

**RESEARCH AND INNOVATION DIVISION**

**Checklist for Submitting Higher Degrees Research Proposal**

**To Higher Degrees and Ethics Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **Student No.** |  |
| **Department** |  | **Supervisor(s)** |  |
| **Title of Thesis / Dissertation** |  |

**NB:** *When submitting a Research Proposal to the Higher Degrees / Ethics Committee, the following documents must be prepared and made available through attachment in the chronological order specified in the table below:*

| **ITEM CATEGORY[[1]](#footnote-1)**  | **ATTACHMENT** | **SIGNATURE** |
| --- | --- | --- |
|  | **Research Proposal**  |  |  |
| 2. | **Plagiarism Check Report***(full report to be provided)* |  |  |
| 3. | **Data Collection Instruments with Cover Letters (if applicable)** |  |  |
| 4. | **Letter to gatekeeper seeking permission to access research site***(If applicable)* |  |  |
| 5. | **Populated University Approved Consent Form (***If applicable)[[2]](#footnote-2)* |  |  |
| 6. | **Project registration (HDC01) Form** |  |  |
| 7. | **Signed Appointment of Supervisor[s] (HDC03) Form[[3]](#footnote-3)** |  |  |
| 8. | **Ethics Application Form** |  |  |
| 9. | **Proof of editing** *(faculty can approve editors for proposal)* | Writing centre |  |  |
| Supervisor |  |  |
| Professional editor |  |  |
| Software  |  |  |

1. All other relevant documents and processes not listed herein shall be handled at faculty level. Only the final version of the research proposal should be submitted. [↑](#footnote-ref-1)
2. Attach translated versions of the vernacular, particularly if data will be collected from vulnerable groups. [↑](#footnote-ref-2)
3. The HoD, with the approval of the Department, allocates suitably qualified Supervisor(s). [↑](#footnote-ref-3)