



# POSTGRADUATE STUDENT GUIDE

School Research and Higher Degrees Committee  
School of Management, IT & Governance  
College of Law and Management Studies

2020

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## 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 & Governance (SMIG) 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 Booklet at:

<https://www.ukzn.ac.za/wp-content/uploads/2019/02/2019-FEE-BOOKLET.pdf>  
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 (NQF level 8) in the field of specialization in which a candidate intends to do their research for their Masters and usually the undergraduate degree from the same field, while entry to a Doctoral degree requires a Masters degree in the field of specialization in which a candidate intends to do their research for their Doctoral degree and usually the Undergraduate/Honours degrees from the same field. 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.

### 3. 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 must 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.

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.

### 4. 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

or until the student has reached the end of their allowable timeframe in which to complete their degree in terms of the relevant General Academic Rules for Degrees. 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.

## 5. 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.

**Once a student is formally registered, the student must always and only communicate with the University using the UKZN student email address, as per University Regulations.**

## 6. 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). Should a student fail to register for a semester and the student has not been granted suspension as provided for in GR9 (c) (i) or (ii) the student must apply to the relevant College for readmission should she/he subsequently wish to return to resume studies. Such readmission shall only be approved under the conditions, rules and curricula applicable at the time of readmission and in the case of a postgraduate research student, provided that supervisory capacity is available.

## 7. The Roles of the Student and the Supervisor

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

The Postgraduate Supervisor Agreement form, used in the School, needs to be filled in by both the student and supervisor and, submitted to the Postgrad Administrator.

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. To be 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. To respond 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. To assist the student to comply with any changes that need to be made to the thesis after the thesis or dissertation is examined;
10. To acknowledge 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 editing and correction of English language, 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 dissertation/thesis study should be the student's own work.

## **8. The Research Proposal**

### **8.1 Masters by Research and Doctoral Studies**

Guidelines for the format on Research Proposal (Masters Dissertation and Doctoral Thesis) can be accessed via Moodle@UKZN at <https://moodle.ukzn.ac.za/>. Search for MIG and then look for MC MIG Research Resources.

Doctoral and Masters by Research students are required to submit a Research Proposal which will be reviewed by academics members both in the Discipline and at the level of the School. These reviews follow the double-blind reviewing process. Once the reviewers unanimously approve and deem the proposal to be at a satisfactory level, then the student may proceed with the study. If, on the other hand, the majority of reviewers unanimously agree that the Proposal needs to be re-submitted by the student, then the Research Proposal will need to be reviewed once again. In exceptional cases the student may be requested to present the proposal to a sub-committee of the SR&HD for approval. Research Proposals can only be submitted to reviewing twice.

For Masters (Research) and PhD studies, when the Research Proposal is approved, it must be submitted to the Higher Degrees Management System (HDMS). When uploading the Research Proposal to HDMS it is necessary to attach the Outcome Letter showing the study was approved.

### **8.2. 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.

### **8.3 Research Proposals**

Normally the Research 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.

Once the student is formally registered the 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 proposal should be completed in the first month of the relevant semester. For part-time students, these times can be doubled.

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 desktop research (data collected from books and journals). Use of the suggested headings below will reflect the nature of your dissertation/thesis.

- i. Title - Short – 15 words maximum.
- ii. 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 justifying the reason for the importance of the topic
  - Building a framework around the 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

A good literature review should be Masterly (Masters level) and should reveal Doctoral skills (Doctoral level); should show familiarity with debates and knowledge of the latest literature, must show:

- ability to be selective without appearing ‘patchy’
- ability to step outside the literature (beyond essay)
- avoid normative advocations
- be *critical/ balanced/ rigorous/ authoritative*

iii) The context

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

iv) 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.

v) Research Methodology and Research Methods

Methodology:

The methodology provides explanation of the author's philosophy/ world view/ epistemological and 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.

The 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.

vi) 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 chosen convention.

vii) Suggested length of Research Proposals:

Masters by Coursework	10 pages/2500 words
Masters by Research	12 pages/3000 words
PhD thesis	20 pages/5000 words

**viii) All Research 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 repository which the**

**supervisor has created. Students must access Turnitin using their institutional, UKZN, email address only.**

## **9. Ethical Clearance**

Ethical Clearance can only be applied for after the Research Proposal has been accepted and an Outcome Letter has been issued. Application for Ethical Clearance, is mandatory whether or not the research involves human or animal subjects. All Ethical Clearance applications are required to be submitted on-line via the Research Information Management system, RIG@UKZN. This Outcome Letter must be part of the attachments in RIG.

The RIG system can be accessed from one of the following links:

- Directly from the RIG :<https://rig.ukzn.ac.za>

A basic Ethics on-line Application **User Guide** may be found at <https://ics.ukzn.ac.za/rig-online-help-1/>

Templates or additional information can be obtained from the supervisor as well as from the research office website at <http://research.ukzn.ac.za/Research-Ethics/Overview.aspx> (Humanities and Social Sciences Research Ethics Committee (HSSREC)).

Once the application is completed on-line by the student, the application routes to the supervisor, and then to the School Postgraduate Office via RIG. Once approved by the School Academic Leader of Research, the application is routed by the School Postgraduate Office to the Research Office; this office will feedback to the student and supervisor.

## **10. 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 or thesis, 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.

## **11. 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; type 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.***

## **12. 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

### **13. 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**

**First Name Surname  
2055555555**

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

**School of Management, IT & Governance  
College of Law and Management Studies**

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

**2020**

*\*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 Certificate. The Ethical Clearance application form is not to be included in the dissertation.

## **14. What To Submit For Examination**

1. Masters dissertations: An electronic .PDF copy of the dissertation and a copy of the full Turnitin report which can be saved as 2 separate files on one disk, to be submitted to the School's Postgraduate Officer.
2. PhD theses: An electronic .PDF copy of the dissertation and a copy of the full Turnitin report which can be saved as 2 separate files on one disk, to be submitted to the School's Postgraduate Officer

## **15. When to Submit for Examination**

### **15.1 Intention to Submit for Examination**

The Intention to Submit (ITS) form (see appendices) must be submitted at least three months before the submission for examination, so that examiners can be approved timeously. This form must be submitted, via email, by the supervisor to the Administrator. The form must also be uploaded to HDMS.

### **15.2 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/September. 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.

## **16. Final Copies (After Examination)**

At Masters level, once the examination outcome is successful, one CD with a .PDF copy (read only) of the dissertation must be submitted to the School Postgraduate Office for upload to the University library repository.

At Doctoral level, once the examination outcome is successful, one CD with a .PDF copy (read only) of the thesis must be submitted to the College Office for upload to the university library repository.

## **17. 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 to always and only use your UKZN institutional email when communicating with the University, Supervisor, Postgrad Admin Office, etc.**

## **18. UKZN Useful Contact Details**

### **Westville:**

#### **School Postgraduate Office**

Admission, Registration, Masters by Full Research, Dissertation Examination, MPACW Administration and related queries: Ms Angela Pearce  
Tel.: 031-2608162 [Pearcea2@ukzn.ac.za](mailto:Pearcea2@ukzn.ac.za)

Application, Proposal Presentations and related queries: Ms Nadia Ally  
Tel.: 031-2607264 [Allyn1@ukzn.ac.za](mailto:Allyn1@ukzn.ac.za)

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

Westville Campus: Application, Admission, Registration, Dissertation Examination and related queries: Ms 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)

#### **Doctorates College Office**

Submission and thesis examination process and related queries: (DOCTORAL)  
Mr Taole Lebenya  
Tel: (0) 31 260 8123/2216 [LebenyaT@ukzn.ac.za](mailto:LebenyaT@ukzn.ac.za)

## **Pietermaritzburg:**

### **School Postgraduate Office**

Application, Admission, Registration, Dissertation Examination (Masters by Full Research) and related queries: Ms Debbie Cunynghame  
Tel.: 031-2606152 [Cunynghamed@ukzn.ac.za](mailto:Cunynghamed@ukzn.ac.za)

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

Application, Admission, Registration, Dissertation Examination and related queries: Ms Irene Loubser – Masters Coursework Qualifications in the following Areas: HR, IR, Management, Marketing, & IT  
Tel: 033 260 5830 [LoubserI@ukzn.ac.za](mailto:LoubserI@ukzn.ac.za)

### **College Office**

Submission and thesis examination process and related queries: (DOCTORAL)  
Mr Taole Lebenya  
Tel: (0) 31 260 8123/2216 [LebenyaT@ukzn.ac.za](mailto:LebenyaT@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

### **Student Financial Aid**

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

### **International Student Office ( ISO)**

Westville: Tel: 033-2608223

**19. Confirmation of Intention to Submit Form for a Dissertation/Thesis**

Below is a template that must be completed by the student

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

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

**PLEASE NOTE:**

- i. THIS FORM IS TO BE COMPLETED BY THE STUDENT 3 MONTHS BEFORE SUBMISSION OF MASTERS DISSERTATION, AND 3 MONTHS BEFORE SUBMISSION OF PHD THESIS.*
- ii. THE SUPERVISOR MUST EMAIL THIS ITS FORM THROUGH TO SCHOOL POSTGRADUATE OFFICE*

**NAME OF STUDENT :** First name Surname

**STUDENT NUMBER:** 123456789

**DEGREE :** M Com

**SCHOOL:** Management, IT & 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:** 15.09.2020 (this ITS form must be emailed by the supervisor to Postgrad Office on 15.06.2020)

**POSTAL ADDRESS:** 00 Steele Road, Woodlands, Durban. 3610

**TELEPHONE NUMBER:** 031-000 0000

**CELLPHONE:** 083 000 0000

**E-MAIL ADDRESS:** student [number@stu.ukzn.co.za](mailto:student_number@stu.ukzn.co.za)

**SUPERVISOR SIGNATURE:** DATE:..... ..

**CO-SUPERVISOR SIGNATURE:** DATE:..... ..

## 20. Quick Guidelines for the Layout of a Dissertation/Thesis

### INTRODUCTION

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

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/thesis must be presented in **electronic format only** 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/THESIS

#### 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

#### Table of Contents

All Dissertations/Thesis must include an **automated** Table of Contents

#### Page 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, must

be kept within the margins, the layout of these pages can be ‘landscape’ without detracting from the readability of the document. The examiners’ copies must be in **electronic format only**. The Library copy must also be in **electronic format only**.

### **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. All fonts must be monochrome and avoid using bold font in the narrative.

### **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 or title page does **not** have any numbering, while the other pages, abstract, acknowledgements and contents pages, 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 three 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**

Tables, diagrams and pictures must be monochrome. These may be grouped at the end of the dissertation, the end of the relevant chapter or within the text. Wherever tables, diagrams and pictures are situated they must be referenced separately and consistently. If tables, diagrams and pictures 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 in tables, diagrams and pictures, 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 discusses with the supervisor and/or take note of how articles are referenced in journals in that Discipline.

### **Appendices**

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 List of References. 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 in electronic format only, to be submitted to the School Postgraduate Office (at Masters level) or the College Office (at Doctoral level).