



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

Official CTR form of the Faculty
of Education

APPLICATION FOR TITLE REGISTRATION

Please indicate: **Word count of form:** _____ (Compulsory)

(MEd/MA) Mini-Dissertation	
(MEd/MA) Full Dissertation	
(MEd/MA) Research Articles	
(PhD) Thesis	
(PhD) Research Articles	

Ethical Clearance Number

New Registration	
Resubmission – New registration	
Amendment of Title	
Amendment to panel of examiners	
Amendment to panel of supervisors	
Amended Proposal	
Appointment of examiner panel	

Study Code (e.g. 7910)/Academic plan (BC/QC7988)	
Module Code (e.g. DKT900/EDCI9100)	
Date of first registration for this module (month & year)	

Student number	
Surname	
First Names	
Title (e.g. Mr, Ms)	

Postal Address	
Telephone number	
Email	

Field of Study (e.g. Education Management/Higher Education Studies)	
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INSTRUCTIONS FOR COMPLETION OF THE FORM

1. The promoter must complete ONE COPY of this form. The form should reach the Faculty Postgraduate Office on time. Late submissions will be deferred to the next round of title registrations.
2. If formerly approved title or panel of examiners needs amendment after approval by the Faculty Management, this form must be resubmitted in full for approval.
3. All sections of this form must always be completed, even though it may be a resubmission.
4. Mini-dissertations require one internal and two external assessors; full-dissertation Master's and PhD degrees require one internal and three external assessors.
5. Study supervisors may not be assessors as well.
6. Particulars must be typed.
7. Specified corrections to an application must be returned to the Postgraduate Office by the stipulated date or the application will be withdrawn from the Faculty Management minutes and will need to be resubmitted at the next round of title registrations.

SUPERVISOR / PROMOTER

Internal	
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*External	
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UFS Staff Number	
Title	
Initials	
Surname	
*Institutional Affiliation	

Physical Address (for courier deliveries – NOT PO Box)	
Academic Unit	
Office Number	
Building	
Institution	
Street Name	
City	
Post Code	

Telephone no.	
Email address	

Signature (Compulsory)	
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CO-SUPERVISOR / CO-PROMOTER

Internal	
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*External	
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UFS Staff Number	
Title	
Initials	
Surname	
*Institutional Affiliation	

Physical Address (for courier deliveries – NOT P.O. Box)	
Academic Unit	
Office Number	
Building	
Institution	
Street Name	
City	
Post Code	

Telephone no.	
Email address	

Signature (Compulsory)	
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FACULTY OF EDUCATION

PROPOSAL

Title for the proposed study

Use the empty text boxes below to type the original and/or amended title for your proposed study (as applicable)

Criteria:

- A. The title must be captivating
- B. It must be formulated as concisely as possible and may not exceed 15 words.
- C. It must reflect the main focus of the proposed study very clearly.
- D. It may not contain grammar, spelling or typing errors.
(In other words, it has been language edited and proofread.)

New or amended title

Previous title (in case of amendment)

Research Proposal

Use the empty textboxes provided in each section below to insert the required information.

Overall criteria for research proposal as a whole:

- E. If this is a proposal for a research Master's, its total length is restricted to fewer than **2000** words. (excluding references)
- F. If this is a proposal for a PhD thesis, its total length is restricted to fewer than **2500** words. (excluding references)
- G. If this is a proposal for a Master's mini-dissertation/publishable article, its total length is restricted to fewer than **1000** words.
- H. The proposal should not contain grammar, spelling and/or typing errors.
(In other words, it has been language edited and proofread.)
- I. All arguments in the proposal are clearly formulated and convincing.

1. Introduction, background to the research interest/problem and relevant literature review

Use the empty textbox given below and introduce your study by providing an introduction to your proposed study. It should include a clear background for the research interest or problem (as applicable) that you selected and that is supported by referring to recent and relevant literature sources and/or other appropriate evidence to substantiate the existence of the research interest or problem.

Criteria:

- 1.1 The introduction must be captivating and focus on a substantiation of the chosen research interest or problem (as applicable).
- 1.2 The researcher must clearly identify a gap in existing research pertaining to the research interest or problem in the study, as implied in the title.
- 1.3 The researcher should succeed in substantiating the existence of the chosen research interest or problem (i.e. the existing gap in research) through valid evidence obtained from recent literature. However, s/he may also add other forms of trustworthy information sources (e.g. available statistics and other public sources).

2. Research interest OR problem

With the introduction and background as basis, explain the research interest or problem (as applicable) in no more than two to three full sentences in the empty textbox below. Make sure that the research interest or problem (as applicable) directly links with the information contained in the preceding introduction and background to the chosen research interest or problem.

Criteria:

- 2.1 The research interest/problem (as applicable) is formulated concisely but clearly.
- 2.2 It directly links with the title and the preceding introduction and background.
- 2.3 There is a necessity to investigate the research interest/problem (as applicable).
- 2.4 The research interest/problem is indeed researchable within a reasonable timeframe.
- 2.5 It matches the interests and abilities of the prospective researcher.

3. Literature review and/or theoretical (or conceptual) framework for the study

Place the proposed research within an appropriate body of literature and/or theoretical (or conceptual) framework that will guide the study (as applicable)

Criteria:

- 3.1 Referring to relevant literature, the researcher identifies, and clearly and concisely explains the relevant framework(s) that will guide the proposed study and which include:
 - (a) Relevant body of literature **and/or**
 - (b) A relevant educational theory/relevant theories (or a conceptual framework) that will guide the study.
- 3.2 The relevant theoretical (or conceptual) framework(s) is/are, as far as possible, presented as a coherent set of ideas that relate to the research problem

4. Research questions

Formulate a primary research question (compulsory). If required by your supervisor/promoter, then divide the primary research question into a number of secondary research questions, the answers to which will collectively provide an answer to the primary research question.

(Note: If your supervisor/promoter does not require secondary questions, you should clearly indicate that your study focuses on objectives only.)

Criteria:

- 4.1 The primary (and secondary, if applicable) research questions are all formulated clearly and specifically.
- 4.2 The primary research question directly relates to the research interest or problem (as applicable).
- 4.3 The answers to the secondary questions (if included), will collectively provide enough information that may serve as an answer to the primary research question.

5. Research aim and objectives/hypotheses (as applicable)

Formulate a primary research aim (compulsory). If required by your supervisor/promoter, then divide this aim into either a number of research objectives or formulate a number of research hypotheses that, if all achieved or proven/disproven (as applicable), will collectively provide evidence that the primary aim has been achieved.

(Note: If your supervisor/promoter does not require objectives, you should clearly indicate that your study focuses on secondary research questions only.)

Criteria:

- 5.1 The primary aim and objectives/hypotheses (as applicable, and if indicated) are all clearly and specifically formulated.
- 5.2 The primary research aim directly relates to the research interest or problem (as applicable) and the primary research question.
- 5.3 The achievement of the research objectives (if included) or proving/disproving the hypotheses (as applicable), will collectively provide enough information that the research aim has been achieved.

6. Research design, methodology and/or method(s) (as applicable)

Identify and briefly explain the type and nature of the underlying paradigm, research design, methodology and/or methods (as applicable) that you have chosen for the study and substantiate your choice with reference to relevant and recent literature. Substantiate why these are appropriate for investigating the selected research interest/problem as well as the related research questions, aim and objectives/hypotheses (as applicable).

Criteria:

- 6.1 The researcher correctly and clearly typifies the research design, methodology and/or methods selected (as applicable) for the study.
- 6.2 The choice of research paradigm (as applicable) design, methodology and/or methods (as applicable) is substantiated with reference to relevant and recent literature, focusing on why it is appropriate for researching the relevant research interest/focus/problem, questions, aim and objectives/hypotheses (as applicable).

7. Data collection

Identify and briefly explain the data collection techniques that you have chosen. Clearly substantiate your choice, with reference to relevant and recent literature. Focus on why it is appropriate for the selected research interest/focus/problem, questions, aim and objectives/hypotheses (as applicable).

Criteria:

- 7.1 The researcher selects data collection techniques that are appropriate for researching the selected research interest/problem (as well as the related research questions, aim and objectives/hypotheses, and the chosen research design, methodology and/or method(s) [as applicable]).
- 7.2 The choice of data collection techniques is substantiated through reference to relevant and recent literature and focuses on why it is appropriate.

8. Selection of research participants and/or data sets (i.e. sampling)

Identify and briefly explain the research population and sample of participants and/or data sets for the research study. Refer to the particular method(s) of selection/sampling (as applicable) you will apply to select participants and/or data sets and substantiate your choice with reference to relevant and recent literature. Focus on why these methods are appropriate for the selected research interest/problem as well as for the related research questions, aim, objectives/hypotheses, research design, methodology and/or method(s) and data collection technique(s) (as applicable).

Criteria:

- 8.1 The researcher identifies and briefly explains the research population and group(s)/sample(s) of participants or data sets s/he will select.
- 8.2 The researcher correctly identifies the method(s) of selection/sampling s/he will apply to select (an) appropriate group(s)/sample(s) of participants or data sets (as applicable).
- 8.3 The choice of selection/sampling methods is substantiated through reference to relevant and recent literature and focusing on why it is/they are appropriate for this study.

9. Data analysis, interpretation, reporting and quality assurance

Identify and briefly explain how you will analyse, interpret and eventually report the data you have collected, as well as how you will ensure the trustworthiness/adequacy/quality of the data and findings. Refer to specific, accepted methods of data analysis, interpretation, reporting and quality assurance, and substantiate your choice(s) through reference to relevant and recent literature and relevant information provided in the preceding sections.

Criteria:

- 9.1 The researcher selects and briefly explains data analysis, interpretation and reporting methods that are appropriate for the type(s) of data collected.
- 9.2 The choice of data analysis, interpretation and reporting methods is substantiated through reference to relevant and recent literature and focuses on why these methods are appropriate for this study.

9.3 The researcher clearly identifies and substantiates appropriate strategies s/he will apply to ensure the trustworthiness or the validity, reliability and objectivity (as applicable to his/her study), of the research data and findings.

10. Value of the proposed research

Briefly discuss why it is important to do the study as well as ways in which the study may be significant and to whom

Criteria:

10.1 The researcher discusses the value of the research with reference to :

(a) The importance of the study

:

(b) Relevant beneficiaries (as applicable)

10.2 The researcher's arguments pertaining to the value of the research are appropriately substantiated through reference to relevant and recent literature and/or information contained in the preceding sections in the proposal.

11. Ethical considerations

Provide a brief summary of the measures that you will take in order to satisfy the generally accepted ethical requirements for research in education.

Criteria:

11.1 The researcher provides a clear but concise summary of all the measures s/he plans to take in order to ensure that the generally accepted ethical requirements for research in education are sufficiently satisfied.

(Important note: Since details of these measures are reported in an official application for ethical clearance and are reviewed by the Ethics Committee of the Faculty of Education, no more than a brief summary is required in this section.)

11.2 This outline of the measures taken must be substantiated by referring to relevant literature.

12. Layout of chapters and/or articles and/or major sections of a single article (as applicable)

Please list the specific titles of the chapters and/or articles (as applicable to your study) below and/or, if you plan a single article, the major sections of the article.

Criteria:

12.1 The thesis/dissertation/mini-dissertation is divided into a number of chapters that clearly and appropriately outline the structure foreseen.

OR

12.1 In the case of the article option, the thesis/dissertation/extended mini-dissertation is divided into at least three chapters, namely (1) Introduction and orientation; (2) The article(s) – with the relevant title(s) as subsection(s) of this chapter and a (3) Final reflection/Epilogue, **AND** the titles are specified and appropriately outline the structure foreseen.

12.2 The titles of the relevant chapters and/or article(s) (as applicable) are captivating; no longer than 15 words each; are formulated as concisely as possible; reflect the specific focus of the relevant chapter/article/section very clearly and contain no grammar, spelling or typing errors.

13. List of sources

List all the sources used in writing in the proposal.

(Note: This list is not considered in the word count of the proposal.)

Criteria:

13.1 All the sources referred to in the text of the proposal are listed here.

13.2 All the sources appearing in this list are referred to at least once in the text.

13.3 The referencing of sources in the text of the proposal is done according to the **Harvard method of referencing** for research in education and it is consistently applied throughout the text.

13.4 The listing of sources in this list is done according to **the Harvard method of referencing** for research in education and is consistently applied in this list.

13.5 The sources consulted are relevant for the research interest or problem (as applicable) as well as for the research design, methodology and/or methods selected (as applicable).

13.6 The literature sources consulted are relatively recent (i.e. most of the sources have been published during the last five years, a few others during the last 10 years and only a few before this). Only sources containing seminal texts that relate to the research interest or problem (as applicable) and the chosen research design, methodology and/or methods (as applicable) are older than 10 years.

STUDENT APPLICANT

- This proposal is my own work and is free of plagiarism.
- I have presented this proposed research to the relevant Research Interest Group panel in the form of an oral presentation, and I have considered the recommendations of the panel in finalising this proposal.
- I have submitted this proposal to be reviewed by my supervisor/promoter and he/she has deemed it satisfactory for registration.
- This proposal has been language edited by a professional editor, and evidence to this effect has been submitted.
- I am registered for the specific year.

Signature of Student	
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APPROVAL

- This proposal has been thoroughly discussed and accepted by the relevant Research Interest Group panel
- Name of Research Interest Group
- Date of oral defence Research Interest group
- This proposal has been language edited by a professional editor, and evidence to this effect has been submitted. Yes/No

Signature of Supervisor/Promoter	
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Signature of Co-supervisor/Co-promoter	
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Signature of Research Interest Group Leader	
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For Office use only:

VERIFICATION OF REGISTRATION	
Registered <input type="checkbox"/> Yes / <input type="checkbox"/> No	Module code: