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**Online master’s minor dissertation lifecycle pack**

**Notes**

1. This single document includes several of the documents that students and supervisors need to complete during the lifecycle of the minor dissertation.
2. To navigate to a particular section, use the menu below.
3. In templates, use **TAB** to move to the next entry field. Use **SHIFT**-**TAB** to move back to the previous entry field.
4. Alternatively, click in an entry field, and simply start typing, or make a selection.
5. This document is locked for editing except for entering information into form fields. Pages with a blue background are not locked, and text can be copied, added or the page can be deleted.
6. The information in the table below will automatically populate the appropriate fields in **all** templates.

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| **Date** | Select current date  |

**Student & Supervisor Data**

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| --- | --- | --- | --- |
| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
|  |  |  |  |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
|  |  | SciTechEd | Education |  |
| **Approved title of the study** |
|  |
| **Registration date** |  | **Expected date of submission** |  | **Degree** |  |

**Menu**

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| **Processes Flowchart** | [**Ctrl-click**](#Flowchart) |
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| 1. **Full proposal template**
 | [**Ctrl-click**](#FullProposal) |
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| 1. **Summary proposal template**
 | [**Ctrl-click**](#Summary) |
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| 1. **Student-Supervisor Contract**
 | [**Ctrl-click**](#Contract) |
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| 1. **Nomination of assessors’ template**
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| 1. **Intention to submit template**
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| 1. **Permission to submit for assessment template**
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 | [**Ctrl-click**](#Plagiarism) |
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| 1. **Application for abeyance template**
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| 1. **Application for extension of studies template**
 | [**Ctrl-click**](#Extension) |
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| 1. **Application for extension for submitting proposal template**
 | [**Ctrl-click**](#ExtensionProposal) |
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| 1. **Information about submission of minor dissertations**
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| **Appendix A: Proforma text**  | [**Ctrl-click**](#Appedix_1) |
| **Appendix B: Example cover page** | [**Ctrl-click**](#TitlePage) |
| **Appendix C: Guidelines for co-authorship** | [**Ctrl-click**](#Authorship) |

**Processes Flowchart**

**Full proposal template**



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| **Part A: Student and supervisor details** |

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| **Date** | Select current date |

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| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
|  |  |  |  |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
|  |  |  | Education |  |
| **Approved title of the study** |
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| **Registration date** | Select date | **Expected date of submission** |  | **Degree** |  |

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|  **Supervisor Signature** |  |
| **Co-Supervisor Signature** |  |
| **Student signature** |  |
| **HOD signature** |  |

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| **Part 2: Describing and contextualising the proposed research** |

(**Note**: To learn more about each section, simply follow the Learn about link. To follow a hyperlink in MS-Word documents, you need to hold the Ctrl key and then click on the link)

|  |  |
| --- | --- |
| **Proposed title**[Learn about](http://dissertation.laerd.com/dissertation-titles.php)  |  |
| **Research question**[Learn about](https://sites.duke.edu/urgws/files/2014/02/Research-Questions_WS-handout.pdf)  |  |
| **Research problem** [Learn about](https://www.nyu.edu/classes/bkg/methods/010072.pdf)  |  |
| **Research aim**[Learn about](https://research-methodology.net/research-methodology/research-aims-and-objectives/)  |  |
| **Research objectives**[Learn about](https://research-methodology.net/research-methodology/research-aims-and-objectives/)No more than three objectives |  |
| **Describe the background to the research problem and the contextual relevance.** Maximum 300 words[Learn about](https://www.winjeel.com/ELT/Writing/How_to_write_the_Background_Section.pdf) |  |

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| **Part 3: Summary of the literature** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of supporting and dissenting literature**In this section, identify literature sources that illuminate the research problem. In the ‘**Source’** entry fields, enter similar to: Moloi (2016).In the ‘**Statement**’ entry fields, enter full sentences, paraphrasing from the source.Write in such a way that when put together, the statements section forms a coherent ‘whole’. **Do not refer to your research context.** |

|  |  |
| --- | --- |
| **Source** | **Statement** |
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| **Part 4: Describing the research processes** |

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| **Paradigm**  | Positivist | [ ]  | Constructivist Interpretivist  | [ ]  | Pragmatism | [ ]  |
| **Please justify paradigm** |  |
| **Nature of data**  | Quantitative | [ ]  | Qualitative | [ ]  | Mixed data (methods) | [ ]  |
| ***If mixed methods*** | Explanatory | [ ]  | Exploratory | [ ]  | Other | [ ]  |
| ***If mixed methods, explain the “mix”***[Learn about](http://sites.bu.edu/miccr/files/2017/03/02.10.2017-SRF-Forum-Mixed-Method-Slides.pdf) |  |
| **Design**[Learn about](https://islmblogblog.files.wordpress.com/2016/05/rme-edu-helpline-blogspot-com.pdf) | Action research | [ ]  | Case Study | [ ]  | Design research | [ ]  |
| Ethnography | [ ]  | Experiment | [ ]  | Generic Qualitative | [ ]  |
| Grounded Theory | [ ]  | Phenomenology | [ ]  | Quasi-experiment | [ ]  |
| Quantitative Survey  | [ ]  | Qualitative Survey  | [ ]  | Doc analysis / Lit Review | [ ]  |
| Other | [ ]  | If other, please state  | Click or tap here to enter text. |
| **Briefly describe the design**150 words max. Use full sentences. Reference sources. |  |
| **How will data be collected?**[Learn about](https://www.nsf.gov/pubs/2002/nsf02057/nsf02057_4.pdf) | ***Existing questionnaire*** [ ]  | ***Structured interviews*** [ ] *Number of interviews*: Enter  | ***Observations*** [ ] *Number of observations:* Enter |
| **Own questionnaire** [ ]   | **Qualitative questionnaire** [ ]   | **Focus group interviews** [ ] *Number of focus groups* Enter*Size of focus groups* Enter |
| Other | ☐ | If other, please identify | Click or tap to enter text. |
| **Elaborate here**Include information like the name of existing questionnaires, theoretical structure of questionnaires, response types, interview schedules, constructs to be observed, etc. |  |
| **Population** |  |
| **Sampling / Selection of respondents or participants**[Learn About](https://www.kent.ac.uk/religionmethods/documents/Sampling.pdf)*If other, please elaborate* | Random | [ ]  | Targeted | [ ]  | Purposive | [ ]  |
| Snowball | [ ]  | Other | [ ]  | Size?  |
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| **Data analysis**[Learn About](https://www.researchgate.net/publication/292432218_A_Step-By-Step_Guide_To_Qualitative_Data_Analysis) (Qual)[Lean About](https://humansofdata.atlan.com/2018/09/qualitative-quantitative-data-analysis-methods/)(Quan) | **Descriptive statistics** [ ]   | **Inferential statistics** ☐  |  **Qualitative coding** [ ]   |
| **Other** [ ]  | Click or tap here to enter text. |
| **Please elaborate** |  |
| **Software to be used** |  |
| Reliability / validity / trustworthiness[Learn About](https://home.kku.ac.th/wichuda/S_SC703/ReliabilityandValidity.pdf)Please describe the measures to be taken. For quantitative studies, identify reliability measures e.g. Cronbach alpha, Validity measures e.g. construct validity. For qualitative studies, trustworthiness (e.g. credibility, transferability, dependability and confirmability (*see Shenton, A.K., 2004. Strategies for ensuring trustworthiness in qualitative research projects. Education for Information, 22(2), pp.63-75.* |  |

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| **Part 5: Matters of EthicsClick** [here](#G) **for more information about matters of ethics, proforma consent letters, etc.** |

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| --- | --- | --- | --- |
| **Ethical Measures**Indicate that you will ensure the ethical measures listed here. | Informed consent | [ ]  | *You will inform participants what the purpose of the research is, and request that they indicate their consent.* |
| Anonymity / confidentiality  | [ ]  | *You will inform participants that they and / or their institutions will remain anonymous and that their participation remains confidential.*  |
| Participation  | [ ]  | *You will explain to participants that they participate voluntarily, may withdraw at any time without harm befalling them, can request that their data be removed.* |
| Future interest & feedback | [ ]  | *Respondents / participants are informed that they could request access to the report before it is published.* |
| Institutional permission  | [ ]  | *The research takes place in a context where institutional permission is required.* |
| Minors are involved | [ ]  | *If minors are involved, parental* ***consent*** *is required, minors need to* ***assent****.* |
| **Associated risks** | **What is the level of risk involved in the study?** | Low | [ ]  | Medium  | [ ]  | High | [ ]  |
|  |
| **Documents**Tick which documents are included with this proposal. It is not compulsory to include these documents. | [ ]  Institutional Consent form (as applicable) |
| [ ]  Research instruments |
| [ ]  Participant / respondent consent form templates / assent templates |
| [ ]  Other. State here: Click or tap here to enter text |
| **Ethical clearance recommendation**This section is completed by the supervisor. and targets the Chair of the Faculty Research Ethics Committee. | **Response option 1\***[ ]  The proposal can be approved. Matters of ethical consideration have been addressed sufficiently. It is recommended to the Faculty Research Ethics Committee that clearance is given.**Response option 2\***[ ]  The proposal can be approved with minor revisions needed. It is recommended to the Faculty Research Ethics Committee that clearance is given.**Response option 3\*\***[ ]  Major revisions are required, and the proposal needs to be re-submitted to the Faculty Research Ethics Committee. **Elaboration**This elaboration is mandatory for response option 3 |
| **Signature**FREC representative |  **Name of representative:**  |
| **Additional comments** | Enter additional comments here. |

**\*** In these cases, FREC ratifies the decision at a regular meeting. It is not required that the application for ethical clearance form needs to be completed. The clearance number is issued by the chair.

\*\* In this case, there are specific issues related to ethics that needs the consideration of the full Ethics Committee. The student needs to complete the Ethics Clearance Application form and attend to the issues raised. Upon being satisfied that all matters have been attended to, FREC issues a clearance number

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| **Part 6: Selected resources** |

Select and list ten resources that were used when developing the proposal below. Please ensure that these are listed fully compliant with requirements of the referencing style that you use, e.g. APA or Harvard.

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| **Part 7: Control sheet**(For use by staff only) |

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| **Supervisor comments** | Click or tap here to enter text. |
| **Proposal reviewers** | **Reviewer 1** | **Reviewer 2**:  | **External**:  |
| **Decision** | **Reviewer 1**:  | **Reviewer 2**:  | **External**:  |
| **Ethical clearance number** | Enter here |
| **Supervisor/s Declaration** | ☐ | I / We declare that the proposal meets the following requirements:a) Has a clearly identified, argued and substantiated research problem (using theoretical and contextual evidence)b) There is harmony of research design and research problem, aim(s) and/or purposec) A clear explanation and justification of the research design and methods is evidentd) The design considers the dimensions of ethics as indicated |
| **Departmental approval** | Click or tap to enter a date |

**Menu**

**Full proposal template**

**Summary proposal template**

**The UJ Administration Structures and Processes state in section 3.5:**

*“Research proposals are formally approved by faculties in terms of their quality and research ethics requirements. Research proposals are scrutinised at departmental level before they are considered and approved by the relevant FHDC. Research proposals may also be approved at departmental level. However, it is advisable that proposals approved within the academic departments are certified as such by the HOD.”*

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| **Date** | Select  |

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| --- | --- | --- | --- |
| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
|  |  | Enter | Surname & Initials |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
|  |  |  | Education |  |
| **Approved title of the study** |
|  |
| **Registration date** | Select date | **Expected date of submission** |  | **Degree** |  |

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| --- |
|  **Aim/purpose of the study** |
|  |

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| --- |
| **Research question/s** |
| **Main Question:** **Sub-questions:** |

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| --- |
| **Brief description of the research design and methods (Two/three sentences)**  |
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| --- |
| **List of most relevant references (max 10)**  |
| . |
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| **Declaration from the supervisor/s** |
| I/We hereby declare that the proposal of (student’s name)meets the following requirements:1. A clearly identified, argued and substantiated research problem (using theoretical and contextual evidence),
2. Harmony of research design and research problem, aim(s) and/or purpose, and
3. A clear explication and justification of the research design and methods.
 |

|  |
| --- |
| **Ethical clearance**  |
| **Yes** | **☐** | **No** | **☐** | **In process** | **☐** | **Ethical clearance number** | Enter here |

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| --- |
| **Signatures** |
|  | **Title, initials & surname** | **Signature** | **Dates** |
| **Supervisor** |  |  | **Signed date** |
|  |
| **MPAC Meeting** |
|  |
| **Co Supervisor** |  |  | Select |
| **HOD** |  |  | **Signed date** |
| Select |
| **Dept. meeting** |
| Select |

|  |  |
| --- | --- |
| **Comments** | Click / tap here to add comments |

 **Menu**

**Supervisor- Student** **contract**



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| --- | --- |
| **Date** | Select  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| Dr. Moodley **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
|  | Dr. Moodley | SciTechEd | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** |  | **Degree** | MEd |

Contract between the student 216079605 Calsile Khumalo

**AND**

the supervisor Dr. Moodley

**AND** (IF APPLICABLE**)**

Dr. Moodley

# **PARTIES TO THIS AGREEMENT**

The parties to this agreement are

1. **Student** Calsile Khumalo (hereafter referred to as ‘the student’)

**Student number** 216079605

|  |  |
| --- | --- |
| **Physical address:** | Click or tap here to enter text. |
| **Postal code:** | Click or tap here to enter text. |
| **E-mail address:** | Click or tap here to enter text. |
| **Cell phone number:** | Click or tap here to enter text. |
| **Other contact number:** | Click or tap here to enter text. |

1. **THE SUPERVISOR**

|  |  |
| --- | --- |
| **Name and surname** | Dr. Moodley |
| **Department** | Click or tap here to enter text. |
| **Faculty** | Click or tap here to enter text. |
| **University or Institution** | Click or tap here to enter text. |

**And if applicable**

1. **THE CO-SUPERVISOR**

|  |  |
| --- | --- |
| **Name and surname** | Dr. Moodley |
| **Department** | Click or tap here to enter text. |
| **Faculty** | Click or tap here to enter text. |
| **University or Institution** | Click or tap here to enter text. |

# **BACKGROUND**

The purpose of this agreement is to establish a healthy supervisor-student relationship for the duration of the research by defining the roles and responsibilities of the two parties involved and to maintain that relationship of mutual trust for the duration of the study.

# **PURPOSE OF THE AGREEMENT**

The main purpose of this Supervisor-student Agreement is to explain the relationship between and the respective responsibilities of the supervisor and student and not to dwell on the general relationship between the University of Johannesburg and the supervisor (as employee) or the student.

# **BASIS OF THE AGREEMENT**

* 1. This agreement does not replace any agreements between the University of Johannesburg and the student or supervisor/employee and should be read in conjunction with the general rules governing the enrolment of a student, academic regulations and conditions of employment for employees.
	2. The responsibilities and legitimate expectations of the supervisor (and co- supervisor(s) where applicable) and the student, respectively, are by and large applicable generically across all faculties.

# **DEFINITIONS PERTAINING TO THE AGREEMENT**

* 1. Abbreviations

|  |  |
| --- | --- |
| HOD | Head of Department |
| FHDC | Faculty Higher Degrees Committee |
| SHDC | Senate Higher Degrees Committee |

* 1. For the purpose of this Agreement, unless otherwise stated or the context otherwise indicates, the following definitions apply:

|  |  |
| --- | --- |
| Agreement | The terms and conditions recorded in this document |
| Supervisor | The member of staff appointed on academic conditions of service by the University to give professional and academic guidance to a student registered for a formal postgraduate qualification (Master’s or Doctoral studies). The supervisor provides academic guidance and facilitates and oversees the research process for the duration of the study. |
| Co-supervisor | A person who may or may not be an employee of the University and who is appointed through the initiative of the Supervisor, HOD or relevant faculty official or structure to give assistance and guidance to a student in those areas where the Supervisor is not sufficiently familiar with the full scope of the field to be covered in the project, especially where the project is multidisciplinary. A Co-supervisor may also be appointed for purposes of mentorship by the Supervisor. |
| University | The University of Johannesburg |
| Faculty Officer | The Faculty Officer responsible for postgraduate student administration |
| Parties | The Supervisor, Co-supervisor (if one has been appointed) and Student collectively |

**PRINCIPLES OF THE** **STUDENT-SUPERVISOR RELATIONSHIP**

1. **Student Responsibilities and Legitimate Supervisor Expectations**

Students are responsible to diligently and sincerely exercise the responsibilities listed below, and where appropriate to consult with Supervisors in order to give effect to the responsibilities. Conversely Supervisors may reasonably expect Student to exercise these responsibilities at all times.

* 1. Students must plan a work schedule specifying submission dates for the research proposal and components of the research such as questionnaires, chapters and the list of sources Plan and implement the agreed research programme or project;
	2. Students must implement the agreed research program or project;
	3. Students must find and source relevant literature, extract the relevant information from it and make a synthesis of the information contained therein as may be appropriate for the master’s studies;
	4. Students must complete the research proposal in the time stipulated;
	5. Students must prepare all documents required for obtaining ethical clearance (if applicable);
	6. Students must maintain regular contact with Supervisors and keep to the agreed work schedule. If for whatever reason Students do not keep to the agreed work schedule, they must submit a revised schedule;
	7. Students must inform the supervisor and Faculty Officer of any changes to their contact details;
	8. Students must draft and submit funding applications (where external funding opportunities are available);
	9. Students must adhere at all times to all general academic ethics with regard to academic integrity and plagiarism, and ethical requirements relating to the research work;
	10. Students must engage in any required fieldwork, laboratory experimentations, data gathering, data processing and statistical analyses;
	11. Students must submit neatly typed or otherwise legible work to the Supervisors as per the agreed work schedule. They must always keep copies of submitted work and also keep electronic copies of the work in a safe place;
	12. Students must discuss any fieldwork they may undertake or questionnaires or interviews they may want to use in detail with their Supervisors prior to implementation;
	13. If medical or other acceptable reasons exist for interrupting/suspending a Student’s registration with the University, the Faculty may grant such an interruption/suspension for a stipulated period of time, provided that the request by the Student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request. Students who seek such an indulgence must apply for this in writing to the Supervisor or Faculty Officer, who will submit the application to the relevant Faculty official or Faculty structure for consideration;
	14. Students must make regular appointments with Supervisors and inform them in time if any administrative or academic difficulties should be experienced in the study programme so that the Supervisors may advise in respect of corrective action;
	15. Students must meticulously attend to any corrections, amendments or revisions of the minor dissertation required by the Supervisor;
	16. Students must participate in seminars, courses, research projects and programmes as determined by the Supervisor or as required by the Faculty’s regulations, including attending and presenting at symposia, seminars and conferences;
	17. If necessary, Students must purchase items and pay for the services that may be required to complete the production of the minor dissertation ;
	18. Students must renew their registration with the University at the stipulated carousel intake times until they have completed the relevant qualification. If medical or other acceptable reasons exist for interrupting/suspending a Student’s registration with the University, the Faculty may grant such an interruption/suspension for a stipulated period of time, provided that the request by the Student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request. Students who seek such an indulgence must apply for this in writing to the Supervisor or Faculty Officer, who will submit the application to the relevant Faculty official or Faculty structure for consideration. The University and Faculty may refuse to re-register students who interrupted or suspended their studies for any period without having been granted leave to do so;
	19. Students must type and proofread their work properly before submitting it to their Supervisors. Students cannot expect from Supervisors to be responsible for proofreading or be generally responsible for editing of grammar, punctuation, spelling and formatting. Supervisors may insist on the work being proofread and edited by a professional editor at Students’ expense;
	20. Students must liaise with their Supervisors in terms of finalising their studies and submitting their minor dissertations for final assessment (examination);
	21. Students must ensure that all hard copies of the minor dissertation, as well as other required documents and forms are complete and meticulously prepared when submitting for final assessment purposes;
	22. In the case of a research master’s study, Students must finalize at least one research article ready for submission to an accredited journal by the time the Faculty Assessment Committee considers the assessment results. A Student may be required to submit a publishable article based on a minor dissertation that may, at the discretion of the supervisor, be submitted for publication in a journal under the authorship of the Student or the Student and the Supervisor. If the Supervisor does not require the submission of a publishable articled based on a minor dissertation, a Student is exempt from such an obligation. Authorship and co- authorship of publications arising from the research are dealt with in terms of the Universities **“Guidelines authorship: Research Output”**;
	23. Students must meticulously attend to all corrections and amendments proposed by the assessors under the supervision of their Supervisor;
	24. Students must submit the revised copies of the minor dissertation (with an electronic copy thereof) and the accompanying documents to the Faculty Officer;
	25. Students must submit reports on their progress to their Supervisors, the Faculty officials or Faculty structures, as may be requested;
	26. Students are required to be reasonable in their dealings with Supervisors and may not expect Supervisors to adhere to unreasonable requests such as asking them to review their work over holidays/weekends or asking for letters of recommendation on short notice.
	27. Students must generally complete all the academic outputs of the study programme successfully.
1. **RESPONSIBILITIES OF THE SUPERVISOR (AND CO-SUPERVISOR) AND LEGITIMATE EXPECTATIONS BY THE STUDENT OF THE SUPERVISOR AND CO-SUPERVISOR**

Supervisors are responsible to exercise the responsibilities below diligently and Students may reasonably expect from Supervisors to exercise these responsibilities.

* 1. Where co-supervisors have been appointed, they must co-ordinate their inputs and liaise regularly with each other in order to clarify, on an ongoing basis, their roles and responsibilities in regard to the academic supervision of the Student.
	2. Supervisors administer and manage matters associated with the Student’s studies in accordance with the rules, regulations, policies and procedures (processes) of the University and Faculty.
	3. Supervisors provide academic guidance to Students to ensure the development of research skills and mastery of the research discipline and the field of specialisation, and ensure that these competencies are demonstrated in the minor dissertation.
	4. Clarify the respective roles of the supervisor and co-supervisor(s) (if the latter is appointed), and communicate these clearly to the student.
	5. Maintain a cordial but professional relationship with the student taking due cognizance of the power relations between the supervisor and the student.
	6. Encourage and assist the student to seek and apply for external financial support for his/her studies
	7. Co-ordinate the inputs of the supervisors (where co-supervisors have been appointed)
	8. Ensure as far as reasonably possible that the student is provided with the basic infrastructure and necessary resources to undertake the research.
	9. Ensure that the Faculty Officer concerned with postgraduate studies and the relevant committees are furnished with all the relevant documentation at the specified times.
	10. Facilitate the student’s access to necessary research resources, such as the library, fieldwork, locations and equipment while not diminishing the student’s obligation to take responsibility for his/her own research.
	11. Supervisors ensure that the Faculty Officer concerned with postgraduate studies and the relevant committees are furnished with all the relevant documentation at the specified times.
	12. Introduce the student to the Department and Faculty in order to, where possible and practicable, involve him/her in academic activities.
	13. Supervisors meet with Students regularly to provide guidance, monitor progress in relation to agreed-upon timeframes, and recommend corrective measures if necessary.
	14. Supervisors must be available for regular supervisory meetings with Students – at least monthly but more frequently at the planning and final stages.
	15. Supervisors must see to it that there is a written record of meetings, feedback supplied to Students and progress.
	16. Supervisors must supply timeous and constructive feedback to Student on submitted work.
	17. Supervisors must provide regular progress reports required by the Faculty and University, including by the FHDC or SHDC.
	18. Supervisors supply reports to external funders or agencies such as the National Research Foundation whenever these are requested.
	19. Supervisors guide Students to adhere, at all times, to academic integrity, plagiarism principles and ethical requirements for research.
	20. Supervisors propose suitable assessors for the particular study in accordance with the University’s and Faculty’s guidelines.
	21. Supervisors ensure that Students finalise and submit to them at least one research article ready for submission to an accredited journal by the time the Faculty Higher Degrees Committee considers the assessment results. A Supervisor may require from a Student to submit a publishable article based on a minor dissertation that may, at the discretion of the Supervisor, be submitted for publication in a journal under the authorship of the Student or the Student and the Supervisor. If the Supervisor does not require the submission of a publishable articled based on a minor dissertation, a Student is exempt from such an obligation. Authorship and co- authorship of publications arising from the research are dealt with in terms of the Universities **“Guidelines authorship: Research Output”**.
	22. Supervisors prepare and submit the reports which may be necessary for the assessment of the minor-dissertation.
	23. Supervisors must oversee any changes proposed by the assessors and/or the relevant Postgraduate Assessment Committee, FHDC or SHDC.
	24. Supervisors will generally consult with Students electronically.
1. **DISPUTE RESOLUTION**
	1. Disputes between the Parties must be resolved in terms of the Higher Degrees and Postgraduate Studies Policy.
	2. In the event of disputes between Students and Supervisors, the parties are generally expected to resolve the dispute amicably on their own. If such attempts fail, the parties may request the intervention of a facilitator to assist in finding a resolution to the dispute.
	3. If all *bona fide* attempts to resolve a disagreement without the formal involvement of third parties with decision-making authority have failed, the Parties should then alert the HOD of the particular academic department of the dispute. The HOD will then mediate a resolution if possible. Where a resolution cannot be achieved with the involvement of the HOD, the matter will be referred to the Executive Dean of the Faculty for final resolution, who may consult with or refer the matter to an appropriate Academic Ethics Committee, the FHDC or any other structure within the University.

|  |
| --- |
| **Signatories** |
| **Signed at** | Click or tap here to enter text. | **on this day** | Select |
| **Signature****Supervisor** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed at** | Click or tap here to enter text. | **on this day** | Select |
| **Signature****Co-supervisor** |  | **Date** | Select |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed at** | Click or tap here to enter text. | **on this day** | Select |
| **Signature****Student** |  |  | Select |

**Student’s Name**: Calsile Khumalo

# **SCHEDULED MEETINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **COMMENTS** | **Supervisor****signature** | **Student****signature** |
| Select | Enter | Click or tap here to enter text. |  |  |
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 **Menu**

**Nomination of Assessors Template**

**Please read the policy guidelines below ahead of completing the information required in the tables that follow. Once completed follow departmental procedures and then submit to the Faculty Officer responsible for Higher Degree studies.**

**With regard to the appointment of assessors the UJ Higher Degrees and Postgraduate policy states:**

***12.1*** *As the student’s studies near completion (and the assessors have not yet been appointed), the supervisor notifies the HFA (or the faculty officer responsible for higher degree studies) of the student’s intention to submit at least four (4) months in advance in order to appoint the non-assessing chair where applicable and obtain approval for the proposed assessors so that they can be appointed timeously, which is a prerequisite for the assessment process to commence.*

***12.2*** *The supervisor and HoD agree on at least two assessors for a master’s study and at least three for a doctoral study to be proposed to the FHDC (or FHDAC). These assessors’ (together with updated CVs) are submitted to the FHDC/FHDAC for approval and to the SHDC for noting.*

***12.2.1*** *For a minor dissertation at least two assessors, both holding at least a master’s degree in the particular discipline or cognate discipline, must be appointed, at least one of whom must be external to the University. No external or internal assessor should have had prior involvement with the study (which might compromise his/her objectivity when assessing the minor dissertation).*

***12.2.4*** *All assessors must have an appropriate academic profile, experience and stature.*

***12.4*** *Departments are required to write a motivation for the appointment of an assessor not attached to a higher education institution. This motivation must be submitted together with the assessor’s full CV to the FHDC or (FHDAC) for approval*

***12.5*** *Supervisors and co-supervisors may not be appointed as assessors.*

***12.6*** *Any person who may reasonably be expected to lack sufficient objectivity in the assessment of a minor dissertation, dissertation or thesis is excluded from acting as an assessor; this includes, for example, relatives or dependants of degree candidates, persons over whom any of the supervisors could exert undue influence, even by default, any person who has been involved in the study or who assisted the student in any way, etc.*

***12.7*** *No full-time permanent employee of UJ may act as an external assessor for UJ postgraduate students.*

***12.8*** *Distinguished Visiting Professors, Visiting Professors and Research Associates may be appointed as external assessors for UJ postgraduate students, provided that they are not disqualified from acting as assessors in terms of paragraph 12.6 and the other considerations specified in the policy.*

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| --- | --- |
| **Date** | Select current date  |

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| **SECTION A: Student and study details** |
| **Student number** | **Full first names Student surname** | **Student Title** | **HOD title and name** |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| **Date** | **Discipline** | **Department** | **Faculty** | **Ethics clearance #** |
| Select | Learning Technologies | SciTECHED | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** | October 2022 | **Degree** | MEd ICTs |

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| **SECTION B: Supervisors’ details** |
| **Supervisor**  | Dr. Moodley |
| **Affiliation/Employer** | Enter here | **Highest qualification** | Enter here |
| **Contact details** | **Phone** | Enter here | **E mail address** | Enter here |
| **Co-Supervisor**  | Dr. Moodley |
| **Affiliation/Employer** | Enter here | **Highest qualification** | Enter here |
| **Contact details** | **Phone** | Enter here | **E mail address** | Enter here |

|  |
| --- |
| **SECTION C: Assessor details** |
| **Assessor 1: Initials and surname** | Enter here | **Title** | Enter here |
| **Affiliation/Employer** | Enter here | **Highest qualification** | Enter here |
| **Contact details** | **Phone** | Enter here | **Email** | Enter here |
| **Street Address** | Enter here |
| **Indicate the number of master’s students supervised to completion** | Enter here |
| **Indicate the number of doctoral students supervised to completion** | Enter here |
| **State NRF rating** | Enter here |
| **Number of peer reviewed publications** | Enter here |
| **International or local Assessor**  | Enter here |
| **Does the Assessor’s CV indicate an acceptable academic standing in terms of a current publication record, successful supervisory and/or post graduate examiner experience?**  | Enter here |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor 2: Initials and surname** | Enter here | **Title** | Enter here |
| **Affiliation/Employer** | Enter here | **Highest qualification** | Enter here |
| **Contact details** | **Phone** | Enter here | **Email** | Enter here |
| **Street Address** | Enter here |
| **Indicate the number of master’s students supervised to completion** | Enter here |
| **Indicate the number of doctoral students supervised to completion** | Enter here |
| **State NRF rating** | Enter here |
| **Number of peer reviewed publications** | Enter here |
| **International or local Assessor**  | Enter here |
| **Does the Assessor’s CV indicate an acceptable academic standing in terms of a current publication record, successful supervisory and/or post graduate examiner experience?**  | Enter here |

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| **SECTION D: Supervisor and HOD approval**  |
| **Supervisor name and surname** | Dr. Moodley |
| **Supervisor declaration** | Enter here |
| **Signature** |  | **Date** | Select |
| **Supervisor comments** | Enter here |
| **Co-supervisor**  | Dr. Moodley |
| **Signature** |  | **Date** | Select |
| **HOD name and surname** | Title & Surname |
| **Signature** |  | **Date** | Select |
| **HOD comments** | Enter here |

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| **SECTION E: Faculty Approval of the Assessors nominated** |
| **Decision and comments** | Enter here |
| **Initial and surname of FHDC Chairperson** | **Signature** | **Date** |
| **Enter here** |  | Select |
| **Initial and surname of Dean** | **Signature** | **Date** |
| **Enter here** |  | Select |

**Intention to submit Template**

I’m yet to find this template

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| **Date** | Select current date |

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| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
| Dr. Moodley | Dr. Moodley | SciTechEd | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** | October 2022 | **Degree** | MEd |

 **Menu**

**Permission to submit MD for** **assessment template**



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| **Date** | Select current date |

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| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
| Dr. Moodley | Dr. Moodley | SciTechEd | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** | October 2022 | **Degree** | MEd |

The supervisor confirms compliance with the following:

|  |  |
| --- | --- |
|  | **Tick** |
| A Turnitin report indicating the similarity index (SI) is included | ☐ |
| The Plagiarism Affidavit is included | ☐ |
| The assessors have been approved and appointed | ☐ |
| Proof of registration at the time of submission (or proof of registration for MD I within the last 90 days) | ☐ |
| Proof of ethical clearance | ☐ |

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| **Supervisor approval**  |
| **Supervisor name and surname** | Dr. Moodley |
| **Supervisor declaration** | I formally give permission that the minor dissertation specified above, can be submitted for final assessment, and dispatched to the approved assessors for final assessment purposes. |
| **Signature** |  | **Date** | Select |
| **Co-supervisor**  | Dr. Moodley |
| **Signature** |  | **Date** | Select |

 **Menu**

 **Permission to submit** **final Minor Dissertation template**



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| **Date** | Select current date |

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| --- | --- | --- | --- |
| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
| Dr. Moodley | Dr. Moodley | SciTechEd | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** | October 2022 | **Degree** | MEd |

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| **Declarations and approvals** |
| **Supervisor declaration** | I, **Dr. Moodley,** formally give permission that the minor dissertation specified above submitted are copies of the finally corrected version of the study. |
| **Supervisor signature** |  | **Date** | Select |
| **Student declaration** | I, **Calsile Khumalo**, declare that the hard and electronic copies of the minor dissertation being submitted are copies of the finally corrected version of the study. |
| **Student signature** |  | **Date** | Select |
| **HOD**  | Title & Surname |
| **HOD Signature** |  | **Date** | Select |

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| Higher Degrees Policy paragraph number **17.5** states: *“Under the guidance of the supervisor, the candidate must provide at least three, but not more than six, internationally standardised keywords in English*”. Access to the international list of keywords is available in the University Library and Information Centre. List the key words below |
| Enter | Enter | Enter |
| Enter | Enter | Enter |

 **Menu**

**Plagiarism affidavit template**



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| --- | --- |
| **Date** | Select current date |

**The Higher Degrees Administrative Structures and Processes Policy states:**

***13.2:***  *Faculties should take the necessary steps to check that plagiarism does not occur in higher degrees. One measure, as indicated in 13.12, is that a student has to submit a report generated by commercial software programmes (such as Turnitin) along with the documentation submitted to the faculty for assessment purposes. The student remains responsible to ensure that plagiarism does not occur. The Policy:* ***Student Plagiarism*** *applies.*

***13.12.3:*** *That the student must supply and Affidavit confirming that the work is the candidate’s own and that all sources used have been duly acknowledged and that the study has not been submitted to another institution as part of the requirements for a formal degree (if the affidavit is not already included as part of the (minor) dissertation or thesis)*

This serves to confirm that I, **Calsile Khumalo**

**ID Number:** Click or tap here to enter text.

**Student Number**: 216079605 is enrolled for the

**Qualification:** MEdICT in Education in the Faculty of Education, University of Johannesburg

I further declare that the work presented in the minor dissertation with the title

**Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms.**

is authentic and original, unless clearly indicated otherwise and, in such instances, full reference to the source is acknowledged and I do not pretend to receive any credit for such acknowledged quotations, and that there is no copyright infringement in my work. I declare that no unethical research practices were used or material gained through dishonesty. I understand that plagiarism is a serious offence and that should I contravene the Plagiarism Policy notwithstanding signing this affidavit, I may be found guilty of a serious criminal offence (perjury) that would, among other consequences, compel the UJ to inform all other tertiary institutions of the offence and to issue a corresponding certificate of reprehensible academic conduct to whomever requests such a certificate from the institution.

Signed at Click or tap here to enter text. on this Enter day of Enter month of Enter year

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| **STAMP COMMISSIONER OF OATHS**Affidavit certified by a Commissioner of OathsThis affidavit conforms to the requirements of the **JUSTICES OF THE PEACE AND COMMISSIONERS OF OATHS** ACT 16 OF 1963 and the applicable Regulations published in the GG GNR 1258 of 21 July 1972; GN 903 of 10 July 1998; GN 109 of 2 February 2001 as amended. | **STAMP** |

 **Menu**

 **APPLICATION FOR** **ABEYANCE (INTERRUPTION/SUSPENSION) OF STUDIES TEMPLATE**



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| **Date** | Select current date |

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| --- | --- | --- | --- |
| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
| Dr. Moodley | Dr. Moodley | SciTechEd | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** | October 2022 | **Degree** | MEd |

**The UJ Higher Degrees Administrative Structures and Processes policy, Section 4.5 states:**

*If medical or other acceptable reasons exist for putting a study in abeyance faculties (through their FHDCs) may grant such a request for a stipulated period of time, provided that the request by the student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request.*

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

**Supervisor**:

* A signed motivation letter for the application from the student. ☐
* A supervisor’s signed motivation letter for supporting the application. ☐
* A progress report by the supervisor indicating the progress made to date. ☐

**FHDC secretariat:** The student’s global academic record ☐

|  |
| --- |
| **Supervisor and HOD approval**  |
| **Supervisor name and surname** | Dr. Moodley |
| **Supervisor declaration** | I declare that I have received the necessary information to support the application. |
| **Signature** |  | **Date** | Select |
| **Co-supervisor**  | Dr. Moodley |
| **Signature** |  | **Date** | Select |
| **HOD name and surname** | Title & Surname |
| **Signature** |  | **Date** | Select |
| **HOD comment**  | I am satisfied that the application contains the necessary information. |
| **Faculty approval**  |
| **Decision and comments** | Click or tap here to enter text. |
| **FHDC Chair** | Enter name here |
| **Signature** |  | **Date** | Select |
| **Faculty Executive Dean** | Enter name here |
| **Signature** |  | **Date** | Select |

 **APPLICATION FOR** **EXTENSION OF STUDIES TEMPLATE**



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| --- | --- |
| **Date** | Select current date |

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| --- | --- | --- | --- |
| **Student number** | **Full first names and Surname** | **Title** | **HOD**  |
| 216079605 | Calsile Khumalo | Enter | Title & Surname |
| **Supervisor** | **Co-supervisor**  | **Department** | **Faculty** | **Ethics clearance #** |
| Dr. Moodley | Dr. Moodley | SciTechEd | Education | Enter here |
| **Approved title of the study** |
| Perceptions of high school teachers towards the inclusion of African languages onto digital learning platforms. |
| **Registration date** | Select date | **Expected date of submission** | October 2022 | **Degree** | MEd |

**Higher Degrees Policy on Administrative Structures and Procedures state:**

***Section 4.1*** *Irrespective of full or part-time enrolment, the minimum formal registration period for a master’s degree is 12 months (one academic year) and for a doctoral degree 24 months. In each case these periods run from the start of the semester of first registration for the degree to the day on which the student submits the final version of the minor dissertation, dissertation, or thesis to the faculty for assessment.*

***Section 4.2*** *The table below stipulates the minimum and maximum periods of enrolment for full- time and part-time master’s and doctoral study.*

|  |  |  |
| --- | --- | --- |
| *Time period* | *Masters studies* | *Doctoral studies* |
| *Full-time study*  | *Minimum time*  | *12 months*  | *24 months*  |
| *Maximum time*  | *24 months*  | *48 months*  |
| *Part-time study*  | *Minimum time*  | *12 months*  | *24 months*  |
| *Maximum time*  | *36 months*  | *60 months*  |

***Section 4.3*** *Extensions to the periods stipulated above require a recommendation by the supervisor and HoD and approval by the FHDC and Executive Dean.* ***Extensions will only be granted in exceptional circumstances and will in general be limited to 12 months for a master’s study and 24 months for a doctoral study.***

***Section 4.4*** *Where professional bodies stipulate periods of enrolment for degrees that differ from those outlined here, faculties may adjust formal enrolment periods accordingly; such adjustments shall be approved by Senate.*

***Section 4.5*** *If medical or other acceptable reasons exist for putting a study in abeyance faculties (through their FHDCs) may grant such a request for a stipulated period of time, provided that the request by the student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request.*

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

**Supervisor**:

* A signed motivation letter for the application from the student. ☐
* A supervisor’s signed motivation letter for supporting the application. ☐
* A progress report by the supervisor indicating the progress made to date. ☐

**FHDC secretariat:** The student’s global academic record ☐

|  |
| --- |
| **Supervisor and HOD approval**  |
| **Supervisor name and surname** | Dr. Moodley |
| **Supervisor declaration** | I declare that I have received the necessary information to support the application. |
| **Signature** |  | **Date** | Select |
| **Co-supervisor**  | Dr. Moodley |
| **Signature** |  | **Date** | Select |

|  |  |
| --- | --- |
| **HOD name and surname** | Title & Surname |
| **Signature** |  | **Date** | Select |
| **HOD comment**  | I am satisfied that the application contains the necessary information. |

|  |
| --- |
| **Faculty approval**  |
| **Decision and comments** | Click or tap here to enter text. |
| **FHDC Chair** | Enter name here |
| **Signature** |  | **Date** | Select |
| **Faculty Executive Dean** | Enter name here |
| **Signature** |  | **Date** | Select |

 **Menu**

Application for extension of proposal approval template



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| **Date** | Select current date  |

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| --- | --- | --- | --- |
| **Student number** | **Full first names and surname** | **Student title** | **Faculty** |
| 216079605 | Calsile Khumalo | Enter | Education |
| **Supervisor** | **Co-supervisor**  | **HOD** | **Department** |
| Dr. Moodley | Dr. Moodley | Title & Surname | Science and Technology Education |
|  |  |  |
| **Registration date** | Select date | **Date dissertation is due** | October 2022 |

**The UJ Higher Degrees and Postgraduate policy states:**

***Section 16.3:*** *The student formally registers for the degree programme to qualify for research supervision. Thereafter, master’s students have 6 and Doctoral students 9 months to complete their project proposals to the standards required by relevant faculty and University policy.*

**Attached to this application are the following documents**:

|  |  |  |
| --- | --- | --- |
|  | A signed motivation for the application by the student. | ☐ |
|  | The supervisor’s motivation for supporting the application. | ☐ |
|  | A progress report by the supervisor and the expected date submission of the proposal to FHDC | ☐ |

**Faculty Higher Degrees (FHDC)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Approved** | **Yes** | ☐ | **No** | ☐ | **Comment** | Click or tap here to enter text. |
| **Conditions** | Click or tap here to enter text. |
| **Date of meeting** | Select here to enter a date | **Signature FHDC****Secretariat** |  |

 **Menu**

**Information about submission of minor dissertations**

Dear Student

Below find some pertinent information relating to the minor dissertation.

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[*x.* *Length of the minor dissertation* 5](#_Toc43063523)

1. **Basic requirements of a minor dissertation**

The emphasis on the research component in a coursework master’s degree is lower than in a research master’s degree. Its written research output is referred to as a minor dissertation. Minor dissertations report in a similar way as full dissertations but are more limited in length and scope due to the much shorter duration and more constrained scope of the project. In addition, the coursework modules of the degree programme have specific other output requirements.

The minor dissertation constitutes between 33% to 50% of the master’s degree. It must provide evidence of the candidate’s capability to plan, carry out and report a research study of limited scope. The minor dissertation reports on research conducted within a specific disciplinary field as reflected in the title of the study.

The Faculty of Education requires assessors to write an assessment report commenting on the following aspects:

* Design and execution of the research
* Language and presentation
* References and other source material
* Intellectual output of the study
* Overall impression

Evaluation guidelines that should be taken into consideration are the following:

1. ***Design and execution of the research***
* The study should show harmony of research design and research problem/issue/question, aim(s) and/or purpose.
* The research problem/question/issue should be formulated and argued clearly.
* The study should show the researcher’s ability to interpret literature critically and to infuse the argumentation with theoretical evidence.
* The design of the study should explicate the reasons for working in a selected methodology and for using selected methods of data collection and analysis.
* Sound reasoning regarding validity and reliability or trustworthiness should be evident and should be coherent with the reasoning regarding methods and methodology.
* The study should show that the researcher is competent in gathering and analysing data.
* The study should show that the researcher is competent in interpreting the findings and drawing conclusions.
1. ***Language and presentation***

The study should reflect the candidate’s overall discourse competence. The author should be conversant with contemporary discourse in the field. Precision should be evident in the entire text. The following are considered in assessing language and presentation:

* The text should be written in clear and precise language in a predominantly argumentative writing style.
* The text should be structured into logical, cohesive sections that flow coherently.
* When used, lists (bulleted or numbered) should be functional.
* When used, lists should be introduced, discussed and accounted for.
* The language should remain scholarly throughout and the researcher should refrain from using bureaucratic language and/or informal registers.
* Visual components of the text, including figures, tables, photographs and diagrams, should be discussed and integrated into the verbal text.
* Multimedia studies should be integrated, with digital content linked to the main text and web-based content available online.
1. **Items to submit**

The table below contains a list of items you must submit with your minor dissertation for assessment.

|  |  |
| --- | --- |
| **Item** | **Tick** |
| “*Permission to submit for Assessment*” template signed by the candidate, supervisor(s) and HoD  | ☐ |
| A Turnitin report indicating the similarity index (SI) | ☐ |
| Affidavit confirming that the work is your own work | ☐ |
| An electronic copy of your work in PDF format, made available in the designated manner | ☐ |
| Proof of registration at the time of submission (or proof of registration for MD I within the last 90 days) | ☐ |
| Proof of ethical clearance | ☐ |

1. **Dates of submission:**

End of MD I + 90 days

1. **Technical specifications for the manuscript**

The minor dissertation is structured as follows:

1. ***A title page (see example in Appendices)***
	* Approved title of study
	* Your names and surname
	* An indication that the work is a minor dissertation
	* The qualification towards which the minor dissertation contributes (MEd)
	* The field of specialisation (e.g. Teacher Education)
	* The name of the faculty
	* The name of the university
	* The name of the supervisor(s)
	* Date of submission (month and year)
2. ***An ‘Acknowledgements’ page.***

This is optional. However, you need to acknowledge financial support if you received any (e.g. from the National Research Foundation or the university).

1. ***Abstract***

An ‘Abstract’ of no more than 500 words. The Abstract should encapsulate the problem statement, the research methods used, and most important results / findings obtained.

1. ***The table of contents***

It is highly recommended that you use MS Word functionalities to generate the table of contents.

1. **Text formatting**.

The text of the minor dissertation is divided into chapters. The text is structured according to the main headings (size 12, bold, all caps, and numbered as 1.1, 1.2, 2.1, 2.2, etc). These are **Level 1** headings. Sub-headings (**Level 2 headings**) are size 12, bold, sentence case, and numbered, for example, as 1.1.1, 1.2.4 etc. For **Level 3** headings, sentence case is used, and numbered, for example, as 1.1.1.1, 1.2.1.1, etc. Only in exceptional circumstances should you use Level 4 headings.

In all cases, the first digit indicates the chapter number. Therefore, for example, the introduction of Chapter three will be 3.1, etc.

The text is created in a font like Times Roman, Arial, Helvetica or Calibri, font size 12 at one-and-a-half (1.5) line spacing. Text in footnotes, tables and quotations longer than three lines are created in size 10 of the selected font.

The left and right margins of the text are justified, thus creating a straight left and right margin. You could create paragraphs either by adding an additional, blank line (using <ENTER>), or setting “*spacing after”* in the paragraph group to 12 points.

Ensure that the page size is A4, and set all margins to 2.5 cm.

Number pages at bottom centre of the page. The initial pages containing the Table of contents, Acknowledgements and Abstract are numbered in small Roman numerals (i, ii, iii, etc) The cover page is NOT numbered. Chapter 1 starts with page numbers using Arabic numerals (1, 2, 3, etc.) until the end of the manuscript.

You are expected to have the final draft of the document language edited. It is also a good idea to use a proof-reader to check the final version of the report. Discuss this matter with your supervisor. The cost involved in such a service varies. A language editor can lend assistance at various levels in terms of formulation, style, word order, choice of words, sentence construction, punctuation, and spelling, etc. Depending upon the level of assistance required you can expect to pay R25-00 or more per page. Ensure that you use a reputable language editor. Discuss the matter with your supervisor.

1. ***A list of references***

Needs to be alphabetical, meticulously captured using your selected referencing style (e.g. Harvard or APA). It is recommended that you make use of MS Word’s referencing functionalities to capture references and to generate the list of references. Alternatively, make use of referencing tools like *Zotero*, *Mendeley* or *Endnote.* Consult the library website for complete description and examples.

1. ***Appendices.***

The last part of your research report may include an APPENDIX or APPENDICES. These contain additional or supplementary information, such as questionnaires, transcriptions of interviews, policy documents or other relevant documentation.

1. ***Article***

In addition, this policy expects each prospective master’s candidate to have submitted to the supervisor at least one manuscript of a paper/article in the format required by an accredited journal for that specific discipline as a condition for graduation; the student will receive appropriate guidance from his/her supervisors in preparing the manuscript of the paper. Authorship of such a paper is be guided by UJ Guidelines on Authorship. Faculty regulations will stipulate under which conditions students may be exempted from needing to submit such a manuscript.

1. ***Results.***

The following results are possible for a minor dissertation:

* Acceptance and awarding of a pass mark of 50% to 74%.
* Acceptance and awarding of a cum laude mark of 75% or above.
* Conditional acceptance, with the awarding of a mark, as per a) and b) above, subject to minor corrections being made to the satisfaction of the supervisor(s).
* Recommendation of substantial amendments, without the awarding of a mark, and with a recommendation/request by the assessor(s) for resubmission and reassessment within a period of three months.
* Rejection and awarding of a mark reflecting a fail (less than 50%), in which case no reassessment is recommended or considered.
1. ***Length of the minor dissertation***

The length of a mini-dissertation ranges between 60-80 pages (excluding the Table of contents, appendices, list of references and other ancillary pages). The institution unfortunately does not specify a word count. However, you may access the site [here](https://wordcounter.net/words-per-page) to calculate the word count of a document. The tool allows you to set the margins, line spacing, fonts and font size to calculate either the number of words, or the number of pages. According to the tool, a 60 to 80 pages document typed in Arial 12 with 2.5 cm margins all around amount to 22 000 – 28 500 words.

 **Menu**

**Grievance Procedures Template**

**Section A: Information**

University policies provide for a grievance procedure by which students can raise concerns should they feel aggrieved during the minor dissertation phase. Should students feel strongly enough about the matter, they should assemble all facts and evidence. Submit those together with this template.

Students should first raise the grievance with the supervisor first. If students are dissatisfied with the outcome of the matter, or should they believe for whatever reason that they may be prejudiced by raising the matter with the supervisor, they should raise the grievance with the Programme Coordinator, stating the reasons why the supervisor was not approached first. Should the supervisor also be the Programme Coordinator, students should approach the Minor Dissertation Project Manager (MDPM). Should the supervisor also be the Minor Dissertation Project Manager, students should approach the Programme Coordinator. Should students be dissatisfied with the outcome of any of the aforementioned, they should approach the Head of Department (HOD). Students should finally approach the Dean of the Faculty of Education.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tick** | **To** | **Date sent** | **Outcome** |
| ☐ | Supervisor | Select | Click or tap here to enter text. |
| ☐ | Programme Coordinator  | Select | Click or tap here to enter text. |
| ☐ | MD Project Manager  | Select | Click or tap here to enter text. |
| ☐ | HOD (via Dept. Secretary) | Select | Click or tap here to enter text. |
| ☐ | Dean Faculty of Education (via Dean’s PA) | Select | Click or tap here to enter text. |

**Role** **players (2020)**:

Programme Coordinator: (PC) Prof G Lautenbach geoffl@uj.ac.za

MD Programme Manager: (MDPM) Prof G vd Westhuizen gertvdw@uj.ac.za

HOD: Prof U Ramnarain uramnarain@uj.ac.za

Departmental Secretary: (DS) Mrs B de Jager bdejager@uj.ac.za

Dean: Prof S Gravett sgravett@uj.ac.za

Dean’s Personal Assistant: (PA) Ms. N Williams edudeanpa@uj.ac.za

Academic administrator: (AA) Ms. C Wakeford edumedonline@uj.ac.za

Head Faculty Administration (HFA): Dr G Petker gpetker@uj.ac.za

**Section B: Grievance details**

Please complete the section on the next page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student number** | **Full first names and surname** | **Your title** | **Faculty** |
| 216079605 | Calsile Khumalo | Enter | Education |
| **Supervisor** | **Co-supervisor**  | **HOD** | **Department** |
| Dr. Moodley | Dr. Moodley | Title & Surname | Science and Technology Education |
| **Registration date** | Select date |  |

* + 1. **Student and supervisor information**
		2. **Details of the grievance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tick** | **Nature of grievance** | **First** | **Second** | **Third** | **Finally**  |
| ☐ | Issues related to feedback on submitted work | Supervisor or | PC | HOD | Dean |
| ☐ | The availability of the supervisor | Supervisor or | PC | HOD | Dean |
| ☐ | Supervisor’s disciplinary knowledge  | Supervisor or | PC | HOD | Dean |
| ☐ | Supervisor management of admin processes | Supervisor or | PC | HOD | Dean |
| ☐ | Supervisor’s research methodological knowledge | Supervisor or | PC | HOD | Dean |
| ☐ | Supervisor guidance and support | Supervisor or | PC | HOD | Dean |
| ☐ | Allocation of a supervisor | MDPM | PC | HOD | Dean |
| ☐ | Issues related to registration  | AA/PC | HFA | Dean |  |
| ☐ | Other (please elaborate below) |  |  |  |  |

* + 1. **Elaboration**

Click or tap here to enter text.

 **Menu**

**Appendix 1: Additional information and exemplar text**

**Notes:**

* Text in this section are unprotected. **Therefore, the content can be modified, or copied and pasting elsewhere**.
* The section contains supplementary information related to the proposal.

**Consent for video, audio, or any other digital recording**

**Letterhead**

**Date**

**Dear**

By law, separate consent or assent must be provided to indicate willingness to be video / audio recorded or photographed. Please provide your consent / assent on this form:

☐ I willingly provide my consent/assent for using **audio** recording of my/the participant’s contributions.

☐ I willingly provide my consent/assent for using **video** recording of my/the participant’s contributions.

☐ I willingly provide my consent/assent for the use of **photographs** in this study.

**Signature of person obtaining the consent**

**Guidelines for constructing the informed consent letter**

1. ***Introduction***

*Start with an introduction*:

We/I, ………., are/am doing research on …………

Research is the process whereby ………… (*explain in language appropriate to participants*).

In this study I want to learn ………………. (state your research aim)

**Add an invitation to participate**: You are invited to participate in this research study (or asking to include your child in the study).

**Add a brief background/context to the study** including the social or educational value or benefits of the research. Explain why it is relevant to the needs of the participants or community. Provide the scientific basis for the research.

***Add an invitation to participate***: You are invited to participate in this research study (or asking to include your child in the study).

No references are needed here, only informative, and appropriate language written in an inviting style addressing the participants.

1. ***Explain the research procedures***

Explain in easy-to-understand language and short sentences what you expect from participants / respondents. Use words like "you" and "I". Address them directly and invitationally.

*Include information such as:*

* the standard procedures that participants will be exposed to;
* how you will ensure "full disclosure" for informed consent;
* who you will make this disclosure to (participants / communities / employers etc);
* required participant involvement, selection/sampling, duration of participation / time required / Frequency of interactions (expectation of participation must be clearly defined i.e. Who, what, when, how long?);
* place where interactions will take place, types of interaction (interviews, focus groups, surveys);
* how data will be captured (written notes and/or voice/video recording) with additional measures to ensure informed consent to record. Recordings necessitate a separate signature hence the addition on the consent/assent form.

*Also consider:*

* How will you ensure understanding? Be aware of possible barriers to understanding (language, intelligence, maturity, level of trust, culture, religion, privacy);
* Foresee possible problems in the informed consent process including translations, text size, complexity of language - and how you will address these (e.g. pictures / cartoons / talking books etc.).

**Issues pertaining to potential** **risk (for Ethics section)**

Include information such as:

* It is unlikely that there will be any harm or discomfort associated with your participation in this study; OR
* You should be aware that there are some risks when taking part in this study (then explain the risks):
	+ While you might feel uncomfortable, anxious or stressful, there are minimal risks involved in participating in this study.
	+ Add information about procedures for mitigating these risks.
* There may be some risks due to the vulnerable nature of the participants. Describe these risks (exploitation, discrimination, stigmatisation, dependency, community pressure, religious influences, patriarchal families or societies etc).
* Potentially vulnerable participants / groups - Explain why the research has to be done with the vulnerable group (why can it not be done with non-vulnerable participants?)
* Some examples of risks include compensation (be careful not to be coercive).
* Does research "take away" from essential services like teaching time, health care etc?
* Risks to the researcher must also be considered.
* Legal issues must be considered (capacity to consent / compliance with SA law / other state’s laws?)

**From whom must consent be obtained?**

Depending on the nature of your research, you may need to obtain consent from:

* Departments of Education (e.g., the GDE has a standard form to complete)
* Institutional heads (or their designated proxies)
* Students / learners / parents
* Vendors of products

**APPENDIX 2:** **Title page of a minor dissertation**

**FINANCIAL IMPLICATIONS OF DIGITALISATION EXCLUSIONS IN A HISTORICALLY DISADVANTAGED INSTITUTION**

**by**

**NONHLANHLA HERIEGLIETIAS MABUZA**

**MINOR-DISSERTATION**

submitted in partial fulfilment of the requirements for the degree

**MAGISTER EDUCATIONIS**

in

**ICT IN EDUCATION**

in the

**FACULTY OF EDUCATION**

at the

**UNIVERSITY OF JOHANNESBURG**

**SUPERVISOR : Prof B Spark**

**CO-SUPERVISOR : Prof S Bright**

**OCTOBER 2020**

**Appendix C**

**GUIDELINES** **AUTHORSHIP: RESEARCH OUTPUT**

1. **PREAMBLE**

Integral to the University of Johannesburg’s vision of distinguished scholarship and its commitment to establish the University among the top research universities in the country, is an acknowledgement of the contribution academic researchers, their associates/co-workers and postgraduate students make, and continue to make, in the realisation of this goal. At the same time, the University recognises that as research problems become more complex and/or interdisciplinary, greater numbers of researchers, co-workers, colleagues and postgraduate students are drawn into a research project with a concomitant increase in the production of published research material arising from the research which, in turn, raises the question as to who should be credited with authorship or co-authorship.

The issue is compounded by the fact that South African universities are funded, in part, on the number of papers published from which authorship brings explicit financial benefits to the institution, and often also to the author/s of a paper. In addition, authorship of papers is linked to status and standing among peers as well as opportunities for career advancement. Postgraduate students are increasingly expected to contribute to the institution’s formal research output and now constitute a significant proportion of its formal authors. The more individuals involved in a research activity, the greater the potential for contestation of issues around questions of authorship.

These *Guidelines* are a key element in maintaining a climate of collegial effectiveness and efficiency which is conducive to the highest levels of reputable research outputs and, at the same time, is fair as possible to academic researchers, co-workers (who may include community engagement partners) and postgraduate student researchers alike.

1. **PURPOSE**

The purpose of these G*uidelines* is to pre-empt contestation of issues around authorship as pressure to quantify research activities and output within universities increases by providing a framework:

For the rational, fair, and ethical resolution of questions around authorship of a published research output (i.e. whose name should appear on the published material, be it a paper in a DoE-accredited academic publication, a book or book chapter, a conference proceeding, paper or poster, or any other form of publicly or privately published research output);that promotes informed, empowered, transparent and rational discussions between all relevant parties in pursuit of an amicable resolution of all questions of authorship.

1. **SCOPE**
	1. The *Guidelines* apply to all academic employees, postdoctoral researchers pursuing research within the ambit of the University and all students registered for postgraduate (master’s and doctoral) degrees at the University across all campuses and departments as well as any community engagement research partners, where applicable.
	2. The *Guidelines* do not apply to the question of ownership or inventorship of legally- protectable intellectual property such as inventions or trademarks.
2. **AUTHORSHIP**
	1. Regardless of the different historic practices that may persist across the spectrum of academic and scientific disciplines, the fundamental principle underpinning the notion and application of authorship in academic context is that a*uthorship of a publishable research output necessarily and sufficiently requires that the author has made a significant intellectual contribution to the material that is to be published.*
	2. The only condition included in this principle is that of a “significant intellectual contribution” (i.e. financial or other contributions do not constitute grounds for authorship).
	3. Where different practices exist between disciplines, the principle itself remains a constant and differences in approach may arise only for either of the following two reasons:
		1. different interpretations of the term “significant intellectual contribution”: and/or
		2. different research practices and methodologies.
3. **POINT OF DEPARTURE**
	1. The question of authorship is negotiated in a fair and transparent manner, allowing all parties to put forward a claim to authorship on the basis of the *significant intellectual contribution* that they have made to the work to be published.
	2. In cases of unequal relations between authors and co-authors, e.g. students and lecturers and senior academic/research employees, the process of determining authorship is empowering, fair, equitable, transparent, participatory and based on rational discussions between all relevant parties.
	3. Should disagreement occur:
		1. the conditions stipulated in Section 4 apply as a test to each claim on authorship, and
		2. the procedures laid down in Section 6 are followed to ensure a rational and objective resolution of the dispute.
4. **PROCEDURES**
	1. The following three criteria must be satisfied to obtain credit for authorship and co- authorship:
		1. The author must have made substantial intellectual contributions to research conceptions and design, *or* to the acquisition of data, *or* to the analysis and interpretation of data; *and*
		2. The author must have made substantial intellectual contributions to the drafting and content of the published output (essay, article, paper, or presentation); *and*
		3. Final agreement must exist between all authors/co-authors on the content of the version to be presented or published.
	2. In respect of the publication of research output emerging from the research activities of enrolled postgraduate (master’s or doctoral) students, the student’s name must be included as an author.
	3. Upon registration, all new masters and doctoral students must be provided a copy of this guideline.
	4. Where a supervisor or co-supervisor believes he/she has a legitimate claim to authorship or co-authorship, this must be clearly communicated to the student, student-assistant, or post-doctoral researcher together with the rationale supporting the claim, and the student’s views on this solicited.
	5. In the event of an agreement being reached, the supervisor(s) should consider securing written, informed consent by the student, student-assistant, or post- doctoral researcher for co-publishing and co-presentation.
	6. In the event parties to a publication (either a student, student-assistant, post- doctoral researcher, supervisor(s) and/or staff member) are unable to reach agreement on the question of authorship and/or co-authorship, any party may appeal to the following individuals, who shall attempt to resolve the dispute:
		1. to the respective Head of the Department concerned if the disagreement is between members of a department;
		2. to the respective Executive Dean of the faculty concerned in the event the disagreement is between members of a faculty (but different departments); or
		3. to the Deputy Vice-Chancellor (Academic) in the event the disagreement is between members of different faculties.
	7. Should the above intervention prove unsuccessful, the Head of Department, or the Executive Dean or the Deputy Vice-Chancellor (Academic) will be required to refer the matter either to the faculty’s ethics committee, or to the Senate Academic Ethics Committee for final arbitration.
	8. Students who feel aggrieved may approach another member of staff and request them to facilitate a resolution of a disagreement during the above steps, but the Executive Dean remains accountable for the outcome of the deliberations, or for referring the matter onwards as outlined in the preceding clauses.
	9. Determinations regarding the hierarchy of authorship, e.g., the order in which authors are to appear in a publication, or whether someone is referred to as a co- author or author, need to be resolved within the prevailing stipulations of the medium in which the publication is to appear and the disciplinary practices, and any resulting disagreements to be resolved in the manner outlined in this document.
	10. Where students have left the University without giving any indication that they want their work published, and provided that a period of 12 months has elapsed since the student left University, supervisors may rework material from the student’s dissertation or thesis into an article or presentation, provided the student gets fair recognition for his or her role as an author. Supervisors are expected to make all efforts to seek the student’s consent to co-publish as required in 4.1. If supervisors are unable to trace the student, they may proceed with publication (including the student as an author), but are advised to declare this to the Executive Dean of the faculty prior to proceeding with publication.
	11. This guideline must be read in conjunction with article 4.1.3 [iii] of the full University’s Code of Academic and Research Ethics.
5. **ACKNOWLEDGEMENTS**

Significant assistance with the research activities by field workers/ community stakeholders and/or partners are acknowledged.