DEPARTMENT OF SOCIAL WORK

Information Brochure for Masters & Doctoral Programmes

for 2017

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INTRODUCTION

Thank you for your interest in our postgraduate social work programmes. Studying beyond the basic four years of social work training is essential for the development of the profession and of the country. Further studies provide students with advanced practice skills, research competencies and theoretical expertise, all of which are contextualised in the Southern African setting.

Please note that there are a limited number of vacancies for students coming into all our postgraduate programmes. The programmes are accredited by the South African Qualifications Authority (SAQA) and in line with the exit level outcomes defined by the Standards Generating Body (SGB) of social work – this implies that the programmes are of an excellent standard and compatible with national and international standards. Many social workers in key positions in the South African welfare context have been graduates of our postgraduate programmes.

We offer four postgraduate programmes:

- A structured **masters programme in community development**. This is offered in modular form to suit students who are working. The course is designed specifically for working practitioners who want to make a difference in society. Students who are not working are welcome to do the course but will need to make arrangements for the internship in the second year.

- A structured **masters programme in clinical social work**. Like the previous programme, this is ideal for students who are working.

- A **masters programme by research**. Unlike the previous two structured programmes, students are not required to work, and the programme involves no coursework, no classes, no theory and no internship. The entire degree is awarded based on a fairly substantial research project.

- A **doctoral programme**. Like the masters by research, the doctoral programme entails no classes and is suitable for those who are either working or not working. The doctorate requires students to make an original and significant contribution to the field.

All postgraduate students are eligible for at least one scholarship – the Supervisor Linked Bursary, which can be renewed for the second year. This will not fully cover the costs of your studies, but will help.

This brochure will provide you with the details about all of the programmes, the admission requirements, application procedures, etc. Should you be uncertain about something in this brochure, please contact one of the following staff members:

- **Doctorate or Masters by research:**
  - Prof Ndangwa Noyoo
  - ndangwan@uj.ac.za or 011 559 4119

- **Masters coursework in community development or clinical social work:**
  - Mrs Sue Bond
  - sbond@uj.ac.za or 011 559 4923

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**PROF S. RASOOL**  
(HEAD OF DEPARTMENT)
OVERVIEW OF THE PROGRAMMES

STRUCTURED MASTERS PROGRAMMES

There are two structured masters programmes: community development and clinical social work. Both programmes are of two years’ duration. The unique features of each are provided on the following page.

Both programmes entail a combination of theory classes, internship and research. In the first year of the programme, you attend seven theory modules and complete a research proposal for approval by the Higher Degrees Committee. In the second year you undertake a research project (smaller than the masters by research, but larger than what you did in your fourth year project) and do an internship that is customised for each student. The theory classes and internship comprise half your mark and the dissertation the other half.

The structured masters programmes are ideal for students who:

- Are interested primarily in developing skills and competence in either macro (community development) or micro/meso (clinical) practice.
- Enjoy the opportunity to participate in class discussions with other students and lecturers.
- Thrive in a more structured and directed learning environment, where you have a number of smaller assignments due on prescribed dates.

The Department of Social Work has positioned its programmes in response to regional and global needs for social services and development. We are committed to developing postgraduates who are innovators, critical thinkers, problem-solvers and change agents engaged in relevant practice in an African context.

Besides preparing social workers for the challenges of the African context, the programmes also aim at preparing competent social workers who can compete on the international market. Some of our students are currently in challenging positions in New Zealand, USA and Europe. This is evidence that our field of specialization is in line with global needs.

The aim of the two MA programmes is to develop advanced competencies related to the scientific basis and professional education of social workers and social service professionals to meet local psychosocial and development needs in a changing global context.

The first year includes three core modules that are taken by all MA students. Thereafter students attend four modules in their field of specialization. In addition to the theory modules, there is a three-day orientation programme that helps students make the transition from undergraduate to postgraduate studies and to orientate you to the UJ campus and academic requirements. We have also added additional research classes throughout the year to assist you with different aspects of research. There are three blocks of classes per semester, approximately once per month, from 9am to 4pm. You will attend 22 days of class in the first year, plus exams and library work.

The internship runs throughout the second year and involves the practical application of specialized knowledge in your practice context. The internship programme is flexible and tailored to meet your individual learning needs. You will meet for four days (one per term) in a group with your internship facilitator. The internship is assessed continuously and at the end of the year.

The timetable for 2016 is included on the following page, with descriptions of courses thereafter. The 2017 time will follow a similar pattern, but will only be finalised towards the end of 2016 and will be provided to students accepted into the 2017 programme.

The MA Community Development is open to all applicants with a background in community development. Completion of the degree does not qualify one as a social worker, nor to practise social work in South Africa.

The MA Clinical Social Work is open only to registered and qualified social workers.

Information Brochure for Masters & Doctoral Programmes: For 2017
**Structured Masters Programme: 2016 Timetable for M1 Students**

<table>
<thead>
<tr>
<th>2016 Dates</th>
<th>Module Code</th>
<th>Who</th>
<th>Title/Notes</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb, 15-16</td>
<td>SCW9X10</td>
<td>All</td>
<td>Contemporary social work issues</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Feb, 17</td>
<td>Orientation</td>
<td>All</td>
<td>Orientation to postgraduate social work 1a</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Feb, 18</td>
<td>SCW9X16</td>
<td>All</td>
<td>Advanced social work research 1: Conceptualisation and literature review</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Feb, 19</td>
<td>Orientation</td>
<td>All</td>
<td>Orientation to postgraduate social work 1b</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Mar, 15</td>
<td>Orientation</td>
<td>All</td>
<td>Orientation to postgraduate social work 2</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Mar, 16-17</td>
<td>SCW9X11</td>
<td>All</td>
<td>Social work theory</td>
<td>Prof Ndangwa Noyoo</td>
</tr>
<tr>
<td>Mar, 18</td>
<td>SCW9X16</td>
<td>All</td>
<td>Advanced social work research 2: Presentation of Proposal Concept</td>
<td>Dr Shahana Rasool &amp; all staff</td>
</tr>
<tr>
<td>Apr, 13</td>
<td>SCW9X16</td>
<td>All</td>
<td>Advanced social work research 3: Methodology</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Apr, 14-15</td>
<td>CDL9X03</td>
<td>CD</td>
<td>Social development perspectives for community change</td>
<td>Ms Jessie Turton</td>
</tr>
<tr>
<td>Apr, 14-15</td>
<td>SCW9X12</td>
<td>CL</td>
<td>Behavioural and environmental change</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Aug, 2-3</td>
<td>CDL9X04</td>
<td>CD</td>
<td>Conceptual frameworks for community change</td>
<td>Prof Hanna Nel</td>
</tr>
<tr>
<td>Aug, 2-3</td>
<td>SCW9X13</td>
<td>CL</td>
<td>Assessment, intervention and evaluation</td>
<td>Mrs Sue Bond</td>
</tr>
<tr>
<td>Aug, 4-5</td>
<td>SCW9X16</td>
<td>All</td>
<td>Advanced social work research 4: Writing retreat</td>
<td>Prof van Breda, Dr Rasool &amp; all staff</td>
</tr>
<tr>
<td>Sep, 6-8</td>
<td>CDL9X05</td>
<td>CD</td>
<td>Development management</td>
<td>Prof Hanna Nel</td>
</tr>
<tr>
<td>Sep, 6-8</td>
<td>SCW9X14</td>
<td>CL</td>
<td>Clinical practice in diverse environments</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Sep, 9</td>
<td>SCW9X16</td>
<td>All</td>
<td>Advanced social work research 5: Proposal presentations</td>
<td>Dr Shahana Rasool &amp; all staff</td>
</tr>
<tr>
<td>Oct, 6-7</td>
<td>CDL9X06</td>
<td>CD</td>
<td>Integrated social and community development</td>
<td>Prof Hanna Nel</td>
</tr>
<tr>
<td>Oct, 6-7</td>
<td>SCW9X15</td>
<td>CL</td>
<td>Professional development and management</td>
<td>Mrs Varosh Nadesan</td>
</tr>
</tbody>
</table>

Note that this is the 2016 timetable and that dates and lecturers may change for 2017. A final programme will be provided in January 2017.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCW9X10</td>
<td>Contemporary social work issues.</td>
<td>In this module, theory and policy on contemporary global and local issues are presented.</td>
</tr>
<tr>
<td>SCW9X11</td>
<td>Social work theory.</td>
<td>The development and generating of theory is an important part of the innovation of change strategies in social work. In this module the importance of theory, conceptual frameworks, practice models, theoretical and practice perspectives and theory development are discussed. Scientific thinking implies the development and integration of relevant theoretical frameworks.</td>
</tr>
<tr>
<td>SCW9X16</td>
<td>Advanced social work research and technology.</td>
<td>This module focuses on all issues relevant to the application of research methodology to relevant social problems. The research designs, process and methodology is specifically addressed in order to develop a researcher-practitioner paradigm. The module is aimed at assisting you through the writing of your actual research proposal, leading to its submission to the Higher Degrees Committee.</td>
</tr>
<tr>
<td>CDL9X03</td>
<td>Social development perspectives for community change.</td>
<td>Theories of development with emphasis on social development in a global and local context</td>
</tr>
<tr>
<td>SCW9X12</td>
<td>Behavioural and environmental change.</td>
<td>Conceptual frameworks (theoretical frameworks, practice models, strategies) geared towards explaining the concept and reality of change</td>
</tr>
<tr>
<td>CDL9X04</td>
<td>Conceptual frameworks for community change.</td>
<td>Communities in the SA context, different change models and its applicability in the African and SA context</td>
</tr>
<tr>
<td>SCW9X13</td>
<td>Assessment, intervention and evaluation.</td>
<td>Methodology and specific macro-level and micro-level strategies to develop thorough accountable understanding of the problem</td>
</tr>
<tr>
<td>CDL9X05</td>
<td>Development management.</td>
<td>Advanced competencies in public and development management; small micro business entrepreneurial development</td>
</tr>
<tr>
<td>SCW9X14</td>
<td>Clinical practice in diverse environments.</td>
<td>This module brings together ‘clinical practice’ (psychopathology and comprehensive psychiatric assessment) and ‘diverse environments’ (cultural diversity and the evolving social work field of mental health)</td>
</tr>
<tr>
<td>CDL9X06</td>
<td>Integrated social and community development.</td>
<td>Social development partnerships and community based intervention strategies in selected specialized fields</td>
</tr>
<tr>
<td>SCW9X15</td>
<td>Professional development and management.</td>
<td>Professional development includes both professional self-development and social work ethics and values.</td>
</tr>
<tr>
<td>SCW9X07</td>
<td>Community Development Internship.</td>
<td>The Department of Social Work promotes the generalist perspective as set out by Kirst-Ashman (2010). The internship programme is designed as a self-study module, and the aim is to prepare postgraduate students for advanced social work practice in community development settings. It provides the opportunity to develop advanced practical skills within the context of various social work service delivery agencies. On an advanced level the importance of solid theoretical frameworks is emphasised.</td>
</tr>
<tr>
<td>SCW9X07</td>
<td>Clinical social work internship.</td>
<td>Each student identifies a central focus area for their internship and conducts focused reading and practice within that area, at micro or meso levels of therapeutic practice, within their places of work. Students are permitted to draw on any theoretical approach to practice, but the course also incorporates aspects of psychodynamic theory.</td>
</tr>
</tbody>
</table>
Masters by Research

The masters by research is a two-year degree that entails only a research study – larger than the minor dissertation that the students in the structured masters programme undertake, but not as large as a doctoral thesis. The principle purpose of the masters by research is to develop advanced competencies in research. In addition, you will also develop expert knowledge in your field of study.

The masters by research programme is ideal for students who:
- Are primarily interested in developing their research competencies.
- Do not want to participate in lectures or workshops.
- Are highly self-motivated, independent and self-directed.
- Have a very focused and specific field of interest.

The masters by research degree must last for at least one year, and can extend up to two years full time and three years part time. Students who have not completed the degree within three years may continue only with special permission from the Dean on the recommendation of the Head of Department.

Masters students are encouraged to select a topic that is aligned with one of the research focus areas of supervising staff.

Doctoral Programme

The doctoral programme is a three- to four-year degree that, like the masters by research, entails only a research study. This is a large piece of work – usually 300-400 pages. It is taken for granted that you are a competent researcher – that should have been demonstrated already in your masters dissertation and other research that you have conducted independently or articles that you have published or conference papers presented.

The focus of the doctorate is on developing something new in the discipline of social work. This means you must contribute something new to theory, policy or practice in the field of social work. It is not enough simply to walk through existing territory. You cannot just develop something new for your employer. You must be able to defend the way in which your study advances theoretical knowledge or provides practical models based on theories for social worker practice.

The doctoral degree must last for at least two years, and can extend up to four years. Students who have not completed the degree within four years may continue only with special permission from the Dean on the recommendation of the Head of Department.

Doctoral candidates are required to select a topic that is aligned with one of the research focus areas of supervising staff.

Supervising Staff

The Department of Social Work has four senior staff members who supervise Masters by Research and Doctoral studies. Prior to applying at the University of Johannesburg, ensure that your research topic aligns with at least one of us. If it does not, rather apply elsewhere. Go and look at the staff profiles at other universities until you find someone whose research interests align with yours.

The supervising staff are:
- Prof Adrian van Breda
- Prof Hanna Nel
- Prof Ndangwa Noyoo
- Prof Shahana Rasool

Visit http://www.uj.ac.za/faculties/humanities/Department-of-Social-Work to see our profiles, or search for us on http://scholar.google.co.za/ and https://johannesburg.academia.edu/
APPLICATION FOR POSTGRADUATE STUDY

APPLICATIONS TO STUDY AT THE UNIVERSITY OF JOHANNESBURG

The application for any of our postgraduate programmes (coursework masters, masters by research or doctorate) begins the same way: an application to study at the University of Johannesburg AND a simultaneous application at the Department of Social Work.

**UJ Application.** Go to [http://www.uj.ac.za/studyatUJ/sec/Pages/Postgraduate-Applicant.aspx](http://www.uj.ac.za/studyatUJ/sec/Pages/Postgraduate-Applicant.aspx). You can contact Mrs Karin du Plooy at the Faculty Office at 011 559 2750 if you need advice. The online application is free.

In addition to any document required by the university, please also attach a copy of your current receipt of registration with the SACSSP (in the case of social work applicants and all clinical social work applicants) and your academic transcript (marks for your previous degrees). Without these documents, we cannot review your application.

Please clearly indicate which of the four postgraduate courses you are applying for.

For **structured masters** applications, please also include the following documents with your UJ application:

- A one-page motivation for the course you wish to study.
- A letter from your employer confirming their support for your studies.

For **masters by research and doctoral** applications, please also include the following documents with your UJ application:

- Include a research proposal of 5-8 typed pages. Guidelines for what to include in the proposal are provided on page 13.

**Departmental Application.** Kindly submit a copy of all of the above documentation directly to the Department of Social Work. You may email (socialwork@uj.ac.za) or fax (011 559 2800) or courier or hand deliver. In addition, please complete the Departmental Application Form at the back of this booklet.

**International Students.** Students applying with qualifications from another country are requested to give careful attention to the guidelines on page 11.

**Registration.** If you are accepted into the postgraduate programme, you are urged to register as a FULL TIME student.
APPLICATION FOR STRUCTURED MASTERS PROGRAMMES

Applications for the structured masters programmes (in community development or clinical social work) must be received by 30 September. We urge you to apply early in September, to allow enough time for your application to be processed.

To apply for these programmes, you need to:

- Have a four-year Baccalaureate degree in social work or a three-year degree in social work together with an Honours degree in social work considered to be appropriate by the HOD of the department. In the case of the MA in Community Development, applications from non-social workers are also considered if their prior degrees and/or work experience is oriented towards community development. This degree does not, however, qualify one as a social worker.
- Have an average mark of at least 65% in your BSW/Honours degree.
- Be registered with the SACSSP (South African Council for Social Service Professions) as a social worker (in the case of social work applicants and all Clinical Social Work applicants).
- International students must kindly take note of the separate section on international applicants on page 11 of this brochure.

The application process comprises three phases:

Phase 1. UJ & Departmental Applications

- These were discussed on page 7. Remember to submit your application well before 30 September.
- Your application will be screened to determine whether you meet the Department’s minimum criteria.

Phase 2. Interview & Assignment

- If you are successful in the first phase, you will receive a letter at the beginning of November informing you of the specifics of phase 2. This entails two main components.
- Firstly, you will be required to submit a draft research proposal. The purpose of this exercise is to assess your critical thinking and analytical skills, your ability to conceptualise a research study, your ability to write in a scientific and structured manner, and your thoughts about your research topic. If you are accepted, you will be allocated a supervisor based on this topic, so you need to consider this your actual research proposal, not just an application exercise.
- Secondly, you will be interviewed by members of the postgraduate team – either community development or clinical social work depending on your application. The purpose of the interview is to assess your motivation for studying and your understanding of the demands of the masters programmes. You are strongly advised to brush up on your theory in preparation for this interview. The interviews will take place in late November or early December.
- The postgraduate team meets after all of the interviews and proposals have been completed and assessed, to review the applications and decide on whom to accept. We will contact you to inform you of the outcome. If you are accepted, you will receive a letter of acceptance from the University.

Phase 3. Registration

- If you receive a letter of acceptance from the Department, you can go ahead and register with the University of Johannesburg in January. You must have completed your registration, which includes paying your registration fees, before the first class in February.
APPLICATION FOR MASTERS BY RESEARCH & DOCTORAL PROGRAMMES

Applications for the masters by research and doctoral programmes are received throughout the year, from February to November. Applications are not processed during the months of January, July and December due to exams and the university recess.

To apply for the masters programme, you need to:

- Have a four-year Baccalaureate degree in social work or a three-year degree in social work together with an Honours degree in social work considered to be appropriate by the HOD of the department. In exceptional cases, we will consider students from other disciplines.
- Have an average mark of at least 65% in your BSW/Honours degree.
- International students must kindly take note of the separate section on international applicants on page 11 of this brochure.

To apply for the doctoral programme, you need to:

- Have a masters degree in social work. (If you have an undergraduate social work degree and a masters degree in another discipline and meet the other admission criteria, you may be eligible to apply, provided you undergo a process of recognition of prior learning.) In exceptional cases, we will consider students from other disciplines.
- Have an average mark of at least 65% in your masters degree. If you provide evidence of academic publications, we will consider a lower mark.
- International students must kindly take note of the separate section on international applicants on page 11 of this brochure.

The application process for both masters by research and doctorate comprises three phases and can extend over several months. Applicants should not despair about the process. It is a vital part of preparing you for postgraduate study and for ensuring that you have a feasible research proposal. The process is as follows:

Phase 1. Review of Application

- The requirements for your application were discussed on page 7.
- Your application will be screened to determine whether you meet the Department’s minimum criteria. If you do not submit your research proposal, we cannot proceed with your application, so be sure to submit it.
- In addition, the supervising staff will determine if you have a research topic that one of us has expertise to supervise (see comments on page 6). If not, we may decline your application at this early stage and advise you to look elsewhere for a competent supervisor.

Phase 2. Interview

- If you meet the minimum criteria and have a proposal that we think we can supervise, we will call you in for an interview. This interview (typically about 30 minutes) is focused on your proposal. You will appear before the senior postgraduate team. You need to be well prepared to defend your proposal, which means having read well, having thought through the various facets of your study (including theoretical framework, methodology and ethics) and the contribution your study will make to the discipline of social work (in the case of doctoral studies). For doctoral students, we also assess the following:
  - Your advanced research abilities.
  - Independent thinking.
  - Your ability to work independently.
The most likely outcome of this interview is that you will be requested to do further work on your proposal submission, e.g. to read more widely, to broaden or focus your topic, to think more rigorously through your methodology or to better demonstrate how your study will make a contribution to the field (for doctoral applications). In these cases we will also facilitate your access to the UJ library, so that you can read the academic literature more widely.

Your revised proposal will be screened by the senior postgraduate team, usually without a further interview.

If your application is successful, you will receive a letter of acceptance from the University, which will also indicate which staff member will supervise your study. In some cases, your acceptance will be conditional on certain factors, for example that you attend a course on research methodology or a writing workshop. In most cases, these courses will be for your own account.

Each application is handled individually on its own merits. Consequently, the process in Phase 2 may vary from applicant to applicant.

**Phase 3. Registration**

If you receive a letter of acceptance from the Department, you can go ahead with the formal registration at the University of Johannesburg. You can contact Karin du Plooy at the Faculty Office at 011 559 2750 for assistance.
INTERNATIONAL APPLICANTS FOR POSTGRADUATE STUDY

Social work studies at both undergraduate and postgraduate are regarded as professional studies. In South Africa, social workers are regulated by a statutory body known as the South African Council for Social Service Professions (SACSSP) (www.sacssp.co.za). No person may practice social work in South Africa without being registered as a social worker with the Council.

The following regulations apply to international applicants for postgraduate study:

1. Applicants must be in possession of a social work qualification that is recognised as equivalent to a Bachelor of Social Work degree by the South African Qualifications Authority (SAQA) (http://www.saqa.org.za/show.asp?include=docs/brochures/ceeq-main.htm). Applicants must obtain certification from SAQA of their qualifications prior to submitting their application to UJ. Some international social work qualifications are recognised by SAQA at only a three-year degree level, which do not qualify you for MA studies – check this carefully before you apply. We do, however, recommend that you apply even if this is the case. Where possible and justified, we can grant you alternative access.

2. Applicants must provide proof that they are registered as a social worker in their home country. If no system of registration exists, they must provide other evidence to this effect and confirmation that they are practising as a social worker within the normal regulations of their home country.

3. Applicants are not required to apply to the SACSSP for registration as a social worker in South Africa unless they wish to conduct their internship in South Africa, rather than in their home country. In such instances, the applicant must first seek and obtain registration with the SACSSP to practice as a social worker in South Africa prior to commencing the internship (http://www.sacssp.co.za/website/?page_id=1052).

4. Obtaining a social work masters or doctoral qualification from the University of Johannesburg does NOT allow one to practice social work in South Africa. Regardless of qualifications obtained, ONLY registration with the SACSSP confers the legal right to practice as a social worker in South Africa. Graduates of our programme must therefore obtain registration from the SACSSP prior to practising social work in South Africa.

5. All international applicants are required to sign a declaration confirming their understanding of and compliance with these regulations before they will be accepted into our postgraduate programme.

6. International students need to contact UJ’s international office to guide and facilitate the application process, which includes a number of differences such as the application to SAQA, an additional financial levy on international students, and the requirements to obtain a Study Permit from the South African embassy (or equivalent) in your home country after acceptance into the programme (http://www.uj.ac.za/EN/StudyatUJ/International). In addition, international students may be required to pay their full annual tuition in advance.
MONEY & OTHER MATTERS

STUDENT FEES

The financial department of UJ will be able to assist you with any queries about finances, costs of programmes and payment procedures (011 559 3025).

BURSARIES

There are several bursaries available to assist you with your studies. Almost all of our postgraduate students do receive bursaries. These include:

- The supervisor-linked bursary, which all students are eligible for, and which is renewable for the first two years of your studies for MA and three years for Doctoral students. The Department will initiate this application process. In 2016, this paid R7,200 p.a. for full-time study towards an MA and R13,200 p.a. for doctoral.

- Merit bursaries for students who obtained at least 70% in their previous degree. In 2016, these ranged from R7,130 to R16,460 depending on your marks and level of study (MA or Doctorate).

- The National Research Foundation (NRF) has free-standing scholarships available for students. Students have to qualify for these scholarships by means of research proposals. The closing date for these scholarships is usually at the end of July. For more information, you may contact the NRF at (012) 481 4202 or supportdesk@nrf.ac.za

You are welcome to contact the bursary section (011) 559 3770 for more information on loans, bursaries and scholarships. You are welcome to speak to the people in the bursaries offices, situated in E block 101 in the general student registration hall near the Auditorium.

ACADEMIC REGULATIONS

You must carefully study the UJ academic regulations related to your study programme.

QUERIES

Feel free to contact the following staff if you have specific queries:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Shahana Rasool</td>
<td>Head of Department</td>
<td>2805</td>
<td><a href="mailto:shahanar@uj.ac.za">shahanar@uj.ac.za</a></td>
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<tr>
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<td>Faculty Officer – postgraduate</td>
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</tr>
</tbody>
</table>

To call us, dial 011 559 followed by the extension above.
RESEARCH PROPOSAL GUIDELINE

**Title**
Provide a brief, clear title for your proposed study.

**Introduction**
Include the following (headings are not required):
- Brief introduction to the study
- Contextualisation
- Rationale/motivation
- Which leads to the problem statement – what bothers you or are you curious about that warrants a research response? What is the gap/niche for this study?
- Which leads to the study goal/aim, then the objectives (not action steps)

As a general guide, keep the introduction to one page for M and up to two pages for D proposals.

**Summary of Preliminary Literature Review**
Provide a synthesis of the relevant literature that demonstrates that you are familiar with the key authors and texts and with the central concepts relevant to your study. You need to show how your study will contribute to what we already know, to fill the niche/gap identified in the introduction.

As a general guide, avoid lengthy quotations – keep direct quotes to an absolute minimum and rather paraphrase fully with citations. Use primary sources as much as possible. Consider using about ten texts (for MA proposals, more for D) that are related to your topic (in addition to texts on research methodology). This should be up to a page in total for minor MA proposals, two pages for D proposals.

**Research Methodology**
Provide a detailed, practical explanation of your research plan = what you actually intend to do. Avoid lengthy theoretical explanations (e.g. definitions of what a sample is), except where you are using less familiar methods. Avoid quotations from the literature, but do back up your statements with citations, using specialised relevant methodological literature (particularly at D level).

Methodology is important and may warrant considerable space to adequately describe, such as a page or even more. Text-based studies should provide a methodology appropriate to the study.

As a general guide, provide:
- A brief introduction to the study approach and design (e.g. qualitative or quantitative, exploratory or descriptive, case study, phenomenology, etc.).
- Define the population, sample, sampling method and recruitment activities. Be as specific as possible, e.g. give intended sample size and motivation for sampling method.
- Describe the methods of data collection (tools, recording, etc.). For quantitative tools, provide evidence of reliability and validity of the tools. For qualitative tools, provide the scope of the kinds of questions that will be asked, showing how these will help to answer the research questions.
- Describe how you will analyse your data.
- For qualitative studies, briefly explain how you will enhance the trustworthiness and rigour of your study.
### Proposed Structure of Study
In a bulleted list, provide envisaged chapter titles and a brief (one or two sentences) description of the focus of each chapter.

### Ethical Considerations
As a general guide, keep this brief – a few lines if there are no major concerns. Avoid quotations or excessive theory, but do use citations to appropriate ethics literature. As a norm for research involving human participants, we require written informed consent, voluntary participation and participant anonymity.

If there are ethical risks to participants (i.e. any research with children or other vulnerable groups, any research involving an intervention, any research on sensitive topics that may distress participants) you need to give a little more detail on the protection of participants AND must submit the proposal to the Faculty Ethics Committee – a separate application process is required. It is most efficient to submit to the Ethics Committee at the same time as to the HDC.

### Original Contribution to Scientific Knowledge
For *doctoral* proposals only, provide a rigorous motivation regarding how this study will make an original contribution to the knowledge base of the discipline.

### Reference List
Follow one referencing style closely, according to Departmental guidelines. List only works that are cited in the body of the proposal.
# Department of Social Work – Application Form

**Tick the course for which you are applying:**

<table>
<thead>
<tr>
<th>MA Community Development</th>
<th>MA Clinical Social Work</th>
<th>MA Research</th>
<th>D Litt et Phil</th>
</tr>
</thead>
</table>

**Personal details:**

<table>
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<tr>
<th>Surname</th>
<th>First names</th>
<th>Student number</th>
<th>Title</th>
<th>SACSSP Registration Number</th>
<th>Phone (work)</th>
<th>Phone (cell)</th>
<th>Phone (home)</th>
<th>Email</th>
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</table>

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<tr>
<th>Employer</th>
<th>Position at work</th>
<th>Highest academic qualification</th>
<th>Years of social work experience</th>
<th>How will you fund your studies?</th>
</tr>
</thead>
</table>

**Attach the following documents to your application:**

1. Curriculum Vitae
2. Proof of payment of the UJ application fee.
3. A copy of your matric results.
4. A copy of your degree certificate(s).
5. A copy of your academic record of previous studies.
6. A copy of your identity document (and passport for international students).
7. A letter from your employer confirming their support for your studies.
8. A motivation essay (one page) of why you want to study for this particular degree.
9. For MA Research and D Litt et Phil applicants *only*, a research proposal according to the guidelines on the previous two pages of this brochure, in MS Word (not PDF).
10. For MA Research and D Litt et Phil applicants *only*, evidence of you previous writing.
11. For international students, SAQA certification and evidence of ‘registration’ as a social worker in home country.

**Signature:** ___________________________ **Date:** ___________________