

2019 Proposal Check list for Department or School HDCs:

The checklist below may help you ensure that requirements for proposals are in place and in line with the UJ Higher Degrees Policy.

Date of Meeting:		
Student name:		
Degree	Masters	Doctorate
	Tick or indicate YES	Comments?
Do not amend the front page of the proposal template		
1. All items are correctly and accurately filled out on the front page		
2. Student number is inserted, and the student is currently formally registered (not registered for the Proposal Phase: Pre-Registration phase) Proof of registration must be submitted to department coordinators/administrators for record keeping		
3. Title is in Title Case		
4. Supervisor/s names and staff numbers are present		
5. The correct block is ticked if ethics is required		
6. The body of the proposal (from the introduction to the end of the methodology) falls within the following page limits: ❖ MA minor dissertation: 3-4 pages ❖ MA dissertation: 4-5 pages ❖ Doctorate: 5-6 pages		
7. Master's proposals are submitted within six months of registration. Doctoral students have nine months to complete their proposals <ul style="list-style-type: none"> • Proposals that do not serve in the required time period, need to submit a motivation explaining the delay and requires the support of the supervisor • Students registered for pre-proposal cannot submit a proposal until fully registered 		
8. Proposal submitted through Turnitin with an acceptable similarity report		
9. Student - Supervisor Agreement is signed and completed and submitted when proposal is presented at DHDCs		

[Submit this cover page together with the proposal and SSA when submitting to FHDC]

Supervisor's signature/Insert name : _____



**FACULTY OF HUMANITIES
HIGHER DEGREES COMMITTEE
MASTERS OR DOCTORAL PROPOSAL**

Proposal Template 2019.01.25

DEPARTMENT	Complete the grey-shaded blocks on the cover page
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FIRST SUBMISSION	Mark with an X	RESUBMISSION	
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CANDIDATE'S DETAILS	TITLE	FIRST NAMES	SURNAME
STUDENT NUMBER	Must have a student number and be registered prior to submission		

PREVIOUS UNIVERSITY	PREVIOUS DEGREE	DISCIPLINE	TITLE
			Provide title of previous dissertation/research report

DEGREE	MA MINOR DISSERTATION	Mark appropriate degree with an X and state the title of the degree		
	MA DISSERTATION			
	D LITT ET PHIL			
PROPOSED TITLE		Use Initial Caps (Title Case)		
PROPOSED SUPERVISOR		Title, Initials, Surname (staff number)		
PROPOSED CO-SUPERVISOR		Title, Initials, Surname (staff number)		
FIRST REGISTRATION DATE		The month & year you first registered for this degree		
FULL TIME OR PART TIME		Full time		Part time
ETHICS REVIEW REQUIRED Does your research involve collecting data from humans?		No		Yes

Use Arial, 12 font, single spacing and 2cm margins throughout the proposal.
The body of the proposal (from the introduction to the end of the methodology) should fall within the following page limits:

- MA minor dissertation: 3-4 pages
- MA dissertation: 4-5 pages
- Doctorate: 5-6 pages

Delete all yellow highlighted text, which serves as guidelines for completion of the proposal
Signed copies of the proposal should be submitted to Faculty HDC after the proposal is approved at department level.

Introduction

Follow departmental-specific guidelines

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) (preferably numbered)

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

Follow departmental-specific guidelines

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 (refer to the [Faculty Policy on Plagiarism](#)). 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.

Theoretical/Conceptual Framework

Follow departmental-specific guidelines

Research Methodology

Follow departmental-specific guidelines

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

Follow departmental-specific guidelines

In a bulleted list, provide envisaged chapter titles and a brief (one or two sentences) description of the focus of each chapter.

Ethical Considerations

For all research involving human participants (and any other research with ethical considerations, such as research on animals, human remains, etc) careful consideration must be given to the ethical risks and the methods to reduce such risk. This should be done in consultation with the university document called *Code of Academic and Research Ethics*, which can be obtained on the intranet. Avoid quotations or excessive theory, but do use citations to appropriate ethics literature. Should your research include vulnerable participants or activities specified in Section 2 of the template, you have to discuss how you will to address ethical concerns related to these matters here. Further, indicate how basic principles of ethics in research will be adhered to, such as informed consent, voluntary participation and confidentiality. This may be specific to each discipline. Also specify how you will store data in a secure manner to ensure the protection of participant anonymity/confidentiality.

In addition, complete the sections of this template after the reference list (Section B) which must be signed. Include an Information Sheet/Letter which will be provided to the participants as well as a separate Informed Consent Form.

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/topic. Be sure to emphasise the theoretical contribution of the study, more than its value to practice, policy, etc.

Reference List

Follow one referencing style closely, according to Departmental guidelines. List only works that are cited in the body of the proposal.

Student Signature

Student: Date:

Supervisor(s) & HOD Declaration

The proposed supervisor(s) and Head of Department declare:

- That they endorse this proposal and regard the project it describes as feasible for the level of study and appropriate to the requirements of the discipline.
- That the proposal has been screened for plagiarism and that no plagiarism was detected.
- That the proposal has been reviewed for scientific rigour and ethics by the Departmental HDC in light of the requirements of the Faculty HDC and Faculty Research Ethics Committee.

Supervisor(s): Date:

Head of Department: Date:

Section 2: Application to Research Ethics Committee

All research involving human participants must be approved by Research Ethics Committee, even if the answers to the following questions are 'No'. If you responded 'Yes' to any question below, you must elaborate on it in the 'Ethical Considerations' section of the template.

Does your research include the direct involvement of any of the groups of participants indicated in the table below?

Yes _____ No _____

If yes, indicate which group(s) with an X in the table below.

Your research proposal must address ethical aspects related to this specific group.

	Children/youth under 18
	Persons with a cognitive disability/mental impairment
	Prisoners or persons on parole
	Persons highly dependent on medical care
	Communities that may be considered as vulnerable
	Persons unable to give consent
	UJ employees or students
	Persons not usually considered to be vulnerable, but could be considered vulnerable in the context of this research project
	Individuals who may be considered vulnerable (e.g. pregnant women; abused persons; victimised persons)
	Persons living in poverty or with little education

Does your research involve any of the following types of activity?

Yes _____ No _____

If yes, indicate which activity(ies) with an X in the table below.

Your proposal must explain how you will address the associated ethical aspects.

	Covert observation of participants
	Deception of participants or concealment of the purpose of the study
	Examining potentially sensitive or contentious issues
	Study of illegal activities that could place participants or the researcher at risk of criminal or civil liability or be damaging to their employability, professional or personal relationships
	An intervention
	Invasive medical / physiological procedures

Declaration by researcher/principal investigator

I, the undersigned, declare that the standard practices of ethical professionalism will be upheld in the proposed research project. I undertake to bring to the attention of the Research Ethics Committee any changes to this project which may affect ethical matters pertaining to this project. Furthermore, I understand, acknowledge and undertake to adhere to the stipulations in the University document called *Code of Academic and Research Ethics*, which can be obtained on the intranet.

Signature of Researcher/Principal Investigator

Date

Signature of Supervisor(s)/Promoter(s)

Date

Information Sheet /Letter

Incorporate here the Information Sheet which provides the prospective participants with relevant information to enable them to decide on whether to participate or not.

Informed Consent Form

Incorporate here the Informed Consent Form which will be signed by the participants.