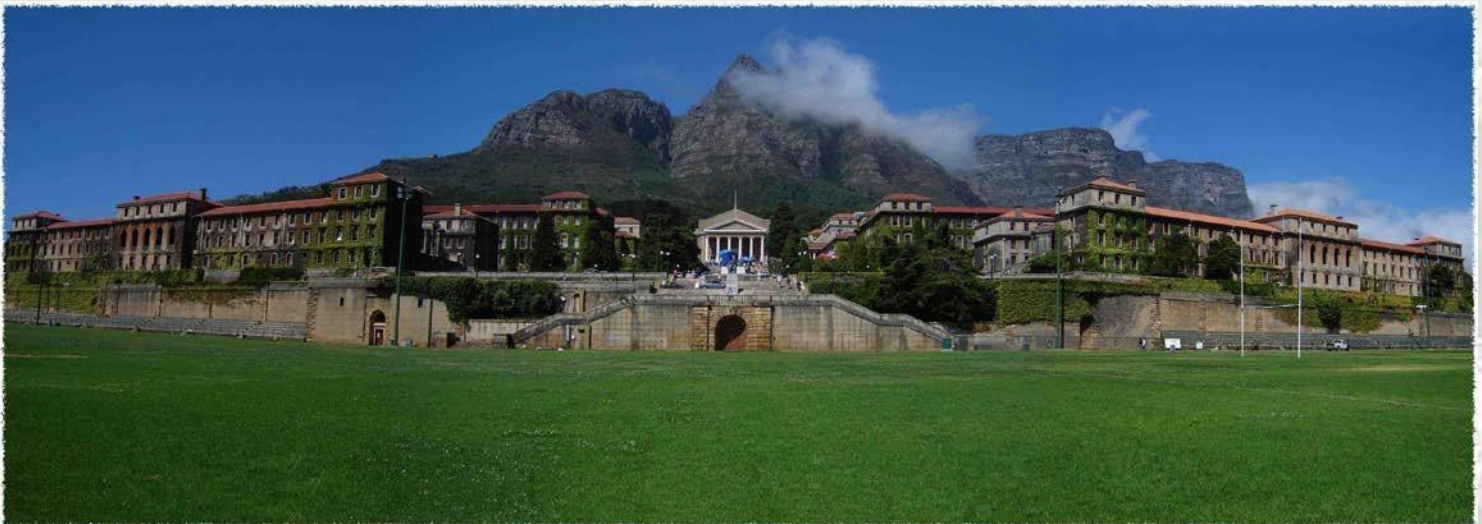




UNIVERSITY OF CAPE TOWN

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT



**RESEARCH-BASED EDUCATION FOR
MASTERS AND PHD STUDENTS: A
HANDBOOK 2021**

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1. MESSAGE FROM THE DEAN

I would like to extend a warm welcome to all new postgraduate students. We are delighted that you have chosen to do your postgraduate study in the Faculty of Engineering & the Built Environment at UCT.

The Faculty has earned an outstanding local and international reputation for its high quality research. The Faculty is proud to have the highest number of research-rated engineering academics in South Africa which means that many of you will be working under supervisors who are recognised by their peers as leading international scholars in their field of research.

The Faculty plays a key role in solving both local and global challenges such as climate change, water scarcity, energy demands, urbanisation, transportation etc. through well-established research facilities and international networks. As a postgraduate student in our Faculty, you will have the opportunity to contribute to some of these challenges.

This Handbook provides comprehensive information on a range of important policies and procedures for postgraduate students at UCT. Please do not hesitate to contact our Faculty Office should you want further information or clarification on our policies and procedures.

I wish you every success in your research and trust that your time at UCT will be both enjoyable and rewarding. I look forward to interacting with you during your stay.

Prof Alison Lewis
EBE Dean

2. USEFUL CONTACT DETAILS

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International Academics Programmes Office

Accounts and Fees Office

Student Housing

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Telephone: 021 650 2822 / 4533

Telephone: 021 650 1704/4076

Telephone: 021 650 1045/2977

3. INTRODUCTION

The Faculty is committed to:

- Making its educational programmes increasingly research-led;
- Increasing both the numbers and the relative proportions of postgraduate students;
- Continually improving the postgraduate educational experience;
- Increasing throughput rates.

The Faculty offers the following postgraduate degrees; Doctor of Philosophy (PhD); a Master's degree and an Honours degree. Master's degrees in the Faculty may be obtained in one of three ways (i) by a 180 credit research dissertation; or (ii) by 60 credits of coursework and a 120 credit dissertation; or (iii) by 120 credits of coursework and a 60 credit dissertation.

This handbook is intended to serve as a guide to postgraduate students. It relates primarily to research-based master's degrees (180-credit research dissertation or the 120-credit research dissertation) and Doctoral degrees. While it draws on other published University documents and Handbooks, it does not replace them. The rules for the various higher degrees are set out in the Handbook General Rules & Policies (Handbook 3 in the UCT series) and the Faculty Handbook (Handbook 7 in the UCT series).

4. WHAT IS THE DIFFERENCE BETWEEN A MASTERS AND A DOCTORAL DEGREE⁽¹⁾

At the most fundamental level, the PhD is the higher degree: it requires more effort and time to obtain. However, in practice the difference is more subtle.

The primary functions of a master's degree are to train students in research and offering some degree of specialisation. It is not necessary that a master's dissertation represent an original contribution. The skills imparted, and which the candidate hones through the process include posing the research question, undertaking a relevant literature review, engaging rigorously with research methods, drawing valid conclusions and communicating findings in a clear, logical and scholarly way. Importantly, the work does not have to contain original findings - it must simply demonstrate a mastery of the methods of research.

The degree of Doctor of Philosophy, on the other hand, certifies that candidates can conduct independent research on their own initiative. Through the thesis candidates must be able to demonstrate that they are at the academic forefront in the topic selected, that the work is original and that it advances knowledge.

FOOTNOTE:

- (1) *This section and section 11 draws on a booklet entitled, "An Information Booklet for our MSc and PhD students" produced by the Faculty of Science, University of Cape Town (undated).*

5. ACADEMIC LOCATION OF THE DEGREES

Master's degrees are departmental degrees: students are located within departments or within departmentally-related research groups. Most Master of Science degrees are discipline-specific. The Master of Philosophy is interdisciplinary, and students are usually located within the department of the primary supervisor. While the PhD is a University-wide degree (the award of the degree is the responsibility of the Doctoral Degrees Board), students are located (academically) with the department of the principal supervisor.

6. MASTER'S DEGREES IN ENGINEERING

The Engineering departments in the Faculty offer a number of Master's degrees. There is sometimes some confusion about the distinction between these. For clarity, these are listed below.

- **Master of Engineering (MEng)**
This is a coursework masters (120 credits of coursework: 60 credits of research). Generally, candidates entering the MEng should have a four-year engineering degree or its equivalent (based primarily on academic qualifications and demonstrated work-place experience).
- **Master of Science in Engineering (MSc Eng)**
This is a research-based degree (120/180 credit dissertation). Generally candidates entering the MSc Eng should have an equivalent of an Honour's degree or a four year engineering degree (HEQSF level 8).
- **Master of Philosophy (MPhil)**
This is a faculty (not a departmental) research degree for candidates engaged in interdisciplinary research dissertations or in a combination of interdisciplinary dissertation and coursework.

A full listing of higher degrees offered in the Faculty is set out in the Faculty Handbook. This reflects recent changes in the Faculty's postgraduate qualification structure.

7. ATTRACTING STUDENTS

- Heads of Departments are encouraged to provide first year undergraduate students an overview of the department's research activities towards the end of the academic year, in order to encourage students to consider the future option of postgraduate study and to enable them to make considered curricula choices.
- Similarly, Heads of Departments should meet with the undergraduate graduating class earlier in the academic year in order to encourage them to consider postgraduate research at UCT and to discuss funding options.

- Heads of Departments should assume the responsibility of identifying outstanding students early in their final year of undergraduate study, in order to apply for University-wide research entry scholarships.
-

8. STUDENT FUNDING

There are a number of potential sources of postgraduate student funding:

- National and International Foundations.
- University-wide scholarships. All students are eligible to compete for these.
- Discipline-specific scholarships. A list of these pertinent to the EBE Faculty can be found in the University's Handbook 14 in the UCT series, Financial Assistance for Postgraduate Study and Postdoctoral Research. For further information please visit the website: <http://www.uct.ac.za/apply/funding/postgraduate/applications/>
- National Research Foundation Bursaries. These take two forms:
 - Bursaries awarded directly to students, on application;
 - Bursaries awarded to supervisors. Distribution is at the discretion of the supervisor, within a framework of conditions laid down by the NRF.
- Research groups:
Research groups *inter alia* undertake contract work for industry or governmental organisations. Frequently, bursary funding is one form of payment or industry-generated funds are sometimes used to top-up bursaries.
- Industry:
Specific industries may sometimes allocate bursaries for postgraduate students to pursue specific tasks.
- There are also scholarships available specifically for international students.

Students are encouraged to apply to a full range of potential sources early in their final year of undergraduate study or in the year before they wish to initiate the research programme. Similarly all full-time staff are encouraged to apply for NRF supervisory bursaries.

The Postgraduate Funding Office (email pgfunding@uct.ac.za), located on the upper campus (Otto Beit Building), is an important source of information and advice about potential funding sources and the procedures necessary to access these.

9. APPLYING FOR ADMISSION

9.1 Application Procedure

It is necessary to make formal application for admission as a postgraduate student. The procedure requires that the applicant complete an online application via the UCT website. Procedures on how to apply can be obtained at www.ebe.uct.ac.za then click on Postgraduate and then click on Application or contact the Postgraduate Administrator in the Faculty Office on (021) [650 2800](tel:6502800) / Lumka.johannes@uct.ac.za. Prospective candidates are also advised to have a

discussion with the Head of Department prior to applying formally. The name of their proposed supervisor and area of research, can be included in the online application.

9.2 Finding a Supervisor

Once students have decided on the broad research area in which they wish to work, it is necessary to identify a supervisor. Save in exceptional circumstances, the principal supervisor must be a full-time member of the academic staff or a person who has been accredited by the Faculty's Postgraduate Planning & Administration Committee for supervisory purposes. Co-supervision by persons external to the University is a possibility, but a person employed outside of the University may not act as principal supervisor.

Student-supervisor relationships are normally established through one of four processes:

- The prospective student directly approaches a staff member;
- The prospective student approaches the Head of Department who suggests a supervisor;
- The prospective student approaches the head of a research unit working in the broad field of interest who will suggest a supervisor;
- A staff member (usually with access to research funding) will approach the student, in order to encourage the student to undertake research in the staff member's area of research interest.

In the final instance, however, the Department allocates supervisors to students: the students do not select their own supervisor. It is an important function of Head of Departments to satisfy themselves that the proposed supervisor has adequate knowledge and time to do the job properly. In the case of Doctoral candidates, the Doctoral Degrees Board is also charged with satisfying itself about the adequacy of the supervisor. Academic staff who do not have a PhD, will not normally supervise PhD degrees. In some cases, people who are experts in their fields and who do not have a PhD are suitable for supervision. In these cases, the Department must secure formal accreditation to act as a PhD supervisor from the Faculty's Postgraduate Planning and Administration Committee.

Staff members should not accept the responsibility of supervision unless they have knowledge in the direct research area or if their workload is too heavy for them to discharge their supervisory duties satisfactorily. As a general guideline, no member of staff should supervise more than 8 postgraduate students at any point in time. Heads of Departments should review workloads annually to ensure a balance is maintained. For information on research areas offered in the various departments, please go to www.ebe.uct.ac.za

9.3 Selecting a Topic

The selection of a topic for research may occur in two ways. Particularly in cases where the supervisor is part of an active research group, students may be invited to work on a topic identified by the supervisor. More commonly the topic will be identified by the candidate. In all cases, however, it is the responsibility of the candidate to select the final topic. This identification and selection is seen as an important part of the research process.

10. REGISTRATION

10.1 First registration

Newly entering candidates who will be taking coursework as part of their programmes must register according to the programme set out by the Faculty, or not later than the date on which their first course begins (there is a R2000 penalty for late registration). However, there is no specific date for first registration of newly entering postgraduates who are registering for a thesis, dissertation / project – commencement is by mutual arrangement with the supervisor. However, Masters and PhD students who need to have the year of first registration counted as an academic year for their minimum period of registration must have been registered for the degree concerned by 01 May. Registration follows formal acceptance by the Faculty of an application for admission. Registration / provisional registration involve completion of 2 forms – a curriculum form and a registration form, and the completion of an MOU (explained later). The procedure with regard to PhD students is that initially they register provisionally until their research proposals have been formally approved by the Doctoral Degrees Board. The approval procedure requires the candidate to present a seminar, based on a written research proposal, to departmental staff, other postgraduate students and others with specialist knowledge in the field of study, which demonstrates, *interalia*, that:

- The candidate is familiar with the main literature in the field;
- There is sufficient scope in the topic for a PhD and there is a clear definition of the hypotheses proposed;
- The candidate has the ability to undertake the work;
- The potential contribution to knowledge has been identified and there is a clear definition of the key questions to be addressed in the context of the proposed hypotheses;
- The method of research is sound and achievable and there is a clear knowledge of the experimental procedures to be used and the methodology to be pursued in analysing the results.

This should be done within first year of registration. The Head of Department then convenes a panel to confirm or reject the candidature and to confirm that:

- The supervisor has the knowledge to undertake the supervisory task (the unwavering rule must be that if there is not sufficient specialist knowledge within the department in that field, the candidate should not be accepted);
- The supervisor has sufficient time to undertake the supervisory role adequately (the Head must specifically address issues of equity and balance in teaching loads at this point).

If the panel is satisfied on these matters, the Head recommends acceptance to the Faculty's Committee of Assessors (COA) and thence to the Doctoral Degrees Board (DDB) for final approval. In the event of a seminar being impossible, for logistical or other good reasons, the candidate must produce a major paper which can then be evaluated in the same way.

In the case of Master's Degrees, the Head of Department and supervisor must be satisfied that the student is equipped for Master's Degree study and has a suitable research topic before he/she is accepted and registered or provisionally registered. Candidates should submit, via the proposed supervisor, a written proposal (as a guideline 6-10 pages) which outlines, *interalia*,

- The topic to be investigated
- Familiarity with the central literature within the broad field of study
- Clarity on the research methods

In terms of best practice, it is recommended that the proposal should be delivered to a departmental research seminar before the field or laboratory research process begins. Normally this would occur within 3 months after registration.

Wherever possible the supervisor should make every effort to ensure that all postgraduate students attend a formal research methods course. In the case of 120/60 credits research Master's Degrees, the above requirement should be covered in at least a 4-credit theory course which deals with generic research methods. This should form part of the necessary 60 theory credits. If you are a new Master's student in the current year taking the 120 credits dissertation option, it is compulsory that you register for the dissertation preparation course plus your coursework. In the following year you will register for the 120 credit dissertation course.

10.2 International Students:

10.2.1 Study Permits, Health insurance, Fees

In terms of current legislation, no international student may register at the university or participate in any academic programme unless he/she is in possession of a valid study permit and **proof** of medical insurance cover. International students are required to report to IAPO for pre- registration which involves (i) producing a valid study permit for use at UCT, (ii) documentary evidence of health insurance cover; (iii) proof of payment of fees; and (iv) acceptance letter if you are a new student. These documents must be submitted to the International Office to obtain the clearance certificate. The clearance certificate must be submitted with the registration forms to the Head of Department. The registrations of International Students will **not** be approved without these documents, nor will they be approved unless the necessary fee payments have been made. Any queries should be directed to the International Academic Programmes Office (IAPO) at (021) 650 2822/3740 or iapo@uct.ac.za or visit their website at <http://www.international.uct.ac.za/>

10.2.2 Faculty International Student Bursaries – International Fee Waivers

Applications may be made to have the international registration fee reduced to the level of local fees, on the grounds of proven financial hardship. Application must be made through the EBE Faculty Office to the Deputy Dean charged with this portfolio. The forms are available on the EBE website. The following students are exempt from paying the international fee and would therefore not be eligible to apply for this bursary:

- Students from SADC countries
- Research Masters students (180 credit dissertations)
- Doctoral Students

Please note that all international students are required to pay an administrative service fee that is not covered by the bursary. Please consult the Student Fees handbook (Book 12 in the University series of handbooks)

10.3 Renewal of Registration

Each candidate is responsible for maintaining the continuity of his/her registration every year. Registration and curriculum forms for returning candidates are made available on the EBE website in January each year. All students have to complete the online registration and should not email any forms to the faculty office, but should upload the required forms online. Online registration must be completed according to the registration dates set out by the Faculty, and latest by the end of February each year, or if a candidate is taking first semester courses, by no later than the date the first course begins.

A penalty fee of R2000 is charged for late registration. Candidates are expected to follow up

The final date for the addition of a course or the substitution of a new course for a course previously selected is the first week after the start of the course. The final dates for withdrawal from courses are a) the Friday of the first week of the second quarter for first semester courses; b) the Friday of the first week of the fourth quarter for all second semester courses and for whole year courses; and c) the Monday of the week after which two-thirds of the course material will have been presented, for all other courses (e.g. those with a “Z” indicator). Application for changes of curricula involving additions of courses made after the closing dates are accepted only in exceptional circumstances and involve payment of a penalty fee. Applications for withdrawal from courses after the due date cannot be accepted. **NB.** When a candidate withdraws from an individual course of a minimum duration of one semester any fee is dependent on the date of withdrawal. Candidates are responsible for regularly checking their curricula and reporting any anomalies to the Faculty Office.

10.5 Leave of Absence or Cancellation/Discontinuation of Studies

10.5.1 Leave of absence

If you are a registered student at UCT and it is impossible for you to continue with your studies/research in the current year but you intend continuing in the following year, you must apply for leave of absence, by completing the Leave of Absence form (<http://www.forms.uct.ac.za/studentforms.htm>) which must be submitted online via PeopleSoft. The instructions on how to submit online are obtainable at <https://vula.uct.ac.za/x/PvmVc7>. However, you should note it is the policy of the Faculty that leave of absence is not granted for more than two years. Applications for the grant of leave of absence retrospectively will not be accepted. For a candidate to be considered, if eligible, for a refund of fees already paid, application for leave of absence must be made before the deadline dates specified in the Fees Handbook (obtainable at www.uct.ac.za/apply/fees/).

10.5.2 Cancellation/Discontinuation of Studies

A candidate who wishes to discontinue his/her studies and not return, must complete a Cancellation of Registration form obtainable from <http://www.forms.uct.ac.za/studentforms.htm> before the set deadline date (refer to the Fees Handbook for information on these dates and on eligibility for refunds). This form must be completed and uploaded on PeopleSoft as a “CURC” service request, and the student card to be submitted to the Faculty Office. Submission of the cancellation form is of critical importance because if a candidate leaves without cancelling, he/she will still be liable for fees that are payable. Applications for retrospective cancellation of registration will not be accepted. There are specified dates after which a cancellation cannot be accepted or any fees refunded (details are in the Fees Handbook - <http://www.uct.ac.za/apply/handbooks/>).

11 SUPERVISION

11.1 Supervisors

All students registering for a degree by dissertation will be formally allocated a supervisor, who is responsible for giving guidance. Co-supervision by people external to the University is possible but the principal supervisor must always be a full-time academic within the Department which the students is registered. All external co-supervisors must be formally accredited by the Faculty Postgraduate Planning and Administration Committee. Emeritus Professors and Emeritus Associate Professors may act as Co-Supervisors but not as principal supervisors. However, they may continue as principal supervisors of students who were registered under them before their retirement. In the first instance, the allocation of supervisors is the responsibility of the head of department, even though a student may have approached an individual staff member, or *vice versa*. The head must satisfy herself or himself that:

- a) Given the full range of a staff member's duties, the staff member in question has adequate time to fulfil responsibly his or her supervisory duties. Generally, no staff member should be supervising more than eight postgraduate students at any point in time.
- b) The supervisor has the necessary expertise, knowledge and skills to supervise the research programme in question. If skills do not exist within the department, the student's application for postgraduate study should not be accepted. If the head is not satisfied that the experience of the supervisor is sufficient, he or she may insist on co-supervision with a more experienced member of staff, to promote mentorship.

Generally, members of staff should have a PhD in order to supervise a PhD student, but this does not exclude a member of staff without a PhD from supervising a PhD. There are many members of staff in this situation who have carried out their supervisory tasks admirably.

Without exception, however, any member of staff without a PhD seeking to supervise a PhD candidate must seek formal accreditation from the Faculty Postgraduate Planning and Administration Committee. The application should be brought by the Head of Department who will make a short academic case and give an indication of the experience of the proposed supervisor. In the case of applicants with a track record of successful supervision, this accreditation will not normally be withheld. In the case of a more junior staff member, the Committee may recommend more supervisory experience at a Masters level or require co-supervision.

In the case of PhD applicants, the Committee of Assessors will carefully review proposed supervisors, in terms of their track record and time availability.

These measures are not implemented to increase bureaucratic control, but to ensure that every effort is made to provide postgraduate students in EBE first rate supervision and to protect the reputation of the University. The measures are in keeping with the general approach to postgraduate supervision by the University.

11.2 Memorandum of Understanding between Postgraduate Students and Supervisor

In the case of PhD registration and Masters registration for a dissertation or research course, the University has introduced a Memorandum of Understanding (MoU) to be signed in the first year of registration by both supervisor and candidate, clarifying issues relating to relative roles and responsibilities, timing, funding (if appropriate) and intellectual property. The University has produced a generic model of the agreement, but faculty-specific versions are allowed, with the approval of the University.

The EBE format is shown in Appendix B.

The MoU is a mutually negotiated document between affected parties. To assist in this process, Faculty best practice with respect to roles and responsibilities is outlined in section 11.2. Sections 16 and 17 of this document are also pertinent.

Before the start of the second and subsequent years of registration, a supplement to the MoU – Progress Report and MoU, consisting of two schedules (candidates' plan of work for the year (schedule 2) and budgets and outputs (schedule 3) should be signed by both the candidate and supervisor. This process represents an annual review of progress and should preferably be undertaken at the end of each academic year. If in the opinion of the supervisor, adequate progress is not being made, the MoU should clearly lay down criteria (such as submission dates and milestones) against which further progress shall be measured). If progress continues to be unsatisfactory, the Doctoral Degrees Board (for PhD candidates) and the FEC (for Masters Students) may refuse re-registration. A lack of progress should be formally documented and milestones set. The EBE format is shown in Appendix C.

11.3 Faculty Best Practice with Respect to Roles and Responsibilities

Responsibility of the student:

- To accept that the primary responsibility for his/her education rests with the student.
- To demonstrate a reasonable work ethic and to make every effort to meet the normal throughput rate (2 years for a Masters student, 4 years for a PhD student).
- To share ideas and to work collegially.
- To participate in and to contribute to the life of the department.
- To assist in the mentoring and orientation of fellow students from outside Cape Town.
- To commit to co-publication with the supervisor.
- To commit to constructive feedback at the end of the process.
- To familiarise him/herself with the University rules, particularly with regards to plagiarism, and to commit to respecting those rules.

Responsibility of the Supervisor:

- To provide quality supervision on a regular basis (as a guideline, a minimum of one hour per week).
- To respond timeously to the submission of written work requiring feedback.
- To arrange for a suitable replacement if the supervisor have to be absent for a lengthy period of time (more than three weeks).
- To refrain from any form of sexual harassment.
- To treat the student with unfailing respect and politeness.
- To integrate the student into the academic life of the department. This should include the following: -
 - Whenever possible, providing an opportunity for the student to teach undergraduate students in the candidate's area of growing expertise.
 - To organise a seminar by the student, involving staff and senior students in the Department. As a guideline each student should give one seminar a year with the first seminar to be delivered once the student's research proposal has been developed to the satisfaction of the supervisor. A seminar should also be delivered within 4 months of the final write up of the thesis / dissertation. These sessions should be used by the head or postgraduate programme convenor to monitor the progress of each student.

- To facilitate postgraduate students, on a voluntary basis, playing a mentoring role to undergraduate students - part of this function could include the early identification of serious stress and referrals to appropriate forms of assistance.
- To assist in the incorporation of the student into the social life of the department.

11.4 Appeals

The relationship between supervisor and postgraduate student is an important one: if it is unsatisfactory it can significantly and negatively impact on the educational experience. If serious problems develop in this relationship, the student should normally:

- Raise the matter with the supervisor and seek to resolve the matter personally.
- If this does not resolve the matter, the problem should be referred to the Head of Department. If the supervisor is the Head, it should be referred directly to the Deputy-Dean charged with Postgraduate Affairs.
- If the supervisor is the Dean or a Deputy Dean, the matter should be referred to the Deputy Vice-Chancellor with the research portfolio.

11.5 Supervision and Attendance at the University

During the period of his /her registration, a higher degree candidate will be expected to be available to attend at the University for discussion with his/her supervisor. For persons who are not on Campus or who are based outside Cape Town the general rule for PhD candidates for many years has been that a supervisor may require one year of attendance during the total period of registration for the degree. For Masters candidates the guideline has been one month per annum of attendance while registered for the degree. Nowadays, given the ease of communication by means of email, a supervisor may at his/her discretion modify the attendance requirement. However, a candidate must be prepared to make him/herself available for discussion at the University if required.

11.6 Mentoring Of Supervisors

Normally, a first time supervisor should be appointed as a co-supervisor with a senior academic who has a good record in supervision. The senior supervisor should consciously advise his/her colleague on issues relating to supervision.

12 ETHICS

The issues of ethics and intellectual honesty are vital to university life. The Faculty takes the issue of ethics in research very seriously and to this end has established a Faculty Ethics Committee. More information is available at <http://www.ebe.uct.ac.za/ebe/research/ethics1>

The terms of reference of this Ethics Committee are to:

- take steps to ensure the highest ethical standards in research by members of the Faculty;

- raise the consciousness of members of the Faculty (staff and students) regarding ethical standards in research;
- review, in terms of ethical considerations, research applications submitted by members of the Faculty, student research, contract research and research activities undertaken by individual staff members.
- raise the consciousness of the Faculty student body regarding plagiarism;
- promote the education of the Faculty student body regarding proper and appropriate styles of referencing cited work;
- provide assistance, upon request, to Heads of Department within the Faculty on matters relating to ethics in research;
- further the aims and objectives of the University Ethics in Research Committee insofar as they are applicable to research undertaken within the Faculty.

A particular (and unfortunately growing) ethical issue is that of plagiarism. Plagiarism, in essence, is passing off someone else's work as your own: it results from inadequately acknowledging sources of data, analyses and ideas. It is dishonest and it has no place at a university. If students are in any doubt on issues relating to plagiarism, they must consult their supervisor or the Ethics Committee. Instances of plagiarism will be taken to the University Court and may have very serious consequences, including rustication or even expulsion. Please refer to the 'Avoiding Plagiarism Guide' available on the EBE website.

All Masters candidates, at the same time of submission, are required to make a declaration, which should be included in the dissertation stating: "I know the meaning of plagiarism and declare that all of the work in the document, save for that which is properly acknowledged, is my own". The PhD declaration is included in the declaration which is discussed in the next section.

If in any doubt regarding ethical issues relating to research, seek advice from your supervisor or Head of Department.

13 PRESENTATION AND SUBMISSION OF A THESIS / DISSERTATION

13.1 Presentation

At the conclusion of research, the candidate shall submit a dissertation or thesis for examination. This normally occurs after receiving an indication from the supervisor that the product is in a form which is acceptable for submission. However, a candidate is not debarred from submission without the supervisor's approval.

If a candidate intends submitting a Master's dissertation for examination he/she must inform the Faculty Office by submitting the completed intention to submit form online via PeopleSoft. For detailed information on the process refer to <http://www.ebe.uct.ac.za/masters-dissertation-information>. The supervisor will then be asked by the Faculty Office to fill in an 'appointment of examiners' form on which recommendations on external examiners are made.

If submitting a PhD thesis, the candidate must inform the Doctoral Degrees Board by submitting the completed intention to submit form online via PeopleSoft. For detailed information on the process refer to https://uct.ac.za/usr/current_students/postgrad/StudentGuideOnlineSubmissionPhDThesis.pdf

For information on the final dates for submission of the 'Intention to Submit' for the purpose of graduation, and for dates for submission of dissertations and theses, refer to:

- for Masters candidates: <http://www.ebe.uct.ac.za/masters-dissertation-information>
- for PhD candidates: <http://www.students.uct.ac.za/students/current-students/doctoral-candidates>

All candidates submitting a thesis/dissertation, at the beginning of the academic year (after the start of term) or during the first quarter, must complete registration forms.

If the thesis/dissertation is submitted *before the first day* of the academic year *no fee is payable, and no registration forms need to be completed*. If submitted after the first day of the first quarter or after the first day of the second quarter (up to the beginning of the second semester) a pro-rata fee will be rebated, depending on the date of submission. In all cases a full year will be payable.

Please note that where a student is required to revise and resubmit a dissertation/thesis they will have to register and the appropriate academic fee will apply and no rebate will be granted. Further information can be found in the fees Handbook.

13.2 Format

There is no standard format for the submission of dissertation or thesis: formatting is at the candidate's discretion and A4 is normal. However, candidates should consult their supervisors. The contents must be in either one or one and a half spacing.

- For Master's Degrees a candidate must submit, after consultation with the supervisor, their dissertation on PeopleSoft. For further instructions please see <http://www.ebe.uct.ac.za/masters-dissertation-information>
- For a PhD, see the following information about submission processes:

http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/current/doctoral-candidates/downloads/PhD_Students_Examination_Guide_2021.pdf

Refer to the degree rules in the Faculty Handbook – Handbook 7 in the UCT series for further details on the format for Master's dissertation and the General Rules and Policies Handbook – Handbook 3 in the UCT series for the format for PhD thesis.

13.3 Language

The work may be submitted in any official language provided that, if it is not English, the approval of the Faculty (or the Doctoral Degrees Board in the case of PhD candidates) is obtained before the initial submission. However, a language that will readily permit wide access to the findings is the preferred option.

13.4 Length

In the case of Doctoral degrees, the thesis may not exceed 80 000 words. If it is felt that it is essential to exceed this length, special permission must be obtained from the Dean. It is the expectation that Master's Degrees should be substantially shorter than this. Below are the Faculty recommended guidelines for the length of Master's dissertations:

- Masters (180 credit dissertation) 50 000 words
- Masters (120 credit dissertation) 30 000 words
- Masters (60 credit dissertation) 20 000 words

13.5 Title Page

There must be a title page on which should appear the thesis title, name of candidate (plus qualifications if you wish) name of Department, University and the month and year of submission. The following is the recommended wording used after the thesis title and name of the candidate. Thesis presented for the degree of Masters / Doctor of...

In the Department of ...
University of Cape Town
Month and Year

13.6 Publication and OpenUCT

When a candidate submits a thesis he/she shall be deemed to have granted the University free license to publish it in whole or part in any format the University deems fit.

UCT makes all theses/ dissertations available on OpenUCT, unless an embargo has been approved. OpenUCT is the open access institutional repository of the University of Cape Town (UCT). It makes available and digitally preserves the scholarly outputs produced at UCT, including theses and dissertations, journal articles, book chapters, technical and research reports, and open educational resources. These resources are organised into collections that are mapped against the university's organisational structure. The repository has been developed in line with international interoperability and metadata standards using DSpace open source software, and is indexed by all major search engines. It was launched in July 2014 - <https://open.uct.ac.za/>

13.7 Declaration of Free Licence

All Masters and PhD students, are required to sign a declaration stating:

"I hereby:

- (a) Grant the University free license to reproduce the above thesis in whole or in part, for the purpose of research;
- (b) Declare that:
 - (i) The above thesis is my own unaided work, both in conception and execution, and that apart from the normal guidance of my supervisor, I have received no assistance apart from that stated below;
 - (i) Except as stated below, neither the substance or any part of the thesis has been submitted in the past, or is being, or is to be submitted for a degree in the University or any other University.
 - (ii) I am now presenting the thesis for examination for the Degree of PhD.

A similar declaration is required of Master's Degree candidates:

"I know the meaning of plagiarism and declare that all the work in the documents, save for which is properly acknowledged is my own."

13.8 Abstract

The Doctoral Degrees Board recommends that candidates include an abstract that fits onto one page and includes the author's full name, address, thesis title and date. The Faculty recommends the same convention be applied to Master's Degrees. The text should not exceed 350 words and the abstract should stand on its own. The abstract should commonly answer the following questions:

- (i) What did the author do? What ideas, notions, hypothesis, concept, themes or thoughts were investigated?
- (i) How did the author do the work? What data were generated and used? What was the origin of the data? How was data gathered? What tests, scales, indices or summary measures were used? In other words, how were the analyses and / or synthesis done?
- (ii) What were the conclusions and significant findings?

These are guidelines only. It is recognised that not all studies can be readily described in this way and that other forms of description may be necessary in some cases.

13.9 Referencing

Forms of referencing must be standard and must adhere to a recognised international convention, agreed to with the supervisor.

14 EXAMINATION

14.1 Overview

The system of independent external examination lies at the heart of credible quality assurance. The examination of Master's dissertations involves two examiners. The external examiner is selected on the basis of his or her knowledge in the field within which the research is located and may be drawn from within South Africa or externally. The internal examiner is often an academic in the Department who is not the main or co-supervisor. Appointments of examiners of Master's dissertations are subject to approval by the Faculty.

At a doctoral level, the thesis is examined by three external experts in the field, at least two of whom are commonly international. The selection of the external examiner is an extremely important part of the examination process. It has been found in the past that occasionally examiners are appointed who have different philosophical or conceptual approaches to the topic: approaches which are incompatible with the approach agreed on by the candidate and supervisor. This can lead to serious problems and is manifestly unfair to the candidate. Accordingly, Heads of Departments are encouraged to canvas widely within their departments, while respecting the need to keep the identity of the examiners secret from the candidate, before making recommendations in order to make the best and fairest appointment possible. Appointments of examiners of PhD theses are subject to the approval by the Doctoral Degrees Board.

In all cases, it is imperative that candidates have no knowledge of the identity of examiners (and certainly no hand in their selection) until the examiners give permission for their identities to be known after the examination process (and they have every right not to give this).

14.2 Appointment of examiners

Upon receipt of the letter of intent to submit a thesis or dissertation (*see 12.1 above*) the following process is set in motion:

- The Faculty Office writes to the Head of Department in which the candidate is registered, asking for the nominations for examiners;
- The Head normally submits these, with reasons for the nominations, after consultation with the supervisor. In no circumstances should the candidate be involved in the selection process or know the identity of external examiners. At the end of the examination process, external examiners decide whether their names can be disclosed to the candidate;
- The nominations are then published in a Dean's Circular for Faculty approval, in the case of Master's Degrees, or in the case of PhD degree, are circulated to the Committee of Assessors, for endorsement after which they are sent to the Doctoral Degrees Board for approval. Objections may be generated at any stage of these processes.
- In the case of Master's Degree students, when the dissertation has been completed, the candidate submits their dissertation online on PeopleSoft. For further instructions please see <http://www.ebe.uct.ac.za/masters-dissertation-information>

14.3 Assessment of examiners' reports

In the case of Master's Degrees, the examiners' reports are submitted to the Faculty Examinations Committee. The Committee meets, the Head of Department summarises the reports and makes a recommendation, and the Committee applies its collective mind. In the event of conflicting examiners reports, one of the conflict resolution paths described below may be recommended.

In the case of Doctoral degrees, the reports are received by the Committee of Assessors, who evaluate these and recommend a result (categories i, ii, iii, or iv – see below) to the Doctoral Degrees Board.

Examiners of Master's dissertations are asked to grade the thesis/dissertation in terms of one of the following categories:

PASS WITH DISTINCTION	The dissertation be passed with distinction, based on work being distinction worthy. Should minor corrections be required, these must be completed before conferring the degree.
PASS	The dissertation be passed only once the corrections and/or changes specified in my report have been completed to the satisfaction of the supervisor and the Examinations Committee;
RESUBMIT	The candidate must undertake further work, substantially revise the dissertation, and resubmit it through the Faculty Office for me to examine, taking the recommendations in my report into account;
FAIL	The dissertation not be passed (I understand that if this recommendation is accepted then the candidate may not continue or reregister without the special permission of the Senate).

In the period between the receipt of an external examiner's report and the Examination Committee meeting, internal examiners/supervisors may not have access to the external examiners' reports held in the Faculty Office.

Examiners' reports are normally released to heads of departments/members of the Committee one to three days before the meeting and the Heads are then expected to keep supervisors/internal examiners informed of developments while not disclosing anything to the candidate until after the meeting.

After an Examination Committee meeting the Faculty Office sends a letter/email to each candidate informing him/her of the outcome. A copy of each letter is sent to the head of department concerned and the set of examiners' reports is included with the supervisor's copy of the letter. The Faculty Office does not release reports directly to candidates.

A similar procedure is followed by the Doctoral Degrees Board with respect to PhD theses.

In the event of significant differences of opinion between examiners, one of three actions can be initiated: (i) an additional examiner may be appointed; (ii) an assessor may be appointed to examine the examiner's reports, identify points of conflict and rule on these; (iii) In rare cases, students may be required to defend the thesis at a *viva*.

- The examiners indicate in their reports whether they are prepared for their names to be disclosed to the candidate.
- Where improvements and corrections are required the nature of these is agreed between the supervisor and the respective committees, the examiners' reports and the unbound copy of the thesis/dissertation are forwarded to the candidate via the supervisor, and it is the responsibility of the supervisor, and the Chair of the respective committees, to sign off on these once the candidate has completed the necessary revisions.
- Once a decision is taken to award the degree, copies of the dissertation/thesis are lodged on the open shelves of the library. No dissertation will be examined under conditions of secrecy.
- In order to assist in clarifying the basis of examination, the guidelines for examiners are attached as Appendix A. Two guidelines are shown here: one for an MSc and one for an MPhil. There may from time to time be variations for different programmes but the principles on which they are based are essentially the same.

Constructive feedback from graduating students is an essential part of quality assurance. This requires good quality information. Accordingly, it is intended that the Memorandum of Agreement between the student and the supervisor contains a commitment by the student to provide constructive comment after the award of the degree.

14.4 Journal Article or Conference Paper

In the case of Master's Degrees by full or half dissertation, candidates are required to summarise their work in the form of a journal article or a peer-reviewed conference paper. This is formally assessed by a sub-committee of the Examination Committee which must sign off on the article before the degree may be awarded. Note that the Paper does not have to be actually accepted for publication or for presentation at a conference for the degree to be awarded. The Faculty believes that the ability to engage in academic communication of this kind is an essential educational output of postgraduate education. This is not a requirement, however, for MCRP, MCPUD or MLA dissertations. Guidelines and dates for the preparation and submission of papers are attached in Appendix D.

15 ISSUES RELATING TO INTELLECTUAL OWNERSHIP

15.1 Secrecy Conditions and embargos

A thesis or dissertation accepted by the University for a higher degree may not be subject to secrecy restrictions of any kind. Any thesis or dissertation approved for a higher degree is placed on UCT Open Access. If an embargo is required the EBE03 form needs to be completed and approved – available at <http://www.ebe.uct.ac.za/masters-dissertation-information>

15.2 Copyright

The University recognises the rights of those who have ownership of copyright. Members of the University are explicitly prohibited from infringing copyright, either in terms of publications or software.

A candidate may, subject to prior approval of his/her supervisor, publish part or the whole of the work done under supervision for the degree before presenting it for the examination. Copyright rests with the author. However, no publication may, without the consent of Senate, contain a statement that the published material was, or is to be, submitted in part or in full for the degree. Further, when presenting a thesis, the candidate is deemed, by doing so, to be granting the University free licence to publish it in whole or in part, in any format that the University deems fit.

15.3 Patents

This is a complex issue. Students wishing to pursue it are referred to the Office of Intellectual Ownership in the Centre for Research and Innovation.

15.4 Further Information

For further information, students are referred to the booklet entitled “General Rules and Policies” (Book 3 in the University series of handbooks).

16 JOINT PUBLICATION

It is common practice for joint publications between the candidate and the supervisor, to be generated through the research process. There are differing conventions within the University about the ordering of the nomenclature of authors. This should be clarified and jointly agreed between the student and the supervisor early in the research process.

17 UNSATISFACTORY PROGRESS

In September each year, supervisors are required to assess the progress of their students and indicate to the Faculty Office whether or not the progress has been satisfactory. If the progress has been unsatisfactory, the supervisor may request that a Dean’s warning letter be sent to the student. If the supervisor wishes to exclude the student, then the supervisor is required to put in writing the recommendation and reasons to the student. The student is then invited to respond to this. The case is brought to the Faculty Examinations Committee (FEC) to decide.

18 INCORPORATION OF STUDENTS INTO THE LIFE OF THE FACULTY

This is facilitated through the following structures: -

18.1 The EBE Postgraduate Student Council

This consists of postgraduate student representatives elected by their fellow postgraduates in the Faculty. The Council is charged with monitoring the postgraduate educational environment and with channelling issues requiring attention to appropriate University, Faculty or Departmental committees. The Council is represented on a number of key Faculty Committees. It also plays an important social role.

18.2 The EBE Postgraduate Planning and Administration Committee

This Committee, under the Chair of a Deputy Dean, is charged with developing policy for, and the administration of, all dimensions of the postgraduate educational experience within the Faculty. Two representatives of the Postgraduate Student Council are members of this committee. The Student Council also has representation on the Faculty Research Committee, chaired by the Deputy Dean.

18.3 The Faculty Executive Committee

Faculty representatives on the University Board of Graduate Studies and the Postgraduate Funding Committee have a standing time slot on the agenda of the Faculty Executive Committee, which meets once every two weeks, to ensure timeous action when necessary.

18.4 Orientation

An Orientation meeting, where all postgraduate students are addressed on issues such as rights and responsibilities, administrative issues, institutional relationships, financing and so on, is held annually in March / April. This meeting is followed by a social function, hosted by the Dean.

19 INCORPORATION OF THE STUDENT INTO THE LIFE OF THE UNIVERSITY

The University has recently created a Board of Graduate Studies, chaired by a Deputy-Vice Chancellor. All faculties are represented on this body by both staff and student representatives. This Board is charged with improving the postgraduate educational experience within the University at large. Additionally, a Postgraduate Student Centre has recently been opened on the Upper Campus. The Centre is intended to be a place for formal and informal contact between postgraduate students across all faculties. It contains workshop and meeting facilities, computers for word processing, newspapers and magazines and is a potential venue for postgraduate social functions.

20 POST-DOCTORAL FELLOWS

For administrative purposes, to facilitate access to the various services on the campus, post-doctoral fellows are registered on the University's student system. This is done through the Postgraduate Centre in the Otto Beit Building. It is the position of the Faculty, however, that the post-doctoral fellows should be clearly and fully accorded the status of members of staff. They

should be incorporated into the social and intellectual life of departments. It is the joint responsibility of Heads of Departments and research group heads to ensure that this occurs.

21 INTERNATIONAL AFFILIATES

International affiliates are usually postgraduate students or researchers who do not take UCT courses but wish to be affiliated to UCT while pursuing their own research towards studies at their own university. These visitors must first make contact with a [specific department](#) to obtain an assurance of the necessary resources to accommodate them in the host department. Once this assurance has been gained, admissions and fees are administered by IAPO. Affiliate status generally entitles visitors to a physical space in a department, library use and limited access to academic advice as negotiated with each department. A visitor's visa is sufficient for entry into the country. Please be sure to ascertain exactly what your host department can and is willing to offer you. Note that a host department may not offer you employment.

An affiliate may not take part in any taught classes. This includes auditing classes. You will therefore not be registered for UCT courses. As an affiliate you may, however, be invited to attend departmental staff seminars at the discretion of the host department.

For more information please see <http://www.students.uct.ac.za/students/applications/apply/affiliated-occasional>

22 FAQ's



- **How do I check my application status?**

To check your application status, please navigate to <https://studentonline.uct.ac.za/psp/students/?cmd=login>

- **What programmes are on offer?**

Please refer to the EBE Postgraduate Handbook available online – <http://www.ebe.uct.ac.za/ebe/apply/overview>

- **How do I find a supervisor?**

After browsing through the handbook and selecting a programme that interests you, you need to make contact with the Department and find a supervisor in your area of interest. Please see below for Department contacts:

- *Architecture, Planning & Geomatics:* Janine.Meyer@uct.ac.za / *Geomatics:* Junita.Abrahams@uct.ac.za
- *Chemical Engineering:* Belinda.Davids@uct.ac.za
- *Civil Engineering:* Rowen.Geswindt@uct.ac.za

- *Construction Economics & Management*: Mareldia.Fagodien@uct.ac.za /Honours: Warda.Samaai@uct.ac.za
- *Electrical Engineering*: Nicole.Moodley@uct.ac.za
- *Mechanical Engineering*: the department will assign a supervisor to you or you can contact Denise.Botha@uct.ac.za

- **What are the requirements for getting into UCT EBE postgraduate degrees?**

Please refer to the EBE Postgraduate Handbook available online –

<http://www.ebe.uct.ac.za/ebe/apply/applications>

- **I am an international applicant and require an offer ASAP to sort out visa applications. Is there any way to speed up my application?**

We treat all applications equally and send applications through to Departments as soon as they are ready. This means that we cannot send incomplete applications through to Departments for decisions. Thus in order to speed up the process, it is in the applicant's best interest to ensure that all the documentation requirements for the application has been submitted. Please see <http://www.ebe.uct.ac.za/ebe/postgradstudies/apply> for more information on documentation

requirements.

Furthermore, we do indicate international applicants to the Departments in the hopes that they will make decisions on these applications sooner.

- **What if I am an international applicant? Will my highest qualification be equivalent in South Africa to apply to UCT?**

UCT uses NARIC as a qualification equivalency determinant. Not all qualifications are necessarily equivalent to the same level. The applications administrator at the Faculty Office is responsible for checking the equivalency and will advise your Department once your application has been received.

- **How do I make an application?**

Should you wish to complete an application you can follow the link:

<http://www.ebe.uct.ac.za/ebe/postgradstudies/apply>

- **Are there funding opportunities available?**

For information on funding please see: <http://www.ebe.uct.ac.za/ebe/postgradstudies/funding>

- **How much is the application fee? How do I pay it?**

For information on your application fee: <https://www.uct.ac.za/apply/fees/structure/>

- **I have been made an offer but I require a visa as I am an international student. Who will be able to assist me with this?**

Congratulations on your offer! Please contact the International Office for assistance:

<http://www.iapo.uct.ac.za/>

- **How do I accept my offer?**

The instructions were emailed to you as part of your offer email. However, if you are struggling to accept your offer, please contact Admissions Office: admissions@uct.ac.za or 021 650 2128.

- **I am an international affiliate. What do I do?**

Please refer to page 26 of this book.



- **How do I submit my master's dissertation?**

For the masters submission process and forms, please see <http://www.ebe.uct.ac.za/masters-dissertation-information> Please also note the requirements under each section in order to avoid any processing delays.

- **How do I apply for ethics?**

To apply for ethical approval, please see <http://www.ebe.uct.ac.za/ebe/research/ethics1>

- **How do I know I need ethical approval?**

All students who embark on research must have ethical approval before starting their research. If you are registered for your dissertation/thesis/research project. Please ensure you have obtained the necessary ethical approval before proceeding with your research. See <http://www.ebe.uct.ac.za/ebe/research/ethics1> for more information.

- **I submitted my master's dissertation quite some time ago but still have not received a result. What is the delay?**

If you have not yet received your result, this means that your dissertation is still under examination. Once reports are received and approved by the Faculty Examinations Committee, a result will be forwarded to you via email. You can be assured that the process is managed very carefully to ensure that every candidate is given the opportunity to graduate as soon as possible, all requirements being met, and due process having been followed.

- **I created a service request on PeopleSoft for my intention/submission/library copy but I haven't heard back?**

If you have submitted a service request on PeopleSoft, an email will ONLY be sent out to DENIED requests, this email will include why the request was denied. Please ensure that you attend to these reasons before recreating the service request. Otherwise please check on PeopleSoft for status updates on your service requests.

- **I received a “revise and resubmit” result, does that mean I have to recreate the intention to submit service request on PeopleSoft before being able to submit?**

If you have previously submitted your intention via PeopleSoft, you do not need to recreate this. Please proceed straight to section 2 on <http://www.ebe.uct.ac.za/masters-dissertation-information> -to resubmit.

- **I submitted my dissertation late last year and still have not received feedback, must I now register?**

No, you are not required to register. However, you may be required to register should you receive a revise and resubmit result. Please note that students who submit close to year end can experience delays due to festive season breaks and examiners going on leave. We ask for your patience and understanding in such cases while our administrators follow up on your reports.

- **I just received my examiners reports. The one examiner says I should get a distinction. Why wasn't I given a distinction?**

Distinctions are awarded only when both examiners choose to award the distinction on the report form, which is not provided to the student due to confidentiality purposes. If you did not receive a distinction that means at least 1 of the examiners did not nominate to award you a distinction.

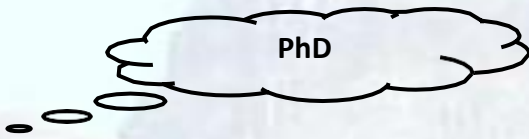
- **I have submitted my corrections but have not received any information about graduation. What's going on?**

Depending on your Masters programme structure, we might be waiting on other requirements to be fulfilled in order to qualify you:

- There may be course marks outstanding.
- We might be waiting on a research journal paper submission. If you have submitted your paper, we might be awaiting approval from the panel. This is only applicable to 120 + 180 credit research Masters.
- Corrections is a 2 fold process – 1) the signed certificate of corrections and list of corrections and 2) the upload of the library copy on PeopleSoft. Please ensure that both have been completed.

If all the above has been completed and approved, you should receive an email correspondence from Faculty indicating that you have qualified for your Master's Degree.

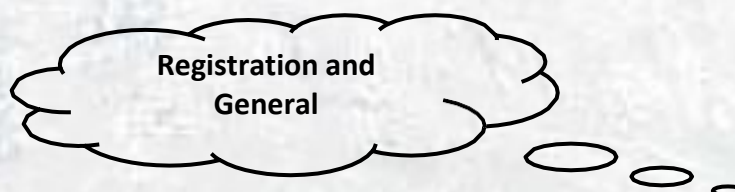
Student Records Office will contact you regarding graduation. If you have not heard from them as graduation draws near, please contact graduation@uct.ac.za / 021 650 3595 ASAP.



- **How do I upgrade? What is an upgrade?**
Please refer to page 13 of this book.
- **What is candidature approval? When do I need to do this?**
This process is the approval of your proposed research topic so that you may commence your PhD research. In order to obtain candidature approval, you will need to present your proposal at a seminar. Please ensure that you obtain approval within the first six months of registration. Please contact your Department for relevant details and documentation.
- **How do I submit my thesis?**
Please refer to page 18 of this book.
- **How do I apply for ethics?**
To apply for ethical approval, please see <http://www.ebe.uct.ac.za/ebe/research/ethics1>
- **How do I know I need ethical approval?**
All students who embark on research must have ethical approval before starting their research. If you are registered for your dissertation/thesis/research project. Please ensure you have obtained the necessary ethical approval before proceeding with your research. See <http://www.ebe.uct.ac.za/ebe/research/ethics1> for more information.
- **I submitted my thesis quite some time ago but still have not received a result. What is the delay?**
If you have not yet received your result, this means that your thesis is still under examination. Please contact the Doctoral Degrees Board to follow up on the status of your examination: ddb@uct.ac.za
- **I created a service request on PeopleSoft for my intention/submission/library copy but I haven't heard back?**
Please note this process is handled by the Doctoral Degrees Board. Please contact the Doctoral Degrees Board to follow up on the status of your service requests: ddb@uct.ac.za
- **I received a "revise and resubmit" result, does that mean I have to recreate the intention to submit service request on PeopleSoft before being able to submit?**

Unfortunately the submission process is dealt with at the Doctoral Degrees Board. Please contact the Doctoral Degrees Board for more information: ddb@uct.ac.za

- **I submitted my thesis late last year and still have not received feedback, must I now register?**
No, you are not required to register. However, you may be required to register should you receive a revise and resubmit result. Please note that students who submit close to year end can experience delays due to festive season breaks and examiners going on leave. We ask for your patience and understanding in such cases while the Doctoral Degrees Board follows up on your reports.



- **How do I register? How often do I need to register?**
Rules related to registration can be found on page 2 of the General Rules and Policies Handbook: http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/study/handbooks/2021/UCT_Handbook_3_2021.pdf

You are required to register for every academic year.
All registration information will be posted on the EBE website.

- **When can I take a leave of absence (LoA)? How long can I take LoAs for? What are the implications when I return?**
Leave of absences are generally granted for 6 months to 1 year. You will remain an active UCT student during your period of leave of absence.
Rules related to attendance and leave of absence can be found on page 7 in the General Rules and Policies Handbook: http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/study/handbooks/2021/UCT_Handbook_3_2021.pdf . The Leave of Absence form is obtainable at <http://www.forms.uct.ac.za/studentforms.htm> which must be submitted online via PeopleSoft. The instructions on how to submit online are obtainable at <https://vula.uct.ac.za/x/PvmVc7>. All information pertaining to returning from your leave of absence will be stated in the letter you receive once your leave of absence has been granted. When the leave of absence expires, please contact your department regarding your intention to return.
- **How do I cancel my studies?**
Information on cancelling your studies can be found on page 5 of the General Rules and Policies Handbook at: http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/study/handbooks/2021/UCT_Handbook_3_2021.pdf.

- To access the Cancellation of Registration form, please obtain the ACA08 form from: <http://forms.uct.ac.za/studentforms.htm>

- **I want to add/remove a course from my curriculum, how do I do that?**

Rules and information relating to changes of curriculum can be found on page 6 and 7 of the General Rules and Policies Handbook at:

http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/study/handbooks/2021/UCT_Handbook_3_2021.pdf

Please obtain the ACA09 form from: <http://forms.uct.ac.za/studentforms.htm> and upload the form via peoplesoft for processing.

- **What is the difference between application and registration?**

An *application* is made when someone wishes to apply to study a program at UCT. Therefore, if they are already a UCT student but wish to continue to study for a new program they need to make an application.

A student can only *register after a firm offer* has been made on their application. Student are required to register annually for their studies.

- **What is the difference between Faculty Office and Department? When do I contact the one or the other?**

There are 6 Departments (Mechanical Engineering; Electrical Engineering; Civil Engineering; Architecture, Planning and Geomatics; and Construction, Economics and Management) that make up the Engineering and the Built Environment Faculty.

Please note that your Department is your first point of call. They will refer you to Faculty Office where necessary.

UNIVERSITY OF CAPE TOWN
FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

GUIDELINES FOR EXTERNAL EXAMINERS

Master of Philosophy (60, 120 or 180 credit dissertation)

A. INTRODUCTION

Two examiners are appointed by the Faculty Board. Each examiner shall submit, on the prescribed form, a report, on the dissertation. The report should comprehensively assess the merits of the dissertation, contain a summary of findings and should specifically address each of the points outlined under (C) (Evaluation) below.

B. DISSERTATION CONTENT

A dissertation towards a Master of Philosophy degree may incorporate any or all of the following:

- (i) design of all or part of an engineering or built environment project to a specification involving advanced concepts and theoretical principles;
- (ii) a theoretical and/or practical research project of an inter-disciplinary nature;
- (iii) critical review of a specified topic based on a comprehensive search of the literature or available data of an inter- disciplinary nature; and
- (iv) any other study acceptable to the Faculty of Engineering & the Built Environment.

C. EVALUATION OF DISSERTATION

- (i) A Master's degree essentially equips a candidate with skills necessary either for further independent research or specialized professional employment. Consequently, it is not necessary that the dissertation represent an original contribution. It must, however, extend or consolidate existing knowledge and should be inter-disciplinary in nature.
- (ii) The dissertation must be satisfactory in both literary style and presentation, and must also demonstrate that the candidate:
 - (a) understands the nature and purpose of the dissertation;
 - (b) demonstrates a systematic understanding of the relevant literature;
 - (c) has mastered the development of an appropriate theoretical and conceptual framework within their academic discipline(s);
 - (d) has a thorough understanding of the appropriate research methodologies and techniques applicable to their own research; and
 - (e) is capable of independent thought, assessing information and drawing sound conclusions in keeping with the overarching methodological approach.
- (iii) The dissertation may be either a full dissertation (180 credit value) or a dissertation in partial fulfilment of the requirements for the degree (60 or 120 credit value). A full dissertation is normally the outcome of at least one year or 1800 hours of full-time dedicated postgraduate research. A dissertation in partial fulfilment, in the same terms, should be assessed on the basis that it represents at least 600 hours and 1200 hours of full-time dedicated postgraduate research for a 60 credit and 120 credit dissertation respectively. (Candidates completing a dissertation in partial fulfilment are also required to complete an approved programme of postgraduate coursework.)
- (iv) On the enclosed examiner's report form there are 4 categories. Examiners must indicate which categorisation they are recommending. All examiners' recommendations are subject to approval by the Faculty's Examinations Committee.

(v) **Award of a Distinction**

In the case of a Master's by coursework and dissertation, the qualification can be awarded in three ways: with distinction in the dissertation only, with distinction in the coursework (75% average) only, or the degree with distinction. A distinction must be obtained in both the coursework and the dissertation components in order for the degree to be awarded with distinction.

Master's degrees may be awarded with distinction. Usually a unanimous decision from both examiners is required, but a distinction may be awarded by the FEC if one examiner recommends this and the other examiner does not object and their comments and criticisms are relatively minor. Examiners are asked to clearly indicate their decision on the Summary Report Form. In the case of a Master's by coursework and dissertation, a distinction must be obtained in both components in order for the degree to be awarded with distinction.

To recommend that the dissertation be awarded with distinction, the examiner should be of the opinion that the work is outstanding at the Master's level, bearing in mind the time available to the candidate (usually between 12 months to 2 years for full dissertation; and 6 to 12 months for minor dissertation), the methodological complexities involved, and the intellectual difficulty of the subject matter. As a guideline, examiners might consider a dissertation worthy of a distinction if it fulfils most of the following criteria:

- the content clearly contributes to knowledge in, or understanding of, the subject and/or is potentially publishable in recognized journals in the field; or
- the content does not need to contribute to knowledge but the candidate has demonstrated outstanding mastery of research skills and the ability to progress to advanced independent research at the doctoral level; and
- the presentation is excellent. Some minor editorial errors (such as formatting, grammatical or spelling mistakes) may be tolerated and referred back to the candidate for correction. Ubiquitous and careless errors in presentation that point to a lack of exactitude should militate against the award of a distinction.

D. CONTACT BETWEEN EXAMINERS

Examiners may not communicate with each other (or with the supervisor) regarding the assessment of a dissertation but may request, through the Dean of the Faculty, such information as may be necessary for the evaluation process, e.g. references quoted.

E. SUPERVISOR AND CANDIDATE: SUBMISSION OF DISSERTATION

The submission of a dissertation for examination does not necessarily imply that the candidate has the support of the supervisor for submission. It is possible in terms of Faculty policy for a candidate to submit without the agreement of his/her supervisor and it is not policy to inform the external examiner whether or not such agreement was given.

UNIVERSITY OF CAPE TOWN
FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

GUIDELINES FOR EXTERNAL EXAMINERS

MSc in Engineering, MSc in Property Studies, and MSc in Project Management
(60, 120 or 180 credit dissertation)

A. INTRODUCTION

Two examiners are appointed by the Faculty Board. Each examiner shall submit, on the prescribed form, a report, on the dissertation. The report should comprehensively assess the merits of the dissertation, contain a summary of findings and should specifically address each of the points outlined under (C) (Evaluation) below.

B. DISSERTATION CONTENT

A dissertation towards a Master of Science degree in Engineering, Property Studies or Project Management degree may incorporate any or all of the following:

- (i) design of all or part of an engineering or built environment project to a specification involving advanced concepts and theoretical principles;
- (ii) a research project of a theoretical and/or practical nature on an advanced topic belonging to the Engineering Sciences; Property Studies or Project Management
- (iii) critical review of a specified topic based on a comprehensive search of the literature or available data pertinent to an advanced topic belonging to the Engineering Sciences
- (iv) development of an item of equipment or a technique involving novel features or advanced design; and
- (v) any other study acceptable to the Faculty of Engineering & the Built Environment.

C. EVALUATION OF DISSERTATION

- (i) A Master's degree essentially equips a candidate with skills necessary either for further independent research or specialized professional employment. Consequently, it is not necessary that the dissertation represent an original contribution. It must, however, extend or consolidate existing knowledge.
- (i) The dissertation must be satisfactory in both literary style and presentation, and must also demonstrate that the candidate:
 - (a) understands the nature and purpose of the dissertation
 - (b) has an adequate acquaintance with the relevant literature
 - (c) has mastered any relevant techniques
 - (d) has a thorough understanding of the scientific or appropriate engineering method (B(i) – (v))
 - (e) is capable of independent thought, assessing information and making sound deductions
- (ii) The dissertation may be either a full dissertation (180 credit value) or a dissertation in partial fulfilment of the requirements for the degree (60 or 120 credit value). A full dissertation is normally the outcome of at least one year or 1800 hours of full-time dedicated postgraduate research. A dissertation in partial fulfilment, in the same terms, should be assessed on the basis that it represents at least 600 hours and 1200 hours of full-time dedicated postgraduate research for a 60 credit and 120 credit dissertation respectively. (Candidates completing a dissertation in partial fulfilment are also required to complete an approved programme of postgraduate coursework.)
- (iv) On the enclosed examiner's report form there are 4 categories. Examiners must indicate which categorisation they are recommending. All examiners' recommendations are subject to approval by the Faculty's Examinations Committee.

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- the content clearly contributes to knowledge in, or understanding of, the subject and/or is potentially publishable in recognized journals in the field;
- the content does not need to contribute to knowledge but the candidate has demonstrated outstanding mastery of research skills and the ability to progress to advanced independent research at the doctoral level; and
- the presentation is excellent. Some minor editorial errors (such as formatting, grammatical or spelling mistakes) may be tolerated and referred back to the candidate for correction. Ubiquitous and careless errors in presentation that point to a lack of exactitude should militate against the award of a distinction.

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E. SUPERVISOR AND CANDIDATE: SUBMISSION OF DISSERTATION

The submission of a dissertation for examination does not necessarily imply that the candidate has the support of the supervisor for submission. It is possible in terms of Faculty policy for a candidate to submit without the agreement of his/her supervisor and it is not policy to inform the external examiner whether or not such agreement was given.

University of Cape Town
Faculty of Engineering and the Built Environment
EXAMINER'S REPORT ON MASTER'S DISSERTATION

Name of Candidate _____
Dissertation Title _____

Department _____

Qualification Dissertation credits 60

To be completed by the Examiner

NAME _____ POSITION HELD _____

NAME OF INSTITUTION/ORGANISATION _____

I have read the guidelines for examiners and have examined the dissertation accordingly.

Please indicate, by ticking the appropriate box, if the dissertation demonstrates that the candidate has fulfilled the following criteria. Please justify your recommendations in your report.

<i>Criteria</i>	<i>Above Expectations</i>	<i>Meets</i>	<i>Does Not Meet</i>
<i>1. Understands the nature and purpose of the dissertation</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>2. Demonstrates a systematic understanding of the relevant literature</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>3. Has developed an appropriate theoretical and conceptual framework</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>4. Has a thorough understanding of the appropriate research methodologies and techniques applicable to the presented research</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>5. Is capable of independent thought, assessing information and drawing sound conclusions in keeping with the overarching methodological approach</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>6. Extends or consolidates existing knowledge</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

I recommend (please tick the appropriate box) that:

PASS WITH DISTINCTION	The dissertation be passed with distinction. Should minor corrections be required, these must be completed before conferring the degree.	<input checked="" type="radio"/>
PASS	The dissertation be passed once the corrections and/or changes specified in my report have been completed to the satisfaction of the supervisor and the Examinations Committee;	<input type="radio"/>
RESUBMIT	The candidate must undertake further work, substantially revise the dissertation, and resubmit it through the Faculty Office for me to examine, taking the recommendations in my report into account;	<input type="radio"/>
FAIL	The dissertation not be passed (I understand that if this recommendation is accepted then the candidate may not continue or reregister without the special permission of the Senate).	<input type="radio"/>

Further consideration for distinction:

Should the 2nd examiner propose distinction:

I support the award of distinction

I do not support the award of distinction

It is the practice of the Faculty to make examiners' reports available to candidates after the Examinations Board meeting.

I do not wish my name to be disclosed to the candidate

I have no objection to my name being disclosed to the candidate

PLEASE FIND ATTACHED A DETAILED REPORT ON THE DISSERTATION:

SIGNED: _____

DATE: _____



ACA47a – Memorandum of Understanding (MOU)

between the Postgraduate Student and Supervisor

First Year of Registration for Master's and Doctoral Students

Information:

- This document lays out the expectations of both supervisor and student, and is designed to ensure the supervision experience is mutually productive.
- The MOU should be completed by postgraduate students and their supervisor(s) when the student registers for the first time for either their Master's or Doctoral degrees.
- [ACA:48 Progress and Planned Activity \(PPA\) Report](#) must be completed for each subsequent year as condition for renewal of registration.
- Care should be taken in completing this MOU in full, as it is a contractual agreement.
- The MOU will be used in any disputes that may arise during the period a student is registered for a postgraduate degree.

Note:

- This is a dynamic form where different fields will be displayed depending on your selected options.
- The comment text input fields are expandable and there is no limit on text input.
- Sections / fields requiring information for the student to complete have been indicated with ☒.
- The student should electronically complete the required sections / fields and sign the form by entering text in the signatory fields before emailing it to the primary supervisor.
- The primary supervisor should electronically complete the required sections / fields, act as a liaison between any additional supervisors required, and sign the form by entering text in the signatory fields before emailing the form back to the student.

A. Student and supervisor details									
☒ A.1 Student details									
Student number									
First name(s)									
Last name									
Contact address									
*UCT email									
Telephone number					Mobile number				
Faculty									
Department(s)									
*Note: It is University policy that your official UCT email address is used for all academic correspondence.									

☒ A.2 Degree (Select the appropriate degree option)		
PhD	<input type="checkbox"/>	Masters (by research)
	<input type="checkbox"/>	Masters (with coursework & research)
		<input type="checkbox"/>

☒ A.3 Jointly awarded degree		
Is this a jointly awarded or co-badged degree *1	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

*1 A jointly awarded research degree means that you will be registered at two Universities for the same degree in terms of a formal contract. A co-badged degree is awarded by one institution which recognises the contributions of one or more partner institutions by co-badging. The following URL provide a reference for information on jointly



awarded and co-badged degrees: https://www.uct.ac.za/downloads/uct.ac.za/about/policies/Joint_Degrees_Policy.pdf



A.4 Word limit (Tick to acknowledge)

I have checked my Faculty-specific requirements and understand that, for example, the word limit for a

A.5 All academic qualifications (to date*¹)

^{*1} This is important information for students registering for interdisciplinary degrees.

Academic qualification	Institution	Year obtained

A.6 Provisional thesis / dissertation title or area of study

Note: Please attach a 1-3 page provisional research proposal or statement of research interest when emailing this form. A final proposal must be approved through the candidacy process prior to registration in the 2nd year.

A.7 Supervision

Is your supervisor a UCT staff member? Yes No

Who else will be supervising in addition to your supervisor?

Supervisor <input checked="" type="checkbox"/>		First co-supervisor <input type="checkbox"/>	Second co-supervisor <input type="checkbox"/>
--	--	--	---

A.8 Supervisor details

Supervisor

Title		
<input checked="" type="checkbox"/> First name(s)		<input checked="" type="checkbox"/> Last name
Telephone no(s)		Mobile number
<input checked="" type="checkbox"/> Email		
Department		

B. Supervisor's expectations and commitments

B.1 Supervisor's expectations

The supervisor must set out what they expect of the student in terms of reaching certain milestones or goals during the research for the degree.

A summary of any other expectations that the supervisor has from the student (For example: Teaching in department, attending departmental seminars etc).



B.2 Supervisor's commitments

The supervisor must set out their plans for providing supervision, including the pattern and intended frequency of meetings, and their commitment to turnaround time for written responses to work submitted by students.

B.3 Supervision leave arrangements

Summarise expected absence of supervisor(s) on research leave/sabbaticals. Explain what arrangements will be made for supervision during periods of absence, and how lines of communication will be maintained.



C. Expectations and plans of the student

C.1 Expectations from the supervisor(s) and the department

The student must set out in detail the expectations from the supervisor(s) and the department (For example: Access to supervisor and facilities, etc)

Agreed plan and broad timetable

The student and supervisor must set out their agreed plan and broad timetable for the research project.

*1 Re-registration will be dependent on the student meeting the commitments stated below.

- (a) Estimated timing of presentation and or submission of formal research proposal for candidacy (where applicable)*2:
- (b) Literature review completed by:
- (c) Data collection completed by (where applicable):
- (d) Data analyses completed by (where applicable):
- (e) Submission of dissertation/thesis completed by:
 (Note: A student is required to get approval in the year of submission from their Faculty or the DDB, if they wish to include publications in their Master's dissertation or PhD thesis*3)

*1 Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years.

*2 Note that it is a requirement for both Master's and PhD, that their research proposals are formally accepted as part of the candidacy process, and approved by Faculty boards (Master's) or DDB (PhD).

*3 Guidelines for the inclusion of publications in a dissertation / thesis
<http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads>

C.2 Comment by supervisor on this plan

C.3 Logistics

Outline arrangements to support the research plan (For example: Field work, laboratory work, access to computational resources and equipment, data collection and storage, performance, interviews etc).

C.4 Employment and teaching commitments at UCT by the student

Employment and teaching commitments at UCT by the student, and what mentorship / support is given to enable students to undertake these activities.

C.5 Skills required, courses and classes

List any lectures, workshop or course(s) that the student must attend, to enhance their research skills or knowledge. Clarify the responsibility for costs associated with these (if any).



C.5 Skills required, courses and classes

C.6 Student's leave arrangement

The student and supervisor should state their agreement below on the timing and length of the student's leave entitlement.

Student's presence on campus

The student and supervisor must come to an agreement about the times the student is expected to be on campus.

How many days, on average, do you expect to be working on campus

Every day

or

Days per month

D. Funding

D.1 Funding plans

Specify funding secured by the student, or financial assistance to be provided, or organised, by the supervisor(s) to support this study (For example: Bursaries, teaching allowance etc.).

Has a bursary/scholarship been secured?

Yes

No

Are there funds available for the planned research components. (For example: Consumables, equipment, analyses and travel - See C3)

Yes

No

In Part

Note: Most bursaries require repayment if the degree is not completed. The student is responsible for understanding the conditions of the bursary, before accepting it.



E. Authorship, Third Party Data and Intellectual Property Issues

☒ E.1 Authorship

UCT's guidelines are that all who contribute significantly to the conception, execution and writing-up of a paper should be listed as authors. Indicate the agreement on authorship of papers submitted for publication from this postgraduate research, including arrangements about the order of listing of all co-authors (if appropriate). The following URLs provide a reference for information on authorship practices policy:

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/authorship_practices_policy.docx

<http://www.ebe.uct.ac.za/usr/ebe/resourses/Authorship%20practices%20policy.pdf>

Are you aware of UCT's guidelines on authorship?

Supervisor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any additional points on authorship must be noted here by the supervisor.

☒ E.2 Use of third party data

Graduate students often use data that belongs to the University, or a research group, or a funder. If relevant, any issues relating to permission to use third party data should be noted here.

To the best of your knowledge, are there issues relating to the use of third party data in this project?

Supervisor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any additional points on the use of third party data must be noted below.

☒ E.3 Research data management policy

The requirement for storage of research data as specified by funders must be met - i.e. of both research and scholarship / bursaries. (See: <http://www.researchsupport.uct.ac.za/managing-research-data>)

The supervisor and candidate should confirm that they are aware of the requirement to complete and submit a Data Management Plan (DMP) (available on the Library website <http://www.digitalservices.lib.uct.ac.za/dls/rdm-planning>) prior to collecting, storing, describing or analysing data.

Confirm that this requirement has been complied with by indicating 'Yes' below.

Are you aware of the research data management policy?

Supervisor	Yes	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>



<input checked="" type="checkbox"/> E.3 Research data management policy
Any additional points on research data management must be noted below.

<input checked="" type="checkbox"/> E.4 UCT Intellectual Property (IP) policy						
<p>(a) In terms of the UCT IP Policy, the University owns the IP arising from postgraduate research (unless ownership has been assigned to a third party), this includes inventions, discoveries and other developments of a technical nature whether or not these may be the subject of legal protection, as well as tangible research property arising from research activities such as prototypes, drawings, designs and diagrams, biological organisms and material, reagents, integrated circuit chips, software and data. Students and supervisors have the responsibility to familiarize themselves with the terms of UCT's IP Policy. (https://www.uct.ac.za/downloads/uct.ac.za/about/policies/intellect_property.pdf)</p> <p>Copyright in publications is automatically assigned by UCT to the author and in particular, a student owns the copyright in their thesis or dissertation.</p>						
<p>(b) In terms of the funding arrangement, has the IP been assigned to the funder (i.e. either because the full cost model has been applied to the project, or in terms of the research contract)</p> <table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<p>(c) In terms of the IP Rights from Publicly Financed Research and Development Act, the student and supervisor acknowledge that in all cases where the answer to (b) is "No" there is an obligation to disclose an invention to Research Contracts and Innovation (RC&I) within 90 days of the discovery, using an Invention Disclosure Form (download from www.rci.uct.ac.za/ip/overview/). There is an obligation to maintain the invention confidential within UCT until the IP has been evaluated by RC&I to determine its ability to be protected. RC&I should be contacted well in advance of any planned public disclosure, such as presentation at an external meeting or conference, publication in a journal, submission of an abstract, publication on a website or blog and the submission of a thesis for examination.</p>						
Have you read and understood the UCT IP Policy?						
<table border="1"> <tr> <td>Supervisor</td> <td>Yes</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Student</td> <td>Yes</td> <td><input type="checkbox"/></td> </tr> </table>	Supervisor	Yes	<input type="checkbox"/>	Student	Yes	<input type="checkbox"/>
Supervisor	Yes	<input type="checkbox"/>				
Student	Yes	<input type="checkbox"/>				
Any comments can be noted below.						



F. Ethics in Research and Biosafety

☒ F.1 Ethics review

(a) Does your research require ethics approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Note:

- 1) Approval is required prior to commencement of your data collection, and must be valid for the period of collection.
- 2) A thesis / dissertation submitted without ethics clearance, obtained beforehand, will not be examined.

☒ F.2 Permits to collect materials

(a) Does your research require permits to collect materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Note:

- 1) Approval is required prior to commencement of your material collection, and must be valid for the period of collection.
- 2) A thesis / dissertation submitted without the required permit(s), obtained beforehand, will not be examined.

☒ F.3 Biosafety review

(a) Confirm that you have read your Faculty rules regarding the use of potentially hazardous biological agents and that you will comply with these regulations. http://www.researchsupport.uct.ac.za/Biosafety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
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G. Presentation of research findings and submission of the thesis / dissertation

☒ G.1 UCT plagiarism policy

UCT's treats plagiarism as a disciplinary offence. Confirm that the student and supervisor have discussed UCT's plagiarism policy and requirements.

UCT plagiarism policy and guides: <http://www.uct.ac.za/main/about/policies>

Turnitin for UCT postgraduate students: https://xerte.uct.ac.za/play.php?template_id=46

Yes, I (insert student name) confirm that I have read and understood my Faculty and the University's guidelines on what constitutes plagiarism.

☒ G.2 Requirements for archiving theses and dissertations

It is a requirement that in terms of the [UCT Open Access Policy](#) that after examination, an approval final version of the thesis or dissertation must be submitted to UCT's Institutional Repository (OpenUCT).

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/OpenUCT_Policy.pdf

I confirm that I have read and understood the requirements for archiving theses or dissertations.	Yes <input type="checkbox"/>
---	------------------------------

In some cases, funders may restrict publication of a thesis or dissertation for a defined time period. Further guidelines and forms to apply for deferred publication of a Masters dissertation or Doctoral thesis can be found [here](#). The student needs to complete the appropriate form for this at time of registration.

http://www.rci.uct.ac.za/rcips/ip/confidential_theses

Are you (student or supervisor) likely to apply for deferred publication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

☒ G.3 NRF scholarship / bursary holders



G.3 NRF scholarship / bursary holders

The library shall provide the Electronic Thesis & Dissertation (ETD) handle/link to students who are recipients of NRF scholarships, who should then submit the handle/link and other information to the NRF at the following address:
http://www.nrf.ac.za/nrf_funded_thesis_dissertation_requirements.

This must be within a month after your graduation ceremony. Failure to comply with this requirement, could result in the scholarship/ bursary- holder being liable to refund all support provided by the NRF for the degree under which the funding was awarded.

Study funded by NRF

Yes

No

Any comments can be noted below.



H. Social media	
<input checked="" type="checkbox"/> H.1 Social media	
<p>UCT welcomes and encourages free speech and open discussion on social media sites, including but not limited to Facebook, Twitter, LinkedIn, YouTube pages, online story-sharing forums and blogs.</p> <p>By signing this document, I agree that: Information posted on any of the social media platforms shall not include:</p> <ul style="list-style-type: none"> • abusive, harassing or defamatory comments about any student or member of staff; • incitement of violence, foul or threatening language or "hate speech"; or • material that may infringe on any patent, copyright or Intellectual Property (IP). 	
I	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (insert student name) confirm that I have read and understood the guidelines on social media.

I. Dispute resolution procedures and communication channel		
<input checked="" type="checkbox"/> I.1 Conflict resolution procedures		
<p>The supervisor(s) and student acknowledge by checking the box below, that they have read the University's Conflict Resolution Process in the event of disputes arising from agreements reached in this MOU or a breakdown in the student-supervisor relationship.</p>		
Supervisor	Yes	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>
<p>Any comments can be noted below.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>		
<input checked="" type="checkbox"/> I.2 Communication channel		
Are you aware of the channel to be followed if there is a supervisor / student communication break down?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



J. Approval by all parties including the HOD/ Dean / Dean's nominee			
J.1 Approval by supervisor(s) and student			
I have read and agree with this MOU.			
Approval by supervisor		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	
<input checked="" type="checkbox"/> Approval by student		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	
Approval by HOD or HOD's nominee		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	
Approval by Dean or Dean's nominee		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	

Instructions to Student for Approval of MOU

Faculty of Science

1. Postgraduate Students in the Faculty of Science should **save the MOU** form after their supervisor has entered their name, **using their Student Number and Surname as the file name**, for example **MDGANN004_Midgley**.
2. The student should submit this completed form, together with any required supporting documents (Research proposal / Ethics approval) by logging on to PeopleSoft and creating a Service Request under Research Activities in Self Service.
3. You will be invited to register on-line in PeopleSoft, once the MOU has been approved by your HOD and Dean.

Other Faculties

Postgraduate Students in other Faculties, should print out a hard copy of this completed MOU, and give it to their supervisors to sign, and then to their HODs to approve.



Useful resources

UCT Research Support Hub

<http://www.researchsupport.uct.ac.za/>

Intellectual Property Guidelines and Disclosure forms

<http://www.rci.uct.ac.za/rcips/ip/overview>

Intellectual Property for postgraduate students

<http://www.rci.uct.ac.za/rcips/ip/postgradsip>

Research Data Support and Guidelines

<http://www.researchsupport.uct.ac.za/information-and-data>

Further guidelines relating to the deferred publication of a dissertation/thesis on OpenUCT:

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/OpenUCT_Guidelines_ETD%20Publication_2016.pdf

Guidelines for doctoral students

<http://www.students.uct.ac.za/students/current-students/doctoral-candidates>

Postgraduate degree funding

<http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding/applications-requirements>



ACA48 – Progress And Planned Activity Report (PPA)

between a returning Postgraduate Student and Supervisor

For Returning Master’s And Doctoral Students

Information:

- The purpose of this annual PPA is to report on progress made in the past year, and to update any agreements in the MoU that may require revision.
- The PPA must be completed for each subsequent year as a precondition for registration.
- Care should be taken in completing this PPA in full, as it is a contractual agreement.
- The MOU and PPA(s) will be used in any disputes that may arise during the period a student is registered for a postgraduate degree.

Note:

- This is a dynamic form where different fields will be displayed depending on your selected options.
- The comment text input fields are expandable and there is no limit on text input.
- Sections / fields requiring information for the student to complete have been indicated with ☒.
- The student should electronically complete the required sections / fields and sign the form by entering text in the signatory fields before emailing it to the primary supervisor.
- The primary supervisor should electronically complete the required sections / fields, act as a liaison between any additional supervisors required, and sign the form by entering text in the signatory fields before emailing the form back to the student.

A. Student and supervisor details									
☒ A.1 Student details									
Student number									
First name(s)									
Last name									
Contact address									
*UCT email									
Telephone number					Mobile number				
Faculty									
Department(s)									
*Note: It is University policy that your official UCT email address is used for all academic correspondence.									

☒ A.2 Degree (Select the appropriate degree option)		
PhD <input type="checkbox"/>	Masters (by research) <input type="checkbox"/>	Masters (with coursework & research) <input type="checkbox"/>

☒ A.3 Jointly awarded degree		
Is this a jointly awarded or co-badged degree *1	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*1 A jointly awarded research degree means that you will be registered at two Universities for the same degree in terms of a formal contract. A co-badged degree is awarded by one institution which recognises the contributions of one or more partner institutions by co-badging. The following URL provide a reference for information on jointly awarded and co-badged degrees: https://www.uct.ac.za/downloads/uct.ac.za/about/policies/Joint_Degrees_Policy.pdf





A.4 Thesis / Dissertation Title

Year 1: Thesis / Dissertation title (as specified in the MOU)

Year 2 +: Thesis / Dissertation title (if revised)

A.5 Word limit (Tick to acknowledge)

I have checked my Faculty-specific requirements and understand that, for example, the word limit for a

A.6 Supervision

Is your supervisor a UCT staff member?

Yes

No

Who else will be supervising in addition to your supervisor?

Supervisor

First co-supervisor

Second co-supervisor

A.7 Supervisor details

Supervisor

Title

First name(s)

Last name

Telephone no(s)

Mobile number

Email

Department



B. Evaluation Of Progress Over The Last Cycle			
<input checked="" type="checkbox"/> B.1 Report by the student			
Evaluation of progress should be made against the research plan agreed in the MoU (or PPA) in previous year.			
Comments from supervisor(s), if any			
<input checked="" type="checkbox"/> Response by student to supervisor comments			
Supervisor signature Enter full name		Date	
<input checked="" type="checkbox"/> Student signature Enter full name		Date	

C. Supervisor's expectations and commitments	
C.1 Supervisor's expectations	
The supervisor must set out what they expect of the student in terms of reaching certain milestones or goals during the research for the degree.	
A summary of any other expectations that the supervisor has from the student (For example: Teaching in department, attending departmental seminars etc).	

C.2 Supervisor's commitments	
The supervisor must set out their plans for providing supervision, including the pattern and intended frequency of meetings, and their commitment to turnaround time for written responses to work submitted by students.	

C.3 Supervision leave arrangements	
Summarise expected absence of supervisor(s) on research leave/sabbaticals. Explain what arrangements will be made for supervision during periods of absence, and how lines of communication will be maintained.	



D. Expectations and plans of the student

D.1 Expectations from the supervisor(s) and the department

The student must set out in detail the expectations from the supervisor(s) and the department
(For example: Access to supervisor and facilities, etc)

Agreed plan and broad timetable

The student and supervisor must set out their agreed plan and broad timetable for the research project.

*1 Re-registration will be dependent on the student meeting the commitments stated below.

(a) Literature review completed by:

(b) Data collection completed by (where applicable):

(c) Data analyses completed by (where applicable):

(d) Submission of dissertation/thesis completed by:

(Note: A student is required to get approval in the year of submission, from their Faculty or the DDB if they wish to include publications in their Master's dissertation or PhD thesis*2)

*1 Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years.

*2 Guidelines for the inclusion of publications in a dissertation / thesis

(<http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads>)

D.2 Comment by supervisor on this plan

D.3 Logistics

Outline arrangements to support the research plan (For example: Field work, laboratory work, access to computational resources and equipment, data collection and storage, performance, interviews etc).

D.4 Employment and teaching commitments at UCT by the student

Employment and teaching commitments at UCT by the student, and what mentorship / support is given to enable students to undertake these activities.

D.5 Skills required, courses and classes

List any lectures, workshop or course(s) that the student must attend, to enhance their research skills or knowledge. Clarify the responsibility for costs associated with these (if any).

D.6 Student's leave arrangement



✘ D.6 Student's leave arrangement	
The student and supervisor should state their agreement below on the timing and length of the student's leave entitlement.	
Student's presence on campus	
The student and supervisor must come to an agreement about the times the student is expected to be on campus.	
How many days, on average, do you expect to be working on campus	
<input type="checkbox"/> Every day	or
<input type="checkbox"/>	Days per month

E. Funding			
✘ E.1 Funding plans			
Specify funding secured by the student, or financial assistance to be provided, or organised, by the supervisor(s) to support this study (For example: Bursaries, teaching allowance etc.).			
Has a bursary/scholarship been secured?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are there funds available for the planned research components. (For example: Consumables, equipment, analyses and travel - See C3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	In Part <input type="checkbox"/>
Note: Most bursaries require repayment if the degree is not completed. The student is responsible for understanding the conditions of the bursary, before accepting it.			



F. Authorship, Third Party Data and Intellectual Property Issues

☒ F.1 Authorship

UCT's guidelines are that all who contribute significantly to the conception, execution and writing-up of a paper should be listed as authors. Indicate the agreement on authorship of papers submitted for publication from this postgraduate research, including arrangements about the order of listing of all co-authors (if appropriate). The following URLs provide a reference for information on authorship practices policy:

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/authorship_practices_policy.docx

<http://www.ebe.uct.ac.za/usr/ebe/resourses/Authorship%20practices%20policy.pdf>

Are you aware of UCT's guidelines on authorship?

Supervisor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any additional points on authorship must be noted here by the supervisor.

☒ F.2 Use of third party data

Graduate students often use data that belongs to the University, or a research group, or a funder. If relevant, any issues relating to permission to use third party data should be noted here.

To the best of your knowledge, are there issues relating to the use of third party data in this project?

Supervisor	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any additional points on the use of third party data must be noted below.

☒ F.3 Research data management policy

The requirement for storage of research data as specified by funders must be met - i.e. of both research and scholarship / bursaries. (See: <http://www.researchsupport.uct.ac.za/managing-research-data>)

The supervisor and candidate should confirm that they are aware of the requirement to complete and submit a Data Management Plan (DMP) (available on the Library website <http://www.digitalservices.lib.uct.ac.za/dls/rdm-planning>) prior to collecting, storing, describing or analysing data.

Confirm that this requirement has been complied with by indicating 'Yes' below.

Are you aware of the research data management policy?

Supervisor	Yes	<input type="checkbox"/>
Student	Yes	<input type="checkbox"/>



F.3 Research data management policy

Any additional points on research data management must be noted below.

F.4 UCT Intellectual Property (IP) policy

(a) In terms of the **UCT IP Policy**, the University owns the IP arising from postgraduate research (unless ownership has been assigned to a third party), this includes inventions, discoveries and other developments of a technical nature whether or not these may be the subject of legal protection, as well as tangible research property arising from research activities such as prototypes, drawings, designs and diagrams, biological organisms and material, reagents, integrated circuit chips, software and data. Students and supervisors have the responsibility to familiarize themselves with the terms of UCT's IP Policy. (https://www.uct.ac.za/downloads/uct.ac.za/about/policies/intellect_property.pdf)

Copyright in publications is automatically assigned by UCT to the author and in particular, a student owns the copyright in their thesis or dissertation.

(b) In terms of the funding arrangement, has the IP been assigned to the funder (i.e. either because the full cost model has been applied to the project, or in terms of the research contract)

Yes

No

(c) In terms of the IP Rights from Publicly Financed Research and Development Act, the student and supervisor acknowledge that in all cases where the answer to (b) is "No" there is an **obligation to disclose** an invention to Research Contracts and Innovation (RC&I) within 90 days of the discovery, using an Invention Disclosure Form (download from www.rci.uct.ac.za/ip/overview/). There is an obligation to maintain the invention confidential within UCT until the IP has been evaluated by RC&I to determine its ability to be protected. RC&I should be contacted well in advance of any planned public disclosure, such as presentation at an external meeting or conference, publication in a journal, submission of an abstract, publication on a website or blog and the submission of a thesis for examination.

Have you read and understood the UCT IP Policy?

Supervisor

Yes

Student

Yes

Any comments can be noted below.



G. Ethics in Research and Biosafety

☒ G.1 Ethics review

(a) Does your research require ethics approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Note:

- 1) Approval is required prior to commencement of your data collection, and must be valid for the period of collection.
- 2) A thesis / dissertation submitted without ethics clearance, obtained beforehand, will not be examined.

☒ G.2 Permits to collect materials

(a) Does your research require permits to collect materials?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Note:

- 1) Approval is required prior to commencement of your material collection, and must be valid for the period of collection.
- 2) A thesis / dissertation submitted without the required permit(s), obtained beforehand, will not be examined.

☒ G.3 Biosafety review

(a) Confirm that you have read your Faculty rules regarding the use of potentially hazardous biological agents and that you will comply with these regulations. http://www.researchsupport.uct.ac.za/biosafety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
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H. Presentation of research findings and submission of the thesis / dissertation

☒ H.1 UCT plagiarism policy

UCT's treats plagiarism as a disciplinary offence. Confirm that the student and supervisor have discussed UCT's plagiarism policy and requirements.

UCT plagiarism policy and guides: <http://www.uct.ac.za/main/about/policies>

Turnitin for UCT postgraduate students: https://xerte.uct.ac.za/play.php?template_id=46

Yes, I (insert student name) confirm that I have read and understood my Faculty and the University's guidelines on what constitutes plagiarism.

☒ H.2 Requirements for archiving theses and dissertations

It is a requirement that in terms of the [UCT Open Access Policy](#) that after examination, an approval final version of the thesis or dissertation must be submitted to UCT's Institutional Repository (OpenUCT).

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/OpenUCT_Policy.pdf

I confirm that I have read and understood the requirements for archiving theses or dissertations.	Yes <input type="checkbox"/>
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In some cases, funders may restrict publication of a thesis or dissertation for a defined time period. Further guidelines and forms to apply for deferred publication of a Masters dissertation or Doctoral thesis can be found [here](#). The student needs to complete the appropriate form for this at time of registration.

http://www.rci.uct.ac.za/rcips/ip/confidential_theses

Are you (student or supervisor) likely to apply for deferred publication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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☒ H.3 NRF scholarship / bursary holders



H.3 NRF scholarship / bursary holders

The library shall provide the Electronic Thesis & Dissertation (ETD) handle/link to students who are recipients of NRF scholarships, who should then submit the handle/link and other information to the NRF at the following address:
http://www.nrf.ac.za/nrf_funded_thesis_dissertation_requirements.

This must be within a month after your graduation ceremony. Failure to comply with this requirement, could result in the scholarship/ bursary- holder being liable to refund all support provided by the NRF for the degree under which the funding was awarded.

Study funded by NRF	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Any comments can be noted below.



I. Social media	
<input checked="" type="checkbox"/> I.1 Social media	
<p>UCT welcomes and encourages free speech and open discussion on social media sites, including but not limited to Facebook, Twitter, LinkedIn, YouTube pages, online story-sharing forums and blogs.</p> <p>By signing this document, I agree that: Information posted on any of the social media platforms shall not include:</p> <ul style="list-style-type: none"> • abusive, harassing or defamatory comments about any student or member of staff; • incitement of violence, foul or threatening language or "hate speech"; or • material that may infringe on any patent, copyright or Intellectual Property (IP). 	
I	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> (insert student name) confirm that I have read and understood the guidelines on social media.

J. Dispute resolution procedures and communication channel	
<input checked="" type="checkbox"/> J.1 Conflict resolution procedures	
<p>The supervisor(s) and student acknowledge by checking the box below, that they have read the University's Conflict Resolution Process in the event of disputes arising from agreements reached in this PPA form or a breakdown in the student-supervisor relationship</p>	
Supervisor	Yes <input type="checkbox"/>
Student	Yes <input type="checkbox"/>
<p>Any comments can be noted below.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
<input checked="" type="checkbox"/> J.2 Communication channel	
Are you aware of the channel to be followed if there is a supervisor / student communication break down?	Yes <input type="checkbox"/> No <input type="checkbox"/>



K. Approval by all parties including the HOD/ Dean / Dean's nominee			
K.1 Approval by supervisor(s) and student			
I have read and agree with this MOU.			
Approval by supervisor		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	
<input checked="" type="checkbox"/> Approval by student		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	
Approval by HOD or HOD's nominee		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	
Approval by Dean or Dean's nominee		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment			
Signature Enter full name		Date	

Instructions to Student for Approval of PPA

Faculty of Science

1. Postgraduate Students in the Faculty of Science should **save the PPA** form after their supervisor has entered their name, **using their Student Number and Surname as the file name**, for example **MDGANN004_Midgley**.
2. The student should submit this completed form, together with any required supporting documents (Research proposal / Ethics approval) by logging on to PeopleSoft and creating a Service Request under Research Activities in Self Service.
3. You will be invited to register on-line in PeopleSoft, once the PPA has been approved by your HOD and Dean.

Other Faculties

Postgraduate Students in other Faculties, should print out a hard copy of this completed PPA, and give it to their supervisors to sign, and then to their HODs to approve.



Useful resources

UCT Research Support
Hub

<http://www.researchsupport.uct.ac.za/>

Intellectual Property Guidelines and
Disclosure forms

<http://www.rci.uct.ac.za/rcips/ip/overview>

Intellectual Property for
postgraduate students

<http://www.rci.uct.ac.za/rcips/ip/postgradsip>

Research Data Support and Guidelines

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Further guidelines relating to the deferred publication of a dissertation/thesis on OpenUCT:

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Guidelines for doctoral students

<http://www.students.uct.ac.za/students/current-students/doctoral-candidates>

Postgraduate degree funding

<http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding/applications-requirements>

EB005 - Faculty of Engineering and the Built Environment Paper submission form and guidelines

Submission of a Paper in partial fulfillment of the requirements for a Master's Degree

Section A - To be completed by the Student

I attach a copy of the Paper I am submitting in terms of the Master's Degree Rules.

Name of Student:			
Student No:		Dept in which registered	
Title of Paper:			

For the Faculty's information, please indicate if the Paper has already been (i) submitted to a Journal or a Conference or (ii) published or accepted for publication. Please give details attaching evidence (reprint / photocopy of paper / letter of acceptance) in the latter case. (Please note, however, that (i) and (ii) are not requirements.)

Title of Dissertation (if different from above):	

Noted by Supervisor:		Date:	
Supervisor's Comments:			

Section B - To be completed by the Panel of Assessors (FOR OFFICE USE)

- The Paper **meets** the standard of being potentially publishable.
- The Paper **does not meet** the standard of being potentially publishable.

Comments:			
Convenor's Signature		Date:	

Guidelines for the Preparation and Submission of Papers in Partial Fulfilment of the Requirements for the Master's Degree

1. Aim of Guidelines and Note on Assessment

The Rule pertaining to the submission of a paper for the Masters' degree states that "the candidate shall submit a summary of the key aspects of the dissertation, presented in the form of a paper which is, potentially, of publishable standard, approved by a Panel of Assessors" The following guidelines are aimed at assisting both degree candidates and supervisors in ensuring that submissions of papers are of acceptable standard. In this regard, it should be stressed that the function of the Panel of Assessors is not to "referee" the submissions in the sense of giving opinion on the technical or scientific merit of the papers, but rather, to check that submissions contain the expected components of a scholarly research paper, presented with clarity of expression, well-structured and properly referenced. Substandard submissions will not be accepted.

2. Guidelines on the Preparation of Papers

- 2.1 A paper prepared for submission should reflect the work carried out for the Master's thesis. It is expected that papers reflect all or part of the content of the submitted Master's thesis.
- 2.2 The standard of preparation of manuscripts should generally match that of peer-reviewed published conference proceedings or peer-reviewed journals. Candidates are strongly advised to prepare manuscripts with a specific journal or conference proceedings in mind, and follow the instructions provided by the editors.
- 2.3 Papers must be properly structured, with a clear "flow" from one section to the next, and a clear hierarchy in the arrangement of sections. Simply putting down ideas without a plan as regards the structure of the paper is not acceptable. All papers should have an abstract (typically 100 to 200 words) after the title. An acceptable structure of paper may, for instance, be as follows: Title, Abstract, Keywords, Introduction, Method/Procedure, Results, Discussion, Conclusions, and References.
- 2.4 Candidates are particularly reminded that the "Conclusions" section should actually reflect the conclusions drawn from the presented work, and not be merely a summary of the paper. In certain cases, consideration should be given to more appropriate headings for the final section, such as "Concluding Remarks" or "Summary and Conclusions".
- 2.5 Close attention should be paid to the proper surveying and referencing of literature. Although a frill literature survey is not necessarily appropriate in a short paper, some information on prior work and the current state of the art is a basic minimum for a research paper. A bibliography is no substitute for a list of cited references. Acceptable referencing styles may be seen in peer-reviewed journals.
- 2.6 Papers based on the collection of data through field surveys should contain statistical analyses (including sampling procedures, reliability analyses, etc) of the information. Merely reporting on what was carried out, recording the results and simply accepting these, is clearly not adequate for a research paper.
- 2.7 Papers should be thoroughly checked and proof-read prior to submission, to make sure that they are free of spelling, grammatical and typographical errors. Hurried submissions riddled with errors of this type will not be accepted.

3. Guidelines for the Submission of Papers

- 3.1 Submission of papers should comply with the deadline indicated by the Faculty, which would normally be two weeks before the meeting that considers the examination reports on Masters' theses.
- 3.2 Two copies of the paper should be submitted. The first copy should be submitted to the Faculty Office under cover of the Paper Submission Form. The second copy should be lodged with the Head of Department.
- 3.3 Where a paper that is submitted to the Panel has already been published as a full paper in a well-known and reputable journal or in refereed conference proceedings (such a publication reasonably reflecting the content of the submitted Master's thesis), the requirement of "publish worthiness" will be deemed to have been demonstrated, and the submission will be automatically accepted, provided it is in the form of a reprint or a photocopy of the full paper as published.
- 3.4 Where a paper that is submitted to the Panel has already been accepted for publication in a peer-reviewed journal or conference proceedings, but has not yet been published, proof of this (in the form of the Editor's acceptance letter) should be provided with the submission of the paper; a submission with such proof will be treated as in paragraph 3.2 above.

4. Assessment and Feedback

After submission of papers, candidates will be informed on the acceptance of their submissions by the Faculty Office. Any points needing attention will be communicated to the candidate via the Supervisor or the Faculty Office, and these should be attended to with urgency. Where a Master's thesis has not met the requirements for the award of the Masters' degree, and needs to be resubmitted and re-examined after further work, another paper submission may be required.