



UNIVERSITY
OF
JOHANNESBURG

DEPARTMENT OF SOCIAL WORK

Information Brochure for Masters & Doctoral Programmes

for 2020/1

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INTRODUCTION

Thank you for your interest in our postgraduate social work programmes. Pursuing postgraduate studies beyond the BSW training is essential for the development of the profession and increasing intellectual capacity in South Africa. Postgraduate studies provide students with the opportunity to advance practice skills, research competencies and theoretical expertise, all of which are contextualised predominantly in the continent of Africa.

Please note that there are a limited number of vacancies for students coming into all our postgraduate programmes. We receive numerous applications, thus access to our programmes is competitive. The entrance requirement for all programmes is an average mark of at least 65% for the previous qualification.

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. Graduates of our masters and doctoral qualifications have been recognised in many developed countries such as the USA, UK and Canada.

We offer four postgraduate programmes:

- ❖ A structured **Masters programme in Community Development**. This is offered in modular form to suit students who are working full-time. 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 full-time. We anticipate that this degree will be recognised as leading to a specialisation in clinical social work during 2020.
- ❖ 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 completing 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 full-time and/or not working at all. The doctorate requires students to undertake research that makes an original and significant contribution to the field of Social Work or Community Development.

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. Students with excellent results (70% or higher) in the previous qualification may be eligible to apply for merit bursaries in the Faculty of Humanities or visit Student Finance for additional financial support.

This brochure will provide you with the details about all of the programmes, the admission requirements and application procedures. Please study it carefully before submitting your application. We look forward to hearing from you.

PROF TANUSHA RANIGA

(POST-GRADUATE COORDINATOR: SOCIAL WORK)

STRUCTURED MASTERS PROGRAMMES

OVERVIEW OF THE 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 pages.

Both programmes entail a combination of theory classes, internship and research. In the first year of the programme, you complete seven theory modules, prepare your research proposal and draft the first three chapters of your research dissertation. In the second year, the expectation is that you collect, analyse and write up your research project (smaller than the masters by research, but larger than what you did in your fourth-year BSW project) and do an internship that is customised for each student. The theory classes and internship comprise half your mark (50%) and the dissertation the other half (50%) as fulfilment of your postgraduate qualification.

The structured Masters programmes are ideal for students who:

- ❖ Are interested primarily in developing advanced theory, skills and competence in either macro (community development) or micro/meso (clinical) practice.
- ❖ Enjoy the opportunity to actively participate in online classes, online self-study, group work exercises and 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 for submission 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, policy advocates and change agents engaged in relevant practice in an African context.

The programmes also aim at preparing competent social workers and community work practitioners who can compete in a competitive international market. This is evidence that our field of specialization is in line with meeting local and global needs.

The aim of the two structured 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, economic and development needs in a changing global context.

The **theory modules** are allocated in the first year. These include 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 the research process. There are three blocks of classes per semester, approximately once per month, from 9am to 4pm. You will attend approximately 22 days of class in the first year, plus exams (which are mostly written at home and submitted online) 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 at least four days (once per term) in a group with your internship facilitator. The internship is assessed continuously and at the end of the year.

For the **dissertation** component of the degree, which comprises half the overall degree mark, selected members of the department will generate a research concept that aligns with their areas

of expertise and cutting-edge gaps in the literature. Students are allocated to work on one of these projects, considering (as far as possible) their preferences. In this way, students work individually, but in groups, on a research project, receiving group support and direction from their supervisors. During the first year of study, students write up their proposal and the first three chapters, and in the second year, they are expected to collect and analyse their data, and finalise the write-up of their dissertation. The dissertation is approximately 20,000 words.

The provisional timetable is included below, with descriptions of courses thereafter. Dates for 2021 will be finalised only towards the end of 2020 and will be provided to students accepted into the 2021 programme.

The MA Community Development is open to all applicants with a background in community development, not only to registered social workers. 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 social workers, including social workers registered in other countries.

GENERIC TIMETABLE FOR M1 STUDENTS

Dates	Module Code	Who	Title/Notes	Lecturer
Feb	SCW9X10	All	Contemporary social work issues	Prof Shahana Rasool
	Orientation	All	Orientation to postgraduate social work 1a	Prof Shahana Rasool
	SCW9X16	All	Advanced social work research 1	Prof Shahana Rasool
	Orientation	All	Orientation to postgraduate social work 1b	Prof Shahana Rasool
Mar	Orientation	All	Orientation to postgraduate social work 2	Prof Adrian van Breda
	SCW9X11	All	Social work theory	Prof Shahana Rasool
	SCW9X16	All	Advanced social work research 2	Prof Shahana Rasool
Apr	SCW9X16	All	Advanced social work research 3	Prof Shahana Rasool
	CDL9X03	CD	Social development perspectives for community change	Dr Jessie Turton
	SCW9X12	CL	Behavioural and environmental change	Prof Adrian van Breda
Aug	CDL9X04	CD	Conceptual frameworks for community change	Prof Hanna Nel
	SCW9X13	CL	Assessment, intervention and evaluation	Dr Sue Bond
	SCW9X16	All	Advanced social work research 4	Prof Rasool
Sep	CDL9X05	CD	Development management	Prof Hanna Nel
	SCW9X14	CL	Clinical practice in diverse environments	Dr Sarojini Naidoo
	SCW9X16	All	Advanced social work research 5	Prof Shahana Rasool
Oct	CDL9X06	CD	Integrated social and community development	Prof Hanna Nel
	SCW9X15	CL	Professional development and management	Dr Varosh Nadesan

Note that classes will take place in blocks of 2-5 days in the indicated months, depending on the final academic calendar for each year. Exact dates will be provided only at the end of the previous year. Dates are subject to change in exceptional circumstances.

DESCRIPTIONS OF COURSEWORK MODULES

BOTH COMMUNITY DEVELOPMENT AND CLINICAL STUDENTS	
SCW9X10. Contemporary social work issues. In this module, theory and policy on contemporary global and local issues are presented.	
SCW9X11. Social work theory. 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.	
SCW9X16. Advanced social work research and technology. This module focuses on all issues relevant to the application of research methodology to relevant social problems. The research designs, process and methodology are specifically addressed in order to develop a researcher-practitioner paradigm. The module is aimed at assisting you through the conceptualisation of your research and writing up your first three chapters.	
COMMUNITY DEVELOPMENT	CLINICAL SOCIAL WORK
CDL9X03. Social development perspectives for community change. Theories of development with emphasis on social development in a global and local context	SCW9X12. Behavioural and environmental change. Conceptual frameworks (theoretical frameworks, practice models, strategies) geared towards explaining the concept and reality of change
CDL9X04. Conceptual frameworks for community change. Communities in the SA context, different change models and its applicability in the African and SA context	SCW9X13. Assessment, intervention and evaluation. Methodology and specific macro-level and micro-level strategies to develop thorough accountable understanding of the problem
CDL9X05. Development management. Advanced competencies in public and development management; small micro business entrepreneurial development	SCW9X14. Clinical practice in diverse environments. 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)
CDL9X06. Integrated social and community development. Social development partnerships and community-based intervention strategies in selected specialized fields	SCW9X15. Professional development and management. Professional development includes both professional self-development and social work ethics and values.
CDL9X07. Community Development Internship. 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.	SCW9X17. Clinical social work internship. 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.

MINIMUM APPLICATION CRITERIA

To apply for the MA coursework Masters programmes (in clinical social work or community development), you need to:

- ❖ Have a four-year Bachelor 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 degree and/or work experience is oriented towards community development (e.g. development studies, public health, education). The Masters degree does **not**, however, qualify one as a social worker.
- ❖ Have an average mark of at least **65%** in your BSW/Honours degree. We do not consider applicants with an average mark lower than 65%, and regard 65% as the **absolute minimum** to be considered for the MA programme. If more applications are received than we can interview, shortlisting may use a higher cut-off mark than 65%.
- ❖ Be registered with the SACSSP (South African Council for Social Service Professions) as a social worker (in the case of all social work applicants and all Clinical Social Work Masters applicants) or with the relevant authority in one's home country for international applicants.
- ❖ International students must kindly take note of the separate section on international applicants on page 15 of this brochure.

Current fourth-year students may apply, even though they have not yet graduated. We base our screening on your third-year and mid-year fourth-year marks, and a final decision will be made only once you submit your final marks to Prof Tanusha Raniga.

APPLICATION TO STUDY AT THE UNIVERSITY OF JOHANNESBURG

If you meet the minimum application criteria set out above, you need to submit an application to study at the University of Johannesburg.

Applications open on 1 April each year and close on 30 September. (Late applications may be considered and placed on a waiting list.) While you are encouraged to apply early, to ensure that your application is received and complete, we operate on a merit system, not on a first-come-first-served system.

UJ Application. Go to <http://www.uj.ac.za/studyatUJ/sec/Pages/Postgraduate-Applicant.aspx> to complete your online application. The online application is free. You can contact Edward Legoale at the Faculty Office at 011 559 2576 or edwardl@uj.ac.za if you need advice or assistance.

Please clearly indicate whether you are applying for the clinical or community development degree.

In addition to any documents required by the university, please also attach:

1. A copy of your current receipt of registration with the SACSSP (in the case of social work applicants and all clinical social work applicants)
2. Your academic transcript (marks for your previous degrees). Without these documents, we cannot review your application.
3. A one-page motivation for the course you wish to study.

International Students. Students applying with qualifications from another country are requested to give careful attention to the guidelines on page 15.

SELECTION PROCESS

The selection process comprises three phases:

Phase 1. UJ & Departmental Applications

- ❖ These were discussed on page 7. Remember to submit your application well before 30 September and to ensure that your application is complete.
- ❖ Your application will be screened to determine whether you meet the Department's minimum criteria.
- ❖ If you do not meet these criteria or your application is incomplete, your application will unfortunately be declined.
- ❖ If you do meet the criteria, you will receive an email confirming receipt of your application and that you have been added to the list for the selection process.
- ❖ If there are numerous eligible applications, a paper shortlisting may be conducted prior to Phase 2.

Phase 2. Interview & Assignment

- ❖ If you are successful in the first phase, you will receive a letter by the beginning of November informing you of the specifics of phase 2. This entails two main components.
- ❖ Firstly, you will be required to write a brief critique of a collection of academic articles (specific to the course you are applying for) that we will provide to you about one month in advance. This critique will be written on campus under exam conditions over a period of up to six hours. The purpose of this exercise is to assess your critical thinking and analytical skills, your ability to provide a logical critique on the articles, your ability to write in a scientific and structured manner, and your grasp of the ethics and principles of social work and/or community development.
- ❖ 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 the interviews and proposals have been completed and assessed, to review the applications and decide on whom to accept. We will email you to inform you of the outcome. If you are accepted, you will receive a letter of acceptance from the Department.

Phase 3. Registration

- ❖ If you receive a letter of acceptance from the Department, you can go ahead and register online with the University of Johannesburg early in January. You must have completed your registration, which includes paying your registration fees (approximately R4000), before the first class in February.
- ❖ Please ensure that you plan in advance to generate your registration fee. Too often, students who are accepted into the programme fail to generate the funds and drop out, which compromises the opportunities of other students to take up a place in the programme.

MASTERS BY RESEARCH & DOCTORAL PROGRAMMES

OVERVIEW OF THE MASTERS BY RESEARCH PROGRAMME

The masters by research is a one- to 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 interested in developing primarily 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.

The body of the masters' dissertation is approximately 40,000 words in length, however, there is also an option to do a masters by articles. This involves writing at least two articles that are ready to submit to a journal, packaged into a dissertation with an introduction and conclusion, and usually also a literature review and perhaps a methodology chapter.

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

OVERVIEW OF THE DOCTORAL PROGRAMME

The doctoral programme is a two- to four-year degree that, like the masters by research, entails only a research study. It is taken for granted that you are a competent researcher – that should have been demonstrated already in your Masters dissertation or 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 cannot merely replicate your masters' dissertation with a different or larger sample. You must be able to defend the way in which your study advances theoretical knowledge or provides practical models based on theories for social work practice.

The body of the doctoral thesis is approximately 80,000 words in length, however, there is also an option to do a doctorate by articles. This involves writing at least four articles that are ready to submit to a journal, packaged into a thesis with an introduction and conclusion, and usually also a literature and perhaps a methodology.

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 the research focus areas of one of the supervising staff.

MINIMUM APPLICATION CRITERIA

To apply for the **masters** programme, you need to:

- ❖ Have a four-year Bachelor 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. We do not consider applicants with an average mark lower than 65%, and regard 65% as the **absolute minimum** to be considered.
- ❖ International students must kindly take note of the separate section on international applicants on page 1815 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 meet the other admission criteria, but a Masters degree in another discipline, you are eligible to apply.) In exceptional cases, we will consider students from other disciplines.
- ❖ Have an average mark of at least **65%** in your Masters degree. We do not consider applicants with an average mark lower than 65%, and regard 65% as the absolute minimum to be considered. If you provide evidence of academic publications or other research output; however, we may consider a lower mark.
- ❖ International students must kindly take note of the separate section on international applicants on page 15 of this brochure.

APPLICATION TO STUDY AT THE UNIVERSITY OF JOHANNESBURG

Please apply for the Masters by Research and Doctorate in Social Work only if you meet the minimum criteria set out above.

The application process for the Masters by Research and Doctorate in Social Work is not traditional. **We do not require you to do an online application**, as in the case of the masters by coursework. **Please give careful attention to the following procedures.**

STEP 1: SELECTION AND CONCEPTUALISATION OF A RESEARCH TOPIC

Before approaching the Department, you need to identify a research topic of interest to yourself and do some reading on this topic. Both these degrees require you to identify a gap in the existing literature that you wish to address in your research. There are a few ways you can search for literature, even if you don't have access to an academic library. Please take note of these tips:

1. Do your internet searches in Google Scholar (<http://scholar.google.co.za/>) which will search for academic literature that you can be reasonably sure is good quality. Scholar will search journal articles primarily and you will find that in most cases you cannot get access to the full article. However, you will get access to the abstract. So, our expectation is not that you have read the articles, but that you have located relevant literature and have an idea of what is in the literature based on the abstracts.
2. You can search the South African journal *Southern African Journal of Social Work and Social Development* by visiting <https://www.upjournals.co.za/index.php/SWPR/search> You can also search

older issues of the journal (2009 to 2014) using the following Google search format: [site:https://www.uj.ac.za/faculties/humanities/Department-of-Social-Work/Documents/](https://www.uj.ac.za/faculties/humanities/Department-of-Social-Work/Documents/) together with your key words.

3. You can search the South African journal *Social Work / Maatskaplike Werk* by visiting <http://socialwork.journals.ac.za/pub/search>.

4. Search Google Books, which will find books relevant to your topic and often enable you to look inside the books (not the whole book, but some pages): <http://books.google.co.za/>

5. Search www.amazon.com for books. It works much like Google Books, but sometimes has different books available and sometimes lets you read pages that Google doesn't give you access to. So it is worth trying both Amazon and Google Books.

At this stage, we do not require a full research proposal. Rather we suggest you put together a brief (2-3 page) concept note in which you set out your problem statement, study aim and motivation to pursue this topic.

STEP 2: APPROACHING A PROSPECTIVE SUPERVISOR

Once you have begun to conceptualise your topic, you need to identify a prospective supervisor. We do **not**, therefore, want you to apply to the Department or University at this stage. Rather, you should **always first approach a prospective supervisor**.

The UJ Department of Social Work has **ten** senior staff members who supervise Doctoral studies, viz.

1. Prof Adrian van Breda avanbreda@uj.ac.za
2. Prof Shahana Rasool shahanar@uj.ac.za
3. Prof Hanna Nel hannan@uj.ac.za
4. Prof Tanusha Raniga traniga@uj.ac.za
5. Dr Sue Bond sbond@uj.ac.za
6. Dr Sarojini Naidoo naidoos@uj.ac.za
7. Dr Varoshini Nadesan vnadesan@uj.ac.za
8. Dr Mpumi Ncube mncube@uj.ac.za
9. Dr Mziwandile Sobantu msobantu@uj.ac.za
10. Dr Jessie Turton jessiet@uj.ac.za

Staff members below are able to co-supervise the research projects of students registered for the Masters by Research:

1. Ms Marlene de Beer mdebeer@uj.ac.za
2. Ms Kefilwe Ditlhake kditlhake@uj.ac.za
3. Ms Nthabiseng Latakgomo clatakgomo@uj.ac.za
4. Ms Ntando Maphosa ntandom@uj.ac.za
5. Ms Boipuso Mashigo bmashigo@uj.ac.za
6. Ms Joyce Hlungwani joyceh@uj.ac.za

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/>

It is important at Masters level and essential at Doctoral level that your supervisor has expertise on your topic. Being supervised by someone who is not familiar with recent literature on your current research topic is a disaster for both you and your supervisor. At a doctoral level, you also want your supervisor to be aware and know some of the key prominent scholars on your topic in South Africa and elsewhere in the world.

It is thus our requirement that your topic **must** align with the areas of expertise and interests of your prospective supervisor. Prior to applying at the University of Johannesburg, therefore, 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. Or look at the South African literature you have collected to see who is publishing in your area (see previous section on how to search local literature).

A key message here is that it is more important to have a **supervisor who knows your field**, than to go to the university you like, that you studied at before or that is close to you.

If UJ has a supervisor who has expertise in your field, write them an email directly, attaching your CV, your academic record and your conceptualisation of your topic. Ask if they would be prepared to consider you as a student. Remember that you are now marketing yourself to a prospective supervisor. You want to make a good impression. Be sure to have done your homework and to approach your prospective supervisor professionally.

You can approach a prospective supervisor anytime during the year – there are no opening or closing dates. However, please note that supervisors will usually not be available during recess (July, December and January). It is, however, advisable to make this contact towards the end of or at the start of the year.

STEP 3: PRELIMINARY CONSULTATION WITH PROSPECTIVE SUPERVISOR

If your prospective supervisor is **not** interested or able to work with you, she or he will let you know within a week or two. If you have not had a response within two weeks, please resend your email with a polite note to the prospective supervisor asking for a response. If you have still not heard within another week, please forward your emails to Prof Tanusha Raniga at traniga@uj.ac.za and she will follow up on your behalf.

If your prospective supervisor is interested in possibly taking you on, she or he will begin to correspond with you and, where appropriate and possible, arrange an interview with you face to face or via telephone or Skype, depending on where you live. Your prospective supervisor may ask you to do some additional work on your concept proposal, while they consider taking you on as a student.

It is important at this stage that you make a good impression on your supervisor, but engaging actively and swiftly with them, and be working on the feedback or advice they give you.

STEP 4: PRE-REGISTRATION

Pre-registration is a period before formal registration where a potential postgraduate student is given full access to institutional resources to prepare for formal registration. If your prospective supervisor thinks you have potential and feels equipped to supervise you, she or he will ask you to do a Pre-registration at the university. This is **not** acceptance into the MA or D programme. Rather, it is an inexpensive mechanism to give you access to supervision and the university library. This registration is for one semester only. Once the proposal is of a good standard, you may then present yourself

for an interview where the selection panel will make a final decision regarding your acceptance into the MA or D Social Work programme.

For students to pre-register, the following process must be followed:

- 1) You must have a student number. If you do not have a student number, you must first apply online for the relevant course of study (<http://www.uj.ac.za/studyatUJ/sec/Pages/Postgraduate-Applicant.aspx>). You will immediately receive a student number. If you already have a student number (from a previous application or if you were previous a student) you do **not** need to apply on-line.
- 2) You must pay the applicable pre-registration fee. It is recommended that you pay directly into the university system using your credit card at <https://www.uj.ac.za/about/Pages/Credit-Card-Payments.aspx>
 - a) Fee for 2020 is R1940. Please take note that international students have to pay an additional levy of R2000.
 - b) Reference: Student number
- 3) Alternatively, you can pay through EFT or bank deposit. Details are available at <https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/Banking-Details.aspx>
- 4) Email proof of payment to your supervisor.
- 5) Your prospective supervisor will then forward this proof of payment to Faculty, requesting Faculty to unblock you for pre-registration.
- 6) Faculty will then email you, providing instructions on how you must register for pre-registration.
- 7) If you want a student card, this can be obtained in person from the Student Enrolment Centre.
- 8) Upon registration, you will have automatic access to the UJ library, with the lending rights of a postgraduate student, including access to the electronic databases and interlibrary loans (articles only, not books).
- 9) You should complete this process in January or July, at the start of a semester, to benefit from the full semester of access to the university's resources.

STEP 5: WORK ON YOUR PROPOSAL

Once you are pre-registered, you are entitled to receive supervision from your supervisor, but you are **not yet accepted into the degree**. This is to give you the opportunity to work on your actual research proposal, and for your supervisor to assess your potential as a postgraduate student. This is, therefore, part of the selection process.

Your supervisor may meet with you face to face or via phone/Skype, give you feedback via email, ask you to attend workshops, guide you on reading, suggest revisions to your initial concept note, align your topic with their own areas of expertise and the gaps in the field. You are expected during this time to work intensively on your proposal, keep to turnaround times set and demonstrate your commitment and competence to undertake masters- or doctoral-level research.

Remember that this process is a kind of selection interview, in which your supervisor will be constantly weighing up whether or not to accept you into the programme. So, it is important to invest significant effort and time in your research proposal writing, else you will be dropped from the programme.

STEP 6: A DETERMINATION OF YOUR CAPACITY FOR PG STUDY

If, through this process, your supervisor decides that you are **not up to postgraduate study** at the level you have applied for (due to competence, commitment, receiving feedback, keeping to deadlines, etc. or because your study is inadequately aligned with their research expertise) she or he will disengage you from supervision. This will be done in writing, so that you have a formal record of this decision. You may, in such cases, take your proposal as it now stands and apply elsewhere

for postgraduate studies. Although you were not accepted into the programme at UJ, you will have a better developed proposal and that will increase your chances of being accepted elsewhere.

If, however, your supervisor determines that you **do have what it takes** to do postgraduate study at the level you have applied for, they will work to help you bring your proposal to the point that it is ready for application. This means that when you formally apply for your degree you stand an excellent chance of being accepted. At this point, your supervisor will arrange for you to participate in a selection interview.

STEP 7: DEPARTMENTAL SELECTION PROCESS

Interviews can take place approximately once a month.

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 aim, objectives, 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.
- ❖ Critical analytical thinking.
- ❖ Your ability to work independently.

Following this interview, the selection panel will make a decision on whether or not to select you into the Masters by Research or Doctoral programme. You will receive formal feedback from Prof Tanusha Raniga on the outcome of your selection interview.

STEP 8: APPLICATION TO STUDY AT THE UNIVERSITY OF JOHANNESBURG

Go to <http://www.uj.ac.za/studyatUJ/sec/Pages/Postgraduate-Applicant.aspx> to complete your formal online application. The online application is free. You can contact Edward Legoale via email at edwardl@uj.ac.za if you need advice.

Please clearly indicate what degree you are applying for.

In addition to any document required by the university, please also attach:

1. A copy of your current receipt of registration with the SACSSP (in the case of social work applicants)
2. Your academic transcript (marks for your previous degrees). Without these documents, we cannot review your application.

Because you have already been accepted for the degree, your application will be accepted.

STEP 9: REGISTER FOR THE DEGREE

You will now be able to register online at the start of the following semester. Please note, however, that mid-year registrations are not always possible. If so, you may have to work on your study (e.g., literature or methods) without being registered, and formally take up your degree at the start of the next academic semester.

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) You can call the SAQA helpline on 0860111673 or send them an email on SAQAINFO@SAQA.org.za. 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 does 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. This is critically important for clinical social work applicants, but less so for the other postgraduate degrees.
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 (www.sacssp.co.za).
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 nor to call oneself a social worker in South Africa. Regardless of previous qualifications obtained, **ONLY** registration with the SACSSP confers the legal right to practice as a social worker in South Africa and **ONLY** the South African Bachelor of Social Work or a suitable international qualification approved by SACSSP leads to registration with the SACSSP as a social worker. 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 (<https://www.uj.ac.za/internationalstudents/>). You may be required to obtain a student permit from the South African Department of Home Affairs. This can be a long and difficult process and should be initiated well before you plan to take up your studies.

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 (+27 (0)11 559 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 2020 this paid R13 200 for full-time PhD students and R7200 if studying part-time. Masters students studying full-time receive a sum of R7200 and R3600 for part-time study.
- ❖ Merit bursaries for students who obtained at least 70% in their previous degree. In 2020, 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 +27 (0)12 481 4202 or supportdesk@nrf.ac.za

You are welcome to contact the bursary section +27 (0)11 559 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 (<https://www.uj.ac.za/about/Documents/Academic-Regulations-2018.pdf>).

QUERIES

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

Name	Role	Ext	Email
Prof Adrian Van Breda	Head of Department & Clinical Social Work Coordinator	011-559 2805	avanbreda@uj.ac.za
Prof Tanusha Raniga	Postgraduate Coordinator	011-559 4119	traniga@uj.ac.za
Prof Hanna Nel	Community Development Coordinator	011-559 2803	hannan@uj.ac.za
Mrs Nicci Teixeira	Secretary	011-559 2804	socialwork@uj.ac.za
Edward Legoale	Postgraduate Faculty Officer	011-559 2576	edwardl@uj.ac.za

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
- ❖ Context of study
- ❖ 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.

Theoretical Framework

Write a few paragraphs on the theory or theories that underpin and inform your study.

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. Or if you are considering doing your degree by articles, provide a title and brief description of each article.

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.