SCHOOL OF SOCIAL SCIENCES

Postgraduate procedures

Guidelines for students, supervisors and reviewers

Contacts:

Academic Leader Research (ALR)
Prof Sabine Marschall (marschalls@ukzn.ac.za)

Cluster Leaders (CL)
    Culture: Dr Vivian Ojong
    IPA: Prof Mandy Goedhals
    Development: Prof Stephen Mutula
    Society & Social Change: Prof Radhamany Sooryamoorthy

Postgraduate Officers:
PMB: Nancy Mudau (Mudauna@ukzn.ac.za)
Howard College: Nqobizizwe Memela (Memela@ukzn.ac.za)

All **forms** are available on the School website:
http://sss.ukzn.ac.za/Postgraduate-Information/doctoral.aspx

Honours – research project

Supervision
Supervision of Honours research projects is administered by the cluster, co-ordinated by the CL, postgraduate coordinator or other designated member of staff. Students address grievances with postgraduate coordinator at cluster level. ALR will assist if specifically requested by CL.

Ethical Clearance
Once the supervisor has approved the Honours proposal, students send their ethical clearance form, signed by the supervisor, to the PG officers. The ALR

will coordinate the ethical clearance with the help of the School Ethical Clearance committee.

MA & PhD

Supervisor allocation
Students send a proposal describing their planned research project to the PG officers – one page for MA, several pages for PhD. The proposal must contain contact details, identify the discipline or cluster and, if possible, specify alternative topics or interdisciplinary areas of research to facilitate supervisor allocation. Students may request a specific supervisor. The proposal file should be labelled: "Name MA - Request for supervisor" or "Name PhD – Request for supervisor".

PG Officers will forward this document to the respective CL, who advises ALR based on consultation with staff and any fair and transparent principles that the cluster has agreed upon. Where CLs cannot find supervisors, proposals are sent to ALR to find supervisors from other clusters or outside the school.

Once students have met with their allocated supervisor, both sign the **supervisor – candidate contract form** and send it to the PG officers for filing and verifications of workload documents.

The student downloads the **proposal and ethical clearance form** and works with the supervisor until the supervisor declares the proposal ready for presentation at cluster level.

The CL or postgraduate coordinator sends out the proposal to two reviewers within the cluster. Reviewers fill in a **review form.** The PG coordinator organizes the postgraduate seminar at which the student presents his/her work. Reviewer's forms are given to the candidate, who works on the proposal revision with the supervisor. Student fills in the **Revision schedule** form, which must be approved by the supervisor or – in cases of major revision - by the reviewer.

All forms are then scanned into one document: proposal, ethical clearance, consent form, questionnaires and all other appendices, revision schedule, IP form, supervisor contract form. The document is labelled "**Name - MA proposal**" or "**Name - PhD proposal**" and sent to the PG Officers, who check the documentation and file it. If the scan becomes too large for e-mailing, zip it, or divide into two parts.
MA proposals are tabled at SRHDC for noting.
PhD proposals must be further reviewed at school level. The ALR will send the proposal to two reviewers within the school. Proposal and reviews are

tabled and vetted at SRHDC. Supervisors are then informed about the outcome. If revisions are needed, review reports are sent to supervisors, who will work on revisions with the student. Student fills in the revision schedule and supervisors approve. All final documents are scanned again and send to PG Officers along with a hard copy of the final set of documents.

Ethical Clearance:

The PG officers submit the hard copy of the final, complete set of documents with all its signatures for Ethical Clearance. Students and supervisors are informed after ethical clearance is granted and the student can then embark on conducting the fieldwork.

Proposal reviewers must indicate the Ethics code: **green** is for all types of research that do not involve people (e.g. desktop research, archival research, policy review, etc.). **Orange** is for all types of research that involve people, even if these are not interviewed (e.g. participant observation, photographing crowds, etc.). **Red** is for interviews with vulnerable groups. Children and the mentally disabled always count as vulnerable groups, as well as people who have experienced severe trauma (e.g. victims of violent crime), but the definition of 'vulnerable' should not be taken to extremes, since people are participating voluntarily and can withdraw from the interview at any time.

The Ethical Clearance Office has pointed out the following requirements:
- The check sheet must be completed.
- The information sheet to the participants needs contact details of the student, supervisor and HHSREC (Ms P Ximba, Tel: 031 260 3587, Email: ximbap@ukzn.ac.za).
- Question 3.6 (Storage & Disposal) must be answered comprehensively. However, note that destruction of data is not necessary; storage in a secure place is acceptable.

NB: These guidelines should be given to every student when registering and will be available on the website. The document will in time be amended and refined.