



## **FAIR TRADE IN TOURISM SOUTH AFRICA (FTTSA)**

### **Policy on Student Research**

(March 2009)

## **1 INTRODUCTION & RATIONALE**

Fair Trade in Tourism South Africa (FTTSA) is a non-profit initiative that promotes equitable and sustainable tourism in South Africa through a range of activities including awareness raising, advocacy and research, capacity building and the facilitation of the world's first tourism Fair Trade certification scheme.

The pioneering nature of FTTSA's work as well as the dynamics of post-apartheid South Africa continue to attract the interest of students of tourism and development from around the world.

The purpose of this document is to clarify the manner in which FTTSA proposes to engage with student researchers. The guidelines below are intended to create a mutually beneficial relationship between FTTSA and individual students while simultaneously protecting the interests of FTTSA stakeholders including FTTSA-certified establishments, community beneficiaries, donors and other partners.

## **2 INITIAL INFORMATION REQUESTED FROM THE STUDENT**

The student will provide FTTSA with:

- A copy of the research proposal clearly specifying research objectives, methodology, time frames etc. If the proposal is not written in English, the student will provide a short written summary in English for review by FTTSA.
- The name of his/her university along with the name and contact details of the individuals responsible for supervising the research.
- The names and contact details of any organisations funding the research.
- A brief written description in English of the types of information sought from FTTSA and/or FTTSA-certified establishments including the manner in which this information will be collected.

The above information should be directed to the FTTSA Executive Director, Jennifer Seif ([Jennifer@fairtourismsa.org.za](mailto:Jennifer@fairtourismsa.org.za)).

## **3 ETHICAL CLEARANCE**

Field research involves a number of ethical issues and any student planning to conduct fieldwork in South Africa is requested to provide FTTSA with proof that he/she has the necessary training/clearance to conduct research involving human subjects.

## **4 FINANCING OF STUDENT RESEARCH**

FTTSA will not contribute financially to student research. However FTTSA may be able to contribute time and other resources (e.g. information, access to networks) to student research that is well-defined and ethically sound.

## **5 ENGAGING WITH FTTSA**

FTTSA is open to engaging with students at all levels. The following guidelines are intended to create a platform for effective cooperation:

- The student should review information that is publicly available before requesting information from FTTSA. The FTTSA website ([www.fairtourismsa.org.za](http://www.fairtourismsa.org.za)) is an excellent source of information that should be studied carefully.
- Questions directed to FTTSA in writing (e.g. via email) should be clearly stated so that FTTSA may respond appropriately.
- Requests for telephonic or personal interviews with FTTSA staff should be scheduled in advance.
- Certain requests may involve confidential or commercially sensitive information, and in some cases FTTSA may not be able to honour the student's request.
- FTTSA will not make its database(s) available to students. We may, however, be able to assist in distributing questionnaires or other requests directed to FTTSA-certified establishments or other third parties. The provision of such information shall be at the discretion of FTTSA.

## **6 ACKNOWLEDGEMENT OF FTTSA**

The student is expected to cite and reference FTTSA publications, reports, etc. as well as interviews and personal communications with FTTSA staff or other stakeholders, using internationally accepted norms and standards.

## **7 SHARING OF RESEARCH OUTPUTS WITH FTTSA**

Student research represents an important resource for FTTSA and its stakeholders. Accordingly the student shall be required to provide FTTSA with a copy of his/her research findings. This typically takes the form of the final thesis or research paper, which should be submitted to FTTSA in electronic format regardless of whether or not it is published in English.

In addition FTTSA would appreciate being notified of any publications resulting from the research (e.g. journal articles, book chapters, etc); where possible, we would request that the student provides FTTSA with a hard or electronic copy of any such publication(s) so that we may add these to our resource library.