RESEARCH GUIDE
THE FACULTY OF THEOLOGY AND RELIGION
2017

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1. INTRODUCTION[1]

The *purpose* of this reflection is to improve the quality of postgraduate students' research. It is the lens through which the report must be read and understood. Its purpose is not solely to address quality, but also to articulate practices and to supply guidelines. The idea is that the report must be reviewed *annually* as reflection and experience progress.

Quality is naturally a complex reality and no single facet can be singled out to improve it. This report suggests that attention is paid to a *variety of practices*. The following *dynamics and changed practices* are suggested:

- Intentional justification of the nature of *quality* in terms of theological research.
- Stricter *selection* of students.
- Clearer articulation of *processes, regulations,* and *guidelines*.
- More focus on the development of the *research proposal* and more thorough justification of the thematics, the problem, and the potential contribution in terms of new knowledge.
- Acceptance of the principle of *focused research agendas* within departments.
- Broadening of the *Title Registration Committee's* operations.
- More thorough endowment of students in terms of research skills.
- Improvement of the *guidance process*.
- More regular and broader *discussions* with students during their research process.
- Monitoring of the students' *progress*.
- Stricter *assessment* of the final research product.
- More effective dissemination of *research results*.

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[1] This guide must be read against the background of the General Rules of the University of the Free State for master's and doctoral degrees.

2. ADMISSION

Process for Notification Selection Phase; Application for Admission; Registration; Title Registration, and Academic Management of postgraduate students[2]

> The direct purpose of the proposed process is make a positive contribution towards improving the quality of postgraduate research. On the one hand, the contribution can be found in the systematisation and management of the process according to clearly indicated milestones and, on the other hand, by means of thorough quality control by a variety of role players.

The selection and title registration (research proposal) process

Preregistration:
The prospective student completes the Preregistration research proposal and submits it to the relevant department.

The department may approve it and/or refer it to a doctoral discussion forum/and/or in exceptional cases only, refer it to the Research committee. The programme director or supervisor/promoter will provide feedback to the student via e-mail should this not be approved.

The student may be requested, according to the departmental guidelines, to present the Preregistration research proposal in person or via Skype.

After the approval of the Preregistration research proposal by the department/forum or Research committee, the student is granted permission to officially apply and register for his/her degree.

Application for Title Registration:

Both *Application for Title Registration (M(research) and PhD/DTh degrees)* (N5) and *Research proposal: master's & doctoral students* (L5) must be completed electronically and must be signed(e-mailed) by all the parties. These forms, together with proof of registration for the current year, must be submitted electronically (if in PDF, another copy in word format should be included) to the Secretariat of the Research Committee

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[2] Refer to the flow chart in Appendix A

of the Faculty before the selection date for inclusion in the agenda for the scheduled research committee meeting as per the official Faculty Calendar.

During the presentation, the supervisor/promoter/Head of Department must personally, or via video conference, be present to answer questions. After a discussion with the supervisor/promoter/Head of Department, a recommendation is made to the Faculty Board for approval and registration of the title. The supervisor/promoter/Head of Department is responsible for feedback to the student.

The student must complete the title registration process within three months (Masters) or six months (PhD/DTh) after the official registration. (General Rules will always guide this process and they will be binding)

Ethical application:

The ethical application (online via Rims) is completed (Refer to Appendix H - *Ethical risk assessment checklist*) and submitted.
Ethical application is done online using Rims as platform.
Approval is done online.
The online ethical application must be completed within within three months (M)/six months (PhD/DTh) after completion of the title registration process.

The above process applies to all dissertation master's degrees and doctoral degrees.

3. PROJECT

Regarding the execution of the project, there are certain points that must be taken in each case.

3.1 OFFICIAL TITLE REGISTRATION (L5 RESEARCH PROPOSAL)

Degree	Presentation to	Nature	Length
M-dissertation	Research Committee	Appendix D	Max. 2 500 words
PhD	Research Committee	Appendix D	Max. 4 000 words

3.2 RESEARCH COMMITTEE

The research proposal (L5 form)[3] and the information document (N5 form)[4] must be completed electronically (typed) on the prescribed form. Research proposals that do not follow the required format will be returned to the promoter. Unnecessary **capital letters in titles must be avoided**. The information on forms must be **typed**. No handwritten information is allowed. Research proposals must contain a **literature**. If there is no bibliography, the proposal will not be accepted by the Title Registration Committee. Refer to 3.1 regarding the length of the research proposal.

The following forms must reach the Secretariat of the Research Committee before the deadline date for inclusion in the agenda:
  i)   Research proposal (L5 form)
  ii) Information document (N5 form)
  iii) Proof of registration

Three examiners are assigned on recommendation by the supervisor/promoter/Head of Department (Refer to General Rules A80/A110). The supervisor/promoter must hand in a document confirming that the appointed examiners have accepted their nominations (in writing) together with confirmation of their correct postal addresses (if to be couriered) and e-mail addresses (if to be sent by e-mail).

The official title registration must occur within six months (Masters))/12 months(PhD/DTh) after the student's first registration.

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[3] See Appendix D for the official L5 form and Appendix E for an in-depth explanation of the L5 form. This form is available in electronic form from the Secretariat of the Research committee

[4] See Appendix F for the official N5 form. This form is available electronically from the Secretariat of the Research committee

The supervisor/promoter/Head of Department/representative must present the documents to the committee. The person that presents the documents must be present in person or via video conference in order to answer questions.

After approval, the accepted titles are presented to the next Faculty Board meeting. Titles that were referred back must again be presented at the next research committee.

Steps	Honours[1]	Master's Structured	Master's Dissertation	PhD/DTh Thesis
1. Selection phase				
Phase 1				
Previous qualifications[1]	✓	✓	✓	✓
A shortened CV	✓	✓	✓	✓
Research interest (maximum 1000 words)			✓	✓
Departmental requirements	✓	✓	✓	✓
Phase 2				
Access to the library[1]			✓	✓
Reading list			✓	✓
Notification of intention to present a proposal			✓	✓
Presentation of interim research proposal[1]			✓	✓
Capacity judging[1]	✓	✓	✓	✓
2. Application for admission and registration				
Submitting UFS application form	Before 30 Sept.	Before 30 Sept.	Any time of the year[1]	Any time of the year[1]
Registration of module(s)	January and July	January and July	Any time of the year	Any time of the year
3. Orientation of the student after registration				
First guidance conversation			✓	✓
Sign contract			✓	✓
4. Guidance of the student				
First three months(M)/six months (Ph.D/D.Th): Ethical clearance Title registration	✓	✓	✓ ✓ ✓	✓ ✓ ✓
Milestones	Full-time: 1 year Part-time: 2 years	Full-time: 1 year Part-time: 2 years	Full-time: 1 year Part-time: 2 years	Full-time: 2 years Part-time: 4 years
Progress report[1]	Annually during the last research committee sitting of the year	Annually during the last research committee sitting of the year	Annually during the last research committee sitting of the year	Annually during the last research committee sitting of the year

3.3 ETHICS AND RESEARCH

Research	Presentation to	Type
Research project	Research Committee	Electronic ethical clearance
Mini-dissertation	Research Committee	Electronic ethical clearance
Dissertation	Research Committee	Electronic ethical clearance
Thesis	Research Committee	Electronic ethical clearance

3.4 PRESENTATION AND FORMAT

It is the responsibility of the students to ensure that the format of the research is in accordance with the University of the Free State's requirements.[5]

Degree	Research	Length (words)	NQF-level
PG Diploma	Research report	8 000	NQF 8 24(Credits)
Honours	Research report	10 000	NQF 832(Credits)
M Div	Mini-dissertation	20 000 – 30 000	NQF 960(Credits)
M-structured	Mini-dissertation	20 000 – 30 000	NQF 9 60 (Credits)
M-research	Dissertation	30 000 – 50 000	NQF 9 180(Credits)
PhD	Thesis	70 000 – 100 000	NQF10360 (Credits)

Final submission
Honours

Form of research:	Research report
Notification of submission:	None
Place of submission:	Department
Date of submission:	As determined by Department
Form of submission:	As determined by Department

Postgraduate Diploma

Form of research:	Research report
Notification of submission:	None
Place of submission:	Department
Date of submission:	As determined by Department
Form of submission:	As determined by Department

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[5] For an exposition of the format requirements and declarations that must be included, refer to General Rules under each relevant qualification.

MA/MTh

Form of research: Mini-dissertation
Notification of submission: None
Place of submission: Department
Date of submission: As determined by Department
Form of submission: As determined by Department

MDiv

Form of research: Mini-dissertation
Notification of submission: None
Place of submission: Department
Date of submission: As determined by Department
Form of submission: 1 ring-bound copy, 1 electronic copy

MTh (Research)

Form of research: Dissertation
Notification of submission: Any time of the year, on the prescribed forms, and with consideration of the deadlines for graduation ceremonies[6]
Place of submission: George du Toit Admin. building[7]
Date of submission: Any time of the year, with consideration of the date on which notification of submission was given[8]
Form of submission: Three ring-bound copies in A4 format or electronic copies saved in the prescribed electronic format.[9]

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[6] The supervisor/promoter must give permission for the notification of submission. The prescribed form can be obtained from Ms Rebecca Dipyere – dipyererd@ufs.ac.za / 051 401 2722.
The closing dates for the notification of submission is:
    i)   before or on the last workday of October for the graduation ceremony in July of the next year
    ii)   before or on the last workday of April for the graduation ceremony in December of the same year.

[7] Postgraduate administration officer: Ms Rebecca Dipyere - dipyererd@ufs.ac.za / 051 401 2722.

[8] The final submission of the research occurs:
    i)   before or on the first workday in February if the notification of submission was in October
    ii)   before or on the first workday in July if the notification of submission was in April.

[9] Candidates may contact Ms Marilyn Meyer at 051 4012723 or meyermj1@ufs.ac.za to obtain the formal academic guidelines of the university for the submission of the dissertation/thesis for examination. Rule A83.6 may also be referred to in the General Rules

PhD

Form of research:	Thesis
Notification of submission:	Any time of the year, on the prescribed forms, and with consideration of the deadlines for graduation ceremonies [10]
Place of submission:	George du Toit Admin. building[11]
Date of submission:	Any time of the year, with consideration of the date on which notification of submission was given [12]
Form of submission:	Any time of the year, with consideration of the date on which notification of submission was given [13]

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[10] The supervisor/promoter must give permission for the notification of submission and ensure examiners have been appointed and accepted nominations in writing. The prescribed vorm (notice of submission) can be obtained from Ms Rebecca Dipyere – dipyererd@ufs.ac.za / 051 401 2722.
The closing dates for the notification of submission is:
  i)   before or on the last workday of October for the graduation ceremony in July of the next year
  ii)   before or on the last workday of April for the graduation ceremony in December of the same year.

[11] Postgraduate administration officer: Ms Rebecca Dipyere – dipyererd@ufs.ac.za / 051 401 2722.

[12] The final submission of the research occurs:
  i)   before or on the first workday in February if the notification of submission was in October
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[13] Candidates must contact Ms Rebecca Dipyere at 051 4012722 or dipyererd@ufs.ac.za to obtain the formal academic guidelines of the University for the submission of the dissertation/thesis for examination. Also refer to General Rule A83.6

4. QUALITY

As far as is known, there is no single **official UFS document** available that provides unambiguous guidelines regarding the quality of research on Hons, master's, and doctoral level. The following guidelines on which conclusions can be based are available:

- UFS Quality Enhancement Framework (13 March 2014).
- Regulations for the programmes and guidelines for external assessors (specifically for master's dissertations and doctoral theses).
- National Qualification Framework of SAQA with the exit-level indicators. Ten skills that progressively increase are identified (see www.saqa.org.org.za).
- Clarity on quality and a relatively uniform Faculty view on this is of utmost importance to improve quality. This document provides a few guidelines about this in a minimalistic way. The assumption is that quality is a complex issue which can be understood in more than one way. Still, each supervisor should be able to articulate it and draw the contours of a criteriology.

	Observations	Hons	M	D
Content				
Field of knowledge Thematic	This is the central indicator and often does not receive sufficient attention.	B	A	A
Problem solving Knowledge production	On postgraduate level the *focus* is on the creation of *new knowledge.*	B	M	A
Contribution Impact	The *final consideration*; difficult to determine in the short term.	B	M	A
Design				

Focus – *what?*
     Problem statement
     Secondary questions
		M	A	A

Justification – *why?*
     Existing research/literature review
     Broader intellectual horizon
     Social meaningfulness
		M	A	A

Theoretical basis – *how?*
     Research paradigm
     Methodology
     Ethical character
		B	M	A

Rhetorical character - *how?*
     Structure and advancement
     Argument
     Coherency
     Balance
		B	A	A

Linguistic character - *how?*		B	A	A
Referencing technique - *how?*		A	A	A
Physical presentation - *how?*				

(Indicators of quality: <u>Key</u>: B - Basic, M - Medium, A – Advanced)

5. ENDOWMENT OF SKILLS

As far as is known, there is no **synopsis** of skills which a postgraduate student must possess and with which they must be equipped. The issue here is generic in nature and is also not contentious.

The following **table** provides a list of **knowledge** and **skills** that a postgraduate student must possess and with which they must be equipped during study. The *primary purpose* of postgraduate study, besides the creation of new knowledge, is to *create the next generation of researchers*. For this reason the acquisition of advanced skills is of the utmost importance.

Key: B - Basic, A - Advanced

	Hons	M	D
KNOWLEDGE/Understanding of:			
Nature of research, research process, research project E.g.: what is a research problem, what research exists	B	A	A
Nature of official expectations with regards to level of programme E.g.: NQF levels	A	A	A
The relevant academic discipline E.g.: history, trends, issues	B	A	A
Theoretical basis of research E.g.: different research paradigms and methodologies	B	A	A
Available services to postgraduate students at UFS	A	A	A
Mutual responsibilities of student and supervisor	A	A	A
SKILLS with regard to:			
Computer and Internet usage	A	A	A
Library usage; specifically electronic databases	A	A	A
Referencing techniques; specifically Harvard method	A	A	A
Language and style	A	A	A
Argumentation	B	A	A
Orthography	A	A	A
Personal time management	A	A	A

A *number of questions* relating to this can be asked:

- Which of these knowledge and skills must exist with admission?
- How does one determine remedial services?
- Who is **responsible** for equipping postgraduate students?

The Department should probably compile and implement a policy for the first two questions. Regarding the third question, there are at least three parties responsible: the supervisor, the Faculty, and the Postgraduate School. The student's own responsibility should also be emphasised.

The following should act as **guidelines**:

- Each department should implement a basic method to determine which skills a student must possess.
- Each student (together with the supervisor) must identify a list of skills that can be improved upon.
- Each year, the Faculty must make optimal use of the two research days for students.
- Students must continuously make use of the services of the Postgraduate School and annually report on this to the supervisor.

6. GUIDANCE

During the first guidance discussion, the supervisor/promoter and student form an official written agreement in which each of their responsibilities are indicated.[14]

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[14] See Appendix G for the template of the agreement between the supervisor/promoter and student.

7. EXAMINATION

7.1 EXTERNAL ASSESSMENT

Research:	Assessor/s	Pass requirements
Research project	1 internal examiner and 1 external examiner	50% min.
Mini-dissertation	1 internal examiner and 1 external examiner	50% min.
Dissertation	3 (min 2 external examiners who are recognised experts in their fields)	50% min.
Thesis	3 (min 2 external examiners – one being an expert of recognised international standing)	50% min.

7.2 JUSTIFICATION

After the examiners have approved the thesis (according to the rules of the UFS), a justification follows. The justification is a probing conversation between colleagues / interested persons about the thesis and a celebration of the completion of the thesis. It is validation, not defence.[15] The purpose is to do justice to the thesis, not to re-examine it.

The candidate has 20 minutes to present his/her case.

Two colleagues who are appointed by the Head of the Department ask questions for 20 minutes. Departments who also want to ask questions can do so, as well as interested persons at the Faculty, which can include people from outside. Questions are made available to the candidate beforehand, but the discussion has its own dynamics. It is an open discussion and isn't strictly structured according to departments or persons. Promoters and co-promoters may also participate in the discussion.

Departments must budget to involve colleagues.

The discussion ends after one hour; then the Faculty convenes and the Dean declares that the thesis is approved.
A small reception provided for by the candidate follows.

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[15] In exceptional cases exemption of this justification may be requested from the Dean.

7.3 SUBMISSION OF FINAL COPY AFTER EXAMINATION – ONLY DISSERTATIONS AND THESES

Research report
Requirements as per department

MA/M.Th. mini-dissertation
Requirements as per department

MDiv mini-dissertation

One copy of the dissertation is submitted electronically on a CD in A4 format to the relevant department on or before the submission date.

The CD copy, as well as the case, must be clearly marked with the name of the student, student number, year, and the title of the dissertation. A smaller version of the dissertation's front page should also be printed and placed inside the CD case.

Together with the CD copy, a final printed A4-format copy that is neatly ring-bound should be submitted for archival purposes.

Dissertations and theses

After successful examination and editorial review, a neatly bound hard copy should be submitted to the supervisor/promoter and fellow supervisor/co-promoter (if relevant).

One CD version with the complete document (text, abstract, keywords, illustrations, map, etc.) should be added in <u>one</u> pdf format file for library use.

Both the hard copies (if applicable) and the CD version should be submitted to the Registrar: Student Academic Services.

8. PUBLICATION

It is obviously of importance that research results are made available. The lack of 'visibility' is often the reason why research has no impact. It is strongly advised that during their studies, students should submit their interim research results to accredited journals for publication. In this way, a student can write one publishable
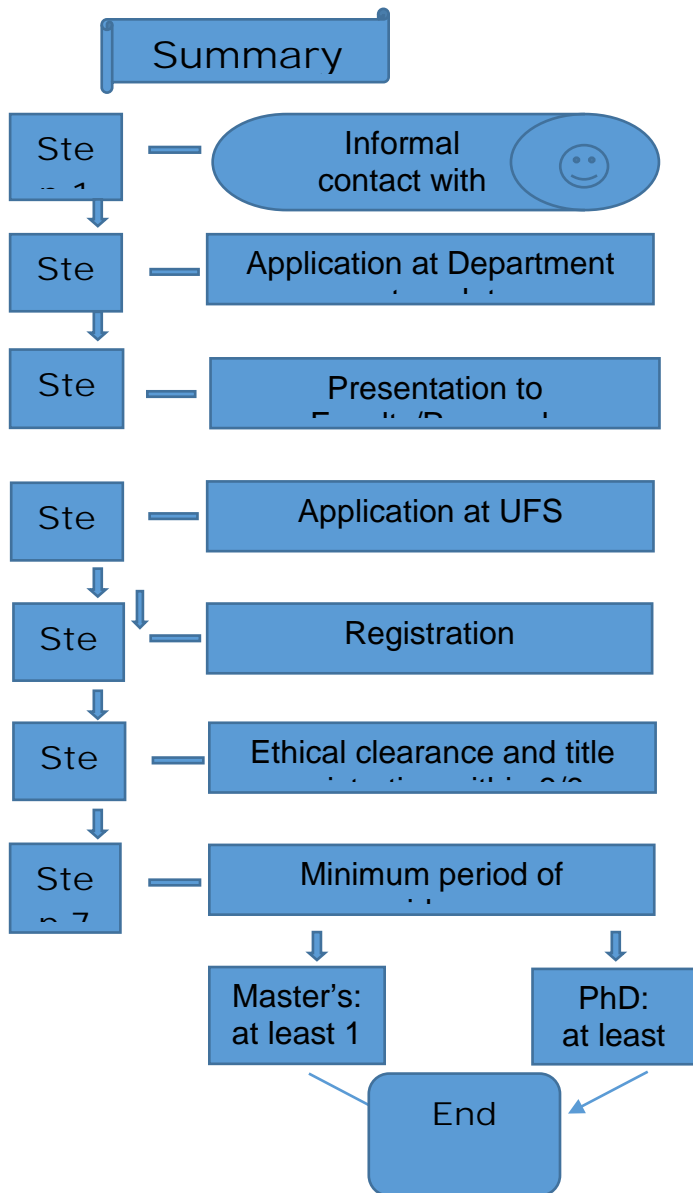
article after completion of the study, but before graduation. The supervisor would be able to judge if an article is publishable or not.

9. CONCLUSION

This report was compiled with the understanding that at this stage it does not address all the aspects of the research process. The aim is that it should be developed annually. The following issues are not mentioned in this report and should be included in the future:

- Complete list of all available official regulations
- Faculty policy on Ethics and Research
- Guidelines – research paradigms and methodology
- NQF – levels and programme expectations
- Guidelines – argument theory
- Orthographic guidelines & style guide
- Template – Evaluation of research proposals by Title Registration Committee
- Guidelines – M Div 2 dissertations

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APPENDIX A – Flow chart

Summary

Step 1 — Informal contact with 🙂

Step 2 — Application at Department

Step 3 — Presentation to Faculty/Research

Step 4 — Application at UFS

Step 5 — Registration

Step 6 — Ethical clearance and title registration within 2/3

Step 7 — Minimum period of

Master's: at least 1

PhD: at least

End

APPENDIX B – Preregistration research proposal

<table>
<tr><td colspan="3" align="center">FACULTY OF THEOLOGY / FAKULTEIT TEOLOGIE

PREREGISTRATION RESEARCH PROPOSAL: MASTER'S & DOCTORAL STUDENTS</td></tr>
<tr><td colspan="3" align="center">Particulars <u>must</u> be typed / Alle inligting moet <u>getik</u> wees</td></tr>
<tr><td>1</td><td colspan="2" align="center">**STUDENT'S PARTICULARS / *STUDENT SE INLIGTING***</td></tr>
<tr><td>1.1</td><td>Title (e.g. Mr/Mrs)
Titel (bv. Mnr/Mev)</td><td></td></tr>
<tr><td>1.2</td><td>Surname
Van</td><td></td></tr>
<tr><td>1.3</td><td>Christian or given names
Doopname</td><td></td></tr>
<tr><td>1.4</td><td>Student number *Studentenommer*</td><td></td></tr>
<tr><td>1.5</td><td>Postal address
Posadres</td><td></td></tr>
<tr><td>1.6</td><td>Physical address
Fisiese adres</td><td></td></tr>
<tr><td>1.7</td><td>Telephone number
Telefoonnommer</td><td></td></tr>
<tr><td>1.8</td><td>E-mail/ *Epos*</td><td></td></tr>
<tr><td>1.9</td><td>Grade Reeds behaal (waar en wanneer)
Degrees already obtained (where and when)
(attach a study record)</td><td></td></tr>
<tr><td>1.10</td><td>Faculty
Fakulteit</td><td></td></tr>
<tr><td>1.11</td><td>Department
Departement</td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>2</td><td colspan="2" align="center">**DEGREE OF INTEREST / VOORNEMENDE GRAAD**</td></tr>
<tr><td></td><td colspan="2"></td></tr>
<tr><td>3</td><td colspan="2" align="center">**TITLE OF RESEARCH PROPOSAL**</td></tr>
</table>

Please write a short research proposal (maximum <u>1 000 words</u>) according to the following format:
1. **RESEARCH** *BACKGROUND*   Why are you interested in this field of research?
2. **RESEARCH** *PROBLEM*   Which specific research problem do you want to address?
3. **RESEARCH** *REVIEW*   What reading have you already done on this field? Indicate the most important sources according to the Harvard referencing method (attach a bibliography).
4. **RESEARCH** *APPROACH*   What form of research methodology are you contemplating? How do you think your argument will generally progress?
5. **RESEARCH** *SCHEDULE*   What is your provisional/planned timeframe to complete the study?
6. **RESEARCH** *CONTRIBUTION*   What specific contribution can this research make? What new knowledge do you aim to generate? Who will benefit from this research?
7. **RESEARCH** *ETHICS*   How would you ensure the highest ethical standards in your research?

	SIGNATURE AND DATE/ HANDTEKENING EN DATUM
STUDENT	
HEAD OF DEPARTMENT/ DEPARTEMENTSHOOF	

APPENDIX C – Progress report

TEMPLATE – ANNUAL PROGRESS REPORT

DEPARTMENT: ………………………………....
HEAD OF DEPARTMENT: …………………………………….
DATE OF SUBMISSION: …………………………………….

STUDENT Name: Student number: Programme:	YEAR 1 REGISTRATION	PROGRESS *PAST* YEAR *Short* description	RECOMMENDATION(S)

Or as requested by the Post-Graduate School

APPENDIX D - L5 Research Proposal

UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
FACULTY OF THEOLOGY / FAKULTEIT TEOLOGIE
RESEARCH PROPOSAL: MASTER'S & DOCTORAL STUDENTS

Particulars <u>must</u> be typed / Alle inligting moet <u>getik</u> wees

1	STUDENT'S PARTICULARS / *STUDENT SE INLIGTING*	
1.1	Title (e.g. Mr/Mrs) *Titel (bv. Mnr/Mev)*	
1.2	Surname *Van*	
1.3	Christian or given names *Doopname*	
1.4	Student number *Studentenommer*	
1.5	Postal address *Posadres*	
1.6	Physical address Fisiese adres	
1.7	Telephone number *Telefoonnommer*	
1.8	Grade Reeds behaal (waar en wanneer) Degrees already obtained (where and when)	
1.9	Faculty Fakulteit	
1.10	Department Departement	

2	DEGREE IN RESPECT OF WHICH TITLE IS BEING REGISTERED / GRAAD TEN OPSIGTE WAARVAN TITEL GERIGISTREER WORD	
3	DETAILS OF RESEARCH / *STUDENT SE INLIGTING*	
3.1	Title of Dissertation/Thesis *Titel van Verhanderling/Proefskrif*	
3.2	PLEASE FURNISH SUFFICIENT INFORMATION UNDER THE FOLLOWING HEADINGS FOR EVALUATION BY THE FACULTY BOARD (Please limit the information to ten pages only): *VERSTERK ASSEBLIEF VOLDOENDE INLIGTING ONDER DIE VOLGENDE HOOFDE VIR BEOORDELING DEUR DIE FAKULTEITSRAAD (Beperk dit tot tien bladsye):*	
3.2.1	Research Problem/ *Navorsingsprobleem*	
3.2.2	Details of the prior study that was done/ *Besonderhede van die voorafstudie wat gedoen is*	
3.2.3	Research methodology/ *Navorsingsmetodologie*	
3.2.4	Procedure and scheduling/ *Prosedure en skedulering*	
3.2.5	Value of the study/ *Waarde van die studie*	
3.2.6	Ethics of research methodology/ *Etiek van navorsingsmetodologie*	
	UNDERSIGNED GRANT PERMISSION THAT THE RESEARCH PROJECT EXPOUNDED IN 3.2.1-3.2.5 MAY BE SUBMITTED/ *ONDERSTAANDE PERSONE GEE HIERMEE TOESTEMMING DAT DIE NAVOR-SINGSPROJEK SOOS UITEENGESIT ONDER 3.2.1 - 3.2.5 VOORGELê MAG WORD*	
		SIGNATURE AND DATE/ HANDTEKENING EN DATUM
	SUPERVISOR/PROMOTER/ STUDIELEIER/PROMOTOR	
	JOINT SUPERVISOR/JOINT PROMOTER/ MEDESTUDIELEIER/MEDEPROMOTOR	
	STUDENT	
	HEAD OF DEPARTMENT/ DEPARTEMENTSHOOF	

APPENDIX E L5 – Research proposal Guideline

The following guidelines refer to points 3.2.1-5 of the **TITLE REGISTRATION FORM L5.**

1. Research background

Provide a short motivation of why you are interested in this field of research. Position yourself within the specific discipline of theology.

2. Research problem (the 'what' of the study)

The section deals with the question: Which matter is to be investigated, and for what purpose? The key terms are: *problem statement and purpose.* These two aspects are closely interwoven, but can be distinguished as follows:

- The *problem statement* deals with the *question* calling for research. There is a difference between a *theme* (an area of study) and a *problem* (something specific we do not know) A distinction should also be made between a *research* and a *practical* problem. The research must be justifiable, for example by investigating a specific hiatus in existing scientific knowledge, or researching already existing observations in greater depth, or amending or adapting existing viewpoints on the basis of new research. The scientific validity of the problem within the specific research field must be clearly evident. The problem should be *specific, clear, significant* and *answerable*. In addition to a central research question, one could also formulate *secondary or auxiliary questions*. These questions could correspond to each chapter to guide the thrust of the argument and to set a clear task to be accomplished by each chapter.
- The *purpose* contains two aspects: (a) the overall point pursued in the study, which (b) could lead to sub-intentions (called objectives).

3. Research review (the 'from where' of the study)

This section is directed at an exploration of the research that has already been done in this field in order to illustrate the suitability and originality of the proposed research. The results of preliminary research by the candidate himself can also serve to demonstrate the importance and feasibility of the proposed research.

The reading should account for the *state of the scholarship* of the discipline and specifically on the specific problem to be investigated. The initial reading should convey satisfactory acquaintance with the academic state of reflection and the best literature available on the research problem. Research fundamentally addresses lacunae in the state of scholarship.

A thorough insight into the problems of the field of research will, among others, enable the candidate to formulate a title that can stand the test of validity and feasibility.

It must be possible to determine the reasonable availability of literature from the prior study. Provide a bibliography as an addendum.

4.   Research approach or methodology (the 'how' of the study)

This section answers the question: How am I going to conduct the research? *Theory* and *method* are the keywords here. These two aspects qualify each other mutually, and are also linked directly to the *nature* (literature study, text analysis or empirical study - or combinations thereof) and *purpose* of the study. One cannot be too prescriptive in this respects, but the candidate must form a clear image of how the study is to be conducted, and must be as specific as possible in its formulation.

Theory refers to the theoretical approach that is the foundation of the project. Within which 'paradigm' of thinking does the study operate? Underlying research is a certain understanding of the nature of human knowledge and consequently of the nature of scientific research. The proposal should reflect an acquaintance with various *research paradigms* and indicate the choice of the researcher. Methodology should not be confused with an epistemological *research paradigm*, although there are obviously intersections.

A *method* or *methods proceeds* from the theory and embodies it. For example: (1) The methods of Form and Editorial history are linked to the historically critical text theoretical approach; (2) questionnaires and interviews are relevant in a qualitative pastoral study.

5.   Research structuring, procedure and scheduling (the 'along which' of the study)

Recording research entails fundamentally argumentation, and an initial *structuring of the argument* is crucial to guide the process. A tentative *'table of contents'* can even be provided - to indicate how the candidate visualizes which aspects of the research will be given attention, and in which order. Balances, coherence and integration should be attended to.

Procedure is closely linked to study methods, but focuses on the way along which the method(s) are put into operation. It normally comprises: data collection/studying of texts and/or literature, data analysis/evaluation, and recording and distribution of results.

Scheduling is the operationalisation of the procedure. What phases are distinguishable in the research; in what order will it be done; how long will it take? etc.

6.   Research contribution (the 'why' of the study)

This section deals with the question: Why should the study be conducted? The significance of the study for science and the community should be considered. The *justification* of the research is critically important. The wider social need of this specific problem-solving and knowledge production should be accounted for.

The *specific contribution* to the generation of *new knowledge* should be clearly intimated.

Obviously the possibility of directly implementing the research results will vary from project to project. "Value" should therefore not be regarded as merely functionalistic. It is rather concerned with the deeper understanding, insight and advantages that the study may bring to die God/man relationship. The limitations of the project (and the researcher!) should also receive attention.

7.   Research ethics (the 'is this allowed?' of the study)

The candidate must ascertain that the research undertaken complies with the highest ethical standards at all times. 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.

This entails that:
- there is no misrepresentation concerning the aims of the research and the involvement of participants;
- the participants are informed about which data will ultimately be made public;
- the confidentiality of sensitive information is guaranteed without prejudice to the scientific nature of the research;
- respect is shown for the convictions, dignity and rights of the participants;
- "the other" (participants and opinions) is represented (portrayed) in a balanced manner and with integrity, without any labelling and stereotyping;
- the research does not pose any harm or risks to the participants;
- consent is obtained from the participants for their participation in the research;
- consent is obtained from potential instances, such as churches, government institutions, hospitals, schools, and so on, involved in the research;
- inclusive language is used;
- the research methods are relevant and suitable in order to achieve the intended objectives;
- the candidate avoids the absolutisation of methods and his/her own insights;
- the candidate ascertains possible disputes and debates in the scientific community about her/his research methods, and that
- plagiarism in any form is avoided.

This list is by no means exhaustive. The candidate must, therefore, ascertain further possible ethical aspects that may impact on his/her research. This must take place in close cooperation with the study leader and the department in which the research is undertaken.

In summary: In this section, the candidate must briefly indicate possible ethical aspects in her/his research and the measures s/he is taking in order to comply with the highest ethical standards and best practices.

APPENDIX F – N5 Form
N5 Titelregistrasie / Wysiging:Titel en/of Paneel
N5 Title Registration / Amendment: Title and/or Panel

Aansoek om Titelregistrasie (M- en D-grade)
Application for Title Registration (M and D degrees)

Dui asseblief aan/*Please indicate*:

Verhandeling/*Dissertation* [ ]   Proefskrif/*Thesis* [ ]

Jaar van eerste registrasie (as student) *Year of first registration (as student)*		*Studentenommer *Student number*	
Studiekode (bv. 2700) *Study code (e.g. 2700)*		*Graadbenaming *Name of degree*	
Modulekode (bv. SIL700) *Module code (e.g. SIL700)*		*Departement *Department*	
*Volle name en van *Full names and surname*			

Interne registrasie *Internal registration* [ ]   Wysiging van titel *Amendment of title* [ ]

Eksamenpaneelwysiging *Amendment panel of examiners* [ ]

Titel (nuwe of gewysigde titel) / *Title (new or amended title)*
Moenie titel alles in hoofletters tik of skryf nie/Do not type or print title in capital letters only

*Vorige titel (net van toepassing indien 'n titelwysiging gedoen word)
Previous title (only applicable if the title is being amended):

INTERNE STUDIELEIER/PROMOTOR *INTERNAL SUPERVISOR/PROMOTER*		**EKSTERNE STUDIELEIER/PROMOTOR** *EXTERNAL SUPERVISOR/PROMOTER*	
UV-personeelnommer *UFS staff number*		UV-personeelnommer *UFS staff number*	
Titel, Voorletters en Van *Title, Initials and Surname*		Titel, Voorletters en Van *Title, Initials and Surname*	

Gebou en kamernommer (bv. S2)
Building and room number (e.g. S2)

Telefoonnommer
Telephone number

Eposadres
Email address

Faksnommer
Fax number

Is hy/sy ook 'n assessor?   Ja/*Yes*   Nee/*No*   **x**
Is he/she an assessor as well?

Handtekening/*Signature*

Datum/D*ate*:

Dui hier aan **slegs** indien u 'n interne personeellid is en
net as assessor gaan optree
*Indicate here **only** when you are an internal staff member
and will act **only** as assessor*

Adres
Address   Code:

Telefoonnommer
Telephone number

Eposadres
Email address

Faksnommer
Fax number

Is hy/sy ook 'n assessor?   Ja/*Yes*   Nee/*No*
Is he/she an assessor as well?

Handtekening/*Signature*

Datum/D*ate*:

---

*Entiteit waaruit eksterne personeel vergoed moet word
Entity from which external staff must be remunerated

*Handtekening: Departementshoof
Signature: Head of Department

*Handtekening: Dekaan
Signature: Dean

*Datum/D*ate*:   *Datum/D*ate*:

INTERNE MEDESTUDIELEIER/PROMOTOR *INTERNAL CO-SUPERVISOR/CO-PROMOTER*	**EKSTERNE MEDESTUDIELEIER/PROMOTOR** *EXTERNAL CO-SUPERVISOR/C0-PROMOTER*
UV-personeelnommer *UFS staff number*	UV-personeelnommer *UFS staff number*
Titel, Voorletters en Van *Title, Initials and Surname*	Titel, Voorletters en Van *Title, Initials and Surname*

Gebou en kamernommer (bv. S2) *Building and room number (e.g. S2)*	Adres *Address*　　　　　　　　　　　Code:
Telefoonnommer *Telephone number*	Telefoonnommer *Telephone number*
Eposadres *Email address*	Eposadres *Email address*
Faksnommer *Fax number*	Faksnommer *Fax number*
Is hy/sy ook 'n assessor? *Is he/she an assessor as well?*　　Ja/*Yes*　　Nee/*No*	Is hy/sy ook 'n assessor? *Is he/she an assessor as well?*　　Ja/*Yes*　　Nee/*No*
Handtekening/*Signature*	Handtekening/*Signature*
Datum/D*ate*:	Datum/D*ate*:

Neem asseblief kennis:	**Please note:**
Wanneer 'n student beoog om 'n verhandeling/proefskrif in te lewer met die oog op die toepaslike **-gradeplegtigheid**, moet die studieleier/ promotor toesien dat die titel van die verhandeling/proefskrif **korrek** geregistreer is en die assessore aangewys is voor die laaste navorsingskomitee en Fakulteitsraad. *Verwys na Algemene Regulasies*	When a student intends to hand in a dissertation/thesis with a view to the applicable **graduation ceremony**, the supervisor/promoter must see to it that the title of the dissertation/thesis is registered **correctly** and the assessors appointed before the last research committee and faculty board. *Refer to General Regulations*

INTERNE/EKSTERNE ASSESSOR 1 *INTERNAL/EXTERNAL EXAMINER 1*	**EKSTERNE ASSESSOR 2** *EXTERNAL EXAMINER 2*
UV-personeelnommer *UFS staff number*	UV-personeelnommer *UFS staff number*

Titel, Voorletters en Van *Title, Initials and Surname*		Titel, Voorletters en Van *Title, Initials and Surname*	
Kundigheid ten opsigte van akgebied/onderwerp *Expertise in terms of discipline/topic*		Kundigheid ten opsigte van vakgebied/onderwerp *Expertise in terms of discipline/topic*	
VERPLIGTEND Adres in afr *Address in eng.* Code:		COMPULSORY Adres in afr *Address in eng.* Code:	
Telefoonnommer *Telephone number*		Telefoonnommer *Telephone number*	
Selnommer *Cell number*		Selnommer *Cell number*	
Eposadres *Email address*		Eposadres *Email address*	
Faksnommer *Fax number*		Faksnommer *Fax number*	

EKSTERNE ASSESSOR 3
EXTERNAL EXAMINER 3

UV-personeelnommer *UFS staff number*	
Titel, Voorletters en Van *Title, Initials and Surname*	
Kundigheid ten opsigte van akgebied/onderwerp *Expertise in terms of discipline/topic*	
VERPLIGTEND Adres in afr *Address in eng.* Code:	
Telefoonnommer *Telephone number*	
Selnommer *Cell number*	
Eposadres *Email address*	
Faksnommer *Fax number*	

Instruksies vir die invul van die vorm

1. Hierdie vorm moet in ENKELVOUD deur die studieleier/promotor ingevul word en betyds aan die sekretariaat van die navorsingskomitee gestuur word. Met laat indiening sal die aansoek oorstaan tot 'n volgende rondte titelregistrasies.
2. Na verwerking deur die Fakulteitsekretaris word hierdie vorm na die Administrasie of relevante Departement gestuur.
3. Indien die *titel* of *eksamenpaneel* ná goedkeuring deur die Fakulteitsraad gewysig word, *moet* hierdie vorm opnuut ingevul en weer vir goedkeuring voorgelê word.
4. Afdelings met 'n * gemerk, moet altyd ingevul word, al is dit 'n hervoorlegging.
5. Besonderhede moet ingetik wees.

Instructions for completion of the form
1. A SINGLE COPY of this form must be completed by the supervisor/promoter and must be sent to the secretariat of the research committee on time. Late submissions will be deferred to the next round of title registrations.
2. After completion and processing by the Faculty Secretary, the form must be sent to Administration or relevant Department.
3. If a formerly approved *title* or *panel of examiners* needs amendment, this form *must* be completed again and re-submitted for approval.
4. Sections marked with a * must always be completed, even though it may be a re-submission.
5. Particulars must be typed.

APPENDIX G – Study guidance agreement between supervisor/promoter and student

UNIVERSITY OF THE FREE STATE
FACULTY OF THEOLOGY
STUDY GUIDANCE AGREEMENT BETWEEN POSTGRADUATE STUDENT AND SUPERVISOR/PROMOTER[16]

The proposed agreement will indicate through clearly formulated tasks the responsibilities of the postgraduate candidate and the responsibilities of the supervisor/promoter. By signing the document, the respective parties agree to fulfil the responsibilities, and a concrete contribution is made to improving the quality of postgraduate research.

1.   Candidate details

• Full name and surname:	
• Student number:	
• Registered for degree:	
• Postal address	
• E-mail address:	
• Telephone number(s): H: W: Cell:	

Previous academic qualification(s):

• Degree(s)	•

Title of research project:

• Title:	•

2.   Supervisor/Promoter details

• Full name and surname:	
• Staff number:	
• Postal address:	
• Email address:	
• Telephone number(s): H: W: Cell:	

Academic qualifications:

• Degree(s)	• •

---

[16] Compare the guidelines in the policy document for master's and doctoral studies, section 4.3.3, p. 10.

3. **Study guidance arrangements**

3.1. **Supervisor's responsibilities**
- Confirmation of whether the proposed research falls within the specialist/focus field.
- Finalisation of the project proposal with the candidate.
- Provision of an initial reading list.
- Management and control of skills guidance (language and computer training) for the further development of the candidate.
- Record-keeping of the study guidance process.
- Control of reporting.
- Commenting on work delivered for the purpose of completing the research.
- The supervisor must establish a timeframe in collaboration with the student so that the student can complete the study in the minimum time.

3.2. **The supervisor's responsibilities do <u>not</u> include the following:**
- Financial arrangements on behalf of the candidate.
- The development/improvement of sub-average material on behalf of the candidate.
- Language editing of the candidate's research.
- Applying finishing touches to research material, e.g. editorial revision of references.
- All administrative issues associated with the research, e.g. the duplication of the material.
- The development of the research project, time management, and the reaching of milestones is solely the candidate's responsibility.

3.3 **Candidate's responsibilities:**
- Taking responsibility for the financial costs associated with the study.
- Finalisation of the formal Application for Admission and Registration processes.
- Improving language and computer skills.
- Taking the initiative to contact the supervisor on a monthly basis.
- Finalisation of the research within the indicated timeframe.
- Taking responsibility for all administrative aspects associated with the research.

The agreement is between

Name and surname:	
Student number:	
Signature:	
Date:	

And

Name and surname of supervisor/promoter:	
Signature:	
Date:	

Confirmation – Head of Department

Name and surname:	
Signature:	
Date:	

APPENDIX H – <u>ETHICAL RISK ASSESSMENT CHECKLIST</u>

Please complete the *Ethical Risk Assessment Checklist* by answering each question below. The completed checklist should be attached to your Research Ethics Committee application documents.

If any of the items in the checklist have been ticked "YES" below, the outcome of ethical risk assessment is considered to be in a low to significant risk level higher than research that could pose a risk above the everyday norm. Therefore, a complete ethical review of your research project is needed.

It is possible that some items on the ethical risk checklist are ticked **"YES"** but the project would still be classified in the minimal risk level. If you believe that the data collection/research project only involves minimal risk, please provide further explanation under Paragraph 5 of this checklist.

For risks that have been identified, make sure that the following details of strategies are provided in research protocol:
- Minimise the likelihood of the event occurring
- Manage the risk

1.   PARTICIPANTS

<u>No</u>	<u>Description</u>	<u>Yes</u>	<u>No</u>
1.1	It is possible that an individual or definable group will be identified during research process and it is likely to be of concern.		
1.2	The participation of children and young people (under 18 years of age) other than in normal instructional or educational activities		
1.3	Participants may include children or young people (under 18 years of age) without parent consent		
1.4	Participants may include those who are unable to give informed consent and consent will only be obtained at a later stage		
1.5	Participants may include those who are in a dependent relationship (such as students/lecturers, patients/doctors, employees/employers)		
1.6	Recruitment of participants from vulnerable groups such as the elderly, pregnant women, the dying, unconscious patients, the mentally ill or handicapped, prisoners, ext.		

2.   DATA COLLECTION

<u>No</u>	<u>Description</u>	<u>Yes</u>	<u>No</u>

2.1	Collection, use or disclosure of personal information from an organisation without consent of the participant		
2.2	Collection, use or disclosure of personal information from a private sector organisation without consent of the participant		
2.3	Audio-visual recordings of participants which may be of a sensitive or compromising nature		
2.4	Use of a questionnaire, survey or interview (where the identity of the participant may or may not be recorded) that might be expected to cause discomfort, embarrassment, or psychological stress or harm		
2.5	The usage of potentially identifiable (including coded) storage methods		

3.   **PROCEDURES**

No	Description	Yes	No
3.1	Administration of drugs, placebo or any other forms of medical treatment (including ionising radiation) to participants		
3.2	Any form or physically invasive diagnostic, therapeutic or medical procedure such as blood collection, body fluid or tissue samples, exercise regime or physical examination		
3.3	Physical pain (i.e. more than mild discomfort) or psychological stress is likely to result from participation		
3.4	Research involving the deception of participants, concealment or covert observation		
3.5	Participants will be offered payments or inducements to encourage their involvement in the project		
3.6	Disclosure of the results of the project could put participants at risk of criminal or civil liability or be damaging to their financial standing, employability, professional or personal relationships		

4.   **RESEARCHER**

No	Description	Yes	No
4.1	There is a possible risk of physical threat, abuse or psychological trauma as a result of actual or threatened violence or the nature of what is disclosed during the interaction		
4.2	There is a possible risk of being in a comprising situation, in which there might be accusations of improper behaviour		
4.3	There is an increased exposure to risks of everyday life and social interaction, such as road accidents and infectious illness		

5. **<u>ADDITIONAL INFORMATION/MOTIVATION</u>**

_____
_____
_____
_____
_____
_____

<u>RISK LEVELS</u>

The following information should be used to determine the risk level of a research project.

1.   Research to be classified as minimal risk (not above the everyday risk)

Research that would be classified as minimal risk can be defined as research that would pose no risk above the everyday norm (every day risk standard). The magnitude and probability is not greater than the risks that a participant may experience in daily life in a stable society, or during routine physical or psychological investigations or tests. The research is not contrary to the best interest of the participant. The research topic is to be considered as non-controversial.

Research that could be classified as minimal risk includes:
- Projects that involve non-invasive procedures
- No apparent risk to participants above the everyday norm
- Participants (and/or organisations) are not identified

Examples are:
- Use of questionnaires/surveys (no sensitive questions included) sent to normal adult participants, and returned anonymously so that participants cannot be identified
- Recording information from groups of participants (rather than individual participants) in an educational setting where participants are not identified
- Record review using a de-personalised data system
- Research to be conducted with no human or environmental interaction e.g. policy review

2.   Research to be classified as low risk (above the everyday risk)

Research that would be classified as low risk can be defined as research that could pose a risk above the everyday norm (not including physical, psychological and social risk). Research usually involves more than minimal risk, but with the prospect of direct benefit. The potential risk is justified by the anticipated benefit that the research participant may gain from participating in the research; the benefit should be at least as favourable as the benefit resulting from the use of any alternative method or approach. The research has a high probability of providing significant generalizable knowledge. Such research could include research where participants (and/or organisations) may be identified during data collection but steps will be taken to ensure confidentiality. The risk topic is to consider as sensitive.

Examples are
- The use of a questionnaire or interview that does not involve sensitive issues, where participants may be identified during data collection
- Research involving children under the age of 18 years with parental consent but the research is not part of a normal instructional or educational activity
- A survey of university students conducted by the lecturer or by an employer amongst employees of that company
- Research where a discussion of a sensitive topic in an interview has potential to cause distress to participant
- Disclosure of information about poor practice or the disclosure of unmet health or social care needs

3.   **Research to be classified as significant risk**

Research that involves more than minimal risk, with no prospect of direct benefit, but which is likely to yield important generalizable knowledge regarding a condition. The research topics is to be considered as highly sensitive and/or conducted on vulnerable and marginalised communities. The research may involve the deception of the participants or investigating illegal activities. . Research that would be classified as significant risk includes:
- Research that involves invasive procedures or involve physical, psychological and social risk that involve greater than minimal or low risk to participants
- Research to be conducted on a vulnerable or dependent group e.g. persons with an intellectual or mental impairment, persons highly dependent on medical care, children, prisoners, pregnant women, refugees, etc.

- Research where participants (and/or organisations) may be identified during data collection and this is likely to be of great concern to them or have significant negative impact
- Where information, data and/or samples is collected and it is not possible to get the consent from participant before the research has started

Examples
- Research investigating potentially sensitive or contentious issues
- Research involving a clinical trial of a drug, or new form of medical treatment
- Any research that has the potential to cause discomfort or pain (either physical, psychological or social) beyond mild levels of inconvenience
- Research where participants are in a dependent relationship to any of the researchers and this may affect their decision to participate e.g. research on inmates in a prison by a prison officer
- Data collection taking place in an unfamiliar location with people not already known to researcher

Please note that the Research Ethics Review system is based on the risk rating and not the status of the researcher/applicant.

APPENDIX I - **Evaluation of an Honours Dissertation**

Examiner:	
Student:	
Title of dissertation:	
Study leader:	
Date sent:	

To the examiner

1.   The following are directives for the examination and the allocation of
       marks. Any examiner may feel free to add his own directives.

2.   The successful Honours candidate should comply with the following:

   o   Be able to consult applicable rescources: to interpret, compare and
        apply these to verify viewpoints and draw conclusions.
   o   More or less 30 scientific resources should be consulted; some of
        which should be recent academic articles.
   o   Be able to explain the subject; to put it into context with the research
        and to apply the correct methodology in the process.
   o   Emphasis is laid on a literature study.
   o   Be able to draw the necessary conclusions from the research.

DISSERTATION REPORT

(Give comment/recommendations on every sub section)

1	**PLANNING OF RESEARCH**		/20
1.1	Description of the research question		
1.2	Aim and method of research		
1.3	Correlation between research, aim and chapter division		
1.4	Clear comprehension and concept description		

2	**CHAPTERS**		/20
2.1	Do the chapters follow one another correctly?		
2.2	Is language usage clear and interesting?		
2.3	Are resources used effectively?		
2.4	Is the candidate able to compare viewpoints of different authors and then draw his own conclusion?		

3	CONCLUSION	/20
3.1	Is the research question answered satisfactorily?	
3.2	Does the candidate come to a valid and clearly expressed conclusion?	

4	GENERAL	/20
4.1	Language, style and technical skill	
4.2	Bibliography and references in the text	

5	LEVEL OF PERFORMANCE	/20
5.1	Is the general and specific research methodology clear?	
5.2	Are the reasoning and inferences logical?	
5.3	Is it clear from the dissertation that the candidate has a good understanding of his subject?	

6	**GENERAL COMMENT**

APPENDIX J - **Evaluation of a Masters Dissertation**

Examiner:	
Student:	
Title of dissertation:	
Study leader:	
Date sent:	

To the examiner

3.   The following are directives for the examination and the allocation of
    marks. Any examiner may feel free to add his own directives.

4.   The successful Masters candidate should comply with the following:

   o   Be able to consult applicable resources: to interpret, compare and
       appropriately apply these to verify viewpoints and draw conclusions for
       a own critical understanding.
   o   More or less 50 scientific resources should be consulted; a significant
       number of which should be recent academic articles.
   o   Be able to explain the subject; to put it into context with the research
       question and to apply the correct methodology in the process.
   o   Be able to draw the necessary conclusions from the research and
       describe appropriate recommendations and shortcomings.

DISSERTATION REPORT

(Give comment/recommendations on every sub section)

1	**PLANNING OF RESEARCH**	/20
1.1	Problem context and -statement	
1.2	Aim and method of research	
1.3	Correlation between research, aim and chapter division	
1.4	Clear comprehension and concept description	

2	**CHAPTERS**	/20
2.1	Do the chapters follow one another correctly?	
2.2	Is language usage clear and interesting?	
2.3	Are resources used effectively?	
2.4	Is the candidate able to compare viewpoints of different authors and eventually come to an application of an own model or	

	approach?	

3	**CONCLUSION**	/20
3.1	Findings: matching overall findings to the research question and objectives of the research.	
3.2	Interpretation of findings: which new territories are exploited?	
3.3	Recommendations and weaknesses: Are the recommendations and shortcomings that were highlighted appropriate?	

4	**GENERAL**	/20
4.1	Language, style and technical skill	
4.2	Bibliography and references in the text	

5	**LEVEL OF PERFORMANCE**	/20
5.1	Is the general and specific research methodology clear?	

5.2	Topic: Could the candidate succeed to utilize an appropriate framework to investigate the topic adequately?	
5.3	Was the level of understanding further expanded?	

6	GENERAL COMMENT

RECOMMENDATIONS

It is recommended that the dissertation (mark with an X):

1	Is accepted	
2	Is referred back to the candidate for corrections/changes (to the satisfaction of the study leader)	
3	Is rejected	

Mark:

(A pass is 50% and a distinction is 75%)

May the report be made known to the student (anonymously)?

Yes	No

_____   _____
Signature of Examiner   Date

APPENDIX K – Milestones for the submission of honours- and master mini-dissertations

1. Research proposal 10% (Second week in March)

2. First two chapters to study leader 10% (First week in June)

3. Final draft to the study leader 10% (End of September)

4. Final dissertation for examination 70% (First week in November)