**Faculty Research Committee QUALITY ASSURANCE Checklist**

**Approval of student proposal by FHDC before submission for ethics**

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| --- | --- | --- | --- | --- |
| **Date** |  | | | |
| **Department** |  | | | |
| **Student name** |  | **Student number** |  | |
| **Degree** |  | **PQM Abbreviation** |  | |
| **Main supervisor** |  | **Affiliation** |  | |
| **Co-supervisor 1** |  | **Affiliation** |  | |
| **Co-supervisor 2** |  | **Affiliation** |  | |
| **Title of project** |  | | | |
| **CHECKLIST** | | | | | |
| **Number of pages according to proposal guideline**   * **For Masters dissertation the length should not exceed 20 pages (excluding the cover page and Table of contents)** * **For Doctoral thesis the length should not exceed 30 pages (excluding the cover page and Table of contents)** | | | |  | |
| **Front page**  **• proposals should be signed by the student and all supervisors on the front page**  **[first write the name of student and supervisor(s) before the signature is appended]**   * **No logos or picture on front page – please see proposal guideline document** | | | |  | |
| **Cover Page, Table of Contents and Abstract:-**  **• these should accompany each proposal irrespective of the discipline** | | | |  | |
| **Abstract**   * **The abstract should succinctly capture the study background, broad objectives, methods and expected outcomes.** * **The abstract should not be more than 300 words.** * **Provide 5 to 7 key words.** | | | |  | |
| **Introduction and literature review** **should be supported by recent citations as much as possible – please note you are not writing the dissertation/thesis – it is a summary to show the importance of your study** | | | |  | |
| **Rationale/Research question/Justification of the Study must be present** | | | |  | |
| **Objectives or Aims of the Study must be present** | | | |  | |
| **Materials and Methods or Methodology or Study Design must be present and clear** | | | |  | |
| **Expected Outcomes must be added** | | | |  | |
| **Workplan /Milestones / Deliverables**   * **Provide a timeline of activities, milestones, and deliverables.** * **The use of a table or a Gannt chart is the student's choice** | | | |  | |
| **Budget**   * **A budget for all activities in the project is required.** * **The student should provide a breakdown of the budget lines whenever applicable, without rounding-off the cost of each item and justification.** * **The source of funding should be indicated.** * **Note that laptops, scientific visits, workshops and conference attendance are funded through different mechanisms and should not be included in the budget.** * **a detailed break-down of items is required (no rounding-off; for example, 1 packet latex gloves x 3 @ R71.41 each = R214.23 and NOT R200.00 or R210.00 or R215.00)** | | | |  | |
| **References**  **There should also be consistency in the listing format. For example, if the title of the journal is in bold face, this should be applied throughout the reference section (that is, to all the journal titles).** | | | |  | |
| **English Proof-reading letter:-**  **As the proposal is just a concept note, the English proof-reading /language letter must be provided by a senior staff member in the Faculty with experience on the topic and good grasp of scientific writing using English language** | | | |  | |

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| **CHECKLIST – documents that must be send with this form from Department** | |
| **FHDC - Proposal Evaluation Template** |  |
| **FHDC Form - Appointment of external supervisors if applicable** |  |
| **R1 registration form plus abstract** |  |
| **English proofreading letter** |  |
| **Soft signed copy of proposal** |  |
| **Proof of registration** |  |
| **Agenda of Departmental proposal presentations** |  |
| **Signed attendance list of meeting** |  |
| **Signed MoU between supervisor and student** |  |

**Recommended by Departmental Faculty Research Committee member:**

**Name:……………………………………………………………………………..**

**Signature:……………………………………………… Date:………………………………………**

**Approved by Deputy Dean Research and Postgraduate studies:**

**Signature:……………………………………………… Date:………………………………………**