

## PROCEDURES FOR STUDIES FOR MASTER'S AND DOCTORAL DEGREES

### PART 1

#### INTRODUCTION

1. These procedures are based on and must be read in conjunction with the Policy for Master's and Doctoral Degrees as well as the Admission Policy, Tuition Policy, Research Policy, Assessment Policy and the Policy on Research Ethics.
2. Students should acquaint themselves with the General Rules which appear in the Calendar, and the rules for the relevant degree which appear in one or more of the other parts of the Calendar and in the guides for the degrees.
3. At this University we speak of a master's dissertation, but of a doctoral thesis. We use the term 'supervisor' for both the Master's and Doctoral degree. For the sake of convenience, the term thesis is mainly used in this guide; while the terms dissertation/dissertation of limited scope/short dissertation are used only in a few instances for clarity.
4. The procedures for postgraduate studies can be divided into four phases, namely:
  - pre-registration,
  - registration,
  - post-registration, and
  - examination.

These phases will be dealt with in that order below.

### PART 2

#### PHASE 1: PRE-REGISTRATION

##### 1. ADMISSION

- 1.1 The **minimum qualification** for admission to master's and doctoral studies should be aligned to the HEQF requirements.
- 1.2 Details of formal admission requirements for individual degrees are given in the relevant College/School rules. Any departure from these rules has to be recommended by College/School Executive Committee to the Senate Higher

Degrees Committee for approval.<sup>1</sup> Such formal admission requirements should, however, be regarded as minimum requirements which do not place an obligation on the University to accept a student. Other considerations influencing admission are the applicant's academic record, the topic he/she wishes to research and the availability of an expert to supervise his/her studies.

- 1.3 All pre-registration requirements have to be met before a student will be allowed to register. These include checking:
  - the applicant's qualifications and academic record,
  - the choice of a topic,
  - other conditions a department may wish to stipulate before finally accepting a student.
- 1.4 In the case of a Master's or Doctorate by research only, if a student meets the pre-registration requirements, s/he is registered for a compulsory module in Research Methodology, which guides the student in research methodologies and in the preparation of a proposal. The outcome of this module is an acceptable research proposal. A research mentor is appointed immediately to oversee progress and assist with studies.
- 1.5 In the case of a Master's by coursework, if a student meets the pre-registration requirements, s/he registers immediately for the first module(s).
- 1.6 Official pre-registration negotiations should preferably be conducted in the following order:
  - 1.6.1 In the case of the Master's by research and the Doctoral degree, the Directorate: Student Admissions and Registrations verifies the qualifications and then transfers the application to the academic department.
  - 1.6.2 The academic department considers the student's academic record, his/her academic background, English language competence and other matters that are not necessarily subject to negotiation and approves the application. If a student is deemed to be not ready for the Master's by research, s/he is advised by the Department to pursue a course of study which will prepare him/her for the higher degree. The Directorate: Student Admissions and Registrations notifies the student in respect of his/her admission.

## 2. ADMISSION OF INTERNATIONAL STUDENTS

- 2.1 Applications from international students follow a similar route to that of local students but care must be taken with the English language requirement. International students should show that they have taken the TOEFL (<http://www.ets.org>) or IELTS (<http://www.ielts.org>) international language test) or equivalent.<sup>2</sup> If further language assistance is deemed necessary students may be required to register for a language module.

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1 See Policy, paragraph 4.5

2 All non-native English-speaking applicants (other than those who have been educated in the medium of English language during their two most recent years of study) must satisfy one of the following requirements: IELTS: overall score of 6.5 (with at least 6.5 in each of the four components); TOEFL (paper-based): overall score of 600, with a Test of Written English score of 5.5; TOEFL (computer-based): overall score of 250, with Test of Written English score of 5.5; TOEFL (internet-based): overall score of 100; Cambridge Certificate of Advanced English (CAE): grade A; Cambridge Certificate for Proficiency in English (CPE): grade B; English Language GCSE, IGCSE or O-level: grade B; International Baccalaureate Standard level (SL): score of 5 in English; European Baccalaureate: score of 70% in English.

2.2 It is important to know whether the student complies with the academic requirements for admission to master's or doctoral studies, as the case may be, at the university where the previous highest qualification was obtained. This should however be seen as a supportive rather than a decisive factor when considering admission. (If the Chairperson of the Department concerned is satisfied regarding the academic suitability of a student this requirement may be waived.) Another consideration could be a qualification structure from the university concerned which corresponds roughly with that of UNISA's. The main considerations, however, should be whether the student has the necessary background and has achieved the academic level necessary for obtaining a further degree at UNISA. Subsequent negotiations should be conducted in the same manner as for local students.

### **3. REJECTION**

3.1 To protect the student, the rejection of any applicant who complies with the minimum requirements but is unacceptable to the academic department for some or other reason has to be recommended by the Chairperson of the Department and approved by the College/School Executive Committee.

3.2 The same procedure is followed in the case of refusal to allow a student to re-register.

3.3 The Chairperson of the Department briefly communicates the grounds for rejecting the application to the College/School Executive Committee.

3.4 The student is informed by the Registrar of the department's decision and is referred by the Registrar to the relevant department if academic reasons are required.

3.5 In the case of degrees where selection procedures apply non-selection should not be interpreted or treated as rejection.

3.6 If a student appeals against rejection and the appeal is rejected by the College Executive Committee, the latter rejection must be submitted to the Chairperson of Senate for approval.

## **PART 3**

### **PHASE 2: REGISTRATION**

#### **1. REGISTRATION CLOSING DATES**

Closing dates for Master's and Doctoral degrees are published by the University annually.

#### **2. PROCEDURE**

2.1 Students must submit applications to the Directorate: Student Admissions and Registrations.

2.2 The application of a student who did not obtain his/her previous qualifications at UNISA must be accompanied by an **original** statement from his/her university that he/she has completed the degree prescribed for registration, indicating the marks or symbols obtained or the standard reached (for each paper in the case of a completed honours bachelor's degree or Master's degree by coursework). Where applications are submitted electronically, such original documents may

be scanned and sent in with the application. The University however must receive the original documents by mail in due course.

- 2.3 Certified copies of statements/academic records are not acceptable for registration purposes but may be used to facilitate the admission process.
- 2.4 A student whose academic record is issued in a language other than English or Afrikaans must submit a sworn translation in English, together with the academic record.
- 2.5 A student must submit statements in respect of all the student's preceding degrees (entire academic record) as well.
- 2.6 The student may request his/her university to forward the statement directly to the Directorate: Student Admissions and Registrations.
- 2.7 Original degree certificates must not be submitted and students who send in an original do so at their own risk.
- 2.8 A married woman who obtained her qualifications in her maiden name must also submit a certified copy of her marriage certificate should she prefer to be registered in her married name.
- 2.9 To expedite matters, students may submit the registration form and prescribed fees when initially applying, but it must be clearly understood that acceptance of the fees does not imply acceptance of their candidature. Until registration on the student system is activated, such fees will be kept to the applicant's credit.
- 2.10 On receipt of a student's application and academic records by the Directorate: Student Admissions and Registrations, the route to be followed will be identical to 1.6.2 above.
- 2.11 For the Master's by research and the Doctoral degree, students are expected to make suggestions of their own regarding the specific subject or field in which they would like to do research. The academic department will assist them in arriving at a decision, but the initial exploration of possible subjects is the responsibility of each student.
- 2.12 When a title has been decided, the Chairperson of the Department submits the title and the name of the recommended supervisor to the Executive Dean for approval who then forwards these to the Directorate: Student Admissions and Registrations.
- 2.13 A title may be amended during the course of a student's studies. The procedures for such amendment are the same as that for the approval of a title.<sup>3</sup>
- 2.14 Students who wish that their theses or part(s) of their theses be treated as confidential/secret must submit a fully substantiated application, supported by the institution concerned, when the title of the projected thesis is initially submitted for approval. If it is approved that a thesis be kept confidential/secret, the procedure to be followed is detailed in Part 5: paragraph 9.
- 2.15 When the title is approved,<sup>4</sup> the Chairperson of the Department informs the supervisor who will guide the student for the duration of the study period. It is desirable that, if at all possible, a student should meet his/her supervisor as

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<sup>3</sup> See Part 3: paragraph 2.12

<sup>4</sup> See Part 3: paragraph 2.12.

soon as possible or email contact be established immediately if a face-to-face meeting is not possible. Students are advised to establish contact with the relevant Personal Librarian at the same time and are also informed of any induction or training workshops.

### **3. FINALISATION OF REGISTRATION**

Registration is finalised after all phases of approval and payment of fees have been completed and the student will be notified by the Registrar.

### **4. CO-SUPERVISOR – INTERNATIONAL STUDENTS**

4.1 Where necessary, a co-supervisor may be appointed in the country in which the student is resident. This person should be an expert in the field on which the proposed dissertation or thesis is mainly to be written.

4.2 The task of the co-supervisor is to provide academic support and expertise in co-operation with the supervisor.

4.3 In view of this duty, a co-supervisor will normally be appointed on the strength of personal acquaintance with him/her or information about the person obtained from colleagues in the country concerned.

4.4 In exceptional cases the student may recommend the appointment of a particular co-supervisor. In that case the department or the Higher Degrees Committee/Management Committee of the College/School has to ascertain from colleagues in the country concerned whether the recommendation is in fact sound.

### **5. CONCURRENT REGISTRATION<sup>5</sup>**

5.1 Students who are registered for a master's or doctor's degree, may also register in the same academic year for two undergraduate modules or for one honours or master's paper or the corresponding number of modules on the same level for non-degree purposes (NDP).

5.2 Note that students may only register for an honours or master's paper or undergraduate module(s) if they comply with the prescribed admission requirements for the honours degree or undergraduate modules concerned.

5.3 An application for concurrent registration must reach the Registrar at least three weeks before the closing date for registration for the NDP paper/module(s).

### **6. RE-REGISTRATION**

6.1 Students have to apply for re-registration before the date as published by the University (unless indicated otherwise in the rules). Re-registration after the first year depends on the successful completion of the compulsory module in Research Methodology in the case of research Master's and Doctoral degrees and on the completion of the first module in the case of the Master's by coursework. Re-registration in subsequent years is subject to satisfactory progress and approval by the supervisor. If insufficient progress is made, re-registration may be refused. As stated in the Admission Policy, a student who has not made satisfactory progress will not be admitted to a further year of study

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<sup>5</sup> Note: Dual registration is dealt with in the Admission Policy

except with the express approval of the Executive Dean of the College in which the student is registered.

- 6.2 The academic department monitors the progress of the student on a regular basis.
- 6.3 The Admission Policy prescribes the ideal length of time for the degree as well as progress that warrants re-registration.
- 6.4 Re-registration must be approved by the supervisor annually by capturing student activities on *myUnisa/Student System* and indicating if the activities were not sufficient to warrant re-registration, thus blocking automatic re-registration. Re-registration is subject to the University's Admission Policy.
- 6.5 In all cases of refusal of re-registration, and when exceeding the approved period of study prescribed in the Admission Policy, the Executive Dean or College/School Executive Committee must approve.
- 6.6 Students may submit a substantiated application for deferral of study for a particular year<sup>6</sup> but this must be done before the closing date for re-registration. Such applications have to be recommended by the supervisor and the Chairperson of the Department and approved by the Executive Dean. Deferral for a period of one year may be granted at most twice and during this period students may not be given any guidance with their studies and may not be entitled to library services.

## PART 4

### PHASE 3: POST-REGISTRATION

#### 1. CODE OF CONDUCT/SUPERVISION AGREEMENT

Immediately after registration has been completed, the student and his/her supervisor sign a Code of Conduct/Supervision Agreement, setting out their agreements regarding the proposed study. An example of such a Code of Conduct/Supervision Agreement is attached hereto as Annexure "A".

#### 2. PROOF OF ACTIVE STUDENT AT MASTER AND DOCTORAL LEVEL

- 2.1 Colleges may require a six-monthly or annual progress review. An example of such a review is attached as Annexure "B", paragraphs B1 and B2.
- 2.2 It is the responsibility of the supervisor to capture information on the progress of Master's and Doctoral students on *myUnisa/Student System* by the due census date of any given year.

#### 3. RESPONSIBILITIES OF COLLEGES

- 3.1 At any stage of the compulsory module in Research Methodology in the research Master's and Doctoral programme, a title and a supervisor must be captured on the Student System after which registration for the research component will be activated/allowed.

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6 See Part 4 paragraph 7.

- 3.2 The academic department recommends the title and the name of the supervisor to the College Higher Degrees/College Executive Committee which forwards the list of titles and supervisors twice annually to the College Board and the Senate Higher Degrees Committee for noting.

#### **4. ROLE OF SUPERVISOR**

- 4.1 The supervisor and the student should agree on appropriate deadlines and timetables and the supervisor must return work submitted by the student timeously.
- 4.2 The supervisor must provide appropriate guidance by alerting the student to helpful articles, books and conferences as well as guidance in the compilation (and planning) of a thesis. However, it remains the student's responsibility to conduct independent research.
- 4.3 It should be pointed out to the student that it is his/her duty, and not that of the supervisor, to trace sources.
- 4.4 The supervisor merely has to verify the sources in broad outline.
- 4.5 The supervisor should draw the student's attention to linguistic errors, inadequately substantiated or poorly formulated statements, but the student should be left to improve these himself/herself.
- 4.6 The supervisor must treat the student with courtesy and fairness and should suggest appropriate developmental goals and assistance towards those goals by directing the student to workshops/lectures designed for this purpose.
- 4.7 On no account should the supervisor rewrite parts of the student's work. He/she should merely point out deficiencies to the student.
- 4.8 The student should be given comments on his/her technical presentation and methodology.
- 4.9 Before the thesis is presented for examination the manuscript must be submitted to the supervisor in its final form. The supervisor should ensure that it contains the prescribed summary and keywords.
- 4.10 A thesis may not be submitted for examination without the supervisor's consent. (This rule may be waived only by Senate.) Such consent does not, however, imply acceptance of the thesis.
- 4.11 The supervisor should be mindful of the relevant rules.
- 4.12 The supervisor and co-supervisor must liaise regularly about the student's work.
- 4.13 If formal doctoral examinations are to be conducted or a formal study programme is prescribed, the supervisor (with the assistance of colleagues if there are subsidiary subjects) has to see to the compilation of a reading list for the student. If a doctoral defence (*viva voce*) is a condition of the College/School or Department, it is the supervisor's task to assist the student in preparing for this oral defence.
- 4.14 The supervisor has to advise the student on the academic standard of the thesis.
- 4.15 If the thesis entails statistical processing, an expert should be consulted in advance.

4.16 The supervisor must monitor the student's progress and make a recommendation to the Chairperson of the Department concerning re-registration (or refusal thereof);<sup>7</sup>

4.17 It is the responsibility of the supervisor to include information on the progress of Master and Doctoral students on *myUnisa/Student System*.

## **5. ROLE OF STUDENT**

It is the responsibility of the student to:

5.1 be familiar with UNISA regulations regarding postgraduate study and adhere to such regulations.

5.2 treat the supervisor with courtesy and fairness.

5.3 set and keep to timetables and deadlines, and plan and submit work on a regular basis.

5.4 undertake research with commitment.

5.5 develop initiative and independence.

5.6 keep thorough records of all research findings and relevant research meetings/discussions.

5.7 communicate with the supervisor about any specific needs or circumstances likely to affect the work.

5.8 submit chapters or reports regularly.

5.9 respond to feedback by/from the supervisor.

5.10 keep copies of work and comments by the supervisor.

5.11 critically engage with new relevant information as pointed out by the supervisor.

5.12 benefit from the research environment provided by UNISA.

5.13 prepare and write the thesis/dissertation.

5.14 adhere to the principle of scientific honesty with respect to plagiarism and other appropriate ethical standards in field research (interviews etc).

5.15 establish a relationship with the relevant Personal Librarian at the UNISA Library.

## **6. ACADEMIC STANDARDS**

The student's preparation for the Master's dissertation should reflect the ability to conduct independent research, while a Doctoral thesis should, in addition, be an original contribution in the field of study.

6.1 Requirements for the dissertation component of a master's degree

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<sup>7</sup> See Annexure "B" paragraph B2 - example of supervisor's report



- It should show evidence of independent research and/or critical evaluation of research literature conducted according to recognised scientific methods.
- Students should prove that they have mastered the terminology of their subject and are able to formulate their ideas.
- Students should cover and integrate the literature on a particular theme and then draw their own conclusions. Conflicting statements from different sources should not be presented without due comment.
- Students should point out the significance of their research and the implications of their findings.

#### 6.2 Requirements for the thesis component of a doctor's degree

- It should show evidence of independent research.
- The student should cover the literature in depth, present arguments and discuss deficiencies in related research projects.
- The student should indicate the significance of his/her own research and make an original scientific contribution.

6.3 The length of a dissertation and a thesis will vary from one case to the next. The number of pages does not determine the academic quality of the research. (If some guideline must be given, one could say 15 000 – 20 000 words for a dissertation of limited scope in a Master's by coursework programme, 36 000 - 45 000 words for a dissertation in a research Master's programme and 60 000 - 90 000 words for a thesis in a Doctoral programme.)

### 7. **COMPULSORY ANNUAL RENEWAL OF REGISTRATION AND DEFERMENT**

- 7.1 For the duration of their studies, students must register each year by the stipulated date. Re-registration is annually subject to the recommendation of the academic department and may be refused in any year on the grounds of unsatisfactory progress. When students annually apply for re-registration they must give, on the prescribed form, a short exposition of their progress to date and of their study plans for the year concerned.<sup>8</sup>
- 7.2 Students who wish to defer their studies at any stage must, before the closing date for re-registration, submit a substantiated application beforehand. Such deferment will, if granted, be for a period of one year only, after which a further application must be submitted. Deferment will, at most, be granted twice.
- 7.3 If a student does not register for a particular year(s) and did not obtain prior permission to defer his/her studies, the approved title of his/her projected thesis will not necessarily be reserved for him/her and the year of interruption will count as one of the years allowed to complete the qualification in terms of the Admission Policy.
- 7.4 Students who are registered for a master's or a doctor's degree (certain degrees excluded)<sup>9</sup> may not cancel their registration for the research component for the year concerned.
- 7.5 Once students' registrations have been accepted, they therefore remain liable for payment of the full fees for the year concerned even if they cancel their

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<sup>8</sup> See Annexure "B" paragraph B1

<sup>9</sup> See paragraph 7.6.

examination entry for one or more of their papers or modules (if applicable).

- 7.6 In the case of students who are registered for the master's by coursework (for which fees are charged per module/paper), normal rules regarding the cancellation or reduction of study units apply - subject to the rules applicable to the specific degree.

## PART 5

### PHASE 4: EXAMINATIONS

#### 1. SUBMISSION OF DISSERTATION/THESIS

- 1.1 When a student's thesis is nearing completion, he/she should inform the Registrar of his/her intention to submit it for examination at least two months before the anticipated date.<sup>10</sup>
- 1.2 For the April/May graduation ceremonies the intention to submit the thesis must be handed in by end of September and for the spring graduation ceremony by the middle of April.
- 1.3 After consulting with the co-supervisor (where applicable), the supervisor gives the student permission to submit the thesis.
- 1.4 A student wishing to submit his/her thesis without his/her supervisor's permission must have the consent of Senate to do so. No dissertation may be handed in unless it is accompanied by a written declaration from the supervisor in which permission is granted for the examination of the dissertation. Such a declaration does not imply that the supervisor considers the dissertation acceptable.
- 1.5 Although students can therefore appeal to Senate, it is in their own interest to obtain the necessary permission.
- 1.6 Final submission dates are the end of November for the April/May graduation ceremonies and the middle of June for the spring graduation ceremony. If submission takes place after the end of November, but before the end of February, the student will only graduate at the following spring graduation ceremonies, but need not re-register and pay.
- 1.7 Should submission take place after the end of February, the student must formally re-register and pay the full fees.
- 1.8 Since degrees are awarded on two occasions every year there is no provision for extending these closing dates.
- 1.9 Doctoral candidates may be called upon to deliver an oral defence (*viva voce*) of their thesis. Colleges which require this will obtain the necessary permission from their College Boards and will notify students in advance of registration.

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<sup>10</sup> See Annexure "C" paragraph C3 for example of notice

## 2. REQUIREMENTS FOR THE THESIS

- 2.1 Once a student's registration has been accepted, he/she must address all correspondence in connection with the thesis itself to his/her supervisor.
- 2.2 The University will not accept a thesis that has previously been submitted for a degree at another university. A student may, however, include material from any existing publications in the thesis, provided that it is clearly indicated as such.
- 2.3 The general arrangement is that a student submits completed work to the supervisor, usually chapter by chapter, for perusal and comment.
- 2.4 The thesis must be printed in the A4 or A5 format, on good quality paper which does not permit undue show-through, using at least one and a half spacing (except footnotes and quotations which may be in single spacing) and leaving a left margin of at least 2 centimetres. The thesis must, in the opinion of the University, be neat and legible.
- 2.5 If there is uncertainty about the printing quality or the suitability thereof, students would be well advised to submit to the Registrar a print-out of approximately two pages, to ensure that it meets the desired standards of legibility.
- 2.6 A summary of not more than 350 words (150 words in the case of a master's dissertation), in the language in which the thesis is written, forms an integral part of the thesis and must be included in the front of each copy of the thesis before the copies are bound. It must also be incorporated in the electronic copy. If the thesis is not in English, each copy of the thesis must also contain a copy of the summary in English, which must be bound in the front of the bound copies.<sup>11</sup>
- 2.7 In order to assist the Library with the retrieval of information, students must give approximately ten key terms which describe the topic of the thesis at the end of the summary of the thesis. If the thesis is not written in English, the key terms in English must be given at the end of the English summary. An example of key terms for a thesis is included in Annexure "C" paragraph C1.
- 2.8 Except with the special permission of Senate, no thesis may be handed in unless it is accompanied by a written declaration from the supervisor in which permission is granted for the examination of the thesis. Such a declaration does not imply that the supervisor considers the thesis acceptable.
- 2.9 For examination purposes a candidate must submit three copies of the thesis, bound between soft covers with a glued spine or good quality ring-binding, to the Registrar, provided that the University reserves the right to demand that more than three copies be submitted.<sup>12</sup> The title of the thesis and the name of the candidate must appear on the cover.
- 2.10 The examination copies must be accompanied by:
  - (a) the following statement by the candidate:

I declare that ..... (title of thesis) is my own work and that all the sources that I have used or quoted have been indicated and acknowledged by means of complete references. (The thesis will not be examined unless this statement has been submitted.)

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11 See also Part 5 paragraph 2.10(b)

12 See Part 5 paragraph 3: Additional copies

- (b) A loose copy of the summary in English, in the following form, for publication by ProQuest Information and Learning:
  - (i) (full approved title of the thesis) ..... (English translation of the title if the thesis is not written in English)
  - (ii) by (initials and surname of candidate) .....
  - (iii) Degree: .....
  - (iv) Subject: .....<sup>13</sup>
  - (v) Supervisor: .....
  - (vi) Co-supervisor (if applicable): .....
  - (vii) Summary
- (c) A copy of the title page of the thesis (required by ProQuest Information and Learning).<sup>14</sup>
- (d) A doctoral candidate must also submit his/her curriculum vitae (< 350 words).

2.11 If a candidate's thesis is not accepted, one or more examination copies may, at the exclusive discretion of the Registrar, be returned to the candidate after the lapse of one year. These copies remain the property of the University.

### 3. ADDITIONAL COPIES

- 3.1 After approval of the thesis, and before conferment of the degree, the candidate must submit the text of the thesis in electronic format and the same text in a further three printed copies (unless special permission has been granted to submit fewer than three) which must comply with the following requirements:
  - (a) One of the copies must not be bound; and
  - (b) the remaining two copies must be bound between hard covers with a glued spine. The title of the thesis and the name of the candidate must appear on the cover as well as on the spine of each bound copy.
- 3.2 A candidate for the LLD degree whose thesis has been accepted is requested

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<sup>13</sup> (iv) is not applicable in the case of the degrees LLM, MA in Health Studies, MPH, M Compt, MA in Clinical Psychology, MA(SS) (Mental Health), MPA, MA (International Communication), MVA, MMus, MA with specialisation in Organisational Communication Research and Practice, MA with specialisation in Ancient Languages and Cultures, MA with specialisation in Sociolinguistics, MA with specialisation in Applied Linguistics, MA with specialisation in TESOL, MInf, MEd with specialisation in Guidance and Counselling, MEd with specialisation in Adult Education, MEd with specialisation in Comparative and International Education, MEd with specialisation in Curriculum Studies, MEd with specialisation in Early Childhood Education, MEd with specialisation in Educational Psychology, MEd with specialisation in History of Education, MEd with specialisation in Open and Distance Learning, MEd with specialisation in Philosophy of Education, MEd with specialisation in Socio-education, MEd with specialisation in Inclusive Education, MEd with specialisation in Environmental Education, MEd with specialisation in Natural Science Education, MEd with specialisation in Mathematics Education, DCompt, DPA, DMus, LLD and DBL. In the case of a Master's or a Doctor's degree in Classics (not Latin or Greek) and a Doctor's degree in Health Studies, department must be inserted in the place of subject.)

<sup>14</sup> See example – Annexure “C” paragraph C2

to submit, in addition to the additional number of copies stipulated in Part 5 paragraph 3.1, a further bound copy which will be forwarded by the office of the Executive Dean to the library of the Supreme Court of Appeal.

3.3 It should be borne in mind that the degree will not be awarded unless the student complies with all the requirements, including the submission of the additional copies, before a date set by the University.

3.4 The following formats are acceptable:

- ASCII (txt);
- MS Word (.doc);
- WordPerfect (.wpd);
- Rich Text Format (.rtf);
- PDF Image Formats: GIF; JPEG; TIFF

#### **4. CESSION OF COPYRIGHT AND PUBLICATION OF THESIS AND JOURNAL ARTICLE**

4.1 The copyright subsisting in a thesis submitted to the University in fulfilment or part fulfilment of a master's or a doctor's degree shall vest in the University, irrespective of whether such a thesis is accepted or not.

4.2 Consequently a cession of the copyright is required. On the registration form, the attention of students is drawn to the fact that by signing the form they cede to the University of South Africa the entire copyright, including the electronic rights, subsisting in any thesis they may complete for the degree concerned at the University. In exceptional circumstances, they may apply for exemption from the cession of copyright. Such an application must be fully substantiated.

4.3 If a student's thesis is not accepted, he/she may apply that one or more examination copies, at the exclusive discretion of UNISA, be returned to him/her after the elapse of one year and apply to have the copyright ceded back to him/her by the University. These copies remain the property of the University.

4.4 No thesis, or any adaptation thereof, shall be published, in print or electronic format, without the permission of the University. Such permission may be granted subject to:

- (i) the applicant effecting such changes as may be recommended by the supervisor, examiners or others and such other conditions as the University may from time to time deem fit;
- (ii) some reference, in the published work, to the fact that it was submitted to the University of South Africa in the form of a thesis;
- (iii) three copies of the published work being handed in to the supervisor;
- (iv) in the case of electronic publishing, an appropriate link being made to the UNISA website.

4.5 Matters will be expedited if students, when they apply to the Registrar for permission to publish the thesis, provide particulars such as the form in which it will be published (e.g. abridged, unabridged, soft cover, hard cover, etc) and the name of the publishers.

4.6 A student who wishes to publish a journal article based on research leading to or flowing directly from a thesis shall obtain prior permission from his/her supervisor. Such permission is granted subject to:

- (i) the supervisor approving the article to be submitted for publication;
  - (ii) acknowledgement in the article that it is based on research for a thesis at the University of South Africa;
  - (iii) a copy of the published article being sent to the supervisor.
- 4.7 Exemption from the operation of this Rule<sup>15</sup> will be granted in exceptional circumstances only.

## **5. SCIENTIFIC ARTICLE**

- 5.1 A student in the College of Science, Engineering and Technology who must submit a thesis/dissertation/dissertation of limited scope/short dissertation for examination must, together with the examination copies thereof, submit the same number of copies of a scientific article in the form of either a manuscript or a reprint of an article which is based on the research.
- 5.2 All students registered for master's and doctoral degrees are also strongly encouraged to submit a scientific article during or after their course of studies.
- 5.3 The article must, where applicable, be written under the guidance of the student's supervisor and, if applicable, the co-supervisor.

## **6. APPOINTMENT OF EXAMINERS**

- 6.1 When a student has declared an intention to submit the thesis, this intention is sent to the supervisor for consent to such submission. (Sometimes provisional consent is given in order to get the administrative processes going. An example would be if the supervisor wishes to see the final version of one or more chapters. This, however, is a matter between the student and the supervisor.)
- 6.2 If the supervisor is agreeable, the Chairperson of the Department proceeds to recommend examiners. The Chairperson of the Department may choose to consult the supervisor and other senior members of the academic department. The names and abbreviated CVs of the recommended examiners are forwarded to the College Examinations Committee (or equivalent College Committee) which makes recommendations to the College Higher Degrees Committee or the College Executive Committee for approval.
- 6.3 Each external examiner receives beforehand a letter of appointment from the Registrar explaining the University's policy regarding examination and internal examiners are also informed by the Registrar beforehand of their appointment. The external examiners have to sign and return an acceptance form.
- 6.4 The panel of examiners must consist of at least the following members:
- 6.4.1 a non-examining chairperson, normally the Chairperson of the Department or some other senior member of the department whose rank should be at least equal to that of the other members of the panel of examiners; on the understanding that the non-examining chairperson could also be the Chairperson of another department, a Director, a Deputy Executive Dean or the Executive Dean of the College/School;
  - 6.4.2 two examiners for a Master's degree of which at least one is external, and three examiners for a doctoral degree of which at least two must be external with one being preferably an international examiner. The

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<sup>15</sup> See paragraphs 4.2 – 4.6 above

supervisor may not be a member of the examining panel but should submit a report on the candidate after the dissertation has been submitted for examination. This report will not be sent to examiners but is held by the non-examining chairperson.

- 6.5 Examiners are allowed six weeks to examine a thesis. The non-examining chairperson must ascertain whether the examiners have received the dissertation. If the non-examining chairperson fails to submit the final report to the Executive Dean by the beginning of March, the degree will not be awarded at the April/May graduation ceremony. For the September ceremonies the final date is the middle of August.

## **7. DUTIES OF THE NON-EXAMINING CHAIRPERSON**

### **7.1 Administrative**

- 7.1.1 The completed Report of the Panel of Examiners<sup>16</sup> is regarded as the examiners' final recommendation. If an examiner's report conflicts with this report in any way, the non-examining chairperson has to settle the matter with the examiner before submitting his/her composite report to the Executive Dean of the College who signs off the report and forwards results to the Directorate: Student Admissions and Registrations for processing and to the College Examinations Committee for noting. If the recommendation is not unanimous, the result is also referred to the Chairperson of Senate or anyone he/she delegates the authority to for approval.
- 7.1.2 The non-examining chairperson has access to a thesis, but does not examine it. His/her recommendations are based on the examiners' reports and, where necessary, the various methods applied in an attempt to reach consensus. One of these methods may be to consult the supervisor's written report on the student. The non-examining chairperson shall assess and weight the examiners' reports, giving due consideration to critical content, and write a composite report describing his/her findings and recommendations on the examiners' reports. Included in the composite report should be an account of the history and process of the examination.
- 7.1.3 The result of a master's dissertation, be it a matter of passing, passing with distinction or failing, is not decided on the basis of the average of the marks awarded by the different examiners but on a judicious appraisal of the examiners' reports.
- 7.1.4 On no account should the non-examining chairperson change or amend the examiners' reports or forms.
- 7.1.5 After the result of a student's thesis has been approved, the non-examining chairperson should make the examiners' reports available to the Chairperson of the Department, the supervisor, the co-supervisor, the candidate and the other examiners if requested. Examiners are told in advance that their reports will be given to the candidate and they will be asked to indicate on the form if they wish to remain anonymous.
- 7.1.6 Once the result of a student's thesis has been approved, the non-examining chairperson must

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<sup>16</sup> See Annexure "D"

- (a) write to each of the external examiners,
  - (i) thanking them for their participation in the examination and their recommendations;
  - (ii) informing them of the result; and
  - (iii) informing them that their suggested improvements, if any, have been taken into account to the satisfaction of the University; and
- (b) make available the examiners' reports as explained above. The Directorate: Student Admissions and Registrations will refer the student's file to the non-examining chairperson for this purpose.

## **7.2 Function in the event of consensus on a pass or a distinction**

### **7.2.1 The non-examining chairperson:**

- receives all the examiners' reports;
- peruses them carefully;
- establishes whether the improvements (if specifically required by any of the examiners) have been made in the additional copies of the thesis via the supervisor or provides acceptable reasons why the required improvements need not be made;
- obtains the report of the supervisor in good time, stating that the improvements, if required, have been made; and,
- finally, ensures that the synoptic chairperson's report and recommendations pertaining to the requirements that a thesis must show proof of original work and must be a decided contribution to the knowledge of and insight into the subject (based on and accompanied by the examiners' reports and including a percentage mark for a master's dissertation) reaches the Executive Dean in time (by the beginning of March or middle of August).

7.2.2 In the event that the required improvements are of a more serious nature, but not so serious as to require re-examination of the thesis, then the improvements must be made to the satisfaction of both the supervisor and the non-examining chairperson. The supervisor shall confirm in a letter to the non-examining chairperson that the changes have been made to the respective manuscript submitted. The non-examining chairperson will then forward the file with the result and his/her report, as well as the letter of the supervisor confirming the changes that have been made, to the Executive Dean of the College.

## **7.3 Function in the event of consensus on a failure**

### **The non-examining chairperson:**

- receives all the examiners' reports;
- peruses them carefully; and
- ensures that the synoptic chairperson's report and recommendations pertaining to the requirements that a thesis must show proof of original work and must be a decided contribution to the knowledge of and insight into the



subject (based on and accompanied by the examiners' reports) reaches the Executive Dean in time.

#### **7.4 Function in the event of consensus on a revision**

7.4.1 The non-examining chairperson:

- receives all the examiners' reports;
- peruses them carefully; and
- ensures that the synoptic chairperson's report and recommendations pertaining to the requirements that a thesis must show proof of original work and must be a decided contribution to the knowledge of and insight into the subject (based on and accompanied by the examiners' reports - in this case to the effect that the candidate be given the opportunity to revise his/her dissertation/thesis) - reaches the Executive Dean in time. After the result has been communicated by the Directorate: Student Admissions and Registrations copies of the letter are forwarded to the Executive Dean, Chairperson of the Department, non-examining chairperson, supervisor and co-supervisor.

7.4.2 After consultation, the non-examining chairperson:

- must compile a detailed excerpt from all the examiners' reports concerning points (both technical and substantive) to be revised and forward it to the candidate, and
- duly informs the Chairperson of the Department that this has been done.

7.4.3 Unless Senate should decide otherwise, the revision has to be accomplished within a year. After being revised, the dissertation/thesis is examined by the same panel of examiners if at all possible. No thesis may be revised and resubmitted for examination more than once without special permission of Senate.

7.4.4 All the examiners have to examine the entire revised thesis.

#### **7.5 Function in the event of lack of consensus on a pass, distinction or revision**

7.5.1 The non-examining chairperson:

- receives all the examiners' reports;
- peruses them carefully and seeks to achieve consensus by:
  - consulting with individual examiners and/or
  - calling together all the examiners and/or
  - calling in the candidate for questioning by all the examiners.

This also applies when there is a lack of consensus on what has to be revised. At this stage, the non-examining chairperson can disclose to each examiner the views and recommendations of the other.

7.5.2 When there is sustained, sharp divergence of opinion, and efforts to reach consensus have failed, a further external examiner may be appointed by the College/School Examinations

Committee/College/School Executive Committee. One of two procedures will be followed:

- (a) the additional examiner will be sent a copy of the thesis and asked to provide an independent report on the candidate's thesis; or
- (b) the additional examiner will be sent a copy of the thesis as well as copies of the reports of the original examiners. The names and addresses of these original examiners will be deleted from the copies of the reports sent to the additional examiner who is required to take into account and comment on the recommendations of the original examiners. The report of the additional examiner is forwarded to the College/School Examinations Committee/College/School Executive Committee for recommendation to the Chairperson of Senate or anyone he/she delegates the authority to.

If the outcome of such arbitration process is a recommendation of resubmission after extensive revision, the original panel of examiners should be appointed to examine the thesis.

7.5.3 In the case of a doctoral examination where a majority report in favour of a failure, pass or revision is clearly acceptable to the non-examining chairperson, he/she may, preferably after mutual deliberation has failed to achieve consensus, but without calling the candidate in for questioning, recommend the majority report (via the Executive Dean) to the Chairperson of Senate or anyone he/she delegates the authority to as the result.

7.5.4 In special circumstances and with appropriate substantiation, the non-examining chairperson may also recommend a **minority report in favour of revision or a pass** to the Chairperson of Senate or anyone he/she delegates the authority to (via the Executive Dean) on the basis of the examiners' reports, mutual deliberations and/or (if it in fact had occurred) questioning of the candidate and/or additional examiners' reports. The examiners' reports must accompany the non-examining chairperson's recommendation.

7.5.5 In the case of a Master's examination where **a possible distinction is at stake**, a unanimous recommendation in favour of the distinction is preferred. External examiners are asked to be decisive in their reports on whether a distinction should be awarded. However, the non-examining chairperson must look carefully at the substantiations supplied in each examiner's report recommending or not recommending a distinction. If one examiner is clearly in favour of a distinction and the other is clearly not in favour, the non-examining chairperson should attempt to resolve this by referring the matter to the examiner not in favour of a distinction. If this fails to resolve the matter, the non-examining chairperson must submit a report which includes the attempt at resolution to the College Examinations Committee/Executive Dean for a recommendation and to the Chairperson of Senate or anyone he/she delegates the authority to for approval. The non-examining chairperson must recommend whether or not the candidate should pass with distinction.

7.5.6 Difficult cases, in the estimation of the Chairperson of Senate or anyone he/she delegates the authority to, may be submitted to the Senate Higher Degrees Committee.

7.6 In cases where the Chairperson of Senate or anyone he/she delegates the authority to does not agree with the recommendation of the College/School

Executive Committee, the matter must be referred to the Senate Higher Degrees Committee.

## 8. INSTRUCTIONS TO EXAMINERS

- 8.1 The examiner's report and the enclosed form must be forwarded **directly to the non-examining chairperson of the panel of examiners** by registered post **before the closing date**. If an examiner's report does not reach the non-examining chairperson by the due date there is a possibility that the candidate will not receive his/her degree at the next graduation ceremony.
- 8.2 Examiners are at liberty to compile their reports as they see fit, but **where applicable** they should pay attention to the following:
- **The University rules** stipulate that a master's dissertation should demonstrate the candidate's ability to work independently and that a doctoral thesis should show evidence of original work and constitute a decided contribution to the knowledge of and insight into the subject.
  - **Scientific and academic standard of research**
    - research procedures and techniques;
    - methodology;
    - demarcation and scope of research;
    - theoretical substantiation;
    - exploration of the literature;
    - grasp of the field of research.
  - **Scientific and academic quality of processing and presentation**
    - processing,
    - presentation and analysis of data;
    - structure and logical development/arrangement of content (internal coherence and classification);
    - critical findings and
    - recommendations.
  - **Language and editing.**
  - **Technical presentation and layout.**
  - It would be appreciated if examiners would also indicate whether they regard parts and/or the substance of the dissertation/thesis as **publishable**.
- 8.3 The report should clearly indicate whether the dissertation/thesis is:
- accepted unamended
  - accepted only after improvements (as specifically requested) have been made in the additional copies
  - referred back for revision and resubmission for examination
  - rejected.
- 8.4 An examiner may, if he/she deems it necessary, recommend that the candidate be called in for questioning before the result is finalised.
- 8.5 Doctor's degrees are not awarded with distinction at UNISA and consequently no percentage mark is assigned to doctoral theses. Percentage marks are assigned only to master's dissertations. The pass mark is 50% and the distinction mark is 75%.

- 8.6 Examiners must arrive at their findings and compile their reports independently from one another.
- 8.7 Examiners have to complete the result form and attach it to their reports. The recommendation on the completed form must correspond with that in the written report. Nevertheless the completed form is regarded as the examiner's final recommendation.
- 8.8 If an examiner finds that a dissertation/thesis is unacceptable as it stands, he/she may recommend that the candidate revise it and resubmit it for examination. In that case he/she must furnish the non-examining chairperson with an indication, on a separate sheet of paper, of suggested improvements. When a dissertation/thesis is referred back for revision, excerpts from the examiners' reports will be made available to the candidate. If at all possible, the revised dissertation/thesis should be examined by the same panel. No thesis may be revised and resubmitted for examination more than once without special permission of Senate.
- 8.9 In the event of a difference of opinion among examiners, the final decision rests with the Senate Higher Degrees Committee. Normally, however, an attempt is made to reach consensus through mutual deliberation.
- 8.10 The examination copy of a dissertation/thesis which has been accepted or which must be revised may be retained by the examiner. A dissertation/thesis which has been rejected must, however, be returned to the Registrar.
- 8.11 Remuneration of external examiners will automatically be attended to after the result has been approved and examiners need, therefore, not complete a claim form.
- 8.12 In the following degrees a candidate must also submit a scientific article which is based on his/her dissertation/thesis. The purpose thereof is to give the candidate training in the writing of a scientific article. This provision is applicable only to examiners for the degrees of:
- MSc and PhD in the College/School of Science;
  - the degree MA(Cur) - option B;
  - master's and doctoral degrees in the Department of Psychology (Clinical Psychology excluded);
  - the DEd degrees.

The College Board will recommend to Senate for approval the degrees for which the addition of a scientific article is indicated as necessary for the completion of the degree.

- **Master's dissertation**

Since an original contribution to the subject is not a necessary condition for a dissertation, the article need not necessarily be publishable for it is not necessarily going to be submitted for publication. The examiner must, therefore, comment largely on the style and structure of the article. If, however, the article does contain an original new contribution to the subject, then it would be appreciated if the examiner would comment on its suitability for publication in a refereed subject journal.

- **Doctoral thesis**

Since an original new contribution to the subject is required for a thesis, the examiner is expected to comment on the suitability of the article for publication in a refereed subject journal.

- 8.13 In exceptional cases, a Master's dissertation may be of such a standard that an external examiner deems it worthy of being awarded Doctoral status. External examiners are asked to indicate on the examination form if such a case occurs.

## 9. CONFIDENTIALITY AND SECRECY OF DISSERTATIONS AND THESES

- 9.1 The University considers it important that research findings obtained under the patronage of a university should be published. Consequently students, and supervisors are encouraged to negotiate with persons and institutions who desire confidentiality and secrecy so that a research topic or title may be presented without its results being classified.
- 9.2 The University nonetheless realises that in **exceptional** cases and in the interests of a student, an employer, an institution or the State, a dissertation/thesis, or a part(s) thereof, may have to be classified as confidential or secret and its availability restricted. To this end the University of South Africa has accepted the following: Unless otherwise decided by Senate a student who wishes his/her dissertation/thesis or a part(s) of the dissertation/thesis to be treated as confidential/secret, must submit a fully substantiated application, supported by the institution concerned, when the title or topic of the projected dissertation/thesis is initially submitted for approval to the Registrar. If it is approved that a dissertation/thesis should be kept confidential/secret, the procedure to be followed will be determined by Senate.
- 9.3 The University of South Africa furthermore subscribes to the principle that no employee, appointed examiner, typist, binder or any person receiving a copy of a classified dissertation/thesis may be obliged to complete a security questionnaire or fingerprint form. If such procedures are in fact mandatory and security clearance cannot at any stage be obtained voluntarily, the student will have to accept that he/she cannot continue with the proposed dissertation/thesis. However, the University is not opposed to the principle that persons who agree to receive copies of the dissertation/thesis may have to undergo security clearance and complete a fingerprint form.
- 9.4 A dissertation/thesis may not contain a declaration to the effect that the document is the property of a government department or some other institution. If a classified dissertation/thesis is accepted, however, its contents or any part thereof is naturally subject to the provisions of the relevant security legislation, other legislation or common law principles. A conspicuous notice to this effect must be displayed on the first page of every copy of the dissertation/thesis. The University will not insist that the dissertation/thesis should state that copyright is vested in the University.
- 9.5 To keep the thesis confidential or secret in the interest of the State or other parties, the following requirements and procedures have to be observed:
- 9.5.1 To keep the thesis confidential or secret, the student, supported by his/her employer or the institution requiring confidentiality, must submit a fully substantiated application when initially submitting the title or topic for approval. All applications for confidentiality/secrecy have to be approved by the College/School Executive Committee on recommendation of the relevant Chairperson of the Department. The panel of examiners must be appointed at the latest by the closing date for registration of the year when the student proposes submitting his/her thesis for examination. As soon as confidentiality/secrecy in the interest of the State or other parties has been approved, the following procedures have to be followed unless Senate approves alternative procedures.

- 9.5.2 If the institution which requested confidentiality/secretcy should so desire, the thesis in a semi-finished form and before examination, may be submitted to the institution concerned for final clearance or classification.
- 9.5.3 As soon as the thesis is ready for examination it is the supervisor's duty to receive the examination copies and forward them to the examiners. Once the dissertation/thesis has been received and forwarded to the examiners the supervisor must forthwith inform the Registrar.
- 9.5.4 After the examination has been completed, the supervisor is responsible for the recovery of the examiners' copies which he/she must personally deliver to the Registrar, or, if so required, to the relevant institution for safekeeping. If a thesis is not accepted, the Registrar must return all examiners' copies within one year to the institution which had requested confidentiality/secretcy or, where necessary, to the student himself/herself.
- 9.5.5 The additional copies of the thesis which have to be submitted after acceptance must be handed to the supervisor, who must likewise deliver them personally to the Registrar or, if so required, to the institution concerned for safekeeping.
- 9.5.6 If requested, the Registrar must furnish the institution requiring confidentiality/secretcy with a distribution list containing the names of all persons and/or institutions who will receive copies of the thesis.
- 9.5.7 An embargo for an agreed period - normally a maximum of three years - will be placed on the accepted thesis, where after it will be distributed for normal reference purposes unless the institution requiring confidentiality/secretcy should request an extension of the period. Examiners' reports will also be treated as confidential.
- 9.5.8 If a thesis is written on the basis of a research grant, the grant holder and/or the institution requiring confidentiality/secretcy must furnish the Registrar with an agreement concluded with the sponsor financing the research concerning progress reports and copies of the final report.
- 9.5.9 Even if a thesis is classified confidential/secret, its title shall not be so classified. If it is requested that the title should not disclose the confidential/secret nature of the dissertation/thesis, it would be advisable to formulate the title accordingly from the outset.
- 9.5.10 Where necessary, a student and his/her supervisor may submit to Senate, prior to registration and in consultation with the institution requiring confidentiality/secretcy, alternative procedures to preserve the confidentiality/secretcy of the thesis.
- 9.5.11 Should a student, the supervisor or institution concerned see a need for confidentiality or secretcy in the course of the study, proposals for appropriate procedures may be submitted to the Chairperson of the Department and College/School Executive Committee.

## **10. PERMISSION FOR PUBLICATION**

- 10.1 All applications for publication of a student's thesis or dissertation<sup>17</sup> are considered by the supervisor, who makes a recommendation concerning the proposed publication, indicating whether any amendments have to be made on

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<sup>17</sup> This does not refer to articles arising from the thesis or dissertation.

the basis of the examiners' reports. (If the supervisor is not available, the Chairperson of the Department may make a recommendation on his/her behalf.)

- 10.2 The recommendation of the supervisor is submitted to the Chairperson of the Department and thereafter to the College/School Executive Committee. The latter approves publication and may stipulate any conditions to which publication of or concerning the dissertation/thesis or any part thereof will be subject. Reasons for refusing permission for publication need not be divulged to the student.
- 10.3 Should permission to publish be granted, the Senate Publications Committee is approached to enquire whether the University is interested in publishing the dissertation/thesis. If the University wishes to publish the dissertation/thesis, the student is informed that his/her application has been granted, that publication must take place in consultation with his/her supervisor and that three copies of the published work must be forwarded to the Head: UNISA Press.
- 10.4 Should the University wish to publish the dissertation/thesis, the author will be approached by the Senate Publications Committee.

## **11. RE-ADMISSION AFTER FAILURE**

- 11.1 Doctor's degrees: No person may present himself/herself for the examination more than once, except with the special permission of Senate.
- 11.2 Master's degrees: No person may submit a dissertation or a dissertation of limited scope or short dissertation for examination more than once without the special permission of Senate.
- 11.3 For the following degrees, no person may repeat any part of the examination without the special permission of Senate:
  - MA in Clinical Psychology,
  - MA(SS)(Mental Health),
  - MMus with specialisation in Performance,
  - MEd with specialisation in Guidance and Counselling, as well as for
  - Option 1 of the Master's degree in Industrial Psychology.

## **PART 6**

### **SUMMARY OF POWERS OF FINALISATION**

#### **1. ADMISSION**

If a student has the necessary qualifications, the Chairperson of the Department may admit him/her. If he/she does not have these qualifications but may possibly qualify for admission on other grounds (e.g. "other qualifications", if a person wishes to register for further studies for which the possession of a degree is a prerequisite, but did not obtain such degree at UNISA, Senate may admit him/her to such further studies by virtue of a degree obtained at another university or by virtue of appropriate studies at another recognised institution), the application is submitted to the Chairperson of the Department and the College/School Executive Committee.

## **2. REJECTIONS<sup>18</sup>**

Any rejection should be submitted to the College/School Executive Committee and appeals against such rejection should also be sent to the Chairperson of Senate or anyone he/she delegates the authority to for approval. (This applies also to a refusal to allow a student to re-register.)

## **3. APPROVAL OF TITLES AND SUPERVISORS**

The Chairperson of the Department makes a recommendation to the College/School Executive Committee (or the Executive Dean) for approval. Details are submitted at the next meeting of the Board of the College/School (or, if it is too late, at the first subsequent meeting) for noting.

## **4. APPROVAL OF SUBJECTS FOR THE DOCTOR'S DEGREES AND, WHERE APPLICABLE, OF PAPERS FOR MASTER'S DEGREES**

The subjects/papers are recommended by the Chairperson of the Department for approval by the College/School Executive Committee/Executive Dean.

## **5. EXAMINERS**

### **5.1 For master's dissertations and doctoral theses**

Examiners are recommended by the Chairperson of the Department and approved by the College Higher Degrees Committee/College/School Executive Committee/Executive Dean.

### **5.2 For doctoral subjects and, where applicable, for master's papers**

Examiners recommended by the Chairperson of the Department are approved by the College/School Executive Committee/Executive Dean.

## **6. RESULTS**

### **6.1 For master's dissertations and doctoral theses:**

- The non-examining chairperson's recommendation is submitted to the Executive Dean for approval.
- If the recommendation is not unanimous, it is also submitted to the College/School Executive Committee/College Examinations Committee for its recommendation and the Chairperson of Senate or anyone he/she delegates the authority to for approval.

### **6.2 The Registrar informs successful students of the percentage awarded for their master's dissertations and the acceptance of a doctoral thesis.**



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<sup>18</sup> See Part 2: paragraph 3





CODE OF CONDUCT / SUPERVISION  
AGREEMENT BETWEEN GRADUATE  
STUDENT AND SUPERVISOR

Supervision agreement between

..... (name of graduate student)

..... (signature)

..... (date)

and

..... (name of supervisor)

..... (signature)

..... (date)

is designed to ensure that the supervision experience is as mutually productive as possible.

**CANDIDATURE DETAILS**

**A1** Full name of candidate: .....

**A2** Academic and professional qualifications:

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**A3** Candidate's experience: (in his/her own words) giving particular attention to research experience and mastery of techniques/second languages/equipment as may be relevant (Attach details if necessary)

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**A4** Project description and thesis/dissertation title: (attach full details)

**A5** Personal particulars

- (a) student number:.....
- (b) current address:.....
- (c) e-mail:.....
- (d) telephone number(s) .....

### THE SUPERVISION ARRANGEMENTS

**General obligations of supervisors are outlined in the Procedures. By signing this document, both parties acknowledge their understanding of the general expectations it contains.**

**A6** Supervisor:

- (a) Initials & surname: .....
- (b) Contact details:.....
- (c) Department:.....

**A7** Responsibilities for supervision in this case (in addition to the standard set as listed in the Procedures)

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**A8** Co-supervisor(s)/tutor/mentor, if any:

(a) Initials & surname: .....

Department: .....

Institution: .....

Responsibilities: .....

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(b) Initials & surname: .....

Department: .....

Institution: .....

Responsibilities: .....

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**EXPECTATIONS**

**B1 Supervisor's expectations**

The supervisor must set out in as much detail as he/she can what he/she expects of the candidate, including (where relevant) an assessment of the time to be spent on each phase of the project:

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**B2 Supervisor's plans and commitments**

2.1 The supervisor must set out his/her plans for providing –

(a) supervision (nature, frequency, progress reports);

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(b) financial support where applicable (for example in cases where the supervisor and the student are involved in a research group or funded research project; see B3 for detail);

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(c) project finance, space, equipment and operating costs; and

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(d) travel and/or publication support

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2.2 Supervision arrangements

- (a) Expected absence of supervisor(s) on leave/sabbaticals (giving arrangements for supervision if away for more than 2 months in any one year) during the next 3 years:

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- (b) **Field work:** Outline arrangements for field work

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- (c) **Laboratory work:**  
Outline laboratory arrangements (if any) and supervision arrangements for laboratory work

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- (d) **Courses and classes**  
List any class, workshop or course that the student must attend as a pre-requisite and costs associated with this.

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**FUNDING PLANS**

- B3** Specify all approved financial assistance to support this study, and if necessary, how these funds are to be used.

| Years | Category                 | Use | Source | Amount |
|-------|--------------------------|-----|--------|--------|
|       | Bursaries, salaries      |     |        |        |
|       | Computers and stationery |     |        |        |
|       | Laboratory costs         |     |        |        |
|       | Fieldwork                |     |        |        |
|       | Equipment                |     |        |        |
|       | Conferences and courses  |     |        |        |
|       | Other running costs      |     |        |        |
|       | <b>TOTAL</b>             |     |        |        |

Note: If, on withdrawing or being refused re-registration the student becomes contractually obliged to repay any of the above. This should be noted. Funding from external agencies may stipulate such a provision. (The NRF sometimes does this.) If a lack of progress is due to factors beyond the student's control (e.g. health problems or unavoidable contingencies) the student may not be obliged to repay these funds, and the supervisor(s) should negotiate with the funding agencies for this stipulation to be waived.

**B4. THE CANDIDATE'S EXPECTATIONS**

**B4.1** The candidate must set out in as much detail as he/she can and what he/she expects of the supervisor especially giving attention to access to research facilities.

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**B4.2** Comment by supervisor on this:.....

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**B5. The candidate’s plans and commitments**

**5.1** The candidate must set out his/her plan for the project, and a detailed time commitment of what he/she plans to give to the project.

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**5.2** Comment by supervisor:.....

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**C. INTELLECTUAL PROPERTY ISSUES**

All intellectual property issues are set out in the *Procedures for Master's and Doctoral Students*

**C1. Observations by the Chairperson of the Department**

I have reviewed this completed Code of Conduct/Supervision Agreement and am satisfied that it reflects the shared understanding of supervisor and candidate and that the department is able to meet the obligations to the candidate set out in this Code of Conduct/Supervision Agreement:

Signed: .....

Name: .....

Date: .....

**C2. Observations by the Executive Dean/Dean's nominee**

I have seen this completed Code of Conduct/Supervision Agreement and I have the following comments:

.....  
.....  
.....

Signed: .....

Name: .....

Date: .....

Once seen by all parties, copies must be returned to and retained by the candidate, supervisor, Chairperson of the Department and College Higher Degrees Committee.



B1. EXAMPLE OF A POSTGRADUATE STUDENT PROGRESS  
REPORT

1. **DATE OF REPORT:** .....
2. **DEPARTMENT:** .....
3. **FOR THE PERIOD ENDING APRIL 200.... / SEPTEMBER 200.....**
4. **SELF-ASSESSMENT** (to be completed by the student and returned to the Chairperson of the Department)

**4.1 PERSONAL INFORMATION/CONTACTS**

**Name:** .....

**Student no:** .....

**Postal-address:** .....

.....

.....

**Tel: Work** (.....).....**Home**..... **Cell** .....

**E-mail address** .....

**4.2 REGISTRATION HISTORY**

**Degree:** .....

**First registration:** .....

**Re-registrations:**

Year 1 .....

Year 2 .....

Year 3 .....

Year .....

Year .....

(Indicate if you deferred your studies during a specific year)

**Expected date of completion:** .....

**Provisional title of dissertation/thesis:** .....

.....

.....

**Supervision** (indicate the relevant name(s) presently applicable)

▪ Supervisor.....

▪ Co-supervisor: .....

▪ Co-supervisor in your country of residence:.....

.....

• Tutor/Mentor.....

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**5. PROGRESS WITH RESEARCH AND WRITING**

**5.1 Describe the progress you have made towards the following:**

- writing of your research proposal

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- chapters

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**6. SUPERVISION**

**6.1 During the last six months/year, approximately how many times have you communicated (meetings, telephone calls, e-mails, etc) with your supervisor and/or co-supervisor?**

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6.2 If you have any concerns related to the quality of supervision, have you discussed them with your supervisor? Are you happy with the outcome?

- Nature of your concern: .....

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- Discussion with supervisor: .....

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- Outcome: .....

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- If not, do you wish to raise the issue confidentially with the Chairperson of the Department?

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## 7. ASSESSMENT OF PROGRESS

How do you assess your progress since your registration (as a new student) or during the past six months

- Better than expected: ahead of schedule towards completion
- Satisfactory: on target towards completion
- A bit disappointing: somewhat behind schedule

- Very disappointing: way behind where I feel I ought to be
- Please provide some comments on your assessment, particularly if you felt your progress was disappointing.

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**8. PLANS FOR COMPLETION**

- Did you compile a schedule towards the completion of your studies?  
 Yes  No

- Please give an outline of the specific research, writing, and other work towards the completion of your studies you plan to achieve over the next six months. Identify specific tasks, goals, and outputs you will produce (i.e. planned drafts of chapters) as well as target dates for achieving them. Attach your progress report.

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- Please provide an updated timetable for your work between now and the submission of your thesis, or attach an existing plan. Attach your time table.
- Based on the above, briefly motivate why the Department of ..... should recommend your re-registration for the 200..... academic year.

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Is there anything else that you would like to bring to the attention of your supervisor(s) or the Department? This could include specific items about your individual progress or general issues that relate to making our department a better one overall for research, teaching and learning.

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.....

**SIGNATURE:** .....

**DATE:** .....

## B2. EXAMPLE OF A SUPERVISOR REPORT

**SUPERVISOR'S NAME:** .....

**STUDENT:** .....

**DEGREE:** .....

**1. Reporting on the student's progress as**

- Supervisor
- Co-supervisor

**2. Briefly assess the student's progress during the past 6 months** (e.g. the student is working towards the submission of the research proposal, revising research proposal, has submitted chapter(s), is revised chapter(s) assessed etc.)

**3. Your rating of the student's progress?** (select one option)

- Satisfactory
- Some concerns about the student's progress
- Serious concerns about the student's progress
- Progress unsatisfactory
- Progress very unsatisfactory

(no work submitted, no communication or whatever is applicable)

**4. In view of your assessment, do you recommend the student's re-registration for the 200.... academic year?**

Yes  No

**5. Other recommendations / remarks you like to be on record? Any concern you want to forward to the Chairperson of the Department?**

**SUPERVISOR'S SIGNATURE:** .....

**DATE:** .....

C1. EXAMPLE OF KEY TERMS USED FOR A THESIS

Title of thesis:

A DIAGNOSTIC MODEL FOR THE PREDICTION OF MATHEMATICS  
ACHIEVEMENT FOR UNIVERSITY STUDENTS

Key terms:

Mathematics achievement; Academic performance; Psychometric measuring  
instruments; Diagnostic tests; First-year university students; Cognitive factors;  
Intelligence; Aptitude; Previous performance; Study methods; Attitudes; Interest;  
Anxiety; Personality; Adjustment.

C2. EXAMPLE OF A TITLE PAGE OF A MASTER'S  
DISSERTATION OR DOCTORAL THESIS

(Title of thesis)

by

(Name of student)

submitted in accordance with the requirements

for the degree of

(eg Doctor of Philosophy)

in the subject

(eg Psychology)

at the

UNIVERSITY OF SOUTH AFRICA

Supervisor: (Name)

Co- supervisor: (Name) (only if appointed)

(Month and year of submission)

C3. EXAMPLE OF NOTICE OF INTENT TO SUBMIT  
DISSERTATION OR THESIS

**NOTICE OF INTENTION  
TO SUBMIT DISSERTATION / THESIS FOR EXAMINATION**

**SURNAME AND INITIALS:** .....

**STUDENT NUMBER:** .....

**DEGREE:** .....

FINAL TITLE OF THE DISSERTATION / THESIS UNDER WHICH IT WILL BE  
SUBMITTED (please print and ensure that the correct wording is used)

.....  
.....  
.....

I HEREBY GIVE NOTICE THAT I INTEND TO SUBMIT MY DISSERTATION /  
THESIS FOR EXAMINATION WITH A VIEW TO THE GRADUATION CEREMONY  
TO BE HELD DURING (please indicate with **X**)

|                    |                   |
|--------------------|-------------------|
| APRIL / MAY 200... | SEPTEMBER 200.... |
|--------------------|-------------------|

.....  
**SIGNATURE**

.....  
**DATE**





REPORT OF THE PANEL OF EXAMINERS<sup>19</sup>

|   |   |   |
|---|---|---|
| <b>STUDENT NUMBER:</b>  | <b>DEGREE:</b>  |   |
| <b>STUDENT NAME:</b>  |   |   |
| <b>TITLE:</b>   |   |   |
| <b>RECOMMENDATION</b><br>(please enter the percentage mark given by the relevant examiner here)     | (a) External examiner <input style="width: 50px; height: 20px;" type="text"/><br>(b) Internal examiner <input style="width: 50px; height: 20px;" type="text"/>  |   |
| <b>THAT THE DISSERTATION OR THESIS</b><br>(Please mark with X)                                      | 1. Be accepted <input style="width: 50px; height: 20px;" type="text"/><br>2. Be revised and resubmitted for examination <input style="width: 50px; height: 20px;" type="text"/><br>3. Be rejected <input style="width: 50px; height: 20px;" type="text"/> |   |
| <b>FINAL MARK FOR MASTER'S DISSERTATION</b> <input style="width: 50px; height: 20px;" type="text"/> |   |   |
| EXAMINATIONS ALREADY PASSED (where applicable will be completed by Administration)                  |   |   |
| <b>SUBJECTS/PAPERS/MODULES</b>  | <b>YEAR</b>   | <b>%</b>  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| <b>FINAL MARK FOR DEGREE:</b> (calculated according to the weights of the different components)     |   | <input style="width: 50px; height: 20px;" type="text"/> |

19 The non-examining chairperson on the panel of examiners must complete the form below and hand it to the Executive Dean and the student file, together with the individual reports of the various examiners.

**GRADUATION DATE:**     APRIL / MAY 20\_\_\_\_\_

                                 SEPTEMBER 20\_\_\_\_\_

|  |           |      |
|--|-----------|------|
| <b>Non-examining chairperson of panel of examiners</b>                         | Signature | Date |
| <b>Executive Dean</b>  | Signature | Date |
| <b>College Executive Committee</b><br>(In case of majority or minority report) | Signature | Date |
| <b>Chairperson of Senate</b>   | Signature | Date |