|  |  |  |
| --- | --- | --- |
| HR194a | **ACCESS TO UCT STAFF FOR RESEARCH PURPOSES****(Fulfilment of a Degree)** | whitebacklogo |

**NOTES**

* Forms must be downloaded from the UCT Administrative Forms website: <http://forms.uct.ac.za/forms.htm> .
* This form must be completed by applicants who are requesting to access UCT staff for the purpose of research for the fulfilment of a degree.
* A copy of the research proposal as well as the Ethics Committee approval must be attached.
* It is the **responsibility of the researcher/s to apply for ethical clearance** from the relevant Faculty’s Research in Ethics Committee (RiEC).
* If you are requesting staff information, you are required to complete the [HR Information Request Form](http://forms.uct.ac.za/hr190.doc) (HR190) and submit it together with all the required documentation.
* The turnaround time for a reply is **approximately 10 working days unless specified as urgent.**
* Please submit your application including the completed application form and all the above documentation directly to Zoe Cosmopoulos via email (zoe.cosmopoulos@uct.ac.za) for the attention of the Director: Analytics, Risk, System, Payroll & Admin. Please do not submit these to the Director directly.

**SECTION A: APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |       | Name |       |
| Telephone number |       | Email address |       |
| Student number |       | Staff number |       |
| Visiting researcher ID / passport number |       |
| University or institution at which employed or a registered student |       |
| Faculty or department in which you are registered or work |       |
| Address (if not UCT) |       |
|       |
|       |

## SECTION B: SUPERVISOR DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title and name | Telephone number | Email address |
| Supervisor |       |       |       |
| Co-Supervisor |       |       |       |

## SECTION C: APPLICANT’S FIELD OF STUDY / TITLE OF RESEARCH PROJECT / STUDY

|  |  |
| --- | --- |
| Degree |       |
| Research project or title |       |
| Research proposal attached | [ ]  Yes | [ ]  No |  |
| Target population  |       |
| Number of UCT staff required  |       |
| Research method  | [ ]  Interviews [ ]  Questionnaire |
| Amount of time required for the above |       |
| Lead Researcher details |       |

## SECTION D: FOR OFFICE USE (Approval status to be completed by the Executive Director, Human Resources or Nominee)

|  |  |  |  |
| --- | --- | --- | --- |
| UCT Proof of ethical clearance status attached | [ ]  Yes | [ ]  No |  |
| Proof of ethical clearance status from the University/Institution, if registered outside of UCT | [ ]  Yes | [ ]  No | [ ]  Not Applicable |
| Support or approval | Role | Signature | Date |
| Supported? | [ ]  Yes | [ ]  No | Zoe Cosmopoulos (Specialist: HR Analytics) |  |       |
| Approved? | [ ]  Yes | [ ]  No | Naeema Brey (Director: Analytics, Risk, System, Payroll & Admin) |  |       |