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FREE STATE
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UFS·UV
EDUCATION
OPVOEDKUNDE

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MASTER'S DEGREE IN EDUCATION * **M Ed** MASTER'S DEGREE IN HIGHER EDUCATION * **MA**



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Degree Guide 2015

TABLE OF CONTENTS

Career opportunities	4
Admission requirements	4
Applications	4
Study programmes & modules	5
Study Disciplines	5
M Ed in Policy Studies and Governance in Education	5
M Ed in Philosophy of Education	5
M Ed in Curriculum Studies	6
M Ed in Education Management	6
M Ed in Psychology of Education	6
MA in Higher Education Studies	6
Registrations	7
Study fees	7
Fees (payable per year)	7
Contact persons	8
Academic advice	8
Degree Information	9
Duration of study	9
Assessment	9
research training	9
Programme for research training	10
Oral Presentations	11
Title Registration	11
Ethical Clearance	11
Handing in of dissertations	12
Format of dissertations	13
Dissertations	13
Articles	13
Publishing from students' work	13
Summary of Master's Degree Processes	14
Grievance procedure	15
Campus map (winkie direko (education) building = 10)	16
Appendix A: <i>Ethical clearance for research</i>	17
Ethical Clearance Guidelines for Research	17
Explanation of Key Terms	17
1. Harm/Risk & Mitigation	17
2. Informed Consent/Assent	17
3. Confidentiality & Anonymity	17
4. Vulnerable Participants	18
5. Conflict of Interest	18

6. Beneficiation, Reciprocity & Remuneration	18
7. Deception	18
Completing the Ethical Clearance Form	19
Section A - Researcher Details	19
Section B - Project funding, purpose and research design.....	19
Funding & conflicts of interest	19
Purpose of the research	19
Description of the research	19
Section C - Proposed research participants	19
Details of participants.....	19
Recruitment of participants.....	19
Expectations on participants	19
Vulnerable participants	20
Risk mitigation	20
Section D - Consent and confidentiality	20
Informed consent	20
Deception	21
Third party data	21
Confidentiality	21
Section E - Data analysis and outcomes	21
Data analysis.....	21
Research assistants.....	21
Projected outcomes.....	22
Avenues of dissemination.....	22
Fairness of research findings	22
Section F – Attachments	22
Appendix B: <i>Title registration & proposal</i>	30

CAREER OPPORTUNITIES

The Magister Educationis and Magister Artium (Higher Education) are qualifications directed at continued learning by educators to empower them to play a leading role in various education sectors in South Africa. The qualification will enable learners to integrate educational and/or teaching knowledge in one of the following areas of specialisation:

- Policy Studies and Governance in Education
- Philosophy of Education
- Curriculum Studies
- Education Management and Leadership
- Psychology of Education
- Psychology of Education: Inclusive Education
- Higher Education Studies

ADMISSION REQUIREMENTS

The general regulations of the university in respect of admission to a Master's degree are applicable. In addition, to be admitted to this programme a student must:

- Be in possession of an acknowledged qualification on NQF level 8 (600 credits), such as B Ed Hons, with a minimum average pass mark of 65%.
- Have completed and submitted a selection form.
- Have access to the internet and have a valid email address, as all correspondence is conducted via email.

APPLICATIONS

Application forms are available from the university website:



Application for Admission in 2014 for study in 2015 – Download (pdf format).

Students who were not registered at the UFS for 2014 must pay an **application fee of R215 (South African citizens) or R460 (international applicants)**. This fee must be paid into the following account: ABSA 1570 850 071. The applicant's initials, surname and ID/passport number must appear on the deposit slip as a reference.

The following documents need to be attached to the above application form:

- **Certified copy of an identity document or passport (showing the photo).**
- **Copy of the ABSA deposit slip for the application fee payment.**
- **Certified copies of full academic records of all qualifications.**

Applicants who were registered at the UFS for 2014 do not need to pay an application fee or submit the above form with attachments. Instead they can download the **DV3 Application Form** from the abovementioned website.

Applications should be submitted to the Faculty of Education Postgraduate Office (12 Winkie Direko Building). All applicants will be notified via email regarding the outcome of their applications. Applicants may be invited to write an academic literacy test if they are being considered for selection. This test needs to be done on the Bloemfontein campus at a pre-arranged time and date, but can be completed online with prior arrangement.

International applicants should contact the university International Office regarding issues related to their student visa requirements.

STUDY PROGRAMMES & MODULES

Name	Study Code
All M Ed dissertations	7714
All MA dissertations	7835

The above study codes indicate in which field a study is located. Details of specific module codes are given in the pages ahead, for purposes of registration. Students need to consult with discipline co-ordinators and/or study supervisors before registration, to ensure they register for the correct modules and study programmes.

It is important to realise that students are not automatically registered each year, they need to register as per university regulations at least on an annual basis.

It is the **student's responsibility** to ensure they are correctly registered for their studies, and have on hand a stamped and signed **proof of registration**. Failure on the part of students to ensure proper registration, could prevent them from graduating at the intended ceremony and could have financial implications as they will have to register for an additional semester in order to graduate at the following graduation ceremony.

STUDY DISCIPLINES

The following information pages detail the modules and codes required for registration. It is the student's responsibility to ensure they are correctly registered for the appropriate modules in the appropriate study fields. If unsure, please seek academic advice from your study leader, discipline co-ordinator or from the faculty postgraduate office.

M Ed in Policy Studies and Governance in Education

Dissertation

Study code: 7714

CODE	MODULE	CREDITS
FGS700	Dissertation: Policy Studies and Governance in Education	180
OR		
FGS702	Two related publishable articles: Policy Studies and Governance in Education	

M Ed in Philosophy of Education

Dissertation

Study code: 7714

CODE	MODULE	CREDITS
FGO700	Dissertation: Philosophy of Education	180
OR		
FGO702	Two related publishable articles: Philosophy of Education	

M Ed in Curriculum Studies

Dissertation

Study code: 7714

CODE	MODULE	CREDITS
DKT700	Dissertation: Curriculum Studies	180
OR	OR	
DKT702	Two related publishable articles: Curriculum Studies	

M Ed in Education Management

Dissertation

Study code: 7714

CODE	MODULE	CREDITS
VOB700	Dissertation: Education Management	180
OR	OR	
VOB702	Two related publishable articles: Education Management	

M Ed in Psychology of Education

Dissertation

Study code: 7714

CODE	MODULE	CREDITS
PSE700	Dissertation: Psychology of Education	180
OR	OR	
PSE702	Two related publishable articles: Psychology of Education	

MA in Higher Education Studies

Dissertation

Study code: 7835

CODE	MODULE	CREDITS
HES700	Dissertation: Higher Education Studies	180
OR	OR	
HES702	Two related publishable articles: Higher Education Studies	
OR	OR	
HES799	Dissertation: Higher Education Studies - Interdisciplinary	

REGISTRATIONS

Formal registration sessions will take place on the Bloemfontein campus on 23rd and 30th January 2015. Students may also register online via the university website, if all their finances are in order, or register at the faculty postgraduate office (Winkie Direko Building) before the 2 February (first semester) or 20 July (second semester).

Please bring all relevant application information (incl. copies of ID or passport, Eduloan or bursary documents, admission letter, proof of payment, academic record) when registering, as some of these could be required to complete your registration.

STUDY FEES

All fees for the first semester must be paid on/before **31 March 2015** and for the second semester on/before **31 August 2015**.

All **fees outstanding** for 2014 must be paid **five working days prior to registration**.

Students **with financial support** (bursary or loan) must pay **R950 five working days before registration** into the account stated below, listing '100 + your student number' as a reference. A certified copy of the bursary documents or approved loan (eg Eduloan) must also be handed into the faculty postgraduate office five working days before registration. Please note that applications for bursaries and loans can take some time and these need to be done well in advance or you may not be able to register.

Students **without financial support** must pay **R6,870 (South African citizens) or R12,980 (international students) five working days before registration**. Proof of payment will need to be supplied during registration.

FEES (PAYABLE PER YEAR)

Registration fee		R950
Tuition fees		R11,610
International students' admin fee		R2,045
TOTAL for SA students		R12,560
TOTAL for International students		R14,605
Amount payable before registration	SA students:	R6,870
	International students:	R12,980

Fees are payable at the UFS cashiers (Thakaneng Bridge on main campus) **or** Post Office (UFS code 089) **or** ABSA (account number 1570 151 688) **or** you could make use of Edu-Loan.

REMEMBER: indicate 100+ your student number on the deposit slip.

CONTACT PERSONS

Faculty Administrative matters

Mr A Barclay	Tel: 051 401 9922	Winkie Direko Room 12
Mrs M Lazenby	Tel: 051 401 9180	Winkie Direko Room 11
Mr M Ferreira	Tel: 051 401 9179	Winkie Direko Room 16

School Secretaries (administration assistance)

Mrs D McCarthy (Higher Education)	Tel: 051-401 9286
Mrs C Duvenhage (Education Studies)	Tel: 051-401 3651

Financial matters (accounts, etc.)

UFS Finance Office	Tel: 051-401 3003
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International Students

UFS International Office	Tel: 051-401 3403
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Programme Director

Dr M Nkoane	Tel: 051-401 3057
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ACADEMIC ADVICE

Academic advice should be acquired from the relevant discipline co-ordinator in a student's specific field of study. It is strongly suggested that prospective students arrange a meeting with the appropriate co-ordinator to discuss their direction of study before applying.

Policy Studies and Governance in Education & Philosophy of Education

Discipline co-ordinator:	Dr Kevin Teise
Office:	110 Winkie Direko Building
Telephone number:	(051) 401 3576
E-mail:	TeiseKL@ufs.ac.za

Curriculum Studies

Discipline co-ordinator:	Prof Flip Louw
Office:	134 Winkie Direko Building
Telephone number:	(051) 401 2876
E-mail:	LouwLP@ufs.ac.za

Education Management and Leadership

Discipline co-ordinator:	Dr Molebatsi (Milton) Nkoane
Office:	13 Winkie Direko Building
Telephone number:	(051) 401 2377
E-mail:	NkoaneMM@ufs.ac.za

Psychology of Education & Inclusive Education

Discipline co-ordinator:	Dr Christa Beyers
Office:	102 Winkie Direko Building
Telephone number:	(051) 401 3456
E-mail:	BeyersC@ufs.ac.za

Higher Education Studies

Discipline co-ordinator:	Dr Victor Teise
Office:	205 Winkie Direko Building
Telephone number:	(051) 401 9019
E-mail:	TeiseVN@ufs.ac.za

DEGREE INFORMATION

Duration of study

The minimum duration of study for the Master's Degree dissertation is one year (recommended over eighteen months if done on a part-time basis). Dissertations taking longer than 2 years to complete, require special permission for registration from the Programme Director & Faculty Dean. The maximum period of residency for a Master's Degree is four years.

Assessment

The general regulations of the university in respect of assessment are applicable to this degree, with only formally approved changes permitted.

Research dissertations are assessed by three examiners (two external and one internal) appointed by the Committee for Title Registrations, on the advice of the Supervisor and Discipline Co-ordinator.

These results are then presented to the Higher Degrees Committee of the faculty, which will confirm the final grade. An additional examiner (external) could also be invited to examine the dissertation at the request of the above committee, should there be a wide divergence in examination results.

The assessors' recommendations on pass or fail must be unanimous. Different recommendations will result in the dissertation and examination reports being sent for arbitration to an external subject expert, recommended by the Higher Degrees Committee.

In order to graduate with distinction, the dissertation assessors will need to provide an average mark of 75% or above (average of the three recommended grades), and the dissertation will need to have been completed within the minimum recommended time (ie: one year). For dissertations completed on a part-time basis over eighteen months, the Faculty Higher Degrees Committee can recommend a graduation with distinction, which may be awarded by the Registrar.

RESEARCH TRAINING

New applicants will need to participate in the faculty Research Training programme for the first six months of their study. This will require three contact sessions (arranged over specified Friday afternoons and Saturday mornings) where they will attend presentations on different aspects of their research and become familiar with the processes and expectations of the faculty.

This programme is aimed at assisting students in constructing and developing their research proposal and will involve the student **presenting their research proposal before an academic panel**, before they are able to formally register their title.

PROGRAMME FOR RESEARCH TRAINING

To be presented in 3 sessions per semester (semester 2 is a repetition of semester 1)

SEMESTER 1		
SESSION 1	TIME	Theme
Friday 20 February	14:00- 19:00	Orientation, Library facilities, Planning your Research, Research Discussion within Disciplines
Saturday 21 February	09:00-14:30	Referencing & literature search, computer skills for research, introduction to academic writing

SESSION 2	TIME	Theme
Friday 17 April	15:30-19:30	Research paradigms, empirical research methods
Saturday 18 April	09:00-12:30	Writing the literature review, research ethics

SESSION 3	TIME	Theme
Friday 9 May	15:30-19:30	Guest lecture, postgraduate social function & discussion
Saturday 10 May	09:00-13:00	Data analysis and reporting, development of argumentation and writing up, faculty processes and the way forward

SEMESTER 2		
SESSION 1	TIME	Theme
Friday 14 August	14:00- 19:00	Orientation, Library facilities, Planning your Research, Research Discussion within Disciplines
Saturday 15 August	09:00-14:30	Referencing & literature search, computer skills for research, introduction to academic writing

SESSION 2	TIME	Theme
Friday 16 October	15:30-19:30	Research paradigms, empirical research methods
Saturday 17 October	09:00-12:30	Writing the literature review, research ethics

SESSION 3	TIME	Theme
Friday 6 November	15:30-20:00	Guest lecture, postgraduate social function & discussion
Saturday 7 November	09:00-13:00	Data analysis and reporting, development of argumentation and writing up, faculty processes and the way forward

ORAL PRESENTATIONS

Once registered, the student's study supervisor will be confirmed by the school, and will then work with the student on preparing their formal written proposal for their dissertation. The student will need to give an **oral presentation before an academic panel** before they can register their title.

Oral presentations should include 8 – 10 PowerPoint slides and should cover the following:

- Introduction indicating the focus of study
- Title – viability of research
- Layout of chapters
- Value of the study
- Problem statement and problem questions
- Aim and objectives
- Theoretical framework and literature foundation
- Research design/Design matrix

TITLE REGISTRATION

Once registered, the student and study leader need to prepare to formally submit the proposal for Title Registration. The student should provide her/his written proposal in a format provided by the study supervisor. The supervisor then needs to complete the CTR form and submit this to the Faculty Postgraduate Office. Some changes to a proposal may be requested by the committee.

More details concerning this process can be found in **Appendix B** of this manual.

ETHICAL CLEARANCE

Once the title has been registered, the student needs to prepare for ethical clearance for the research to be conducted. Ethical Clearance forms can be requested from the faculty ethics office; Room 12 Winkie Direko Building (BarclayA@ufs.ac.za).

The student needs to work closely with their study supervisor to prepare their application for ethical clearance for the research they intend doing as part of their studies. Once the application is submitted it will be forwarded for review and the applicant will be informed by email whether clearance has been granted or not. In many cases recommendations will be made for adjustments to the ethical clearance application before it is granted.

For further information, please read through the Ethical Clearance Guidelines for Research in **Appendix A** at the end of this manual.

Research should NOT commence until the above processes are complete, as it could result in students having to redo large portions, if not all, of their research, should there be problems with either the ethical clearance or CTR proposals. These steps are not merely administrative hurdles to be crossed in order to graduate – they should form the foundation for the research to be conducted.

HANDING IN OF DISSERTATIONS

The dates for submitting dissertations, as stated in Regulations A88 and A116, will be:

- Submission date for the June (winter) graduation is no later than 1 February.
- Submission date for the December (summer) graduation is no later than 1 July.

Notice of intention to submit a **Master's Dissertation** for the June graduation must be given to the **Office: Student Academic Services – Mr Shuping Mokgothu** (A N322b) by 31 October of the previous year, and for the December graduation by the 1 April, using the appropriate form. All forms are available from the Postgraduate Office (Room 12, Winkie Direko Building).

Note that in order to submit notice of intention, the dissertation involved should already be completed and be in the process of polishing, final language editing, printing and binding. It should not have any significant work required at this stage.

In lieu of the respective graduation, submission of dissertations after the indicated closing dates will NOT be allowed and will have to stand over for the next round of examination.

The last date on which any final results will be taken into account for qualification for a specific graduation ceremony will be at least five weeks before the graduation ceremony concerned.

You must consult your supervisor/promoter about your intention to submit a dissertation. Students who give notice of their intention to submit a dissertation and then fail to do so, cause embarrassment to themselves and the university, as the assessors concerned are requested in advance to make time available for examining the dissertations.

It is the **responsibility of the supervisor and the student** to ensure that when this notice of intention to submit is given, the student's **study record is correct** (that the student has been correctly registered for the appropriate study codes/modules in order to graduate, and that the dissertation title has been correctly registered via the CTR). Please check the student's study record to ensure all is in order, or request assistance to do so at the faculty's postgraduate office. Incorrect registration details could prevent the student from graduating at the intended ceremony and may require the student to register and pay for an additional semester in order to correct these errors and graduate at a later date. The final date to request corrections to a student's registration information is 5 weeks prior to the graduation ceremony.

For all further enquiries regarding submission of dissertations, contact:

Faculty Postgraduate Office:

Mr Andrew Barclay
12 Winkie Direko
Tel: 051 401 9922
E-mail: BarclayA@ufs.ac.za

Student Academic Services:

Mr Shuping Mokgothu
A N322 (b)
Tel: 051 401 9360
E-mail: Motsiej@ufs.ac.za

QwaQwa campus administration:

Ms GE Lebona
A 1037
Tel: 058 718 5073
E-mail: LebonaGE@qwa.ufs.ac.za

FORMAT OF DISSERTATIONS

Dissertations

All dissertations and mini-dissertations should include the following:

- Title page containing name, surname, student number, supervisor(s), university, faculty, discipline, module code, date.
- A signed declaration stating that the work is the student's own, has not been previously submitted to any other university, faculty or department, and that the copyright resides with the University of the Free State.
- A signed declaration that the dissertation has been language edited by an accredited language editor.
- A copy of the ethical clearance letter granted for research.

Dissertations should be between 160 and 240 pages in length.

Significantly shorter or longer submissions should be avoided as students may find themselves penalised for it by examiners.

Articles

Master's submissions submitted in article format must conform to the following guidelines:

- Dissertations may be substituted by two publishable* articles in an accredited academic journal. These articles should be built around a single theme and should be bound together with a written introduction and conclusion, tying the articles together into a cohesive study.
- All article submissions must adhere to the same submission requirements as dissertations, including title page and signed declarations as indicated above.

* 'Publishable' does not necessitate that the article has been published yet or accepted for publication, only that it is of an acceptable standard for an accredited academic journal and could be submitted to such a journal. It is, however, strongly encouraged that supervisors submit their student's article to the journal, as a published, peer reviewed article will carry more weight with examiners, and possibly help to polish it further.

Publishing from students' work

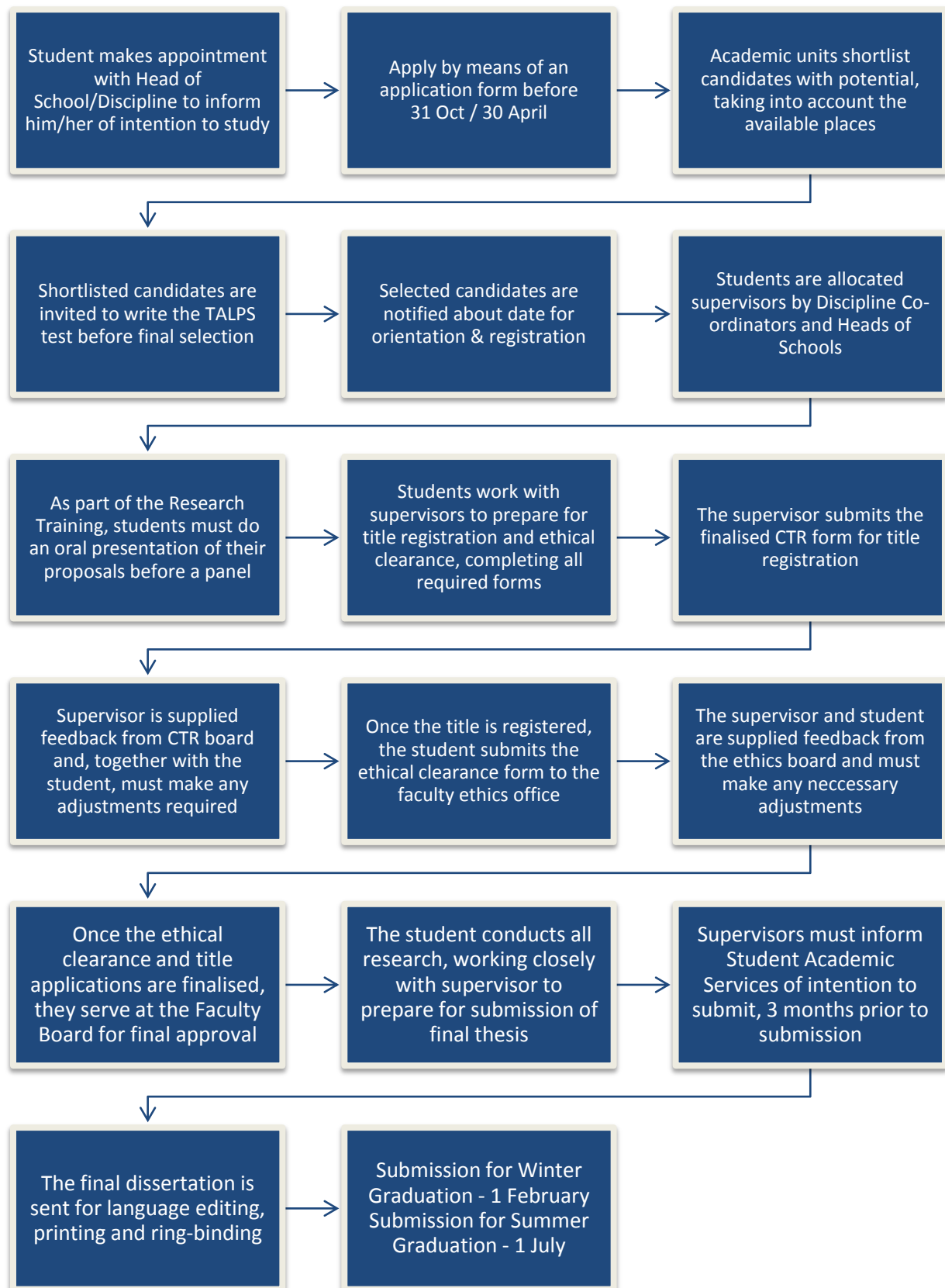
Students and supervisors are encouraged to publish research compiled during the course of the dissertation. Articles based on student research need to indicate the **student as the first author** and the **supervisor as the second author**. Authorship is based on creative input into the research and reporting, and it is expected that the student provide the bulk of such creative input, with guidance from the supervisor. Accordingly, such **research may not be published without giving appropriate credit to both the student and the supervisor**.

The above stipulations are applicable for full dissertations and all article option submissions. This remains the case, even if the supervisor writes an independent article using a student's research, or a student publishes out of this research a year or more after completion of the degree.

As co-authors, both supervisor and student need to co-ordinate with each other if intending to publish at a later date, to ensure they do not duplicate each other's publications or misrepresent the academic contribution of the other.

Breach of these stipulations by either party should be reported using the grievance procedure indicated at the end of this manual and may require the faculty lodging an authorship complaint with the publisher of the respective journal.

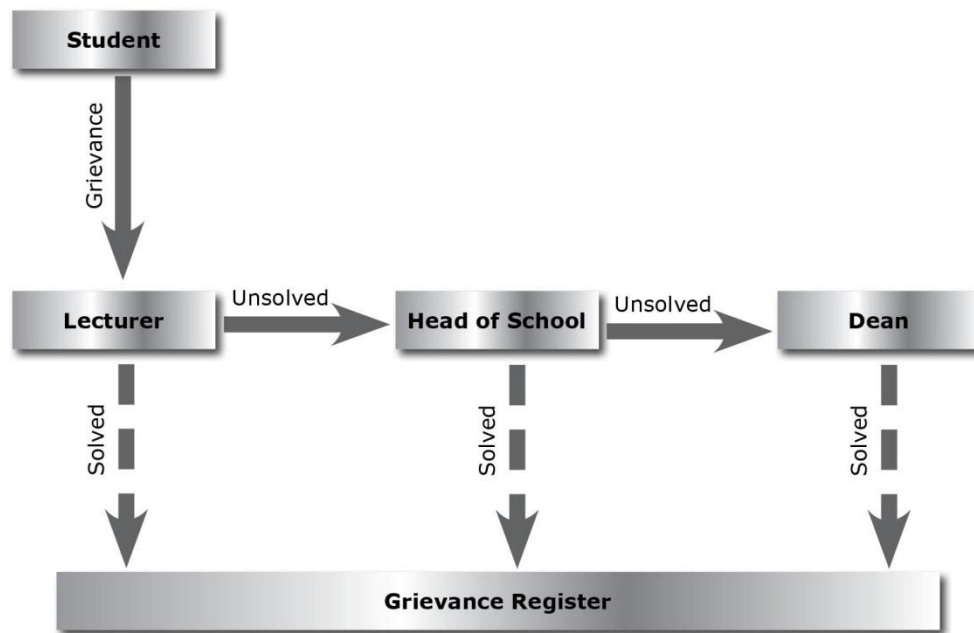
SUMMARY OF MASTER'S DEGREE PROCESSES



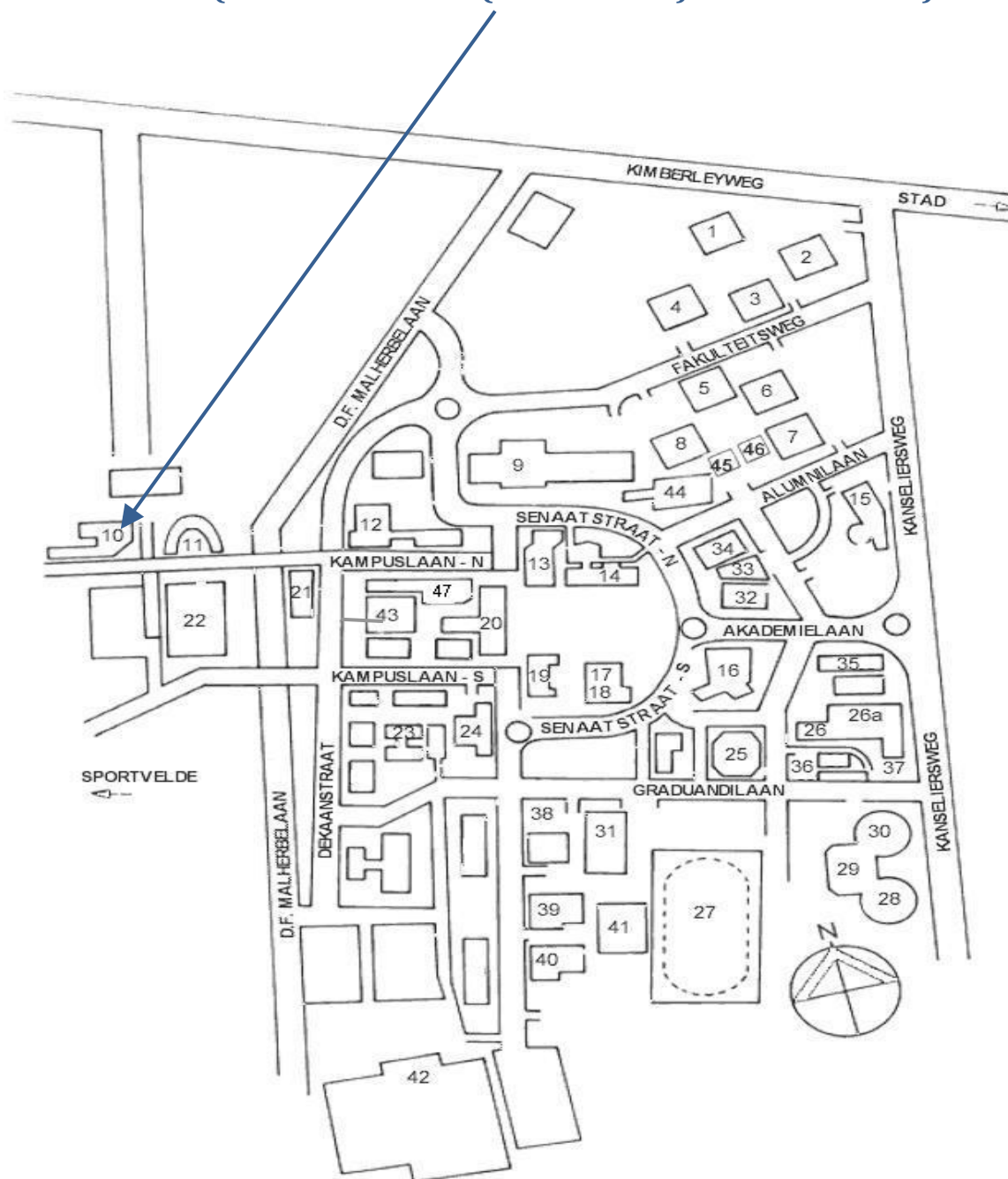
GRIEVANCE PROCEDURE

What is the procedure to be followed if I have a grievance regarding any aspect of my academic studies?

FLOW CHART



CAMPUS MAP (WINKIE DIREKO (EDUCATION) BUILDING = 10)



9 Agriculture Building	22 UFS Sasol Library
10 Winkie Direko (Education) Building	23 Stabilis Building
11 Lectoriums A-F	25 CH (Callie Human Hall)
12 Flippie Groenewoud Building	26 Examination Centre: Rooms 1- 7
19 HMS (H V/d Merwe Scholtz Hall)	26a Badminton Hall
20 South/West/North/East Block	47 Rindl Hall

Enjoy your studies.

Dr. M.M. (Milton) Nkoane

PROGRAMME DIRECTOR

APPENDIX A: *Ethical clearance for research*

ETHICAL CLEARANCE GUIDELINES FOR RESEARCH

The aim of this booklet is to assist student and academic researchers as they plan their ethical clearance applications at the university, to conduct their research involving human participants. This booklet is designed as a supplementary guide to the Human Research Ethical Clearance Form of the university, and the principles behind the review process. Nevertheless, researchers should be aware that the ethics review process is much more than merely a form to be completed and a milestone to achieve. Ethical principles should provide a foundation on which the research should be carried out, and guide the attitude and spirit of the researchers throughout the entire process and beyond. We wish you well as you engage with this dimension of your research, as you work to add to the global body of knowledge, and keep in mind not only the end effects of your contribution, but also the effects and repercussions of the processes you engage in to achieve this end.

EXPLANATION OF KEY TERMS

1. Harm/Risk & Mitigation

While not all research involves definite harm, most research may hold some level of risk. Harm is any negative effect which can, directly or indirectly, result from the research. This can include, for example:

- physical damage or pain
- loss of privacy
- loss of time
- financial costs
- loss of competitive opportunities
- negative psychological or social impact
- reputational damage
- negative impact on relationships

Risk is the level of possibility that harm may occur, as well as the seriousness of the harm, should it occur.

All harm or risk of harm must be mitigated. This requires the researcher to plan strategies of minimising risk, and, where harm is unavoidable, to justify the harm and present a strategy to compensate for the harm incurred. While the end should never justify the means, the harm incurred should never exceed the benefits, on the part of the actual participants.

2. Informed Consent/Assent

Consent is permission given by participants to participate in the research, as per pre-agreed stipulations. In order to give consent, a person must be legally able to do so (ie: they must be of a legal age and must be capable of making decisions about their own well-being). Assent is agreement to participate by someone, usually under the legal age of consent, in research. Assent can never be used in place of consent, but should be used in conjunction with it where relevant. In both cases, consent and assent must be 'informed'. This means the people granting permission must fully understand the purpose and process of the research, what the risks are, how these will be mitigated and why the research is taking place.

3. Confidentiality & Anonymity

Participants, be they individuals or institutions, have a right to privacy and there should always be an intention to maintain confidentiality, unless specifically waived by the participant. Confidentiality implies the researcher maintains a tight control of sensitive data and only releases it in an unidentifiable form. Anonymity indicates that no one has access to identifiable data, including the researcher (usually in the case of an anonymous survey conducted among a large group of participants).

In most cases confidentiality cannot be guaranteed, as it is always possible for a breach of data to occur (through hacking or theft, in some cases). In the case where groups of participants are involved, such as with focus groups, no researcher can guarantee that other participants may not talk to third parties. In these cases,

the researcher should demonstrate, within reason, that they have taken all possible steps to secure privacy, and should acknowledge the level of risk of breach of confidentiality in advance to participants.

4. Vulnerable Participants

These are participants who are at particular risk of harm, due to their personal circumstances, and/or are vulnerable to manipulation or force to participate in the research. The most common vulnerability is where the participant is subject to the influence of power relations on the part of the researcher. An example is where the researcher is someone with authority over the participant such as a director in a department researching her own staff, or a lecturer researching his own students. Particular care must always be taken to identify the extra level of risk on vulnerable participants and what additional steps are being taken to mitigate such risks.

5. Conflict of Interest

This occurs where a researcher has a vested interest in, particularly, the outcome of the research. For example, where promotion depends on the researcher finding a certain programme to be highly effective, or where a funder has given a grant, and the furthering of the grant, or future employment of the researcher, depends on a particular outcome in the study. It is important that any relationship that could hint at a conflict of interest, be declared and steps taken to ensure such a relationship does not undermine the integrity of the research.

6. Beneficiation, Reciprocity & Remuneration

Beneficiation is the direct benefit derived from the research by the participants, their community or organisation, and the larger society. The greater the beneficiation at all three levels, the stronger the ethical motivation for conducting the research is. Beneficiation should always outweigh harm or risk of harm. Also, while ideally all three levels should benefit from the research, it is vital to show that the participants themselves benefit directly in some tangible way, such as directly improving practice in a participating professional environment or providing insight on an issue the participants are struggling with.

Reciprocity occurs where certain participants don't benefit implicitly from the research, considering the risks or harm they are subject too (even if it is just wasting their time). In this case, the researcher should compensate them in some way. For example, learners giving up class time to take part in research, should have an extra lesson or possibly enhanced learning materials provided, which compensates them appropriately.

While remuneration (the paying of money or tokens) for participation is an accepted practice in much of the world, it is very important to examine the direct impact of such remuneration on the participants and their communities. A poor community, for example, are vulnerable to manipulation, which is a form of coercion, if remuneration is offered disproportionate to their circumstances. In such cases, particularly those involving vulnerable participants, direct beneficiation is far preferred to remuneration. Where this is not possible, the researcher should endeavour to reciprocate the participants through a more creative means, such as running a special programme for them, enhancing an existing programme, or giving support (such as counselling or training) to make up for the disruption or other harm incurred by their participation.

7. Deception

Deception essentially is not informing participants of the true purpose or methods of research, or deliberately falsifying this information in order to misrepresent or conceal the precise nature of the research. Generally this is not only frowned upon, but in most cases not permitted at all. However, there are a few exceptional circumstances which could permit such activity. In the case where knowledge of the exact nature and purpose of the research, would compromise the findings, deception may be approved. For example, if participants might behave differently to what they normally would, if they were aware of what was being observed, the researcher could justify not informing them in advance of what he was observing. In such a case, not only must the research be proved highly necessary and the deception absolutely justified, the participants should still be aware of any risks in advance and, before such data may be used or analysed, the researcher must provide full disclosure and gain informed consent to use the data. If participants then do not agree to this, none of that data may be used and must be destroyed.

COMPLETING THE ETHICAL CLEARANCE FORM

Students are expected to complete the form in conjunction with their supervisor. Should a specific ethics question arise, with which they feel they need advice on or assistance with, students are free to approach the respective ethical clearance officer who can advise them directly or refer them to an ethics board member with suitable expertise. Students are also welcome to contact the Postgraduate School on campus, where they can receive assistance and advice.

Section A - Researcher Details

Complete this section fully, ensuring the email address is correct, as all correspondence is done via email. Also ensure the start date of the project is at least a month after the application is submitted. Retrospective ethical clearance is not granted for research previously done.

Section B - Project funding, purpose and research design

Funding & conflicts of interest

If specific funding, such as a research grant, is being utilised to carry out this research, this must be declared. This does not include a bursary that covers university fees, but it does include bursary money made available to conduct research in the field. In addition, any other potential conflict of interest should be declared, such as research conducted on a project which the student is linked to in their professional capacity.

Purpose of the research

The applicant needs to indicate why the research needs to be conducted, highlighting its importance, and what the key questions are it seeks to answer. This should be a brief (300 word) outline justifying the research and highlighting what it hopes to achieve. This summary should use layman-terms and be concise, stating the case clearly and simply.

Description of the research

This brief summary should highlight how the research will be done, what kind of data will be gathered, what the researcher will do with this data and what kind of follow-up will there be. Students should **not** cut-and-paste their research proposal in here - this must be an executive summary and must answer these questions briefly and clearly. The aim of this paragraph is to give the reviewer an understanding of what you intend to do.

Section C - Proposed research participants

Details of participants

Applicants should indicate here what the characteristics are of the participants who will be requested to take part in this research. Ensure this description aligns with the research questions and intended purpose of the study. Researchers should try to ensure their participant body is as broadly representative as possible, within the ambit of their study.

Recruitment of participants

Detail how these participants will be identified and approached. Remember that confidential information, such as email lists of students kept by a university, may not be used by unauthorised people, unless those on the list have explicitly given permission for this data to be made available for research purposes or third-party access. In many cases, researchers will either have to advertise for volunteers to contact them, or request an authorised individual to send a written invitation to people on their contact list, with instructions to contact the researcher if they would like to be part of the study. In the case of 'snowball sampling', a researcher may request details of individuals from those already engaged in the research, but these must be on an individual basis, and may not involve lists of contact details pulled from confidential databases.

Expectations on participants

Detail exactly what will be required of participants, how long the individual activities will be, as well as how many times they will be expected to participate, and where these activities will take place. Details that may impact on these arrangements should also be discussed, such as security and transport arrangements, catering (if applicable), and any risks and steps taken to counter them.

Vulnerable participants

These include any of the following categories:

- Very young children (0 – 5 years)
- Minors (6 – 18 years)
- People unfamiliar with the language the research is being conducted in
- People with a cognitive disability
- People with a physical disability
- People with any other type of disability
- People suffering from health-related problems (including HIV Aids)
- People who have experienced acute psychological trauma (eg. rape or abuse)
- People in dependent/unequal relationships (eg. in prison or in the military forces)
- University students (not your own)
- University students (your own students)
- Illiterate people or those with a poor level of formal education
- People living in vulnerable life circumstances (eg. poverty or refugee status)
- Elderly people (over 65 years of age)
- Any other perceived vulnerability

Indicate which groups you as researcher will intentionally involve. It is possible you may not intend to involve people from one of these categories, but that this realisation may arise during the course of the study. For example, during an interview a participant may confide that they are victims of abuse. Your planning should take this into account.

Risk mitigation

Identify and detail possible risks to participants, even if only remotely likely. Researchers should keep in mind that there are always risks to participants, even if minor or negligible. Should an applicant indicate 'no risk' on the application form, that application will undergo special scrutiny by the review panel and likely it will be returned to the applicant for re-consideration. See the section previously on risk and harm, when considering this section. Be sure to detail specific steps taken to mitigate the risks. These must be reasonable, specific and practical, and should not be limited to statements such as 'I will be extra careful'.

Section D - Consent and confidentiality

Informed consent

Applicants need to indicate if they have arranged for informed consent from participants. They need to attach samples of all informed consent forms to their application. An informed consent form should consist of a cover page, detailing all aspects of the research, as well as a signature page, where they can sign and provide their own contact details, if necessary. Participants should be able to keep the cover page themselves, for future reference, while the signature page is returned to the researcher.

An informed consent letter should include all of the following:

- Title of the research project
- A brief sentence or two saying what the project is about.
- Why they are being asked to participate (why were they selected).
- The reason for the study.
- All possible risks that have been identified and what has been done to mitigate them.
- A clause on the voluntary nature of participation, allowing them to withdraw from the project at any time without any repercussions.
- A clause indicating what procedure to follow if they are unhappy with any aspect of the way the research is conducted, including contact details of someone who can intervene.
- A clause indicating the confidentiality level of the research, but with a disclaimer that some problems may be referred to a third party if the researcher is not qualified to deal with these (eg: evidence of criminal activity or psychological trauma).

It is important that the informed consent form be clearly understandable and on the correct literacy level of the participant. This may require the form to be translated, or simplified. Some forms (in the case of young children or illiterate adults) may require illustrations to help explain the research. Many may require a verbal

explanation when the forms are at first given out. In the case of a student, the contact details of both the student and their supervisor need to appear prominently on the form.

Deception

Indicate if deception will be used. If so, this needs to be justified and mitigating steps indicated. Note: in most cases deception, as discussed previously, is not permitted, unless very well justified.

Third party data

This is data that was originally collected by someone else, but which you wish to make use of. Examples could include lists of students or staff in a university department, or data kept by a government agency. In such a case, it is important to identify why the data was originally collected and what the original suppliers of the data consented to, in terms of how it would be used. In cases of confidential data, the researcher will need not only permission from the data owner, but may also have to request permission from the original provider of the data to use this information. In most cases, the data owner may have to contact the original data provider on your behalf to request their permission.

In the case where data was previously collected for research purposes (by another researcher or by an institution) and the applicant wishes to make use of this data for purposes that are in line with the original consent, the applicant will need to answer the following questions to the satisfaction of the ethics review board:

- Did participants give informed consent initially and were they informed of all reasonable risks? (ie: was this data legitimately collected following ethical procedures).
- How will the identity of the original data providers/participants be protected?
- What steps will the researcher take to mitigate any potential harm?
- Will using this data be beneficial, to both the data owner and the original participants?

Confidentiality

While breach of confidentiality may form part of the earlier section on risks, it is important to state specific steps taken to protect data. It should also be realised by researchers that breaches of data can occur, however unlikely, and the researcher needs to indicate what will be done in such a case. In cases where confidentiality is very important, in regard to particularly sensitive data, it is recommended that the data be de-identified as early as possible in the process, and that the coding key be kept separate from the data itself. An example would be to assign pseudonyms or numbers to participants, and lock a list indicating which participant had what pseudonym, in a separate safe or security cabinet. Avoid keeping identity keys on the same computer as the data, as a single hack attack can steal both files. Keep in mind that should a participant suffer serious reputational damage due to data theft, they may be able to hold the researcher legally responsible, if sufficient security steps were not taken.

In the case of audio or video recorded sessions, particularly those involving vulnerable participants such as children, great care must be taken to secure this data, which should be destroyed once transcriptions have been made. If video/audio or photographic material forms part of the research output, unless confidentiality is specifically waived, the footage needs to be de-identified by methods such as voice-distortion, facial feature obscuring, etc. Note that in the case of highly vulnerable participants (particularly those unable to give legal consent), confidentiality may not be waived, regardless.

Section E - Data analysis and outcomes

Data analysis

Provide details on how the data will be analysed. Ensure the methods to be used are in line with the research intent and are appropriate for what the participants consented to. In many cases, particularly where a participant may be identifiable, even just by inference, the data analysis could be made available to the participant. If a participant believes their input has been distorted in any way, they should have the opportunity of correcting such a false impression. Naturally some data sets, particularly in large quantitative studies or studies where participants were anonymous (ie: unknown to the researcher), this may not be practical or possible.

Research assistants

It is important to give information on research assistants, particularly if these will be used to collect or process sensitive data. It is also important to consider risks to these assistants during the data collection process. For example, will they be in a safe environment? Will they have sufficient supervision and/or training?

Projected outcomes

Indicate who will benefit directly or indirectly from this research. It is important the actual participants receive some benefit themselves (or are otherwise compensated for their participation), as well as the entity or community to which they belong. Finally, the researcher can indicate the broader benefits to society, or academia as a whole.

Avenues of dissemination

Indicate how you as researcher intend to disseminate the outcomes of this research. Will it be published as an article/series of articles? Will it be produced in a report form and provided to selected institutions or community groups? Will it only appear in a student dissertation or thesis format? In cases where individuals or institutions actively participated in the research, particularly where sacrifices of time and energy were made, it is generally a good idea to at least provide these participants with a summary of your findings, if not a full report. In many cases, research done towards a dissertation or thesis can be more widely disseminated via academic blog posts, listing in online academic databases, Youtube channels or converted into published academic or popular articles or books. Researchers should indicate that they have thought through the best way of publishing their findings, preferably benefitting society as broadly as possible, within the capacity limits of the researcher.

Fairness of research findings

Researchers should indicate what steps they have taken to ensure fairness and integrity of findings. In many cases this would involve triangulation of research using multiple methods of confirmation. For junior researchers it is important to show what kind of guidance they are receiving. An example could be a statistical analysis expert assisting with some analysis, or the findings undergoing a peer review process. In the case of a qualitative study involving interviews and focus groups, the researcher could discuss the findings with participants and confirm the interpretation of data provided earlier by these individuals. It is generally considered insufficient to say 'my supervisor will ensure I do this correctly.'

Section F – Attachments

While the required attachments vary according to the nature of the research, all of the following should be considered:

- Copies of all data collection instruments, including survey forms, interview questions, etc.
- Copies of any psychometric or other tests to be used by research participants.
- Sample copies of all consent and information forms, including translated forms if needed.
- Copies of all written text, advertising or script used to recruit subjects.
- Copies of any third party or sponsorship agreements related to this research.
- Signed approval from any relevant authorities required for this project.
- Short CV of principal researcher (one page).
- Short CV of assistant researchers (one page).
- Copies of prior ethical clearance or denial (including a letter stating revisions made since).
- Relevant budgetary outlines, resource or equipment lists that may impact on this research.
- Any other relevant documentation which may impact on this research.

The following pages show an example of an ethical clearance form and a sample of an informed consent form. Go through these documents bearing in mind the above information and discuss the implications of your research with your supervisor as you plan your proposal.

Note that all submissions need to be done electronically via the website. You can also email the ethics office (BarclayA@ufs.ac.za) for assistance or a direct email link to the forms.

ETHICAL CLEARANCE APPLICATION FORM

HUMAN RESEARCH PROTOCOLS

Please read the Ethical Clearance Guidelines for Researchers before completing this form. Complete all sections of this form and attach all necessary documents as indicated - incomplete applications will not be reviewed and may delay the approval process. Please feel free to contact the Faculty of Education Ethics Office for more information or further assistance and advice in this regard.

For yes/no questions, please mark with an X.

SECTION A - RESEARCHER DETAILS

PROJECT TITLE				
DATE OF SUBMISSION				
DURATION OF PROJECT	START DATE		END DATE	
PRINCIPAL RESEARCHER	NAME		INSTITUTION	
	TITLE		DEPT./ DIVISION	
	TELEPHONE		E-MAIL	

Co-researchers

NAME	INSTITUTION	E-MAIL	RESPONSIBILITY ON RESEARCH PROJECT

Research supervisors (in the case of undergraduate and postgraduate research)

NAME	INSTITUTION	POSITION HELD	E-MAIL	TELEPHONE

QUALIFICATION FOR WHICH THE STUDY IS BEING DONE (IN THE CASE OF STUDENT RESEARCH)

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SECTION B – PROJECT FUNDING, PURPOSE AND RESEARCH DESIGN

Is project funding sought/achieved?	Yes		No	
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Funding source (if any):	
Grant/contract project title:	
Time period of grant funding:	
Additional details regarding grant (incl. obligations):	

Will members of the research team have a financial interest in, receive personal compensation from, or hold a position in an industry sponsoring this study?	Yes		No	
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Will the research participants receive any financial or other personal compensation for participating in this research study?	Yes		No	
---	-----	--	----	--

If you have answered 'yes' to any of the above questions, please detail the nature of this compensation in each case and demonstrate what steps have been taken to prevent opportunism or fraud from interfering with the integrity of the research.

Please provide any additional details regarding possible conflicts of interest on the part of researchers or funders, as well as appropriate steps taken in consideration of such cases.

Provide a brief summary (**300 words or less**) of the purpose of the research project. Include necessary background information, research questions and motivating factors for conducting this research.

Provide a brief description (**300 words or less**) of the research design, including procedures and methodology. Specify the type of data that will be collected, primary outcome measurements and anticipated follow-up processes and actions. (A copy of all data collection instruments, such as questionnaires or survey forms, should be attached to this application). Include details on procedures in place to monitor the research, including those by funding agencies, supervisors, etc.

SECTION C – PROPOSED RESEARCH PARTICIPANTS

Provide details of the proposed human participants to be included in the research, focusing on inclusive and exclusive criteria such as gender, ethnicity, socio-economic level, educational level and other details that could impact on this study.

How will prospective participants be contacted/recruited? Attach copies of planned written text, advertisements, telephone scripts, etc.

Detail the requirements on participants to participate in this research. Specify what they are expected to do, how long their involvement will be and where and when they will conduct these activities. Note should be made of issues such as multiple or follow-up activities and any hazards or risks you see arising from this participation.

Will you be **intentionally** involving any of the following vulnerable population groups in the research project?

1	Very young children (0 – 5 years)	Yes		No	
2	Minors (6 – 18 years)	Yes		No	
3	People unfamiliar with the language the research is being conducted in	Yes		No	
4	People with a cognitive disability	Yes		No	
5	People with a physical disability	Yes		No	
6	People with any other type of disability [specify: _____]	Yes		No	
7	People suffering from health-related problems (including HIV Aids)	Yes		No	
8	People who have experienced acute psychological trauma (eg. rape or abuse)	Yes		No	
9	People in dependent/unequal relationships (eg. in prison or in the military forces)	Yes		No	
10	University students (not your own)	Yes		No	
11	University students (your own students)	Yes		No	
12	Illiterate people or those with a poor level of formal education	Yes		No	
13	People living in vulnerable life circumstances (eg. poverty or refugee status)	Yes		No	
14	Elderly people (over 65 years of age)	Yes		No	
15	Any other perceived vulnerability [specify: _____]	Yes		No	

Please provide information justifying and detailing your intention to involve any of the abovementioned groups in your research, as well as detailing extra precautions taken to protect vulnerable subjects.

Note that it is possible you may involve participants not realising they form part of one of the above groups. Your planning should always take this into account along with strategies to deal with this should a crisis arise (eg. Should one of your participants confide in you that they have been raped/abused).

--

Risk mitigation

Please provide details regarding any risk factors for general participant involvement, including emotional distress, personal or cultural embarrassment, breach of confidentiality, economic harm, legal jeopardy, physical pain or injury, AND the intended methods of mitigating such risks, and dealing with harm arising from such risks. Also specify any risks to the researchers themselves and steps taken in this regard.

Your planning should indicate how foreseeable crisis situations will be dealt with, for example; should an interviewee admit to criminal activity during a confidential interview, what procedures will be followed.

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SECTION D – CONSENT AND CONFIDENTIALITY

Have you obtained, or plan to obtain, free and informed consent from all human participants that may be involved in this research?	Yes		No	
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Attach sample copies of all consent and information forms to this application. Once you have received all the signed copies of informed consent from participants, these are to be kept on record by the researcher for at least a year after the completion of the research. In the case of student research, signed informed consent forms should be made available to the study supervisor, who should inform the ethics office in writing.

Note that prospective participants should have consent forms provided in the language they are most familiar with and illiterate participants will require a detailed verbal description of the consent form.

Also keep in mind that minors must sign 'assent' forms indicating their willingness to participate, and that they fully understand what the research involves, but only their legal guardians may sign an informed consent form on their behalf.

Participants need to be aware what the research entails, why it is being done, what risks and benefits are inherent in participating, and the fact that they may withdraw from the study at any point. Confidentiality also needs to be addressed.

Will deception in any form be practised against the research participants during the course of this research?	Yes		No	
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If so, specify the justification for such deception and detail how full disclosure and free and informed consent will be achieved before dissemination of the findings of this research.

Third party data

Will data on research participants be accessed via a third party (eg. from a school or a doctor)?	Yes		No	
---	-----	--	----	--

If so, what legal and informed consent arrangements have been made in this regard?

Confidentiality

Will electronic data be secured on a secure network with a password or encryption protocol?	Yes		No	
Will data be de-identified using a coding system or pseudonyms?	Yes		No	
Will hardcopy data be secured in a locked filing system / secure office?	Yes		No	
Will anyone other than the research team have access to this identifiable or confidential data?	Yes		No	
Can participants be identified by inference within the published research findings?	Yes		No	

How will the confidentiality of data collected be protected? What steps will be taken to protect participants against breaches of confidentiality or invasion of privacy? Specify intended plans for storage of confidential data, de-identification of data and eventual disposal of this data.

SECTION E – DATA ANALYSIS AND OUTCOMES

Provide details on data analysis, including where and by whom this analysis will be done, and how it will be done.

If research assistants or junior researchers are used to do data analysis, state what training and supervision will be provided by the primary researcher / study leader. This is particularly important when dealing with confidential or sensitive data.

Projected outcomes

What population, organisation or entity will likely derive the greatest benefit from the results of this research study?

What are the intended avenues for dissemination of the results of this research study? Note that it is not necessary to name specific journals or publications, stipulate rather the intended audience for your findings and how you plan to reach this audience. Also specify what kind of feedback participants or participating bodies (such as schools) will receive and also if this data will be re-used for multiple publications or shared with other researchers for secondary outcomes.

What steps have been taken to ensure research findings are justified and fair? This could include a peer review process or support by a study leader. It is important that unfavourable data not be ignored and that academic integrity and honesty form a strong part of the researcher's approach to the study.

SECTION F – ATTACHMENTS

Ensure you have attached the following supporting documents if relevant to your application:

- Copies of all data collection instruments, including survey forms, interview questions, etc.
- Copies of any psychometric or other tests to be used by research participants.
- Sample copies of all consent and information forms, included translated forms if needed.
- Copies of all written text, advertising or script used to recruit subjects.
- Copies of any third party or sponsorship agreements related to this research.
- Signed approval from any relevant authorities required for this project.
- Copies of prior ethical clearance or denial (including a letter stating revisions made since).
- Relevant budgetary outlines, resource or equipment lists that may impact on this research.
- Any other relevant documentation which may impact on this research.

Note that some documentation may only be obtainable after ethical clearance has been granted. In this case, please make a note of this on the application, and arrange to supply these to the ethics office at a later date.

Researcher:

Enter name here

Study Leader:

Enter name here

Address line 1
Address line 2
Address line 3
Address line 4

Address line 1
Address line 2
Address line 3
Address line 4

T: +27(0)51 ###

F: +27(0)51 ###

T: +27(0)51 ###

F: +27(0)51 ###

Date

INFORMED CONSENT:

Dear Participant

I would like to invite you to take part in this research project:

(ENTER FULL TITLE OF RESEARCH PROJECT HERE).

This study is about ... *(brief description in one sentence)*

We would like you to participate with us in this research because ... *(criteria for participation)*

The reason we are doing this study is to ... *(purpose of study – one sentence)*

The possible risks to you in taking part in this study are ... and we have taken the following steps to protect you from these risks ... *(risks and precautions – as brief as possible).*

I am sure you will benefit from this study as ... *(brief description of benefits to participants or their immediate communities).*

While I greatly appreciate your participation in this important study and the valuable contribution you can make, your participation is entirely voluntary and you are under no obligation to take part in this study. If you do choose to take part, and an issue arises which makes you uncomfortable, you may at any time stop your participation with no further repercussions.

If you experience any discomfort or unhappiness with the way the research is being conducted, please feel free to contact me directly to discuss it, and also note that you are free to contact my study supervisor (indicated above).

Should any difficult personal issues arise during the course of this research, I will endeavour to see that a qualified expert is contacted and able to assist you.

Yours sincerely,

(Enter researcher's name here)

Please fill in and return this page. Keep the letter above for future reference

Study: *(Enter full title of research project here).*

Researcher: *(enter researcher's name here)*

Name and Surname: _____

Age: _____

(Enter inclusion criteria type here): _____

Contact number: _____

- I hereby give free and informed consent to participate in the abovementioned research study.
- I understand what the study is about, why I am participating and what the risks and benefits are.
- I give the researcher permission to make use of the data gathered from my participation, subject to the stipulations he/she has indicated in the above letter.

Signature: _____

Date: _____

APPENDIX B: Title registration & proposal

Your written proposal should conform to the following guidelines, although these can vary somewhat depending on the nature of your research. This needs to be discussed in depth with your study supervisor.

1. Introduction/Background and literature overview

In this section the introduction and background to the problem must be established by means of a short literature study referring to recent sources.

2. Theoretical framework

The proposed research must be placed within a particular theoretical frame of reference, which will guide the study.

3. Research problem, research questions/hypotheses and aims

The research question must be stated clearly and specifically, strengthened through research questions or an hypothesis. Also include primary and secondary aims.

4. Research design and research methodology

Give specific information about the research design that will be used and the planned methodology to come to acceptable answers for the research problem and questions/hypothesis. Ensure that the details of the research method(s) correlate with the stated objectives. Motivate your choice clearly - also giving a short description of the data-gathering and analysis methods.

5. Value of the research

Discuss the value of the research for the study of science in general, and for the discipline in particular.

6. Ethical considerations

Are there any ethical issues involved in the planning or execution of the research? Has this research been approved by an ethical clearance board?

7. Layout of chapters

List the proposed titles of the chapters/articles (in the case of the article option)

8. List of sources

List all the sources used in the proposal (this is not part of the 1000 - 2000 words)