



# Student Academic Lifecycle

**Title registration & Ethics Clearance**

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# Welcoming letter – Research Proposal

## Research Proposal (RP)

Please note that your Research Proposal (RP) must be approved and your title must be registered **within the first year of your registration**. Please find very useful guidelines on the following

- <https://theology.nwu.ac.za/m-d-program> - HOW TO? Videos on how to write a Research Proposal (RP).
- <https://theology.nwu.ac.za/m-d-programmes/research-proposal-title-registration> - Process and documents to complete for title registration.
- <https://theology.nwu.ac.za/m-d-programmes/ethical-clearance> - Process and documents to complete for ethical clearance.

The RP forms the bedrock of your research thesis and will require a significant investment in time, in thought and in perseverance. Do not be discouraged in any way by the process: be assured that help is at hand should you require it at any point.

# PHASE 2: Research Proposal, Title registration & Ethics clearance

When the study leader/promoter and student are satisfied with the RP, the **research proposal and relevant documentation** must be submitted to the following committees for approval:

- ➡ **Sub-program / Scientific Committee**
- ➡ **Committee for Advanced Degrees (CAD)**
- ➡ **Ethics Committee (TREC)**

As soon as the CAD has approved the research proposal, the title will be registered, and the student may continue with his /her research.

The research proposal forms CHAPTER 1 of the thesis/dissertation.

**PLEASE NOTE:** The Research Proposal (RP) must be approved **within the FIRST YEAR of registration.**

# Documents that must accompany the Research Proposal

- Title registration form.
- Code of Conduct form of study leader(s) and student.
- CV's of study leader(s) and student.
- Ethics application form (3B for Literature study OR 3A for Empirical studies).
- If the research is an empirical study with human participants, the following documents must also accompany the ethics application: Questionnaires; Informed Consent; Indemnity form; and any other documents which might be requested by the study leader.
- Proof of ethics training from only ONE of the study leaders (not older than 3 years).
- Proof of ethics training from the student.



# Where to find these documents?

<https://theology.nwu.ac.za/m-d-programmes/research-proposal-title-registration>

The screenshot shows a web browser window with the URL [theology.nwu.ac.za/m-d-program](https://theology.nwu.ac.za/m-d-program). The page features the NWU logo and a search bar. The main navigation menu includes 'About Us', 'Study at NWU', 'Teaching and Learning', 'Research', 'Library' (circled in yellow), 'News & Media', 'Current Students', and 'Contact Us'. A secondary navigation bar for 'Theology' includes 'Home', 'Info', 'Applications and Registrations', 'Research Proposal & Title Registration', 'Ethics Clearance', 'Submission', and 'Contact Us'. Below this, the text 'Masters and Doctoral Studies' is displayed with four yellow arrows pointing upwards to the 'Applications and Registrations', 'Research Proposal & Title Registration', 'Ethics Clearance', and 'Submission' links. The bottom section features a banner with the text: 'Welcome to the M & D programmes', 'Bem-vindos aos programas de Mastrado e Doutorado', 'Bien venue au Programme Master and Doctorat', and 'Welkom by die M & D programme'.

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# Title registration process

(includes title registration, appointment of functionaries and appointment of examiners)

- When the RP is approved by the Scientific Committee, the application documents will be submitted to CAD and the Scientific Report must be included.
- A decision will be made by the CAD regarding the following:
  - **The title.**
  - **The research proposal** – there are three options:
    - Option A** – approved
    - Option B** – approved pending implementation of recommendations by the CAD
    - Option C** – revisions and resubmission required
  - Recommendation to TREC regarding **the ethics level.**
  - Approval of **examiners.**
- When the RP is approved by the CAD:
  - The **chair of the Scientific Committee** and **study leader(s)** will be informed.
  - **Higher Degrees** will be informed. They will issue the title registration certificate and send it to the student.
  - The approved application will be submitted to the Ethics Committee (TREC) by the CAD-office.

# Ethics Committee (TREC) Process

- The CAD office will submit the approved Research Proposal and documents to TREC.
- The decision of TREC will be communicated to the study leader/promoter, who will inform the student.
- **The RISK LEVELS are:**
  - **No/Low or Minimal risk** – an Ethics Certificate and number will be sent to the student by TREC.
  - **Medium or High risk** – Ethics application will be referred to EMELTEN-REC or HREC.