



RESEARCH PERMIT APPLICATION

1 RESEARCH PERMIT APPLICANT WITH MAIN RESPONSIBILITY	Last name		First name		
	Address to which the research permit decision is to be sent				
	Telephone		E-mail		
	Research institute, educational institution or other body		Qualifications completed		
2 OTHER MEMBERS OF THE RESEARCH GROUP	Name		Degree/title	Name of institution/body	
	E-mail		Telephone		
If there are multiple members, please use a separate form for each member.					
3 STUDY	1. Title of study				
	2. Objective and purpose of the study				
	3. Date of approval of research plan by research/educational institution; person who approved the study				
	Estimated completion date of study				
	4. Level of the study <input type="checkbox"/> 1 Doctoral dissertation <input type="checkbox"/> 2 Licentiate thesis <input type="checkbox"/> 3 Pro gradu (Master's) thesis <input type="checkbox"/> 4 Bachelor's thesis <input type="checkbox"/> 5 Master's at a University of Applied Sciences <input type="checkbox"/> 6 Bachelor's at a University of Applied Sciences <input type="checkbox"/> 7 Other, please specify				
	5. Subject area of the study <input type="checkbox"/> Early childhood education and preschool education <input type="checkbox"/> Comprehensive education <input type="checkbox"/> General upper secondary education <input type="checkbox"/> Vocational education <input type="checkbox"/> Services in Swedish <input type="checkbox"/> Other area, please specify				
	6. Target units of the study within the Education Division  Name(s) of the manager/managers of the unit(s) and the date when the study was agreed (in a separate attachment, if necessary)				
	7. Number of sample(s)	The subjects of the study are <input type="checkbox"/> under 15 years, age: <input type="checkbox"/> guardians <input type="checkbox"/> students aged 15-17 <input type="checkbox"/> employees of the Education Division <input type="checkbox"/> students aged 18 or above <input type="checkbox"/> of another target group, please specify			
	8. Research method(s) <input type="checkbox"/> Survey <input type="checkbox"/> Interview <input type="checkbox"/> Document/statistics analysis <input type="checkbox"/> Study setup <input type="checkbox"/> Observation <input type="checkbox"/> Functional study <input type="checkbox"/> Video recording <input type="checkbox"/> Other, please specify				
	9. Recording <input type="checkbox"/> The intention is to record the speech of the subjects <input type="checkbox"/> The intention is to record videos of the subjects <input type="checkbox"/> The intention is to photograph the subjects <input type="checkbox"/> Another recording method, please specify				
	10. Identifiable data <input type="checkbox"/> The study includes identifiable personal data <input type="checkbox"/> The study includes special categories of personal data <input type="checkbox"/> The study does not include identifiable personal data <input type="checkbox"/> The study does not include special categories of personal data				
11. Planned collection time and retention The planned collection of the materials starts on (date)		Retention time for the materials			
The planned collection of the materials starts on (date)		Disposal of the materials (date)			

	12. A short description of secure storage and disposal of the materials (on a separate attachment, if necessary)	
<p>4 COMMITMENTS AND SIGNATURES OF THE RESEARCH PERMIT APPLICANT AND THE RESEARCH GROUP (ON A SEPARATE ATTACHMENT, IF NECESSARY)</p>	<p>I pledge not to disclose confidential information in connection with the study to third parties. The commitment stated above comprises a non-disclosure and confidentiality obligation regarding the data I have received in connection with the study.</p> <p>I am aware of the legal requirements prescribed primarily in the General Data Protection Regulation of the EU and the Personal Data Act of Finland regarding the processing of personal data and of the obligation to process personal data accordingly.</p> <p>Everyone who will process data related to confidential documents or personal data records needs to state their commitment either on this form or on a separate attachment that includes the same information. The commitment must always be delivered as the original (not by e-mail).</p> <p>I will send a link to the completed research report to the units being studied and the e-mail address of the Education Division <a href="mailto:kasko.tutkimusluvat@hel.fi">kasko.tutkimusluvat@hel.fi</a>.</p> <hr/> <p>Research permit applicant's consent to the electronic announcement of the decision:</p> <p><input type="checkbox"/> Yes, you may send the decision on the research permit to me by e-mail.</p> <p><input type="checkbox"/> No, you may not send the decision on the research permit to me by e-mail.</p> <hr/> <p>Place and date <span style="float: right;">Signature and name in block letters</span></p> <hr/> <p>Place and date <span style="float: right;">Signature and name in block letters</span></p>	
<p>5 STUDY SUPERVISOR (EMPLOYED) FOR A THESIS</p>	<p>Name</p>	<p>Degree/title</p>
	<p>Name of institution/body and address</p>	
	<p>Telephone</p>	<p>E-mail</p>
<p>6 SIGNATURE OF THE STUDY SUPERVISOR</p>	<p>Place and date</p>	<p>Signature and name in block letters</p>
<p>7 MANDATORY ATTACHMENTS</p>	<p><input type="checkbox"/> Research plan and an abstract if there are more than 10 pages of text</p> <p><input type="checkbox"/> Ethical considerations or a statement of an ethics committee</p> <p><input type="checkbox"/> Privacy statement of an academic study (if needed, see the instructions)</p> <p><input type="checkbox"/> Templates of the notification letters and consent documents</p> <p style="padding-left: 20px;"><input type="checkbox"/> Notification letter for subjects</p> <p style="padding-left: 20px;"><input type="checkbox"/> Notification letter for guardians (when the subject is under 18 years of age)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Consent document for study subjects</p> <p style="padding-left: 20px;"><input type="checkbox"/> Consent document for guardians (when the subject is under 15 years of age)</p> <p><input type="checkbox"/> Materials related to collecting the materials (data collected in the study)</p> <p><input type="checkbox"/> Other attachments, please specify</p>	