



WELCOME: DISSERTATION WRITING PROCESS

Dear Student

Welcome to the Research and Statistical Methodology module of your MBA degree. The Research Department trusts that this will be an academically fulfilling experience for you. Prior to proceeding to the Research Methodology module, it is imperative to familiarize yourself with the process of this module as well as the process of the dissertation stage of the next trimester.

The Research and Statistical Methods module requires you to submit a research proposal based on the study that you wish to conduct in the next trimester, when you reach the dissertation stage. In other words, the research proposal that you will submit for this module will be used for your dissertation. Note that this module has no assignments and examinations.

However, before submitting the research proposal, you are required to submit a topic motivation to be reviewed and approved, before moving onto the proposal. This document contains a process flow to assist you in the module. Part one of the document makes reference to the requirement for this module, whilst part 2 of the document refers to the requirement for the dissertation.

Please pay careful attention to the process, and ensure that you refer to the relevant guidelines and templates for the submission of the topic motivation and research proposal. The Research Department has put together a series of support material to assist you in this endeavour, and hopes that you will utilize the materials in this module.

PART 1: RESEARCH PROPOSAL WRITING PROCESS

This section contains a description of the research proposal writing procedure to guide you through each step of the process. Please pay careful attention to each step and ensure that the process is stringently followed. The procedure was created in order to ensure the fair and uniform procedure applied to all MBA students.

Research Proposal Process:

Step 1: Familiarizing yourself with relevant material

1. On successful completion of registration, you will receive a welcome material containing the following folders:
 - Guides and Policies (Research Proposal Writing Guide, Dissertation Writing Guide)
 - Topic Motivation Template
 - Research Proposal Template
 - Ethical Clearance Form
 - Marking Rubric
2. Kindly ensure that you read and familiarize yourself with this material, as these will be imperative resources required in the dissertation writing process
3. Access the appropriate support material (Contact researchadmin1@regent.ac.za for information).

Step 2: Submitting a Topic Motivation

1. Once you are familiar with the material, you are required to formulate and submit a **Topic Motivation**
2. Remember to access the exemplar of how to formulate a topic motivation as this will assist you in putting together the motivation
3. Ensure that the topic motivation is written according to the template and submit this to researchadmin1@regent.ac.za
4. Your submission will be assessed and you will be provided with feedback, if any changes are required.
5. Address these changes and resubmit (i.e. if changes are required by the research committee)

Step 3: Submitting a Research Proposal

1. Once you are granted approval of your topic motivation by the research committee, you are required to submit a Research Proposal
2. Ensure that the research proposal is formulated according to the Research Proposal Template and Research Proposal Writing Guide
3. Along with the research proposal, you are required to submit a completed Ethical Clearance Form, Draft Questionnaire, and a Letter of Permission.
4. Kindly ensure that the Research Proposal is submitted to researchadmin1@regent.ac.za
5. Similar to the topic motivation, your proposal will be reviewed by the research committee, and Feedback will be provided if any changes are required. Address any changes required, and resubmit to :researchadmin1@regent.ac.za
6. Ensure that the proposal is submitted with: the letter of permission, complete ethical clearance form, and a draft survey/ questionnaire instrument. Your proposal will be approved by the committee on successful completion of changes required.

Notes:

- *The topic motivation will have to be approved by the research committee prior to moving onto the proposal stage. Please take note of time frames and due dates***.*
- *The proposal will form the basis of the study you wish to conduct at the dissertation stage in the next trimester. It is compulsory to have your proposal approved before moving onto the dissertation stage. Your proposal will be assessed and given a mark out of 100. This will constitute the mark for the Research and Statistical Methods module*
- *The MBA level 9 proposal is assessed and allocated a mark by the Research Committee. Students who fail to meet the minimum criteria (achieved a mark below 50%) for proposal approval on their first attempt are given the opportunity to resubmit, however, their mark is capped at 50%*

****Please note that there are stipulated deadlines for the topic and research proposal (see academic calendar). Please adhere to all the relevant templates when submitting.*

PART 2: DISSERTATION WRITING PROCESS

Welcome to the dissertation stage of your MBA degree. Please pay careful attention to each step and ensure that the process is stringently followed. **By this stage you would have completed your research proposal. The research proposal will be used as the basis for the dissertation.**

Step 1: Dissertation Writing

1. Once your research proposal has been approved, you will be **allocated a supervisor** to guide you through the dissertation writing process. **Your supervisor will work with you though from the inception to the completion of the dissertation (providing you with constant feedback).**
2. Kindly ensure that on initial contact with your supervisor, that you plan a **work plan/ schedule** highlighting the deadlines of each of your submission milestones (*refer to MBA Dissertation Milestones*).
3. Ensure that your dissertation is formulated according to the **guidelines and format** provided in the **Dissertation Writing Guide**
4. Kindly ensure that you copy researchadmin1@regent.ac.za on all communication with your supervisor.
5. On completion of your dissertation, kindly inform your supervisor to submit your **dissertation** in conjunction with a **Supervisors Report** to researchadmin1@regent.ac.za
6. You are required to ensure that your submission is plagiarism free. Please and ensure that the Plagiarism percentage is less than 15% (Do not submit on any plagiarism site yourself). See next step

Step 2: Internal Moderation

1. On receipt of your dissertation, an internal staff member of the research department internally moderates your submission and provides feedback of any changes that are required.
2. At this stage, your dissertation is submitted to TURNITIN to detect any traces of plagiarism. Access the RBS Plagiarism Policy
3. The research administrator will send you feedback from the internal moderator. You will be advised on information regarding TURNITIN submission if necessary.
4. You are required to address any changes (i.e. if any) requested by the internal moderator and amend any traces of plagiarism (i.e. if any) and resubmit to researchadmin1@regent.ac.za

Step 3: External Examining

1. On receipt of your amended dissertation, your dissertation is resubmitted to TURNITIN if necessary (i.e. if your plagiarism was previously high). If your plagiarism is within the acceptable range (i.e. 15% or less) it will be processed for external examining.
2. Once examined, the research administrator will send you feedback from the external examiner. You will be required to address any changes requested by the external examiner (if any) and resubmit to researchadmin1@regent.ac.za

**Step 4: Presentation to the Research
Committee and Exam Board**

1. The dissertation will be presented to the Research Committee and thereafter to the Examination Board on receipt of your amended dissertation.
2. The research administrator will inform you of your completion once your mark is ratified by the Examination Board.

Step 5: Hardbound Requirements

1. Once all the above requirements have been successfully met, the research department will inform you of the hardbound requirements. Please note that the requirements outlined in the communication, should be strictly adhered to.

* Do not bind your books until informed to do so.

The research department wishes you the best in your endeavors.

Warm Regards,

The Research Department