

POST-GRADUATE RESEARCH TOOLKIT FOR SCHOOL OF MANAGEMENT



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INTRODUCTION AND HOW TO USE THIS TOOLKIT

This document can be used after the proposal has been accepted and the students are formally registered for a Masters or Doctoral qualification.

This document is intended to empower and support supervisors as well as their post-graduate students. It is not a prescribed method for supervision but a toolkit with various tools to enable both parties.

The document follows the logic of four P's: **Press**¹ (UJ support environment), **People** (students and their supervisor/s as well as participants), **Process** and the **Project**. The logic is illustrated in the figure below:

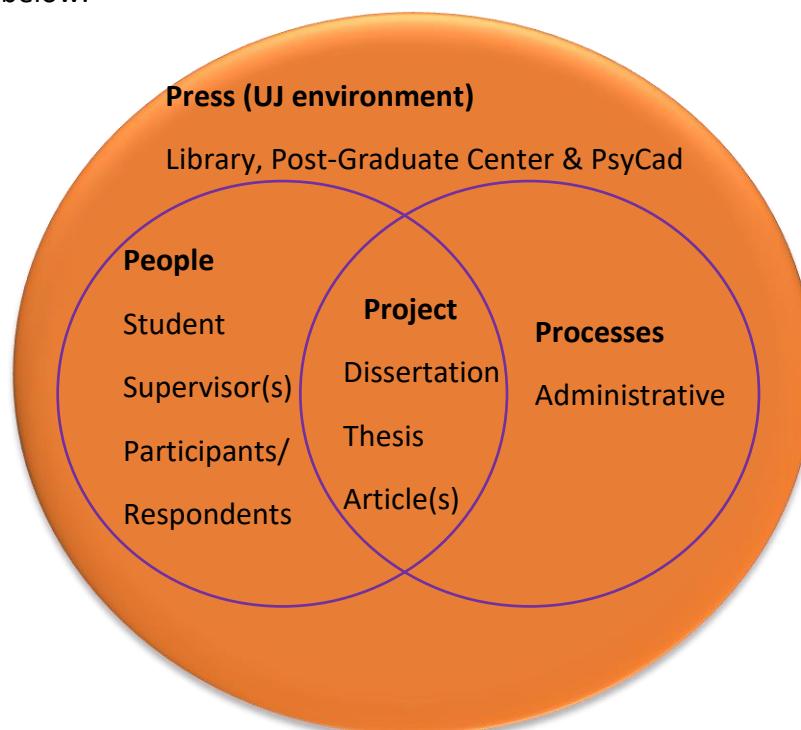


Figure 1: The 4P's relevant in research supervision (compiled by T Tselepis 2023)

¹ The UJ library and Post-Graduate School and PsyCad offer many courses and support services. Please familiarize yourself with these by looking at the announcement and web pages: <https://www.uj.ac.za/library/library-services/online-training-and-videos/>. As well as :<https://www.uj.ac.za/postgraduate-school/> and <https://www.uj.ac.za/teaching-and-learning/academic-development-and-support/centre-for-psychological-services-and-career-development-psyccad/>

This toolkit has several linked documents and tools to support the research journey **after the proposal was accepted**. Kindly note that each department will have specific requirements relating to proposals and this should be completed by the time you start using this toolkit.

In this toolkit the rationale is that some aspects on the research journey are universal. A general journey is therefore outlined with some documents and tools.

When a practical tool (for example a video, checklist or template) is available in this toolkit, the following icons are used to align to the P's. Any formal documentation or information is provided in a linked Word Document.

Dimensions of a port-graduate research study:	Icon for useful tools in a section:	What this dimensions of a port-graduate research study is about:
People (student, supervisor/s, participants)		Who plays which role: roles need to be acknowledged and managed to steer this project in the right direction
Processes²		These guide the way: processes involve, registration and re-registration, supervisor-student agreements, ethical clearance, intention to submit, submission, examination. The student needs guidance on these processes and some are administrative and hence the supervisor needs to action certain aspects
Project		The destiny: the dissertation/thesis/script as well as scientific article(s)

² The processes include some administrative processes and CBE documents that need to be completed at certain points. The responsibility requires action from the supervisor as well.

The documents and tools are linked in this table. **Please note that the milestones proposed are not linear and hence the tools may be used as you see fit in an order that you believe is relevant to the study.** Where administrative processes for example: title registration or appointment of examiners, the milestone is highlighted with grey. Students may take note of these administrative milestones as their input might be needed at that particular point in time.

	Project milestones	Process	Who does what	
			Student 	Supervisor(s) 
	Contracting	Doc 1 (Supervisor student agreement)  Tool 1A (prep for contract)	Talk to your supervisor about your expectations (apply tool 1)	Talk to the student and work through the supervision agreement (Doc 1) and submit to department committee/body
	 Article/s³ writing tool	 Tool 2A  Tool 2B (Masterclass on writing a dissertation)	Creates or downloads a structure for dissertation/thesis format	Guide the suitable structure for the dissertation/thesis
	Registration of title	Doc 3	Confirms title	Register(s) title with College Higher Degrees Committee (CHDC)
	Literature review or survey of scholarship and/or	 Tool 4A (Basic academic writing tool)	Structures and Writes draft(s)	Read(s) and provide(s) feedback in reasonable timeframe

³ Read the latest policy on the style of thesis/dissertation as well as the qualification and meet all requirements relating to publications.

	theoretical perspective(s)	 Tool 4B (Open source guide)  Tool 4C (Masterclass on the literature review)		
	Ethical clearance	Doc 5A (Ethics Form A) Doc 5B (Ethics Form B) Doc 5C (Ethics Form C) Doc 5D (resubmit cover letter)  Tool 5A (Guideline to complete form A)  Tool 5B (video 1)  Tool 5C (Video 2)  Tool 5D (Video 3)  Tool 5E (Video 4)	Completes the applicable form and documentation and submits to supervisor	Ethics form to be signed by all supervisors before submission to the ethics committee in department by student

		 Tool 5F (Video 5)  Tool 5G (Template permission letter)  Tool 5H (Template consent letter)		
	Methodology	 Tool 6A (Guidelines on Methodology)  Tool 6B (Masterclass on research skills and methodology)	Writes the methodology	Provide feedback on methodology
	Data gathering	 Tool 7A (Questionnaire development)  Tool 7B (Qualitative data gathering)	Does data gathering	Act as soundboard for ideas, reflection, possible problems
	Appointment of external examiners	 Tool 8 (Requirements of external examiners summarized for CBE) Doc 3 is used for these purposes as well	NA (student not involved at all This information is not disclosed to students during the process)	For Master's find 3 suitable candidates as potential external examiners (one on stand by) For Doctoral level 4 suitable candidates with CV's of each will be required

	Results/findings	Doc 9 (Statkon registration if applicable)  Tool 9A (The four voices of findings and discussions tool)	Writes up or presents and discusses (in writing) findings	Provide feedback on findings and discussions
	Intention to submit	Doc 10	Signs notice of intention to submit form	Complete and submit the “notice of intention to submit” document (to departmental structure) three months prior to examination
	Conclusions and/or final chapter(s)	 Tool 11A	Writes conclusion and final chapter(s)	Provides feedback on conclusions and final chapter(s)
	Submission for examination	 Tool 12A (Checklist) Doc 12A (Affidavit) Doc 12B (Declaration)	Ensures the work is language edited (student organizes and should budget or secure funding accordingly) Similarity report of final document needs to be done Signs submission for examination form	Check last version after editing and sign all documentation Check similarity report Sign submission for examination form
	Examination of document	Doc 13 (to see what assessors will look at)	Student not involved until reports are given to him/her (doc availed to indicate how assessment takes place)	Supervisor not involved until all reports are back (Follow up on timeframe with administrative staff where needed). <i>Do not communicate with examiners directly.</i>

	Viva Voce (oral presentation)	A new process is implemented for those Doctoral students who graduate in 2024 onward	Ask supervisor about the requirements and process	Follow CBE guidelines
	Post-examination	 Tool 14A (Example of how to respond to amendments)	Discuss any amendments with supervisor and/or do amendments according to the examiner reports Tool 14A as an example of how to indicate amendments and respond to examiner feedback	Check all
	Final submission	 Tool 15A (Example of supervisor's memo) Doc 15 (Final library submission form and checklist)	Submit all documentation required (see checklist in Doc 15) Sign and ask supervisor to sign Doc 15	Oversee all components and write supervisor's report/ memo (Tool 15A Example of supervisor's memo) to provide an overview of the study, confirm that all amendments were made (if applicable), confirm the submission of article(s).

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