	RESEARCH ACCESS TO STUDENTS	DSA 100

NOTES

1. This form must be **FULLY** completed by all applicants who want to access UCT students for the purpose of research or surveys.
2. Return the fully completed **(a) DSA 100** application form **by email**, in **the same word format**, together with **your: (b)** research proposal inclusive of your survey, **(c)** copy of your ethics approval letter / proof **(d)** informed consent letter to: Moonira.Khan@uct.ac.za. You application will be attended to by the Executive Director, Department of Student Affairs (DSA), UCT.
3. The turnaround time for a reply is **approximately 10 working days**.
4. NB: It is the responsibility of the researcher/s to apply for and to obtain **ethics approval and to comply with amendments that may be requested;** as well as **to obtain** approval to access UCT staff and/or UCT students, from the following, at UCT, respectively:
   (a) **Ethics:** Chairperson, Faculty Research Ethics Committee' (FREC) for ethics approval, **(b) Staff access:** Executive Director: HR for approval to access UCT staff, and **(c) Student access:** Executive Director: Student Affairs for approval to access UCT students.
5. **Note:** UCT Senate Research Protocols requires compliance to the above, **even if prior approval has been obtained from any other institution/agency.** UCT's research protocol requirements applies to *all* persons, institutions and agencies from UCT and external to UCT who want to conduct research on human subjects for academic, marketing or service related reasons at UCT.
6. Should approval be granted to access UCT students for this research study, such approval is effective for a period of one year from the date of approval (as stated in Section D of this form), and the approval expires automatically on the last day.
7. The approving authority reserves the right to revoke an approval based on reasonable grounds and/or new information.

SECTION A: RESEARCH APPLICANT/S DETAILS

Position	Staff / Student No	Title and Name	Contact Details (Email / Cell / land line)
A.1 Student Number	BRYANN004 KVRSHA001 VRSERI001	Ms Anna Borysova Mr Shaheel Kooverjee Ms Erin Versfeld	annasborysova@gmail.com skooverjee@gmail.com erinversfeld@gmail.com
A.2 Academic / PASS Staff No.			
A.3 Visitor/ Researcher ID No.			
A.4 University at which a student or employee	University of Cape Town	Address if *not* UCT:	
A.5 Faculty/ Department/School	Department of Computer Science, Science Faculty		
A.6 APPLICANTS DETAILS If different from above	Title and Name	Tel.	Email

SECTION B: RESEARCHER/S SUPERVISOR/S DETAILS

Position	Title and Name	Tel.	Email
B.1 Supervisor	Assoc. Prof. James Gain	+27 21 650 4058	jgain@cs.uct.ac.za
B.2 Co-Supervisor/s	Assoc. Prof. Deshendran Moodley	+27 21 650 2663	deshen@cs.uct.ac.za

SECTION C: APPLICANT'S RESEARCH STUDY FIELD AND APPROVAL STATUS

C.1 Degree – if applicable	Honours
C.2 Research Project Title	Hand Gesture Recognition (HANDGR)
C.3 Research Proposal	Attached: Yes ■ No ☐
C.4 Target population	Students studying at the University of Cape Town who are skilled at signing the South African Sign Language (SASL) alphabet. They do not necessarily have to be Deaf, but they are required to be skilled at using this particular set of gestures.
C.5 Lead Researcher details	If different from applicant:
C6. Will use research assistant/s	Yes ☐ No ■ yes- provide a list of names, contact details and ID no.
C.7 Research Methodology and Informed consent:	**Research methodology**: Participants to perform the gestures from the SASL alphabet using three different gesture recognition devices. This data will be anonymised and used in training machine learning algorithms. **Informed consent:** Yes, advised to student
C.8 Ethics clearance status from UCT's Faculty Ethics in Research Committee /Chair (EiRC)	Approved by the UCT EiRC: Yes ■ With amendments: Yes ☐ No ■ (a) Attach copy of your UCT ethics approval. Attached: Yes ■ No ☐ State date/Ref No/Faculty of your UCT ethics approval: **29/06/2017** Ref/Faculty: **FSREC 40 – 2017**

SECTION D: APPLICANT/S APPROVAL STATUS FOR ACCESS TO STUDENTS FOR RESEARCH PURPOSE
(To be completed by the UCT - ED, DSA or Nominee)

D.1 APPROVAL STATUS	Approved / With Terms / Not	* Conditional approval with terms	Applicant/s Ref. No.:
	(i) Approved ■ (ii) ~~With terms~~ (iii) ~~Not approved~~	**(a)** Access to students for this research study must only be undertaken after written ethics approval has been obtained. **(b)** In event any ethics conditions are attached, these must be complied with before access to students.	BRYANN004 / Ms Anna Borysova KVRSHA001 / Mr Shaheel Kooverjee VRSERI001 / Ms Erin Versfeld

D.2 APPROVED BY:	Designation	Name	Signature	Date of Approval
	Executive Director Department of Student Affairs	*Dr Moonira Khan*		*24 July 2017*