

DATE:

**APPLICATION: CONDUCTING RESEARCH IN AN ORGANISATION**

**Name and Student Number**:

**Degree**:

**Provisional title / topic**:

**Supervisor(s)**:

**Department**:

To whom it may concern

I herewith apply for permission to conduct qualitative / quantitative empirical research in your organisation. The title of my research project is indicated above.

Purpose of study [50 words]:

Brief description of methodology [50 words]:

Confidentiality matters:

1. In compliance with the South-African government’s Protection of Personal Information Act (POPIA; Act no. 4 of 2013), all information collected will be kept secure at all times, according to the Information Technology Security Policy (Rt71/17) of the University of Pretoria. The information will not be used in any other way, other than directed.
2. Any changes to the application will necessitate resubmission.

Kindly indicate whether you consent to this research project being conducted in your organisation, by completing one of the two blocks below:

If YES:

|  |
| --- |
| Approved by (name and signature):Date & Place:Official stamp / authorisation / duly authorised by: |

If NO:

|  |
| --- |
| Motivation (Optional):Signed (name and signature):Date & Place: |

If you have questions, you may contact me at:

* E-mail:
* Contact Number:

If you require verification of the study, you may contact the supervisor of my study at:

* E-mail:
* Contact Number:

Signed by the research student (name and signature):

Signed by a witness (name and signature):

Date & Place: