



**Dear Colleague, in case you missed our recent Autumn School for Postgraduate Students, our next public workshop will be a comprehensive, 5-day Spring School for Postgraduate Students, to be held in Johannesburg soon!**

**Date:** 11-15 September 2017

**Venue:** Joburg Theatre, Braamfontein

**We will be focussing on the following pivotal topics:**

<b>How to write a research proposal</b>	<ul style="list-style-type: none"><li>• The importance of a well-conceptualised research proposal in guiding the successful execution of the research project and the writing of the thesis</li><li>• The structure of the “ideal”, comprehensive research proposal, with each component discussed in detail</li></ul>
<b>How to write a grant application/ funding proposal</b>	<ul style="list-style-type: none"><li>• How to find appropriate funders for your research project and key considerations for you and your funder</li><li>• How to complete a grant application, with special emphasis given to the National Research Foundation’s Thuthuka programme application form as a worked example</li></ul>
<b>Key project management principles in research</b>	<ul style="list-style-type: none"><li>• Key characteristics of projects</li><li>• The importance of stakeholder management</li><li>• Planning the research project</li><li>• Controlling, monitoring and evaluating a research project so that it is completed on schedule, within the allocated budget and according to the quality standards and deliverables expected for your degree</li></ul>
<b>Understanding fundamental concepts in research design and methodology</b>	<ul style="list-style-type: none"><li>• The importance of research design and methodology in allowing one to have a structured approach to completing the research project</li><li>• The intimate relationship between research design and methodology and research objectives, so that the research question can be answered</li><li>• Key ethical considerations, such as the university’s Policy on Research Ethics, and how these shape research design and methodology</li></ul>

	<ul style="list-style-type: none"> <li>• The role of effective record keeping</li> <li>• Different types of data and the advantages and disadvantages of each</li> <li>• Common research methods, as well as the importance of being aware of the advantages and disadvantages of each research method that you use</li> <li>• Key concepts such as sampling and sample representivity, sample size, sampling and non-sampling error, sampling bias, data reliability and validity, and pilot testing</li> <li>• The intimate relationship between research design and methodology and data analysis</li> <li>• Introduction to different methods of data analysis, such as descriptive and inferential statistics, and content analysis</li> </ul>
<b>Guidelines in writing a thesis and research report</b>	<ul style="list-style-type: none"> <li>• Key initial considerations that are often stumbling blocks to the successful completion of the thesis</li> <li>• Institutional requirements for the thesis</li> <li>• Editing a thesis</li> <li>• Different formats of theses</li> <li>• How to write the different components/ chapters of a thesis, whilst recognising that there is no “one size fits all” when it comes to the structure of a thesis</li> <li>• The process of submitting the thesis and institutional requirements for submission</li> <li>• How to address examiners’ feedback and the process leading up to graduation</li> <li>• Examiners’ general expectations when it comes to evaluating theses</li> <li>• Common mistakes that students make in writing their theses, so that these can be avoided</li> </ul>
<b>How to write and publish an academic paper</b>	<ul style="list-style-type: none"> <li>• The role of publishing in academia</li> <li>• The process of selecting a suitable journal</li> <li>• The structure of a typical original research paper</li> <li>• How to submit a paper and address reviewers’/ editors’ comments</li> <li>• Ethical considerations in publishing</li> </ul>
<b>Tips on how to make poster and oral presentations on your research</b>	<ul style="list-style-type: none"> <li>• The structure of oral and poster presentations</li> <li>• General tips regarding logistics, planning and how to address questions on your presentation</li> </ul>

## **Mentorship in the postgraduate and research context**

- The supervisory and research context in South Africa, with special emphasis on the ASSAf report
- Common problems that students have with supervisors
- Definitions of mentorship and the role of your supervisor as your mentor
- Key roles and responsibilities of you and your supervisor
- How to manage potential conflict between you and your supervisor
- The use of our Personal and Professional Development Contract, which is at the heart of the mentoring relationship between you and your supervisor, to achieve your research-related goals

**Attendance at the Spring School includes a free copy of the Postgraduate Toolkit on DVD (2<sup>nd</sup> edition), developed by Dr Cassim and valued at R500 ex VAT.**

*There will be plenty of time for individual and group exercises, and for you to get feedback on your writing from the facilitator. So please bring along a sample of your writing, whether this is a draft research proposal, thesis chapter or paper.*

*The workshop facilitator is Dr Layla Cassim, B.Pharm. (cum laude), PhD (Pharmacology), MBA (cum laude).*

*The cost of the Spring School is R5000 (ex VAT) per person. This includes lunch and refreshments on all five days. A 10% discount is offered for five or more registrations from the same institution.*

*An electronic certificate of attendance will be issued to all delegates at the end of the Spring School.*

*To register, please complete the attached registration form. For more information, please contact Dr Layla Cassim on [Lcassimers@gmail.com](mailto:Lcassimers@gmail.com) or 0749995847. You can also visit [www.laylacassim.co.za](http://www.laylacassim.co.za).*

## Spring School for Postgraduate Students, 11-15 September 2017, Joburg Theatre

### 1 Registration

Please complete the form below and email it to Dr Layla Cassim on [Lcassimers@gmail.com](mailto:Lcassimers@gmail.com).

Your title, full name and surname	
Your organisation (if attending in your personal capacity, please state "Private")	
Physical Address	
Your contact telephone number	
Your email address	
Full name, telephone number and email address of the person in the Finance Department responsible for payment	
Your signature	
Your line manager's signature indicating authorisation to attend the workshop (if applicable)	
If you are a person with a disability, please let us know what reasonable accommodation you may require.	
Please state any special dietary requirements.	

An invoice will be sent to you once you have completed the registration form and emailed it to Dr Cassim.

### 2 Banking details

Please make your payment into the following bank account:

Account holder	Layla Cassim ERS Consultants CC
Account number	4074692566
Bank	ABSA
Branch	Oakdene
Deposit reference	Your surname AND name of your institution (e.g. "Khanyile Wits")
Bank's SWIFT number (for international deposits)	ABSAZAJJ

**DEADLINE FOR REGISTRATION: 1 SEPTEMBER 2017**  
**DEADLINE FOR FULL PAYMENT: 8 SEPTEMBER 2017**

**Terms and Conditions:** (a) **Payment Terms:** Full payment is required within 7 working days from the date of invoicing. Payment must be received prior to the commencement of the event. Layla Cassim ERS Consultants CC reserves the right to refuse entry into the event should full payment not have been received prior to the date of the scheduled event. Cancellation will be charged in accordance with the conditions outlined in (b) which follows. Purchase Order Notes must be faxed to (011) 868-2662. (b) **Cancellations, No attendance and Substitutions:** Cancellations received in writing more than 14 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 14 days and the date of the event, the full fee is payable and non-refundable. Non-payment or non-attendance does not constitute cancellation. No shows will be charged the full registration fee. Cash alternatives are not permitted; however, substitutes at no extra charge are permissible. (c) **Amendments to advertised programme:** Layla Cassim ERS Consultants CC reserves the right to amend this programme without notice and in such situations no refunds or part-refunds or alternative offers will be made. (d) **Copyright:** All intellectual property rights in the materials marketed by Layla Cassim ERS Consultants CC and AK Masha in connection with this event are expressly reserved and any unauthorised duplication, publication or distribution thereof is strictly prohibited. (e) **Postponement/ Cancellation of an Event:** Layla Cassim ERS Consultants CC reserves the right to cancel or postpone this event. Delegates will be notified in writing at least 7 days prior to the event of any cancellation or postponement. Should Layla Cassim ERS Consultants CC permanently cancel an event, for any reason whatsoever; the Client shall be provided a credit of the equivalent amount of the registration fee paid towards the cancelled event. In the case of a postponed or cancelled event, Layla Cassim ERS Consultants CC will not be responsible for covering airfare, accommodation, or other travel and subsistence costs incurred by Client.