



MEMORANDUM

To: University Research Ethics Committees
Research Supervisors
Human Resource Office

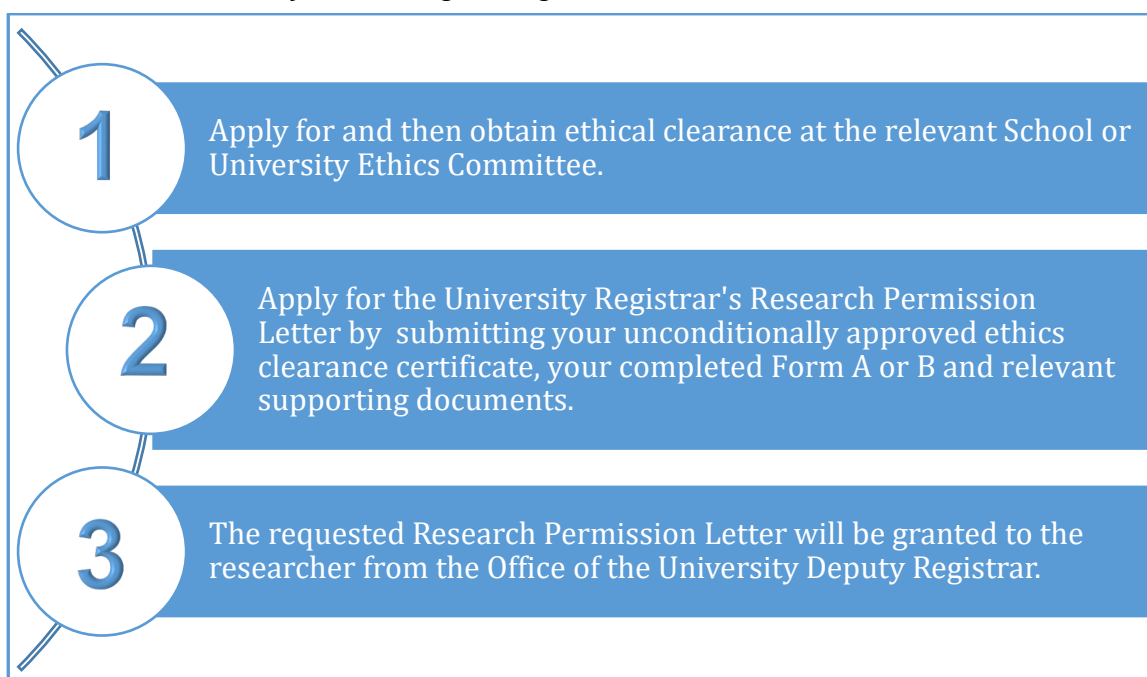
Cc: Deans
Assistant Deans - Research and Postgraduate Affairs
Heads of Schools
Director Postgraduate Affairs
Heads of Support Departments
Faculty Registrar's
Library
Central Records Office (Permanent Re-submit 01 March; 01 July and 01 October)

Date: 09 July 2025

Subject: **Procedures for Obtaining the University Registrar's Permission for the Use of University Student or Staff as Research Participants**

*This memorandum serves only to map out the **existing** processes that need to be followed by students or staff, who are completing their research projects and require to obtain the University Registrar's research permission letter, in order to gain access to use student or staff as research participants (i.e. through surveys, interviews, etc.). The University Registrar has delegated her authority to the University Deputy Registrar to conduct this duty of the Registrar's permission. The specified research applicants are required to undergo the ethical clearance process through their respective School or University Ethics Research Committee as guided by their research supervisors. Research applicants involved with the aforementioned process should be postgraduate or final year students (partaking in certain academic programmes). [Please note, these research protocols do not apply to all forms of research undertaken at the University of the Witwatersrand, Johannesburg].*

Process for Obtaining the Registrar's Research Permission Letter



Access to Student Information

University data is processed, stored and secured in compliance with the Protection of Personal Information Act No. 4 of 2003 (POPIA). Access to the information is restricted to authorised users appointed by the University, who are responsible for monitoring and managing access to categorical data, in accordance with University guidelines and regulations. Once research permission has been granted to the respective researcher, requests for access to University data will be reviewed by the University Deputy Registrar and obtained from the relevant department on behalf of the researcher.

Medical and Non-Medical Research

Research applicants are required to obtain an unconditionally approved ethical clearance from the relevant University or School Research Ethics Committee, before applying for the University Registrar's research permission letter for research to commence.

Survey Dissemination to Students

The Office of the University Deputy Registrar may assist each researcher with the circulation of their survey to the student population once. Other methods of dissemination may include usage of the REDCap system or Qualtrics, in which researchers may request assistance from the respective Administrators associated with those systems.

Research Associated with University Staff

- Researchers requiring Academic Staff participation must note that they need formal written consent from the relevant Head of School (HOS) or Faculty Dean.
- Researchers requiring Professional Administrative Staff participation must note that they need formal written consent from the University's Director of Human Resources.
- Once such consent has been obtained, the researcher may request the survey to be distributed to staff on their behalf from the School, Faculty or Central Human Resources.

Researchers are required to adhere to the guidelines outlined from their obtained consent.

Forms

All forms required for the University Registrar's research permission letter can be accessed on the Internet: <https://www.wits.ac.za/research/researcher-support/research-ethics/>

Thank you in advance for your assistance and cooperation.



Ms Nicoleen Potgieter
University Deputy Registrar