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

Please add relevant supportive documents as appendices.

**SECTION 1: GENERAL INFORMATION**

* 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 considered to be a part time student or postdoc while any other status is considered to be full time.*

* 1. **Biographical information of applicant**

|  |  |
| --- | --- |
| Title: |  |
| First names: |  |
| Surname: |  |
| Faculty |  |
| Department: |  |
| Postal Address:(to receive mail) |  |
| 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 2: INFORMATION ON THE RESEARCH PROJECT PROPOSAL**

**2.1 QUALIFICATION:**

**2.2 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: |

**2.3 The Protocol**

NB: Please note that all explanations in red (including this one) are for guidance only and must be deleted during the write-up of the proposal.

**TITLE: XXXXXXXXXXXX**

* The title must be explicit
* It must capture the essential variables and the context
* Must be reflective of the main research question/ hypothesis/ objective/ conceptual framework
  + 1. **INTRODUCTION**
* Every scientific writing must contain this section. It needs not be long.
* It provides a snapshot of the study and should not be confused with the literature review.
* It introduces the study and states the focus of the study.

The following must also be included in the introduction.

* Global and national imperatives makes research to be of practical significance. In global terms, the UN’s sustainable development goals (SDGs) are of outmost importance.
* Equally important is national and local imperatives such as the NDP in the case of South Africa.
* International students need to consider their own national and local imperatives.
* In addition, the faculty’s research centre, the Centre for Enterprise and Entrepreneurship Studies (CEES) identifies some SDGs as the driving force of entrepreneurship and enterprise research in the faculty. The centre also has certain themes. Your research must fit into at least one of the themes.
* It is important that the introduction or background section links every research to at least one relevant SDG, one theme of the centre and a national or local imperative.
  + 1. **PROBLEM BACKGROUND**
* Provides background information regarding the problem under investigation.
* The section contains information on:
* The origin of the problem or what led to the problem so as to place it in context.
* Prior efforts to resolve the problem.
* Significance of the problem.
* What will happen if the problem is left alone - provides a brief rationale for why the particular study is worth pursuing.
  + 1. **PROBLEM STATEMENT**
* The purpose of the study is stated in this section.
* The problem statement is among the most critical parts of the research proposal because it provides focus and direction for the remainder of the study.
* A well-written problem statement defines the problem and helps identify the variables that will be investigated in the study.
* Can take the form of a statement, question, or hypothesis.
* When expressed as a statement, it is advisable to also provide a research question or hypothesis. The reason is that, statements are less focused than questions and hypotheses.
* Although research questions as golden rule must follow every problem statement, it is not always necessary to state hypotheses.
* Research questions and hypotheses should be informed by the problem statement.
* Whenever possible, avoid the use of "Yes-No" research questions which tend to limit the scope of your responses (Baron, 2012).

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.

* This study will compare, contrast, investigate, describe, determine, examine, develop, clarify, or evaluate the issue being studied.
* The purpose of this study will be to determine the variables that explain the difference between males and females and identify those variables that differ significantly between the two genders.
* 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.

Baron (2012) further suggests that the problem statement is further explicated in the form of hypotheses and research questions that emerge from the problem statement and operationalize it in terms of specific variables and relationships to be examined and reported. Hypotheses and research questions also suggest methodology for the study.

* + 1. **RESEARCH QUESTIONS, HYPOTHESES, OBJECTIVES AND AIM**

**2.3.4.1 Main and Subsidiary Research Questions/ Main and Subsidiary Hypotheses (whichever is applicable).**

* They give focus to the problem statement.
* They relate to research objectives and sub-objectives.
* They give focus to the problem statement.
* They relate to research questions and sub-questions, objectives and sub-objectives.
* ***Where used, the hypothesis restates the general problem in a form that is precise enough to allow testing***

**2.3.4.2 Main and Subsidiary Objectives**

* They state the ‘must do’ (the practical research processes) for delivering research aim(s).
* They are action oriented-e.g. explore, determine, assess, understand, interrogate, evaluate, etc.
* Relate to research questions and sub-questions.
* Dovetail with the conceptual framework.

**2.3.4.3 Aim**

* Should point to the overall contribution of the study.
* It is the broad goal.
* It is different from the objective.
* The aim should highlight one or more of these:
* Theoretical contribution and advancement
* Policy imperatives
* Contribution to practices-e.g. the development of best practices/ models.
* Social impact and
* Innovation of research
  + 1. **LITERATURE REVIEW**
* How you arrange the flow of the literature review is entirely up to you but must reflect previous studies, a theoretical framework and conceptual framework.
* Please do not put background issues here.

**2.3.5.1 Previous research pertinent to your study**

* You have to review current empirical literature that has relevance to your study.
* Please current literature means by the time you present your theses, literature should not be older than 10 years.

**2.3.5.2 A theoretical framework**

* A problem is always rooted in a theory or a number of theories.
* It is used in “defending” or justifying the conceptual framework and the entire study.
* It forms the “foundation” upon which a study is built.
* If it is weak or faulty, a study becomes worthless.
* If you want to study for example, the relationship between motivation and citizenship behaviour, you need to review the literature about motivation theories, organisational citizenship behaviour theories, and other theories that have been put forward to explain the relationship between motivation and citizenship behaviour. After this review, you then articulate the theoretical framework underpinning your study.
* Aspects of the theoretical framework relevant to your study must relate to the conceptual framework.
* In this place, the 10 year rule does not necessarily apply. What is important is the relevance of the theory so long as it is enduring. However, new insights on a theory must also be discussed.

**2.3.5.3 Conceptual framework**

* A mind map illustrating the relationship between concepts/ constructs/ variables in the research.
* It emerges from the research problem and is taken from constructs and concepts discussed in literature review.
* It is, the operationalisation of the problem statement, explicated by hypotheses and research questions in terms of specific variables and relationships to be examined and reported.
* It is the researcher’s expression of “what is going on” with regard the phenomenon/ issue under investigation.
  + 1. **METHODOLOGY**

There are many ways to conceptualise research methodology. Different authors use different terminologies to refer to the same concept. Be sure to support which ever terminology you use with appropriate reference.

**2.3.6.1 Research philosophy/paradigm (compulsory for all)**

* Regardless of differences in conceptualisations of research methodology and terminology, every research is underpinned by a research philosophy.
* Among others, the philosophical issues in research are essentially about ontology and epistemology in that order. You are free to go beyond this broad classification and add issues such as axiology etc.
* Outlining your research philosophy provides the justification for your chosen approach/ design/ methods etc.
* The ontological and epistemological underpinnings must be clearly stated and justified as to how they relate to the problem you are investigating.
* **This section is compulsory for all levels of studies.** 
  + - 1. **Research Approach and Design**
* Again, it is acknowledged that differences abound in conceptualisations of research approach and design. If your terminology/ conceptualisation differs from this one, please feel free to state it but you must justify your conceptualisation with appropriate reference.
* Regardless of differences in conceptualisations, every research is underpinned by a broad road map for conducting the study and the choice of data collection techniques and analysis to be adopted later which includes one or a combination of: case study, correlation, experimental, comparative, ethnography, grounded theory, quasi-experimental, cross-sectional, longitudinal study etc.
* You must provide a brief description of and justification for the relevant approach or design.

**2.3.6.3 Population & Sampling (where needed)**

* Describe the research area (specific geographical location) and justification for choice
* Describe the target population and the sampling frame.
* Provide sample size and sampling procedure with justification (if needed).
* Unless the population is extremely small, a sample must be drawn from the population.
* The sample should be small but enough to provide a manageable volume of data.
* The sample must be representative of the target population for valid inferences to be drawn based on the sample results.
* 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.
* 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.

**2.3.6.4 Data collection**

* This section describes in detail how the data will be obtained.
* Information provided in this section must include what instruments will be used and how they will be distributed.
* You must clearly describe and justify (briefly) data collection method and instrument.
* For the purpose of research proposal, validity and reliability assurance (how you ensured validity and reliability) must be explicated here. **It is not about how you will test for validity and reliability.**
* At this stage of proposal, you need to state how you will assure validity and reliability (NB: this is different from determining validity and reliability – which is done during data analysis).
* **Remember that validity and reliability issues are different for quantitative and qualitative researches.**
* For mixed research, how validity and reliability will be assured for different research instruments used for collecting different data sets are required.

**2.3.6.5 Data analysis**

* This section describes in detail analysis of the collected data.
* State how you will analyse the data along with the rationale.
* Please note that data analyses methods differ for qualitative and quantitative researches.
* Data analysis method or methods is firstly determined by the hypotheses to be tested or research questions to be answered.
* It is also is dependent on the format of the instrument and how the data are gathered.
* In the case of quantitative research, it is further determined by the level of data (nominal, ordinal, and/or interval).
  + 1. **ETHICAL CONSIDERATIONS**
* Every research has its particular ethical implications, and this must be stated and how it/they will be dealt with.
* Remember that ethical issues differ for quantitative and qualitative research.
* Do not be generic, only focus on the ethical problems pertinent to your study.
  + 1. **REFERENCE LIST**
* Include only sources used.
* Must conform to the Harvard style.
* Be consistent with the variant of Harvard style used.
  + 1. **EXPECTED OUTCOMES**

This section must be linked to national development imperatives, SDGs (reduction of poverty (SDG1); provision of decent work and economic growth (SDG8); & reduction of inequality in society (SDG10) and research themes of the faculty *(please see Annexure “A” for the faculty research themes. It is your responsibility to look for the SDGs)* in terms of:

1. Scientific outcomes:
2. Social impact:
3. Innovations/ patents:
   * 1. **STUDY TIME FRAME**

* Indicate milestones for your project including deadlines and outputs over the study period. Please be realistic.
* Brief description of chapters stating start and due dates.
* Time when final report will be submitted.

**SECTION 5: 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:** |  |  |
|  | | | | |

**Endnotes:**

**ANNEXURE A**

**Centre for Enterprise & Entrepreneurship Studies**

**(CEES)**

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| **Focus and research themes** |
| Our focus is on sustainable enterprise and entrepreneurship development with the following four themes.   1. **Entrepreneurship and small business development**– the focus is on:  * Small business /venture creation; * Entrepreneurial business management; * Rural entrepreneurship; * Women in entrepreneurship dynamics; * Youth entrepreneurship * Informal entrepreneurship; * Immigrant entrepreneurship; * Innovation; * Technological entrepreneurship; * Social entrepreneurship * Entrepreneurship and poverty reduction; * Entrepreneurship and regional development; * Universities in fostering entrepreneurship; * Entrepreneurship education and training; * Entrepreneurship and gender; * Entrepreneurship and ethnic minorities; * The entrepreneurial university; * Entrepreneurship and institutions; * New tools and techniques for supporting small business development; * Human resources management in entrepreneurship; * Psychology of entrepreneurship; * Sociology of entrepreneurship; * Public policy for entrepreneurship & innovation; * Enterprising communities. * Intrapreneurship (corporate entrepreneurship)  1. **Sustainable and ethical business practices** – focus is on:  * Researching and identifying models, strategies and approaches that will ensure global competitiveness and sustainability for large and small business in the private and public sectors; * Responsible entrepreneurship with emphasis on business social responsibility and environmentalism; * Total quality management (TQM); * Organisational behaviour including employee motivation, engagement, commitment, productivity, OCB, CWB, organisational justice et. * Business ethics; * Ethical leadership  1. **Tourism and hospitality entrepreneurship**: Both 1 and 2 above are directly applicable on the Tourism and Hospitality disciplines as well. In addition, a specific emphasis will be placed on research aiming to improve opportunities for entrepreneurs and SMME’s in the tourism/ hospitality sectors, improved tourism management and marketing as well as tourism development. 2. **Corporate governance and accountability** - will focus on:   Research activities within private sector and national, provincial and local government spheres to promote effective governance and accountability in both private and public sector. Research conducted within this focus area will concentrate on the following:   * Ethics; * Accountability; * Good governance; * Monitoring and evaluation; * Effective public and municipal financial management; * Disaster management; * Community development; * Effective cooperative governance; * Intergovernmental relations to strengthen effective governance within all three spheres of government. |