



Services

The Statistical Consulting Service (SCS; Department of Statistical Sciences) offers a professional statistical consulting service to postgraduate students and researchers as well as corporate and NGO clients. This service spans the following types of activities:

- Assistance regarding research design (experiments or surveys), sampling design, questionnaire design and data collection methodology
- Guidance with data capturing and verification
- Data cleaning, validation and manipulation
- Advice on appropriate software for data analysis as well as Conducting the analysis of data
- Assistance with data interpretation
- Referral to statistical specialists when required
- Non-credit short training courses (on request)

Terms of service (alphabetical)

Acknowledgement

- The Department of Statistical Sciences reserves the right to request co-authorship(s) of publications where the consulting has a demonstrable impact beyond routine analysis on a publication
- Requests for co-authorship will nominate only those consultant(s) who have made a direct and substantial contribution. However the Department acknowledges the right of the principal author(s) to exercise their own judgement on such requests
- Should an expert become involved due to referral, the expert may request co-authorship of publications
- Shared publications is subject to mutual agreement
- In the case of shared publication, the consultancy/statistician has joint responsibility for the publication as a whole
- Co-authorship is independent of financial compensation for services rendered
- All consultation should be acknowledged in the theses or publications arising from the work

- All acknowledgements should include the following disclaimer: Any opinion, findings and conclusions or recommendations expressed in this document are those of the author(s) and the Statistical Consulting Service (UCT) does not accept responsibility for the statistical correctness of the research results reported.
- Clients/Students/Researchers are requested to send articles that recognise the SCS to sta-consulting@uct.ac.za

Consultations

- Consultations are conducted by appointment ONLY
- Consultations are NOT conducted via email or telephone
- Consultations are ONLY scheduled during working hours (Mondays—Fridays, 09:00 - 16:00)
- Consultations are scheduled on a first-come-first-served basis

Clientele

UCT based clients include:)

- Honours
 - No assistance will be provided to Honours students in 2012
- Course work masters and doctorate

- Assistance ONLY with regard to the dissertation or thesis NOT course work assignments

- Research masters, doctorate, postdoc
- Research/Academic Staff

Clients External to UCT:

- Corporate and NGO and External Academic

Confidentiality

- Confidentiality of data sets will be preserved at all times
- Data sets are not preserved/stored beyond the termination of the service's involvement

Data capturing

- The client/student/researcher is responsible for the data capturing
- Data to be submitted in Excel, Text or any equivalent format (i.e., SPSS, GenStat, Statistica) according to pre-arranged specifications; Templates are available on request; Codebooks should be provided with the data sets



Data collection

- The client/student/researcher is responsible for the collection of data, i.e., the consultancy does not collect data
- The consultancy does not accept responsibility for the validity of the data collected by the client/student/researcher
- The consultancy does not accept responsibility for the integrity of data collected by the client/student/researcher

Estimation

Cost: Different projects will require different periods of consulting time and clients should rather over estimate than under estimate in this regard. However, it is expected that on average, approximately 8-10 hours will be spent on any one request put to the consultancy. Clients will be advised whenever a longer time period than usual is required.¹

Time frame: Time frames for feedback will be negotiated throughout, however, clients should allow **at least 2 weeks** for work to be done at any one time.

For large or unusual datasets, extra time may be needed to research a solution, manipulate the data and compute the results

If a deadline must be met it is the **responsibility of the client/student/researcher to provide ample time** for statistical consulting and to inform the consultant of any deadlines. **As a guideline, request must be submitted at least 4 to 6 (four to six) weeks prior to the project deadline.**

Graphical displays

- Graphs and charts that are not part of the output generated

for the main analysis are **ONLY** generated on request

Invoicing

- One (1) initial meeting is offered free-of-charge
- Invoices are not cumulative, i.e., outstanding accounts must please be settled upon receipt of the invoice

Online surveys

- Questionnaires have to be in the final format before the consultancy will convert it for hosting
- Drastic changes to the questionnaire during the review of the online version will incur additional cost

Quality assurance

The consultancy reserves the right to:

- communicate any suspected breach of ethical conduct to the supervisor(s), departmental chairperson and/or the relevant Dean of faculty
- communicate any suspected breach of the integrity of data to the supervisor(s), departmental chairperson and/or the relevant Dean of faculty
- refuse to analyse a data set that does not yet meet the pre-arranged data capture specifications and template

Role of the postgraduate supervisor

- Students are required to obtain approval from their supervisor(s) before requesting consultancy service
- It is strongly recommended that supervisor(s) attend at least the first consultation

- The consultancy does not act as a supervisor or co-supervisor/liaise with the supervisor(s) on behalf of any student

- Ethical considerations pertaining to any study remain the responsibility of the student and supervisor(s), i.e., the consultancy does not accept responsibility for the ethical issues pertaining to a study

SCS annual closure

- The SCS will not accept new projects during the months of December and January
- Clients that wish to submit new projects during the months of December and January should take note the work on these projects will only commence in February

Reporting of research findings

- The consultancy does not write reports of research findings /results
- ONE (1) review of write up of results is allowed per project.

Tariffs - 2012

Hourly rates for 2012 are under revision. The 2011 rates listed below are applicable for January only.

Consultations

- Corporate: on request
- NGO or equivalent: R400.00 + VAT per hour
- External Academic: R360.00 + VAT per hour
- UCT based: R200.00+ VAT per hour

Online Surveys

- R400.00 + VAT per A4 page

Training

- On request

¹This estimate includes the necessary time for familiarisation with data and research problems, email communication, reading background literature for the particular research field and problem, possible data analyses and interpretation of results.