Appendix 2. Instructions for applying for a research permission

The instructions relate to studies conducted by the students and staff of SeAMK and outside researchers the target group of which are SeAMK students or staff.

- A permission for studies focused on SeAMK’s staff or students is requested using an electronic research permission application form. The research plan and possible survey, interview and observation forms must be appended to the application form.

- Permission is not needed for internal quality development surveys or other surveys of the same type.

- The Research Permission is granted by the Vice President. When granting the Research Permission, the provisions of Section 14 of the Personal Data Act (L 523/1999) are observed.

- The licenser decides on the practical arrangements of the study, observing the acceptable use policy of the data systems of Seinäjoen Ammattikorkeakoulu Oy.

- The expenses incurred for the study are borne by the researcher. Depending on the case, they may also be shared by the University of Applied Sciences.

- The instructions related to the research permission policy for SeAMK students and staff are on the Intranet. For outside researchers, they are presented on the website of SeAMK.

SeAMK observes national, field-particular recommendations. If needed, research-ethical problems are dealt with by the Management Group of SeAMK.