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**Research and Innovation Office**

Postgraduate Studies: HDC/UZREC Checklist when submitting:

Master’s and Doctoral Research Proposals

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **Student No.** |  |
| **Department** |  | **Supervisor** |  |
| **Thesis/Dissertation Title** |  |

**When submitting a Research Proposal (whether to Higher Degrees or Ethics Committee), the following documents must be prepared and collated in this chronological order:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check list before submitting any postgraduate proposal to the Higher Degree Committee/Ethics Committee for approval****Confirm if the applicant is a bona-fide registered student in the University in that particular year**  | **Yes/ No** | **Attach** | **Signature** |
| 1. Ethical
 | **Ethical Clearance Cover sheet**  |  |  |  |
| 2. | **HDC01/ (Project registration)**  |  |  |  |
| 3 | **HDC03 (Appointment of Supervisors)** – SignedThe HoD, with the approval of the Department and the FHDC allocated a suitably qualified Supervisor(s)/provisional supervisor(s) to the candidate |  |  |  |
| 4 | **Postgraduate Studies Faculty Checklist** |  |  |  |
| 5. | **MOU**An agreement/contract was drawn between the supervisor(s) and the student with regard to the responsibilities/expectations of both parties and was duly signed as outlined in MoA guideline. |  |  |  |
| 6. | **Departmental presentation/seminar** of the proposal was made to members of the Department as required in the Research Proposal Guide |  |  |  |
| 7. | **Copy of Research Proposal** |  |  |  |
| 8. | **Declaration by student signed** |  |  |  |
| 9. | **Declaration by supervisor(s) signed** |  |  |  |
| 10. | **\*Participant Informed Consent** |  |  |  |
| 11. | **Parent/Guardian Informed Consent (minors)** |  |  |  |
| 12. | **Ministerial Consent Form (minors)** |  |  |  |
| 13. | **Data Collection Instrument(s)** |  |  |  |
| 14. | **Letters seeking permission to conduct research** |  |  |  |
| 15. | **Plagiarism detection report** |  |  |  |

Note: you should attach translated versions of the vernacular for 10, 11 and 12 if data will be collected from vulnerable people (minors, disabled, elderly and/or illiterate person.