DI SC I P L I NE OF PSYCHOLOGY
Pietermaritzburg Campus

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Vision of the Discipline of Psychology (in the School of Applied Human Sciences)

The vision of the Discipline of Psychology (DP) is to be a standard-setting discipline of excellence in emerging niche areas within socio-psychological scholarship, with a focus on African psychology. The goal is to nurture and deliver excellence and innovation in knowledge production that addresses challenges in the national, regional and international development agenda in relevant ways. This will be achieved through critically informed and reflective teaching, research and community responsiveness.

Mission of the Discipline of Psychology

The Discipline of Psychology will provide enabling and innovative learning opportunities, scholarship and collaborative community activities in the socio-psychological arena that contribute to the development agenda of the global South. To this end, the DP offers theoretical and applied courses and critically informed research interventions that engage with international developments in the discipline and that are appropriate to the Southern African context. The DP values and upholds its accountability to the broader community, funders, employers as well as the professional and international academic community.

History and Profile of the Discipline of Psychology

Psychology was taught at the former University of Natal from its inception in Pietermaritzburg in 1911. At that time, Psychology, together with Ethics, Logic and Politics, was taught by the Department of Philosophy. A separate Department of Psychology was established in 1937 and in that year, both Psychology and Industrial Psychology were offered as majors. Both theoretical and applied courses in Psychology were taught, with the main areas of application being education, industry, health and mental health.

In 1998, the School of Psychology in Pietermaritzburg was formed through the amalgamation of the Departments of Psychology and Educational Psychology and the Child and Family Centre. In 2004, the Universities of Natal and Durban-Westville merged to form the University of KwaZulu-Natal. At this time, the three former Departments and Schools of Psychology formed a single multi-campus school. In 2012, the School of Psychology joined with the Centre for Media and Communication Studies, and the former Schools of Criminology and Social Work to form the School of Applied Human Sciences. Prof N J Mkhize is first Dean of the new School of Applied Human Sciences.

The discipline of psychology on the Pietermaritzburg campus has 16 full-time members of the academic staff, backed up by support staff, as well as several part-time academic, contract and administrative staff. A range of undergraduate modules are offered, for which we have more than 2000 registrations per annum. There are several postgraduate options, including Honours in Psychology and professional Masters courses in Clinical, Counselling, Educational, and Research Psychology (Industrial Psychology is offered on the Howard College campus). At any one time, we have about 20 Doctoral and 40 Masters students registered in the school.

The Discipline of Psychology has a vigorous and varied research programme and a good publication and grants record. Several members of staff serve on international and national professional and scientific bodies. Many of our community engagement activities are carried out through the Child and Family Centre, as well as through extensive community and consultation services offered by the staff and postgraduate students.
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Overview of the Research Masters Course

The Discipline of Psychology at UKZN in Pietermaritzburg offers a one-year directed Masters Degree in psychological research. The programme of study covers a wide range of technical, theoretical and practical facets of applied research in South Africa today. In the year following the degree itself, students are encouraged to round off their training by completing an internship at an approved site. If other requirements are satisfied, completion of the course and internship leads to registration as a Psychologist with the Professional Board for Psychology of the Health Professions Council. However, registration as a student for this degree does not imply acceptance into a research internship programme or registration with the Board. Many of our graduates, including students with majors in disciplines outside psychology, choose to develop careers in social science and behavioural research, organisational change and development facilitation and project management.

Background to the course

The course aims to train professional researchers and consultants with a broad background of skills in the social sciences and specialist expertise in selected psychological research methods. Students are trained in all aspects of the formulation, design, analysis and management of projects. The course provides a general and advanced education in social and behavioural science methods, with particular emphasis on applied research and evaluation. The programme has been designed to provide students with a firm foundation of skills that can be applied in a wide range of job related contexts in the business, community, government and service sectors (in the fields of health, welfare, human resources, organisational learning, organisation design, development change and intervention, labour relations, project management, strategic planning, education and social development).

The course is flexible and market-orientated. It aims to instil, in a select group of students, high level, general and applied research skills and knowledge to enable our graduates to enter the market as professional researchers and interventionists. Rather than providing training in routine tasks and functions (e.g., test administration, data capture), we will train decision-makers, strategic thinkers, and professionals who can design, co-ordinate and manage programmes and interventions.

Student demand and staff resources determine the areas of specialisation that are offered each year. The following are some current areas of expertise: HIV/AIDS research, social psychology of stereotyping and social transformation, research ethics, masculinity studies, child and family intervention programmes. The training is tailored toward providing graduates with the conceptual and methodological skills to develop research careers in a chosen area of specialization. The course will also prepare students to work in multi-disciplinary research and project teams. The programme is designed on the understanding that general research skills underlie a number of areas of application and specialization.

Graduates from this course should be able to function as professionals who can competently undertake a range of psychological, organisational and social research and can apply psychological knowledge to the understanding and resolution of human, organisational and societal problems. Professional training means that this course is intended not only to give students the knowledge and skills to conduct social science research, but also to widen their understanding of the application of social science in society in an ethical and professional manner.
Content and Structure of the Research Masters Course

The 192 credit point (cp) degree is made up of course work modules and applied research projects. There are two applied research projects: The Research Dissertation (PSYC8CD, 128cp) and the community project, which is completed in the Community Interventions in Professional Psychology module (PSYC810, 16cp). For the course work component, you need to do three of the following modules: Quantitative Research for Psychology (PSYC822, 16cp) Qualitative Research for Psychology (PSYC823, 16cp), Participatory Research and Human Action (PSYC285, 16cp), and Applied Research: Monitoring and Evaluation (PSYC824, 16CP).

Included in the course work are a number of practical research and intervention exercises that allow students to develop hands-on understanding of qualitative and quantitative research techniques, and programme evaluation, as they apply general methods and principles in specific real life settings.

Each component of the course is evaluated by means of written exercises. In addition, oral and/or written examinations are set for some course-work modules. All written work done by students is made available to the External Examiner. In order to obtain a pass for the degree, the student must achieve a minimum of 50% for each of the modules of the degree.

Course Work

The course work is covered through lectures, reading and discussions. Each of the modules is set out below. The semesterisation of courses and teaching will vary from year to year.

PSYC822- Quantitative Methods for Psychology (16cp) Prof. Lance Lachenicht (First Semester)

This course has two main sections: Psychometrics and data analysis techniques. In psychometrics we will examine traditional methods of making psychological measures (summated rating scales), and psychological scales, and will introduce some more modern methods such as IRT models and Generalizability theory. Students will be expected to develop a psychological measure and to use a scaling technique on a real world problem. The data analysis section of the course will introduce a variety of multivariate procedures and some increasingly popular alternative data-analytic methods. Topics may include: Cluster analysis, factor analysis, logistic regression, log-linear models, multivariate regression and extensions to path analysis and SES (particularly meditational analysis), and other multivariate techniques. Bootstrapping and Bayesian approaches to data analysis will be introduced. Students will be expected analyze a data set and to critique existing quantitative studies. In addition to the above some effort will be made to introduce the basic ideas of mathematical modeling and simulation. This course normally runs in the second semester.

PSYC825- Participatory Research and Human Action (16cp) Dr. Mary van der Riet (First Semester)

Metatheoretically, this course focuses on the interface between social and individual levels of analysis. The course will examine the concept of knowledge production in research; the tension between participation and critical analysis in research; and the use of techniques of participatory research to study human action. Case studies of participatory research in community settings, and applied research in the field of HIV/AIDS and behaviour change involving social mobilisation, will be discussed. Students will engage in a mini-project in which the above concepts are applied and critically discussed.
PSYC823- QUALITATIVE METHODS FOR PSYCHOLOGY (16cp) Dr. Amy Jo Murray (Second Semester)

After completing this course students should be able to design and implement a qualitative research project, analyse qualitative data, and write up a qualitative research report. The course is divided into four main sections: 1) the qualitative orientation, which considers the history and ethos of qualitative research, 2) research design and data collection, using interview and observational methods, 3) data analysis, covering techniques of coding, producing analytic displays, and grounded theorizing, and 4) report writing. Apart from discussions of theoretical and methodological aspects of qualitative research, students will be required to design and execute a qualitative research study and conduct fieldwork. A written report is submitted for evaluation, and an exam is written at the end of the course. This course normally runs in the first semester.

PSYC824- Applied Research: Monitoring and Evaluation (16CP) Dr Glodean Thani (Second semester)

The module covers the following topics: policy context for applied research; implementation cycles; qualitative and quantitative evaluation; action and participatory research; rapid approaches; related methodologies in sociology, epidemiology and demography; and getting research into policy and practice. Practical work consists of policy analyses, proposal writing, proposal negotiation, execution of rapid and participatory research exercises, secondary analyses of existing data and an investigation of barriers to implementation of research findings.

Applied Research Projects

The community project must be completed in the year of study. It is strongly advised that students complete their dissertation project in their first year of study. These two research projects should be the primary focus of student work throughout the year.

PSYC8CD RESEARCH DISSERTATION (128cp)

Students are required to present a dissertation, or mini-thesis as an integral part of the Masters course. This dissertation counts 60% of the total marks for the Masters degree. Students are required to conduct a piece of research on a select area of interest, and present it in accordance with UKZN regulations for Masters theses. Students are well advised to participate in a research project of a staff member. According to Faculty rules, the final thesis should be no longer than 28 000 words (90 pages). It is strongly advised that the thesis be completed by the end of Masters year. The University reserves the right to postpone the commencement of the internship for any student who has not shown considerable progress in the dissertation by the end of Masters year. Regulations of the HPCSA stipulate that all requirements for qualification as a psychologist must be completed in three years. Supervisors will be appointed by the College, and the proposal has to be formally approved through the School Research Higher Degrees Committee. Students will be required to present regular reports on theses on pre-arranged dates. Students are advised to consult the School’s Style Manual for Theses and Dissertations (on the School’s website), as well as the Publication Manual of the APA (6th Ed). It is required that students learn a word-processing system package for writing of theses, seminars, etc.
Students will be required to adhere to the deadlines advertised in the postgraduate research process outline. Once registered for the thesis, in the first year, and in subsequent years, students should be able to access the Post Graduate Moodle site, an online site with information related to the thesis preparation and submission process. Emails related to the Moodle site are delivered to the student’s university email address, and not to any other email account. Notification through the Moodle system is considered the formal channel of communication with students. Students are advised to regularly check their student email accounts for important university notifications.

**Please note:** academic staff are involved in examinations from 15 November to 5 December each year, and are generally on leave 15 December to 15 January. Therefore, staff will not be available for thesis supervision during these times.

Students are required to complete the thesis component of the degree timeously. The Health Professional Council limits the amount of time for the degree to be completed, and for the modules to count towards a professional registration. If there is a delay in completing the thesis, students might be required to re-apply for the course and re-do coursework modules. In addition to this there is no guarantee that supervision will be available for the completion of the thesis. Students are referred to the UKZN Student Rules section of the handbook rule GR9 d (i) which apply to continuous registration, readmission and resumption of studies.

**PSYC 810 PY Community Interventions in Professional Psychology (16cp)**

**Module coordinator:** Dr Carol Mitchell

**Module overview and aim:**
This 16cp module is offered on the CCE programme and the Research Masters Programme. The module introduces students to the theory and practice of community interventions. The module comprises a theoretical and a practical component. The theoretical component covers the basic tenets of community psychology and working in culturally diverse communities. The practical component requires that students engage in a project within the community. The specific learning outcomes of this module include the ability to conduct a situational analysis, and to develop, implement and evaluate intervention programmes in consultation with community members. Specific skills necessary for working in community settings, such as consultation and training skills, are also important learning outcomes.

**Anticipated learning outcomes:**
Through participating in this module students are expected to achieve:
- An understanding of community psychology in the context of the broader discipline of psychology
- An appreciation of the core values that underpin community psychology
- An understanding of the potential role of the psychologist in communities
- An understanding of the different methods of intervention in community psychology
- A more critical understanding of the concept of empowerment
- An deeper understanding of working in diverse communities
- Skills in the development of a community based intervention
- A critical understanding of ethical issues in community psychology

**Module assessment:**
1. Assignment: 20%
2. Project report: 80%
Rough Guide to the Research Masters Course Structure

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<th>Semester 1</th>
<th>Semester 2</th>
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<td>First quarter</td>
<td>Third quarter</td>
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<tr>
<td>PSYC810 Community Interventions in Professional Psychology</td>
<td>Design project</td>
<td>Submit report: end August</td>
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<td>All 3</td>
<td>PSYC822 Quantitative Methods</td>
<td>PSYC823 Qualitative Methods</td>
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<td>All 3</td>
<td>PSYC825 Participatory Research and Human Action</td>
<td>PSYC824: Applied Research: Monitoring and Evaluation</td>
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Psychology Colloquium

All master students are required to attend and participate in the Psychology colloquium program.

Staff

The following are the members of staff who will be directly involved in the Masters course:

1. **Professor Kevin Durrheim** is professor of psychology at the University of KwaZulu-Natal, where he teaches social psychology and research methods. He obtained his PhD in political psychology from the University of Cape Town in 1995. Since then he has published more than 100 peer-reviewed articles and book chapters on topics related to racism, segregation and social change. He has co-authored two books, *Race Trouble* (Durrheim, Mtose, Brown, 2011, Lexington Press) and *Racial Encounter* (Durrheim & Dixon, 2005, Routledge); and is co-editor (with Martin Terre Blanche and Desmond Painter) of *Research in Practice* (1999, 2006, UCT Press) and (with Colin Tredoux) *Numbers, Hypotheses and Conclusions* (2002, UCT Press). Kevin is the recipient of numerous awards and research grants and has been on the editorial board of a number of journals (British Journal of Social Psychology, Psychology in Society, South African Journal of Psychology, Social Issues and Policy Review). He is a member of many professional organizations and has served on the Governing Council of the International Society of Political Psychology.

2. **Dr. Mary van der Riet** (course co-ordinator) obtained her PhD at UKZN. Her main areas of interest are qualitative research methods, participatory and action research in community and
rural settings, socio-cultural aspects of cognitive development, social change and activity theory. She has published and engaged in research on conceptual development in academic writing, story-telling and socialization, contextual mediators of sexual behaviour and HIV/AIDS, help-seeking behaviour and resources in schools, the home-school relationship in education, participatory research, and activity theory.

3. **Professor Lance Lachenicht**: obtained a BA and a BSc from UCT, and his postgraduate degrees from Wits, including a PhD in 1983. He has taught at UNISA and at the University of KwaZulu-Natal. He has interests in the nature of action and in the mystery of language, and has researched the development of language. He has published on a variety of topics in motivation including procrastination and reversal theory. He has also researched the pragmatics of language use in social situations (politeness and insults being two of the topics here). He is a regular participant in the 'Mind AND world' research in Durban, and loves all kinds of philosophical debate about psychology.

4. **Dr. Carol Mitchell**: obtained her M.Soc.Sci from the University of Natal in 1996 and her doctorate from UKZN. She is a registered counselling psychologist with a special interest in community based work, service-learning and developmental psychology.

5. **Dr Amy-Jo Murray**: completed her PhD in psychology in 2015 through UKZN. She is currently a post-doctoral fellow based at the UKZN, funded by the DST-NRF Centre of Excellence in Human Development. She is doing research in the field of domestic labour and is exploring creative ways of understanding social justice and inequality. She is also interested in the possibilities of studying absence as social action.

6. **Ms Kershia Sunjeevan**: obtained her M.Soc.Sci (Research Psychology) from the University of Kwa-Zulu Natal in 2014. She is currently registered as a Psychologist with Health Professions Council of South Africa in the category of Independent Practice Research Psychology. Her main areas of interest are quantitative research methods, ethical issues surrounding informed consent procedures and the ethical principles guiding data sharing in the South African context. She also has a keen interest in social and gender norms which influence behavior.

7. **Dr Glodean Thani**: obtained her BSocSCI, Hons and MA in Psychology at the University of Pretoria (UP) and her PhD at the University of the Free State (UFS). She is registered as an Independent Practice Psychologist in Research Psychology with the HPCSA. Her main areas of interest are identifying gaps in gender and diversity policy in South African legislation. She is also interested in research methodologies and focuses on both qualitative and quantitative research designs in her teaching.

8. **Ms Amanda Benecke** is the School Administrator. She will address queries related to the course until a permanent appointment is made.

Other members of the staff will be involved in teaching aspects of the course, including dissertation supervision. Areas of specialization of staff in the School include topics in health psychology, research ethics, cultural psychology, cognitive psychology, developmental psychology; and a wide range of topics in community, clinical, counselling and developmental psychology.
There are a number of specialized research and applied units associated with the School. These include:

- **The Child and Family Centre (CFC):** The CFC is a training and research institute that offers professional training and service learning opportunities to post-graduate students in clinical, counseling and educational psychology, who provide broad based psychological services to individuals, groups and communities.

- **HIV Aids Vaccines Ethics Group (HAVEG):** HAVEG is a research organization that facilitates the ethical conduct of HIV vaccine trials in South Africa, ensures sound informed consent, promotes Optimal Child participation, and promotes fair balance of research risks and benefits.

- **South African Research Ethics Training Initiative (SARETI):** SARETI is an Africa-based, multi-disciplinary consortium created to focus on ethics and human rights in health research. SARETI is a partnership between UKZN (Psychology), University of Pretoria (School of Medicine), with inputs from Johns Hopkins University (Bioethics Institute, Bloomberg School of Public Health). The specific goals of SARETI are: To provide advanced, multi-disciplinary education in health ethics to senior professionals in Africa whose work impacts on health research ethics; to strengthen institutional capacity to continue health research ethics education, development and research in Africa; and to increase Ethics review Committee awareness of ethical issues in health research.

There are strong links between the Discipline of Psychology, its associated units, and several other disciplines within the university community, as well as with research, service and training institutions in the local community, nationally, and internationally.

**Regulations and Requirements**

The following regulations and requirements for students in the Masters degree (Research Psychology) should be carefully noted:

a. All appropriate regulations covering Masters Degrees at the University of KwaZulu-Natal will apply.

b. Students who qualify and who wish to register as psychologists must be registered with the Professional Board for Psychology of the Health Professions Council before commencing the Research Masters course. Application forms are available from the course administrator. Toward the end of the course year students must apply to the Health Professions Council for registration as an intern psychologist. The necessary application forms, available from the course administrator, must be completed and returned to the School for onward transmission to the Council immediately upon the student's successful completion of the degree.

c. Students are regarded as professionals from the beginning of the Masters year, and all ethical and legal codes for psychologists will apply to Masters students.

d. Research work intended to contribute to the degree should not be undertaken without explicit arrangements for supervision, and potential subjects should not be approached without the permission of the supervisor.

e. Students are expected to attend all aspects of the course unless prior arrangement has been made with the appropriate members of staff.
f. Masters students are expected to develop a proposal for their dissertation research. This must be submitted within a reasonable time after beginning the course. The final draft of the thesis should be submitted to the supervisor on a mutually agreeable date, at the beginning of December.
g. All students must register with Turnitin https://turnitin.com/login_page.asp and check all your assignments and essays and your research project before sending for supervision or marking. Plagiarism is treated very seriously by the university. It is recommended that you familiarize yourself with the university plagiarism policy.

Duly Performed (D.P.) requirements
The following are the Duly Performed requirements for admission to the Masters examinations. Failure to complete these DP requirements will lead to students being excluded from examinations.
a. Attendance at all course work sessions during the academic year, unless permission is granted to be absent.
b. Satisfactory completion of all coursework assignments.

Facilities and Opportunities

School Facilities
Work space: Shared work space will be made available to Masters students Students are reminded to observe all security requirements at the University.
Notices: Masters students should read their emails and check the course calendar daily.
Computers: The Postgraduate LAN houses computer facilities that are available to Masters students. The PCs are loaded with relevant software (including SPSS, and Nvivo) and the computers are connected to the LAN. Students must register with the Information Technology Division before using the University computers, and in order to access the internet. If you are not already computer literate you would be well advised to attend some of the basic computing courses offered by ITD and the Library. Students who do not adhere to the rules for using these facilities will be barred.
Transport: Students will require their own transport to reach venues off campus to conduct research, practicals, and other related activities.
Research laboratory: The School has a well-equipped test library, and a research laboratory space. These are available for use by students under staff supervision.
Employment: Several members of staff have well-funded research programmes and it is possible for students to find full- or part-time employment as research assistants.

Tutoring
We strongly encourage all research masters students to do undergraduate statistics tutoring. This will involve approximately 10 hours per week of undergraduate marking, tutorials and practical supervision. As these are paid positions, students are required to approach duties with responsibility and diligence, or the posts will be terminated. Payment will be withheld for incomplete work. There will be a weekly planning/supervision meeting for tutors. Further details of remuneration and conditions can be obtained from Kershia Sunjeevan.
Internships

Students are responsible for securing their own internship. Each year a limited number of internships are available with research organizations associated with the university. The Discipline of Psychology is recognized by the Health Professions Council as a training site. Internships must be supervised by a registered ‘research psychologist’ acting as a mentor, although components of the practical training may be done under the direction of psychologists registered in another category, or by professionals outside of the discipline of psychology. Successful completion of accredited internships leads to registration as a ‘research psychologist’ with the Professional Board for Psychology of the Health Professions Council. Graduates may also opt for internships without a view to psychological registration.

The internship is of 12 months duration. The goal of the internship is to provide the Masters graduate with supervised research experience in a real world context in their chosen field of application. An effort will be made to expose the intern to a very wide variety of psychological research methods. At the beginning of the internship the student must register as an ‘intern psychologist’ with the Health Professions Council.

Interns will be required to submit quarterly written summaries and reports of work done to the internship supervisor. These reports will constitute the portfolio of the internship year, and will be made to the Professional Board on request.

Internships offered by staff in the Discipline of Psychology

This internship is, in principle, unpaid as no permanent source of funding exists to support these posts. However financial support may be available by arrangement in various ways, including:

a. Appointment as a paid graduate assistant in the School, which entails a commitment to teaching and marking during the year. These activities form part of the internship programme.
b. Working as a research assistant on a funded research project.
c. Acting as a research consultant to Honours and Masters students.
d. In some cases it may be possible to appoint interns as part-time or leave replacement lecturers, but this may result in lengthening the internship.

The internship programme in the School consists of the following elements:

a) Research experience through practical work on projects.
b) Exposure to presentation, discussion and debate on research issues through School seminar presentations. Interns are required to make a seminar presentation, on either their thesis or project work.
c) Teaching experience to be negotiated with the Head of School and other members of staff.
d) Interns are required to present one paper at a local conference and to have one paper accepted for publication in a peer-reviewed journal, as either the first or second author.
e) Interns are expected to be present in the School and will be regarded as junior members of staff. Any absences from work must be discussed with and approved by the mentor.

**Procedures for Application**

Inquiries about the course can be directed to:

- Dr Mary van der Riet [VanDerRiet@ukzn.ac.za](mailto:VanDerRiet@ukzn.ac.za)
- Ms. Amanda Benecke [benecke@ukzn.ac.za](mailto:benecke@ukzn.ac.za); 033-260 5853

Please see the university website and/or contact the Post Graduate administrator about the application process for the Masters in Research Psychology course. Selection into the Research Masters course will usually be based on information submitted with the application and a short interview.
POSTGRADUATE RESEARCH THESIS/PROJECT PROCESS

1. Introduction

The aim of the postgraduate thesis/project process for Honours, Masters and Doctoral level students is for students to gain experience of research by focussing on a chosen area of specialist study, reviewing the available knowledge in the field, devising methods to describe and investigate issues of social and psychological interest, and evaluating their research by the criteria used in the field. These research processes are scholarly undertakings, and students should choose topics for study that facilitate the achievement of academic excellence.

Masters and Doctoral level students will need to approach a potential supervisor with whom to work during the course of the year. Students are strongly encouraged to choose research topics in the fields of interest and research activities of staff members so that they can enter into a close and collaborative relationship with a supervisor. A brief description of staff research interests will be made available to students early in the year. These can also be viewed on the Discipline of Psychology website.

Honours students will be allocated a group, a supervisor and a topic.

Moodle site

The Postgraduate projects and theses will be co-ordinated through a Moodle site. This is an online teaching tool. All formal communications about the research projects/theses, seminars related to the projects/theses, and other information such as details about research workshops etc. will be communicated to students via the Moodle site.

To access the site you need to be a fully registered student (registered for the thesis/project part of the degree), and you need to have an active university email account (linked to your student number). All emails related to the research project and theses will be sent via your student email number, and
not to other addresses. Students are therefore required to keep this student email account active, and to check it regularly.

2. **DOCTORATE**

Most of the steps in the research process follow that of the Masters level degree including writing the proposal, having the proposal approved, obtaining ethical clearance, and reporting on the progress of doing your thesis.

Please discuss the specific details with your supervisor. Rules for Doctoral degrees related to the minimum period of study etc. are contained in the Handbook for the College of Humanities.

2.1 **Note for Doctoral students**

Students are required to complete the degree timeously. The College of Humanities Handbook contains the following statement about degree progression for Doctoral degrees by research (by dissertation): "a student who, after eight semesters as a full-time student or ten semester as a part-time student, has not submitted a thesis for examination shall be required to apply for re-registration, which will only be permitted on receipt of a satisfactory motivation”. There is a maximum of 12 semesters. Permission of the Board of the college is required for extensions beyond these periods and will only be granted in special circumstances.

In this application for re-registration there is no guarantee that supervision will be available for the completion of the thesis. Students are referred to the UKZN Student Rules section of the handbook rule GR9 d(i) which apply to continuous registration, readmission and resumption of studies.

2.2. **Annual PhD Students Symposium**

To enhance students’ chances of completing their doctoral programme on record time, we have instituted an annual PhD Students Symposium. This is intended to provide a focal point in the academic year dedicated to giving PhD students the opportunity to come together as a group, to benefit from invited expert and academic presentations on important aspects of the research enterprise, and to meet with their supervisors, and use the library. Similarly, at each year’s PhD symposium, students are given the opportunity to present their work and to gain informed reflective feedback from their peers who serve as members of a critical audience. Through such a process student participants are able to monitor and determine what their mates are doing, and what they themselves need to do to
avoid being left behind by their mates. In that way, the participants are expected to learn from, and encourage one another. All doctoral students are therefore advised to take advantage of this programme which comes up annually, in the last week of October.

2.3 PhD Students Symposium 2018
This year’s PhD students Symposium will take place on 25 & 26 October, 2018. The full programme of activities for the symposium will be published in due course.

3. MASTERS

3.1. Thesis only (Dissertation Masters)

Students are required to present a dissertation (192C). This involves conducting a piece of research on a select area of interest, and presenting it in accordance with UKZN regulations for Masters theses.

Topics and supervisor requests are to be finalised by 10.00 on 2 February. Students should submit this information on the appropriate form to the Post Graduate administrator (Tembisa Magojo).

Your project begins by writing a research proposal (*see Writing the proposal below). Masters by thesis students are required to present their research proposals to a panel at a Colloquium. Contact Ms Magojo (MagojoT@ukzn.ac.za) and Dr Mary van der Riet (vanderriet@ukzn.ac.za) for more details about this process, including the dates of the Colloquia for this year, and/or see the Moodle site. A written form of the proposal, approved by the supervisor, must be submitted to the Post Graduate administrator at least two weeks before the proposal presentation. The proposal is writing on a specific proposal and ethics form which is available on Moodle or email from Ms Magojo magojoT@ukzn.ac.za).

Research proposals and ethical approval must be obtained from the Humanities and social Sciences Research Ethics Committee (HSSREC) or the Biomedical Research Ethics committee (BREC) depending on your topic and in discussion with your supervisor, before collecting research data. The UKZN Research office website for more detail:
http://research.ukzn.ac.za/Research-Ethics/Human-Social-Science-Ethics.aspx
http://research.ukzn.ac.za/Research-Ethics/Biomedical-Research-Ethics.aspx

This site also contains an Informed consent resource template.
Students will be required to present regular reports on theses on pre-arranged dates (see schedule below).

### 3.2 Coursework (CCE, SARETI, Research)

Students are required to present a mini-thesis as an integral part of the Masters course. This involves conducting a piece of research on a select area of interest, and presenting it in accordance with UKZN regulations for Masters theses. It is highly recommended that the thesis be fully completed before the internship starts. Regulations of the HPCSA stipulate that all requirements for qualification as a psychologist must be completed in three years. Students can only write the HPCSA Board examination once they have passed the thesis component of the degree.

To facilitate working within a very tight set of deadlines, students are advised to participate in a research project of a staff member.

Topics and supervisor requests are to be finalised by **10.00 on 2 February**. Students should submit this information on the appropriate form to the Post Graduate administrator (Tembisa Magojo) by this date.

This dissertation counts 50% of the total marks for the Masters degree for CCE students (70 pages, 20 000 words), and 60% for the Masters in Research Psychology degree (90 pages, 28 000 words). For SARETI, the thesis counts 64CP (33.3% of the degree).

Your project begins by writing a research proposal (*see Writing the proposal below*) written on a specific proposal and ethics form which is available on Moodle or email from Ms Magojo magojot@ukzn.ac.za. This form (two copies), signed by your supervisor, must be submitted to the post graduate administrator **by 19 March** to be reviewed by the Discipline of Psychology and then the School Higher Degrees Committee.

Research proposals and ethical approval must be obtained from the Humanities and Social Sciences Research Ethics Committee (HSSREC) or the Biomedical Research Ethics committee (BREC) depending on your topic and in discussion with your supervisor, before collecting research data. The UKZN Research office website for more detail:

http://research.ukzn.ac.za/Research-Ethics/Human-Social-Science-Ethics.aspx
http://research.ukzn.ac.za/Research-Ethics/Biomedical-Research-Ethics.aspx
This site also contains an Informed consent resource template

On submission of the completed thesis you will be required to submit your letter from the HSSREC providing ethical approval of your research process.

Students will be required to present regular reports on their thesis on pre-arranged dates (see schedule below).

3.3 Note for all Masters students (by thesis, or by coursework)

Students are required to complete the degree timeously. The College of Humanities Handbook contains the following statement about degree progression for Masters degrees (coursework and by research – thesis only): “a student who, after four semesters as a full-time student or six semester as a part-time student, has not completed the requirements for the degree shall be required to apply for re-registration, which will only be permitted on receipt of a satisfactory motivation”. There is a maximum of 8 semesters. Permission of the Board of the college is required for extensions beyond these periods and will only be granted in special circumstances.

Re-applying for re-registration might also mean re-applying for the coursework part of the degree. In this re-application there is no guarantee that supervision will be available for the completion of the thesis. Students are referred to the UKZN Student Rules section of the handbook rule GR9 d(i) which apply to continuous registration, readmission and resumption of studies.

3.4 Forms and procedures:

For Masters and Doctoral level students, appointment of supervisors, changes to supervisors, approval of your research proposal, changes to your thesis title, and your intention to submit your thesis for examination are all formal processes which need to be documented through the School Research Higher Degrees Committee. Each of these involves completing a form, and obtaining your supervisor’s signature. Please consult the post graduate administrator for details about these procedures.

4. HONOURS Research Project (RP) PSYC7RP
In the Honours level students will do either a full research project (RP) or a collective review (CR) for 32 credit points. As we have very high student numbers, projects will be completed in groups. Students will be allocated to groups, to a supervisor and to a topic.

The RP/CR project comprises a quarter of the Honours requirements (32 of 128 credit points). Students should therefore ensure that they devote a corresponding amount of time and energy to their project work; that is, approximately 300-350 hours or about 10 hours a week for the seven and a half months between March and the middle of October. Honours students can expect to receive a maximum of 20 hours of supervision for RP/CR per year, including the supervisor’s time to review drafts.

Your project begins by writing a research proposal (*see Writing the proposal below). The deadline for submitting the proposal for assessment is 19 March. Your project proposal will be assessed and will count towards your final research project mark.

There are a number of deadlines throughout the year for the completion of the project (see the attached schedule). The final project must be submitted by the 2 October.

Please note: a project will only be accepted for marking if
   a) A student has/students have attended at least 5 supervision sessions with the supervisor over the course of the year; and
   b) the deadlines for the submission of parts of the project, and the draft (as outlined below) have been met.

The research project/CR should be 35-40 pages in length (14 000 words in total), 1.5 spacing and 12 point font. You will be penalised if you do not adhere to this formatting requirement. Extensions will not be granted except under extraordinary conditions. Extensions may delay graduation and incur fees for continuing registration. Details of the RP/CR deadlines are attached.

One staff member will mark each RP/CR and the marks will be moderated by the External Examiner. One of the marked reports will be available to students once the examination process has been completed.

General project meetings/seminars will be held throughout the year to assist students manage the RP (details listed below).

4.1 Ethics review
In addition to the proposal procedure, for a full research project students are required to submit their research proposals for ethics review. The research proposal and ethics form is used for this process (available from Ms Nondumiso Khanyile). On acceptance of your final proposal, this form is submitted on your behalf to the School Higher Degrees Committee and the Humanities and Social Sciences Research Ethics Committee or the Biomedical Research Ethics Committee, depending on your topic. The project must be formally approved by one of these research ethics committees before data collection can proceed.

On submission of the completed project/thesis, you will be required to submit your letter from one of the above two Research Ethics Committees providing evidence of ethics approval of your research process.

5. WRITING THE PROPOSAL

The first step in conducting the research process is to write a research proposal. A seminar will be held at the start of the term to discuss the structure of the proposal. You will then work on the proposal under the guidance of your supervisor. You are expected to read the following texts when compiling your research proposal and ethics form:


Honours, Masters and Doctorate students: your proposal must be submitted using the **Proposal and ethics form** which is available via email from the post graduate administrator and the Moodle site.

As mentioned above, your research process needs to be formally approved before data collection can proceed. To prepare you for this, within the Research Design course, you will participate in a workshop on *Ethical issues in research* on **5 March**. This session provides an overview of basic ethical principles in research ethics, and key requirements for ethical research such as fair selection of participants, a good risk-benefit ratio, and adequate informed consent. For this seminar you need to:

a) complete the TRREE National Supplement for South Africa to be found at [http://elearning.trree.org/index.php](http://elearning.trree.org/index.php) **BRING THE TRREE CERTIFICATE (SHOWING THAT YOU HAVE COMPLETED THE COURSE) WITH YOU TO THE SEMINAR.**

Please see instructions below for completing the TRREE RSA online research ethics course:


Step 2: register online on the home page (using your details/email address) to do an e-learning module or re-enter previous username and password used in psychology 201/301.

Step 3: Once you are logged on, select **South African** Module from the 'national supplement' section on the TRREE home page and begin.

Step 4: Read the relevant content and answer the questions. This module should not take you more than 1 hour.

Step 5: Print certificate stating you have passed and completed the course and bring it to the seminar.

Students will be asked to consider these requirements in relation to the conceptualization of their own research protocols. Be ready to discuss your own project and issues in completing the UKZN Proposal and Ethics form.
This session will make reference to the following readings which were set for the first research ethics session in January with Prof Doug Wassenaar


Additional research ethics resources
IRB Guidebook Chapter 3. To be found at http://www.hhs.gov/ohrp/archive/irb/irb_chapter3.htm

6. WRITING THE THESIS/PROJECT

General project meetings/seminars will be held throughout the year to assist students to manage their research projects (details listed below). It is strongly advised that students adhere to the outlined schedule if they are to meet the deadlines.
Please make use of the Psychology *Style Guide* for guidance on appropriate formats for writing the project and using APA for referencing (this is available on the website: http://psychology.ukzn.ac.za/Pietermaritzburg/StudentResources.aspx

Staff assessing your proposal, literature review and your project have these ‘rules’ in mind when they read your writing. **Deviations from APA format, and proposal or project/thesis/proposal lengths will be heavily penalised by examiners.**

6.1 Plagiarism and Turnitin

The University of KwaZulu-Natal has a strict plagiarism policy **Plagiarism is a serious offence and will result in disciplinary action against offenders** by the University Disciplinary Committee which could result in suspension or even expulsion from the University. Details of the university policy are available at http://psychology.ukzn.ac.za/Libraries/publications/Plagiarism_Policy_-_CO05041209.sflb.ashx

Plagiarism involves:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)
To counter plagiarism UKZN subscribes to the Turnitin software which enables documents to be checked for plagiarism. All projects/theses must be submitted with a recent Turnitin report (consult your supervisor and the post graduate administrator about accessing this site) which shows the similarity score. It must also be accompanied by a signed statement acknowledging that the TII report is for the same document as the one submitted as the project/thesis.

Students will be required to submit their project/thesis drafts and the final document throughout plagiarism detection software. Any evidence of plagiarism, and word substitution programmes (article spinners) will be heavily penalised and may result in failure of the degree.

### Post Graduate Research orientation 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Masters</th>
<th>Honours</th>
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<tbody>
<tr>
<td><strong>29 Jan</strong></td>
<td><strong>9.00</strong> Welcome Prof Durrheim and Masters co-ordinators And PG admin staff (T Magojo)</td>
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<tr>
<td>Monday</td>
<td><strong>10.30</strong> Break into groups: Research (MvdR, KD, KS, GT), CCE (NB, NM, N Mphambo)</td>
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<td><strong>12.00</strong> Registration</td>
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<td><strong>30 Jan</strong></td>
<td><strong>8.30</strong> Research day&lt;br&gt;Brief introduction to the thesis (MvdR)</td>
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<tr>
<td>Tuesday</td>
<td><strong>9.00</strong> Choosing a thesis research topic (all staff)</td>
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<td></td>
<td><strong>11.30</strong> The nature of the research project/thesis (MvdR)</td>
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<td>Consult with staff about topics</td>
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<tr>
<td><strong>31 Jan</strong></td>
<td><strong>8.30</strong> Research Day&lt;br&gt;KD Methodologies for research (KD)</td>
<td><strong>Honours only</strong>&lt;br&gt;To start at 9.00&lt;br&gt;<strong>9.00 Welcome and introduction</strong>&lt;br&gt;Dr P Mayaba and PG Administrator (T Magojo)</td>
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<tr>
<td>Wednesday</td>
<td><strong>10.30</strong> Preparing a research proposal Masters/Doctoral students (MvdR)</td>
<td><strong>10.30 Honours compulsory and elective offerings</strong> (Co-ordinators/staff)</td>
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<td><strong>Electives:</strong>&lt;br&gt;Counselling &amp; Therapeutics (TS)&lt;br&gt;Assessment (PM)</td>
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<tr>
<td>Date</td>
<td>Time</td>
<td>Activity</td>
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| 1 Feb      | 8.30  | **Research day**                                                          | Student-supervisor roles, contract, authorship etc (MvdR) And
Introduction to the Research Design course (Honours) (MvdR) |
<p>|            | 10.30 | Reading and Writing at postgraduate level (Nick Munro)                   |                                                                         |
|            | 14.00-16.00 | Research Ethics in Social Science: Overview and introduction (DRW) |                                                                         |
| 2 Feb      | 8.30  | <strong>Research day</strong>                                                          | Masters hand in topics and supervisor request                               |
|            | 9.00-11.00 | Library orientation session 2 new students | Multimedia classroom in the Pmb Library                                       |
| 5 Feb      | 8.30  | <strong>Research Design</strong>                                                       | RD 1 Methods, politics MvdR                                               |
| 12 Feb     | 8.30  | RD 2 Qualitative design MvdR                                              |                                                                         |
| 19 Feb     | 8.30  | RD 3 Quantitative design KS                                               |                                                                         |
| 26 Feb     |       |                                                                         | RD 4 Sampling KS                                                          |</p>
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<tr>
<th>Monday</th>
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<tr>
<td>5 March Monday</td>
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<td>RD5 Ethics (HAVEG TBC)</td>
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<td>5 March Monday</td>
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<td>Proposal draft in to supervisor</td>
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<td>12 March Monday</td>
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<td>RD 6 Int/FG MvdR</td>
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<td>19 March Monday</td>
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<td>Final proposal and ethics form to be submitted</td>
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<td>Final proposal and ethics form to be submitted</td>
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<td>Vac 24 March to 2 April</td>
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<td>9 April Monday</td>
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<td>RD 7 Survey &amp; Questionnaire design NM</td>
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<td>16 April Monday</td>
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<td>RD8 Qualitative analysis GT</td>
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<tr>
<td>23 April</td>
<td>Grad pmb</td>
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<td>RD 9 Qualitative analysis GT</td>
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<td>30 April (but 1 May is hol)</td>
<td>No seminar</td>
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<td>7 May</td>
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<td>14 May</td>
<td>Compulsory for all PG</td>
<td>Writing and presenting research reports Masters</td>
<td>Writing the CR honours</td>
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<td>15 May</td>
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<td>Draft of Lit review to supervisors</td>
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<td>Lectures end 17 May</td>
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<td>Exams start 23 May – 7 June</td>
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<td>Supp 13 June – 22 June</td>
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<td>VAC 23 June -15 July</td>
<td>Work on thesis/project:</td>
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<td>Consolidate data analysis</td>
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<td>Write up results &amp; discussion sections</td>
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<td>Revise: Lit review &amp; Methodology</td>
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<td>23 July</td>
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<td>Results and discussion draft to supervisor</td>
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<td>27 August</td>
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<td>First complete draft of project/thesis to supervisor</td>
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<td>2 October</td>
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<td>Submission of final project/thesis</td>
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<td>25 &amp; 26 October</td>
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<td>Phd Students symposium</td>
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**We wish you well in your post graduate studies in Psychology, SAHS**

*Dr Mary van der Riet*

*January 2018*