



### Request for Research in State Schools

A. (Please use BLOCK LETTERS)

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

I.D. Card Number: \_\_\_\_\_

Telephone No: \_\_\_\_\_\*

Mobile No: \_\_\_\_\_\*

Address: \_\_\_\_\_

Locality: \_\_\_\_\_

Post Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Faculty: \_\_\_\_\_ Course: \_\_\_\_\_ Year Ending: \_\_\_\_\_

Title of Research: \_\_\_\_\_

Aims of research:  Long Essay  Dissertation  Thesis  Publication

Time Frame: \_\_\_\_\_

Language Used: \_\_\_\_\_

Description of methodology: \_\_\_\_\_

School/s where research is to be carried out: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years / Forms: \_\_\_\_\_

Age range of students: \_\_\_\_\_

\* Telephone and mobile numbers will only be used in strict confidence and will not be divulged to third parties.

I accept to abide by the rules and regulations re Research in State Schools and to comply with the Data Protection Act 2001.

**Warning to applicants** - Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Tutor's Approval** (where applicable)

The above research work is being carried out under my supervision.

Tutor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Faculty: \_\_\_\_\_ Faculty Stamp: \_\_\_\_\_

**C. Directorate for Quality and Standards in Education - Official Approval**

The above request for permission to carry out research in State Schools is hereby approved according to the official rules and regulations, subject to approval from the University of Malta Ethics Committee.

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Official Stamp  
Director  
(Research and Development Department)

**Conditions for the approval of a request by a student to carry out research work in State Schools**

Permission for research in State Schools is subject to the following conditions:

1. The official request form is to be accompanied by a copy of the questionnaire and / or any relevant material intended for use in schools during research work.
2. The original request form, showing the relevant signatures and approval, must be presented to the Head of School.
3. All research work is carried out at the discretion of the relative Head of School and subject to their conditions.
4. Researchers are to observe strict confidentiality at all times.
5. The Directorate for Quality and Standards in Education reserves the right to withdraw permission to carry out research in State Schools at any time and without prior notice.
6. Students are expected to restrict their research to a minimum of students / teachers / administrators / schools, and to avoid any waste of time during their visits to schools.
7. As soon as the research in question is completed, the Directorate for Quality and Standards in Education assumes the right to a full copy (in print/on C.D.) of the research work carried out in State Schools.  
**Researchers are to forward the copies to the Assistant Director, International Research, Directorate for Quality and Standards in Education.**
8. Researchers are to hand a copy of their Research in print or on C.D. to the relative School/s.
9. In the case of video recordings, researchers have to obtain prior permission from the Head of School and the teacher of the class concerned. Any adults recognisable in the video are to give their explicit consent. Parents of students recognisable in the video are also to be requested to approve that their siblings may be video-recorded. Two copies of the consent forms are necessary, one copy is to be deposited with the Head of School, and the other copy is to accompany the Request Form for Research in State Schools. Once the video recording is completed, one copy of the videotape is to be forwarded to the Head of School. The Directorate for Quality and Standards in Education reserves the right to request another copy.
10. The video recording's use is to be limited to this sole research and may not be used for other research without the full consent of interested parties including the Directorate for Quality and Standards in Education.

### **Statement of Consent**

I hereby give my consent to the Directorate for Quality and Standards in Education to process and record personal and sensitive data being given herewith in order to be able to render me with the service I am applying for.

I fully understand that:

- a) by opting out my application cannot be processed;
- b) authorised personnel who are processing this information may have access to this data in order to supply me with the service being applied for;
- c) edited information, that would not identify me, may be included in statistical reports.

I know that I am entitled to see the information related to me, should I ask for it in writing.

I am aware that for the purpose of the Data Protection Act, the Data Controller for this Directorate is:

The Directorate for Quality and Standards in Education  
Floriana, VLT 2000

**I have read and understood this statement of consent myself \_\_\_\_\_**

**This statement of consent was read and explained to me \_\_\_\_\_**

Signature: \_\_\_\_\_ ID number: \_\_\_\_\_ (Data subject)

Signature: \_\_\_\_\_ ID number: \_\_\_\_\_ (Reader if applicable)

Date: \_\_\_\_\_

### **Data Protection Policy**

The Data Protection Act, 2001 regulated the processing of personal data held electronically and in manual form. The Directorate for Quality and Standard in Education is set to fully comply with the Data Protection Principles as set out in the Act.

- a) The Directorate will hold information you supply in accordance to your request to carry out research in State Schools and / or Directorates' documents.
- b) The information you give may be disclosed to other Departments of the Directorate for Quality and Standards in Education, who may also have access to your data.

### **Your rights:**

You are entitled to know what information the Directorate holds and processes about you and why; who has access to it; how it is kept up to date; what the Directorate is doing to comply with its obligations under the Data Protection Act, 2001.

The Data Protection Act, 2001 sets down a formal procedure for dealing with data subject access requests which the Ministry of Education, Culture, Youth and Sport follows.

All data subjects have the right to access any personal information kept about them by the Directorate either on computer or in manual files. Requests to access to personal information by data subjects must be made in writing and addressed to the Data Controller of the Ministry of Education, Culture, Youth and Sport. An identification document such as a photocopy of the Identity Card, photocopy of passport etc. of the data subject making the request must be submitted with the request. Such identification material will be returned to the data subject.

The Directorate aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within reasonable time, the reason will be explained in writing to the data subject making the request.

All data subjects have the right to request that their information be amended, erased or not used in the event the data is incorrect.

**Video Recording Consent Form - Data subjects - minors**

Name of Parent or Guardian \_\_\_\_\_

Name of child / children \_\_\_\_\_

Location of video recording(s) \_\_\_\_\_

Date of recording(s) \_\_\_\_\_

The Directorate for quality and Standard in Education would like to authorise video recording(s) of your child / children for research purposes by students / researchers.

To comply with the **Data Protection Act, 2001**, your permission is necessary prior to the taking or use of video footage of your child. Please answer question 1, then sign and date the form where shown.

Kindly return the completed form to the Head of School or his / her representative.

**To Parent**

1. May we use your child's video footage / image in our printed publications or media?  **YES**       **NO**

**Please note that websites can be seen throughout the world, and not just in Malta, where the Maltese law applies. Note also the conditions for using these images**

I have read and understood the conditions of use at the bottom of this form.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (in block letters): \_\_\_\_\_

**To the Directorate for Quality and Standards in Education**

I confirm that the parent / guardian has given consent so that his / her child's / children video recordings may be used in printed publications or the media or both.

Researcher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher's Name (in block letters): \_\_\_\_\_

**Conditions of use**

We will not include details or full names and surnames of any child in a recorded footage or in printed publications without consent.

## **Formola ta' kunsens għall-Video Recording ta' minuri**

Isem tal-ġenitur / kustodju \_\_\_\_\_

Isem / Ismijiet tal-minuri \_\_\_\_\_

Fejn se jsir il-video recording \_\_\_\_\_

Data tar-rekording \_\_\_\_\_

Id-Direttorat għal kwalita' u Standards fl-Edukazzjoni jixtieq jawtorizza video recording ta' ibnek / bintek / uliedek li se jsir minn studenti / riċerkaturi.

Bis-saħħa tad-**Data Protection Act, 2001**, qed jintalab il-permess neċessarju minn għandek qabel ma jittiehed il-video ta' ibnek / bintek / uliedek. Jekk jogħġbok wieġeb il-mistoqsija numru 1, iffirma u ikteb d-data fl-ispazju pprovdut. Ibgħat il-formola mimlija fl-uffiċċju tal-Kap ta' l-iskola.

### **Lill-ġenitur / kustodju**

1. Nistgħu nużaw il-video / ritratt ta' ibnek / bintek / uliedek f'publikazzjoni jew fil-media?  
Immarka t-tajba:  **IVA**  **LE**

**Kun af li l-websites huma aċċessibbli għal nies mid-dinja kollha u mhux biss għal nies f'Malta. Ara il-kundizzjoni hawn taħt.**

Qrajt il-kundizzjoni murija hawn taħt.

Firma tal-ġenitur / kustodju: \_\_\_\_\_ Data: \_\_\_\_\_

Isem tal-ġenitur / kustodju (ittri kbar): \_\_\_\_\_

### **Lid-Direttorat għal Kwalita' u Standards fl-Edukazzjoni**

Nikkonferma li l-ġenitur / kustodju ta l-kunsens biex il-video ta' ibnu / bintu / uliedu jista' jiġi ppublikat jew / u jintwera fuq il-media.

Firma tar-riċerkatur: \_\_\_\_\_ Data: \_\_\_\_\_

Isem ir-riċerkatur (ittri kbar) \_\_\_\_\_

### **Kundizzjoni għal l-użu tal-video**

Dan il-video ma jkunx jinkludi l-isem sħiħ u l-kunjom meta jintwera jew jiġi ppublikat mingħajr il-kunsens speċifiku.

**Video Recording Consent Form - Data subjects - adults**

Name of person to be video-recorded \_\_\_\_\_

Location of video recording(s) \_\_\_\_\_

Date of recording(s) \_\_\_\_\_

The Directorate for Quality and Standards in Education would like to authorise:

Name of Researcher \_\_\_\_\_ to video record you for research purposes. To comply with the Data Protection Act, 2001, your permission is necessary prior to the taking or use of video footage. Please answer question 1, then sign and date the form where shown.

1. May we use your video footage?

**Please note that websites can be seen throughout the world, and not just in Malta, where the Maltese law applies. Note also the conditions for using these images.**

I have read and understood the conditions of use at the bottom of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in (in block letters) \_\_\_\_\_

**Directorate for Quality and Standards in Education**

I have obtained the consent of the above to be video recorded / use the image in printed publications or the media or both.

Researcher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher's Name (in block letters) \_\_\_\_\_

**Conditions of use**

Details or full names and surnames in a recorded footage or in printed publications will not be included without consent.