

## Qualification Paper Guidelines and Sample Template

Heading (paper section)	Content	Number of words
<b>Title page</b>	<ul style="list-style-type: none"> <li>• May vary from university to university.</li> </ul>	N/A
<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>• Include headings and relevant page numbers.</li> </ul>	N/A
<b>Lead-in</b>	<ul style="list-style-type: none"> <li>• Announce your research topic.</li> <li>• Describe the context, including a profile of the class or classes in focus.</li> </ul>	400 – 500
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Identify a classroom-based issue or problem.</li> <li>• Formulate a research question.</li> <li>• Put forward a hypothesis.</li> <li>• Relate the issue to relevant theory in the literature.</li> </ul>	500 – 600
<b>Methodology and Procedure</b>	<ul style="list-style-type: none"> <li>• Outline the stages of the action research.</li> <li>• Define the kind of data you need to collect.</li> <li>• Describe and justify the data collection methods and tools.</li> <li>• Describe your research participants.</li> <li>• Evaluate the effectiveness of research tools.</li> <li>• State any ethical issues.</li> </ul>	1300 – 1400
<b>Findings</b>	<ul style="list-style-type: none"> <li>• Analyse the collected data.</li> <li>• Present the findings (e.g. description, table, chart, diagram, etc.).</li> </ul>	1400 – 1500
<b>Interpretations and Conclusions</b>	<ul style="list-style-type: none"> <li>• Interpret the findings and draw conclusions responding to the research question.</li> <li>• Come up with recommendations for further actions.</li> <li>• Point out any areas which need further research (optional).</li> </ul>	1400 – 1500
<b>References</b>	<ul style="list-style-type: none"> <li>• Provide a bibliography of resources referred to in your paper.</li> </ul>	N/A
<b>Appendices</b>	<ul style="list-style-type: none"> <li>• Include any materials which directly relate to the research, e.g. questionnaires, sample tasks, tables, etc. and which you refer to in the paper.</li> <li>• Put the appendices in the order they are mentioned in the paper.</li> </ul>	N/A
<b>Literature review</b>	<ul style="list-style-type: none"> <li>• This is not a separate section of the paper.</li> <li>• Refer to reliable sources in the rationale and throughout the paper wherever appropriate and justified.</li> </ul>	N/A
	<b>Total</b>	<b>5000 – 5500</b>

## Sample Qualification Paper Timeline

This is a typical timeline. It may vary from university to university. Students may adjust the timeline to their own pace and needs except for the deadlines for submitting and defending the paper. Students need to explore the requirements and guidelines for writing the qualification paper well in advance.

<b>September</b>	<ul style="list-style-type: none"><li>• Identifying a classroom-based issue or problem (based on school experience)</li><li>• Formulating a research question/s</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• Analysing and describing the context of your question (Why is it important to you?)</li><li>• Starting to read (and take notes) about your issue</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Planning the intervention</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• Choosing data collection tools and methods</li><li>• Adapt/design the necessary materials for data collection</li></ul>
<b>January</b>	<ul style="list-style-type: none"><li>• Documenting procedures</li><li>• Collecting data</li><li>• Analysing and organising collected data</li><li>• Interpreting the findings</li><li>• Drawing conclusions to respond to the research question</li></ul>
<b>February</b>	
<b>March</b>	
<b>April</b>	<ul style="list-style-type: none"><li>• Producing recommendations for further action</li><li>• Compiling bibliography</li><li>• Putting together appendices</li><li>• Writing the first draft of the qualification paper and submitting it to the supervisor for review</li></ul>
<b>May</b>	<ul style="list-style-type: none"><li>• Editing and finalising the qualification paper</li><li>• Submitting the final version of the qualification paper</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li>• Public defence of the qualification paper</li></ul>