DEPARTMENT OF SOCIAL WORK

Information Brochure for Masters & Doctoral Programmes

for 2016

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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 onto the 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 full-time working practitioners who want to make a difference in society.
- 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, 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 two-year scholarship. This will not 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 Prof Ndangwa Noyoo at 011 559 4119 or ndangwan@uj.ac.za.

PROF N. NOYOO
(POSTGRADUATE COORDINATOR)
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 papers 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 in developing primarily skills and competence in either macro (community development) or micro/messo (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 programme also aims 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 (Soc Sc) 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 papers that are taken by all MA students. Thereafter students attend four classes 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. There are three blocks of classes per semester, approximately once per month, from 9am to 4pm. You will attend 19 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 2015 is included on the following page, with descriptions of courses thereafter. The 2016 time will follow a similar pattern, but will only be finalised towards the end of 2015.

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 2016*
**STRUCTURED MASTERS PROGRAMME: 2015 TIMETABLE FOR M1 STUDENTS**

<table>
<thead>
<tr>
<th>2015 Dates</th>
<th>Module-Paper</th>
<th>Who</th>
<th>Title/Notes</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb, 9</td>
<td>2-3a</td>
<td>All</td>
<td>Advanced social work research and technology 1: Conceptualisation and literature review</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Feb, 10-11</td>
<td>1-1</td>
<td>All</td>
<td>Contemporary social work issues</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Feb, 12-13</td>
<td>Orient</td>
<td>All</td>
<td>Orientation to postgraduate social work 1</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Mar, 11</td>
<td>Orient</td>
<td>All</td>
<td>Orientation to postgraduate social work 2</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Mar, 12-13</td>
<td>1-2</td>
<td>All</td>
<td>Social work theory</td>
<td>Prof Ndangwa Noyoo</td>
</tr>
<tr>
<td>Apr, 22</td>
<td>2-3b</td>
<td>All</td>
<td>Advanced social work research and technology 2: Methodology</td>
<td>Dr Shahana Rasool</td>
</tr>
<tr>
<td>Apr, 23-24</td>
<td>2-4</td>
<td>CD</td>
<td>Social development perspectives for community change</td>
<td>Ms Jessie Turton</td>
</tr>
<tr>
<td>Apr, 23-24</td>
<td>2-4</td>
<td>CL</td>
<td>Behavioural and environmental change</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Jul, 23-24</td>
<td>3-5</td>
<td>CD</td>
<td>Conceptual frameworks for community change</td>
<td>Prof Hanna Nel</td>
</tr>
<tr>
<td>Jul, 23-24</td>
<td>3-5</td>
<td>CL</td>
<td>Assessment, intervention and evaluation</td>
<td>Guest lecturer</td>
</tr>
<tr>
<td>Aug, 18-20</td>
<td>3-6</td>
<td>CD</td>
<td>Development management</td>
<td>Prof Hanna Nel</td>
</tr>
<tr>
<td>Aug, 18-20</td>
<td>4-7</td>
<td>CL</td>
<td>Clinical practice in diverse environments</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Aug, 21</td>
<td>2-3c</td>
<td>All</td>
<td>Advanced social work research and technology 3: Writing research</td>
<td>Prof Adrian van Breda</td>
</tr>
<tr>
<td>Sep, 16-17</td>
<td>4-7</td>
<td>CD</td>
<td>Integrated social and community development</td>
<td>Prof Hanna Nel</td>
</tr>
<tr>
<td>Sep, 16-17</td>
<td>3-6</td>
<td>CL</td>
<td>Professional development and management</td>
<td>Mrs Varosh Nadesan</td>
</tr>
<tr>
<td>Sep, 18</td>
<td>2-3d</td>
<td>All</td>
<td>Advanced social work research and technology 4: Proposal presentations</td>
<td>Dr Shahana Rasool</td>
</tr>
</tbody>
</table>

Note that this timetable is provisional and that dates and lecturers may change. A final programme will be provided in January 2015.
**DESCRIPTIONS OF COURSEWORK MODULES**

<table>
<thead>
<tr>
<th>1-1. Contemporary social work issues.</th>
<th>Social work is a profession aimed at global and local needs. In this module contemporary issues on macro- and micro-level are presented.</th>
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</thead>
<tbody>
<tr>
<td>1-2. 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>2-3. 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.</td>
</tr>
<tr>
<td>2-4. 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>2-4. 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>3-5. 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>3-5. 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>3-6. Development management.</td>
<td>Advanced competencies in public and development management; small micro business entrepreneurial development</td>
</tr>
<tr>
<td>4-7. 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>4-7. Integrated social and community development.</td>
<td>Social development partnerships and community based intervention strategies in selected specialized fields</td>
</tr>
<tr>
<td>3-6. Professional development and management.</td>
<td>Professional development includes both professional self-development and social work ethics and values.</td>
</tr>
<tr>
<td>5-8. 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>5-8. 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>
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</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 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 competence.
- 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 departmental chairperson.

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-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 papers that you have published or 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 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 our knowledge or capacities as social workers.

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 departmental chairperson.

Doctoral candidates are encouraged to select a topic that is aligned with one of the research focus areas of supervising staff.
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. Obtain the UJ Application Form from the Faculty Office or the university website. Complete and submit it to the Faculty of Humanities (C Ring 2). You can contact the Faculty Office at 011 559 2197. There is a nominal, non-refundable application fee to pay.

In addition to any document required by the university, please also attach a certified copy of your current receipt of registration with the SACSSP.

Please clearly indicate which of the four postgraduate courses you are applying for in the first choice block at the top of the first page.

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 11.
- Include two or three pieces of evidence of prior research and/or writing experience, e.g. a journal article, a conference paper, a programme you developed, a policy document you drafted, or a needs assessment or profile you compiled. Also include the abstract of your previous dissertation or thesis (but not the whole report).

Departmental Application. Kindly submit a copy of all of the above documentation (except for the UJ application form) directly to the Department of Social Work. You may email (ndangwan@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. In exceptional cases we may consider lower marks depending on other evidence of learning you provide.

- 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 informing you of the specifics of phase 2. This entails two main components.

- Firstly, you will be required to write a brief critique of an academic article that we will provide to you. The purpose of this exercise is to assess your critical thinking and analytical skills, your ability to provide a logical critique on the article, your ability to write in a scientific and structured manner, and your grasp of the ethics and principles of social work.

- 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 do not need to prepare anything for this interview – it’s not an exam! The interviews will take place in late November – you will be notified by email of the date at the end of October.

- The postgraduate team meets after all of the interviews and assignments 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 January to October. Applications are not processed during the months of November and December due to end of year 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.
- Have an average mark of at least 65% in your BSW/Honours degree. In exceptional cases we may consider lower marks depending on other evidence of learning you provide.
- Be registered with the SACSSP (South African Council for Social Service Professions) as a social worker.
- 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.)
- Have an average mark of 65% in your masters degree. In exceptional cases we may consider lower marks depending on other evidence of learning you provide.
- Be registered with the SACSSP (South African Council for Social Service Professions) as a social worker.
- 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 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. UJ & Departmental Applications

- These were discussed on page 7.
- Your application will be screened to determine whether you meet the Department’s minimum criteria.

Phase 2. Paper Screening & Interview

- We will conduct a thorough review of your application, with particular attention to your proposal and evidence of research.
- You will then be called 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 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 the Faculty Office at 011 559 2197.
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 are in the process of exploring options to handle such cases.

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).
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 2014, this paid R7,200 p.a. for full-time study towards an MA and R13,200 p.a. for doctorate.
- Merit bursaries for students who obtained at least 70% in their previous degree. These range from R6,500 to R15,000 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 Adrian Van Breda</td>
<td>Head of Department</td>
<td>2792</td>
<td><a href="mailto:avanbreda@uj.ac.za">avanbreda@uj.ac.za</a></td>
</tr>
<tr>
<td>Prof Ndangwa Noyoo</td>
<td>Clinical Social Work Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof Hanna Nel</td>
<td>Postgraduate Coordinator</td>
<td>4119</td>
<td><a href="mailto:ndangwan@uj.ac.za">ndangwan@uj.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Coursework MA Coordinator</td>
<td></td>
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<tr>
<td></td>
<td>MA Research &amp; Doctoral Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Barbara Leeuwner</td>
<td>Secretary</td>
<td>2804</td>
<td><a href="mailto:socialwork@uj.ac.za">socialwork@uj.ac.za</a></td>
</tr>
<tr>
<td>Ms Karin du Plooy</td>
<td>Faculty Officer – postgraduate</td>
<td>2573</td>
<td><a href="mailto:srooi@uj.ac.za">srooi@uj.ac.za</a></td>
</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>
<thead>
<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>
<th>Postal address</th>
<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.
10. For MA Research and D Litt et Phil applicants only, evidence of your previous writing.
11. For international students, SAQA certification and evidence of ‘registration’ as a social worker in home country.

Signature:___________________________ Date:__________________