

APPENDIX B – PROCEDUR*ES FOR OBTAINING APPROVAL TO CONDUCT RESEARCH IN NAZARBAYEV INTELLECTUAL SCHOOLS AEO

The present Procedure should be applied to a researcher seeking access to conduct research at Nazarbayev Intellectual Schools AEO, its Departments, Centres or Schools.

The Procedure recognises three categories of research/researchers:

- Category 1 – NIS AEO-commissioned research;
- Category 2 – NIS AEO staff members conducting research as part of their university studies, or in conjunction with an outside agency; and,
- Category 3 – External researchers conducting external research.

The Research Department should be notified of all research conducted within NIS AEO. All publications (e.g. reports, dissertations, theses, academic and popular articles) resulting from research conducted with the support of NIS AEO should be sent to the Research Department. Permission to conduct research must be given in writing, e.g. letter or email.

Category 1 – NIS AEO-commissioned research

NIS AEO commissions its own research, evaluation and monitoring under the Research Development Framework for its own purposes, and in pursuit of its strategic goals. Officially-mandated research may on occasion be conducted by external partners.

Category 1 research should be prepared in coordination with the Research Department, presented to the Research Advisory Board (in the event of substantial research); and, initiated and approved by senior management.

Prior to a visit to individual schools, the Project Lead should supply schools with the following information:

- A full research proposal;

- Any documents to be issued to participants, e.g. consent forms or questionnaires;
- Full contact details for the project lead;
- A list of researchers to attend the school; and,
- A proposed schedule.

Category 2 – NIS AEO staff members conducting research as part of their university studies, or in conjunction with an outside agency

Where an NIS AEO staff member wishes to conduct research, e.g. as part of their university studies, within *a single* Department, Centre or School, they should receive the permission of the Director or Principal, and the Director or Principal should notify the Research Department, after which research may begin.

Where the research will be conducted across *more than one* Department, Centre or School, permission should be obtained from the Director of the Research Department.

The following documentation should be provided in order to allow the competent parties to make a judgement about whether to allow the research to proceed:

- A full research proposal;
- All documents to be issued to participants;
- Full contact details for the project lead;
- A list of researchers to attend the school; and,
- A proposed schedule.

Category 3 – External researchers conducting external research

These researchers may be national or international universities or individual university academics; independent researchers; or, university students not employed by NIS.

In the first instance, an external researcher or research team should send a full proposal to NIS AEO Research Department, in the name of the Director.

The following documentation should be included in the research proposal:

- A Plain Language Statement describing the research;
- All documents to be issued to participants;
- Full contact details for the project lead;
- A list of researchers to visit schools; and,
- A proposed schedule.

After consultation with affected parties, the Research Department will prepare a summary of the proposal and a recommendation for the attention of NIS AEO Senior Management (the Chairperson or Deputy Chairperson). Once their approval has been received, the Research Department will inform the external research team or researchers of NIS AEO's decision and any conditions attached thereunto.