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STEP 4

- STUDY GUIDANCE -



Welcome to the study guidance section of the research process. In this section you will be provided with various resources that may be useful on your research journey. There is two main categories in this step of the process:

Administrative documents and processes required during the course of the research process (governance)

Report writing provide you with step-by-step information on the various sections of the research report

Please visit this training when needed or work through it now before you go any further.

Postgraduate Research Support

The Postgraduate Research Support (PGRS) for Enhanced Throughput Project is a funded University Development Capacity Project (UCDP) that aims to support students to complete their studies in time. You can navigate to the PGRS eFundi site to make contact with academic consultants. Book your session on their page.

Join Now:
[Postgraduate Research Support Site](#)

Quick Link:
[Postgraduate Research Support Site](#)

Support and Training

Report Writing Process

Provide you with step-by-step information on the various sections of the research report

Administrative documents and processes

Documents and processes required during the course of the research process (governance)

Postgraduate Research Support

The Postgraduate Research Support (PGRS) for Enhanced Throughput Project is a funded University Development Capacity Project (UCDP) that aims to support students to complete their studies in time.

How will we support you?

Activities that will support students include:

Workshops, walk-in consultations and writing campus (for students that are in the final stages of their research development).

Our contact details

Please visit the [PGRS Hub eFundi site](#) for more information regarding this project and the support available.

Project Information

You can also watch the following video for more information about the project:

<https://drive.google.com/drive/folders/1iTtojRIMaWMAvPcjZMxtZEV6QijNF0iw>

Please note that the video is located on Google Drive. File size: 106 MB, Duration: 2:11

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Quick Link:
Postgraduate Research Support Site

You can visit the Postgraduate Research Support (PGRS) Hub to obtain guidance from an academic advisor or book your place for an article writing boot camp.

Report writing process



The following is the usual format that is used for writing a research report. Consult the Higher Degrees Manual for more specifications. You will find more information on the Manual for Higher Degrees and other relevant documents at the following link in the Quick Links section.

[Academic Integrity](#)

The research report

The research report takes a similar structure to the proposal document. Each of the sections are provided here to give you a brief overview.

[Abstract](#)

[Structure of the report](#)

[Literature review](#)

[Article writing](#)

[Concluding chapter](#)

[References](#)

[Addendums](#)

Administrative documents and processes

Admin

Post-graduate studies administration include processes and important documentation that need to be completed on a regular basis. This section will provide you with more information on these processes, link to the relevant documentation that need to be signed and submitted to the research unit, Faculty or Higher Degrees Office. Please familiarise yourself with this information.

The following services is available on the NWU DIY system. Please visit the **post-graduate studies** page (at the link below), go to **Master and Doctoral studies** and in the dropdown, select **DIY services**.

NWU website: DIY Services

The screenshot shows the NWU DIY Services website. At the top, there is a purple header with the NWU logo and the text 'NWU®'. To the right of the logo, there are language options for 'English' and 'Afrikaans', and a 'Logout' button. Below the header is a navigation menu with links for 'About Us', 'Study at NWU', 'Teaching and Learning', 'Research', 'Library', 'News & Media', 'Current Students', and 'Contact Us'. The main content area is titled 'DIY Services' and features a grid of 20 service tiles. Each tile includes an icon, a title, a brief description, and a 'How-To Guide' link. The services listed are: Address Details, Adds and Drops, Banking Details, Bursary Allowances, Contact Details, Covid-19 Pre-Screening, Formal Student Documentation, Notice of Submission, NWU Vending Funds, Parking Disc, Personal Details, POPI, Registered Vehicle, Solemn Declaration, Student 360, Study and Exam Centres, Study Fee Cost Estimation, and Traffic Fine.

Post-graduate documentation is available on the post-graduate studies page.

NWU website: Postgraduate
studies at the NWU

Meeting & Progress Reports

Assignment: 6-monthly progress reports

Visit the **assignments** button on the left-hand menu of the eFundi module page which you are enrolled for, e.g. REAS111 and upload a PDF version of your 6-monthly report to your student page, dropbox or as an assignment (as directed by your research unit).

File name should be as follow: **Student surname, Name, student number, Type of document, Date**

example: **Louw, Tandi, 123456, Progress report, 12 May 2021**

PDF: 6-monthly progress report

Assignment: Agenda supervision meeting

Visit the **assignments** button on the left-hand menu of the eFundi module page which you are enrolled for, e.g. REAS111 and upload your supervision meeting agenda to your student page, dropbox or as an assignment (as directed by your research unit).

You should prepare a meeting agenda for each meeting with your supervisor and ensure that it is communicated to the supervisor, together with the next version of your work.

File name should be as follow: **Student surname, Name, student number, Type of document, Date**

example: **Louw, Tandi, 123456, supervision meeting agenda, 12 May 2021**

DOC: Example agenda student-
supervisor meeting.doc

Assignment: Minutes supervision meeting

Visit the **assignments** button on the left-hand menu of the eFundi module page which you are enrolled for, e.g. REAS111 and upload your **supervision meeting minutes** to your student page, dropbox or as an assignment (as directed by your research unit).

You should prepare a meeting agenda for each meeting with your supervisor and ensure that it is communicated to the supervisor, together with the next version of your work.

File name should be as follow: **Student surname, Name, student number, Type of document, Date**

example: **Louw, Tandi, 123456, supervision meeting minutes, 12 May 2021**

**DOC: Example of supervision
meeting minutes.docx**