



**WELCOME TO THE
DEPARTMENT OF
SOCIAL DEVELOPMENT
PROFESSIONS**

*Faculty of Health Sciences
Caring for tomorrow.*

Postgraduate Guide

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All reasonable steps have been taken to ensure that the information contained in this guide was accurate at the date of publication. Nelson Mandela University reserves the right to make changes to programme details (e.g. rules, admission requirements etc.) as published in this guide. Prospective students are advised to consult the admissions department prior to applying.

WELCOME AND INTRODUCTION



Our Vice-Chancellor, Professor Muthwa in her inaugural address committed that Nelson Mandela University will be an institution in service to society. By choosing Mandela University as your institution of choice for your postgraduate studies in Social Work, you are joining this noble quest to contribute to the generation of knowledge that will bring about authentic change in social work practice and the human conditions in society at large. Our vision as the Department of Social Development Professions is to be a vibrant, authentic, engaged department; recognised for the training and development of well-rounded, contextually relevant social development practitioners; responsive to diverse needs, who can facilitate meaningful change and enhance the well-being of people. Our quest is to re-engineer the social work profession, to ensure that it becomes recognised as an active change stimulator, advocate for equality and activist to restore the dignity and access to the marginalised. Grounded in the values of social justice, quality, respect for diversity and environmental stewardship, we maintain that communities have the ability to generate their own solutions and that social service professionals simply partner with communities to co-construct the existing local knowledges that can be translated into transformative change. To this extent we also embrace inter and transdisciplinary collaborations, in favour of arriving at holistic solutions to the conditions of daily living. We welcome applicants to our Postgraduate programmes who uphold the highest standard of professional and ethical conduct in accordance with the Code of Conduct for social service professionals.



Your decision to consider a university education and indeed, enrolling at Nelson Mandela University, may well be one of the most significant decisions of your career.

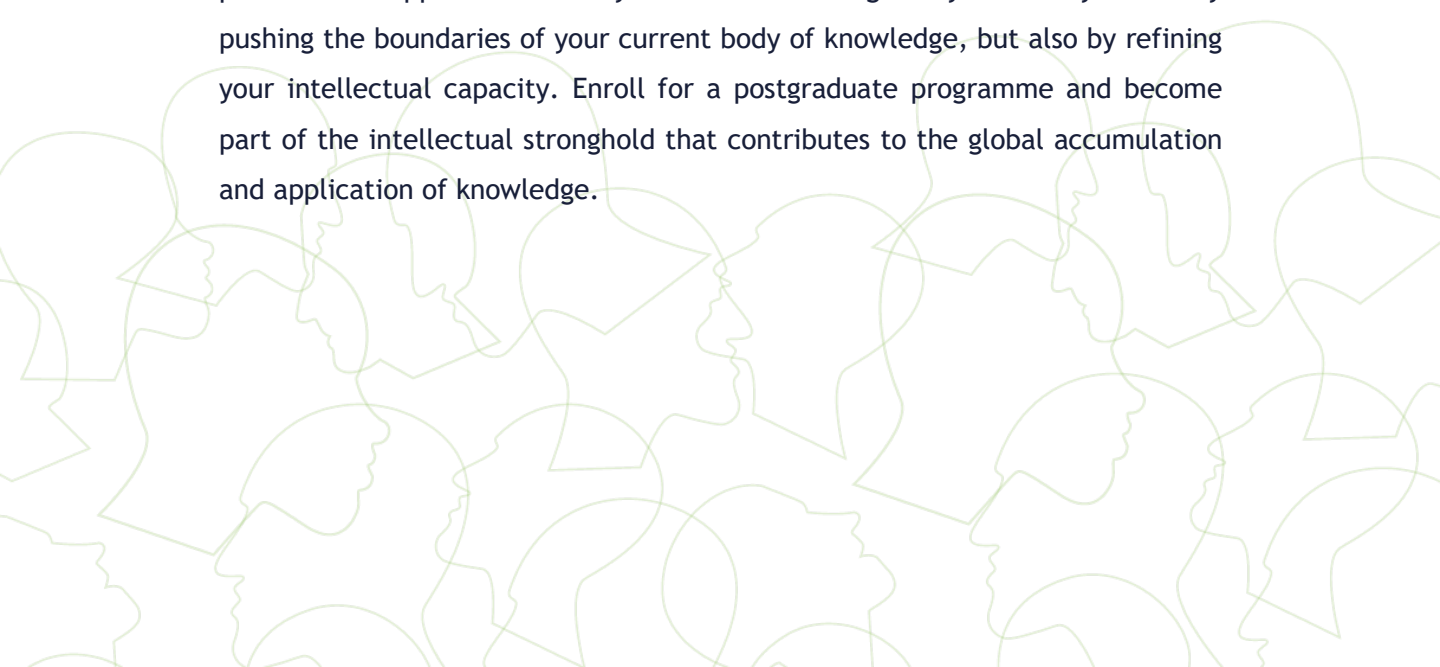
We wish you well with your application and hope to welcome you to the Nelson Mandela University family. All the best.

Prof. Veonna Goliath
Head of Department



1 Why Postgraduate Studies in Social Work?

- ▶ At Nelson Mandela University we advocate for the importance of life-long learning - an education for life. As a leading institution recognised nationally and internationally, and with partners in the private as well as in the public sectors, the institution has distinguished itself as an institution that will not only put you in touch with the latest trends and developments in your career but will help you reach your full potential and assist in making your dreams and aspirations become a reality.
- ▶ Whether you are pursuing an academic or professional career, aiming for success in the private or public sector, or just want to add value to your personal development, postgraduate studies offer the opportunity to deepen your understanding and sharpen your skills, to specialise and to focus on what interests you.
- ▶ A relevant postgraduate qualification is becoming increasingly valuable in the employment market. International trends indicate that more graduates are competing for fewer jobs. Job opportunities in many sectors of the economy have become highly competitive, and a postgraduate qualification sets you apart from the rest. Supported by career experience, a relevant postgraduate qualification gives you a competitive edge and will surely contribute to promotional opportunities in your career. Distinguish yourself by not only pushing the boundaries of your current body of knowledge, but also by refining your intellectual capacity. Enroll for a postgraduate programme and become part of the intellectual stronghold that contributes to the global accumulation and application of knowledge.



2

Research Focus and Areas of Expertise

- ▶ Nelson Mandela University have identified six Institutional Research Themes after an extensive process of consultation across the various faculties within the institution.

These six themes are:

- Ocean and Coastal Sciences
 - Social Justice and Democracy
 - Environmental Stewardship and Sustainable Livelihoods
 - Innovation and Digital Economy
 - Origins, Culture, Heritage and Memory
 - Humanising Pedagogies.
- ▶ The Department of Social Development Professions has selected the following four themes from the Institutional themes which are most relevant to social work practice and our department.





**DEPARTMENTAL RESEARCH THEMES AND
SUB-THEMES UNDER INSTITUTIONAL THEMES**

Social Justice and Democracy

- ▶ The Constitution of the Republic of South Africa, 1996, was adopted as the supreme law of the country so as to heal the divisions of the past and establish a society based on democratic values, social justice and fundamental human rights. The Constitution's preamble also promises to lay the foundations for a democratic and open society in which government is based on the will of the people and every citizen is equally protected by law.

This theme focuses research on matters closely connected to the values that underly the Constitution, and which underpin the functioning of Nelson Mandela University, such as:

- Human dignity, the achievement of equality and the advancement of human rights and freedom, including an array of socio-economic rights.
- Non-racialism and non-sexism.
- Ubuntu.
- Supremacy of the constitution and the rule of law.
- Universal adult suffrage and a multi-party system of democratic government.



Sub-themes derived for Department of Social Development Professions

School Projects

Community Based Care

Gender Issues

School Improvement with Student Social Worker

Marginalized Groups

Social Fathers

Mental Health

Intergenerational/Cultural Trauma

Social Inclusion

Substance Abuse

Youth

Children's Rights

Supervision and Management

Advancement of Human Rights

Older People's Rights

Fathers' Rights

Mediation

Environmental Stewardship and Sustainable Livelihood

- ▶ Building on the key research strengths of our natural scientists who have been researching fields such as Conservation Biology for many years, this theme will also enable our academics in resource economics to address questions of sustainability – both for our region as well as nationally and across the African continent. Sustainable Human Settlements is a focus area for our School of the Built Environment that will also speak to this theme. The theme will also include the inspiring research taking place in our Faculty of Health Sciences, where projects are specially focused on vulnerable communities challenged by the high levels of poverty.



Sub-themes derived for Department of Social Development Professions

Nutrition

Student Hunger

ABCD

Substance Abuse

Cannabis Cultivation as a Lucrative Income

Graduate Unemployment (Entrepreneurship)

Youth unemployment

Women Enterprises

People-Centred Development



Origins, Culture, Heritage and Memory

- ▶ Science tells us that modern humans, *Homo sapiens*, evolved on the South African coast somewhere between the Tsitsikamma and Cape Agulhas, and sometime between 200 000 and 140 000 years ago; all of humankind can trace its origins to this time and place.
- ▶ **The focus on origins** is critical to understanding the beginnings of humankind, the context in which early modern human beings emerged and the biological facets of evolution.
- ▶ **The focus on culture, heritage and memory** are equally important. In the last 50 years, the United Nations (via UNESCO) has advanced the global management of tangible and intangible heritage, identifying and inscribing what it deems to be universally valued cultural artefacts and practices on its World Heritage List (WHL) and its List of Oral and Intangible Cultural Heritages.
- ▶ **Heritage management and conservation**, however, goes beyond the reach of global heritage organizations. It indicates the evolution of humanity and the resources early humans used to craft a socially meaningful existence. It also tells us about contemporary relations of power and the meaning of culture in society.
- ▶ **Social science** focuses on 21st Century human cultural expression, especially questions about the construction of social identity, the deployment of culture and recollections of the past. Social scientists have studied heritage as a heavily contested concept, valuable to those in power and their quest for symbolic and economic power.
- ▶ **Reflecting on historically inscribed identities** (in monuments, sites and other tangible artefacts) historians and anthropologists are revealing an aspect of identity and community perhaps hidden, distorted or ignored as part of colonisation.



Origins, Culture, Heritage and Memory

In countries such as South Africa, where a democracy is being forged, heritage and its management ought to be scrutinised, debated and diversely articulated.

This process is necessary to establish alter-narratives of the past, to represent suppressed histories critically and consciously and to unearth valuable and often silenced knowledge.

Involving a cross-disciplinary group of international and national researchers from palaeoanthropology to botany, social anthropology and history, the Theme on Origins, Culture, Heritage and Memory will enable our University to conduct research on tangible and intangible heritage in South Africa and the world.

Sub-themes derived for Department of Social Development Professions

Cultural Human Development Transitioning

Organizational Culture

Decolonisation of the Social Work Identity and Cultural Identity

Intergenerational/Cultural Trauma

Power Relations

Cultural Constructions of Environments

Cultural Barriers and Language



Humanising Pedagogies

Conceptually, our understanding of humanising pedagogy has been derived from the work of Paulo Freire, who wrote “(c)oncern for humanisation leads at once to the recognition of dehumanisation”, a phenomenon which has had severe impact on generations of students within South African society. The central relevance of this concept within learning environments, including in Higher Education, has to be explored with a view to developing both theory and practices - praxes - which will enable people through the pedagogical encounter, especially our students, but also teachers and all university staff, to optimise their full human potential and all that they are able to contribute to society. Nelson Mandela University’s vision 2020 refers to the principle of humanising pedagogies as one of the signature concepts in relation to the strategic direction of the university.

It has become “embedded in the strategic architecture” of Mandela University. As a ‘conscious design ... (and) as a transversal principle across the university’s social, physical, financial, academic, management and human resources landscapes” we have taken on the imperative to explore the practical expression of this concept in all its manifestations within spaces where learning happens as one of the university’s Research Themes.



Sub-themes derived for Department of Social Development Professions

Critiquing community engagement from higher education

Higher education vs further education

Multilingualism

Students as partners in knowledge creation - mentoring

Student wellbeing and student development

Practice partners in knowledge creation

Knowledge creation and student success

Mentoring: Undergrad and Postgrad, In house counsellor, Inductive focus and student informed

RESEARCH SUPERVISORS & FOCUS AREAS



Prof Veonna Goliath is interested in research on Substance Abuse and other Mental health concerns. Her research interests also focus on issues such as Resilience in professionals, youth, families, and School social work. She predominantly specialises in qualitative research and is increasingly engaged in action research.



Prof Zoleka Soji is interested in research on youth transitions, resilience of individuals, families and communities. Her research interests also focus on wellness, student development and wellbeing and the role of language development in learning and teaching. She predominantly specialises in qualitative research.



Prof Anneline Keet is interested in research on social marginalisation, cultural trauma and its impact on vulnerable groups such as older people. Her research interests also focus on employee wellness. She predominantly specialises in qualitative research.



Dr Nevashnee Perumal is interested in research on supervision, management, and leadership. Her research interests also focus on issues such as decoloniality and the social work curriculum, transformation of social work practices, children's issues, and work with families as well as social development in South Africa. She predominantly specialises in qualitative research.



Dr Zukiswa Gwam is interested in research on women and economic empowerment as well as sustainable development. Her research interests also focus on gender equality. She predominantly specialises in qualitative research.

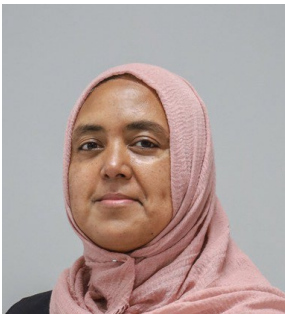
RESEARCH SUPERVISORS & FOCUS AREAS



Dr Natalie Mansvelt is interested in research on people-centred development and student hunger. Her research interests also focus on asset-based community driven development. She predominantly specialises in qualitative research.



Dr Razia Nordien-Lagardien is interested in research on family mediation and related family issues (parenting, co-parenting, divorce). Her research interests also focus on couples, marriages, and related issues. She predominantly specialises in qualitative research.



Dr Zurina Abdulla is interested in research on Child Justice and Probation services. Her research interests also focus on issues such as supporting parents and children in conflict with the law, victim support and restorative justice. She predominantly specialises in qualitative research.



Mr. Mzukisi Xweso is interested in conducting research on day labourers and waste pickers in the economy's informal sector. Further research interests include community development, fatherhood and school social work. He primarily conducts qualitative research.

LEVELS AND TYPES OF POSTGRADUATE STUDY

The Department of Social Development Professions offer both postgraduate research and coursework study options. Coursework programmes are structured to suit the needs of working people, while research programmes allow you to delve deeper into a specific field of interest.

Postgraduate qualifications are structured as follows:

Master's Degree

Doctoral Degree

QUALIFICATION	PROGRAMME STRUCTURE STUDY OPTION			
	RESEARCH	COURSE WORK	FULL TIME	PART TIME
Master of Social Work (Clinical Social Work) (* No new intakes from 2024-2026)	•	•	•	•
Master of Social Work			•	•
DPhil (Social Development Professions)			•	•

A **Master's Degree** may be earned in one of two ways: (i) by completing a single advanced research project, culminating in the production and acceptance of a dissertation, or (ii) by successfully completing a coursework programme and a smaller applied research component. The admission requirement is an undergraduate BSW degree with a 60% average.

Duration of Study: Coursework master's degree: two years either full- time or part-time. Research master's degree: one year to 4 years.

A **Doctoral Degree** requires a candidate to undertake research at the most advanced academic level, culminating in the production of a thesis. The research outcome must make a significant and original academic contribution to a discipline or field. The degree may be earned through pure discipline based on multi- disciplinary or applied research. The degree may include a coursework component as preparation for the research but does not contribute to the credit value of the qualification. The admission requirement is a related Masters (other than social work masters) will also be considered.

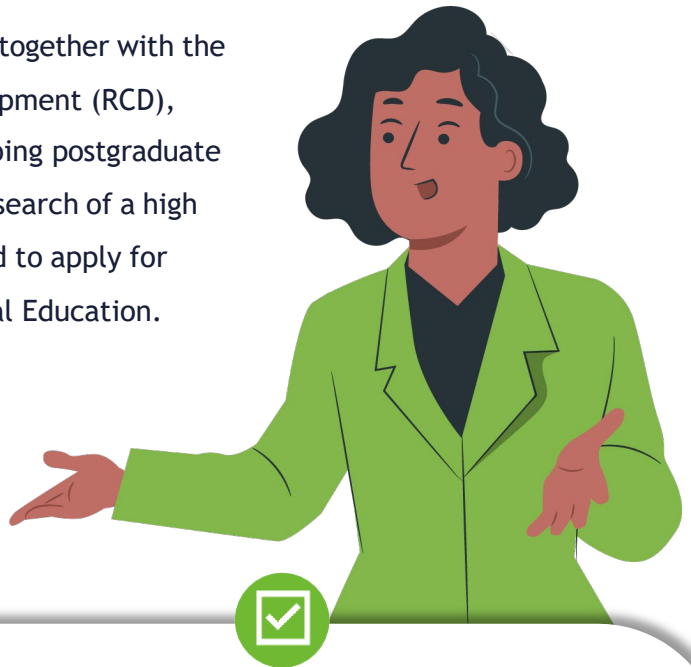
Duration of Study: 2 to 6 years.

INTERNATIONAL STUDENTS

It is a strategic priority for Nelson Mandela University to nurture and grow its research culture and diversity in student population. As an African human-centred university, we welcome applications from our neighbouring countries, and further afield to cultivate study-abroad learning experiences that the continent and the world can benefit from.

Our academic faculties and departments, together with the Department of Research Capacity Development (RCD), are committed to supporting and developing postgraduate students who can successfully produce research of a high quality. International students are invited to apply for admissions via the Office for International Education.

The contact details are as follows:



Ms Natasha September

Postgraduate International Student
Administrator

Office for International Education

T +27 41 504 4296

F +27 41 504 2771

International.mandela.ac.za
[Facebook.com/NMUIInternationalOffice](https://www.facebook.com/NMUIInternationalOffice)

FINANCIAL MATTERS

Application Fees

No application fees for South African applicants. International student application fees applicable. Contact Ms September (Contact details above).

Enrolment Fees

Enrolment fees are debited to students' accounts and are payable every year. Enrolment fees are not refundable, and a student is liable for the fee in the event of a cancellation.

Registration Fees

A registration fee is the first advance payment of tuition fees. This set deposit is paid upon registration, while the balance is normally due by the end of April. First-time candidates who register after April are required to pay both the registration and tuition fees upon registration.

Tuition Fees

These fees vary according to qualifications and programmes. Information can be downloaded from mandela.ac.za

Accommodation Fees

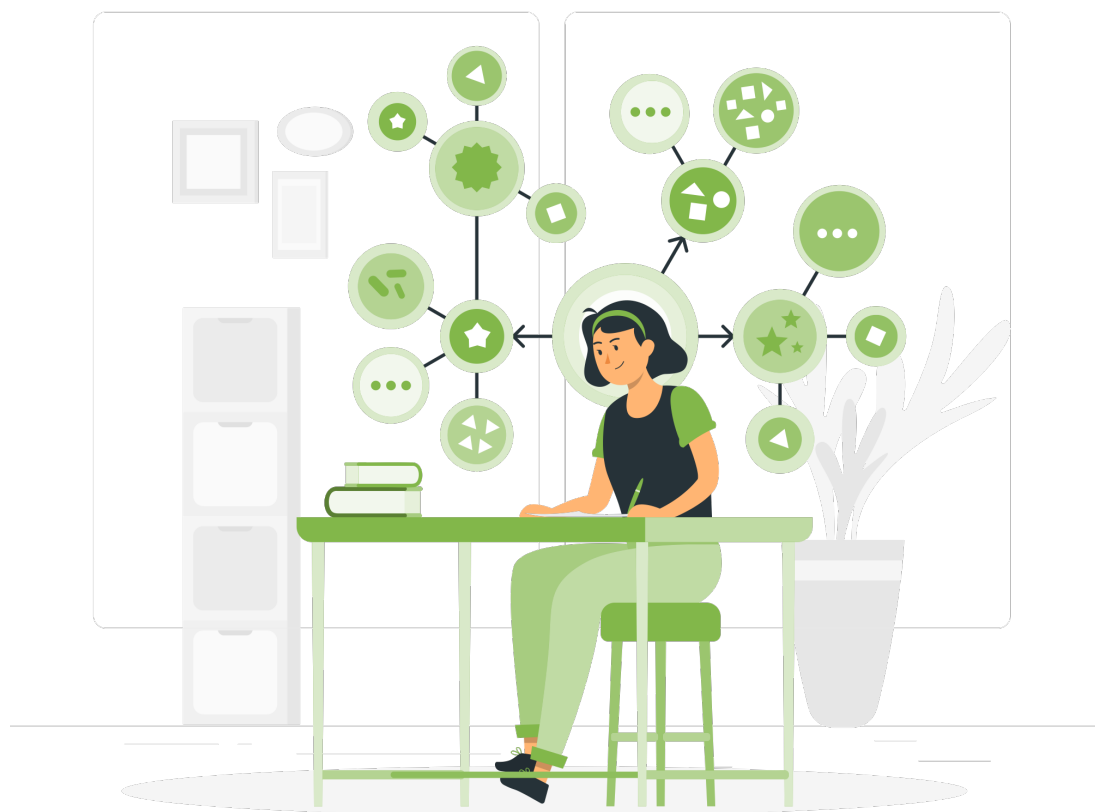
Residence fees are paid per semester. They cover the academic semesters and exclude all vacations. However, postgraduate students living in the Postgraduate Village on South Campus, Summerstrand, may, if for research purposes, apply for permission to stay in residence for 12 months. Please contact Student Housing Management on 041 504 3941.

ADMISSION REQUIREMENTS

Prospective postgraduate students who wish to study at Nelson Mandela University in the following year are invited to **apply for a postgraduate master's or doctoral degree using our online application system.**

In order to ensure adequate time for application, processing and planning by the university and yourself, **applications for early admission to the following year, should be submitted by the end of the first week in August of the preceding year.** Places in some qualifications are limited, and it is therefore **in your best interest to submit your application form and ALL supporting documentation by the end of the first week in August.**

The minimum admission requirements for all Postgraduate qualifications in Social Work is an undergraduate BSW degree overall average of 60%; an undergraduate qualification in Social Work or a Master's degree for PhD applications; registration with the South African Council for Social Service Professions (SACSSP). An additional requirement for the MSW Clinical degree is a minimum of 2 years work experience as a generic social worker.



APPLICATION PROCEDURE

Postgraduate M & D applicants must complete the relevant Postgraduate form (U24).

The U24 form can be obtained from the admissions office by e-mailing: PGHS@mandela.ac.za

Postgraduate U24 application forms must be submitted to: PGHS@mandela.ac.za

For information on postgraduate programmes, please consult the **General Information and Admission Requirements for Postgraduate Programmes**.

Your application form must be accompanied by:

- Copy of your matriculation/school leaving certificate.
- Copies of your diploma/degree certificates plus academic record(s) and certificate(s) of conduct.
- A copy of proof of registration with SACSSP.
- Copy of your ID.
- Copy of the identity document of your parent/legal guardian/surety.
- **Declaration** by your parent / legal guardian / surety if you are a dependent, or studying at a tertiary institution, or do/will not have permanent employment when applying or studying at the university.
- **Postgraduate (U24) application form.**
- A copy of your **CV with 2 contactable references.**
- A **reference letter from your employer or former academic** (lecturers/research or supervisor/s).
- A **five-page concept note on your proposed research study** accompanied by the signed declaration of academic integrity (the guidelines are outlined below).



APPLICATION PROCEDURE

Once the application form and supporting documents have been received, the Departmental postgraduate review panel screens each application by:

- a. Submitting the five-page concept document to Turnitin to verify the originality of its content and check for plagiarism.
- b. Conducting a reference check.
- c. Conducting a selection interview with all shortlisted candidates.

Thereafter, the Departmental recommendation is submitted to the Faculty Postgraduate Studies committee for ratification, and the formal outcome is communicated to Admissions office who then communicate the outcome to the applicant.

- You may track the status of your application.
- The outcome of your application will be conveyed to you via our website and sms. Please ensure that we have your correct cell phone number.
- If you are admitted, you will receive registration information in November/December.
- Final acceptance depends on the submission of your final academic record and certificate of conduct if you are busy studying elsewhere.

Structure of the concept note that must accompany applications for ALL postgraduate courses in Social Work along with the signed declaration of authenticity available on our departments' website.

- Proposed title of the study.
- Introduction to the proposed study.
- Brief literature review: What does the current literature reveal about the proposed study [maximum of 6 sources].
- Rationale/motivation for wanting to do the study.
- Primary aim: A statement of the researcher's intentions. In other words, what is the desired outcome to be achieved by this study - e.g. To develop an in-depth understanding of parents' experiences regarding the learner-on-learner violence in schools.
- Proposed research approach: Qualitative/quantitative.
- Area and population: Who will be the participants & where will they be drawn/recruited.
- Proposed method of collecting data: interviews/observations/etc.
- For PHD applicants - highlight the proposed contribution your study wishes to make.



GUIDELINES FOR THE PRELIMINARY RESEARCH PROPOSAL

Warning against Plagiarism:

Plagiarism is a serious offence, and all proposals will be screened for plagiarism. Those who are found to have plagiarised will be subject to the University's disciplinary procedures.

When using the words, ideas or arguments published by someone else you must give credit to the source. To copy work from someone else's work without acknowledgement constitutes a criminal activity known as plagiarism. It is the same kind of offence as the infringement of copyright because it is the theft of someone's intellectual property. To avoid the grave legal consequences of plagiarism, such as suspension or expulsion, you must apply proper referencing strategies when quoting from a source. Below are webpages with resources on plagiarism and how to avoid it. <https://www.plagiarism.org/>

Referencing Styles

The Department of Social Development Professions makes use of Harvard referencing style. Please liaise with your supervisor for guidance on the use of this referencing styles and please visit the NMU library site for examples: <https://learn.mandela.ac.za/mod/book/view.php?id=175996>

THE PRELIMINARY RESEARCH PROPOSAL

The purpose of the preliminary proposal is to illustrate you have read about your topic, have personal experience or interest and that you have basic academic ownership of, and skills for, the topic you want to research on. Suggested readings before you start:

1. Babbie, E. 2010. The practice of social research. United States: Wadsworth Cengage learning.
2. De Vos, A.S., Strydom, H., Fouché, C.B. & Delport, C.S.L. (eds.), Research at grassroots. For the social sciences and human service professions. 3rd ed. Pretoria: Van Schaik Publishers.p.261- 265.
3. Henning, E., Van Rensburg, W. & Smit, B. 2004. Finding your way in qualitative research. Pretoria: Van Schaik Publishers.
4. Hesse-Biber, S.N. & Leavy, P. 2011. The practice of qualitative research 2nd ed. Los Angeles: SAGE
5. Mathipa, E.R. & Gumbo, M.T. Addressing research challenges: making headway for developing researchers. Noordwyk: Mosala-MASEDI Publishers and Booksellers cc.

PRELIMINARY PROPOSAL TEMPLATE

Name of student: _____

Student number: _____

Degree: _____

Proposed title of dissertation/thesis (10-15 words): _____

A. Use the following ‘exploratory table’ to help you think about and write your preliminary research proposal. This exploration guide could also facilitate a discussion with your future supervisor.

PRELIMINARY PROPOSAL - EXPLORATORY TABLE

Focus of the proposed study. (Issue to be researched).	
Background to the study. (Your assumption/s about the issue).	
Literature review. (What is already known about the issue?).	
Problem statement. (What is the gap? What is unknown?).	
Research Question. What do you want to know?	
Research aim/s. (What do you want to achieve through this study?).	
Research design and methodology. (How can you find out what you want to know and how can you analyse it?).	
Ethical considerations. (What are possible ethical, mental health or legal requirements or considerations?)	
Theoretical framework. (What theory can you use to explain your study’s findings?).	
Significance of the proposed study. (Why is what you are trying to find out important?).	
Feasibility of the study. (How accessible are potential participants and financial resources to conduct this study?).	

PRELIMINARY PROPOSAL TEMPLATE

B. Once you have the key ideas plotted out, and you are convinced that they make sense to you, you should respond to the questions (which matches the exploratory table) in a thoughtful and comprehensive way, providing as much detail as you can. The preliminary proposal should not exceed 2000 words. Use 20 – 25 references to support both the theory and the methodology of your proposal.

Introduction and Background to the Study

- What is the background to or context of this study?
- Include references to literature to illustrate points made.
- The purpose in this section is to motivate the proposed study.
- Describe the context of the problem and why it was identified as a problem.
- You need to refer to some literature sources here to back up your statements.

Literature Review

- You would need to study and refer to relevant literature sources (about 7-10 different sources would be sufficient). Select sources that are not older than 7 years, except if they are salient works in the area. If you refer to the latter, you need to justify their use. The preferred reference technique to be used is Harvard; use it and consistently. Literature exists that describe how to use it (hard copy and on websites)
- When reading, you need to identify what research has been done already in this area and mention it in this section.
- You also need to identify what research is indicated as still needed (these are gaps in the existing body of knowledge, and you would have selected your research topic from one of these).
- You also need to clarify the basic concepts you will use in the research; these will include concepts you used in the title and other relevant, pivotal concepts.
- The literature you use here must justify and motivate your proposed research.
- The presentation of your argument must be orderly, flowing naturally from one idea to the next. Do not make disjoint or out-of-context statements; this disrupts the logic of your presentation.



PRELIMINARY PROPOSAL TEMPLATE

Problem Formulation and Motivation for the Study

- What do you want to focus on?
- What is your central issue, problem, or concern?
- State the problem (this is a statement, not a question). The problem statement must be clear and unambiguous; it must be researchable. Demarcate / delimit / focus your research problem (it must not be too wide). Also, be careful of the other extreme: the problem must not be so strongly focused that it becomes trivial (too small).
- Indicate the social work sub-field that will be your point of departure from which to investigate the problem (e.g. Probation services, Social work supervision, Statutory services, etc.)

Research Question

- The research question flows logically from your research problem. This is what you actually want to know.
- The research sub-questions break the research question up into smaller parts; once you have answers to all the sub-questions, you will have the answer to the main question as well.
- At the end of your research, you should be able to formulate answers to each of these questions. This is the test you can apply for yourself to see whether you have concluded the research successfully.

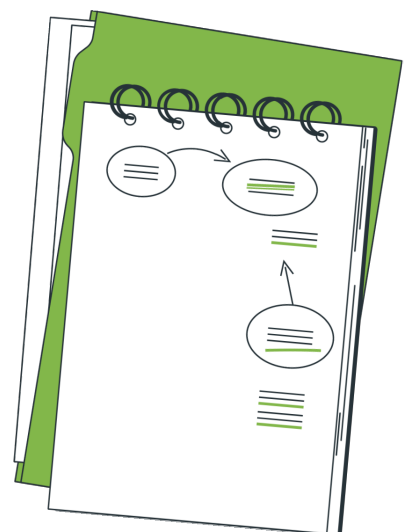
Research Aim and Objectives

- The research aim flows logically from your research question. This is what you want to achieve with the study.
- The research objectives break the research aim up into smaller parts; once you have achieved the research objectives, you will have attained the research aim.

Theoretical Framework

- What theory/theories can you use to explain what you will find?

Definition of Key Terms



PRELIMINARY PROPOSAL TEMPLATE

Significance of the Study

- Why is this worthy of study?
- Why is it important and who will benefit from it? (Define the contribution to knowledge if you are a PhD student).
- What will be your new, original contribution to practical and theoretical knowledge in the field?
- What will be your new, original contribution to practical and theoretical knowledge in the field? (If you are a PhD student).

Research Design and Methodology

- How will you find out what you want to know?
- How will you demonstrate and produce evidence to substantiate that your work/thesis makes a substantial contribution to new, original knowledge in the field of (a) theory and (b) methodology or (c) practice? (For a PhD application).
- How will the study be done? Indicate whether you intend doing qualitative or quantitative research (or another relevant categorisation).
- What will be your research approach, method(s) and what types of data will you use?
- Who will your participants be?
- For qualitative research, indicate a postulate (if relevant), site, sampling strategies, data collection methods, data analysis strategies, motivation for choosing each of these, limitations of the design, measures for ensuring trustworthiness.
- You need to consult and refer to 4 – 5 sources on research methodology in this section.



PRELIMINARY PROPOSAL TEMPLATE

Research Design and Methodology

1. Research Approach
2. Research Design
3. Researcher's Position
4. Population and Sampling Procedure
5. Entry to the Research Site
6. Method of Data Collection
7. Data Analysis
8. Ensuring Trustworthiness
9. Ethical Considerations
10. Risks
11. Benefits
12. Dissemination of Findings
13. Proposed Structure of the Report
14. Budget
15. Proposed Work and Time Schedule



References

You need to include 20 – 25 sources.

Include sources in this list only if you have referred to them in your text.

Also make sure that you have included all the sources you have cited in your text.

Use Harvard referencing style.

(See NMU Library site: <https://learn.mandela.ac.za//mod/book/view.php?id=175996>)

- Appendix 1 Letter to gatekeeper
- (Examples of consent forms can be downloaded from:
 - [https://rcd.mandela.ac.za/Research-Ethics/Research-Ethics-Committee- Human-\(REC-H\)\)](https://rcd.mandela.ac.za/Research-Ethics/Research-Ethics-Committee-Human-(REC-H)))
- Appendix 2 Letter to proposed participants
- Appendix 3 Permission and release from recordings and transcriptions
- Appendix 4 Consent Form
- Appendix 5 Interviewing Guide

GUIDELINES FOR THE FULL RESEARCH PROPOSAL

The full proposal is developed by working closely with your supervisor/promoter. It requires a refinement and an expansion of the preliminary proposal and should be about 12-15 pages (excluding reference list and addendums). This is the same structure as the preliminary proposal and includes a completed REC-H application form and risk assessment form (Downloadable from: [https://rcd.mandela.ac.za/Research-Ethics/Research-Ethics-Committee-Human-\(REC-H\)](https://rcd.mandela.ac.za/Research-Ethics/Research-Ethics-Committee-Human-(REC-H))).

Guidelines for the Proposal Presentation at the Departmental Research Committee (DRTI)

Students will be required to submit their full proposal, at least two weeks before the proposal presentation to their supervisor/promoter for approval to submit to the DRTI chairpersons (Zurina.Abdulla@mandela.ac.za), who will circulate it to the DRTI committee member (and interested staff members) and assign critical reviewers.

An electronic copy of the presentation needs to be submitted to your supervisor for review before presentation and a final copy of the presentation also needs to be submitted on the day of the presentation. Thirty minutes is allocated for the proposal presentation. The student is required to do a power-point presentation to the committee of academics who will assess the strength of their proposal and presentation thereof. Please note that you will be allocated 15 minutes in which to do your presentation followed by 15 minutes of questions/comments by the panel.

The following components have been identified for this presentation:

Presentation Format

- **Title slide:** title of the research project, your name and student number, research supervisor's name.
- **2 Slides:** Context of the Study
- **1 Slide:** Theoretical Framework
- **1 Slide:** Research Question, Goal
- **1 Slide:** Research Objectives
- **2 Slides:** Research Approach and Design
- **2 Slides:** Research Population, Sampling (including Sample Criteria)
- **1 Slide:** Data Collection Method
- **1 Slide:** Ethical Considerations (Includes Belmont Report)

The DRTI committee members then have 15 minutes to ask the student questions and to discuss the proposal. The two proposal reviewers and ethics reviewer fill out the proposal evaluation form. Once the student has left, the panel discusses the proposal and makes a final decision on the proposal.

LIBRARY SUPPORT

All registered students at the Nelson Mandela University are entitled to free membership of the library. It is imperative to register as a library user to ensure access to the services. Students must present their student cards annually at the Circulation Desk to register as library users. Membership is not transferable from one year to the next. General library inquiries: Office hours: 041 504 2281/After hours: 041 504 2294.

Registered postgraduate students may borrow 20 library books for 60 days. Please visit the NMU library site for more information <http://library.mandela.ac.za>

If you have not yet registered with the NMU as a master's or doctoral student, you may join the library.

Visit the library and bring the following with you:

- A passport size photo and your ID book
- R250 (to join the library for 6 months)
- A letter from your prospective promoter saying that you are a prospective master's or doctoral student

Once you have joined the library as a prospective master's or doctoral student:

- You will be allowed to borrow 5 books for 30 days
- You may access the online databases. You may contact the Faculty Librarian, Ms Nobuzwe Bavuma, for assistance. Her contact number is 041 5042284 or email at: Nobuzwe.Bavuma@mandela.ac.za
- You will not be allowed to borrow any periodicals (serials) or make use of the Inter- library loan system.

FREQUENTLY ASKED QUESTIONS

Where can I find more information on postgraduate bursaries?

Nelson Mandela University has several bursaries and scholarships available for academically deserving students. A comprehensive overview of this information can be obtained from the Financial Aid Office (for honours degree programmes) and the Department of Research Capacity Development (for master's, doctoral and post-doctoral research).

How do I apply for postgraduate studies?

If you are currently studying at Nelson Mandela University, you may just have to complete the application form for postgraduate studies along with any other documentation deemed necessary by the faculty. Candidates not previously registered at the institution must complete an application form for Admission to the University.

Where are application forms obtainable?

Forms are obtainable from the Admissions Office or downloaded from our website (www.mandela.ac.za/apply).

Are there deadlines for applications?

Yes, but they vary. The closing date for applications and registration for honours programmes, however, is the same as for undergraduate programmes, 6 August of each year. Closing dates for application and registration for coursework master's degree programmes differ from programme to programme and may be followed by interviews and selection processes. Consult the relevant faculty manager as listed in faculty pages. First-time postgraduate research students (master's and doctoral) are permitted to register throughout the year, although re- registration for continuing students must take place before 1 March.

What is RPL and how is it applied at Nelson Mandela University?

Recognition of Prior Learning (RPL) has particular reference to prospective mature students who seek acknowledgement and assessment of their skills, knowledge and competencies acquired during formal and informal learning situations and wish to gain admission to a formal university programme. Each faculty reserves the right to set their own criteria in addition to those specified by Senate, which is responsible for academic governance.

FREQUENTLY ASKED QUESTIONS

The admission of postgraduate research candidates based on RPL guidelines is guided by one or more of the following

- Relevant existing academic qualifications Previous research qualifications.
- Previous professional experience in an area relevant to the proposed field of study Existing language proficiency in terms of oral and written communication skills.
- Candidates who apply for admission via RPL should submit a portfolio of evidence to demonstrate their competence.

Is there accommodation available for postgraduate students?

The University has accommodation especially ear marked for postgraduates on campus and has useful contacts for off-campus digs all within easy walking distance in the neighbouring beachfront suburbs. However, since Port Elizabeth is a city with a small-town ambience, wherever you live, you are not too far from anything – the University, the shops or the beach.

What type of support exists for students?

- We understand the pressure of postgraduate studies and have a number of support services to assist you in reaching your academic goals. The Department of Research Capacity focuses on the mentoring and development of new and emerging researchers by means of workshops in fields such as research methodology, budgets and project planning. This service is supplemented by similar training provided by academic departments and faculties.
- The Writing Centre offers a professional service to all students in terms of writing reports, assignments, etc. It also provides candidates with a list of appropriate editors who offer their services at a fee.
- Library and Information Services offer access to many methods of retrieving information. Professional staff will assist you in developing your knowledge via books, catalogues, online databases, newspapers, journals and e-books. The Library and Information Services practice inter- library lending and offers postgraduate training in various aspects of information retrieval.
- Information and Communication Technology Services can assist postgraduate students to obtain access to various computing facilities. ICT services can also help convert your final research document into the required format for submission to the Examinations Office. Computer literacy classes are also offered.
- The Student Counselling, Career and Development Centre offers various services to enhance wellness and growth during your studies. Not only does this Centre provide professional counselling, but also offers career guidance and assessment.

FREQUENTLY ASKED QUESTIONS

What type of services/resources are available to me?

Career Assessment and Counselling Services: offers assistance in helping you find the most suitable career through its Student Counselling, Career and Development Centre.

Graduate Placement: offers help in the job market with its extensive placement network. Apart from its annual Careers Fair, where more than 80 different employers visit the institution, Nelson Mandela University has an office dedicated to assisting students with internships and permanent employment.

Alumni network: Nelson Mandela University likes to keep in touch with its graduates and does so through its Alumni Office. There are more than 95 000 Nelson Mandela University Alumni spread throughout the world. Regular Alumni events are hosted in South Africa and overseas as part of the University's goal to share in the lifelong journey of its graduates.

What is the difference between coursework and research programmes?

Postgraduate coursework programmes usually involve student attendance at lectures, classes or seminars and may, depending on the level of qualification, require a minor thesis. These qualifications are awarded by following a set stream of core units and electives. Research qualifications are awarded following the completion of a major thesis, involving original research, under the supervision of a senior academic. When undertaking research programmes, learning is undertaken independently and there are no lectures or classes.

What is a treatise?

A treatise is a formal and systematic written discourse on some subject, generally longer and of greater depth than an essay, and more concerned with investigating or exposing the principles of the subject.

What is a thesis/dissertation?

A dissertation or thesis is a document submitted in support of candidature for an academic degree or professional qualification presenting the author's research and findings.

Contacts

	SOUTH CAMPUS	GEORGE CAMPUS
Contact Centre	041 504 1111	044 801 5111
Postgraduate /Mature Student Enquiries	041 504 2162	044 801 5008
Postgraduate Admission Enquiries	041 504 3619	044 801 5566
Universal accessibility & disability services	041 504 3935 disability@mandela.ac.za	
Emthonjeni Student Wellness	041 504 2411 https://emthonjeni.mandela.ac.za/	041 504 5051
Research Development	Funding for Master's and Doctoral Studies 041 504 2538	044 801 5098 RD@mandela.ac.za



Contacts

Student Housing

Postgraduate Student Village (Summerstrand South Campus) for master's and doctoral students: 041 504 3941

Sanlam Student Village (located between the South and North Campuses) for honours and senior undergraduate students: 041 504 4506



Contacts

FACULTY OF
HEALTH
SCIENCES

041 504 2121 / 2956 / 2957

DEPARTMENT OF SOCIAL DEVELOPMENT PROFESSIONS

NAME	POSITION	ROOM	TEL	EMAIL
Prof Zoleka Soji	DOS (School of behavioural and lifestyle sciences)		0415042630	Zoleka.Soji@mandela.ac.za
Prof Veonna Goliath	HOD/Associate Professor	0524	041 504 2353	Veonna.Goliath@mandela.ac.za
Dr Zukiswa Gwam	Lecturer	0519	041 504 2560	Zukiswa.Gwam@mandela.ac.za
Prof Anneline Keet	Senior Lecturer	0523	041 504 4917	Anneline.Keet@mandela.ac.za
Dr Razia Lagardien	Lecturer	0516	041 5042194	Razia.Lagardien@mandela.ac.za
Dr Natalie Mansvelt	Lecturer	0518	041 504 4101	Natalie.Mansvelt@mandela.ac.za
Dr Nevashnee Perumal	Senior Lecturer	0522	041 504 2349	Nevashnee.Perumal@mandela.ac.za
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