Cape Peninsula University of Technology

IMPROVEMENT OF QUALIFICATIONS PROGRAMME (IQP) CHECKLIST

Eligibility Criteria

☐ Permanently employed at CPUT OR on a long-term contract (3–5 years).
☐ First-time enrolment in a masters or doctoral qualification.
☐ Currently registered at CPUT or another reputable university.
☐ In the data collection or analysis phase of the study.
☐ Study duration still within prescribed timeframe.
☐ Ethics clearance / approval certificate obtained.

Supporting Documents and Supporting Documents

☐ Proof of registration for the current academic year.
☐ Proof of approved research proposal from the university.
☐ Copy of ethics clearance / approval certificate.
☐ Letter of support from HoD / Line Manager / Director.
☐ Letter from supervisor: progress, outstanding work, expected thesis submission date.
☐ Project plan with activities and expected outcomes.
☐ Proof of approved study leave OR motivation from HoD / Director.
☐ Copy of employment contract.
☐ Copy of ID / passport.
☐ Copy of highest qualification.
☐ Signed Acceptance of Conditions.

Funding Inclusions

☐ Research materials & supplies (editing, proofreading, fieldwork travel, data analysis, recorder).
☐ Lecturer / staff replacement.

Budget & Study Leave

☐ Master's: **R200,000** (6 months leave).
☐ Doctoral: **R300,000** (6 months leave).