SCHOOL OF HIGHER EDUCATION STUDIES

SUPERVISION GUIDE

Faculty of **Education**
Fakulteit **Opvoedkunde**

Inspiring excellence. Transforming lives.
Inspireer uitnemendheid. Verander lewens

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

UFS·UV
CENTRE FOR TEACHING
AND LEARNING (CTL)
ONDERRIG-EN-LEER

i.   FACULTY OF EDUCATION VISION AND MISSION

VISION OF THE FACULTY OF EDUCATION

To be a faculty that affirms the dignity of its students, its staff and the community with which it engages, and draws on their diversity as a source of strength. To be recognised nationally and internationally for its scholarship and for its contextualised understanding of education. To visibly contribute to the social transformation of the broader society.

MISSION OF THE FACULTY OF EDUCATION
The faculty will:
- Promote scholarship that deepens the understanding of education in its local, national and international context.
- Engage in the development of pre-service and in-service teachers who are characterised by strong theoretical grounding, relevant skills and a commitment to serve the community.
- Develop its capacity by strengthening the links between its teaching, research and community engagement.
- Enable access in ways that overcome the barriers posed by social inequality.

ii.   VISION AND MISSION OF SHES

VISION OF SHES

A school of choice for higher education practitioners that contributes to transformation in the sector through excellent scholarship and quality programmes.

MISSION OF SHES

The school commits itself to:

- ongoing self-transformation in order to adapt to a changing social and educational environment;
- promoting a scholarship of teaching and learning, discovery and engagement that expands the understanding of higher education and training in a variety of educational contexts;
- enhancing the professional development of higher education and training practitioners through research supervision and vibrant academic and development programmes; and
- broadening national and international relationships and networks, will also benchmark with leading higher education and training experts.

iii.   PURPOSE OF SHES SUPERVISION GUIDE

This supervision guide aims to assist all supervisors that work with and within the School of Higher Education Studies (SHES) to understand the procedures, processes and expectations of the supervision process in the Faculty of Education and specifically in the School of Higher Education Studies. This guide is by no means meant to be a rulebook for supervisors; it is only a guide.

The topics that are included in this guide are meant to provide crucial information and therefore include matters such as administrative assistance in the school, title registrations and ethics processes in the Faculty of Education, the supervisor–student relationship and other helpful hints on dissertation and thesis writing.

iv   ABBREVIATIONS

CTR	**Committee for Title Registration**
IT	**Information Technology**
SHES	**School of Higher Education Studies**
UFS	**University of the Free State**
SCU	**Statistical Consultation Unit**

1. ADMINISTRATION

For administrative or any additional information regarding postgraduate studies at the School of Higher Education Studies (SHES), please contact the following person:

CONTACT PERSON: Mrs Cindy Baartman
OFFICE: Winkie Direko building, Room 204, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 9286
E-MAIL: BaartmanCH@ufs.ac.za

1.1   Selection and registration

All SHES postgraduates who apply for admission to a master's/doctoral degree for the first time should apply online through the normal processes of the university (applications procedures are on the university's website) or additional information in the Faculty of Education's rulebook (https://www.ufs.ac.za/edu/faculty-of-education/academic/rulebook). The office of the Programme Director: Postgraduate Studies and Research, represented by Mrs Christa Duvenhage, will be able to assist any prospective student concerning selection and registration.

CONTACT PERSON: Mrs Christa Duvenhage
OFFICE: Winkie Direko building, Room 14, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 3651
E-MAIL: DuvenhageCS@ufs.ac.za

2. FINANCIAL SUPPORT

When your postgraduate student requires any financial support (i.e. grants/bursaries/scholarships), please contact the following person:

CONTACT PERSON: Miss Sibongile Nogabe
OFFICE: Johannes Brill building, Room 17
TEL: +27 (051) 401 2045
E-MAIL: NogabeSJ@ufs.ac.za

Currently the Faculty of Education's postgraduate students can apply for either a master's or doctoral bursary. For more details, see Appendix A.

3. STUDENT COUNSELLING AND DEVELOPMENT

When your postgraduate students require any student counselling or career counselling (it is free of charge for all registered UFS students), please contact the following person:

CONTACT PERSON: Mrs Petro Herbst (Office Manager)
OFFICE: KOVSIE Health & Counselling building
TEL: +27 (051) 401 2853
E-MAIL: herbstp@ufs.ac.za

4. LIBRARY AND RELATED INFORMATION TECHNOLOGY (IT) SUPPORT

Library and IT support is vital for any postgraduate student's progress.

4.1 Library assistance by research unit

The Sasol library has a research unit on level six where there are open spaces for postgraduate students to do research, with Wi-Fi facilities, as well as separate facilities for discussion forums. Any postgraduate student busy with his/her proposal, literature review or who requires any other sources, please contact the following research librarian at the Sasol library:

CONTACT PERSON: Mrs Hesma van Tonder (Research Librarian, Sasol Library)
OFFICE: Sasol library, Level 6, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 3468
E-MAIL: Hesma@ufs.ac.za

4.2 IT assistance

Should your postgraduate student experience any problems or have any enquiries, please contact the Information Communication Technology Service Desk at +27 (051) 401 2000 or servicedesk@ufs.ac.za. Please remember that the postgraduate student has to link his/her personal email to the ufs4life email (see step-by-step guidance in Appendix B).

5. SUPERVISORY CONTRACT

The supervisory contract (see example in Appendix C) is a tool to assist in the early discussions between the supervisors and postgraduate student in which the parameters of the supervisory relationship are established. Some basic issues underpin effective supervision and, by discussing them, the foundations are laid for a good working relationship.

The following aspects are crucial for such a supervisory contract that the supervisor and student need to agree upon (you are free to choose whichever you feel will work best for you and your student):

- **Definition of supervision**
- **Purpose, goals and objectives of supervision**
- **Types of supervision**
- **Effective dates, duration and frequency of supervision meetings**
- **Context and content of supervision**
- **Student record form**
- **Supervisor's rights and responsibilities**
- **Student's rights and responsibilities**
- **Procedural considerations and grievance procedures** (see Faculty of Education Research and Postgraduate Supervision policy https://intranet.ufs.ac.za/sites/07/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/07/Teaching%20and%20Learning%20Profile/Faculty%20Documents/Policy%20on%20student%20grievances.docx&action=default)

6.   TIMELINES AND SUBMISSIONS

One of the key progress and success factors of any postgraduate study are regular feedback by the supervisor and consistent submission by the postgraduate student. One strategy (to safeguard all three parties – the supervisor, postgraduate student and the school – is to keep a regular student logbook – see Appendix D).

In order to serve as a quality assurance time schedule tool, it needs to be completed and signed at regular intervals (e.g. after supervisory meetings, CTR application, appointment of examiners, Ethical Clearance, following attendance at lectures/seminars and additional training courses, once notice of submission has been completed, when editing agreement has been reached and when a final submission date is agreed upon). Therefore SHES would like to request a quarterly report from students (signed by the supervisor), based on this logbook.

7.   CTR AND EXAMINERS

Please note that as per the rules of the University of the Free State, each postgraduate student is expected to have the title of the study registered (CTR process) within a year after formal supervision has started.

After planning his/her research proposal, the first step for each postgraduate student is to do an oral research proposal presentation (virtually or in person) for the SHES research team. Supervisors are expected to attend the presentations of their own students. For procedures, please contact Mrs Cindy Baartman (see section 1 for details) to obtain the planned CTR presentation dates as well as for the Committee for Title Registration (CTR) submission deadline dates (see details for 2017 in Appendix E). The feedback from this panel has to be incorporated in the finalisation of the research proposal for CTR (see Appendix F). In addition, the supervisor/promotor will be responsible for the nomination of examiners and are advised to follow the institutional rules in this regard (see Appendix G). The nomination of examiners process is as follows:

- For both master's and doctoral students, the supervisor/promotor must nominate and submit to the CTR the contact information and expertise of at least one internal and three external examiners at least four months before the student plans to finally submit his/her dissertation/thesis for assessment.
- The CTR will then appoint the internal examiner and select two of the possible three external examiners they deem best to be appointed as external examiners (from the recommended list of higher education examiners see Appendix H).
- For more clarity on the do's and don'ts of the CTR processes, see Appendix G.

For any queries regarding CTR application(s), please contact the following person:

CONTACT PERSON: Mrs Christa Duvenhage
OFFICE: Winkie Direko building, Room 14, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 3651
E-MAIL: DuvenhageCS@ufs.ac.za

8.   ETHICS AND RESPONSIBLE CONDUCT OF RESEARCH

It is compulsory for postgraduate students to obtain ethical clearance first in order to conduct their empirical study. Thus, it is the responsibility of the postgraduate student to complete the online ethical clearance application in the UFS RIMS system and then submit it to the responsible supervisor for assessment and feedback.

The process is as follows:

- Once the supervisor has approved the typed draft application and attachments, the postgraduate student finally submits it on the online RIMS system.
- Once the supervisor has also approved the application on the RIMS system, two members from the Ethics Committee (who have been nominated by the Ethics officer) review the online application.
- After the next meeting of the Ethics Committee, the student and the supervisor receive an email message from the system indicating the outcome.
- If the committee formulates stipulations pertaining to issues that should be amended, added or deleted, you as a supervisor should study this feedback and let the student do the amendments under your supervision.
- There are specific submission deadline dates for students' online submission and the supervisor's approval of their students' applications (see ethics submission deadline details for 2017 in Appendix E).

The contact person(s) for ethical clearance queries are the following person(s):

CONTACT PERSON(S): Mrs Maricel van Rooyen
OFFICE: Research Development, Johannes Brill building (above the 'Postgrad School' on the first floor), Room 111, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 9398
E-MAIL: Vanrooyenm2@ufs.ac.za

CONTACT PERSON(S): Geraldine Meyers (responsible for ethics committees)
OFFICE: Research Development, Johannes Brill building (above the 'Postgrad School' on the first floor), Room 106D, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 9398
E-MAIL: meyersgj@ufs.ac.za

If you only want to confirm whether your student's ethical clearance application is on the system, and what the outcome of the application is, please contact:

CONTACT PERSON: Mrs Christa Duvenhage
OFFICE: Winkie Direko building, Room 14, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 3651
E-MAIL: DuvenhageCS@ufs.ac.za

9. GUIDELINES FOR DISSERTATION/THESIS WRITING

Postgraduate studies are challenging, but it is clear that there should be systematic, competence building for research. Therefore, the two essential success elements in the research process are management and planning (Holzbaur in Lategan 2017). Firstly, the research cycle requires management to ensure effective strategic planning. Secondly, management is crucial for the successful acquisition and completion of a postgraduate study. In order to progress in a systematic way through this research process, the following may apply as guidelines (see also Appendix H):

9.1 Layout of the chapters

9.1.1 Chapter 1: Orientation/overview of the study
9.1.2 Chapter 2–3: Literature review (depending on the type of study)
9.1.3 Chapter 4: Research design and methodology
9.1.4 Chapter 5: Data generation/collection
*Development of instrument(s)
*Obtain institutional permission
*Obtain ethical clearance before empirical study is conducted
9.1.5 Chapter 6: Data analysis and interpretation
9.1.6 Chapter 7: Conclusion and implications (for Master's)/ Conclusions and recommendations (for PhDs)

9.2 Proposed length of chapters

COMPREHENSIVE MINI-DISSERTATION	
Orientation chapter	Approximately 10 pages
Literature study chapter	Approximately 25–30 pages
Research design and methodology	Approximately 10 pages
Research findings	Approximately 20 pages
Conclusions and implications	Approximately 10 pages
List of references	Approximately 50 sources
TOTAL LENGTH (INCLUDING REFERENCES)	75–80 pages
FULL DISSERTATION	
Orientation chapter	Approximately 10–15 pages
Literature study chapter	Approximately 50 pages
Research design and methodology	Approximately 10–15 pages
Research findings	Maximum 50 pages
Conclusions and implications	Approximately 15–20 pages
List of references	Approximately 100 sources
TOTAL LENGTH (INCLUDING REFERENCES)	Approximately 150 pages

PhD	
Orientation chapter	Approximately 15–20 pages
Literature study chapter	Approximately 100 pages
Research design and methodology	Approximately 20 pages
Research findings	Approximately 100 pages
Conclusions and recommendations	Approximately 20 pages
List of references	Approximately 250 sources
TOTAL LENGTH (INCLUDING REFERENCES)	Approximately 250 pages (70 000–90 000 words)

10. STATISTICAL SUPPORT AND ANALYSIS

The Statistical Consultation Unit (SCU) provides statistical consultation services http://www.ufs.ac.za/natagri/departments-and-divisions/mathematical-statistics-and-actuarial-science-home/statistical-consultation-unit/statistical-consultation-unit) to researchers – staff and postgraduate students – at the University of the Free State. The SCU can contribute throughout the research process, from the planning of the research project, to the analysis of research data, up to the publication of the findings.

Consultation services to postgraduate students (Master's and PhD) at the UFS will be provided for free. If you have any statistical analysis inquiries, please contact:

CONTACT PERSON: Prof R. Schall
OFFICE: Department of Mathematical Statistics and Actuarial Science (IB 75),
                Westblock Building, W2, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 401 2945
E-MAIL: schallr@ufs.ac.za

Additionally visit the Postgraduate School's resource centre webpage (https://www.ufs.ac.za/postgraduate/postgraduate-school-home/academic), which is aimed at social scientists. It has links to videos and other resources about statistics and probability, from basic to more advanced levels. It also includes guides to statistical software such as SPSS, R and Stata.

11. QUALITY ASSURANCE AND ASSESSMENT

In the research process of any postgraduate study, the key driver should be quality assurance. Therefore, the assessment of a postgraduate study should be a transparent process starting with the appointment of expert examiners. For any queries on any related postgraduate, quality assurance or assessment policies visit the UFS website (https://www.ufs.ac.za/about-the-ufs/governance/policy-documents). The plan/process for examination of masters and doctoral students in the Faculty of Education is as follows:
A Four months before submission:
1. The supervisor/promoter must contact one internal and three externals (if this was not done yet). A letter (*will be provided*) must accompany the confirmation of assessors to have this on record for reference purposes. This appointment must serve at the CTR meeting for approval by

the committee (on the normal CTR form of the student previously presented for title registration).

2. If assessors were still appointed in the old way (with title registration), supervisor/promoter must make contact with externals to make sure that they are still available, physical addresses and contact numbers must also be confirmed. NO work will be sent out if this was not done beforehand.
3. A completed **NOTICE OF SUBMISSION** form must be sent to Christa Duvenhage. The complete package for assessors must also be handed in at Christa's office.

B With submission

The following documents must be submitted with the students' three (3) bound copies:
1. Turnitin report
2. Letter from the supervisor and student (declaration)
3. CTR confirmation of the internal and 2 externals with physical address and contact details, as well as the communication where the addresses and availability of the assessors are confirmed
4. Copy of ID
5. Letter from the language editor

CHECKLIST

Appoint assessors (CTR + letter to externals)	
Confirm availability, physical address and contact details of 2 externals	
Give notice of submission (to Christa)	
Hand in 3 ring-bound copies	
Turnitin report	
Letter from supervisor and student	
CTR confirmation of assessors	
Copy of ID	
Letter from language editor	

IMPORTANT DATES:
Submission dates: 2 February/2 July
Notice of submission dates: 2 November (February)/2 April (July)
Graduation ceremony's: June (February submission)/December (July submission)

In addition, the assessment criteria (see Appendix I) of a specific postgraduate study should also be considered. See details of the following:

- UFS policy on Master's and Doctoral Studies (https://www.ufs.ac.za/docs/default-source/all-documents/masters-and-doctoral-studies.pdf?sfvrsn=0)
- Faculty of Education Research and Postgraduate Supervision policy (https://www.ufs.ac.za/edu/faculty-of-education/ Faculty%20of%20Education%20 Research%20Policy%20Final.pdf)
- Faculty of Education Rulebook (https://www.ufs.ac.za/edu/faculty-of-education/academic/rulebook)

- University of the Free State policy on the protection, exploitation and commercialisation of intellectual property (https://www.ufs.ac.za/docs/librariesprovider40/policies-and-information-documents/ip-policy-1362-eng.pdf?sfvrsn=0)

12.   PLAGIARISM

Before any submission of a mini-dissertation/dissertation/thesis, this document should be consulted for plagiarism by applying Turnitin (see more detail on Blackboard under Student Buddy). The acceptable agreed upon percentage by the Faculty of Education is 0%–15%. Students should not be allowed to submit any dissertation or thesis, or part thereof, that has a similarity of more than 15%. Proof of this Turnitin report should be attached to the back pages of the final mini-dissertation/dissertation/thesis.

13.   PUBLICATIONS

Support for writing articles from dissertations/theses is available from the website of the UFS Postgraduate School Researcher Development Programme training and development opportunities (https://www.ufs.ac.za/postgraduate/postgraduate-school-home/activities/training-and-development-opportunities).

Since all Master's and Doctoral students are required to include a declaration in his/her dissertation/thesis that s/he cedes copyright of the research to the UFS, the implication is that the student author's institutional affiliation should be the UFS. This is so since s/he was a student of the UFS while performing the research reported and copyright for reporting the research has thus been ceded to the UFS.

However, the student should be the main author, with the supervisor(s) as co-author(s), unless a special arrangement deviating from this has been agreed upon with the student and the supervisor(s). When articles are submitted, based on dissertations/theses, the ownership remains with the UFS. For more details, see the University of the Free State's policy on the protection, exploitation and commercialisation of intellectual property (https://www.ufs.ac.za/docs/librariesprovider40/policies-and-information-documents/ip-policy-1362-eng.pdf?sfvrsn=0).

14.   SUPPORT WORKSHOPS/SEMINARS/COLLOQIUMS

SHES would like to create a community of postgraduate practice by supporting all enrolled SHES postgraduate students via face-to-face and online technology-based workshops/seminars/colloquiums (to capacitate postgraduate students). These presentations will be according to the needs of the postgraduate students.

Besides organising appropriate workshops/seminars and/or workshops for students, the SHES would also like to strongly recommend that supervisors guide/refer their postgraduate students to attend the relevant training and development opportunities that are offered in the UFS Postgraduate School's Researcher Development Programme (https://www.ufs.ac.za/postgraduate/postgraduate-school-home/activities/training-and-development-opportunities).

The reason for this is the inter-disciplinarily nature of studies in our field, the diversity of higher education topics covered and the various points in the research process of each student. Please take

note that the UFS Postgraduate School is currently expanding training and development opportunities to Gauteng, Cape Town, Polokwane and KwaZulu-Natal. Please contact the school to enquire about these opportunities for your postgraduate students.

CONTACT PERSON: Prof Witness Mudzi
OFFICE: Johannes Brill building, Room 18, UFS campus, Bloemfontein, 9301
TEL: +27 (051) 4013451

In addition, SHES will keep you updated with any additional or relevant training and development opportunities that may arise and inform the SHES supervisors accordingly.

FACULTY OF EDUCATION

UNIVERSITY OF THE FREE STATE
MASTERS AND DOCTORAL BURSARIES
2017
Please complete the following form to apply for postgraduate bursaries for <u>Master's and Doctoral students</u> for 2017 (Qwaqwa included)

      PhD = R6 000.00 Master's = R5 000.00
Applications to be submitted or e-mailed to:

Bloemfontein students: Mrs Christa Duvenhage (DuvenhageCS@ufs.ac.za, Room 14, Winkie Direko building)

Qwaqwa students: Dr Cias Tsotetsi (TsotetsiCT@ufs.ac.za, Room 1029, Kgorong Education Building)

<u>**Criteria**</u>

- Only a limited number of bursaries will be allocated, implying that the top applicants stand the best chance of being awarded a bursary.

- Applicants with other bursaries/sponsorships will not be considered.

- Foreign students may also apply.

- Staff members may apply, but will only receive half the amount and have to give an exposition of how the funds will be utilised.

- A student may receive a bursary for two consecutive years, but an application has to be submitted every year and decisions will be made on the grounds of the applicant's performance from the previous year and on grounds of the availability of funds.

- Students who drop out of the system will have to repay the bursary.

- Applicants must attach their previous qualification's academic record (NQF 8 for Master's and NQF 9 for Doctoral applicants).

- A motivation from the supervisor indicating at what stage the applicant is in the study is required, as funding will only be made available to applicants who are at an advanced stage in their studies.

Student number		**Course enrolled for**	
Title (Mr/Ms/Dr...)		**Surname**	
Full names			
E-mail address			
Cell number		**Supervisor**	
Performance: Average of preceding year of study			
Special motivation by an applicant to be allocated a bursary.			
Motivation for application from supervisor/HOD			
Signature of student:			
Signature of supervisor:			
NB!! Study record or progress report must be included			

Closing Date: 10 March 2017

What is the UFS4life email?

The UFS4life email is an email system powered by Google. One UFS4life email address is created and awarded to every single registered UFS student. Numerous faculties have successfully used this email service. Due to the effectiveness of the UFS4life email service, **the UFS will only send correspondence to your UFS4life email address**. Therefore, it is extremely important to check your UFS4life emails regularly.

Your email address will be your studentnumber@ufs4life.ac.za
E.g. 2001234567@ufs4life.ac.za

How to access your UFS4life email:

1. Go to www.ufs4life.ac.za

Username: studentnumber@ufs4life.ac.za

(e.g. 2013000001@ufs4life.ac.za)

Password: Novel Password (the password you use to access Blackboard)
For any password related inquiries, please visit the student desk in the ITC laboratory next to the Sasol library.

2. Follow the easy steps to update your email

3. If you have an existing Gmail account, sign off and un-select the "keep me logged-in icon"

Setting up forwarding

What is forwarding?

You can enter an email address into your UFS4ife email account. All emails that are sent to your UFS4life address will then automatically be forwarded to the email address you have entered.

How to set up forwarding
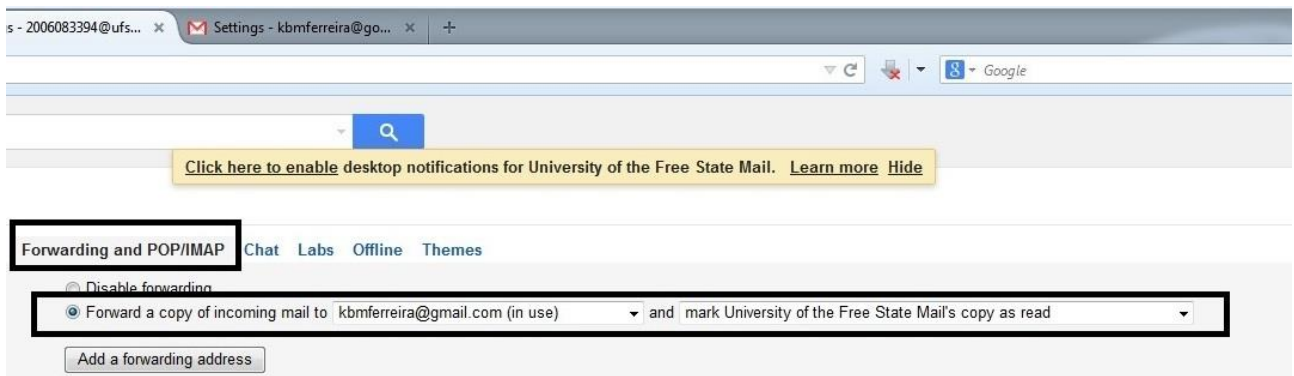
1. Log into your UFS4life email *(www.ufs4life.ac.za)*

    Click on gear icon in the top right corner of the screen. From the menu click on settings.

Click on the forwarding and pop/imap tab. From there check the forward a copy checkbox and enter the email address you want your emails forwarded to in the textbox.

Remember to click save changes.

SUPERVISORY CONTRACT (SUGGESTED TEMPLATE)

This is an agreement between

_____ **(Student)**
   &
_____ **(Supervisor)**

Note: Please add the relevant information required, delete what is not applicable and initial all changes in this contract.

SUPERVISION

Supervisor's **definition of supervision**: *(clearly provide your definition to promote shared meaning)*
_____

Type of supervision:
☐   Group;
☐   Individual;
☐   Combination of both

Effective dates for supervision meetings:
_____;
Frequency of supervisory meetings:
_____;
Duration of supervision meetings:
_____;

1. PURPOSE, GOALS AND OBJECTIVES OF SUPERVISION:
a. The supervisor accomplishes the required training and s/he is being regularly informed with regard to recent supervision aspects;
b. To promote training and development of student's professional and research identity and competence;
c. To (other) **AS AGREED UPON BY SUPERVISOR AND STUDENT**.
_____
_____
_____

2. CONTEXT AND CONTENT OF SUPERVISION:
a. The content of supervision will focus on the acquisition of knowledge, conceptualisation and skills within the defined scope of higher education as a field of study and practice.
b. The context will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/privacy) and all relevant legislation.

3. A SUPERVISORY RECORD FORM
a. A supervisory record form will be used to document impressions of each supervisory session.
b. Feedback will be provided at the close of each session.
c. Supervision notes may be shared with the student.

4. RIGHTS AND RESPONSIBILITIES OF BOTH PARTIES

4.1 Supervisor rights:
a.   To initiate and jointly set part of the agenda for supervision sessions.
b.   To raise concerns/issues about student's work.
c.   To question student about his/her work and workload.

d. To give student constructive feedback on his/her work performance.
e. To observe student's practice and to initiate supportive/corrective action as required.

4.2 Supervisor responsibilities:
a. To uphold ethical guidelines and professional standards.
b. To make sure supervision sessions happen as agreed upon and to keep a record of the meetings.
c. To create a supervision file and a student logbook containing supervision records and other documents relating to development and training.
d. To ensure that student is clear about his/her role and responsibilities.
e. To record the supervision sessions and to store their copy in the supervision file.
f. To monitor student's performance.
g. To set standards and assess the student against these.
h. To know what the student is doing and how it is being done.
i. To deal with problems as they affect the student's performance.
j. To support the student and the agreed upon personal development plan.
k. To complete all forms as requested by SHES/Faculty of Education/UFS as well as inform student with regard to relevant training and development opportunities by SHES/UFS Postgraduate School.
l. To appoint the assessors for the student.

4.3 Student rights:
a. To have uninterrupted time in a private venue to work.
b. To have supervisor's attention, ideas and guidance as agreed upon.
c. To receive regular feedback according to an agreed time schedule.
d. To set part of the agenda for supervision sessions.
e. To ask questions.
f. To expect the supervisor to carry out agreed action or provide an appropriate explanation within an agreed timeframe.
g. To have his/her development/training needs met.
h. To challenge ideas and guidance in a constructive way.

4.4 Student responsibilities:
a. To uphold ethical guidelines and professional standards.
b. To validate interventions, approaches and techniques used.
c. To be open to change and use alternative methods of practice if required.
d. To consult the supervisor or designated contact person in cases of emergency.
e. Implement supervisor directives in subsequent sessions.
f. Responsible for CTR application and online Ethical Clearance application.

4.5 The student and the supervising team agree to the following:

- A student for a full dissertation or thesis will formulate a title and research proposal according to the guidelines and deadlines provided by his/her supervisor(s) and defend his/her proposal in front of a SHES committee before title registration. If the proposal is accepted, the final proposal, accompanied by the relevant forms for title registration and the appointment of assessors will be submitted to SHES by the student's supervisor on or before the deadline, as announced.
- A student for the mini-dissertation will also refine his/her title and proposal to the satisfaction of his/her supervisor. However, the student's supervisor only needs to submit the relevant forms for title registration and appointment of assessors to the SHES administrator on or before the deadline, as announced.
- The student will inform his/her supervisor in writing of his/her intention to submit the final manuscript of his/her (mini-) dissertation/dissertation/thesis for assessment on the

selected date of the particular year. The supervisor will then sign and forward the student's official notification of submission to the SHES administrator, who in turn, will forward the notification to the university administration before the selected date (as applicable).

- The student takes responsibility for the required professional typing, editing and binding of all assignments, the proposal, as well as the final manuscript of the (mini-) dissertation/full dissertation/thesis. All completed work, as well as the final manuscript must be typed in at least 1½ spacing, using a font size of at least 12 pt. and page margins of at least 2.54 cm.

- All work submitted by the student will be returned by the relevant supervisor, accompanied by comments and recommendations and/or will be discussed with the student within a reasonable time.

- The student agrees to effect all the corrections that are suggested by his/her supervisor(s) to the satisfaction of his/her supervisor(s) and/or the workshop facilitator(s) (as applicable).

- As far as references/sources consulted are concerned, the student agrees to acknowledge all the sources consulted consistently and to adhering to the Harvard referencing technique as explained in the current Higher Education Studies Referencing Guide.

- Failure to acknowledge sources consulted may be interpreted as the commitment of plagiarism by the student. This cannot be tolerated and the student will forfeit all marks earned for the particular assignment and/or the manuscript. A preliminary chapter or a manuscript may only be assessed if a signed declaration by the student is attached to or included in the document. This declaration should state that all the work included in the document is his/her own work and that all the sources consulted have been properly acknowledged.

- The final manuscript of the (mini-) dissertation/full dissertation/thesis must be completed according to the guidelines provided by the student's supervisor and then edited by (a) professional language, technical and referencing editor(s). (An) Original declaration(s) to this effect, written and signed by the particular editor(s), must be submitted to the supervisor on the day of final submission.

- The student's final manuscript of the (mini-) dissertation will be submitted to the SHES administrator on or before the university's official deadline date for submission (i.e. either January or July of the particular year).

- The manuscript may not be submitted for final assessment without permission from the student's supervisor. An original declaration to this effect, written and signed by the relevant supervisor, must be submitted to SHES on the day of final submission.

- The student undertakes to submit two ring bound copies of the final manuscript of a mini-dissertation or three ring bound copies of a full dissertation for final assessment purposes to the programme coordinator on or before the official submission date.

- The total length of the mini-dissertation will be a maximum of 75 A4 pages (excluding the list of references and appendices) and that of a full dissertation is a maximum of 150 A4 pages (excluding the list of references and appendices).

- The student takes note that, during assessment, the satisfaction of the requirements implied by the relevant NQF level descriptors for course work and full master's degrees will be thoroughly assessed.

- The student also undertakes to submit a substantial number of hard bound copies and one electronic copy of the final manuscript after having made all the corrections required by the internal and external examiners to the satisfaction of his/her supervisor. The number of copies to submit in each case will vary according to the number of supervisors and examiners appointed for the student.

- According to the regulations at the University of the Free State, a student must submit a written statement to the effect that s/he cedes copyright of the final manuscript of the (mini-) dissertation to the university. This implies that all conference papers/workshops/posters

and other publications originating from the (mini-) dissertation may only be presented or published together with the student's supervisor(s).

5. PROCEDURAL CONSIDERATIONS:
a. Issues relating to student's research and professional development will be discussed;
b. Sessions will be used to discuss issues of conflict and failure of either party to abide by the guidelines outlined in this contract. If concerns of either party are not resolved in supervision, (**HEAD OF SHES**) will be consulted; and
c. In the event of an emergency, the student should contact the supervisor. If the supervisor is not available, then contact (**HEAD OF SHES/SRT LEADER**)**.**

Date that proof was provided, with copy to supervisor _____

This contract is subject to revision at any time, upon the request of either the student or the supervisor. A formal progress report; however, will be conducted twice a year (April and September) to SHES and revisions to the contract will be made only with consent of the student and approval of supervisor. Finally, the annual reports are then submitted to both SHES and the UFS Postgraduate School.

We agree to uphold the guidelines specified in this supervision contract to the best of our abilities and to manage the supervisory relationship and supervisory process according to the ethical principles of the SHES, Faculty of Education, University of the Free State.

_____ _____

Supervisor's signature _____

Student's signature _____

This contract is effective from: **DATE _____**
Date of revision or termination: **DATE _____**

APPENDIX D
STUDENT LOGBOOK

Registered postgraduate students are advised to complete a regular student logbook of all the significant events relating to their postgraduate training programme (including those of the UFS Postgraduate School). This includes meetings with supervisors during which progress is discussed as well as CTR application, Ethical Clearance, attendance at lectures/seminars and additional training courses, notice of submission, editing agreement and the final submission date.

The main objectives of this process are to share understandings and thus agree on the fundamental (and often mistakenly assumed) beliefs and expectations. Space has been left to record joint understandings. **A copy should be made of the completed document for each party.**

Important note:

This document is for guidance only. For details of the UFS's regulations for postgraduate studies and for further advice and information relating to supervision and the research process, please visit the UFS website (https://www.ufs.ac.za/about-the-ufs/governance/policy-documents) and see more details in section 9 of this guide.

DETAIL INFORMATION:
Name of student: ………………………………………Signature…………………………………

Main supervisor: ……………………………………Signature…………………………………

Co-supervisor: ……………………………………….Signature………………………………….

Additional supervisor: …………………………………Signature………………………………

Date: …………………………….

DATE	EVENT DETAILS	SIGNATURE	COMMENT(S)

APPENDIX E
CTR PRESENTATIONS DATES

DATES FOR 2017

CTR

Submit CTR forms to supervisor	Submit CTR forms to SHES	CTR meetings	Return CTR changes and stipulations	Faculty Management	Faculty Board	ECS
9 January	16 January	6 February	20 February	21 February	5 May	22 May
13 February	20 February	9 March	24 March	23 March	5 May	22 May
15 March	22 March	6 April	21 April	18 April	5 May	22 May
19 April	26 April	18 May	2 June	23 May	4 August	14 August
22 May	29 May	13 June	28 June	20 June	4 August	14 August
7 August	14 August	29 August	13 September	19 September	13 October	30 October
4 September	11 September	27 September	11 October	24 October	??	20 November
9 October	16 October	7 November	22 November	21 November	??	

ETHICS

Submit Ethics forms to supervisor	Submit Ethics forms to SHES	Ethics Meetings	Return Ethics changes and stipulations
15 February	22 February	15 March	3 April
20 March	27 March	19 April	5 May
17 April	24 April	10 May	9 June
24 July	31 July	23 August	8 September
14 September	21 September	11 October	27 October
23 October	30 October	16 November	30 November

Please indicate / Dui asseblief aan:

(M Ed / MA) Mini-Dissertation / Uitgebreide Skripsie	
(M Ed / MA) Full Dissertation / Verhandeling	
(M Ed/MA) Research Articles	
(PhD) Thesis / Proefskrif	
(PhD) Research Articles	

Ethical Clearance Number/
Etiese goedkeuringsnommer

New Registration / Nuwe Registrasie	
Amendment of Title / Titelwysiging	
Amendment to panel of examiners / Eksamenpaneelwysiging	
Amendment to panel of supervisors / Studieleierpaneelwysiging	
Amended Proposal/ Wysiging van Voorstel	

Study Code / Studiekode (e.g. 7910)	
Module Code / Modulekode (e.g. DK900)	
Date of first registration for this module / **Datum van eerste registrasie vir hierdie module**	

Student Number / Studentenommer	
Surname / Van	
First Names / Volle Name	
Title / Titel (e.g. Mr, Ms / bv. Mnr, Me)	

Postal Address / Posadres

Telephone Number / Telefoonnommer	
E-mail / E-pos	

Field of Study / Vakgebied (e.g. Education Management / Onderwysbestuur)	

INSTRUCTIONS FOR COMPLETION OF THE FORM	BESONDERHEDE IN VERBAND MET DIE INVUL VAN DIE VORM
1. ONE COPY of this form must be completed by the promoter. The form should reach the Faculty Postgraduate Office on time. Late submissions will be deferred to the next round of title registrations.	1. Hierdie vorm moet in ENKELVOUD deur die studieleier/promotor ingevul word en betyds aan die Fakulteit se Nagraadse kantoor gestuur word. Met laatindiening sal die aansoek oorstaan tot 'n volgende rondte titelregistrasies.
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.	2. Indien die titel of eksamenpaneel na goedkeuring deur die Fakulteitsraad gewysig word, moet hierdie vorm opnuut ingevul en weer vir goedkeuring voorgelê word.
3. All sections of this form must always be completed, even though it may be a resubmission.	3. Alle afdelings se besonderhede moet altyd ingevul word, al is dit 'n hervoorlegging.
4. Mini-dissertations require one internal and two external assessors; full-dissertation Master's and PhD degrees require one internal and three external assessors.	4. Uitgebreide skripsies vereis een interne en twee eksterne assessore; verhandelinggebaseerde magisters en PhD's vereis een interne en drie eksterne assessore.
5. Study supervisors may not also be assessors.	5. Studieleiers mag nie ook as assessore optree nie.
6. Particulars must be typed.	6. Besonderhede moet ingetik wees.
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 re-submitted at the next round of title registrations.	7. Gespesifiseerde korreksies aan die aansoek moet teen die gestipuleerde datum na die Nagraadse Kantoor teruggestuur word, of die aansoek sal van die Fakulteitsbestuurnotules onttrek word en sal van voor af ingedien moet word vir die volgende rondte van titelregistrasies.

SUPERVISOR / PROMOTER | STUDIELEIER / PROMOTOR

Internal / Intern		*External / Ekstern	

UFS Staff Number / UV-personeelnommer	
Title / Titel	
Initials / Voorletters	
Surname / Van	
***Institutional Affiliation / Institusionele Affiliasie**	

Physical Address (for courier deliveries – NOT P.O.Box)**/Fisiese Adres** (vir koerieraflewering – NIE Posbus)	
Academic Unit / Akademiese Eenheid	
Office Number / Kantoornommer	
Building / Gebou	
Institution / Instituut	
Street Name / Straatnaam	
City / Stad	
Post Code / Poskode	

Telephone no. / Telefoon nr.	
E-mail address / E-posadres	

Signature / Handtekening	

CO-SUPERVISOR / CO-PROMOTER | MEDESTUDIELEIER / MEDEPROMOTOR

Internal / Intern		*External / Ekstern	

UFS Staff Number / UV-personeelnommer	
Title / Titel	
Initials / Voorletters	
Surname / Van	
***Institutional Affiliation / Institusionele Affiliasie**	

Physical Address (for courier deliveries – NOT P.O.Box)**/Fisiese Adres** (vir koerieraflewering – NIE Posbus)	
Academic Unit / Akademiese Eenheid	
Office Number / Kantoornommer	
Building / Gebou	
Institution / Instituut	
Street Name / Straatnaam	
City / Stad	
Post Code / Poskode	

Telephone no. / Telefoon nr.	
E-mail address / E-posadres	

Signature / Handtekening	

INTERNAL ASSESSOR | INTERNE ASSESSOR

UFS Staff Number / UV-personeelnommer	
Title / Titel	
Initials / Voorletters	
Surname / Van	

Physical Address (for courier deliveries – NOT P.O.Box)**/Fisiese Adres** (vir koerieraflewering – NIE Posbus)	
Academic Unit / Akademiese Eenheid	
Office Number / Kantoornommer	
Building / Gebou	
Institution / Instituut	
Street Name / Straatnaam	
City / Stad	
Post Code / Poskode	

Telephone no. / Telefoon nr.	
E-mail address / E-posadres	

Field of Expertise / Veld van Kennis	
Details of Formal Qualifications / Besonderhede van Formele Kwalifikasies	

EXTERNAL ASSESSOR 1 | EKSTERNE ASSESSOR 1

Title / Titel	
Initials / Voorletters	
Surname / Van	
Institutional Affiliation / Institusionele Affiliasie	

Physical Address (for courier deliveries – NOT P.O.Box)/**Fisiese Adres** (vir koerieraflewering – NIE Posbus)	
Academic Unit / Akademiese Eenheid	
Office Number / Kantoornommer	
Building / Gebou	
Institution / Instituut	
Street Name / Straatnaam	
City / Stad	
Post Code / Poskode	

Telephone no. / Telefoon nr.	
E-mail address / E-posadres	

Field of Expertise / **Veld van Kennis**	
Institutional Association (e.g. UCT) / **Institusionele Affiliasie (bv. WITS):**	
Details of Formal Qualifications / **Besonderhede van Formele Kwalifikasies:**	
Number of successful Master's graduates supervised / **Aantal suksesvolle Meestersgraadstudente begelei:**	
Number of successful PhD graduates supervised / **Aantal suksesvolle PhD-studente begelei:**	
Other information in recommendation of appointment / **Ander inligting as aanbeveling vir aanstelling:**	

EXTERNAL ASSESSOR 2 | EKSTERNE ASSESSOR 2

Title / Titel	
Initials / Voorletters	
Surname / Van	
Institutional Affiliation / Institusionele Affiliasie	

Physical Address (for courier deliveries – NOT P.O.Box)/**Fisiese Adres** (vir koerieraflewering – NIE Posbus)	
Academic Unit / Akademiese Eenheid	
Office Number / Kantoornommer	
Building / Gebou	
Institution / Instituut	
Street Name / Straatnaam	
City / Stad	
Post Code / Poskode	

Telephone no. / Telefoon nr.	
E-mail address / E-posadres	

Field of Expertise / Veld van Kennis	
Institutional Association (e.g. UCT) / Institusionele Affiliasie (bv. WITS):	
Details of Formal Qualifications / Besonderhede van Formele Kwalifikasies:	
Number of successful Master's graduates supervised / Aantal suksesvolle Meestersgraadstudente begelei:	
Number of successful PhD graduates supervised / Aantal suksesvolle PhD-studente begelei:	
Other information in recommendation of appointment / Ander inligting as aanbeveling vir aanstelling:	

EXTERNAL ASSESSOR 3 | EKSTERNE ASSESSOR 3

Title / Titel	
Initials / Voorletters	
Surname / Van	
Institutional Affiliation / Institusionele Affiliasie	

Physical Address (for courier deliveries – NOT P.O.Box)/**Fisiese Adres** (vir koerieraflewering – NIE Posbus)	
Academic Unit / Akademiese Eenheid	
Office Number / Kantoornommer	
Building / Gebou	
Institution / Instituut	
Street Name / Straatnaam	
City / Stad	
Post Code / Poskode	

Telephone no. / Telefoon nr.	
E-mail address / E-posadres	

Field of Expertise / **Veld van Kennis**	
Institutional Association (e.g. UCT) / **Institusionele Affiliasie (bv. WITS):**	
Details of Formal Qualifications / **Besonderhede van Formele Kwalifikasies:**	
Number of successful Master's graduates supervised / **Aantal suksesvolle Meestersgraadstudente begelei:**	
Number of successful PhD graduates supervised / **Aantal suksesvolle PhD-studente begelei:**	
Other information in recommendation of appointment / **Ander inligting as aanbeveling vir aanstelling:**	

Title for the proposed study / *Titel vir die voorgestelde studie***:**

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

Criteria:
A. The title is captivating
B. It is formulated as concisely as possible and does not exceed 15 words.
C. It reflects the main focus of the proposed study very clearly.
D. It contains no grammar, spelling or typing errors.
   (In other words, it has been linguistically edited and proofread.)

New or amended title / Nuwe of gewysigde titel

Previous title (in case of amendment) **/ Vorige titel** (in geval van titelwysiging)

---

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

Use the empty text box provided below and introduce your study by providing an introduction to your proposed study that includes a clear background for the research interest, focus 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, focus or problem.

Criteria:
1.1 The introduction is captivating and focuses on a substantiation of the chosen research interest, focus or problem (as applicable).
1.2 The researcher clearly identifies a gap in existing research pertaining to the research interest, focus or problem in the study, as implied in the title.
1.3 The researcher succeeds in substantiating the existence of the chosen research interest, focus or problem (i.e. the existing gap in research) through valid evidence obtained from recent literature. He/she may, however, also add other forms of trustworthy information sources (e.g. available statistics and other public sources).

---

2. Research interest, focus OR problem

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

Criteria:
2.1 The research interest/focus/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/focus/problem (as applicable).
2.4 The research interest/focus/problem is indeed researchable within a reasonable time frame.
2.5 It matches the interests and abilities of the prospective researcher.

3. Paradigmatic, disciplinary <u>and/or</u> theoretical (or conceptual) framework for the study

Place the proposed research within an appropriate paradigmatic, disciplinary **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 may include:
(a) the relevant research paradigm;
(b) the relevant education discipline(s) and/or field(s) of study within which the study is demarcated, **and/or**
(c) a relevant educational theory/relevant theories (or a conceptual framework) that will guide the study.

3.2 The relevant paradigmatic, disciplinary and/or theoretical (or conceptual) framework(s) is/are, as far as possible, presented as a coherent framework that clearly links the relevant frameworks (as applicable).

4. Research questions

Formulate a primary research question and then divide it into a number of secondary research questions, the answers to which will collectively provide an answer to the primary research question.

(<u>Note</u>: Although research questions sometimes only emerge as a study evolves, you should nevertheless make an effort at least to formulate possible questions. If this is not possible, you should clearly justify your stance.)

Criteria:

4.1 The primary and secondary research questions are all clearly and specifically formulated.

4.2 The primary research question directly relates to the research interest, focus or problem (as applicable).

4.3 The answers to the secondary questions will collectively provide enough information that may serve as an answer to the primary research question.

4.4 If the researcher does not formulate research questions as required above, he/she should clearly justify why it is not possible in the relevant study.

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

Formulate a primary research aim and 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.

Criteria:

5.1 The primary aim and objectives/hypotheses (as applicable) are all clearly and specifically formulated.

5.2 The primary research aim directly relates to the research interest, focus or problem (as applicable) and the research questions above.

5.3 The achievement of the research objectives, 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 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/focus/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 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/focus/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 focusing 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 sampling method(s) 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 are appropriate for the selected research interest/focus/problem [as well as 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 both the research population and sample of participants or data sets he will select.
8.2   The researcher correctly identifies the type(s) of sampling he/she will apply to select (an) appropriate sample(s) of participants or data sets (as applicable).
8.3   The choice of sampling techniques 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 trustworthiness

Identify and briefly explain how you will analyse, interpret and eventually report the data you have collected. Refer to specific, accepted methods of data analysis, interpretation and reporting, and substantiate your choice(s) through reference to relevant and recent literature and relevant information provided in the preceding sections. Also explain how you will ensure the trustworthiness (or validity, reliability, objectivity – as applicable to your study) of your research data and findings.

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 focusing on why these methods are appropriate for this study.
9.3   The researcher clearly refers to the strategies s/he will apply to ensure the trustworthiness (or validity, reliability and objectivity – as applicable to her/his study) of the research data and findings.

10. Value of the proposed research

Briefly discuss the value that the proposed research will have for the study of science in general, the particular discipline(s) and/or field(s) of study within which the study is demarcated, as well as its value for relevant stakeholders (as applicable).

Criteria:

10.1 The researcher discusses the value of the research with reference to
      (a) the study of science in general,
      (b) the particular discipline(s) and/or field(s) of study within which the study is demarcated, as well as for
      (c) relevant stakeholders (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 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. Also indicate whether you have already applied for ethical clearance from the Ethical Committee of the Faculty of Education or not.

Criteria:

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

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

11.2 The researcher clearly indicates whether he/she has already applied for ethical clearance from the Ethical Committee of the Faculty of Education or not.

12.   Layout of Chapters and/or Articles and/or Major sections of a single article (as applicable)

Please list below, the titles of the Chapters and/or Articles (as applicable to your study) and/or, if you plan a single article, also 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.

<div align="center"><u>OR</u></div>

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 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; formulated as concisely as possible; reflect the main focus of the relevant chapter/article very clearly, and contain no grammar, spelling or typing errors.

\
13.   List of sources

List all the sources used in writing the proposal.

(<u>Note</u>: This list is not considered in counting the number of words used in 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 a generally acceptable referencing technique 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 a generally acceptable referencing technique for research in education and is consistently applied in this list.

13.5   The sources consulted are relevant for the research interest, focus 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, focus or problem (as applicable) and the chosen research design, methodology and/or methods (as applicable), are older than 10 years.

STUDENT APPLICANT / STUDENTEAANSOEK

- **This proposal is my own work and is free of plagiarism.**
- **I have presented this proposed research to the relevant Syndicate Research Team (SRT) 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.**

- *Hierdie voorstel is my eie werk en is vry van plagiaat.*
- *Ek het hierdie voorgestelde navorsing vir die betrokke Sindikaat-navorsingspan (SNS) se paneel in die vorm van 'n mondelinge voorlegging aangebied, en ek het die paneel se voorstelle in ag geneem met die finalisering van hierdie voorstel.*
- *Ek het hierdie voorstel aan my studieleier/promotor vir goedkeuring voorgelê en hy/sy het dit as geskik vir registrasie beskou.*
- *Hierdie voorstel is taalversorg deur 'n professionele taalversorger, en bewys daartoe is ingehandig.*

Signature of Student **Handtekening van Student**	

APPROVAL / TOESTEMMING

- **This proposal has been thoroughly discussed and accepted by the relevant SRT panel.**
  Please provide the name of the relevant SRT here: HIGHER DUCATION STUDIES

- **This proposal has been language edited by a professional editor, and evidence to this effect has been submitted.**
- **The involvement of expertise from other disciplines/SRTs has been considered.**

- *Hierdie voorstel is volledig bespreek en goedgekeur deur die betrokke SNS se paneel.*
  Verskaf asseblief die naam van die betrokke SNS hier: HOËRONDERWYSSTUDIE

- *Hierdie voorstel is taalversorg deur 'n professionele taalversorger, en bewys daartoe is ingehandig.*
- *Die betrokkenheid van kundigheid van ander dissiplines/SNSe is oorweeg.*

Signature of Supervisor/Promoter **Handtekening van Studieleier/Promotor**	

Signature of Co-supervisor/Co-promoter **Handtekening van Medestudieleier/Medepromotor**	

Signature of SRT Coordinator / Head of School / **Programme Director //Handtekening van SNS-** **koördineerder / Hoof van Skool / Programdirekteur**	

APPENDIX G
DO'S AND DON'TS OF CTR PROCESSES

1. **Nomination of internal and examiners for mini-dissertations, full dissertations and doctoral theses:**
   a. The *main supervisor/promoter is <u>responsible for</u>* <u>completing all the information pertaining to the internal and external examiners they wish to nominate</u> on the CTR form. <u>This includes concise information such as</u> the examiner's institutional and departmental affiliation, expertise, physical delivery address, experience as postgraduate supervisor and examination of mini-dissertations, dissertations and theses, as well as the person's publication record.
   b. The main supervisor/promoter must also <u>submit a CV or abridged CV of each nominated external examiner</u> together with the student's completed and duly signed CTR application form.
   c. The <u>supervisor/promoter must provide a written statement confirming that</u> the nominated internal and external examiners have been contacted and <u>have confirmed, in writing, that they will be available to serve as examiners</u> for the particular study.
   d. <u>In ALL cases</u>, the <u>main supervisor/promoter is responsible for *nominating*</u> at least **ONE internal examiner** *whose expertise clearly relates to the particular study*.
   e. In the case of *mini-dissertations*, the main supervisor must *<u>nominate</u>* at least **<u>TWO external examiners</u>** with all the information mentioned above included.
   f. In the case *of <u>full dissertations and doctoral theses</u>*, the main supervisor/promoter must *<u>nominate</u>* at least **<u>THREE external examiners</u>** with all the information mentioned above included.
   g. Supervisor(s)/promoter(s) *<u>may not nominate two (or more) external examiners who are affiliated to the same institution</u>*. In other words, the two/three external examiners (as applicable) that s/he nominates <u>must all be from *different* institutions</u>.
   h. <u>The CTR will</u>, based on the information included in the CTR application form, as well as the information in the nominated examiner's CV/abridged CV, <u>select the one/two external examiners (as applicable) it deems most appropriate to serve as external examiner</u>.
   i. In cases where the main supervisor/promoter has nominated more than one external examiner from the same institution or has not nominated enough external examiners for the CTR to consider, the <u>CTR will refer the application back to the supervisor/promoter</u>.

2. **Nomination of the supervision panel:**
   a. Please note that all the <u>supervisors/promoters</u> of students must already <u>have a doctoral degree</u>.
   b. <u>An academic with only a Master's degree</u> (i.e. who does not yet have a doctoral degree) <u>may serve as a co-supervisor for a Master's degree student</u> (but not for a doctoral student). (This practice is actually encouraged in order to give these academics an opportunity to get experience in postgraduate co-supervision.)
   c. However, an academic with <u>only a Master's degree</u> may <u>not serve as either a main supervisor, promoter, internal or external examiner</u>.
   d. All supervisors/promoters of students must have expertise relevant to the focus of a student's proposed study.

3. **Reviewing students' proposals**
   a. All SRTs in the faculty are expected to consider and review the CTR applications of all the students in the relevant SRT in order to ensure that all applications, titles and proposals are of a high quality.
   b. For this purpose, all students in the HES SRT are required to (1) do verbal presentations of their own proposal in front of a panel of supervisors in the SRT. (2) Amend the proposal under the guidance of his/her main supervisor/promoter. (3)

Submit the amended proposal in written format to Mrs Cindy Baartman for review; wait for feedback from a reviewer in the HES SRT; again amend the proposal under the guidance of his/her main supervisor/promoter and only then submit the final, amended written proposal on the specific date as indicated. (You have already received all these relevant dates.)

c. The <u>SRT is expected</u> to provide a formal confirmation to the CTR that all applications submitted have already been properly <u>reviewed</u>, <u>amended</u> accordingly and thus finally <u>approved</u> by the SRT.

d. <u>In order to afford all students in the HES SRT a chance to get feedback from at least one SRT reviewer, we need the cooperation of ALL members of the HES SRT who are supervisors of students in this SRT. We appeal to you ALL to assist us with reviewing the CTR application of a student when requested by Mrs Cindy Baartman to do so.</u>

e. In case it is impossible for you to do the review, please inform Mrs Cindy Baartman immediately so that she can make other arrangements.

APPENDIX H
ASSESSMENT CRITERIA
UNIVERSITY OF THE FREE STATE
ASSESSOR'S RECOMMENDATION REGARDING THE CONFERRING OF A MASTER'S OR DOCTORAL DEGREE

STUDENT NUMBER:	
FULL NAMES AND SURNAME:	
NAME OF DEGREE:	
FACULTY:	
TITLE OF DISSERTATION:	

Please mark the appropriate box with an X.
1. Accepted unconditionally ☐

2. Accepted with corrections of the contents as stipulated ☐

3. Accepted conditionally with major revision; resubmission and re-examination required. ☐

4. Rejected ☐

5. Mark awarded for Master's dissertation ....%
   (Does not apply to a doctoral thesis)
6. I would like a copy of the final thesis   Hard copy: Yes/No ☐
       (Please circle-option)   Electronic copy: Yes/No
Name of assessor (Please print.)
………………………………………
………………………………………   …………
Signature of assessor   **Date**
GENERAL INFORMATION FOR AND INSTRUCTIONS TO ASSESSORS OF A DISSERTATION (MASTERS DEGREE) OR A THESIS (DOCTORAL DEGREE)

A candidate's dissertation/thesis is written under the guidance of a supervisor/promoter and the dissertation/thesis must demonstrate that the candidate is able to conduct scientific research and report on such research in an academic manner.

A80(c) The assessment panel of a Master's Degree by research should consist of three (3) members, with the proviso that if an internal examiner – who must not be either the supervisor or the co-supervisor(s) – is nominated, the external examiners must constitute the majority of the assessment panel. If it is decided to appoint only external examiners, three examiners still need to be appointed for a Master's Degree by dissertation. External examiners must be recognised experts in their fields and must not have any affiliation with the UFS.

A110(c) At least three examiners are required in respect of a thesis, provided that if an internal examiner – who must not be either the promoter or the co-promoter(s) – is nominated, the external examiners (persons not affiliated with the University) must constitute the majority of the panel of examiners.

(d) In the case of interrelated publishable manuscripts/published articles at least three examiners are required, if an internal examiner – who must not be either the promoter or co-promoter(s) – is nominated, the external examiners (persons not affiliated with the university) must constitute the majority of the panel of examiners.

The names of examiners, as well as the assessment reports are dealt with confidentially; only technical details may be provided to the candidate by the supervisor/promoter. Should there be a difference between the recommendations of examiners; the university reserves the right to appoint additional examiners. The final decision rests with the university.

A student may not communicate with an examiner or a moderator.
Assessment decisions should be made transparently and students must be afforded reasonable access to such information. Content of assessment reports can be made known to the student orally or in writing by the supervisor/promotor at his/her discretion, provided that the comments are treated confidentially (the identity of the assessor not to be revealed) and the comments of a personal nature be removed before it is provided to the student.

A.   GUIDELINES FOR EXAMINERS OF A MASTER'S DISSERTATION

The master's degree represents the equivalent of full-time research of at least one year. Irrespective of the manner of presentation, examiners are requested to ensure that the standard of outcome corresponds with Level 9 of the Higher Education Qualification Framework namely that proof is provided that the student is capable of conducting scientific research, possesses methodological and conceptual skills, displays clarity regarding the exposition and development of argument, as well as a sound judgement and interpretation, exhibits originality of approach and makes a certain contribution to the knowledge base of the discipline. Complete coverage of an important problem or a significant contribution to new knowledge should not necessarily be expected. The dissertation should also reflect literary skills applicable to the subject. A concise summary in English, reflecting the essence of the dissertation, should be included at the end.

Examiners are expected to study the dissertation within the context and fundamental principles of the discipline and submit a report in this regard. In your report on the dissertation, you are requested to address the following issues and add any additional comments you regard as applicable:

a)   Are the chosen title/subject, scope and objectives of the dissertation clearly defined, contextualised and scientifically founded?
b)   Is there proof of sufficient knowledge, interpretation and application of the relevant literature?
c)   Is sufficient understanding and application of appropriate research methodology, techniques and analysis demonstrated?
d)   Is the argument in the dissertation presented systematically, logically, in a well-structured and coherent manner?
e)   Does the subject of the study form a logical progression from the research objectives and are the chapter's coherent units?
f)   Are the research findings presented and interpreted satisfactorily and with evidence-based personal insight into the field?
g)   Do the research findings contribute to the knowledge base of the discipline?
h)   Are the conclusions valid and are they presented and evaluated in the context of authoritative published literature? Is significance conveyed clearly and are existing opinions in the field disproved where necessary?
i)   Did the candidate devote sufficient attention to literary style and layout and is the dissertation free of linguistic and typographical errors?
j)   Are the style and quality of tables, illustrations and/or graphic representations satisfactory and in accordance with formal conventions of scholarship?
k)   Are the references made in a proper manner and are the format and layout of the bibliography correct and does it include the most important and recent sources?
l)   Is the final summary relevant and does it convey the aim and findings of the study clearly?
m)   Is the work or parts thereof suitable for publication?

n)   What are the strengths and weaknesses of the dissertation?

Proposed guidelines for the allocation of marks for a Master's dissertation

% mark	These guidelines may be used for consideration in all fields.
More than 85%	Deserves a distinction (cum laude) without reserve. A really excellent dissertation; in the top 10% of Master's dissertations. Demonstrates advanced levels of understanding, originality and analysis (theoretical and/or empirical) over and above what is required for the other distinction categories below. Makes a significant contribution to the field of study. Almost no corrections are required. The greater part of the dissertation, more or less as it stands, provides suitable material for publication in peer-reviewed, international prestigious journals.
75-85%	Deserves a distinction (cum laude), in the top 20% of all Master's dissertations. A highly competent presentation in terms of argument, organisation and style. An authoritative coverage and interpretation of the relevant literature. Proof of originality, clear insight and depth of understanding. Few minor linguistic and/or typographical corrections, if any, are required. A considerable part of the dissertation is suitable for publication in peer-reviewed, prestigious international/national journals.
70-74%	Does not deserve a distinction, although it represents a very competent effort. Proof of a degree of originality, satisfactory insight and depth of understanding. The greater part of the work is covered sufficiently, is well organised and clearly argued. There are minor omissions or mistakes where revisions would improve the work. Parts of the research are suitable for publication in peer-reviewed, prestigious national journals.
60-69%	Does not deserve a distinction, although it is well executed with sufficient organisation, methodology and conclusions. Very little originality, if any, but, on the whole, a competent achievement. May require minor revisions.
50-59%	The dissertation is of a sufficient academic standard to pass. Little or no originality represents a basic overview of the literature, a sufficient understanding of the significance of the research and a reasonably competent methodology and interpretation.
Less than 50%	The dissertation clearly does not meet the minimum academic standards; the candidate fails. The work exhibits such a low level of methodology, interpretation, conclusions and layout that it can be regarded as incompetent. The dissertation does not succeed in demonstrating familiarity with basic academic conventions of presentation and organisation. It is unlikely that even large-scale revision will elevate the dissertation to the minimum academic requirements. Additional research may be required.

While not binding, the weights of marks as reflected in the table below, may serve as a <u>GUIDELINE</u> for the structuring of the assessment of the dissertation (these guidelines might not be applicable to all kinds of disciplinary research reported in a dissertation)*.

Areas considered	Weight	Mark awarded
Contextualisation and statement of the problem	10	
Knowledge of the discipline, the field of study and subject of research (literature study and interpretation)	10	
Methodological considerations and procedures. Experimental design and execution (where applicable)	20	
Interpretation of results, validity, phrasing of conclusions and extent of the contribution to the knowledge base of the discipline	50	
Style, layout, language usage and technical quality of dissertation	10	
Total	100	

*See accompanying rubric. The rubric has been compiled according to the level descriptors of the NQF Level 9.

In the case of Master's dissertations, the following regulations serve as guideline for the allocation of marks:

A83.5.2 Pass requirements, passing with distinction: coursework Master's Degree mini-dissertations or interrelated, publishable manuscripts/published articles

(a) For a student to pass a coursework Master's Degree mini-dissertation or publishable manuscript/published article, both of the two appointed examiners must have awarded a pass mark. The dean confirms the final result on the recommendation of the supervisor.

(b) To pass a coursework Master's Degree mini-dissertation or publishable manuscript/published article with distinction, an average mark of at least 75 per cent (rounded to the next integer) must be obtained in the minimum residential period indicated by the UFS PQM. Any exception to this rule can be made at the dean's discretion. The modules taken as occasional studies for which recognition is given in the qualification, count towards the residential time when considering a distinction.

(c)

    (i) In the case where the two appointed examiners are not in agreement, an arbitrator must be appointed by the dean of the faculty in collaboration with the head of the academic department. The decision and/or mark of the arbitrator regarding the examination of the initial submitted work, and not a revised version, will be final.

    (ii) The supervisor, in consultation with the head of department or the dean, may decide to appoint an arbitrator in case of borderline decisions or if discrepancies occur in assessments. In these instances, the decision of the arbitrator is final.

    (iii) A borderline decision occurs when the final average mark of the student is 48, 49, 73 or 74.

    (iv) Discrepancies with regard to assessments occur when:

        (aa) there is a difference of at least 25% between any of the examiners' marks;

        (bb) one of the examiners does not award a distinction;

        (cc) any one of the examiners does not award a mark and recommends that the document should be revised and resubmitted (option 3) or be rejected (option 4).

    (v) The comments of both the examiners and the arbitrator must be made available to the student, only after all the examination reports have been obtained and the final mark decided upon. The student must bring about the recommended revisions before the final work is submitted for the awarding of the degree.

B.   GUIDELINES FOR ASSESSORS OF A DOCTORAL THESIS

The doctoral degree represents the equivalent of full-time research of at least two years. The contents of a doctoral thesis are defined as original research and should make an exceptional contribution to the knowledge basis of and insight into the particular scientific discipline. Irrespective of the manner of presentation, assessors are requested to ensure that the standard of outcome corresponds with the Level 10 descriptors of the Higher Education Qualifications Framework. These descriptors should be applied to the assessment of a doctoral thesis, but it is recognised that a higher level of competence, methodology and conceptual skills, clarity of exposition and development of the argument, sound judgement, interpretation and originality of approach are required.

Of critical importance are the conceptualisation of new research initiatives and the creation of new knowledge and expertise in a field/discipline. A concise summary in English, reflecting the essence of the thesis, must be included at the end. A considerable part of the thesis should be suitable for publication in peer-evaluated, prestigious journals.

In the report on the doctoral thesis, the following should also be specifically commented on:

- Does the thesis provide proof of original work?
- Does the thesis provide proof of independent critical thought and that the candidate has the ability to conduct research independently?
- Does the thesis make an exceptional contribution to the knowledge base of and insight into the particular scientific discipline?

No mark is awarded, the assessor merely indicates whether the thesis is accepted (unconditionally or with corrections) or is rejected.

C.   GENERAL INSTRUCTIONS FOR SUBMISSION OF THE ASSESSOR'S REPORT
Examiners may keep their copies of the thesis, unless the dissertation/thesis is rejected or the necessity of corrections is pointed out on the assessor's copy, in which case it should be returned to the Registrar: Systems and Administrations (address below) together with the assessor's report.

In evaluating a dissertation/thesis, the recommendation must be one of the following:

Accepted unconditionally	Dissertation/thesis is accepted unconditionally in fulfilment of the prescribed degree requirements.
Accepted with corrections of the contents	The dissertation/thesis is accepted on condition that evidence is provided of corrections regarding technical or language editing and/or contents, as stipulated, are made to the contents to the satisfaction of the supervisor/promoter and the head of the department.
Accepted conditionally and reassessment allowed	The dissertation/thesis is accepted on condition that major revision is done and corrections regarding technical or language editing and/or contents, as stipulated, are made to the contents to the satisfaction of the supervisor/promoter and the head of the department. After this, the dissertation/thesis must be submitted for reassessment.
Rejected	The dissertation/thesis is rejected – the candidate fails.

For examiner's reports, the following regulation serves as a guideline:

Reg. A113.4 – Assessment reports
A113.4 Assessment opportunities: thesis or interrelated, publishable manuscripts/published articles
    (a) A student who intends to submit a thesis or interrelated, publishable manuscripts/published articles for assessment must, on the prescribed form and with the approval of the promoter and, if applicable, the co-promoter(s), inform the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus. This is done as follows:
    (i) on or before the last working day of October of the preceding year for graduating during the June/July graduation ceremony; or
    (ii) on or before the first working day in April for graduating during the December graduation ceremonies.
    (b) It is the promoter's responsibility to see to it that the title of the thesis, mini thesis or interrelated, publishable manuscripts/published articles has already been registered, and that the examiners have already accepted their nominations in writing. This must be done

before the notification of submission is approved by him/her and can be accepted by the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus.

(c) Only if the following requirements have been met can the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, accept a thesis or interrelated, publishable manuscripts/published articles so that it may be dispatched for assessment:

(i) Notification of submission has been received if the student is registered and will be registered for the minimum residential period at the time of the submission.

(ii) The research proposal, title registration and the promoter and, if applicable, a co-promoter(s) have been approved by the faculty board.

(iii) The faculty board has nominated the examiners and they have accepted the nominations in writing.

(iv) Submission of research can take place throughout the year, but there will be no guarantee that the degree will be conferred during the next graduation ceremony, due to assessment procedures. To enable the awarding of a degree during a particular graduation ceremony, the research had to be submitted at least five months prior to the graduation ceremony. The Vice-Rector: Academic should be informed in all cases when Student Academic Services refuse submission of research.

(v) A student must submit the research at least four months prior to a graduation ceremony, to ensure that the degree can be conferred during the particular graduation ceremony. It is possible, however, that due to problems/issues regarding the research, the student can only receive the qualification during the next graduation ceremony.

(vi) All fees have been paid.

(d) Once a thesis or interrelated, publishable manuscripts/published articles have been submitted for assessment, they may not be withdrawn and the assessment must proceed.

(a) The submission date for assessment of a mini-thesis or interrelated publishable manuscripts/published articles is, with due regard for the deadlines determined by Senate in respect of qualifying for the next graduation ceremony, determined by the student in consultation with the promoter and, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus.

(b) Once a mini-thesis or interrelated publishable manuscripts/published articles have been submitted for assessment, it may not be withdrawn and the assessment must proceed.

GUIDELINES FOR THE IMPLEMENTATION OF EXTERNAL MODERATION

The Quality Assurance Policy accepted by the Senate on 21 February 2006 and by the Council on 24 March 2006, stipulates as follows (numbering of the Quality Assurance Policy was maintained):

External assessment of all minor dissertations, Master's dissertations and doctoral theses, including articles within the article option, must be done as determined by the General Regulations for Advanced and Postgraduate Qualifications, Rule A130-A131.

The making of arrangements regarding above-mentioned processes must take place in terms of the institutional guidelines for teaching/learning, assessment, postgraduate teaching and supervision.

In order to comply with the above-mentioned guidelines, the following guidelines for implementation as proposed by the Portfolio Committee: Education and Research (22 May 2006) were approved by the Executive Management (14 August 2006) and the Senate (22 August 2006):

- The stipulation that all examination papers for exit-level modules for both examination sessions in both semesters must be moderated externally applies to all undergraduate

and honours programmes, as well as to the examination papers of structured Master's degrees. This moderation must take place before the examination sessions so that all amendments at the recommendation of external moderators may be made in good time.

All minor dissertations, Master's dissertations and doctoral theses, including articles within the article option, must be assessed externally as stipulated by the General Regulations for Advanced and Postgraduate Qualifications.

You are kindly requested to complete the attached Assessor's Recommendation Form and return it together with the full report to:

Registrar: Systems and Administration
For attention: Mr JC Jerling
University of the Free State
P.O. Box 339
BLOEMFONTEIN
9300

OR

Mr JC Jerling
University of the Free State
George du Toit Administration Building
Room 152, 1st Floor
University of the Free State
BLOEMFONTEIN
9301

APPENDIX I
STUDENTS' FLOW DIAGRAM (Lategan, 2017:52)

THEME 3 ———— PLANNING, MANAGEMENT AND ROLL-OUT

Problem statement (What)
External maxillofacial prostheses are time consuming and labour intensive to manufacture. This leads to a shortfall in the supply of these prosthetics in South Africa

Hypothetical resolution (How do you propose this problem can be solved)
More accurate external maxillofacial prostheses can be manufactured within a reduced timeframe using additive manufacturing (AM) as a secondary manufacturing process

Purpose of the study
To improve on the manufacturing process of external prostheses in order to address the shortfall of these prostheses in South Africa

Importance of the study
External prostheses can significantly improve the quality of life of patients who have lost facial features because of disease, trauma etc.

Methodology
What research process will be followed to manufacture external prosthetics with AM as secondary process?

Determine technique to attach magnets to prosthesis. Nylon frame with silicone over-mould?

Find a local ear nose and throat specialist who will be willing to co-operate in research on manufacturing external prosthetics

Find out what silicones are available for external prostheses

Find out how external prostheses are manufactured presently

Develop process chain to manufacture external prostheses:

3D scan — positive in nylon through AM — negative silicone mould — positive silicone prosthesis

3D scan — negative nylon mould halves through AM — positive prosthesis through injecting thermo-set silicone in mould

Determine how colour matching of prosthesis to skin can be performed

Determine geometrical accuracy of prostheses manufactured through different techniques

Do a cost and time comparison on the manufacturing of the prostheses through traditional and proposed secondary AM technique

Conclusion
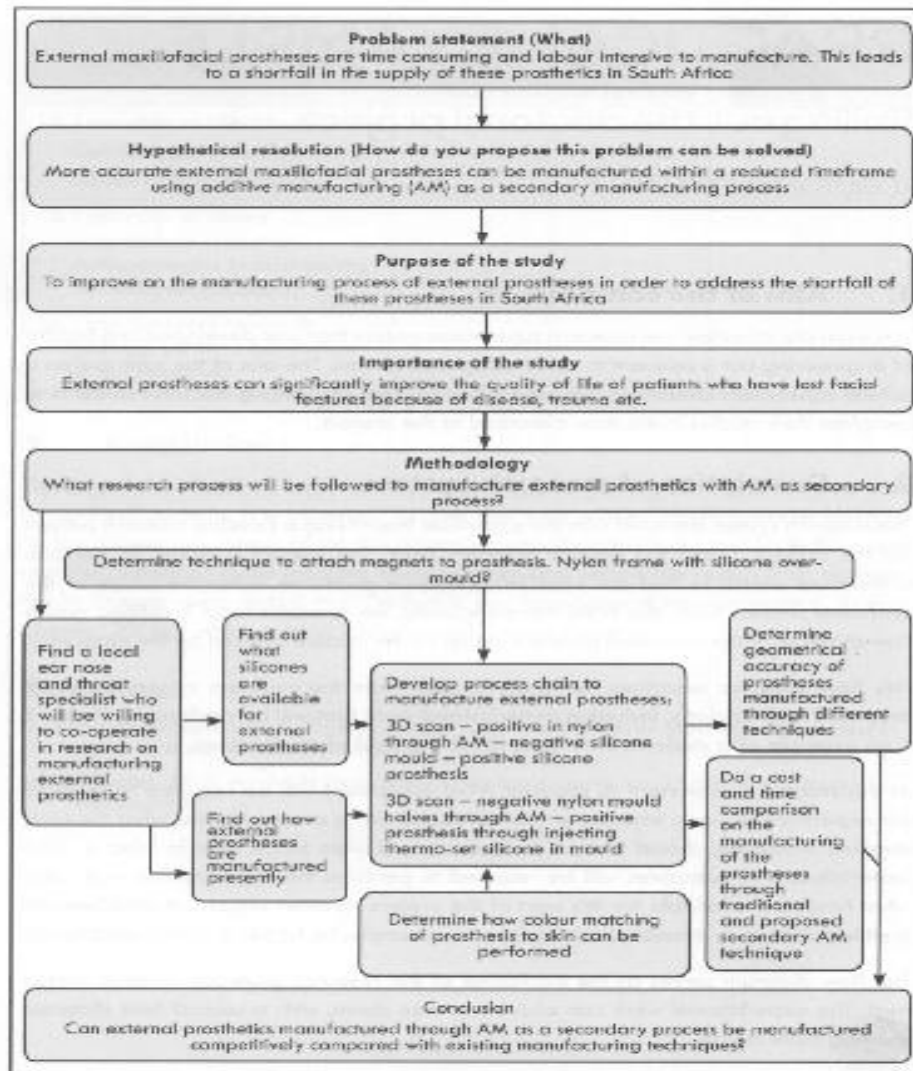Can external prosthetics manufactured through AM as a secondary process be manufactured competitively compared with existing manufacturing techniques?

Figure 3: Student's flow diagram

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