

QUALIFYING ESSAY PATHWAY

MY CHECKLIST From enrolment to examination

This document is to be read in conjunction with the following documents:

- *The Research Qualifying Essay Guidelines*
- *The Assessment Criteria and Reporting Guidelines for Research Qualifying Essays*
- *The Research Qualifying Essay Proposal*

THE BEGINNING: ENROLMENT AND SUPERVISOR

I have enrolled in the non-award unit

I am due to complete the essay by _____

I have read and made sense of:

- The Research Qualifying Essay Guidelines*
- The Assessment Criteria and Reporting Guidelines for Research Qualifying Essays*
- The Research Qualifying Essay Proposal Proforma.*

I have arranged for a supervisor

PROCESS OF APPROVAL OF PROPOSAL

Once you have settled on a topic, you work with your supervisor to write a formal proposal which requires approval at various levels. This can be a time consuming process, though the importance of the approval process cannot be underestimated.

I have written a proposal according to the Research Qualifying Essay proforma

The supervisor has forwarded the proposal to the Research Committee for its approval

I have met any requirements to modify the proposal and it has been accepted by the Research Committee

ETHICS CLEARANCE

Ethics clearance is required where the proposal involves living human subjects. No research can be done on living human subjects until ethical clearance is given by the Human Research Ethics Committee. You may need ethics clearance if your research includes

- information collected directly from or through a person (e.g. interviews, questionnaires, observations of an individual, focus groups)
- accessing secondary sources or non-public materials (e.g. interviews about an individual, personnel records, student records)
- identifiable private information about a living individual (e.g. private papers)

I have read and made sense of the:

Guidelines for the Ethical Review of Research Involving Human Subjects

I have completed an application for ethical clearance in line with the:

Ethical Clearance of Research involving Human Subjects: Application for approval of research

My supervisor has lodged the application with the Human Research Ethics Committee

EXAMINATION

I have completed the essay within the time frame

My supervisor has approved the final paper

My supervisor has submitted the essay to examiners

I have reflected with my supervisor on the experience of completing a research proposal and writing a research paper and what lessons this experience offers me as I think of entering further research