised by the school as having the authority to do so.
- Conditions of anonymity and use of the information must be clearly stated and agreed to, in writing by both parties, if this is desired.
- The researcher must be informed that the research must conform to standards of integrity and ethical practices. Data must be treated with the strictest confidence for the students being studied.
- A copy of the research must be submitted to the Ministry through the relevant division/unit/department/region/school.