



**QUALITY MANAGEMENT SYSTEM  
SUPPORT DOCUMENT**

**Research Ethical Clearance Form**

<b>Approved By:</b>	Dean of Research Head
<b>Signatory:</b>	
<b>Developed By:</b>	Research Ethics Committee
<b>Document Number:</b>	SDO_116
<b>Release Date:</b>	19/03/2026
<b>Version Number:</b>	02

**Instructions**

The REGENT Business School Human Research Ethical Clearance (RBSHREC) application applies to all individuals affiliated with RBS. Each member of the RBS community is responsible for adhering to and implementing the ethical policy in their scholarly activities, ensuring they avoid any actions that could contravene it.

Ensure that all required information and annexures are included in your submission, as missing information and annexures will result in a delay in processing your application.

**Please note:**

- Data collection cannot commence without a formal letter of approval from the organisation you are **undertaking your research with, RBSHREC Committee and your supervisor's consent**
- To avoid unnecessary delays, please submit your application as a single document. For Example: the RBSHREC application form followed by corresponding appendices.
- If you are resubmitting the application – **all documents and the EC form must be resent.**

Appendices should include the following

- Research Instrument:
  - Questionnaire (**Likert rating scale questions**)
  - Interview Schedule (**open-ended questions**)
  - If you are using a mixed method approach then you need to submit both of the above research s (i.e. Questionnaire and Interview Schedule),
- Information to participants
- Informed consent (**if qualitative study is used**)
- Gatekeeper's letter
- If focus groups are used, a confidentiality agreement must be included, stating that no information discussed during the session may be shared outside of the group. Refer to the list of required appendices in **Section 6 of this document.**
- All Appendices (labelled as Appendix A, B, etc. should be added to this REC application form (at the end of this document)
- Please consolidate all the above required documents into a single file for submission. However, do not embed documents within each other.



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**SECTION ONE: PERSONAL DETAILS**

<b>1.1 Full Name &amp; Surname of Applicant</b>						
<b>1.2 Title (Ms/ Mr/ Mrs/ Dr/ Professor etc)</b>						
<b>1.3 Student Number</b>						
<b>1.4 Proposed Qualification (Indicate with an X)</b>	<b>Honours</b>		<b>MBA</b>		<b>DBA</b>	
<b>2. Contact Details</b>						
<b>Telephone Number</b>						
<b>Cell phone Number</b>						
<b>E-mail Address</b>						

**SECTION TWO: STUDY INFORMATION**

**Students are required to submit a Research Proposal to the Research Department.**

**However, The RBSHREC review committee only requires the EC application all the necessary attachments.**

**Please address the following aspects of your research in the spaces provided.**

**2.1 Title of Research**

*Suggestions:*

- Avoid using acronyms in the title (write in full)
- Include the region where the study will be conducted.
- If you are not permitted to use the company's real name, use a placeholder such as *Company A* or *Company XYZ* and indicate the sector (e.g., *a construction company, a retail organisation, a manufacturing firm*).
- The title should be precise, focused and reflect the key variables or concepts of the study.



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**2.2 Background to this study:** in 300 words or less - describe the background to this study i.e. why (rationale) are you doing this particular piece of work (research study). A few (no more than 5) key scientific references should be included:

**2.3 Problem statement** (state what the exact problem is – be specific as to what the problem the organisation/industry is facing and hence the need to research)

**2.4 Aim of the study (use words from your title)**

The aim of the study is to.....

**2.5 Research Objectives (not more than 5)**

**2.6 Research Questions** (A helpful tip: *Take each of your research objectives and turn it into a direct question.* For example, if your objective is to identify key factors influencing employee motivation in the workplace, your question could be, “What are the key factors influencing employee motivation in the workplace?”). **Do not list the actual questions from their research instrument under the 'Research Questions' section.**



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**SECTION THREE: RESEARCH METHODOLOGY**

**3.1 Research approach:**

i) Which research approach/es have you selected and is appropriate for your study (Mark with a (X) in the appropriate box)

Quantitative Research Methodology	
Qualitative Research Methodology	
Mixed Methodology	

ii) Give a rationale (justification) for selecting your research approach/es as indicated above in (i)

**3.2 Recruitment Process**

In this section, describe in detail how individual human participants will be identified and approached for inclusion in the study.

**3.2.1 Target Participants Group**

i) Who will your target population be?

ii) State the **total number (how many altogether)** in your target population. Please note that this is NOT your **sample size**. You are required to state **how many people exist in the entire population (a larger number than your sample size)**.

iii) Inclusion criteria (specify characteristics that are required to be present in participants in the target group)



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iv) Exclusion Criteria (specify characteristics that will automatically disqualify individuals from participating)

**3.3 Research Site**

iii) Research Site: Provide a description of the research site, highlighting any relevant details or considerations (e.g., **the physical location/region** where your study will be held, the name of the company (if the company approves of using their name, geographical region, etc.). if the company does not allow the name to be used – then state the **industry or sector**

**3.4 Sampling Strategy**

i) Discuss the sampling technique selected for your study (e.g. random sampling, purposeful sampling, etc.)

- **Quantitative = Random selection (representative sample)**
- **Qualitative = Purposive selection (information-rich participants)**

ii) Provide a rationale for the selection of your sampling technique identified in (i) above

iii) What is the **total number** that will be included in your sample size (How many will be included in your sample size - this is a **smaller number** than the total number in your target population)



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iv) Provide a rationale of how the sample size was selected

**3.5 Data Collection Process**

**3.5.1 Research Instrument (Data collection instrument)**

i) Indicate with a (X) in the appropriate box which research instrument you will be using to collect data

Questionnaire/Survey	
Interview	
Focus group (If you are using a focus group, you must <b>attach a copy</b> of the <b>confidentiality agreement</b> for your participants will sign (if your focus group is going to be 4 then you should have a place for 4 signatures). This document must be completed <b>before the focus group interview begins</b> to ensure all members agree to maintain confidentiality.	
Observation (If you are using an observation study, you must <b>attach a copy</b> of the <b>confidentiality agreement for your participants to sign that they understand and are aware that they will be observed (must have the times they will be observed)</b> )	
A specific test (please explain this clearly in the comments sections below)	
Any further comments:	

ii) Provide a rationale for your choice of research instrument (Data collection instrument).  
(TIP: In your Appendix:

- use the word “**Research Instrument**” if quantitative approach (Likert scale rating).
- Use the word “**Interview guide/schedule**” if qualitative study (open-ended questions)



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iii) Explain, step by step, how your research instrument (data collection tool) will be administered (e.g., online survey, email to respondents, face-to-face interviews, etc.)

iv) Describe the procedure you will follow when collecting data from participants

### 3.6 Data Analysis

Explain **how your data** will be analysed (Provide details on the technique/s to be applied to analyse the collected data):

for example:

i) State the

- qualitative (Content analysis, thematic analysis, etc.)

- quantitative (Descriptive statistics e.g. mean, median, Mode, etc. Inferential Statistics e.g. t-test, ANOVA, etc.) analytical method

ii) Justify the choice of the above method/s

iii) State how it will be applied to analyse data

ii) State which data analysis software you will be using and why?

**Note:** if you are doing a manual thematic analysis for qualitative research then please state



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**SECTION FOUR: ETHICAL CONSIDERATIONS**

**4.1 Ethical Considerations**

	YES	NO
i) Does your research involve any vulnerable group/s		
If yes – please explain:		

ii) Will data collection involve any of the following:

	YES	NO
Children (less than 18 years)		
Persons who are intellectually or mentally impaired		
Persons who have experienced traumatic or stressful life circumstances		
Persons highly dependent on medical care		
Persons in captivity		
Persons living in particularly vulnerable life circumstances		
Access to confidential information without prior consent of participants		
Participants being required to commit an act which might diminish self-respect or cause them to experience regret		
Participants being exposed to questions which may be experienced as stressful or upsetting		
Any form of deception		

iii) Discuss/elaborate the measures you will take to protect the autonomy of vulnerable participants

v) If “Yes”, justify the steps being taken to minimise the potential stress and harm



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**4.2 Protection of Participation**

	YES	NO
i) Participants will be informed of the nature of the study ( <b>Copy of Information to Participants must be attached as an Appendix</b> )		
i) Participants will be protected by signing an informed consent form that details how the research will be conducted and that they will consent to participate ( <b>Copy of Informed Consent: Template only i.e. not signed consent forms</b> ) to participate must be attached as an <b>Appendix</b> )		
ii) Consent letter states that participation is voluntary and that the participants can withdraw from the study before the data analysis takes place.		
iii) No names will be used during the reporting of the data or in any research publications		
iv) Low risk study, unlikely to have any negative consequences		

**4.2.1 If a response to 4.2 is “No”, please justify/explain**

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4.2.2 Discuss in detail how **confidentially and anonymity** of the participants will be maintained through the study and in the reporting of the data (e.g. pseudo names will be used for qualitative studies)

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**4.3 Permission from the Organisation to Conduct the Study (Gatekeepers letter)**

	YES	NO
i) I have obtained permission to conduct the research from the organisation/s i.e. Gatekeepers letter ( <b>this section does not include the ethics approval from RBS</b> ).		
ii) I have attached the letter (Gatekeepers letter) in this document		
iii) The organisation I wish to research requires an ethical clearance letter/Number from RBS before permission is granted ( <b>this means</b>		



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**that you cannot get a Gatekeepers letter without first getting approval from the ethics office at RBS)**

Please note: Please note that if your study is subject to a Non-Disclosure Agreement (NDA), **you will not be permitted to publish an article derived from your research.** Publication is a compulsory requirement of the DBA programme; therefore, students are advised to avoid research contexts that impose NDAs restricting dissemination of findings in the form of publications in journals.

4.3.1 If “Yes” to (iv), explain the conditions imposed by the relevant authorities or attach as an Appendix

**4.4 Protection of Personal Information (POPI)**

Discuss in detail how compliance with the Protection of Personal Information (POPI) Act will be incorporated into the research protocol development and how it will be maintained throughout the research process.

**SECTION FIVE: DATA STORAGE AND DISPOSAL**

**5.1 Data Storage and Disposal**

i) Discuss in detail how the research data will be **stored** and who will have access to your data (e.g. Data will be stored on a laptop with a password protected).

ii) Discuss in detail how data will be **disposed** of (e.g. data collected is usually stored for a period of 5 years: RBS policy).



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**SECTION SIX: FINALISATION OF THE APPLICATION**

**6. Checklist: Required forms for application must be attached as Annexures/Appendices (this section is critical to follow as not having the correct Annexures/Appendices as attachments will cause further delays of resubmission):**

- Place an “X” to confirm that all forms as indicated below are attached to this application as Appendices
- Please consolidate all documents into a single file for submission. However, do not embed documents within each other (all attachments must be added as Appendices - which should be placed at the end of this document)
- Label all Appendices as Appendix A, Appendix B, etc. and have each Appendix on a new page

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1 The ethical clearance (RBSHREC) form is fully completed and all sections in this document have been addressed			
6.2 The research instrument/ data collection tool: Questionnaire			
6.3 Research instrument/data collection tool: Interview schedule			
6.4 Information to participant			
6.5 Consent to participate (only for qualitative study)			
6.6 Approval from relevant authorities (Gatekeeper’s letter) attached (this is the company that you wish to conduct this study)			
6.7 If a focus group/s is used, a confidentiality agreement must be included in this application, stating that no information discussed during the session may be shared outside of the group.			



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**Declaration:**

The information supplied in this application is correct and to the best of my knowledge.

Name of Applicant	Signature of Applicant	Date

Name of Supervisor	Signature of Supervisor	Date

**For Office Use Only**

<b>Name of Reviewer</b>	
<b>Date of Review</b>	

**Suggestions for Improvement/Recommendations of the Reviewer**

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The application is (place a X in the appropriate box):

<b>Approved (no suggestions for improvement)</b>	
<b>Conditionally Approved</b> (in the case of students who cannot <b>obtain a Gatekeepers letter</b> from the company without a RBSHREC Number ( <i>however as soon as the gatekeepers letter is received it has to be sent to the RBSHREC Committee for ratification NB: Student should not collect data before a final approval letter and supervisor's consent is received</i> )	
<b>Reviewer: Please note that if it is an Honours application that you are reviewing – then it will fall under conditional approval (if there are not suggestions for improvement)</b>	
<b>Resubmission</b>	

Signature of Reviewer: .....



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**Note on Appendix:**

**See Section 6 for documents that are required.**

**Each Appendix must be on a separate page**

**Please add all appendices in the pages below**