# **SUBMISSION FORM FOR THE CONSIDERATION OF A DISSERTATION OR PHD PROPOSAL TO THE FACULTY RESEARCH PROPOSAL COMMITTEE FOR FACULTY APPROVAL**

**Important information to take note off:**

* The proposal will not serve without the required supporting documents
* The proposal will not serve without the signatures of the supervisor/co-supervisor and HoD

**SECTION A – STUDENT DETAILS**

|  |  |
| --- | --- |
| Student name & surname: |  |
| Student number: |  |
| Qualification: |  |
| Department: |  |

**SECTION B – SUPERVISOR AND CO-SUPERVISOR DETAILS**

|  |  |
| --- | --- |
| Supervisor name & surname: |  |
| Department: |  |
| Co-supervisor name & surname: |  |
| Department:  |  |

**SECTION C – PROPOSAL DETAILS**

|  |  |
| --- | --- |
| Title of the study:  |  |
| School RMC approval date:  |  |

**SECTION D – REQUIRED SUPPORTING DOCUMENTS**

|  |
| --- |
| The following supporting documents should accompany the submission: |
| * Learning Agreement
 |[ ]
| * One page summary
 |[ ]
| * Matrix of corrections
 |[ ]
| * Turnitin Report
 |[ ]
| * School RMC Minutes
 |[ ]
| * Timeframes
 |[ ]
| * Budget
 |[ ]
| * Ethics consideration
 |[ ]

**SECTION E – CHECKLIST FOR PROPOSAL**

|  |  |
| --- | --- |
|  | **√** |
| The title reflects the study in less than 15 words |[ ]
| The text is in a logical order with numbered headings and subheadings (refer to Faculty format) |[ ]
| Key points and arguments are summarised in the literature review |[ ]
| References used are recent and as up-to-date as possible. |[ ]
| The problem statement is clear and linked to the discipline registered for.  |[ ]
| It is clear from the proposal how each objective/research question will be addressed |[ ]
| The contribution of the study is clearly outlined in case of PhD.  |[ ]
| The significance of the study is clearly outlined in case of a Masters. |[ ]
| The writing speaks to the research questions and/or research objectives. Therefore, what is presented is directly relevant to the study and focused. |[ ]
| Sampling size, method and justification are clearly presented. |[ ]
| Tables and figures are relevant to the proposal and referred to in the text  |[ ]
| Tables and figures are referenced and listed in the content page. |[ ]
| The budget for study is included. |[ ]
| The timeline for study is included and accurate in terms of date of registration, current time-period and finalisation of the study [NB: The ethical clearance application activity must be included in the timeline] |[ ]
| No footnotes |[ ]
| All references listed in the text appear in the reference list |[ ]
| The content page is linked to the body of your proposal. The contents page accurately reflect the headings in the proposal |[ ]
| Your text is justified. |[ ]
| The proposal cover page is based on the template provided by faculty (see template) |[ ]
| A language editor was consulted or editorial issues (writing style, language, spacing, referencing format, etc.) carefully checked.  |[ ]
| Page numbers are included at the bottom of each page  |[ ]
| Full Turnitin Report (SI is 20% or less, single source SI is 2% or less) is included in submission |[ ]
| Electronic copy is sent to the programme coordinator/HoD on due date. |[ ]
| Faculty format provided for the proposal has been consulted (consult the  |[ ]
| The proposal is a maximum of **25** pages (excluding cover pages and references). |[ ]
| The correct title page is used (see template) [NB: No university logo] |[ ]
| The one page summary contains the details of the study, student, qualification and supervisor |[ ]

**SECTION F – MATRIX OF CORRECTIONS FEEDBACK FROM THE SCHOOL RMC**

*(add additional lines as required)*

|  |  |  |
| --- | --- | --- |
| **Feedback from the School RMC** | **Evidence of corrections** | **Comments from student** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION G – SIGNATURES**

|  |  |
| --- | --- |
| Student: | **……………………………………** |
| Supervisor: | **……………………………………** |
| Co-supervisor: | **……………………………………** |
|  |  |
| HoD: | **……………………………………** |
|  |  |