



## INFORMATION DOCUMENT: DEPARTMENT OF PSYCHOLOGY 2020 POSTGRADUATE RESEARCH-BASED DEGREES (MASTER'S / PHD)

**Thank you for your interest in pursuing your postgraduate research studies at the Department of Psychology, Faculty of the Humanities, University of the Free State.**

This brochure contains guidelines regarding the application processes and the procedures of the research-based Master's and Doctoral Research degree programmes offered at the Department of Psychology, UFS.

**More information can be obtained from the website of the Department of Psychology – <http://www.ufs.ac.za/psychology>**

**For any further inquiries, please contact the Department of Psychology:**

**Research Coordinator**

**Prof Luzelle Naudé**

Psychology building, Room 111

Tel no. 051 401 2189

Email: [naudel@ufs.ac.za](mailto:naudel@ufs.ac.za)

**Programme Secretary**

**Mrs. Elize du Plessis**

Psychology building, Room 202

Tel no. 051 401 9420

Email: [duplesse@ufs.ac.za](mailto:duplesse@ufs.ac.za)

**IMPORTANT:**

The following processes are applicable to students who intend to register during 2020. The information pertains to the research-based degrees, namely MPsych and PhD (Psychology). These degrees are academic in nature and do not lead to a specific registration category at the Health Professions Council of South Africa (HPCSA) and no internships are connected with these degrees. There are also no formal classes scheduled for these degrees. However, you will be expected to attend some contact sessions with your supervisor. It is highly recommended that you attend the research colloquiums and voluntary workshops that are scheduled on an intermitted basis.

If you are interested in applying for an Applied Master's degree in Clinical and Counselling Psychology or the professional DPsych (Child Psychology) programme, different selection criteria apply. For more information regarding these programmes, contact:

- Applied Master's degree (Clinical Psychology): Dr Molelekoa Kometsi – [kometsimj@ufs.ac.za](mailto:kometsimj@ufs.ac.za)
- Applied Master's degree (Counselling Psychology): Mr Henry Taylor – [taylorhw@ufs.ac.za](mailto:taylorhw@ufs.ac.za)
- DPsych (Child Psychology) programme: Dr Lindi Nel – [nelli@ufs.ac.za](mailto:nelli@ufs.ac.za)



## Step 1: Application and selection for a research-based Master's or PhD degree

You can apply for a research-based Master's or PhD degree throughout the year. There is not a specific closing date for applying (applications are processed throughout the year), but students are strongly advised to apply during the first half of the year.

Selection for the research-based Master's or PhD degree depends on two aspects:

1. Academic admission requirements (see Step 1a)
2. Securing an acceptable research topic and available supervisor (see Step 1b)

### Step 1a: Send an email to the Research Coordinator, Prof Luzelle Naudé, at [naudel@ufs.ac.za](mailto:naudel@ufs.ac.za) indicating your interest in pursuing a research-based Master's or PhD degree during 2020

Include the following information:

- Title, full names and surname.
- Contact number and email address.
- Highest qualification obtained, year and institution.
- Specify, whether you are applying for a research-based Master's or PhD qualification.

Attach an official academic record containing information regarding your highest qualification.

#### Academic requirements

- **Research-based Master's degree in Psychology:** An Honours / BPsych degree in Psychology (NQF Level 8) and an academic average of at least 60% is a prerequisite for admission into this programme.
- **Research-based PhD in Psychology:** A Master's degree in Psychology (NQF Level 9) and an academic average of at least 65% is a prerequisite for admission into this programme.

If you obtained a qualification outside the borders of South Africa, or at a non-accredited institution, you need an accreditation certificate from the *South African Qualifications Authority* (please visit [www.saqa.org](http://www.saqa.org) for more information in this regard).

The Research Coordinator will confirm (in writing) whether you qualify to continue with the application process. (Please note that this will only indicate conditional acceptance. Final acceptance will only be granted after the finalisation of a topic and supervisor).



## Step 1b: Secure a Topic and Supervisor

A research menu, summarising the research interests of all the staff members / supervisors at the Department of Psychology is available from <http://www.ufs.ac.za/psychology>. Consult this menu in order to obtain more information regarding the research expertise, interests, and projects available in the Department.

Once you have decided on an area of interest, you may approach and secure a supervisor. This is a decision that should be considered carefully by both you and your supervisor. In order to ensure a good working alliance, it is important that your interests and styles align. In addition to this, the supervisor's expertise, field of specialisation, availability, and work-load should be taken into consideration.

A supervisor may require information from you, such as a curriculum vitae, your academic record, previous research experience (e.g. examples of previous academic assignments) and referee details of past research supervisors, before making a final decision. A supervisor may also expect you to write a short research essay or complete a postgraduate academic language proficiency test.

You may request a co-supervisor. The co-supervisor is often responsible for guidance with regards to specific aspects of your study. Consider the inclusion of a co-supervisor in consultation with your main supervisor (who remains the person primarily responsible for your research supervision).

At this stage, you and your supervisor also need to decide whether you will be registering for your degree by dissertation / thesis or follow the article option (your supervisor will guide you in this regard).

Once the above has been finalised, acceptance into the programme by the Department of Psychology can be finalised. Send an email (to be confirmed by your supervisor) to [naudel@ufs.ac.za](mailto:naudel@ufs.ac.za) indicating:

- Who your supervisor will be.
- Whether you will be following the dissertation / thesis or article option.

You will receive an official permission letter from the Department of Psychology (you will need this letter as evidence during the registration process).



## Step 2: Apply / Register at the University of the Free State

If you are a student from a university other than the UFS, or a student that interrupted your studies at the UFS (was not registered during 2019):

- You need to first complete the official UFS postgraduate application form for admission (and activate a student number).
- More information regarding the online application process is available from the University's website (see prospective students).

If you are currently a student at the UFS (you were registered at the UFS during 2019):

- You are allowed to register (the necessary codes will be included in your permission letter).
- You might be expected to complete a DV3 form, which has to be signed by the Head of the Department of Psychology.

Please email Mrs du Plessis at [duplesse@ufs.ac.za](mailto:duplesse@ufs.ac.za) if you need help in this regard.

If you have any finance-related queries:

- Returning students: Mr Prince Khoza, at 051 401 2045, [khozapn@ufs.ac.za](mailto:khozapn@ufs.ac.za)
- New students: Miss Kgalalelo Motlhabane, at 051 401 9635, [MotlhabaneGK@ufs.ac.za](mailto:MotlhabaneGK@ufs.ac.za)

After successful registration:

- Email the proof of registration to your supervisor (this is needed before the supervision process may commence).
- You will now also have access to the Blackboard learning platform (visit <https://learn.ufs.ac.za/> and follow the link with your module code). Blackboard contains supportive information regarding research. This will be the official communication channel where announcements regarding upcoming workshops, etc. will be made.



### Step 3: Research approval on Departmental Level – Prepare and Present a Research Proposal (Research Colloquium).

In collaboration with your supervisor, you need to draft a research proposal on the L5 Proposal Form of the Faculty of the Humanities. The proposal template and guidelines for completing the proposal are available on Blackboard.

Once your supervisor is satisfied with the quality of your proposal, you can submit your proposal through Blackboard (visit <https://learn.ufs.ac.za/> Follow the link with your module code and click on PROPOSAL SUBMISSIONS). You should receive a confirmation message that your proposal was submitted successfully.

Thereafter, you will be expected to present and defend your proposal at a Departmental Research Colloquium. These colloquiums take place approximately once a month. There are several opportunities throughout the year. A maximum of six students can be accommodated at a colloquium (thus, if all six time slots for a particular colloquium have been filled, you will be requested to present at the next opportunity).

You need to attend this colloquium in person (or via Skype) in order to make a presentation (15 minutes for Master's students and 20 minutes for PhD students), answer questions and engage in discussion with the review panel.

#### RESEARCH COLLOQUIUMS IN THE DEPARTMENT OF PSYCHOLOGY (ROOM 11)

	Due date for submission of proposal on Blackboard	Colloquium
1	Wednesday 29 January	Friday 7 February
2	Wednesday 19 February	Friday 28 February
3	Wednesday 11 March	Friday 20 March
4	Wednesday 8 April	Friday 17 April
5	Wednesday 27 May	Friday 5 June
6	Wednesday 15 July	Friday 24 July
7	Wednesday 19 August	Friday 28 August
8	Wednesday 9 September	Friday 18 September
9	Wednesday 21 October	Friday 30 October

You and your supervisor are responsible for considering and incorporating the suggested recommendations in order to improve the quality of your research. You are welcome to resubmit your revised proposal for a second review.

Students and supervisors are expected to submit the revised proposal, with a document indicating how the recommendations from the colloquium were addressed. This should be emailed to the HOD (via Mrs du Plessis at [duplesse@ufs.ac.za](mailto:duplesse@ufs.ac.za)) for final approval before commencing to the next step.



#### **Step 4: Research approval on Faculty and Institutional level – Scientific and Ethics Committees**

Your amended proposal needs to be approved by the Faculty's Scientific Committee. In most cases, your supervisor will represent you at this meeting.

In addition to this, most research studies need ethical clearance from the UFS Research Ethics Committee (GHREC). As part of your ethical clearance process, you might also be expected to gain "gatekeeper authorisation" (from institutions such as the Department of Education, etc.).

Submission for the Scientific and Ethics Committees are done through the "RIMS" system. You will find the login page at <https://rims.ufs.ac.za>

Here, you will be able to download the manual and obtain guidelines regarding the various documents needed for submission.

#### **SCIENTIFIC COMMITTEE AND GHREC MEETINGS**

<b>SUBMISSION DATES ON RIMS</b>	<b>SCIENTIFIC COMMITTEE MEETINGS</b>	<b>GHREC MEETINGS</b>	<b>FACULTY BOARD</b>
24 January	31 January	27 February	20 March
13 February	20 February	26 March	15 May
9 March	16 March	30 April	15 May
7 April	14 April	28 May	6 August
18 May	25 May	25 June	6 August
8 June	15 June	30 July	6 August
10 July	17 July	27 August	16 October
11 August	18 August	30 September	16 October
1 September	8 September	29 October	2021
19 October	26 October	26 November	2021

#### **Next Steps:**

Once the steps above have been completed, you have complied with all the initial important steps in the research process. Your supervisor will guide you through the rest of your process.

**Good luck with your research journey!**

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