

## **Request scientific research in schools**

**We offer an online form because of the current corona virus, with which you can communicate with us safely and reliably.**

**It only offers the most important functions.**

[to the simplified online form](#)

Do you want to conduct a scientific study, a survey or a series of tests at schools?  
Depending on the type of study, you may need to have it approved or you may need to provide information about the study.

### **Competent Department**

- [Institut für Qualitätsentwicklung im Land Bremen \(IQHB\)](#)

### **Basic information**

If you want to conduct a survey or inquiry in schools, you need to clarify what your obligations are beforehand.

Depending on the category of the survey, you may need permission, you may need to obtain the consent of the data subjects, or you may only need to inform the agencies involved.

The following categories of investigations can be distinguished:

- Category 1: Investigations in which personal data of school staff are processed (for example, information about the school management or teachers). In this case, there is an obligation to notify the IQHB.
- Category 2: Investigations in which personal data about students, school applicants and their legal guardians are processed. There is an approval requirement for this. The approval is granted by the IQHB.
- Category 3: Investigations at schools in the context of a master's thesis or vocational training. There is an approval requirement for this. Approval is granted by the school management.
- Category 4: Investigations carried out by schools as part of their mandate for internal school evaluation in accordance with § 14 BremSchulDSG. There is an obligation to notify the IQHB in this case.

- Category 5: Classroom observations without questioning students. This requires the approval of the school's management.

You can find out what you have to do in detail under "Procedure".

## Requirements

You want to conduct an investigation at a school in Bremen or Bremerhaven.

## Procedure

In general, you can use the upload function here in the service portal to submit the required documents.

Category 1 examinations:

In these cases, you do not need permission. However, you must report the investigation.

Follow the instructions in "Instruction Sheet I". This can be found under "Further information".

Please submit the completed and signed "Form for Notification of Scientific Investigation" in writing approximately 6 weeks in advance. Please enclose the consent of the school management (a sample of this form can be found under "Further information"). Send these documents to the staff unit "Institute for Quality Development in the State of Bremen (IQHB)" at the Senator for Children and Education.

The responsible official data protection officer will promptly confirm receipt of the notification to the person responsible for the survey and - if necessary - provide data protection instructions for conducting the survey.

Category 2 investigations:

In these cases, you need a permit.

Follow the instructions in "Instruction Sheet II". This can be found under "Further information".

Please submit the "Application for Approval of a Scientific Investigation or Research Project at Public Schools in the State of Bremen" in writing approximately 6 weeks in advance.

The application must be accompanied by

- A synopsis of the study with a description of the planned research instruments,

- samples of all documents that are planned to be used in the survey (e.g. questionnaires, interview guidelines, information letters for participants).

Category 3 surveys:

In these cases, you will need permission.

Follow the instructions in the "Guideline on Section 13a of the Bremen School Data Protection Act". You can find this under "Further information".

Investigations according to category 4:

Before the investigation is carried out, the respective parent council and student council must be informed. In addition, please inform the official data protection officer by sending an informal e-mail.

For schools in the Bremen city area, please send this to:

svenzke-caprarese@datenschutz-nord.de and cgruenwald@datenschutz-nord.de

For schools in Bremerhaven, please send them to:

dbleckmann@datenschutz-nord.de

Category 5 investigations:

Classroom observations without questioning students as well as classroom experiments, as they are also common in the context of school internships, only require the consent/ approval of the school principal. Contact them for this.

## Legal bases

- [Datenschutzgrundverordnung \(DSGVO\)](#)
- [Bremisches Schuldatenschutzgesetz \(BremSchulDSG\)](#)

## What deadlines must be paid attention to?

The application for notification or approval must be submitted at least 6 weeks before the start of the intended investigation. The absence of documents as well as deficiencies in data protection conformity may result in a longer processing time.