MMed (Psych) Research Assignment

Guidelines for candidates and supervisors

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Revised by: Dr Muneeb Salie, June 2020

Department of Psychiatry

Faculty of Medicine and Health Sciences

Stellenbosch University

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Introduction

To register as a specialist in South Africa, the Health Professions Council of South Africa (HPCSA) requires all specialist trainees to have completed a research assignment. The research assignment must be the result of independent work of the candidate conducted under the guidance and direction of a supervisor.

Important Note: Candidates should aim to begin their research projects upon successful completion of Part I. The final research assignment represents one of two examination components for the MMed degree, and accounts for 25% of the candidate's final mark.

Supervisors

Candidates are encouraged to identify a research supervisor as early as possible. The supervisor (a psychiatrist) should have relevant research experience and be an individual who can relate to the candidate's research and provide regular opportunities for discussion and support. The supervisor should also be able to assist in facilitating access to appropriate facilities and specialized equipment. A co-supervisor may also be appointed and should meet the above requirements.

All students and supervisors/co-supervisors are encouraged to complete and sign a Memorandum of Understanding (Appendix A) before commencing with the research project.

Additional research support

The Department of Psychiatry has a dedicated Science Writer who provides MMed research support. Candidates are encouraged to make use of this support to ensure the timely completion of their research assignments. It must be emphasized that the candidate is ultimately responsible for all aspects of their research study, and that the supervisor remains the primary facilitator. Duties of the MMed research co-ordinator include:

- Preparing for research – candidates are required to meet with the research co-ordinator as early as possible within their first year. The science writer will provide assistance with finding a supervisor, defining a feasible research question, finding and reviewing literature, understanding research methods, academic writing skills and referencing conventions.
- Monitoring research progress: The science writer will assist with research planning and time management, and will schedule regular research meetings to ensure the candidate meets and maintains deadlines. Feedback on progress will be given to the consultant who manages the registrar feedback portfolio.
- Assistance with research protocols: The science writer will assist with the preparation of a protocol and will also review and edit completed protocols and other related materials (i.e. consent forms, surveys, etc.). The research co-ordinator will ensure protocols meet departmental and HREC requirements.
- Assistance with research: The use of a biostatistician is encouraged. The science writer can guide data processing, management and analysis.
- Assistance with manuscripts: The science writer will assist with the preparation of a manuscript for examination, and also support the publication process (finding a journal, manuscript preparation, editing and formatting).

Science Writer:
Dr. Muneeb Salie
Room 0026, K Floor, Clinical Building
Email: muneeb@sun.ac.za
Telephone: +27 21 938 9454

Research Protocol

Candidates are required to prepare a full research protocol. The research protocol represents the formal design or detailed plan of a study. It must provide current and relevant contextual information and highlight the significance and benefits of the research. It must also specifically and accurately outline the study's aims/objectives, methodology and ethical considerations. The research protocol should be approved by the Postgraduate Program Committee of the Department of Psychiatry, the Faculty Committee for Postgraduate Training, and the Health Research Ethics Committee within the first 24 months of the registrar programme.

Research approval

The research protocol must be approved by the candidate's supervisor before it is presented for approval to the Departmental Postgraduate Program Committee (liaise with Prof Dana Niehaus to select a date for presentation, djhn@sun.ac.za) and the Health Research Ethics Committee (HREC). Guidelines for the HREC application process at the University of Stellenbosch can be found on the Health Research Ethics webpage. If research will be conducted in a provincial or local authority health facility, such as public sector hospitals or clinics, the research protocol must also be submitted to the provincial government for approval (apply at: https://nhrd.hst.org.za/). Research conducted on current SU staff and students needs University approval (apply at: www.sun.ac.za/permission). Research can only commence once the protocol and ethics has been approved, and the necessary institutional approval has been obtained.

Protocol structure

The protocol should be structured in accordance with the HREC Standard Operating Procedures (SOPs) and Guidelines. The departmental science writer can provide assistance with the preparation of protocols (see Additional research support section of this document for more information – templates can be obtained from the science writer).

Referencing

Research protocols should provide references to relevant and current literature. Both in-text citations and a reference list should be provided. The APA style for referencing is recommended, although Harvard and Vancouver referencing styles are also acceptable. The use of a referencing manager is encouraged. The university endorses the use of Mendeley, Zotero or Endnote which can be downloaded from the library website. Candidates can address any referencing concerns to the science writer.

Format of Assignment

The candidate must furnish the following declaration on the first page of the assignment after the title page, and sign and appropriately date it:

"Declaration

I, the undersigned, hereby declare that the work contained in this assignment is my original work and that I have not previously submitted it, in its entirety or in part, at any university for a degree.
Signature: ....………...................... Date: ...."

Since the preparation and the submission of a manuscript/assignment forms part of the final process of examination, no publication (for example, a master's thesis) submitted for the award of another degree (for example, MSc) can be presented again in partial fulfilment of the requirements for one of the structured master's programmes.

The research and preparation of a manuscript/assignment must occur fully or partially within the period of registration for the structured master's programme, but may be based on research previously conducted.

Manuscript

All research assignments must be to the satisfaction of the relevant Postgraduate Programme Committee and the head of the division/centre/department, and in which evidence is provided that the candidate is able to:
- plan research;
- apply the literature study to the research;
- apply elementary statistical principles;
- conclude a project; and
- draw meaningful conclusions."

In order to achieve these objectives, the candidate must therefore demonstrate that:
- they have developed an ability for independent critical judgement;
- they are able to discuss both existing and newly acquired knowledge in a rational and objective manner; and
- the research contributes to existing knowledge.

The research assignment should preferably be submitted as a published manuscript for examination (i.e. as published in the journal) or, if not yet accepted for publication, then should be submitted as a "publication-ready" manuscript. Overall, this manuscript should demonstrate evidence of the candidate's ability to conduct research and provide meaningful interpretations of data within the context of relevant and critically-appraised literature.

Manuscript structure

The candidate should identify a peer-reviewed journal (preferably subsidy-bearing i.e. which appears on the list of approved scientific journals of the Department of Higher Education and Training) that is appropriate to the subject matter of the research assignment. It is important to seek advice from the supervisor(s) when choosing a target journal. Candidates must follow the "Instructions for Authors" of the chosen journal, including the word count and referencing style. Generally, all sections (introduction, methods, results and discussion) of the manuscript should be adequate to enable assessment. If necessary, addenda can be provided to any or more of these sections to provide the examiner with additional information (see Appendices). The departmental science writer can provide assistance with the preparation of manuscripts (see Additional research support section of this document for more information).

Appendices

1. Additional information on the study not contained in the manuscript, including:
   - A more comprehensive literature review than that normally included in a journal article.
   - A comprehensive description of the methodology used
   - Technical appendices, such as any additional tables or figures that cannot be included in the main manuscript. These should be accompanied by a brief narrative
2. The title of the journal and a copy of the guidelines for authors
3. The official approval letter/s from the HREC and any other approvals
4. Data capture instruments (such as surveys and questionnaires)
5. Consent forms and any related participant information sheets
6. Co-authors should be listed in the appropriate order, and each of their contributions to the manuscript should be stated

Submission of manuscript for examination

Departmental Postgraduate Committee Approval

These meetings are held monthly during each academic year. The proposed examiners of MMed Dissertations must be approved by this committee. The names of the proposed internal examiner and the proposed external examiner of a MMed dissertation must be proposed to the Departmental Postgraduate Committee at least 6 months, but preferably 12 months, before a registrar expects to hand in his/her dissertation. These names must be submitted by the supervisor, per email, to the Chairperson of this Committee, Prof Dana Niehaus – email djhn@sun.ac.za at least 10 working days prior to a scheduled Departmental Postgraduate Committee meeting.

Approval by Faculty Committee for Postgraduate Training

Following on from the above meeting, the Chairperson of the Departmental Postgraduate Committee Meeting, Prof Dana Niehaus, will forward the names onto Prof. Julia Blitz for submission to the Faculty's Committee for Postgraduate Training for their approval and once approved, will advise the supervisor of the outcome.

Submission dates for graduation

To be considered for the timely completion of the examination process, copies of the assignment must be submitted by the candidate to their supervisor for examination as follows:

- with a view to the December graduation ceremony: before 1 October
- with a view to the March graduation ceremony: before 1 December
- with a view to the fulfilment of the requirements for the degree in June: before 1 April

The supervisor must give permission for handing in of the assignment for examination

Submission of MMed dissertation by the candidate to the supervisor

On completion of the MMed dissertation, the registrar will provide the supervisor with:

- 1 x electronic copy, signed and dated
- A hard copy, bound, signed and dated (only needs to be provided if requested by an examiner)

Submission of MMed dissertation by the supervisor to the examiners

The supervisor will email the electronic copy of the MMed dissertation, together with the faculty's instructions and mark sheet (**Appendix B**) to both the internal and external examiner. An example of an appropriate email is provided in **Appendix C** of this document.

Submission of MMed dissertation to the Executive Head of Department

The Executive Head of Department will receive the examiners' reports and mark sheets and will forward these onto the supervisor who will then provide the Executive Head of Department with the following:

Hard copies to be delivered to Miranda Majiet in office no. 0024 in the basement of the Clinical Building:

- 2 x hard copy bound, signed and dated copies of the dissertation
- 1 x hard copy of the internal examiners report and mark sheet
- 1 x hard copy of the external examiners report and mark sheet
- 1 x covering letter from the supervisor

Electronic copies to be emailed to Miranda Majiet at majietm@sun.ac.za :

- 1 x electronic, signed and dated copy of the dissertation
- 1 x electronic copy of the internal examiners report and mark sheet
- 1 x electronic copy of the external examiners report and mark sheet
- 1 x electronic letter from the supervisor. An example of an appropriate covering letter is provided in **Appendix D** of this document.

Submission of MMed dissertation to the Faculty Committee for Postgraduate Training

If all is in order, the Executive Head of Department will forward the following to the Chair of the Faculty's Committee for Postgraduate Training, Prof. Julia Blitz:

- 1 x hard copy bound, signed and dated copy of the dissertation,
- 1 x hard copy of the internal examiners report and mark sheet,
- 1 x hard copy of the external examiners report and mark sheet
- 1 x covering letter from the supervisor

- 1 x covering letter from herself (example provided in **Appendix E** of this document)

Response from the Faculty's Committee for Postgraduate Training

A letter will be received by the Executive Head of Department from the office of Prof. Julia Blitz, via Mr. Johan Coetzer, confirming that the thesis has been approved. The Personal Assistant, Miranda Majiet, will scan and email the letter to:

- The Executive Head of Department, Prof. Soraya Seedat
- The Chairperson of the Departmental Postgraduate Training Committee Meeting, Prof Dana Niehaus
- The Departmental Postgraduate Program Co-ordinator, Prof Dana Niehaus
- The Departmental Academic Programme Convenor, Prof. Liezl Koen
- The student administrator, Ms. J Titus

Any enquiries with regards to the approval/marking of the MMed thesis must be directed to the Departmental Postgraduate Program co-ordinator, Prof Dana Niehaus. Administrative staff are not permitted to respond to such requests for information.

Examination timelines

The manuscript needs to be completed, marked and signed off by the head of department before candidates will be granted permission to register with the Colleges of Medicine of South Africa (CMSA) for the FC Psych Part II examinations. It is, therefore, imperative that candidates submit completed dissertation to their supervisor(s) at least 3 months before applying to CMSA for admission to the Part II examinations.

Once candidates have handed in their manuscripts to the supervisor for examination, two nominated examiners have a grace period of 1 month to submit their marks. They, as well as the supervisor, may request for either major or minor revisions to be made; in some instances, examiners may request to assess the revised work before finally allocating a mark. It is, therefore, crucial that all requested revisions be attended to within 1 month of receiving feedback from the examiners (feedback will usually be conveyed to you via your supervisor). When revisions are requested, candidates will be required to submit 2 copies of the revised manuscript to the supervisor (that is, not later than 1 month after receiving examiner/supervisor feedback).

It is the candidate's personal responsibility to ensure that these timelines are followed. Failure to adhere to these timelines will result in the head of department being unable to grant permission for exam registration.

Publication

All MMED candidates in the Department of Psychiatry are expected to publish their dissertation as a peer-reviewed manuscript even though publication is not a requirement for passing the degree. A candidate who fails to submit a manuscript for publication must accept that their supervisor may publish the data with the candidate as co-author.

An article that has been accepted finally for publication in a peer reviewed journal, which preferably qualifies for a subsidy from SU, is sufficient to be submitted as MMed assignment. The changes that the journal's reviewers requested must have been made and the article must be accompanied by the editor's note stating that it was accepted finally. Alternatively, the final article, as it appeared in the journal, or the galley proofs of the final version may be submitted. The examiners' guideline in such a case shall be to review only the scientific merits of the research before allocating a mark (which may not be below 50%).

Language writing

Clear, grammatically correct English and the use of formal academic conventions are essential for the research protocol and final manuscript. Supervisors may assist candidates in developing their written communication skills but are not required to do detailed editing or to correct spelling, grammar or style. Candidates are encouraged to work closely with the departmental science writer/MMed research coordinator, as mentioned in Additional research support.

FACULTY OF MEDICINE AND HEALTH SCIENCES

MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN POSTGRADUATE STUDENT AND SUPERVISOR(S)

GENERAL INFORMATION

A. Student details	
Full Name of Student	
Student number	
Full name of Degree (e.g MSc in Cytopathology)	
Contact number	
E-mail address	
Provisional title or topic of the proposed study:	

B. Supervisor and Co-Supervisor Information	
Full Name of supervisor	
Department / Division / Centre	
Institution	
E-mail address	
Contact number	
Percentage contribution to supervision	
Name of co-supervisor (If applicable)	
Department / Division / Centre	
Institution	
E-mail address	
Contact number	
Percentage contribution to supervision	
Name of co-supervisor (If applicable)	
Department / Division / Centre	
Institution	
E-mail address	
Contact number	
Percentage contribution to supervision	

Please note that this MOU serves as a base document, which includes the essential considerations for both the supervisor and student. It should be signed by the relevant parties before commencement of the research component of the specific degree or postgraduate diploma and may be reviewed annually. Please supplement this document with additional points, specific to

your research group or department if necessary. **Please delete and/or adjust any sections that are not applicable to, or is different in, your environment.** In case of additional co-supervisor(s) please add tables accordingly above. **This Agreement is not intended to be a legally binding agreement, but ensures that all parties understand their responsibilities and roles in the student-supervisor relationship.**

1. RESPONSIBILITIES

1.1 The supervisor and co-supervisors need to:
- ✓ Be familiar with all faculty and university procedures and regulations with regard to postgraduate studies.
- ✓ Establish a supervisory relationship with the student.
- ✓ Keep the relationship with the student honest and open.
- ✓ Give advice about project choice and planning.
- ✓ Discuss intellectual property and publications.
- ✓ Ensure that facilities necessary for study and research, where relevant, are available.
- ✓ Provide research training or opportunities to access research training.
- ✓ Meet with the student, to monitor progress regularly and to provide structured feedback.
- ✓ Arrange for study guidance for the student during periods when the supervisor is absent.
- ✓ Ensure that the student submits his/her intention to submit form (if applicable) and that the examiners are nominated timeously at Departmental Postgraduate meetings.
- ✓ Be familiar with the most recent ethics rules and regulations
- ✓ Be knowledgeable in the field of study and methodology
- ✓ Ensure that they are able to have appropriate time to guide the student.

1.2 The student needs to:
- ✓ Ensure that he/she is familiar with the university regulations regarding postgraduate studies and abide by these regulations.
- ✓ Commit to the research process as agreed with the supervisor(s) and according to the academic requirements and level of the degree pursued.
- ✓ Undertake research with dedication and scientific rigor.
- ✓ Develop initiative and independence.
- ✓ Take responsibility for the development and progress of his/her research and be proactive.
- ✓ Keep complete records of research results (which remains the intellectual property of Stellenbosch University according to the SU IP policy – please see http://www.innovus.co.za/media/documents/Innovus%20IP_policy.pdf)
- ✓ Establish a professional relationship with the supervisor.
- ✓ Keep the relationship with the supervisor/s honest and open.
- ✓ Provide regular progress reports.
- ✓ Engage in academic discussions and presentations and provide feedback thereon.
- ✓ Presenting and reporting on research results and respond to feedback appropriately.
- ✓ Consider feedback constructively and clarify any uncertainty with your supervisor.
- ✓ Do a literature survey and keep abreast of all relevant literature.
- ✓ Make use of opportunities offered by the research environment.
- ✓ Inform the supervisor of non-academic problems that may influence progress.
- ✓ Take responsibility to prepare and write the thesis/dissertation/research assignment themselves.

✓ Prepare and write publications, patents and reports (if applicable – as agreed upon below).
✓ Be aware of and abide by the university's Plagiarism Policy.
✓ Inform the Doctoral Office and/or the Postgraduate Programme Committee at least six months ahead of the intended date of graduation of his/her intention to submit his/her thesis/dissertation/research assignment for examination.

2. MANAGING THE PROJECT

2.1 Meetings and communication:

2.1.1 A progress/ project/ academic meeting (face-to-face/phone/skype) will occur at least _____ a week/ month, for at least _____ hour/s.

2.1.2 The supervisor(s) and student are expected to be available by email/respond to emails timeously, within _____ day(s).

2.1.3 Expectations about after hours' communication (if any) (i.e. email/ phone/skype) availability): _____

2.2 Timelines and reports:

2.2.1 Planned date for submission of project proposal/protocol:
_____

2.2.2 Planned deadline for ethics application (if applicable):
_____

2.2.3 Progress reports should be written every _____ by the student.

2.2.4 An annual progress report must be submitted by the supervisor for all students to HREC and for all doctoral students an annual progress report should also be submitted to the Doctoral Office (General Policies and Rules: Calendar Part 1).

2.2.5 Expected date of submission of final thesis/dissertation/research assignment: _____ (For MMed students, this should be submitted and finalised in line with the CMSA requirements).

2.2.6 Supervisor(s) should receive the final version of the student's thesis/dissertation/research assignment _____ days/weeks before submission date.

2.2.7 Supervisors are required to suggest possible examiners for the evaluation of a student's thesis/dissertation/research assignment to the Postgraduate Programme Committee. This should be done with sufficient time for the Faculty Board to approve the examiners before the thesis/dissertation/research assignment is sent for examination.

2.2.8 Supervisors are required to indicate that the thesis/dissertation/research assignment is ready for submission for examination to the relevant administrative office (Doctoral Office/ Faculty Administrator/Officer).

2.2.9 Students should not know who their examiners are and may not communicate directly with the examiners (prior to the oral).

2.3 Submission of work to supervisor, feedback and revision:

2.3.1 Preferred method of document submission: email /DropBox /printed /other:
_____

2.3.2 All submitted work shall be returned by the supervisor to the student within _____ days/weeks, but not exceeding 60 days for a complete thesis/dissertation/research assignment (General Policies and Rules: Calendar Part 1).

2.3.3 Supervisors should make comments about content, argument, structure and give general feedback. Additionally, they can assist with language editing; however, this is not a requirement, and remains the student's responsibility.

2.4 Expected Outputs:

2.4.1 What is the expected output of the student's research?

	Mark with X
Research assignment (for structured programmes)	
Thesis (for research masters programmes)	
Dissertation (for doctoral programmes)	
Research article(s)	
Patent(s)	
Conference presentation(s)	
Other: _____	

2.5 Intellectual property and patents:

2.5.1 Both the supervisor and student are aware that intellectual property, including data generated during postgraduate research and study, belongs to Stellenbosch University, according to the SU IP policy. Copies of all data (raw and analysed) must be submitted to the supervisor on completion of the study (General Policies and Rules: Calendar Part 1) (In case of any IP related queries please contact Innovus).

2.6 Skills and knowledge:

2.6.1 The student is aware that the following skills and methods are required for his/her study and should familiarise him-/herself with these (for example, before study begins, if necessary.
Computer skills (i.e. Microsoft Word, Excel): _____
Field-specific methods:
_____
_____
_____

2.6.2 Will training of methods required for student's study be provided? Yes / No
For example:

_____

If No, please clarify:

_____

_____

2.7 Funding:

2.7.1 Adequate project funding should ideally be available, before the start of a project (General Policies and Rules: Calendar Part 1)

2.7.2 It is the responsibility of the student to apply for bursaries, scholarships etc. The supervisor may assist with identifying opportunities and with preparing applications. Draft applications must reach the supervisor _____ days / weeks before the deadline for submission in order for the supervisor to give proper and constructive input and compile the recommendation, as well as to get institutional endorsement etc. as and when needed.

2.7.3 How is the project funded?
- o   Bursary
- o   Supervisor
- o   Department / Faculty
- o   Other: _____

2.7.4 How is the student funded?
- o   Bursary
- o   Supervisor
- o   Department / Faculty
- o   Private
- o   Other: _____

2.7.5 Are there any bursary conditions?

_____

_____

2.7.6 Can conference and travel costs be covered by supervisor/department, if applicable: Yes / No
If yes, specify: _____

_____

_____

_____

2.8 Work in the Department/Faculty/University:

2.8.1 Is the student expected to spend a certain number of hours in the Department/ Division/ Centre?   Yes / No
If so how many?_____

2.8.2 How many hours per week are expected to be spent on research? _____

2.8.3 Is the student expected to participate in other activities (i.e. teaching, supervision, clinical trials)?   Yes / No / N/A

If yes, clarify: _____

_____

_____

_____

2.9 Mechanisms for dealing with disputes:

2.9.1 In the event that the supervisor and student are unable to resolve disputes or differences of opinion, approach the Chairperson of the Departmental Postgraduate Programme Committee. If there is still no resolution, the matter should be referred to the appropriate Vice-Dean.

3. ADDITIONAL REQUIREMENTS OR EXPECTATIONS FOR THE INDIVIDUAL PROJECT:

_____

_____

_____

_____

ALL PREVIOUS PAGES NEED TO BE INITIALLED BY SIGNATORIES.

1. Student

I _____ (Full name) hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____   Signature: _____

2. Supervisor

I _____ (Full name) hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____   Signature: _____

3. Co-supervisor (if applicable)

I _____ (Full name) hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____   Signature: _____

4. Co-supervisor (if applicable)

I _____ (Full name) hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____   Signature: _____

FACULTY OF MEDICINE AND HEALTH SCIENCES

INSTRUCTIONS TO EXAMINERS FOR THE ASSESSMENT OF RESEARCH ASSIGNMENTS OF STRUCTURED MASTER'S PROGRAMMES

N.B.: Reports of the examiners will be treated as confidential and only technical details will be conveyed to the candidate, unless otherwise reflected on the assessment report.

1. Each examiner must submit an independent **written assessment** of the assignment, drafted in terms of the assessment criteria as specified below. The report should be directed to the **Head of the relevant Discipline**:

    The assessment should take the following criteria into account in accordance with the relative importance apportioned to each category:

CATEGORY	RELATIVE IMPORTANCE (%)
Introduction (incl. abstract, background, context, aim, objectives)	20
Methodology (research design incl. experimental methods for laboratory-based analyses, sampling, data collection, data management, data analysis, ethical considerations)	30
Results (presentation, clarity, logical description, understanding of output of statistical analysis for quantitative studies and themes supported by appropriate narrative examples for qualitative studies)	15
Discussion (logical and meaningful interpretation of findings and arguments in light of current knowledge and literature, description of implications of findings, generalisability of findings, strengths and weaknesses of study)	20
Conclusion (summary of key findings, recommendations for further research, "take home" message from study)	5
Other (presentation of references, legibility, spelling, grammar & syntax, overall presentation, relevance, originality)	10

2. Each examiner should submit the standard report (on the attached form) which reflects their final assessment.

    The report and recommendation of the examiner will be administered by the Department concerned. The final recommendation must be expressed as a percentage mark (0% – 100%).

    (The minimum pass mark is 50%. For a distinction, a minimum mark of 75% is required.)

FACULTY OF MEDICINE AND HEALTH SCIENCES

STANDARD ASSESSMENT FORM OF RESEARCH ASSIGNMENTS OF STRUCTURED MASTER'S PROGRAMMES

1. EXAMINER'S INFORMATION

TITLE (Prof/Dr/Miss/Mrs/Mr):
INITIALS AND SURNAME:

ADDRESS:

POSTAL CODE:
TEL NUMBER (AND DIALING CODE):

2. CANDIDATE'S INFORMATION

STUDENT NUMBER:
TITLE (Prof/Dr/Miss/Mrs/Mr):
INITIALS AND SURNAME:

DEGREE
MAIN FIELD OF STUDY

FULL TITLE OF ASSIGMENT

3. EXAMINER'S RECOMMENDATION
(Refer to the guidance for mark allocation below and indicate on the most appropriate block, the mark for the assignment)

CHARACTERISTICS OF WORK	MARK RANGE	STUDENT MARK (%)
Pass with distinction. Authoritative coverage of relevant material as well as background literature and/or related issues; outstanding presentation in terms of argument, organisation, originality and style. Demonstrates full understanding of subject matter. **Only minor typographical corrections required.**	≥ 75%	
There is evidence of originality and insight but there are omissions or areas where revisions would clearly improve the work. The substantive area of work is competently covered, well organised and well argued. Corrections to be made to the satisfaction of the supervisor.	70% – 74%	
Solid execution, adequate organisation, competent methodology and conclusions adequately drawn. Minimal originality and insight, if any, but an adequate overall performance from conception to conclusion. Should not require major revisions. Corrections to be made to the satisfaction of the supervisor.	60% – 69%	
Satisfactory review of the literature, adequate clarification of the research aims and objectives, Adequate methodology although much room for improvement. Limitations in the organisation and expression of the study, but the work exhibits the main features sufficiently so as to pass. Major revisions required. Corrections to be made to the satisfaction of the supervisor.	50% – 59%	
Weak dissertation in all respects but candidate has done enough to suggest that it would pass after major revision and re-examination by same examiner. No mark is initially awarded. The resubmitted thesis if passes will be awarded a mark of 50%	45% – 49%	
Fail - The dissertation is so poor that the examiner does not believe the candidate has the ability to make the changes required to pass.	< 45%	

4.   WRITTEN ASSESSMENT
Please provide an independent written assessment of the assignment, drafted in terms of the assessment criteria as specified in the "INSTRUCTIONS TO EXAMINERS FOR THE ASSESSMENT OF RESEARCH ASSIGNMENTS OF STRUCTURED MASTER'S PROGRAMMES".

5.   DISCLOSURE TO CANDIDATE

PLEASE TICK THE MOST APPROPRIATE BLOCK BELOW:

☐   I agree to my name being disclosed to the candidate

☐   I object to my name being disclosed to the candidate

....
        SIGNATURE   **DATE**

Appendix C: Email to internal and external examiners

"Dear Dr. _____

The dissertation of Registrar, Dr. _____is now ready for examining. Attached please find the instructions and mark sheet. Also attached please find an e-copy of the dissertation.

Would you also like a hard copy of the dissertation? If so, I would appreciate it if you could provide me with your preferred address to which I will then arrange delivery.

I would appreciate it if you could return your report and mark sheet directly to our Executive Head of Department, Prof. Soraya Seedat, per email on sseedat@sun.ac.za by latest (a date some 6 weeks in advance)

With best wishes
_____"

Appendix D: Cover letter to EHoD Psychiatry regarding the submission of the MMed dissertation

"Date: _____

Prof. S Seedat
Executive Head of Department of Psychiatry
Faculty of Medicine and Health Sciences
University of Stellenbosch

Dear Prof Seedat

MMed(Psych) Dissertation: Dr. _____

Attached please find two copies of the signed and dated MMED dissertation of Dr._____.Also attached, please find the internal and external examiner reports and mark sheets. I confirm the following:

  (1) The dissertation has been marked and _____ changes were requested.
  (2) The examiners awarded a mark of __% and __%, respectively.
  (3) The candidate has completed their FCPSYCH exam but will only complete their registrar time in _____.
  (4) The co-supervisor for this thesis was _____.

Regards,

_____
Supervisor of MMed(Psych) Dissertation"

Appendix E: Letter from EHoD Psychiatry regarding the submission of the MMed dissertation to the Faculty Committee for Postgraduate Training

"Date: _____

Prof. J Blitz
Faculty of Medicine and Health Sciences
University of Stellenbosch

Dear Prof. Blitz

<u>MMED DISSERTATION</u>

Enclosed please find the MMED dissertation and examiner reports for Dr. _____. Prof/Dr. _____ and Prof/Dr._____ were the supervisors and the examiners were Prof/Dr._____(external) and Prof/Dr._____(internal).

The external examiner awarded a mark of __% and the internal examiner awarded a mark of __%. ==No changes were requested **OR** changes were requested and addressed to the satisfaction of the supervisor/examiner.== I recommend that a mark of __% be awarded.

Dr. _____has passed their FCPsych Part II exams and will complete their registrar time on _____.

With best wishes Soraya Seedat
Professor and Executive Head of Department of Psychiatry"