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|  **LS 262a** |

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**APPLICATION FOR APPROVAL OF MASTER OR DOCTORAL RESEARCH PROJECTS**

**SECTION 1A: GENERAL INFORMATION**

**1A.1 Type of Application** (Mark with an X the applicable category)

|  |  |
| --- | --- |
|  | Full Time Doctoral Student\* |
|  | Part Time Doctoral Student\* |
|  | Full Time Master’s Student\* |
|  | Part Time Master’s Student\* |

*\*Any person enrolled as a student at CUT, while also holding a position at a place of work in terms of the Labour Relations Act (Act 66 of 1995), is a part time student or postdoc while any other status is considered to be full time.*

**1A.2 Biographical information of applicant**

|  |  |
| --- | --- |
| Title:  |  |
| First names:  |  |
| Surname: |  |
| Faculty  | Management Sciences |
| Department: |  |
| Postal Address: |  |
| Mobile Number: |  |
| E-mail: |  |
| ID number / Passport number: |  |
| Nationality: |  |
| Student number: (if applicable) |  |
| Staff number: (if applicable)  |  |
| Highest Qualification Obtained: |  |
| Date qualification was obtained: |  |
| University from which qualification was obtained:  |  |

**SECTION 1B: INFORMATION ON THE RESEARCH PROJECT PROPOSAL**

**1B.1 QUALIFICATION:**

**B.2 Supervision**

|  |  |  |
| --- | --- | --- |
| **Internal** | **Title and Name** | **Highest qualification** |
| Main Supervisor: |  |  |
| Co-Supervisor 1: |  |
| Co-Supervisor 2: |  |
| **External** | Please attach CVs |  |
| Main Supervisor | Title and Name: |  |
| Physical Address: |
| Cell Number: |
| Email: |
| Co-Supervisor 1 | Title and Name: |  |
| Physical Address: |
| Cell Number: |
| Email: |
| Co-Supervisor 2 | Title and Name: |  |
| Physical Address: |
| Cell Number: |
| Email: |

**SECTION 2: THE PROTOCOL**

**TITLE: Be concise but descriptive of the problem**

**2.1 INTRODUCTION AND PROBLEM BACKGROUND (***1.5 pages max***)**

1. Provide description of what has led to the problem so as to place it in context.
2. Provide conceptual clarification/ operational definitions of all the variables of interest to the research.
3. Provide justification for the study/ significance of the problem. That is, state why it is important to conduct this study.
4. Say exactly what your study is all about.
5. Previous attempts to deal with the problem or research gap.

**2.3 PROBLEM STATEMENT (***max 2 paragraphs – not more than ½ a page***)**

Based on the background, state the problem to be investigated. According to Baron (2012), there is generally no one "correct" or "best way" to write the problem statement and the following three examples are some of the commonly used problem statement formats.

1. This study will compare, contrast, investigate, describe, determine, examine, develop, clarify, or evaluate the issue being studied.
2. The purpose of this study is to determine the variables that explain the difference between males and females and identify those variables that differ significantly between the two genders.
3. This study is designed to investigate graduate students' perceptions regarding the difficulty of coursework at CUT and determine which courses are more difficult than others.

**2.4 LITERATURE REVIEW/ THEORETICAL DEVELOPMENT (***max 3-6 pages***)**

This section must cover the following elements in a logical flow.

* Provide a review of empirical literature leading to hypotheses/ research questions development.
* Provide review of the main theories underpinning your study.
* Provide a conceptual framework (causal or process diagram) depicting the linkages between the concepts, constructs or variables associated with the study. Briefly state how the variables interact based on relevant elements of your theoretical framework.

**2.5 RESEARCH QUESTIONS, HYPOTHESES, OBJECTIVES AND AIM**

**2.5.1 Research questions/ hypotheses**

State the research question(s) and/or hypotheses.

**2.5.2 Research objectives**

State the objectives of the research.

1. They are the ‘must do’ (the practical research processes) for delivering research aim(s).
2. They are action oriented-e.g., explore, determine, assess, understand, interrogate, evaluate, etc.
3. Relate to research questions or hypotheses.
4. Dovetail with the conceptual framework.

**2.5.3 Aim (***max a paragraph***)**

1. A research aim expresses the intention, purpose, or aspiration of the research.
2. It states what one hopes to achieve at the end of a research project.
3. The aim should be specific and phrased in such a way that it is possible to identify when it has been achieved.
4. Social impact and/or theoretical, policy, methodological, and practical contributions and how the study is aligned with one of the UN Sustainable Development Goals (SGDs). Where applicable, include how the study also aligns with the thematic areas of the Centre for Enterprise and Entrepreneurship Studies of the faculty.

**2.5.4 Novelty of the study (***Max ¼ page) (for doctorate studies only***)**

The novelty should highlight what makes your study distinct, what makes it unique from existing studies.

**2.5 METHODOLOGY**

There are many ways to conceptualise research methodology. Different authors use different terminologies to refer to the same concept. Use the attached “Research onion” framework (Saunders, Lewis & Thornhill, 2019) to explain your research methodology.

**2.5.1 Research paradigm (***Max a paragraph***)**

Examples: Positivism, interpretivism, pragmatism

Every research is underpinned by a paradigm. Outlining your research paradigm provides the justification for your chosen approach/ design/ methods etc. Clearly state and justify your paradigm.

**2.5.2 Research approach (***max a paragraph***)**

Examples: Quantitative/Qualitative/deductive/inductive/abductive

Please constituently indicate and justify your chosen research approach.

**2.5.3 Research design (***max a paragraph***)**

Examples: Descriptive, correlational, experimental, cross-sectional, ex post facto, exploratory design, phenomenology, cases study, grounded theory, ethnography, ethnomethodology, etc

Please constituently indicate and justify your chosen research approach and research design.

**2.5.4 Population (***max a paragraph***)**

Total number of elements for which the researcher is interested in. Please also indicate target population (if necessary) and specify unit of analysis (individuals, organisations, groups, documents, cases, etc).

**2.5.5 Research locale (***max a paragraph****)***

Describe the research area (specific geographical location) and justification for choice.

**2.5.6 Sampling (***max a paragraph***)**

1. Unless the population is extremely small, a sample must be drawn from the population. Provide sample size and sampling procedure with justification (if needed).
2. The sample must be representative of the target population for valid inferences to be drawn based on the sample results.
3. For quantitative study (Baron 2012), generally, a sample will accurately represent the target population if (a) the sample selection carefully follows an appropriate sampling design, (b) the sample is randomly selected, (c) a large enough sample is selected relative to the total population, and (d) the sample size is adequate for the data-collecting instrument being used.
4. For qualitative research, the goal is to provide in-depth understanding and therefore, targets a specific group, type of individual, event or process. To accomplish this goal, qualitative research uses criterion-based sampling techniques such as purposeful sampling, quota sampling, and snowballing sampling.

**2.5.7 Data collection (***max a paragraph***)**

1. This section describes in detail how the data will be obtained.
2. Information provided in this section must include what instruments will be used and how they will be distributed.
3. You must clearly describe and justify (briefly) data collection method and instrument. Example, will you use existing questionnaires or self-constructed?

**2.5.8 Validity and reliability assurance (***1-2 paragraphs***)**

1. For research proposal, validity and reliability determination/assurance must be explicated here.
2. **Remember that validity and reliability issues are different for quantitative and qualitative researchers.**
3. For mixed research, how validity and reliability will be assured for different research instruments used for collecting different data sets are required.

**2.5.9 Data analysis (***max a paragraph***)**

1. State the software and the data analysis technique(s) that you will use to analyse your data along with the rationale.
2. Please note that data analyses methods differ for qualitative and quantitative research.

**2.6 REFERENCE LIST**

1. Include only sources used.
2. Must conform to the Harvard referencing style.
3. Be consistent with the variant of Harvard referencing style you would have chosen. *The variants are attached as annexure for your attention*.

**SECTION 3: APPROVAL OF RESEARCH PROJECT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature of Applicant:****(**I confirm that this is my own work and I will execute my research in line with CUT policy and procedures**)** |  | **Date:** |  |  |
| **Signature of Main Supervisor / Mentor****(**I commit to supervise the student/post doctorate**)** |  | **Date:** |  |  |
| **Signature of Co-supervisor (1)****(**I commit to co-supervise the student**)** |  | **Date:** |  |  |
| **Signature of Co-supervisor (2)****(**I commit to co-supervise the student**)**  |
| **Signature of Head of Department:****(**I approve the study/project and will avail the required resources**)** |  | **Date:** |  |  |
| **Ethical Approval*** Approval by the Faculty Research and Innovation Committee (FRIC)
* Approval number: --------------------------------------------------------------------

Note: The approval number must be indicated as: [Name of Faculty eg: EIT] + year [eg 2017] + number [0+]**Where applicable, approval by accredited ethics committees:** * Approval by an accredited Ethics Committee (including biomedical, clinical, radiology and somatology)
* Approval by Animal Ethics Committee (also including agricultural and environmental ethics)
 |
| Note: Proved of the ethical clearance must be added to this application. |
| **Approval by FACULTY RESEARCH AND INNOVATION COMMITTEE (FRIC)** |
| **Signature of FRIC Chair:** |  | **Date:** |  |  |
| **Ratification by FACULTY BOARD** |
| **Signature of FACULTY DEAN:** |  | **Date:** |  |  |
|  |

**ANNEXURE A: REFERENCING GUIDE**

**VERY IMPORTANT**

1. Use Harvard style (see the attached guide) for details.
2. When you cite three or more authors for the first time, all the author names must be written. After that, you use “et al.”
3. The body font is Arial 12.
4. There must be one (1) space between words.
5. The line spacing must be 1.5.
6. Paragraphs must be separated by one space.
7. Table labels must be at the top of tables.
8. Figure labels must be at the bottom of figures.

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