**Draft Rubric Proposal Submission Template**

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| --- | --- | --- | --- |
| **Assessment Scale** | | | |
| **0**  **Has not met requirements** | **1**  **Unsatisfactory** | **2**  **Meets Expectations** | **3**  **Exceeds expectations** |
| * **Student failed to provide required sub-section/s.** * **Requirement completely absent/omitted** * **RBS template not adhered to** | * **Student has not met basic requirement** * **Student’s attempt is unclear/irrelevant or incomplete** | * **Student was successful in meeting basic requirements** * **Clear and concise discussions of required concepts** * **Writing style is adequate**   **Some format, grammatical and spelling errors apparent** | * **Evidence of logical exposition** * **Required concepts are articulated in an exemplary manner** * **Evidence of critical thinking skills** * **Appropriate writing style** * **No grammatical or spelling errors** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTRODUCTION, BACKGROUND AND RESEARCH PROBLEM (10 MARKS)** | **COMMENTS:** | | | |
| **1. INTRODUCTION**   * Intended research topic outlined * Concise   **2. BACKGROUND**   * Demonstration of a concise overview of research surrounding the topic * The need for proposed research is evident * Context for proposed study provided   **3. THE RESEARCH PROBLEM**   * Problems/challenges/opportunities/issues are coherently provided * Problem statement is elucidated * Specific context of problem is evident |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0 marks** | **1-4 marks** | **5-7 marks** | **8-10 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **AIM, OBJECTIVES AND RESEARCH QUESTIONS**  **(10 Marks)** | **COMMENTS:** | | | |
| **4. AIM OF THE STUDY** |  | | | |
| * Desired outcomes, or general intentions of the research/expectations of the research topic is provided * The stated aim is clear, unambiguous and concise * Logical flow from the problem statement   **5. RESEARCH OBJECTIVES**   * Objectives presented as single and concise statements * 3 to 5 objectives are provided   **6. RESEARCH QUESTIONS**   * Objectives are clearly translated into questions. |  | | | |
|  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0 marks** | **1-4 marks** | **5-7 marks** | **8-10 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **7. SIGNIFICANCE OF THE STUDY (10 Marks)** | **COMMENTS:** | | | |
| * Demonstration of the potential value of solution or contribution to the research problem in advancing knowledge within or outside the field of study * Demonstration of the value towards business and academics |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **1-4 marks** | **5-7 marks** | **8-10 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **8. LITERATURE REVIEW (20 Marks)** | **COMMENTS:** | | | |  |
| * Evidence of having read widely * Relevant content presented * Critical engagement of literature * Sufficient information on theory and current empirical research provided * Sufficient information on all key research objectives * 8-10 pages provided * Current literature cited (not older than 5 years; except in the case of original authors or textbooks, or if it is thoroughly justified). |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |  |
| **1-8 marks** | **9-11 marks** | **12-15 marks** | **16-20 marks** |  |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |  |
| **9. RESEARCH DESIGN AND METHODOLOGY (35 Marks)** |  | | | |
| **9.1 RESEARCH METHODOLOGY (10 Marks)** | **COMMENTS:** | | | |
| * Methodology/Philosophy that underpins the research is stated * Rationale for the chosen approach is provided   (Example: There are two approaches to research, i.e. Qualitative and Quantitative. The choice of methodology must be motivated) |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0 marks** | **1-4 marks** | **5-7 marks** | **8-10 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **9.2 SAMPLING STRATEGY (8 Marks)** | **COMMENTS:** | | | |
| * Identify and quantify target population * The sample size is * Sampling technique is justified * Sample size is sufficient |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **1-2 marks** | **5-6 marks** | **7-8 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **9.3 DATA COLLECTION INSTRUMENTS (4 Marks)** | **COMMENTS:** | | | |
| * Appropriateness of instrument in terms of research philosophy is indicated |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **1-2 marks** | **3 marks** | **4 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **9.4 DATA ANALYSIS (5 Marks)** | **COMMENTS:** | | | |
| * Data analysis technique/s is stated * Appropriateness of technique in terms of research philosophy is evident * Rationale for choice of technique is provided |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | * 1. **marks** | **3 marks** | **4-5 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **9.5 PILOT STUDY (3 Marks)** | **COMMENTS:** | | | |
| * Definition and purpose of pilot study included * Number of respondents targeted for the pilot study specified |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **1 mark** | **2 marks** | **3 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **10. ETHICAL CONSIDERATIONS (5 Marks)** | **COMMENTS:** | | | |
| * + Explanation of how ethical considerations will be met are provided |  |  |  |  |
| **ASSESSMENTS:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **1-2 marks** | **3 marks** | **4-5 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **11. CHAPTER ORGANISATION (2 Marks)** | **COMMENTS:** | | | |
| * A brief description on content of each chapter of the dissertation is provided |  |  |  |  |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **-** | **1** | **2** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **12. PROPOSED TIMETABLE (3 Marks)** | **COMMENTS:** | | | |
| * A detailed timeline for the research process is clearly defined |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |
| **0** | **1 mark** | **2 marks** | **3 marks** |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |
| **13. REFERENCING AND BIBLIOGRAPHY (10 Marks)** | **COMMENTS:** | | | |
| * Credible references are utilised * Adherence to Harvard system of referencing * Current references utilised * Sources cited in alphabetical order. * Sufficient display of sources used * In-text references appears on bibliography |  | | | |
| **ASSESSMENT:** | **Has not met requirements** | **Unsatisfactory** | **Meets Expectations** | **Exceeds expectations** |  | |  |  |
| **0 marks** | **1-4 marks** | **5-7 marks** | **8-10 marks** |  | |  |  |
| **(Insert mark)** | **(Insert mark)** | **(Insert mark)** | **(Insert mark)** |  | |  |  |
| **LANGUAGE EDITING** |  | | | |
| * **Abbreviations**   Abbreviations such as, e.g., i.e., etc. may *not* be used in a proposal. They must be written in full, such as, for example, that is, and so on. An exception to this rule is the abbreviation: et al., which means “and others” when you are doing in-text references.   * **Tense**   Proper use of tense is expected to be used properly throughout the document. Since the study has not yet been conducted, the research methodology section should be presented in the future tense   * **Proof reading:**   Get the assistance of a professional editor or have a colleague /friend/ family member read through the document to find errors that are easily overlooked by the author. Sometimes spellchecker does not pick up words that are used incorrectly, because they are correctly spelt, e.g. fro instead of for. Ensure that there are no grammatical, semantic and spelling errors in the proposal.   * **Long sentences:**   A common stylistic trend when writing is to use long sentences.  These sentences often exceed 5 lines. They become cumbersome and the meaning of what is being presented is can sometimes be difficult to fathom. Excessive sentence length can lead to poor clarity. It is more desirable to break these long winded sentences up into shorter ones.   * **Linking sections in the proposal**:   The document should flow from start to finish.  This can be achieved by presenting the information in a logical sequence that shows that the topic is being developed. Linking sentences between sections can be used to demonstrate how each section fits into the overall document plan.   * **Informal language**:   Do not make use of informal language. Your proposal is an academic work and needs to be written formally. Try not to use words like “we”, “I” and they. Also avoid making use of words like “it”, “this”, “these” |  | | | |
| **FORMATTING** |  | | | |
| * **Page Margins and page numbering**   It is important to number your pages correctly. The initial pages should be numbered in roman numerals. Page 1 begins at the introduction.  The standardization for page margins is 1.5from the left and right of the page.   * **Line spacing**   The required line spacing for the proposal is 1.5   * **Font style**   Use either Arial or Times New Roman   * **Font Size**   Font size 12 must be used   * **Headings**   Headings should be numbered in the following manner:  - Main headings should be in caps and bold.  - There are no periods after the last number used.  - Headings such as TABLE OF CONTENTS, ABSTRACT or ABBREVIATIONS are not numbered. |  | | | |
| **REFERENCING** |  | | | |
| * HARVARD SYSTEM of referencing. * Please consult with the Referencing guidelines in this regard. * The **Harvard Referencing Generator** is a useful referencing tool. You can access it online: <http://www.harvardgenerator.com> |  | | | |

***The research proposal is merely a structured plan for the actual dissertation, as such; the submission should not exceed 25 typed pages (including bibliography and appendices).***