

## Order of documents

For ease of processing, documents should be attached in the order given below.

A required order can be created by numbering the documents e.g. “01 Approved dissertation proposal”, “02 Permission letter Secretariat for CE” ... “10 Standardised Test”, “11 Interview Questions”, etc. (Otherwise, files will be ordered alphabetically).

The following is an **example** of the list of documents that an applicant might need to attach:

01 Approved dissertation Proposal (that is, the document signed by the relevant Board/Committee – *this document is compulsory for all students*).

02 Permission letters (Institutional permission – Secretariat for Catholic Education)

03 Information Letter (Head of school),

04 Information letter: teachers

05a Information letter: parent/Guardian (English)

05b Information letter: parent/guardian (Maltese)

06a Information letter: students (English)

06b Information letter: students (Maltese)

07 Consent Form: teachers

08a Consent Form: parent/guardian (English)

08b Consent Form: parent/guardian (Maltese)

09a Assent Form: students (English)

09b Assent Form: students (Maltese)

10 Research instrument 1: questionnaire teachers

11a Research instrument 2: Interview questions students (English)

11b Research Instrument 2: Interview questions students (Maltese)

12 Other document (if applicable)

13 Other document (if applicable)

All appended documents should be appropriately titled e.g. “Information Letter for parents/guardian - English”, “Assent Form for students - Maltese,” and so on.

**In the case of teachers and other professionals, an English version of the instrument will suffice; in all other cases, both English and Maltese versions of the texts should be included.**