Sultan Qaboos University

Centre for Preparatory Studies

The Central Research & Conference Committee

Policy on Data Collection

This policy lays out procedures for **Center for Preparatory** and non- **Center for Preparatory** researchers aiming to conduct part or all of their data collection in the **Center for Preparatory** premises at Sultan Qaboos University. In this case, the data collection may involve one, some or all of the following: gaining access to teachers, students, curricula, materials or any other possessions/acquisitions that belong to the **Center for Preparatory** for purposes of interviews, observation and/or analysis. The respective researcher needs to do the following:

- Fill out the appropriate [research support form(s)](#).
- Submit the form with the required details of the intended research, and attach the instrumentation (observation forms, interview questions, questionnaires, etc.) and/or any other relevant documents.
- Upon the CRCC Standing Member's satisfaction with the completeness of the application, the request including all the relevant documentation is forwarded for the deliberations of the CRCC members. This process may take a maximum of 10 working days and may take longer depending on time allowance.
- Based on the feedback received from the majority of the committee members and the Standing Member's recommendation, the request is returned to the researcher with either **'Approved'** or **'Needs Revision.'** In the former, the researchers are advised to proceed with their research plans; in case of the latter, the researcher is expected to revise their request based on the received feedback and submit a revised application.

Disclaimer

There is no obligation on the part of the CRCC or the **Center for Preparatory** to guarantee access to participants or acquisition of any material. Success in doing so depends on the researchers' themselves contacting individual teachers, administrators of programs/units/committees, etc. and gaining access according to standard research practice.