



UNIVERSITY OF <sup>TM</sup>  
KWAZULU-NATAL  
INYUVESI  
YAKWAZULU-NATALI

# School of Management, IT and Governance

## POSTGRADUATE STUDENT

School Research and Higher Degrees Committee

School of Management, IT and Governance

College of Law and Management Studies

2017



Contents

EDGEWOOD CAMPUS

HOWARD COLLEGE CAMPUS

NELSON R MANDELA SCHOOL OF MEDICINE

PIETERMARITZBURG CAMPUS

WESTVILLE CAMPUS

UKZN - INSPIRING GREATNESS

1. INTRODUCTION .....	3
2. WHAT IS NOT COVERED IN THIS GUIDE .....	3
3. ANNUAL REGISTRATION.....	4
4. PERIOD OF REGISTRATION.....	5
5. SUSPENSION OF REGISTRATION.....	5
6. THE STUDENT AND THE SUPERVISOR.....	5
7. THE RESEARCH PROPOSAL .....	7
A. Masters by Research and Doctoral Study .....	7
The initial research intent.....	7
B. Masters by Coursework.....	8
C. All Research Proposals.....	9
8. ETHICAL CLEARANCE .....	12
9. STYLE AND GRAMMAR .....	12
10. PLAGIARISM .....	12
11. RECOMMENDED LENGTH OF DISSERTATION/THESIS.....	13
12. DISSERTATION*LAYOUT REQUIREMENTS – SAMPLE.....	14
13. WHAT TO SUBMIT FOR EXAMINATION.....	17
14. WHEN TO SUBMIT FOR EXAMINATION.....	17
Intention to submit for examination.....	17
Submission of dissertation/thesis for examination .....	17
15. FINAL COPIES (AFTER EXAMINATION) .....	18
16. STUDENT CONTACT DETAILS.....	18
17. UKZN USEFUL CONTACT DETAILS.....	18
17. APPENDICES .....	21
Appendix 1.....	21
Confirmation of intention to submit Dissertation/Thesis.....	21
18. QUICK GUIDELINES FOR THE LAYOUT OF A DISSERTATION/THESIS.....	23

## 1. INTRODUCTION

The main aim of this guide is to acquaint students and their supervisors with the administrative procedures and rules relating to dissertations and theses in the School of Management, IT & Public Governance within the College of Law and Management Studies. These usually form part (and in some cases all) of the requirements of ‘higher’ (Masters and Doctoral) degrees in the school.

These procedures and rules have been instituted at a number of levels and are normally consistent with each other. Some apply to the whole university, while others are specific to this College or to the School where the student is registered. They may vary in some respects between campuses. Others might be required by a student’s supervisor.

There are some key documents which contain procedures and rules relevant to dissertations/theses and students. The most important of these are:

1. *General Academic Rules for Degrees, Diplomas and Certificates*, published annually, and included in the College of Law and Management Studies handbook. Of particular importance to dissertation/thesis students are ‘Rules for Masters’ degrees by coursework’, ‘Rules for Masters’ degrees by research’ and ‘Rules for the degree of Doctor of Philosophy and supervised doctoral degrees by research’.
2. *College of Law and Management Studies Rules for Degrees, Diplomas and Certificates*, published annually and included in the College of Law and Management Studies handbook.

Students should note that the rules in force in the year when they first registered for the relevant degree will continue to apply to them. General Rule 1 (GR1) states that ‘no change in rules shall be interpreted so as to operate retrospectively to the prejudice of any currently registered student’.

## 2. WHAT IS NOT COVERED IN THIS GUIDE

1. Application procedures <http://applications.ukzn.ac.za/Homepage.aspx>
2. The various qualifications offered within the College and their requirements (see the College handbook [http://saa.ukzn.ac.za/Forms\\_proce/Handbooks.aspx](http://saa.ukzn.ac.za/Forms_proce/Handbooks.aspx), particularly the sections ‘Coursework Masters degrees’, ‘Coursework Doctoral degrees’ and ‘Research Masters and Doctoral degrees’).
3. Honours degrees and postgraduate diplomas, which are administered at the School level.

4. Information specific to International Students. See <http://ukzninternational.ukzn.ac.za/Homepage.aspx>
5. Fees and the financing of studies.  
See Student Fees at <http://applications.ukzn.ac.za/Fees.aspx> and Student Funding at <http://studentfunding.ukzn.ac.za/Homepage.aspx>
6. Entry requirements. In general, entry to a Masters degree requires an Honours degree or equivalent in the relevant discipline, while entry to a Doctoral degree requires a Masters degree in the relevant discipline. Schools will apply other criteria in deciding whether to accept a student, including the suitability of the proposed research and the availability of a supervisor.
7. How to go about writing a dissertation/thesis. This is something that you learn as you proceed. Among the many useful books available are Mouton, J. (2001). *How to succeed in your Master's and Doctoral studies: a South African guide and resource book*, Pretoria: Van Schaik,; Sharp, J. and Howard, K. (1996). *The management of student research project* (2<sup>nd</sup> edition), Aldershot: Gower, (a third edition is in preparation); Saunders, M., Lewis, P., and Thornhill. A. (2017). *Research methods for business students*. (7<sup>th</sup> edition) England: Pearson as well as Wellman and Kruger, *Research methodology* (3<sup>rd</sup> edition), OUP. You will also need to read intensively on the particular research methods you are planning to use and your supervisor will assist you in this respect.

### 3. ANNUAL REGISTRATION

Students are accepted into the degree once, however, the student must register each semester, in consecutive semesters, unless application is made in advance of the semester for temporary suspension of studies subject to the relevant approvals as indicated by rule GR9(c) and (d) contained in the College of Law and Management Studies handbook.

Registration must be completed by the deadline date for registration at the commencement of each semester as indicated in the University Sessional Dates until the degree is complete. Registration takes place on-line, the on-line registration menu may be accessed via Student Central at <http://sc.ukzn.ac.za>.

Part-time and/or off-campus students need to ensure that evidence of their fee payments are sent to the relevant Student Fees office so that this can be linked to their student fee accounts. This is the student's responsibility.

#### **4. PERIOD OF REGISTRATION**

Masters degree by coursework: Maximum of 4 semesters full-time, 6 semesters part-time. A student registered for the degree of Master by coursework shall be so registered for a minimum period of two consecutive semesters before the degree may be conferred.

Masters degree by research: Maximum of 4 semesters full-time, 6 semesters part-time. A student registered for the degree of Master by research shall be so registered for a minimum period of two consecutive semesters before the degree may be conferred.

Doctoral degree: Maximum of 8 semesters full-time, 10 semesters part-time. A student registered for a Doctoral degree shall be so registered for a minimum period of four semesters before the degree may be conferred.

#### **5. SUSPENSION OF REGISTRATION**

A student who wishes to withdraw from study for one or more semesters must apply in advance of the semester for which suspension is being requested, through their supervisor and the School postgraduate office, to the SR&HDC for suspension of registration (GR9). A student who fails to apply will have to make a new application for admission to the degree after an absence of two semesters or more.

#### **6. THE STUDENT AND THE SUPERVISOR**

Each dissertation/thesis student is assigned a member of UKZN's academic staff as a supervisor.

The role of the supervisor is:

1. To assist the student with the selection and planning of a suitable and manageable research topic
2. To help support the student in crafting the overall objective and specific aims and to get the proposal in order;
3. is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once per term.

4. responds in a timely and thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation. The turnaround time for comments on written work should not normally exceed three weeks
5. To advise the student when problems arise;
6. To provide in-depth and constructive feedback on proposal and chapter drafts
7. To provide feedback timeously.
8. To advise the student when the dissertation/thesis is ready for examination
9. assists the student to comply with any changes that need to be made to the thesis after the thesis or dissertation is examined
10. acknowledges appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship

It is not the supervisor's role to do large-scale editing and correction of English, nor to read many drafts of the same chapter. One rule of thumb is that a supervisor reads and makes comments on a chapter **once**, and then the whole dissertation/thesis prior to submission. It is also **not** the supervisor's role to remind students of dates or to chase them to get work done.

Faculty will differ in the way they supervise. Some will want to see their students on a regular basis and be closely involved in the research; others will be much more 'hands off', in which case it will be important for the student to take the initiative to keep in touch with the supervisor.

The student's role is to:

1. In conjunction with your supervisor, develop a plan and timetable for completion of all stages of your thesis/dissertation project, adhere to a schedule and meet appropriate deadlines
2. Write a strong research proposal;
3. Write good chapter drafts i.e. in good English, well structured, coherent
4. Meet with your supervisor when requested and report fully and regularly on progress and results
5. To action on all comments/suggestions provided by the supervisor
6. Give serious consideration to the advice and criticisms received from your supervisor
7. To advise the supervisor of progress;
8. Conform to University, College and School graduate program requirements, including those related to deadlines, dissertation or thesis style, conflict of interest
9. Prepare the dissertation/thesis for submission by the due date.

The final product should be 90% or more the student's own work.

## 7. THE RESEARCH PROPOSAL

### A. Masters by Research and Doctoral Study

#### The initial research intent

This research intent of 5 - 10 pages is particularly relevant to prospective students looking for a supervisor within a School, and it would accompany the application.

In an ideal world, a student will be interested in a particular topic and a staff member will be interested in acting as supervisor. However, some topics are not attractive to potential supervisors and high workloads make staff unwilling to supervise topics which they don't find interesting. The final choice of topic may therefore be a compromise. Schools have different ways of allocating supervisors, but a personal approach to a potential supervisor can be helpful; check out the culture in your School. Your School's Postgraduate Coordinator is the person to start with.

The formal proposal (which can be accessed via Learn@UKZN at <http://learn.ukzn.ac.za/course/search.php?search=mig>). Search for MIG and then look for MC MIG Research Resources.

Once accepted, each dissertation or thesis student is required to prepare a research proposal as the first step in the research process. This is completed in collaboration with your supervisor. Your School may have a suggested or required format (if so, follow it), but a generic set of headings is presented below. Assuming full-time candidature, a doctoral thesis proposal could require a semester to complete, while a masters dissertation should be completed in the first month of the relevant semester. For part-time students, these times can be doubled.

Doctoral and Masters by Research students are required to submit a proposal which will be reviewed by faculty members both in the School and at the level of the Discipline. Once all three reviewers unanimously approve and deem the proposal to be at a satisfactory level then the student may proceed with the project. If, on the other hand, the majority of reviewers unanimously agree that the proposal needs to be presented by the student, then student must present the proposal to a sub-committee of the SR&HD for approval. This meeting will be minuted by the School

Postgraduate Office and all approved proposals will be sent to the SR&HDC Academic faculty and postgraduate students of the School also normally attend these presentations.

## B. Masters by Coursework

Individual Schools may require their masters by coursework students to present their proposals to a Programme committee. All coursework masters proposals, once approved, are sent to SR&HDC for noting.

The sub-committee of the SR&HDC needs to be convinced about the following:

1. That the student knows *what* she/he wants to research.
2. That the student knows *how* she/he intends to research it, and that the proposed research methods are appropriate.
3. That the research is suitable, in terms of breadth and depth, for the type of dissertation/thesis.
4. That the research is feasible.

If the Programme Committee is not convinced, it will provide feedback and ask the student to revise and resubmit the proposal. If it is not convinced after a second presentation, the student will not be allowed to continue with the dissertation/thesis, and other alternatives will be proposed.

## C. All Research Proposals

Normally the proposal involves a great deal of work – as much as a quarter of the total time spent on the dissertation/thesis. However, a good proposal will make the actual research work much easier and parts of the proposal can be placed directly into the dissertation/thesis.

It is common for changes to occur to a dissertation/thesis as it proceeds. Some objectives may become unfeasible, for example, and new objectives may emerge which the student, in consultation with his/her supervisor, may decide to adopt. If, however, the topic changes significantly, the student must make a new proposal and communicate this to the SR&HDC.

We recognise that ‘one size does not fit all’ when it comes to dissertations/theses. Some will have a large primary data collection component, for example, while others will be based on desktop research (data collected from books and journals). Use of the suggested headings below will reflect the nature of your dissertation/thesis.

### A. Title

Short – 15 words maximum.

### B. Literature review

This will outline what is already known about the topic and will include:

- Relevant theory(ies)
- Theoretical framework (for the doctoral studies)
- Previous applied studies Why the topic is important in terms of your discipline.
- Building framework around aim and objectives. Provide guide to literature which explains proposition/ problem/ hypothesis
  - Canvass the main debates’ themes and sub-themes
  - Justifies aim and objective selection indirectly
  - Heralds themes to be investigated by the primary research instrument/s
  - Good mix of types of literature
  - COMPARE + CONTRAST + CRITIQUE

A good literature review should be masterly

Should show familiarity with debates and knowledge of the latest literature

- Ability to be selective without appearing ‘patchy’
- Ability to step outside the literature (beyond essay)
- Avoidance of normative advocations
- *Critical/ Balanced/ Rigorous/ Authoritative*

C. The context

How your proposed research fits into the South African (or other) situation and why it is important in that situation.

D. Your study should have one main aim, which is the purpose of the study; the aim is a broad statement of the desired outcomes of the study; the aim is the intention of the research. From this aim, a few objectives will naturally emerge. The objectives must all be SMART (specific, measurable, realistic and timely). This will form a section in your first chapter.

E. Research Methodology and Research Methods

Methodology:

The methodology: provides explanation of the author's philosophy/ world view/ ontological position

- Which explains the selection of Aim and Objectives
- Which broadly explains the method/s actually undertaken – the primary research instrument/s

The Method: explains why certain approaches were taken

- Logistics
- Time
- Convenience
- Reliability/ validity

Method refers to the type or style of research taken/ instruments used:

- **Nomothetic:** objective 'scientific' stance (realism, positivism, and determinism)
- **Ideographic:** subjective stance (nominalists, anti-positivists and voluntarists)

Methods include

1. The research method(s) chosen and a justification of their choice;
2. The sample chosen (where relevant) – its size and representativeness;
3. The data collection methods to be used;
4. The methods of analysis to be used.

In this section, you will need to refer to (and read) relevant references which discuss the research methods you intend to use.

#### F. References

This section will list some important relevant references (10 for a Masters by coursework; 20 for a masters by research and 30 for a PhD thesis) which you have closely read. Referencing in the text and in the list of references must be totally accurate, complete and consistent. The University of KwaZulu-Natal uses the Harvard Referencing System (6<sup>th</sup> edition/latest edition) or APA (6<sup>th</sup> edition, latest edition). The student must be consistent with the convention chosen.

#### G. Dissertation/Thesis structure

Proposed chapter headings and sub-headings. These must be clearly indicated as level 1, level 2, level 3 etc, and automatically generated, linked to the Table of Contents (TOC). As a rule of thumb, a single chapter should not exceed 25-30 pages.

#### H. Timetable

Be realistic. Consider the other responsibilities in your life.

Suggested length of proposals:

Masters by coursework	10 pages/2500 words
Masters by research	12 pages/3000 words
PhD thesis	20 pages/5000 words

***All proposals must be accompanied by a Turnitin Similarity Report, which must be approved by the supervisor. It is the student's responsibility to submit the work to Turnitin site which the supervisor has created. Students are only allowed to use the institutional, UKZN email address, to login.***

## 8. ETHICAL CLEARANCE

Each dissertation/ thesis proposal must be submitted for ethical clearance, whether or not the research involves human or animal subjects. The relevant application form and notes are available at <http://research.ukzn.ac.za/Research-Ethics/Human-Social-Science-Ethics.aspx> 'Human Social Science Ethics'. Templates or additional information can be obtained from the supervisor.

Once completed by the student, the form goes to the supervisor, and then to the School Postgraduate Office. Once approved by the School Academic Leader of Research, the full application is sent to the Research Office, which office will reply to the student and supervisor.

## 9. STYLE AND GRAMMAR

A completed dissertation/thesis must be satisfactory as regards form and literary expression. Although the supervisor will point out any passages in the dissertation which are stylistically poor, or which are grammatically weak, it is not possible for a supervisor to do extensive editing. A student may, if necessary, employ someone to proofread the dissertation and correct poor expression or style.

The supervisor of a Masters/PhD dissertation/thesis is required to certify that the style and grammar of the dissertation/thesis is of a sufficient standard for examination.

There is no single presentation style (e.g. subheadings, referencing) but it is important to be consistent throughout your dissertation/thesis. Any academic journal from your discipline will provide an example which you can follow.

## 10. PLAGIARISM

A candidate may not include in the dissertation/thesis any quotations from another writer, or ideas from another writer, without acknowledgement and without reference to the source. Direct quotations must be indicated by the use of quotation marks. It is still considered plagiarism when a candidate acknowledges the source of a direct quotation but fails to use quotation marks, thus giving the impression that the material is a summarised version of the source. In such an instance, either quotation marks must be used, or the source material must be summarised in the candidate's own words, but still acknowledging the original reference in a full citation.

Examples of both in-text and end-of-text referencing consult the latest Harvard or APA guidelines, available on the internet from these respective conventions

Source material:

One definition of plagiarism is an unacknowledged use of a group of five words from a source! Take great care not to be accused of plagiarism – the penalties are severe.

Websites should be used with great care. Never cut and paste from websites; print them out and use them like any other reference.

The university supports and fosters a culture of zero tolerance towards plagiarism. Detection controls include the utilization of external examiners and software that detects the incidence of web-based material.

***All dissertations/thesis submitted for examination must be accompanied by a Turnitin Similarity Report, which must be approved by the supervisor.***

## 11. RECOMMENDED LENGTH OF DISSERTATION/THESIS

Masters by coursework	no longer than 25 000 words
Masters by research	40 000-60 000 words
PhD theses	80 000-100 000 words

## 12. DISSERTATION\*LAYOUT REQUIREMENTS – SAMPLE

Every dissertation must contain the following on separate pages:

1. Title page –

**UNIVERSITY OF KWAZULU-NATAL**

**STAFF TRAINING: A STRUCTURED APPROACH TO BUSINESS AND ETHICS**

**By**

**Mary Pampam**

**205555555**

**A dissertation submitted in fulfilment of the requirements for the degree of**

**Master of Commerce**

**School of Management, IT and Governance**

**College of Law and Management Studies**

**Supervisor: Prof. Atish Moyo**

**Co-Supervisor: Prof. P. Goodwill**

**2017**

*\*The wording will be slightly different for a thesis*

2. Page 2:

Each dissertation/thesis must contain the following declaration by the candidate:

**DECLARATION**

I ..... declare that

- (i) The research reported in this dissertation/thesis, except where otherwise indicated, is my original research.
- (ii) This dissertation/thesis has not been submitted for any degree or examination at any other university.
- (iii) This dissertation/thesis does not contain other persons' data, pictures, graphs or other information, unless specifically acknowledged as being sourced from other persons.

- (iv) This dissertation/thesis does not contain other persons' writing, unless specifically acknowledged as being sourced from other researchers. Where other written sources have been quoted, then:
  - a) their words have been re-written but the general information attributed to them has been referenced;
  - b) where their exact words have been used, their writing has been placed inside quotation marks, and referenced.
  
- (v) Where I have reproduced a publication of which I am author, co-author or editor, I have indicated in detail which part of the publication was actually written by myself alone and have fully referenced such publications.
  
- (vi) This dissertation/thesis does not contain text, graphics or tables copied and pasted from the Internet, unless specifically acknowledged, and the source being detailed in the dissertation/thesis and in the References sections.

Signed: .....

- 3. Page 3: Acknowledgements, dedications, glossary of acronyms are optional.
- 4. Page 4: Abstract – a summary of the content of the dissertation/thesis not exceeding 350 words including keywords.
- 5. Page 5: Contents – list of chapter headings and subheadings, with page numbers.

6. Next Page: Tables and figures – a list of these where relevant, with page numbers.
7. Last appendix: The last appendix in the dissertation/thesis is the Ethical Clearance letter. Ethical Clearance application form is not to be included in the dissertation.

See *General guidance for the presentation of dissertations and theses* in the Appendix.

### 13. WHAT TO SUBMIT FOR EXAMINATION

1. Masters dissertations: three softbound (e.g. ring bound) copies to the School's Postgraduate Officer.
2. PhD theses: four softbound (e.g. ring bound) copies to be handed to the School's Postgraduate Officer.
3. An electronic PDF copy of the dissertation/thesis and a copy of the full Turnitin report which can be saved as 2 separate files on a disk.

### 14. WHEN TO SUBMIT FOR EXAMINATION

#### **Intention to submit for examination**

The Intention to Submit form (see appendices) must be submitted at least three months before the submission for examination, so that examiners can be approved timeously.

#### **Submission of dissertation/thesis for examination**

A student may submit their dissertation/thesis for examination without financial implications (registering for a further semester) by submitting before the end of the semester.

The length of the examination process varies according to corrections required by examiners and location of examiners.

Students must take into consideration when they submit their dissertation/thesis for examination, the time required by Supervisors and Examiners to read the entire dissertation/thesis.

Further registration will be required if major or substantial corrections are requested.

If a student does not submit the dissertation/thesis for examination within six months from date of signature of the notice of intention to submit, then the notice lapses and a new notice of intention to submit will be required to be submitted. Once the dissertation/thesis has been examined and been through the university process, the mark will be entered into the university system. The degree is only conferred once all requirements for completion have been met. Once this is done the student will be notified by the Postgraduate office. The degree certificate (the *testamur*) is available at the graduation ceremonies held in April. If the student does not graduate in person, the certificate will be posted shortly thereafter by the graduation office. In the case of a PhD/Doctorate no percentage mark is awarded.

## 15. FINAL COPIES (AFTER EXAMINATION)

At Masters level, once passed, one CD with a PDF copy (read only) of the dissertation must be submitted to the School Postgraduate Office for placement in the university library.

At Doctoral level, once passed, one CD with a PDF copy (read only) of the thesis must be submitted to the College Office for placement in the university library.

## 16. STUDENT CONTACT DETAILS

If your postal, telephone or private email addresses change, please amend your details via Student Central so that the University system has correct and up to date contact information for you and also notify the School Postgraduate Officer in writing. Remember, always and only to use your UKZN institutional email when communicating with the University, Supervisor, Postgrad Admin Office, etc.

## 17. UKZN USEFUL CONTACT DETAILS

### **Westville:**

#### **School Postgraduate Office**

Admission, Registration, Dissertation Examination, MPACW Administration and related queries:  
(Angela Pearce)

Tel.: 031-2608162 [Pearcea2@ukzn.ac.za](mailto:Pearcea2@ukzn.ac.za)

Application, Proposal Presentations and related queries: (Nadia Ally)

Tel.: 031-2607264 [Allyn1@ukzn.ac.za](mailto:Allyn1@ukzn.ac.za)

### **Masters by Coursework School Postgraduate Office**

Application, registration, Dissertation Examination and related queries: (Hazvinei Muteswa – Masters Coursework Qualifications in the following Areas: HR, IR, Mgt, Mark Mgt. & IT)

Tel.: 031-2607013 [Muteswahn@ukzn.ac.za](mailto:Muteswahn@ukzn.ac.za)

### **College Office**

Submission and Thesis examination process and related queries: (DOCTORAL)

Sma Ninela - Tel.: 031-2608123 [Ninelas@ukzn.ac.za](mailto:Ninelas@ukzn.ac.za)

## **Pietermaritzburg:**

### **School Postgraduate Office**

Admission, Registration, Dissertation Examination (Masters by Full Research) and related queries: (Debbie Cunynghame)

Tel.: 031-2606152 [Cunynghamed@ukzn.ac.za](mailto:Cunynghamed@ukzn.ac.za)

### **College Office**

Submission and thesis examination process and related queries: (DOCTORAL)

Vivian Govender Tel: 033-2605014 [GovenderV@ukzn.ac.za](mailto:GovenderV@ukzn.ac.za)

**Student Academic Administration (SAA General Office)** (<http://saa.ukzn.ac.za/SAA-General-Office.aspx>)

(Application, student records and graduation)

Westville: Tel 031 260 8220/8807 Fax 031 260 8219/1531

Pietermaritzburg: Tel 033-2605810

**Student Fees**

Westville: Tel 031 260 7885 A Block [fees@ukzn.ac.za](mailto:fees@ukzn.ac.za)

Hours: 8:00 - 12:30; 13:00 - 15:30

Pietermaritzburg: Tel 033-2605953/5482/5454/5407

E-mail: [Pmbfees@ukzn.ac.za](mailto:Pmbfees@ukzn.ac.za)

**Student Financial Aid**

Westville: Tel 031 260 8044/7839 (J BLOCK)

Pietermaritzburg: Tel 033-2605757

**International Student Office ( ISO)**

Westville: Tel: 033-2608223

Pietermaritzburg: Tel: 033-2605313/ 5194

17. APPENDICES

**Appendix 1**

**Confirmation of intention to submit Dissertation/Thesis**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**CONFIRMATION OF INTENTION TO SUBMIT DISSERTATION/ THESIS**

*(THIS FORM IS TO BE COMPLETED 3 MONTHS BEFORE SUBMISSION OF MASTERS DISSERTATION, AND 3 MONTHS BEFORE SUBMISSION OF PHD THESIS, AND HANDED IN AT THE SCHOOL POSTGRADUATE OFFICE)*

**NAME OF STUDENT :** Mary Pampam

**STUDENT NUMBER:** 123456789

**DEGREE :** MCom

**SCHOOL:** Management, IT and Governance

**NAME OF SUPERVISOR:** Dr. J. Holiday

**TITLE OF THESIS:** Staff Training: A structured approach to business and ethics

**Please submit an abstract not exceeding 350 words, with accompanying keywords**

**DATE OF INTENTION TO SUBMIT: 15.09.2015**

**POSTAL ADDRESS: 91 Steele Road, Woodlands, Durban. 3610**

**TELEPHONE NUMBER: 031-300 2259**

**CELLPHONE: 083 664 0891**

**E-MAIL ADDRESS: student number@stu.ukzn.co.za**

**SUPERVISOR'S SIGNATURE: DATE:.....07.05.2015...**

**CO-SUPERVISOR'S SIGNATURE: DATE:.....07.05.2015...**

## 18. QUICK GUIDELINES FOR THE LAYOUT OF A DISSERTATION/THESIS

### INTRODUCTION

This document sets out the general requirements for the preparation of a dissertation.

**NB:** Some disciplines have additional requirements and you are advised to consult your supervisor to confirm whether or not these exist.

The rules governing the submission and format of a dissertation are to be found in the *General Academic Rules for Degrees, Diplomas and Certificates* contained in the College of Law and Management Studies handbook available on the UKZN website and which each new student should consult on initial registration. (See Rules CR12 & CR13, MR8 & MR9 and DR8 & DR9).

A dissertation must be presented in written format using a word processing package. The print, size of font and line spacing must be **consistent** throughout the presentation; it is recommended to use Times New Roman or Arial and Font size should be either point 11 or 12 Different font sizes may be used as headings, table or diagram references etc. but these must be consistent for each and all of these categories.

**Note: Consistency throughout** the dissertation is paramount.

Rule MR8 and rule DR8 states that a student shall submit a dissertation embodying the results of their research. The requirements for the formatting of the dissertation are outlined below.

### PREPARATION OF THE FINAL DISSERTATION

#### Language

The language to be used is English. The choice of UK English is preferable. Clearly where names of diseases, plants, quoted works, etc. are in a different language, this language is the one to be used but the font will be *italics* or underlined.

#### Format of the dissertation

##### Paper size

This is to be A4 (297 x 210mm) with a left hand margin of 35mm (to allow for binding) and all other margins to be 25 or 30 mm but all equal within one document. Margins are to be justified

both left and right. Those pages which consist of tables or diagrams only, may have margins adjusted to suit requirements but left hand margins must be kept large enough for binding without detracting from the readability of the document. The examiners' copies must be printed on one side of the page only, but the final library copies must be double-sided unless the dissertation is <100 pages in length, as it then becomes too narrow to print the title on the spine. The text width should be 11.5cm and the text depth 19cm.

### **Font size and format**

For the title page, the dissertation title should be centred and in 16 point bold type using Times New Roman or a similar font in upper case. Beneath this is the author's name in the same font with 14 point bold type in sentence case. For the dissertation itself, the normal font to be used for text should be Times New Roman in 10 or 11 point. Headings of chapters and paragraphs may be larger and in bold as recommended in this document. The use of italics, except where required for universally accepted requirements, e.g. Latin or Greek words, is not encouraged. Unusual or 'fancy' fonts are not to be used in any section of the document.

### **Line spacing**

This must be 1.5 throughout the dissertation. The introduction of a new paragraph may be shown either by indentation of 1cm or by double spacing but the important issue, as for all other layout decisions, is that consistency is maintained.

### **Page numbering**

The front pages, which include the title page, abstract, acknowledgements and contents pages (as outlined in section 12 of this booklet), are numbered in lower case Roman numerals (i, ii etc). For the pages of the thesis itself, ordinary numbers are used. The placing of the page numbers is the choice of the author but the preferred system is at the top of the page alternating left and right or centred.

### **Chapters and paragraphs**

#### **Headings**

A new page is to be used for the start of each new chapter. Each chapter heading should be centred on the page in bold and capitals preferably using a 12 point font if the text is in 10 and 14 if the text is in 11. Chapter titles should be brief, limited to no more than four words. Each new idea or area of discussion within the chapter must be headed and numbered as a separate paragraph. The paragraph heading, which is placed at the left-hand margin, should be brief, descriptive and in sentence case. Only the first word and proper names are capitalised and in bold and they may be in a font larger than the text but not more than 12 point.

## **Numbering**

Chapters and headed paragraphs are to be numbered using standard integers. If paragraphs within a chapter are to have headings, sub-numbers of the chapter are to be used. Similarly, headed-sections of paragraphs will be further sub-numbered. A combination of numbers and letters is not encouraged. Letters in lower case or bullets may be used where single points are being made to emphasize, explain or exemplify a specific issue but this should be kept to a minimum. e.g. chapter 4 will have paragraphs 4.1, 4.2 etc; sub-paragraphs will 4.1.1, 4.1.2 etc and in some instances 4.1.1.1 and 4.1.1.2 may be used. A maximum of four levels of headings is recommended. Where further sub-division is required the use of letters may be considered for ease of reference e.g. 4.1.1.3(a) and 4.1.2.1(b). It is not necessary to indent sub-paragraphs and, in fact, the text can become 'over-indented' if there are a number of sub-paragraphs and each one is indented.

## **Tables, diagrams and pictures**

These may be grouped at the end of the dissertation, the end of the relevant chapter or within the text. Wherever they are situated they must be referenced separately and consistently. If they are to be placed within the text or at the end of the chapter, the preferred method is Table 5-1 which indicates the first table in chapter 5 or Figure 3-4 which is the fourth figure in chapter 3. Calculations or mathematical equations etc. need not be referenced unless they are to be referred to elsewhere in the dissertation, but if they have been taken directly from a person's work, referencing and acknowledgement are essential. The font used is usually smaller and distinct from the one for the text, usually Sans Serif 8 point.

## **Referencing**

The University uses either the APA (latest edition) or the Harvard Referencing System (latest edition). UKZN website link to Library resources:

<http://library.ukzn.ac.za/reference779.aspx#bibliographictools> Some disciplines have particular preferences or requirements, so it is important that the student discuss with the supervisor and/or take note of how articles are referenced in journals in that discipline.

## **Appendices, etc**

Appendices containing tables, diagrams, or calculations etc. may be included at the end of each chapter or grouped together at the end of the dissertation before the Bibliography. Whichever method is used, it is important to ensure that when mentioned within the text the referencing is clear to the reader.

## **Examiners' copies**

These copies are printed on one side of the page only, ring bound and the relevant number submitted to the School Postgraduate Office (at Masters level) or the College Office (at doctoral level).

