UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

FACULTY OF ENGINEERING AND BUILT ENVIRONMENT

DEPARTMENT OF CIVIL ENGINEERING

GEOTECHNICAL ENGINEERING
UNIVERSITY OF CAPE TOWN

Geotechnical Engineering Postgraduate Student Handbook

2025

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WELCOME MESSAGE FROM PROF. KALUMBA

Dear Postgraduate Students,

Welcome to the Geotechnical Engineering Research Group at the University of Cape Town. It is with great pleasure that I extend my warmest greetings to you as you embark on this exciting and intellectually stimulating journey. You are now part of a vibrant community that is dedicated to excellence in research, innovation, and the advancement of knowledge in the field of Geotechnical Engineering.

Our research group is committed to providing you with a supportive and enriching environment that will foster your academic and professional growth. We have assembled a team of distinguished faculty members, state-of-the-art facilities, and comprehensive resources to ensure that you have everything you need to succeed. Your journey here will be marked by rigorous academic challenges, collaborative research opportunities, and the chance to contribute to impactful projects that address real-world problems.

This handbook has been meticulously crafted to serve as your companion throughout your postgraduate studies. It contains essential information, guidelines, and resources to help you navigate your academic journey with confidence and ease. From university regulations and registration processes to funding opportunities and career development resources, this handbook aims to provide you with the necessary tools and knowledge to thrive in your research endeavours.

This handbook is intended to serve as a guide to postgraduate studies in Geotechnical Engineering. 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(b) in the UCT series).

I encourage you to take full advantage of the opportunities presented to you, engage actively with your peers and mentors, and strive for excellence in all your endeavours. Remember that research is not only about discovering new knowledge but also about challenging yourself, pushing boundaries, and making a positive impact on society.

Once again, welcome to the Geotechnical Engineering Research Group. I look forward to witnessing your achievements and celebrating your successes. Wishing you all the best in your studies and research.

Professor Dr. Denis Kalumba
Director of Postgraduate Studies, and
Head of Geotechnical Engineering Division
Department of Civil Engineering

USEFUL CONTACTS

If you have certain queries or concerns, you are strongly encouraged to discuss them with the respective person(s). Some relevant contact details have been provided.

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COMMON WORDS & ABBREVIATIONS

- **Amathuba:** UCT's new digital learning platform, supporting face-to-face teaching and learning and offering a wide range of features in an attractive, modern, and engaging user interface.
- **Caf:** As in cafeteria. The Cissie Gool Café next to Cissie Gool Plaza – great for cheap, good food. Located in the Steve Biko Students' Union building.
- **Chem Eng.:** Short for Chemical Engineering, one of the engineering departments at UCT. The building adjacent to the New Engineering Building
- **CoMSIRU**: Concrete Materials & Structural Integrity Research Unit.
- **CPS (Campus Protection Services):** These are the guys who take care of safety and security on campus.
- **Credits:** One credit quantifies to an expected 10 hours of work.
- **DDB:** Degree Doctoral Board.
- **Dean:** The head of a faculty.
- **DP (Duly Performed):** If you get your DP for a course, you can write the exams.
- **DPR (Duly Performed Refused):** This means you've spent too much time in the caf and you can't write exams. Go to the main library (Chancellor Oppenheimer Library) adjacent to the caf!
- **Early Assessment (EA):** A formal academic check to see how you're doing in your first weeks at university.
- **EBE:** Faculty of Engineering and the Built Environment at UCT.
- **EBE PGSC:** Postgraduate Student Council, representing PG students in the faculty.
- **ECSA:** Engineering Council of South Africa, the regulatory body for engineering professionals in the country.
- **Extended Degree Programme (EDP):** Also known as "*Aspect*", it is flexible degree programme that gives you a bit more time and help to complete your degree.
- **Eduroam:** The UCT network that provides free Wi-Fi on campus. Also available at Cape Town International Airport.
- **First-Class Pass:** When you get over 75% it's a first-class pass. An upper second is 70–74%, a lower second is 60–69% and a third is 50–59%. An S means you failed.
- **Food and Connect:** Keep an eye out for these food vendors across campus. Yum!
- **GIGSA:** Geosynthetics Interest Group of South Africa, an organization promoting the use of geosynthetics in civil engineering.
- **HoD;** Head of Department.
- **Jammie:** Now known as the "UCT Shuttle", but this is the nickname given to the blue shuttles that you can take in and around the UCT area.
- **Jammie Plaza:** The open area below Sarah Baartman Hall where tons of events take place.
- **Jammie Steps:** These lead right up to the Jammie Plaza.

- **Jammie Thursdays:** When interesting things happen on Jammie Plaza during meridian on Thursdays.
- **IAPO:** International Academic Programmes Office, which supports international students and study abroad opportunities.
- **ICTS:** Information and Communication Technology Services keeps you online and digitally enabled.
- **LinkedIn Learning:** An online virtual training library, offering thousands of tutorials on a variety of subjects. Free to use if you have UCT login details!
- **Lower Campus:** The area of UCT that includes student residences, sports fields, and some academic buildings.
- **Middle Campus**: The part of UCT housing administrative offices, law faculty, student residences and school of economics.
- **Meridian:** Lunch break, between 13:00 and 14:00 during the week.
- **MoU:** Memorandum of Understanding, an agreement between student and supervisors.
- **NEB**: Short for “New Engineering Building”. Your main home as a civil engineering student.
- **NLT:** New Lecture Theatre, a modern lecture hall on upper campus. Located adjacent to South Stop.
- **NRF:** National Research Foundation, a government agency that funds research initiatives.
- **North Stop:** One of the main UCT Shuttle stops on upper campus. It is North of the South Stop!
- **OIC:** The Office for Inclusivity and Change helps ensure the university is accessible and inclusive to all.
- **OL (Orientation Leader):** The person who will take you through the basics during O-Week.
- **O-Week:** The orientation programme that runs for a week before lectures start. It gives you time to get to know your surroundings and join clubs and societies.
- **Pass Mark:** Anything above 50%.
- **PeopleSoft:** An online database for your academic record, timetable, course marks and personal details.
- **PGFO:** Postgraduate Funding Office, which assists postgraduate students with scholarships and funding opportunities.
- **PPA:** Progress and Planned Activity, like an MoU.
- **Pracs (Practicals):** Where you put into practice what you’ve learned in theory.
- **Pre-Registration:** Is an administrative process for international students to verify immigration documents and confirm initial fee payments before registering at UCT.
- **RAG:** “Remember and Give” is the fundraising arm of SHAWCO.
- **Res:** As in residence (or hostel), the place you stay if you are living on campus.

- **SAICE:** South African Institution of Civil Engineering, a professional society for civil engineers.
- **SAX Appeal:** The RAG magazine that you'll sell at traffic lights to raise money for SHAWCO.
- **SHAWCO:** The Students' Health and Welfare Centres Organisation offers community outreach programmes.
- **SRC:** The Students' Representative Council is the highest decision-making structure of student governance.
- **South Stop:** One of the main UCT Shuttle stops on upper campus. It is South of the North Stop!
- **Snape:** Snape Building, which houses engineering lecture theatres. Located in front of NEB.
- **Supp:** Supplementary exam (for when the first one didn't go so well).
- **TBA:** Not a venue, means "To Be Announced".
- **Tugwell**: Tugwell Hall, one of UCT's student residences, for first year female students. Its male counterpart is Leo Marquard Hall. The Tugwell Jammie Stop is one of the main hubs if you want to travel anywhere.
- **Tuts (tutorials):** Small groups that meet to discuss material raised in lectures. Compulsory if you want to get a DP.
- **Tutor:** Person in charge of tuts, who might also become your mentor, academic guide and friend.
- **UCT Shuttle:** Also known as the Jammie! The blue buses that get you around campus and town. If you have your student card, it's free!
- **Upper Campus**: The main campus of UCT, where most faculties and central administration offices are located.
- **Vac:** As in "vacation". The thing your parents refer to as a "holiday" or "leave".
- **Varsity:** Where you find yourself right now. Also, the name of one of UCT's student newspapers.

1) INTRODUCTION TO RESEARCH GROUP

1.1. VISION

The Geotechnical Engineering Research Division's focus is on finding cost-effective and sustainable ways of improving the engineering properties of foundation soils to ensure the safety and reliability of civil engineering projects.

1.2. MISSION

The mission of the Geotechnical Engineering Research Group is to advance the field of geotechnical engineering through innovative research, interdisciplinary collaboration, and the development of practical solutions for complex engineering challenges. We are committed to:

- Enhancing the understanding of soil behaviour and its interaction with civil engineering structures.
- Promoting the use of sustainable and cost-effective geotechnical practices.
- Providing high-quality education and training to postgraduate students, equipping them with the skills and knowledge necessary for successful careers in academia, industry, and government.
- Engaging with industry and professional bodies to ensure the practical application and dissemination of research findings.
- Fostering a collaborative and inclusive research environment that encourages diversity of thought and innovation.

1.3. OBJECTIVES

- To conduct cutting-edge (or more appropriately, groundbreaking) research that addresses current and future challenges in geotechnical engineering.
- To publish and present research findings in reputable journals and conferences.
- To develop partnerships with industry stakeholders for the practical implementation of research outcomes.
- To secure funding and resources necessary for the advancement of research projects.

1.4. FOCUS RESEARCH AREAS

- Ground Improvement
- Geosynthetics Applications
- Waste Minimisation
- Laboratory and In-Situ Soil Testing
- Soil-Structure Interaction
- Geo-environmental Engineering
- Soil Modelling and Numerical Methods
- Soil Reinforcement
- Applications in Tailings Dams

2) ACADEMIC CALENDAR

2.1. UNIVERSITY DATES OF TERMS AND SEMESTERS

QUARTERS	2025	2026
1st Quarter:	17 Feb – 28 Mar 2025	
Mid-Term 1 Vacation:	29 Mar – 06 Apr 2025	
2nd Quarter:	07 Apr – 23 Jun 2025	
Mid-Year Vacation:	24 Jun – 27 Jul 2025	
3rd Quarter:	28 Jul – 05 Sep 2025	
Mid-Term 2 Vacation:	06 Sep – 14 Sep 2025	
4th Quarter:	15 Sept – 19 Dec 2025	

Summer Term 2025: 24 Nov – 22 Dec 2025 | **Summer Term 2026**: 23 Nov – 21 Dec 2026

Winter Term 2025: 23 Jun – 21 Jul 2025 | **Winter Term 2026**: 17 Jun – 16 Jul 2026

For more information, click here: https://uct.ac.za/academic-calendar

2.2. GEOTECHNICAL ENGINEERING COURSE DATES & SCHEDULE FOR 2025

Code	Course Description	Dates
CIV5110Z	Laboratory & Field Techniques	24 Feb – 28 Feb
CIV5114Z	Foundation Design	05 May – 09 May
CIV5150Z	Soil Modelling & Numerical Methods	07 July – 11 July
CIV5111Z	Ground Improvement Techniques	04 Aug – 08 Aug
CIV5153Z	Groundwater	29 Sept – 03 Oct

Disclaimers:

- The scheduling of course offerings is **subject to change** due to unforeseen circumstances.
- Courses in the GEOTECH programme have **HyFlex offerings (online & in-person)**; however, it is highly recommended to **attend at least two courses** in-person each year.
- For **complete list of master's courses**, please refer to the EBE Faculty Handbook.

2.3. ENRICHMENT COURSE DATES & SCHEDULE FOR 2025

Code	Course Description	Dates
CIV5131Z	Research Design and Methodology	10 Mar – 14 Mar

Disclaimers:

- It is recommended that **MSc** students take this course in their **1st year of registration** and **MEng** students in their **2nd year of registration**.
- Since this is an enrichment course, students may be eligible for **curriculum enrichment fee rebates**. For more information, click here: https://forms.uct.ac.za/studentforms.htm.

3) APPLYING FOR UCT ADMISSION

3.1. APPLICATION PROCEDURE

- Applications should be submitted as early as possible in the applications cycle, which commences in **October** of each year.
- Prospective applicants can **apply online**: https://publicaccess.uct.ac.za/psc/public/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.?&
- Please consult the table for a list of **required documents** for your programme application.

Qualification	Specialisation	Code	Required YES(Y) OR NO(N)				
			CV (incl. work experience)	100 Word Research Outline	Supervisors	Letter of motivation	Start Date
MASTER'S DEGREE PROGRAMMES							
Professional Masters (*140 credits coursework, 45/50 credits project*)	Geotechnical Engineering	EM028CIV08	Y	Y	Y	Y	Y
Master of Science in Engineering (*120 credits research, 60 credits coursework*)	Geotechnical Engineering	EM024CIV08	Y	Y	Y	Y	Y
DOCTORAL PROGRAMME							
Doctor of Philosophy (*360 credits research*)	Civil Engineering	ED001CIV01	Y	Y	Y	Y	Y

- The following additional information will be required to accompany your application:
  - Certified copies of ***official academic transcripts*** in ENGLISH (full transcripts for each tertiary institution attended)
  - Certified copies of ***degree certificates*** in ENGLISH (for each tertiary institution attended where applicable)
  - Applicants from universities situated in non-English speaking countries: ***TOEFL/IELTS certificate*** OR letter from previous tertiary institution stating "English as medium of instruction" for the Programme.
- Faxed or scanned copies of the application form or any other form are **NOT accepted**.
- Copies must be **certified by a Commissioner of Oaths**. Any postmaster, police officer, advocate or attorney will certify copies for you.
- The faculty will retain these copies.
- Please note that the university will not hesitate to prosecute anyone who submits forged documents.

3.2. APPLICATION FEES

- Applicants will be required to pay a **non-refundable** application fee.
  - Postgraduate applicants (SA and SADC region): **R 100**
  - Postgraduate applicants (outside SADC region): **R 300**
- The application fee may be paid by cheque, postal order, EFT or credit card. Cash payments may only be made to the Cashiers Office, Kramer Building, Middle Campus, UCT.
- EFT Payments can be made into the following bank account:
  - Beneficiary: University of Cape Town – No.1 Sundries Account
  - Bank: Standard Bank SA Ltd
  - Branch: Rondebosch, Western Cape
  - Branch Code: 025009
  - Account: 071053854
  - Swift Code: SBZAZAJJ
  - Reference: 11196, applicant's name and surname (e.g. *11196 Adam Eva Smith)*

3.3. INTERNATIONAL STUDENT FEES

- International students from outside the SADC region must pay the full international term fee before registration.
- The **International Academic Programmes Office (IAPO)** will send you a fee invoice on request detailing the cost of your study for the duration of your stay.
- If you are a student from the **SADC member countries**, you pay the local/South African fee.
- The SADC countries are *Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Swaziland, Seychelles, South Africa, Tanzania, Zambia, and Zimbabwe*.
- All **non-South African students** who qualify for local fee rates must pay the minimum initial payment of academic, residence and administrative service fee.

3.4. APPLICATION PROCESS

- 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 Manager in the Faculty Office on (021) 650 2800/khanyisa.tivaringe@uct.ac.za.
- Applications cannot be amended once submitted. Should you wish to change your programme of study, or any other details, you will be required to contact the UCT Admissions Office on email: admissions@uct.ac.za.

  ***Online applications*:** The following correspondence will be received **within 48 hours**:

  - An ***application number*** which should be used in all future correspondence with UCT
  - Your ***unique log-in details*** to monitor your application through our self-service facilities
  - ***Further instructions*** which you will be required to follow carefully.

Application forms: The following correspondence will be posted to you **within 7 days**:

- An ***application number*** which should be used in all future correspondence with UCT
- Your ***unique log-in details*** to monitor your application through our self-service facilities
- A ***data sheet***, which contains the details of your application.

3.5. MONITORING YOUR APPLICATION

- When THE ADMISSION OFFICE updates your application, you will receive an email communication.
- Please monitor your email account closely for updates.
- You can also check your status online with the log-in credentials that we will send you after you apply on the following link: https://studentsonline.uct.ac.za/psp/students/?cmd=login
- We are not permitted to disclose your application status telephonically.

3.5.1. APPLICATION PROCESS AND DEADLINES

Students should apply for funding opportunities early, preferably during the final year of their undergraduate studies or the year before starting their research programme. Full-time staff members are also encouraged to apply for NRF supervisory bursaries. For advice and guidance on funding applications, students can contact the Postgraduate Funding Office:

- **Email:** pgfunding@uct.ac.za
- **Location:** Otto Beit Building, Upper Campus

3.5.2. APPLYING FOR UCT RESIDENCE ACCOMMODATION

See Student Housing & Residence Life at UCT for student residence information. Many students who fail to secure student accommodation or are in their second or subsequent years of study stay in leased or private accommodation close to UCT. UCT has Off Campus Student Accommodation Services (OCSAS) that advertises vacancies in private accommodation, see the website for more information.

4) TUITION FEES & FUNDING

4.1. TUITION FEES

A registered student is personally responsible for all tuition and accommodation fees, regardless of any financial support or bursary they may receive. The contract signed as part of the application for admission to the University of Cape Town (UCT) legally binds the student and/or their legal guardian to pay the full tuition and accommodation fees for the year of registration, as determined by the University. This financial obligation remains in place regardless of any misunderstanding regarding university regulations or the validity of a student's registration.

As tuition fees are based on a student's academic record and accommodation choices, students must ensure the accuracy of their fee accounts.

4.1.1. METHOD OF PAYMENT

To ensure prompt allocation of payments, students must use their alphanumeric student number as a reference when making payments.

Payment Methods:

- **Direct Deposits/Internet Transfers/Cash Payments**: Payments can be made to the University's bank account at Standard Bank, Rondebosch, Branch Code: 025009, Account Number: 27 068 9982. The student number must be used as a reference.
- **Credit Card Payments**: Can be made at the Cashiers Office by the cardholder or online via the UCT website at http://payonline.uct.ac.za.
- **International Payments**: Students outside the South African rand currency area must make payments via telegraphic transfer to Standard Bank, Rondebosch, Swift Code: SBZA ZAJJ.
- **Flywire**: Exclusive to full-time international students for transactions from international bank accounts.

Important Notes:

- No cash payments will be accepted at the Cashiers Office.
- Foreign cheques are not accepted.
- International payments may take up to 14 working days to process.

4.1.2. INTERNATIONAL/SADC ADMINISTRATIVE FEE

There are three categories of international student, each with associated fees:

- SADC students are citizens of countries in the Southern African Development Community.
- International students from African countries outside of the SADC region.
- International students from countries outside of Africa.

All international full-degree students must pay a non-refundable International Administrative Fee, covering immigration clearance, registration, and orientation. This fee is required annually and must be paid before registration.

Table 4-1: International/SADC Administrative Fee.

Fee Type	Amount (ZAR)
International Administrative Fee	5,300
SADC Administrative Fee	5,300

Students registering for the first time in the second semester of the academic year must pay the full International/SADC Administrative Fee.

4.1.3. INTERNATIONAL TERM FEE

International non-SADC students enrolled in coursework qualifications are subject to an International Term Fee. Students registering in the second semester pay 50% of the standard fee. Those submitting their thesis/dissertation by the first semester deadline receive a 50% rebate. The applicable International Term Fee (by category of student and qualification/ programme of study) is outlined below:

Table 4-2: International Term Fee.

Programme	Non-SADC African Students (ZAR)	Students Outside Africa (ZAR)
Coursework Master's Degrees (Engineering)	47,600	63,700

4.1.4. TERMS OF PAYMENT FOR ACADEMIC FEES

All required fee payments must be made before registration or by **7 February 2025**, whichever is earlier.

- Research students (Master's by Research or PhD) must pay fees in full before registration.
- Other students may pay in two instalments:

Payment Due Date	Amount Due
First Payment (07 February 2025)	As per category below
Balance Payment (31 July 2025)	Full fee settlement

First Payments Required:

Student Category	First Payment (ZAR)
SADC Students (All Qualifications)	37,800
Master's by Coursework and Dissertation	76,500

4.2. FUNDING

4.2.1. POSTGRADUATE STUDENT FUNDING

Limited financial support is available for postgraduate students in the form of **scholarships, bursaries, and student loans.** Some awards are based solely on academic merit, while others consider financial need. Students are encouraged to explore various funding opportunities and apply well in advance. Postgraduate funding applications should be completed as part of the application for admission to UCT. The UCT Postgraduate Funding Office provides details on available funding options and application form.

- **South African applicants**: The closing date is **31 October.**
- **International and refugee students**: A limited number of scholarships are available; however, they do not cover the full cost of study. Students must first submit **UCT Application Form 10C** to the Postgraduate Centre and Funding Office by **31 July.** More information is available from the International Academic Programmes Office (IAPO).

For further details, visit the UCT Postgraduate Funding Office website.

4.2.2. INTERNATIONAL POSTGRADUATE ACADEMIC SCHOLARSHIPS

The Faculty of Engineering & the Built Environment (EBE) offers international scholarships to promote student diversity. These scholarships are:

- Awarded to **first-time postgraduate students** based on academic merit.
- Granted for **one academic year** at a time.
- Application forms are available from the EBE Faculty Office (PG Officer).

Application requirements:

- A recommendation letter from the Head of Department and Supervisor.
- Applications are reviewed by a faculty panel and approved by the Dean.

Renewal applications:

- Students must submit a formal letter and a progress report signed by their supervisor by **30 November** each year.

4.2.3. INTERNATIONAL STUDENT BURSARIES

Students facing **financial hardship** may apply to have their international registration fees reduced to the level of local fees. Applications must be submitted to the EBE Faculty Office for consideration by the Deputy Dean.

Exemptions: The following students are **not eligible** for this bursary:

- Students from **SADC** countries
- Research Master's 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. Refer to the **UCT Fees Handbook** (Book 12) for more details.

4.2.4. ADDITIONAL SOURCES OF POSTGRADUATE FUNDING

Postgraduate students are encouraged to explore various funding sources, including:

- **University-wide scholarships:** Open to all students through competitive selection.
- **Discipline-specific scholarships:** Details can be found in **Handbook 14**, "Financial Assistance for Postgraduate Study and Postdoctoral Research." Visit the UCT website: UCT Postgraduate Funding.
- **National and International Foundations:** Offering funding opportunities for postgraduate students.
- **National Research Foundation (NRF) Bursaries:**
  - Awarded directly to students through applications.
  - Allocated to supervisors for distribution under NRF guidelines.
- **Research Groups:**
  - Some research groups fund students through contract work for industry or government.
  - Industry-generated funds may also be used to supplement bursaries.
- **Industry-specific bursaries:** Companies may provide bursaries for students working on targeted research projects.

5) APPLYING FOR A STUDY VISA

5.1. APPLYING FOR A STUDY VISA

- All international students (full degree and Semester Study Abroad) with an offer to study at UCT must **apply for a study visa** endorsed for UCT.
- Processing times for study visas can take **8–12 weeks or longer**, especially during peak times. Apply as soon as you accept your study offer.
- Students with a tourist visa **cannot register** at UCT.
- If you do not take up your study offer, it will be **revoked**, and UCT will notify immigration authorities.
- Apply for a study visa **well in advance**, covering the full duration of your program.
- Applications must be made through the South African embassy, high commission, or consulate in your home country. A list of South African missions is available on the Department of International Relations and Cooperation.
- Alternatively, apply via the **Visa Facilitation Services Office (VFS)**.
- Medical aid cover from a scheme registered with the South African Council of Medical Aid Schemes is required. It must cover one year (renewable annually) or the entire study duration if less than one year. Recommended schemes:
    - Compcare Wellness
    - Momentum Medical Aid Life Cover
- Refugees, asylum seekers, permanent residents, or individuals with a valid South African ID do not need a study visa. Provide certified copies of relevant documents at pre-registration.

5.2. SOUTH AFRICAN STUDY VISA REQUIREMENTS

- Check the requirements for the embassy or consulate of the country in which you are applying, as they may vary or change.
- Provide original documents or certified copies (verified by a Commissioner of Oaths).
- Required documents:
    - **Original passport** (valid at least 30 days beyond your intended stay in South Africa).
    - **UCT study offer letter** (conditional or firm).
    - **UCT letter of undertaking**.
    - **Police clearance certificate(s)** from countries of residence after age 18. (Note that they are valid for 6 months after issue dat).
    - Proof of **medical aid coverage** as described in 4.1.
    - Proof of **sufficient funds** for living costs, tuition, and accommodation.
    - A **medical report** and **radiological report** (chest X-ray), issued by a medical doctor.
    - **Payment** or **proof of payment** for the visa application fee.
- Additional documents you may be asked for, in the event of travelling through a yellow fever high risk area or if travelling with a spouse or children:
    - **Yellow fever vaccination certificate** (if applicable).
    - **Legal documents** for dependents (e.g., marriage or adoption certificates).
- Visa issuing authorities will collect biometric data (fingerprints and ID photos).

5.3. STUDY VISA RENEWAL IN SOUTH AFRICA

- Apply for visa renewal at least **60 days before expiration**.
- Visas expiring on **31 December** must be **renewed by 31 October** through the VFS Centre in South Africa. However, it is recommended that you apply for renewal as early as **31st August** to carter for visa backlogs and avoid delays in your outcome.
- Visas applied for outside South Africa are **treated as new applications** and may require **additional document**.
- Renewal costs: **R425** (Department of Home Affairs fee) + **R1550** (VFS fee). Optional police clearance facilitation: **R185.**
- **Apply online** via VFS for renewals: Visa Facilitation Services Website.
- Request the following letters of support from IAPO through UCT's online form:
    - **Letter of Undertaking** for a visa renewal: complete this online form
    - Letter in **support of an application for a visitors' visa** endorsed for research or study: complete this online form.
    - Letters in **support of accommodation confirmation** for a study visa OR to open a bank account in South Africa: complete this online form.

5.4. CHECKING YOUR NEW STUDY VISA

- When the embassy or consulate returns your passport, verify the following:
    - Your full name matches your passport.
    - The visa is endorsed for study at the University of Cape Town.
    - The visa covers the full duration of your program.
    - The South African coat of arms is on the visa.
- If any details in the visa are incorrect, immediately notify the embassy/ consulate/ high commission/VFS of the error, before travelling to South Africa.

5.5. TRAVELLING TO SOUTH AFRICA ON YOUR STUDY VISA

- Upon arrival in South Africa, check your passport's entry stamp to ensure:
    - Ensure it aligns with your visa conditions (should state "study").
    - Confirm dates match your visa's expiry.
- Report discrepancies to an immigration official immediately.

5.6. WORKING IN SOUTH AFRICA WHILST ON A STUDY VISA

- International students on a study visa can work up to **20 hours per week** in **part-time**, paid employment.

6) REGISTRATION PROCESS

4.3. PRE-REGISTRATION

Pre-registration is an administrative process for international students to verify immigration documents and confirm initial fee payments before registering at UCT. This process ensures compliance with the South African Immigration Act, which mandates that higher education institutions keep records of international students. UCT submits an annual report on international student registrations to the Department of Home Affairs.

International students must submit immigration and fee-related Service Requests via the Student Administration System (PeopleSoft) to complete pre-registration. Once approved, the related holds will be removed, allowing students to proceed with academic registration. Refer to the **Pre-registration Guide** for more details

4.3.1. IMMIGRATION SERVICE REQUEST REQUIREMENTS

International students must fulfil specific requirements before registration based on their residency status:

- **Students residing in South Africa for more than 3 months** (e.g., full-degree and Semester Study Abroad students):
  - Certified copy of passport personal details page.
  - Certified copy of study visa endorsed with UCT (not another institution).
  - Proof of medical aid registered with the South African Council for Medical Aid Schemes.
- **Students residing in South Africa for less than 3 months** (e.g., modular degree programmes):
  - Certified copy of passport personal details page.
  - Certified copy of entry stamp (for visa exempt countries).
  - Confirmation letter from the course convenor stating modular attendance details.
- **Researchers (Postdoctoral Fellows/Visiting Researchers):**
  - Certified copy of passport personal details page.
  - Certified copy of visitor's visa endorsed for research at UCT.
  - Invitation letter from host department (for International Affiliates and Visiting Researchers).
- **Students residing outside South Africa:**
  - Certified copy of passport personal details page
  - Written confirmation of remote studies or a signed Remote Pre-registration Application form.
- **VFS Receipts for visa renewal applications in South Africa:**
  - A VFS receipt will be accepted only after the Department of Home Affairs grants UCT authorization.
  - VFS receipts from outside South Africa are not accepted.

- Asylum Seekers, Refugees, and Permanent Residents must provide certified copies of their valid documents; passports and medical aid proof are not required

- **Document Certification:**
  - All immigration documents must be certified by a Commissioner of Oaths or Notary, dated within the last 6 months.
  - Certification services are available at the International Office, Masingene Building (Level 3) on UCT Middle Campus (office times: Mon – Thurs 8h30 – 16h30 and Fri 8h30 – 16h00).

4.3.2. MEMORANDUM OF UNDERSTANDING (MOU)

The MoU or Progress Planned Activity (PPA) must be signed by both the supervisor and candidate in the first year of registration. It defines roles, responsibilities, timelines, funding, and intellectual property. Faculty-specific versions are permitted with university approval and made available through the Student Administration System (PeopleSoft).

Before the start of the second and subsequent years of registration, a supplement to the 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. If progress is inadequate, criteria for improvement must be outlined.

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 may refuse re-registration. In the case of a Masters degree, an MoU will also be required. A lack of progress should be formally documented and milestones set.

4.4. REGISTRATION FOR MASTER & PHD STUDENTS

Online Registration for **new & returning students** who have been made an offer to study can be accessed via the following link: https://ebe.uct.ac.za/postgraduate/2025-postgraduate-registration. Please note that registration can be completed remotely at any time from **03 January 2025**.

- **Deadlines:**
  - Full Research and PhD programmes: **28 February 2025**.
  - Other programmes: Before the programme start date.
  - Courses starting before 17 February 2025: Register at least one week prior.
- International students must obtain IAPO clearance before departmental registration.
- There are 2 types of self-service registration processes:

  1) Programme Enrolment:
  - Students register using approved curriculum and rules configured in system.
  - Any deviation requires approval from faculty (student breaking rules, class clashes, added/deleted courses etc.)

- See the **EBE PG Registration Student Guide** available on the following link: https://ebe.uct.ac.za/sites/default/files/media/documents/ebe_uct_ac_za/53/2-ebe-pg-student-registration-guide.pdf

2) Blank Shopping Cart:

- Programmes that are not on Programme Enrolment yet or have no pre-configured Shopping Cart will register with a Blank Shopping Cart.
- Students select their courses in the system and submit their selection for approval.
- See the **EBE PG Registration Student Guide** available on the following link: https://ebe.uct.ac.za/sites/default/files/media/documents/ebe_uct_ac_za/53/2-ebe-pg-student-registration-guide.pdf

- Please note the following information that you need to read through (click to access link):
  1) **Information sheets for PG students**
  2) **Student responsibilities from the Deputy Registrar**
  3) **Avoiding Plagiarism: A guide for students**
  4) **EBE Faculty International Student Bursary**
  5) **Curriculum Enrichment Rebate form**

4.5. CHANGE OF REGISTRATION

4.5.1. UPGRADING TO PHD

A Master's degree may be upgraded to a PhD if the supervisor identifies potential for a higher qualification. This should occur after the first year of research but before dissertation examination. It is not possible to use the work of the Masters degree towards a PhD after the examination process. Downgrading to a Master's degree is also possible before examination It is the responsibility of the supervisor, with the endorsement by the Head of Department, to motivate the upgrade in writing.

- Required documents for upgrade:
  - Motivation letter from the supervisor and HoD.
  - Signed PhD research proposal.
  - Change of curriculum form (ACA09).
  - Online application for PhD studies at UCT.
  - Committee of Assessors (CoA) signed Cover Sheet

4.5.2. PROCEDURE FOR CHANGING CURRICULUM

To add or withdraw courses, students must complete the prescribed change of curriculum form and submit it to the HoD before the closing date.

- **Key dates:**
  - First semester courses: First week of the second quarter.
  - Second semester courses: First week of the fourth quarter.
  - Full-year courses: Two-thirds completion of course material.

Late changes may incur penalties. Withdrawals after deadlines are not permitted.

4.6. LEAVE OF ABSENCE OR CANCELLATION/DISCONTINUATION OF STUDIES

4.6.1. LEAVE OF ABSENCE

If you are a registered student at UCT and are unable to continue your studies or research for the current year but intend to resume in the following year, you must apply for a leave of absence. This requires completing the Leave of Absence form, which should be submitted to the Faculty of Engineering & the Built Environment via email to **khanyisa.tivaringe@uct.ac.za** or **ebe-faculty@uct.ac.za**. Your application must include a motivation letter containing:

- Your full name, student number, and contact details.
- Detailed reasons for requesting the leave of absence.
- The specific period for the leave (e.g., full year, 1st semester: Jan–Jun, or 2nd semester: Jul–Dec).
- The name of your supervisor.
- Your plans and intentions upon returning from the leave.

The Faculty's policy stipulates that leave of absence may not be granted for more than two years. Applications for retrospective leave will not be accepted. To be considered for a refund of fees already paid, the leave of absence application must be submitted before the deadline dates outlined in the Fees Handbook.

4.6.2. CANCELLATION/DISCONTINUATION OF STUDIES

If you wish to permanently discontinue your studies, you must complete the Cancellation of Registration form before the deadline specified in the Fees Handbook. The completed form, along with your student card, must be submitted to the Faculty Office. This is crucial, as failure to formally cancel your registration will result in continued liability for tuition fees. Requests for retrospective cancellation will **not** be accepted. Cancellation deadlines are strictly enforced, and no refunds will be granted beyond the specified dates. Please refer to the Fees Handbook for further details.

4.7. STUDENT CARDS

New postgraduate students must present their identity document to obtain an official student card from Access Control. The card will contain the student's details, student number, and photograph. Students should retain their card, as it will be **revalidated** for use in subsequent academic years. If you need a replacement card, the following conditions apply:

- **Badly damaged or lost cards**: If your card is badly damaged (cracked or bent) or has been lost you will have to pay for a replacement card. The cost is R120.
- **Worn cards**: If the print on your card is badly worn from normal wear and tear the card is replaced free of charge.
- **Stolen cards**: If your card is stolen it is replaced free of charge provided you present an affidavit from the police where it was reported stolen.
- **Proof of identification**: Should you wish to get a new card for whatever reason you will be required to produce positive proof of identification.

Returning postgraduate students will have their cards automatically reactivated upon successful registration in the new academic year.

7) PROGRAMMES OFFERED

7.1. OVERVIEW

The Geotechnical Engineering Division offers several courses during a year. Courses are typically delivered once every 2 years, although these are subject to changes within the group. You are advised to register for the courses, that you require to undertake, at the beginning of the academic year when you are submitting your registration forms.

Note: It is not mandatory to register for all courses offered during a given academic year. The main focus is to ensure you achieve the total required Credit units from coursework at the end of the two years.

The following masters & doctoral programmes are offered to postgraduate students in Geotechnical Engineering within the Department of Civil Engineering and falls under the Faculty of Engineering and the Built environment:

- **Master of Geotechnical Engineering (MEng) – Professional Masters**
  - The coursework master's program, also known as a "*Professional Master's degree*", is aimed at professionals with limited time for a dissertation. Candidates are required to complete 135 credits of coursework as well as projects worth 45 credits.
- **Master of Science in Engineering (MSc Eng) specialising in Geotechnical Engineering**
  - This is a research-based degree (120 credit dissertation plus 60 credits coursework). Generally, candidates entering this programme should have an equivalent of an Honours degree or a four-year engineering degree.
- **Doctor of Philosophy (PhD) in Civil Engineering**
  - This is a research-intensive program aimed at candidates with a strong academic background and relevant professional experience. It requires the completion of original research culminating in a 360-credit thesis, contributing significantly to the field of civil engineering.

7.2. DIFFERENCE BETWEEN A MASTERS AND A DOCTORAL DEGREE

At the most fundamental level, the PhD is the higher degree: it requires more effort and time to obtain. In a PhD you write what is known as a *thesis*, whereas in a masters degree, you write a *dissertation*. However, in practice the difference is more subtle than this, as explained below:

- **Masters Degree:**

The primary functions of a Masters degree are to **train students in research** and offering some **degree of specialisation**. Consequently, it is not necessary that a Masters dissertation represent an original contribution. The skills imparted through, 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.

Masters degrees are **departmental degrees**: students are located within departments or within departmentally-related research groups. Most Master of Science degrees are discipline specific.

- **Doctoral Degree**

The degree of Doctor of Philosophy, on the other hand, certifies that the candidate is able to **conduct independent research** on his/her/their own initiative. Through the thesis the candidate must be able to demonstrate that he/she/their is at the academic forefront in the topic selected, that the work is original and that it advances knowledge. PhD is a **university-wide degree** (the award of the degree is the responsibility of the Doctoral Degrees Board), students are academically located with the department of the principal supervisor.

7.3. MASTER OF GEOTECHNICAL ENGINEERING – PROFESSIONAL MASTERS

The Professional Masters programme is course work based which carries 135 credits. A 45-credit project is undertaken during the course of study to bring the programme to 180 credits.

7.3.1. AIM

The proposed professional master's degree program specialising in Geotechnical Engineering is aimed at students who seek careers in fields related to geotechnical engineering but not necessarily research based. It will provide an intensive graduate education in geotechnical engineering for individuals through a combination of appropriate course scheduling and will suitably serve working professionals as it will include work that develops skills related to workplace needs.

7.3.2. DEGREE OUTCOMES

Upon successful completion of the programme, the knowledge of the graduates will have deepened in Geotechnical Engineering. They will also be skilled at identifying Geotechnical Engineering Problems and proposing solutions. Specifically, they would have gained:

- An advanced knowledge and understanding of the principles of geotechnical engineering and of their applications in a civil engineering context.
- An advanced knowledge and understanding of the engineering properties and characteristics of soils.
- An advanced knowledge and understanding of the site investigation process from design, through testing and interpretation, to reporting.
- An advanced knowledge and understanding of the geotechnical design process, and of the design of foundations, slopes and earth retaining structures.
- The ability to identify the geotechnical data relevant to a given engineering scenario, generate such data through the employment of appropriate testing techniques, and interpret these data in an engineering context.
- The ability to select and apply ideas, concepts, and data, from both science and engineering, in order to generate creative and innovative designs which provide optimal solutions to geotechnical problems.
- The ability to communicate by means of well prepared, clear, and confident presentations and concise and grammatically correct written documents.
- The ability to plan, organise and prioritise work activities in order to meet deadlines.

7.3.3. PROGRAMME & TIMESCALE

The degree programme is based on a template of nine (9) taught modules which contributes up to 135 credits with at least three quarters (3/4) of the total credits undertaken from the Geotechnical Engineering field. A candidate for the MEng in Geotechnical Engineering is required to complete a suite of courses with up to 135 credits and an individual project of 45 credits totalling to 180 credits, to comply with the prescribed curriculum for conferment of the degree. The student undertakes a project related to Geotechnical Engineering which involves individual study on a specialised topic. A statement of objectives is agreed upon, and the course of study is guided by the supervisor who is a suitable member of academic staff. The project engages the student in about 450 hours of independent study, and a written report is submitted.

The module/credit breakdown and the courses to be undertaken in the MEng programme are given in the tables below.

Table 7-1: MEng programme credits breakdown.

Module/Course	Credits
Core Taught Courses	52
Elective Taught Courses	83
Geotechnical Engineering Project	45
Minimum Total Credits	**180**

Table 7-2: Courses to be undertaken in the MEng programme

Course Type	Code	Course description	Credits
Core Non-Taught Course	CIV5129W	Geotechnical Engineering Project (From 2nd Year)	45
Core Taught Courses (Compulsory)	CIV5110Z	Laboratory and Field Techniques	16
	CIV5114Z	Foundation Design	16
	CIV5149Z	Slope Stability & Lateral Earth Supports	20
Elective Taught Courses (min. 83 credits)	CIV5122Z	Advanced Soil Mechanics	16
	CIV5143Z	Rock Mechanics	16
	CIV5111Z	Ground Improvement Techniques	20
	CIV5124Z	Geosynthetics Engineering	16
	CIV5150Z	Soil Modelling & Numerical Methods	20
	CIV5153Z	Groundwater	20
	CIV5131Z	Research Design & Methodology (From 2nd Year)	16
	CIV5162Z	Tailings Storage Facility Design, Construction and Management	20

The minimum duration for the programme shall be about two (2) academic years for full time study.

7.4. MSC ENG. SPECIALISING IN GEOTECHNICAL ENGINEERING

7.4.1. AIM

The primary purpose of the programme is to provide graduate civil engineers and geoscientists with the advanced conceptual understanding, detailed factual geotechnical knowledge, and specialist technical skills appropriate for a fruitful career as a geotechnical engineer in the construction, consulting and/or environmental industries. In addition to the academic and technical skills, the programme also aims to equip its graduates with a suite of transferable skills, including the ability to communicate effectively, the ability to employ IT and library resources appropriately, the ability to prioritise work and to meet deadlines, the ability to work alone and with others, and the ability to use initiative and to solve problems.

7.4.2. DEGREE OUTCOMES

On successful completion of the programme, the graduates will have acquired a much deeper knowledge and understanding of Geotechnical engineering. Specifically, they would have gained:

- An advanced knowledge and understanding of the principles of geotechnical engineering and of their applications in a civil engineering context.
- An advanced knowledge and understanding of the engineering properties and characteristics of soils.
- An advanced knowledge and understanding of the site investigation process from design, through testing and interpretation, to reporting.
- An advanced knowledge and understanding of the geotechnical design process, and of the design of foundations, slopes and earth retaining structures.
- The ability to identify the geotechnical data relevant to a given engineering scenario, generate such data through the employment of appropriate testing techniques, and interpret these data in an engineering context.
- The ability to select and apply ideas, concepts, and data, from both science and engineering, in order to generate creative and innovative designs which provide optimal solutions to geotechnical problems.
- The ability to formulate or recognise key hypotheses, to test hypotheses using logical and consistent quantitative arguments.
- The ability to communicate by means of well prepared, clear, and confident presentations and concise and grammatical written documents.
- The ability to plan, organise and prioritise work activities in order to meet deadlines.

7.4.3. PROGRAMME & TIMESCALE

The degree programme is based on a template of four (4) core taught modules, one (1) elective course and three (3) core non taught modules. The MSc programme (180 credits total) is predominantly research based whereby the dissertation carries 120 credits and the coursework is 60 credits. Following the successful completion of the taught courses, the student undertakes the MSc research dissertation which requires approximately 1200 hours of independent study and research. The subject of research is agreed between the student and the dissertation supervisor, who is a suitable member of academic staff.

The module/credit breakdown and the details of courses to be undertaken are given in tables below.

Table 7-3: MSc programme credits breakdown.

Courses	Credits
Core Taught Courses	32
Core Elective Taught Courses	16
Elective Taught Courses	12
Masters in Civil Engineering Dissertation	120
Minimum Total Credits	**180**

Table 7-4: Courses to be undertaken in the MSc programme

Course Type	Code	Course description	Credits
Core Non-Taught Course	CIV5000Z	Masters in Civil Engineering Dissertation (2nd Year Registration)	45
	CIV5109Z	Dissertation Preparation (1st Year Registration)	0
	END5050X	Master's Journal Paper	0
Core Taught Courses (Compulsory)	CIV5110Z	Laboratory and Field Techniques	16
	CIV5114Z	Foundation Design	16
Core Elective Taught Courses (min. 16 credits)	CIV5122Z	Advanced Soil Mechanics OR	16
	CIV5143Z	Rock Mechanics	16
Elective Taught Courses (min. 12 credits)	CIV5111Z	Ground Improvement Techniques	20
	CIV5124Z	Geosynthetics Engineering	16
	CIV5149Z	Slope Stability & Lateral Earth Supports	20
	CIV5150Z	Soil Modelling & Numerical Methods	16
	CIV5153Z	Groundwater	20
	CIV5162Z	Tailings Storage Facility Design, Construction and Management	20
Enrichment Courses	CIV5131Z	Research Design & Methodology (From 1st Year)	16
	CHE5055F/S	Research Communication and Methodology	16

The minimum duration for the MSc programme is **two (2) academic years** for full time study. The taught element of the programme takes the first year followed by the completion of the research dissertation in the second. On a part-time basis, the programme typically takes over **36 months.**

Postgraduates may be granted **curriculum enrichment fee rebates** for approved courses which are over and above programme requirements. For more information curriculum enrichment fee rebates, click here: https://forms.uct.ac.za/studentforms.htm.

7.5. DOCTOR OF PHILOSOPHY (PHD) IN CIVIL ENGINEERING

7.5.1. AIM

The primary objective of the PhD programme is to develop highly skilled civil engineers and geoscientists who can independently conduct advanced research in geotechnical engineering. The programme aims to cultivate a deep theoretical and practical understanding of geotechnical principles, fostering innovative and original contributions to the field. Graduates of the programme will be equipped with the expertise to tackle complex engineering challenges, advance scientific knowledge, and contribute meaningfully to the construction, consulting, and environmental industries. In addition to technical skills, the programme also seeks to enhance the abilities of graduates in communication, critical thinking, problem-solving, project management, and interdisciplinary collaboration.

7.5.2. DEGREE OUTCOMES

On successful completion of the programme, graduates will have achieved the following outcomes:

- Demonstrate the ability to conduct independent, original, and significant research in geotechnical engineering.
- Contribute new knowledge and insights to the field through peer-reviewed publications and conference presentations.
- Possess an in-depth understanding of geotechnical engineering principles and their practical applications in civil engineering.
- Gain comprehensive knowledge of the latest advancements and emerging trends in geotechnical engineering.
- Identify, formulate, and solve complex geotechnical engineering problems using advanced analytical, numerical, and experimental techniques.
- Apply state-of-the-art research methodologies and tools to investigate and analyse geotechnical systems.
- Design and implement laboratory and field experiments to gather, analyse, and interpret geotechnical data.
- Effectively communicate research findings through scholarly writing, technical reports, and oral presentations to both academic and professional audiences.
- Exhibit high levels of professional integrity, ethics, and social responsibility in research and practice.

7.5.3. PROGRAMME & TIMESCALE

The PhD programme is structured to provide a rigorous and comprehensive academic and research experience over a typical minimum duration of 3 (full-time), with part-time options available. The PhD programme involves a significant research component, culminating in a thesis that advances the frontiers of geotechnical engineering knowledge. The research topic is determined through discussions between the student and their supervisor, ensuring alignment with contemporary industry and academic needs. The research is expected to contribute meaningfully to both theoretical advancements and practical applications in the field.

The module/credit breakdown and the details of courses to be undertaken are given in tables below.

Table 7-5: PhD programme credits breakdown.

Courses	Credits
PhD in Civil Engineering Thesis	360
Minimum Total Credits	**360**

Table 7-6: Courses to be undertaken in the PhD programme

Course Type	Code	Course description	Credits
Core Non-Taught Course	CIV6000W	PhD in Civil Engineering Thesis	360

7.6. COURSES OFFERED IN GEOTECHNICAL ENGINEERING

The Geotechnical Engineering Group offers several courses during a year. Courses are typically delivered once every 2 years, although these are subject to changes within the group. You are advised to register for the courses, that you require to undertake, at the beginning of the academic year when you are submitting your registration forms. More information regarding registration for these courses may be obtained from our postgraduate administrator, Ms Natasha Samuels. Please note that it remains your responsibility to confirm with her, closer to the time of the course being delivered, whether any changes have been effected with regards to course dates and venue.

The following is a list of courses, with a brief description for each, which is generally offered for both MSc and MGeotech students.

- **CIV5000W Masters in Civil Engineering Dissertation**
  - The dissertation should incorporate any or all of the following: design of all or part of an engineering project to a specification involving advanced concepts and theoretical principles; a research project of a theoretical or practical nature; a critical review of a specified topic based upon a comprehensive search of the literature or available data; development of an item of equipment or a technique involving novel features or advanced design; or any other study acceptable to the Faculty.
- **CIV5109Z Dissertation Preparation**
  - The aim of this course is to allow a student to undertake preparatory work for the master's dissertation. Work required includes literature searches and reviews; identification of the research problem, objectives and hypothesis; consideration of research methodology; planning for the active research phase; and ensuring that research infrastructure (e.g. apparatus etc.) is or will be in place. The student should maintain regular contact with his/her supervisor in order to show evidence of suitable progress towards these aims. The supervisor must indicate satisfactory fulfilment of the course aims prior to the student proceeding to the dissertation.

- **CIV5129W Geotechnical Engineering Project**
  - The aim of the course is to offer students an opportunity to undertake a case study project in which they can develop skills in analysing and providing solutions to typical geotechnical engineering problems encountered in the field. The project is intended to provide a platform for the students to put into practice the methodological and technical competencies acquired during the taught course work component of the programme. A statement of objectives of the geotechnical engineering project will be agreed upon, and the course of study will be guided by the supervisor. The programme will involve the student in about 450 hours of work, and a written output in the form of a report is submitted.
- **END5050X Master's Journal Paper Requirement**
  - The aim of submitting a research paper for the masters' degree is to develop an understanding of what is required for the publication of research findings. To this end a 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. This is a requirement for candidates submitting either a 180 or 120 credit dissertation for the following degrees in MSc (Eng). Refer to the appropriate degree rules.
- **CIV5110Z Laboratory and Field Techniques**
  - This course aims to develop an advanced understanding of laboratory and field techniques. Topics include Laboratory methods-role and scope of laboratory tests; fundamentals of stress-strain and strength measurements; stresses, pore pressures and strains; transducers and control systems; practical applications. The theoretical and practical aspects of in situ tests in geotechnical engineering are also given. Tests to be discussed include dynamic cone penetrometer standard penetration test, field vane, piezocone, dilatometer, pressuremeter etc. Geophysical methods are also included. Emphasis is placed on the use of in situ test results for determining engineering properties of soil for design. Field instrumentation, settlement gauges, extensometers, inclinometers, piezometers, geotechnical data correlation charts, measurements of in-situ stresses and permeability, etc. are also covered.
- **CIV5111Z Ground Improvement Techniques**
  - This course aims to introduce students to the concepts underpinning a range of ground improvements and soil remediation techniques and an appreciation of how these techniques are applied in practice. The course covers important design and construction aspects associated with ground improvement techniques including Mechanical methods (compaction, vibrotechniques), Hydraulic methods (groundwater lowering, preloading, vertical drains, electro-osmosis), Physical/chemical methods (admixtures, grouting, deep soil mixing, ground freezing), Inclusions (rigid inclusions, soil reinforcements) and contaminated land and remediation.
- **CIV5114Z Foundation Design**
  - This course aims to furnish participants with the necessary knowledge and design skills required to ensure stability of both the ground, and any structure built in or on the ground. It will introduce participants to the application of theories of soil mechanics, applied mathematics and physics to provide solutions to the serviceability and ultimate limit states of geotechnical structures. Topics include review of soil mechanics; working stress approach, limit state design; analysis and design of shallow and deep foundations; determination of settlement of structures; use of foundation design standards such as Eurocodes, SANS 10160; etc.

- **CIV5122Z Advanced Soil Mechanics**
  - The course covers the advanced concepts and theories in soil mechanics fundamental to geotechnical engineering such as: Shear Strength of Soils; Stress- Strain Behaviour; Drained and Undrained Shear Strength; Stress Paths; Critical State Soil Mechanics, Failure Criteria; Constitutive Models Soil Deformation Analysis; Stress Distribution in Soil; Settlement of Soil; Consolidation Theory.
- **CIV5124Z Geosynthetics Engineering**
  - This course aims to introduce advanced students to geosynthetics and their applications in the built environment and it covers important considerations in the use of geosynthetics to solve civil engineering problems. It includes methods of analysis, design, construction and field monitoring of structures constructed with geosynthetics. Topics include the behaviour and interaction of these materials in filtration, drainage, separation, reinforcement, erosion control and barrier functions.
- **CIV5143Z Rock Mechanics**
  - This course introduces the theory of rock mechanics and its applications in construction and mining operations. Students are presented with the fundamental concepts of stress and strain in isotropic and anisotropic rocks, and they conduct stress analyses using data collected in the laboratory and the field. Rock mass structures and classification schemes are introduced, and students learn how these govern rock slope stability and underground rock excavation methods in a given stress environment. Rock control and support systems utilized in underground and surface excavations and their related safety requirements are discussed. Rock mechanics topics surrounding blasting and the stability of impoundment dams and tailings dumps are also presented.
- **CIV5149Z Slope Stability & Lateral Earth Supports**
  - This course focuses on stability of natural slopes and stability considerations related to man-made cuts and fills. Participants will be introduced to the different slide mechanisms, the conditions of their occurrence, the theories and principles governing stability of slopes. It will also cover the selection, design and performance of earth retention structures, consequently equipping participants with the fundamentals and working tools needed for the design and analyses of earth retaining structures and systems.
- **CIV5150Z Soil Modelling & Numerical Methods**
  - Numerical analyses of geotechnical engineering problems are becoming more and more common in industrial practice. Complex problems dealing with elasto-plastic behaviour of soil under drained and undrained conditions require numerical analysis for implementing proper design. It is necessary to identify the appropriate soil constitutive model and the model parameters that should be used for the analysis of different field problems. At the same time, it is necessary to understand the fundamentals behind the appropriate use of these soil constitutive models in numerical schemes for solving different field problems. This course provides an introduction to the different soil constitutive models and their use in numerical analysis.
- **CIV5153Z Groundwater**
  - This course teaches the physical processes that control the flow of water below the subsurface, surface-water groundwater interactions, transport of solutes, groundwater hydraulics and aspects of drilling and well completion. It aims to give participants a sound understanding of flow in porous media, including soil and groundwater. It prepares students

on topics related to groundwater supply, groundwater recharge, aquifer characterisation, and contamination of the subsurface. Furthermore, the application of these principles of hydrogeology to dewatering, mining, petroleum and remediation will also be outlined.

- **CIV5162Z Tailings Storage Facility Design, Construction and Management**
  - The course focuses on the characterisation and geotechniques of mine tailings, Tailings Storage Facility (TSF) siting, tailings disposal and storage options. Participants will be introduced to the design of TSFs and seepage, stress deformation and stability analysis methods. It will also cover development of TSF water balance, water management, dam break and risk analysis. Basics of TSF closure options, closure designs and reclamation will be addressed.
- **CIV5131Z Research Design & Methodology**
  - This course aims to develop conceptual skills for conducting research at the master's level. Topics include: the scientific method, induction and deduction, inference, statistical thinking and ethics, as well as technical skills which include technical writing, searching and interpretation of scientific literature, proper use of citations, and communication of research outputs.
- **CHE5055F/S Research Communication & Methodology**
  - This is an enrichment course which is offered through the department of chemical engineering. Although the credits earned from this course do not count towards the award of the degree, it is a compulsory course which all MSc students are required to take. The main focus of this course is based on research philosophy. Out of the many areas which are covered, the following are some of them: hypothesis development and research methodology, literature review skills and research communication.
- **CIV6000W PhD in Civil Engineering Dissertation**
  - A PhD thesis is required to be an original, coherent and consistent body of work which reflects the candidate's own efforts. The thesis may not be more than 80 000 words. A candidate will undertake research, and such advanced coursework as may be required, under the guidance of a supervisor or supervisors appointed by Senate.

7.7. COURSE FEES

UCT operates on a course-based fee structure, meaning that the price listed for each course is the total academic cost with no additional levies. Students can accurately calculate their academic costs for 2025 using the Faculty handbook and UCT's fee booklet. The Faculty handbook provides details on available courses for each qualification, including their course codes. Students should use these codes to determine the all-inclusive cost of each course in the fee booklet. The total cost for the academic year is the sum of all selected course fees.

As student fee accounts are based on academic load, it is each student's responsibility to ensure the accuracy of their course enrolment for the current year. Faculty handbooks can be obtained from the relevant faculty office, and the information is also available on the UCT website: Handbooks | University of Cape Town.

Table 7-7: Fee Structure for Geotechnical Engineering Courses (2025).

Code	Course Description	Fee (ZAR)
CHE5055F/S	Research Communication & Methodology	8,920
CIV5000W	Civil Engineering Dissertation	41,420
CIV5109Z	Dissertation Preparation	10,260
CIV5110Z	Laboratory & Field Techniques	8,920
CIV5111Z	Ground Improvement Techniques	8,920
CIV5114Z	Foundation Design	8,920
CIV5122Z	Advanced Soil Mechanics	9,120
CIV5124Z	Geosynthetics Engineering	8,920
CIV5129W	Geotechnical Engineering Project	13,440
CIV5131Z	Research Methodology	8,920
CIV5143Z	Rock Mechanics	8,920
CIV5149Z	Slope Stability & Earth Supports	15,100
CIV5150Z	Soil Modelling	10,370
CIV5153Z	Groundwater	15,110
CIV5162Z	Tailings Storage Engineering	15,100
CIV6000W	PhD Civil Engineering Dissertation	27,170
END5050X	Masters Paper Requirement	1

8) RESEARCH PROCESS

8.1. RESEARCH FRAMEWORKS

This section provides an overview of the timelines for each of the three Geotechnical engineering courses and their deliverables. The years have been divided into quarters which are the last days of March, June, September, and December for the 1st, 2nd, 3rd, and 4th quarters respectively. There are three main types of research carried out in Geotechnical engineering. They have been termed as research types and include:

- **Laboratory Intensive Research**
  - This is research with a substantial amount of laboratory testing.
- **Software Intensive Research.**
  - This research involves the use of computer software for modelling purposes.
- **Externally Sourced Research.**
  - This is research that requires accumulation of data from external databases. This could be private or government organisations.

At the end of each quarter, all the research types should have completed specific milestones which are to be presented to the Geotechnical Engineering Group.

8.1.1. MENG PROGRAMME FRAMEWORK

The MEng degree has a 45-credit Geotech project which is primarily carried out over the course of 1 year, with the first year being primarily taught course work. The framework for this project is shown in Table 6-1 below.

Table 8-1: MEng project timeline.

<table>
<tr><th rowspan="3">Research Types</th><th colspan="4">Yearly Quarters</th></tr>
<tr><th colspan="4">Year 1 or Year 2 (Project Completed in 1 year)</th></tr>
<tr><th>1st</th><th>2nd</th><th>3rd</th><th>4th</th></tr>
<tr><td>Lab Intensive Research</td><td rowspan="3">Milestones: Project Topic Obtained.

Proposal written with Preliminary Literature Review & Methods

Ethics Clearance Obtained.

Presentation: Research problem & Preliminary Method.</td><td>Milestones: Lab Work Complete.

Presentation: Method & Preliminary Results</td><td rowspan="3">Milestones: Chapters 1 – 3 Complete & Submitted.

Result Analysis Completed.

Presentation: Results & Discussion</td><td rowspan="3">Milestones: Discussion & Conclusions Complete.

Project Fully Completed & Submitted

Presentation Full Project Presentation</td></tr>
<tr><td>Software Intensive Research</td><td>Models Generated Completed.

Presentation: Method & Results</td></tr>
<tr><td>External Sourced Research</td><td>Data Analysis Complete

Presentation: Method & Preliminary Results</td></tr>
</table>

8.1.2. MSC PROGRAMME FRAMEWORK

The MSc degree has a 120-credit dissertation which is primarily carried out over the course of 2 years. The framework for this research is shown in Table 6-2 and Table 6-3 below.

Table 8-2: MSc Year 1 Research Timeline.

Research Types	Yearly Quarters			
	Year 1			
	1st	2nd	3rd	4th
Lab Intensive Research	Milestone: Research Topic Obtained Presentation: Research Topic	Milestones: Proposal Submission Ethics Clearance Obtained Presentation: Frist Draft of Proposal	Milestones: Equipment Obtained & Methods Approved Presentation: Equipment	Milestones: Commence Lab Work Presentation: Revised Methods
Software Intensive Research			Software Obtained & Methods Approved Presentation: Software	Working Software Model Presentation: Initial Simulation of Model
External Sourced Research			Logistics Handled & Methods Approved Presentation: Raw Data Obtained	External Data Mobilised Presentation: Raw Data Analysis

Table 8-3: MSc Year 2 Research Timeline.

Research Types	Yearly Quarters			
	Year 2			
	1st	2nd	3rd	4th
Lab Intensive Research	Milestones: Chapters 1&2 Completed and Submitted Presentation: Finalised Research Problem and Gaps in Literature	Milestones: Experiments Completed Chapter 3 Submitted with corrections implemented to earlier chapters Presentation: Final Method & Preliminary Results	Milestones: Results, Analysis and Conclusion Completed Starting Drafting Publication Paper Presentation: Results and Discussion	Milestones: Research Dissertation & Publication Submission Presentation: Full Dissertation Presentation & Publication
Software Intensive Research				
External Sourced Research				

8.1.3. PHD PROGRAMME FRAMEWORK

The PhD degree comprises a 360-credit dissertation carried out over 3 years. The research framework is outlined the tables below.

Table 8-4: PhD Year 1 Research Timeline.

Research Types	Yearly Quarters			
	Year 1			
	1st	2nd	3rd	4th
Lab Intensive Research	Finalise Research Topic & Initiate Literature Review Research Topic, Research Scope & Objectives	Finalise Testing Methods & Procedures Submission of 1st Draft of PhD Proposal	Procurement of Equipment & Testing Materials	Submission of Final Draft of PhD Proposal Submission of Ethics Clearance Application Presentation: Defence of PhD Proposal
Software Intensive Research			Software Selection & Initiate Model Development	
External Sourced Research			Data Acquisition Plan Finalized Initial Data Collection Initiated	

Table 8-5: PhD Year 2 Research Timeline.

Research Types	Yearly Quarters			
	Year 2			
	1st	2nd	3rd	4th
Lab Intensive Research	Pilot Study Conducted Modifications to Equipment & Testing Methods	Begin Full-Scale Experimentation Submission of 1st Draft of PhD Thesis	Data Collection in Progress Experimental Data Validation	Analysis of Experimental Results Submission of 2nd Draft of PhD Thesis
Software Intensive Research	Preliminary Simulations Model Validation & Refinement	Model Optimization Submission of 1st Draft of PhD Thesis	Model Calibration Using Experimental Data Advanced Simulations	Comparative Analysis with Experimental Data Submission of 2nd Draft of PhD Thesis
External Sourced Research	Data Verification & Processing Preliminary Data Analysis	Full Data Set Analysis Submission of 1st Draft of PhD Thesis	Statistical Interpretation of Results Conclusions Derived from External Data	Integration of External Data with Findings Submission of 2nd Draft of PhD Thesis

Table 8-6: PhD Year 3 Research Timeline.

Research Types	Yearly Quarters			
	Year 3			
	1st	2nd	3rd	4th
Lab Intensive Research	Interpretation of Data & Results Drafting of Results & Discussion Chapters	Submission of 3rd Draft of PhD Thesis Drafting of Conclusion Chapter	Thesis Finalization & Paper Writing Upload Signed Intention to Submit Form Preparation for Final PhD Thesis Defence	Submission of Final PhD Thesis Presentation: Final Defence of PhD Thesis
Software Intensive Research	Model Refinement for Publication Drafting of Results & Discussion Chapters	Submission of 3rd Draft of PhD Thesis Drafting of Conclusion Chapter		
External Sourced Research	Final Data Comparison & Validation Drafting of Results & Discussion Chapters	Submission of 3rd Draft of PhD Thesis Drafting of Conclusion Chapter		

8.2. ETHICS APPLICATION

- If you are planning to undertake research in the Faculty of Engineering & the Built Environment you will need to ensure that you have read the latest revision of the EBE EiR Handbook.
- EBE staff, students, as well as external persons or parties linked to EBE - planning to undertake research, **must apply for ethics clearance**.
  Note: When applying for ethics clearance, researchers and students should first complete the Pre-screening Questionnaire (PSQ), see EBE PSQ manual below. This mainly consists of answering "Yes" or "No" to approximately 12 questions. The outcome of the PSQ will determine if a student needs to submit a full ethics application or not.
- Ethics clearance applications must be submitted via UCT's electronic Research Administration (eRA) system (Click here for eRA login).
- For guidance and eRA system-related support, see here or log a call.

8.2.1. GUIDES FOR EBE ETHICS MANAGEMENT

- Reviewing the full ethics application as a supervisor
- Reviewing the application as a departmental authority
- Exporting the outcome letter
- Completing a review sheet in the Reviewer role
- Full application Process Manual
- EBE PSQ Manual
- Reviewing the PSQ as a Supervisor
- PSQ process manual for students and researchers
- Full ethics process manual for students and researchers

8.2.2. RESEARCH INVOLVING UCT STUDENTS AND STAFF

- For research involving UCT students as research subjects, you will need additional approval from the Executive Director, Department of Student Affairs, Mr Pura Mgolombane.
- For research involving UCT staff as research subjects, you will need to contact the office of the Executive Director, Human Resources, Miss Zoe Cosmopoulos.

8.2.3. FOUR TYPES OF RESEARCH ARE CONSIDERED:

1) Research that does not involve humans or animals.
2) Research that involves interviews of human participants.
3) Research that involves the performance of clinical tests on humans. (Please consult the Health Sciences Research Ethics Committee).
4) Research that uses or involves animals. (Please consult the Health Sciences Animal Ethics Committee).

8.2.4. EBE DEPARTMENTAL ADMINISTRATORS AND DEPARTMENTAL AUTHORITIES

Department	Admin Team *(PSQs not to be routed to the Administrator)*	Department Authority *(PSQs need to be routed to the relevant Departmental Authority)*	Reviewer *(Full Ethics Applications need to be routed to the relevant Reviewer)*
Civil Engineering	**Undergrad:** Lorenzo Plat **Postgrad:** Rowen Geswindt	A/Prof Dyllon Randall (2023 S2) PG PSQs (Prof Roger Behrens alt for PG PSQs supervised by A/Prof Dyllon Randall)	Mr Gundo Maswime (Prof Roger Behrens alt for PG full reviews supervised by Mr Gundo Maswime)
Servicing Officer - Ethics in Research Committee	Lumka Johannes (alt Zita Jemaar)	EBE Faculty Office	

8.3. PLAGIARISM

In academic work, researchers build on the ideas of others, which is a legitimate and accepted approach to conducting research. However, plagiarism—using someone else's ideas or words without proper acknowledgment and presenting them as your own—is a serious academic offence. It constitutes cheating, theft, and deception. Universities take plagiarism very seriously, and anyone found guilty may face disciplinary action under the institution's disciplinary rules and procedures (DJP1.1).

Plagiarism is not always intentional; even unintentional plagiarism can result in severe penalties. It is the responsibility of every student to understand what constitutes plagiarism and how to avoid it. If unsure, students should consult their supervisor or the Ethics Committee for guidance. To reinforce academic integrity, all Master's candidates must include a declaration in their dissertations at the time of submission, 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."

If you have any concerns regarding ethical research practices, seek advice from your supervisor or Head of Department. Instances of plagiarism may result in serious consequences, including suspension or expulsion from the university.

9) RESEARCH WRITING

9.1. ACADEMIC READING

(extracts from the academic literacy pack for remote learning – academic reading)

Reading academic text accounts for a significant amount time during both MSc, MEng and PhD programmes in Geotechnical Engineering and other postgraduate programmes. At a surface level, it can be quite a daunting task to open and attempt to read academic text, especially due to the amount of information dense writing and overshadowing question of "*What am I looking for?*". To sooth the intense nerves before reading academic text, a reading strategy was suggested in the academic reading literacy pack mentioned above. This strategy is termed the '***preview – overview – inview***' method.

9.1.1. PREVIEW

The first stage of the reading strategy is the preview or scanning. This is used to determine if the text is actually worth reading with respect to your topic. It allows the researcher to gauge the text's relevance to the research topic. It also provides a background to the information in the text to ease the reading process ahead.

To preview a piece of academic text, it would be relevant to ask the following questions:

- What does the title suggest about the book or article?
- Who is the author? What is the author's research background?
- What perspective does the author have on the topic?
- Who is the intended audience of the article or book?
- What is in the table of contents? Is anything there relevant to me?

Answering the above questions is bound to provide a general picture of what type of text one is going to go through. This then leads to the next reading strategy.

9.1.2. OVERVIEW

In this stage of the reading, the research would obtain an overall gist of the academic text. This is the skimming phase of the strategy which would involve reading through parts of the text to gain an overall understanding of the objectives, aims, methods and conclusions in the text. This would be carried out by doing the following:

- Reading titles and subtitles throughout the text
- Reading bold print
- Looking at pictures, graphs, and illustrations
- Reading the first and last sentences on paragraphs
- Reading the introduction and conclusion of the text

After carrying out the overview, the researcher is bound to have sufficient information to decide whether or not the piece of text would be relevant to the investigation. Once certain of the relevance, the next part of the strategy may be used.

9.1.3. INVIEW

This part of the strategy now involves detailed reading of the article. This part of the reading is to be supplemented by note taking, highlighting, and summarizing to identify the authors arguments, findings, or purpose of writing. The act of engaging with the text in this manner enables one to organise the main points of the text and pick out the statements, findings, or sections most relevant to researcher. It also greatly helps for future referencing.

Note that these actions will maintain active reading and prevent passive reading.

9.2. LITERATURE REVIEW

(extracts from the academic literacy pack for remote learning – Literature Review)

The literature review, primarily chapter 2 of a proposal or dissertation, is the section that gives an overview of the area of study with reference to what has already been said or done on the topic. It involves past work, learning who the key writers are, prevailing theories, questions being asked in the field, and what methodologies have been used and are appropriate for the study. The key tasks when carrying out a literature review include:

- Sketching the nature of work
- Identifying major angles through which research has been carried out
- Establish ideas and methods that are most relevant to the study
- Locate gaps in the literature one might be able to fill
- Justify the study being carried out
- Identify the contribution of the current study to the collective knowledge

9.2.1. METHODS OF CARRYING OUT A LITERATURE REVIEW

There are multiple ways of carrying out the literature review based on personal preferences. Most are simpler and quicker while others are more time consuming but more detailed. When choosing a method, it would be advisable to record all the information in an organised manner as researchers tend to retrace their steps during their work. The following are examples of the methods:

- Listing. This involves listing authors, articles, or concepts in a ‘they said’ and ‘it was said that’ basis. A common thread would need to be used. Either same authors or same concepts in a list to maintain organisation and ease with retracing steps.
- Timelines. Using research timelines and publication dates when referring work carried out in history with developments in time.
- Places. Carrying out the literature review in groups based on specific areas.
- Scale. Usually from bigger to smaller, scale can be used to direct a literature review. For example, from a continental scale down to country and provincial scales.
- Funnel. Working like the scale but narrowing down topics from wide fields to specified sections that justify research.

To further help with organising the research, the following questions should be asked:

- Who are the authors?
- What is their definition of the concept?

- When was the research carried out?
- Where was the research carried out?
- How was the research done?
- Why was the research done?
- What were the findings of the research?

These methods and questions are bound to aid one during their research while keeping the literature review structured and organised for a coherent write-up.

9.2.2. STRUCTURE OF A LITERATURE REVIEW

Order and structure are key in a literature review and a dissertation at large. Following a structure not only makes reading and writing the literature review easier, but it also maintains the attention of examiners during examination processes, easing the understanding of the work in reference to what has already been done and published. The general structure of the literature review follows:

- Introduction with a central theme or organisational pattern
- Body of the literature review discussing sources following an order of choice to maintain a flow.
- Conclusion identifying the gap in literature where one's research aims to fit/fill.

9.2.3. LITERATURE REVIEW TIPS

When writing, there are a number of things to mind full about. Here are a few tips to aid in the process:

- Use cohesive words like additives, contrast words, emphasis words, connecting words and others.
- Keep words and sentences simple.
- Use headings and paragraphs to keep related points together.
- Limit time spent by limiting the topic scope. Only look for relevance.
- Use your own voice to tell the story, not the authors in the section.

The example methods and tips listed in this section not only apply to the literature view, but also the method section, results, conclusion, and the rest of the academic research document. Having touched on academic reading, the next section will touch on academic writing to give an idea on writing a research dissertation and formats with which to write in the Geotechnical Engineering group.

9.3. ACADEMIC WRITING

(extracts from the academic literacy pack for remote learning – Academic Writing)

Writing an essay, assignment report, or dissertation at a postgraduate level is a task that requires a high amount to planning and skill in communication. The fundament aim of writing in this engineering setting is to communicate the process of carrying out work from the start to end in a concise manner. The process involves identification of the problem, methods used to tackle the problem, results of the method, and finally, conclusions. In a dissertation format, this is broken down into the following typical layout of chapters:

1) **Introduction**. Offers an insight into the research problem and objectives of the research.
2) **Literature review** as described in Section 9.2.
3) **Methodology**. Details the method used in carrying out the research.
4) **Result analysis**. Details the results from carrying out the method section.
5) **Discussion**. Section where the results are analysed, and implications explained.
6) **Conclusion & Recommendations**
7) **References**. UCT uses the UCT Harvard Reference Style. For more about the information about how to use the style, refer to the reference guides in the group drive.

The above chapters are to be fit into the word limit guides for different levels of research. The word limit guide is shown below:

Table 9-1: Thesis, dissertation & project report word limits.

Project/Dissertation	Word limit
PhD Thesis	80000
180-credit Dissertation	50000
120-credit Dissertation	30000
60-credit Dissertation	20000
45-credit Project Report	15000 – 20000
25-credit Project Report	8000 – 12000

All these are to be written according to a standard set for the Geotechnical Engineering group. The writing format is outlined next.

9.3.1. GEOTECH WRITING FORMATS

Before the layout chapters in Section **Error! Reference source not found.** above, a dissertation d ocument is to have the following in this specified order:

- **Cover page** with the university logo, geotechnical engineering logo, dissertation title, researcher and supervisor names.
- **Plagiarism Declaration**
- **Dedications**
- **Acknowledgements**
- **Abstract**
- **Table of contents**
- **List of figures**
- **List of tables**
- **Notations and abbreviations**
- **Glossary**

After that, the following are the general formats used in geotechnical engineering thesis/dissertations. For more information, consult the group **thesis/dissertation format** on the group drive or MS Teams.

- Headings are to be numbered using left alignment as seen in this document.
- Level 1 heading – 20 - point size, Level 2 heading – 16 - point size, Level 3 heading – 14 - point size, and Level 4 heading – 12 - point size. All to be **Bold**.
- Normal text to be Times New Roman, 12 - point size, and 1.15 multiple spacing.
- Mathematics parameters and Latin names to be in italics.
- Figure and Table captions to be in 10 - point size text. Wording and numbers in tables are to be 11 - point text.

9.3.2. WRITING TIPS

Below is a list of tips and tricks to guide your dissertation writing process. This list is a compilation of ideas and methods used by both past and current members of the UCT Geotechnical Engineering group that have proved to be helpful throughout their journeys.

1) Always write! Do not leave writing for the last months of the research as you might not be able to remember what and how you carried something out months before.
2) Have a fully formatted document with all the required specifications where the main writing takes place. This helps save editing time in the future. The formatting would include text pre-sets, paragraphing, page sizes, numbering, header & footer sizes, and the rest spoken about in Section 9.3.1.
3) Use as many drafts as possible to roughly write before pasting into the main document. This helps with real-time editing and paraphrasing, especially in the literature review section.
4) When copying and pasting from various sources into the main document, use the ‘paste unformatted text’ option to paste the time into the current document formatting. You wouldn’t want a foreign piece of text with different formatting to ruin yours.
5) Use a reference manager to help with reference arrangements, styles, and edits. Using them helps to streamline reference editing if needed, where an edit would be changed throughout a document instead of having to change them one-by-one.
6) Use cross referencing for tables and images when speaking about them in text. Following the reference manager, cross referencing helps automatically change in text references in case of changes in the order of images or tables.
7) Use formatting marks. When on, they might look annoying at the start, but they keep your document predictable. This comes in handy when dealing with multiple images in text and maintaining page breaks and section breaks.
8) Save backups of your dissertation document as often as possible.
9) Write and submit chapters to supervisors when complete. The constant editing from all parties refines the document multiple times before the final product is complete.
10) Make use of the writing centre.
11) Self-discipline is the key to completing your dissertation.
12) Have fun as you write! Go to a coffee shop, camps boy or Kirstenbosch gardens. You do not have to be confined to campus or your room to write. A good pair of headsets is all you would need to keep the distractions out and the concentration is tranquillity in.

10) SUPERVISION AND TUTORING

10. SUPERVISION

All students registering for a degree by thesis/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.

10.1.1. MOU/PPA BETWEEN PG 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 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 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.

10.1.2. 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 regard 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 must 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 assist in the incorporation of the student into the social life of the department.

- 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 referral to appropriate forms of assistance.

10.1.3. 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.

10.1.4. 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 fax or 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.

10.2. TUTORING

Tutoring in the Geotechnical Engineering Research Group plays an essential role in supporting course instruction. Tutors assist with teaching-related activities, including laboratory sessions, practical exercises, and student queries. All tutoring appointments follow UCT HR policies and are paid on a claim basis according to the approved hourly rates.

- **Course Convenor:** Responsible for overall course management, curriculum design, assessment, tutor appointments, and oversight of all teaching activities within the course.

- **Head Tutor:** A senior tutor who manages the tutor team, ensures the smooth operation of tutorials and practicals, liaises with the course convenor, and coordinates tutor responsibilities.
- **Tutors:** Assist in delivering tutorials, practicals, and other teaching support under the direction of the Head Tutor and Course Convenor.

10.2.1. TUTOR ELIGIBILITY

To qualify as a tutor, candidates must meet the following criteria:

- Only **full-time registered students** can be appointed as tutors.
- Must have successfully completed the course they intend to tutor or **demonstrate competency** in the subject matter.
- Must be at least two academic levels above the course they are tutoring (course-dependent).
- Must only tutor modules that have been **approved by their supervisor**.
- International tutors must have **valid study visas** for the duration of the appointment.

10.2.2. TUTOR SELECTION

Tutors are selected based on:

- Prior completion of the course or demonstrated competence in the subject.
- Ability to assist students in practical, laboratory, and problem-solving exercises.
- Strong communication and interpersonal skills, including patience and clarity in explanations.
- Availability to attend required tutorial and practical sessions.
- Course convenor's and department's final approval, subject to workload considerations.

10.2.3. TUTOR APPLICATION PROCESS

Tutors must complete the following appointment documents each academic year:

- **HR100B Appointment Form** – Personal and course details.
- **HR101 Personal Details Form** – Required for first-time tutors or if personal details have changed.
- **Proof of Identity**
  - South African citizens: Copy of green ID book or smart ID card (both sides)
  - International tutors: Copy of passport and valid study visa
- **Proof of Banking Details** – Stamped letter from the bank (not an ATM slip).
- **Tax Reference Number** – Required for all tutors who have been previously employed by UCT.

10.2.4. CLAIM FORMS & PAYMENTS

- Tutors are paid according to the UCT HR rates (assistance mode) on a **claim-basis**.
- Claim forms must be **submitted monthly** for payment processing.
- Tutors cannot claim for **more than 30 hours per month** due to budget constraints.

- Head Tutors must **consolidate and verify tutor claim** submissions before forwarding them to the course convenor for approval.
- Payments are processed on the **25th of each month**, with claims submitted by the 3rd of the following month.
- **No advances** on salaries are permitted.
- Rates are determined annually by UCT HR and may be subject to revision. (see Table below).

Table 10-1: Tutor Fee Structure Suggested "Maximum Rates" for 2025

Level	Head Tutor "Full Control"	Tutor "Assistance Mode"
Honours	R 156	R 118
Masters	R 169	R 123
PhD	R 175	R 148

10.2.5. GENERAL POLICIES

- Tutors must meet with the Course Convenor or Head Tutor at the beginning of their appointment to understand their duties.
- Attendance at lectures is not covered under tutor payments.
- Tutors must submit timesheets for verification before claims are processed.
- The department reserves the right to review and adjust tutor allocations and hours based on budget limitations.

By adhering to these guidelines, the tutoring program ensures quality support for students while maintaining compliance with university policies. For more information, you can contact the departmental manager, Ayesha Dalwai (ayesha.dalwai@uct.ac.za).

11) THESIS/DISSERTATION INFORMATION

11.1. GENERAL INFORMATION

At the end of their research, candidates must submit a dissertation (for a Master's degree) or a thesis (for a PhD) for examination. Submission usually occurs after the supervisor confirms that the work is in an acceptable form. However, candidates may choose to submit without their supervisor's approval.

- **What does 'qualify' mean?**
  - A student qualifies when he or she has met the requirements for the degree/diploma which is ratified by the FEC and approved by SEC. Graduation may take place weeks or even months after this approval process. A student may apply for a transcript which will show that the qualification has been completed, and that graduation will take place on a date sometime in the future.
- **What does 'graduate' mean?**
  - A student graduates at a congregation of the University of Cape Town. That is a graduation ceremony where the degree or diploma is conferred upon him/her. The graduation date appears on the certificate and transcript.

11.2. REGISTRATION REQUIREMENTS

All candidates submitting a dissertation or thesis, including those submitting before the start of the academic year or during the first quarter, must complete the necessary registration forms.

- **Submission Before the Academic Year:**
  - If the dissertation/thesis is submitted before the first day of the academic year, no fee is payable.
- **Submission During the Academic Year:**
  - If submission occurs after the first day of the first quarter or the first day of the second quarter (up to the beginning of the second semester), a pro-rata fee may apply, depending on the submission date and upon the student's request.
  - Submission after these dates may result in the full academic year's fee being payable.
  - Once the dissertation/thesis is submitted, access to the UCT network and other infrastructure will be terminated.

If a student is required to revise and resubmit their dissertation/thesis, they must re-register from the date specified in the notification letter. The appropriate academic fee for re-registration will apply. Further details regarding fees are available in the Fees Handbook (Book 12), accessible via the UCT Handbooks portal.

Kindly note that the University of Cape Town does not undertake to reach a decision on the award of the degree by any specific date. We will inform you once your examination process has been completed.

11.2.1. FEE INFORMATION

Refer to the Fees Handbook (Book 12) for fee deadlines and rebate details. Should a student be entitled to a rebate, this will only take effect once they know the outcome of their dissertation.

Revised and Resubmitted Work:

- Fees charged per quarter (e.g., 25% for one quarter, 50% for two quarters, etc.).
- Rebates processed after final submission.

11.3. INTENTION TO SUBMIT

All research student or candidates must inform the relevant office of their intention to submit by completing and submitting the **'Intention to Submit'** form via **PeopleSoft**:

- **Master's Candidates**: If a candidate intends submitting a **Masters dissertation** for examination he/she must inform the Faculty Office by submitting the completed 'Intention to submit' form, available at Faculty Master's 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.
- **PhD Candidates**: If a candidate intends submitting a **PhD thesis**, the candidate must inform the Doctoral Degrees Board Officer by submitting the completed intention to submit form.

The **Submission Deadlines for Intention to Submit Forms** for the purpose of graduation are:

- Master's (December graduation): **16 July**
- PhD (December graduation): **20 June**

11.4. MASTERS DISSERTATION SUBMISSION

All master's research student submitting a 60, 120 or 180 credit dissertation for examination, must inform the relevant office of their ***intention to submit*** for examination prior to actual submission for examination, by uploading the following to PeopleSoft:

- **EBE01** – Intention to submit form
- **EBE02** – IP assessment form
- **EBE03** – Dissertation Open Access Suppression Form (Embargo Request)
- A copy of your abstract according to the Student Upload Intention to Submit Guide.

Please see **Student Upload Intention to Submit Guide**.

After consultation with the supervisor, a master's candidate hoping to graduate midyear/end of the year, is required to submit, via PeopleSoft, to the Faculty Office:

- **Dissertation/Thesis** document (with signed plagiarism declaration):
- Completed and signed EBE Faculty **'Assessment of Ethics in Research Projects'** form
- **Abstract**
- **Unofficial transcript**
- **EBE04 - Declaration of Free Licence form**

Plagiarism Declaration: "I know the meaning of plagiarism and declare that all the work in the document, save for that which is properly acknowledged, is my own. This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software), and I confirm that my supervisor has seen my report, and any concerns revealed have been resolved."

Important Notes:

- Only **electronic submissions** are required.
- Check PeopleSoft within a week to **confirm acceptance** or request clarification from the Faculty Office.

11.4.1. MASTER PAPER REQUIREMENT

Students are in addition required to 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 the supervisor. This applies to students registered in his/her final year who will be submitting a 120 or 180 credit dissertation. It is most important that candidates refer to the EBE Faculty Handbook, the Research Based Education for Masters and PhD booklet and consult their supervisors regarding this requirement.

Note: The Paper requirement is intended to develop a candidate's skills in academic communication through exposure to the discipline of preparing a scholarly, succinct overview of the subject of the research topic, with due attention to structure, detail, clarity of expression and referencing. If you have not already done so, you must liaise with your supervisor and take appropriate steps to satisfy this requirement.

Students are required to submit the following to the Faculty Office:

- **EBE05 – Paper submission form and guidelines**
- Electronic submission to mastersebe@uct.ac.za

Deadlines:

- 30 April (June graduation)
- 30 September (December graduation)

11.5. PHD THESIS SUBMISSION

PhD applications should be submitted through the relevant faculty office, which must approve your research proposal. While the proposal need not be fully researched before registration, you must demonstrate an understanding of how to develop a research proposal. The Doctoral Degrees Board (DDB) oversees the approval of PhD candidates and manages the thesis examination process. Workshops on various stages of the PhD journey are on the events calendar which is available through the Office for Postgraduate Studies and Researcher Development (OPGS).

11.5.1. PHD EXAMINATION PROCEDURE

Upon completion of research, PhD candidates must submit their thesis for examination. Although supervisor approval is recommended, it is not mandatory for submission. Candidates must inform the DDB officer in writing of their intention to submit. As a PhD candidate you can submit your theses at any time as long as you are registered for 2 years. The PhD students' examination guide is available from the downloads page.

- **Submission Steps:**
  - Upload the signed 'Intention to Submit' form on PeopleSoft at least **6 to 8 weeks** before submitting the thesis.
  - Submit the electronic copy of the thesis in the required format via PeopleSoft.
  - Ensure access to PeopleSoft with a valid username and password, as all communication from UCT will be via email.

11.5.2. SUBMISSION GUIDELINES

Candidates who intend to submit their thesis for examination must inform the DDB Office in writing of their intention to do so before submitting the thesis for examination. PhD candidates must refer to Rule GP5.3 in the General Rules and Policies handbook (Handbook 3) for submission regulations. It is recommended that the thesis be **submitted 5 months** before the next graduation ceremony to allow sufficient time for examination. The university does not however undertake to reach a decision on the award of the degree by any specific date.

Table 11-1: Intention to Submit & Thesis Submission Timelines.

Graduation Ceremony	Deadlines	
	Notice of Intention	Thesis Submission
September 2025	6–8 weeks prior	February 2025
March 2026	6–8 weeks prior	July 2025
September 2026	6–8 weeks prior	February 2026
March 2027	6–8 weeks prior	July 2027
September 2027	6–8 weeks prior	February 2027

Important: Candidates submitting before **17 February 2025** will not be required to register or pay tuition for the 2025 academic year.

11.5.3. EXAMINATION PROCESS

- The examination process is **confidential**, and candidates will only be informed once a decision has been made.
- The university **does not guarantee a specific date** for the awarding of the degree.
- The thesis is assessed by **three examiners** who must have high international standing and significant academic experience.
- At least **two** of the examiners should be from outside South Africa.
- The selection of examiners is a crucial part of the examination process and requires approval from the **Doctoral Degrees Board (DDB)**.
- Candidates are **not informed of the examiners' identities** unless the examiners grant permission for disclosure after the examination process.

11.5.4. GRADUATION

Depending on the outcome of the examination process and the date that the examination process is concluded, a PhD candidate may be eligible to graduate at the next available graduation ceremony. But there is no guarantee that the examination process will be concluded by the graduation ceremony deadline.

Table 11-2: Graduation & Final Qualification Timelines.

Graduation Ceremony	Final Qualification Date
March 2025	19 December 2024 (TBC)
September 2025	10 July 2025
March 2026	18 December 2025
September 2026	July 2026 (TBC)

Graduation is managed by the Student Records Office, and all relevant information can be found on the graduation web page. The DDB office notifies PhD candidates of the outcome of their examination by email. If the outcome of your examination is favourable, you will be required to upload the final library copy of your thesis and ensure that you have no outstanding fees to be settled. All correspondence to students is sent to their UCT email account (myuct.ac.za).

For further details, refer to the Fees Handbook (Book 12) available on the UCT website.

12) SUPPORT SERVICES

The **Student Support and Services Handbook** can be downloaded at UCT Handbooks.

12.1. STUDENT FINANCIAL ASSISTANCE

Limited financial support is available in the form of scholarships, bursaries and student loans. Certain awards are granted exclusively on academic merit, while others take financial need into account. For information on various forms of postgraduate financial assistance offered, please contact the Postgraduate Funding Office, Otto Beit Building, Upper Campus, Tel: 021- 650 2206 or email: pgfunding@uct.ac.za.

12.2. STUDENT HOUSING OFFICE

Please refer to the link below with regards to the student housing policy: https://www.uct.ac.za/administration/policies

Many students who fail to secure student accommodation or are in their second or subsequent years of study stay in leased or private accommodation close to UCT. UCT has Off Campus Student Accommodation Services (OCSAS) that advertises vacancies in private accommodation. For more information go to the OCSAS website: https://uct.ac.za/dsa/ocsas/about-ocsas

12.3. LIBRARIES

UCT Libraries offer state-of-the-art technology, vast collections of reading and research material, and the specialised services of friendly, efficient, and helpful staff. In keeping with its central role in the academic life of the university, the Chancellor Oppenheimer Library lies at the heart of Upper Campus, while its eight branch libraries are set in locations convenient to the faculties. The Libraries house more than 1.2 million print volumes, while their "virtual" presence – consisting of bibliographic and full-text databases, electronic books and journals, and a growing institutional digital repository – may be accessed via the Libraries' web site, both on and off campus.

12.4. UCT WRITING CENTRE

The UCT Writing Centre supports postgraduate students from all faculties of the university with their writing of research. The Centre focuses on the structures and processes of academic writing. Its four interventions include:

- One on one consultations
- Writer's circles
- Taught master's courses
- Seminars and workshops

The Writing Centre is in the Hlanganani Building, Level 6, Upper Campus.

12.5. CAMPUS PROTECTION SERVICES (CPS)

Campus Protection Services (CPS) provides a 24-hour security service for students.

Telephones of satellite offices:

- 021 650-2222/3 – Main Office
- 021 650-2121/4080 – Upper Campus
- 021 650-3022/5759 – Kramer Building
- 021 650-2120 – Bremner Building
- 021 406-6100/6109 – Medical School
- 021 480-7101 – Hiddingh Campus
- 021 650-3856 – Forest Hill
- 021 650-3996/4357 – Access Control
- 021 650-4429 (Crime Reporting Hotline)

12.6. TRANSPORT

The UCT Shuttle service is only available to the UCT community, therefore passengers are assured of safe, friendly, clean and comfortable transport at all times. The buses are environmentally friendly and equipped to cater for sight and hearing-impaired students. See UCT Shuttle timetables and route maps.

12.7. STUDENT PARKING

At P&S Building (off Ring Road) Phone: Administration Office: 021 3640/3312. Students, from their second year onwards, may park on campus in unmarked bays for students. The parking areas that you are allowed to use are indicated on the parking disc, which is purchased from the Traffic Administration Office after you have registered. Cash, credit card and debit card may purchase parking discs only. Information on set of student traffic rules is available at the Traffic Administration Office. Bays for disabled students can be obtained through the UCT Disability Service (a doctor's certificate is required).

12.8. STUDENT WELLNESS

Location: Ivan Toms Building, 28 Rhodes Avenue, Mowbray

Telephone: (021) 650-1020 (health appointments); (021) 650-1017 (counselling appointments)

Clinic Hours: Mon – Wed; 08h30 – 16h30 Thurs 09h30 – 16h30 Fri 08h30 – 16h30

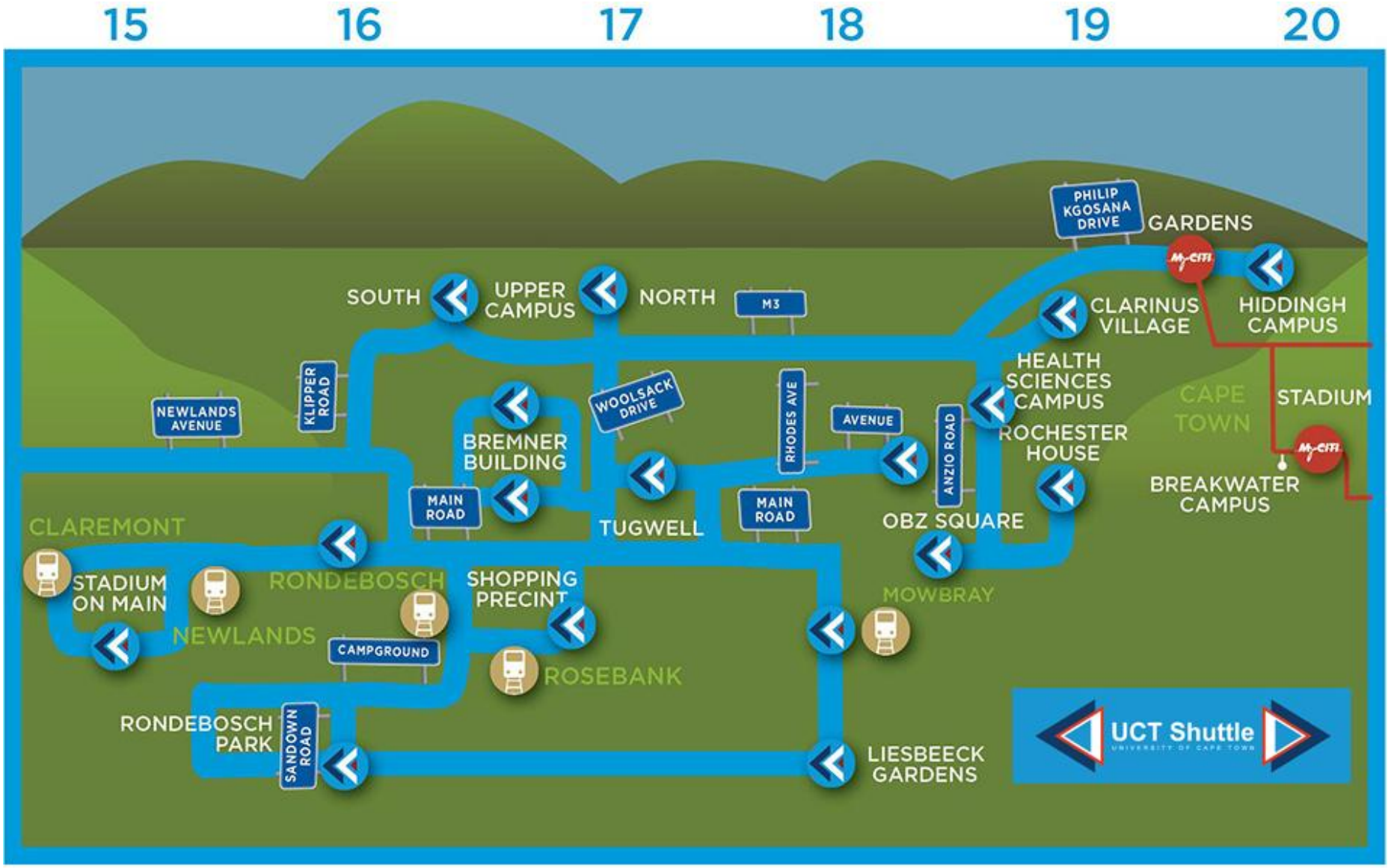
Fulltime students are entitled to use the University's facilities for medical consultations. Students not receiving financial aid pay medical aid rates for consultations, but certain services are free.

12.9. SERVICES OF INTEREST

The table below shows a contact details of facilities and services that may be of interest.

Table 12-1: Contact details of some facilities and services at UCT.

Facilities and Services	Details
EBE Faculty Office	Level 5, New Engineering Building, Upper Campus Email: ebe-faculty@uct.ac.za Tel.: 021 650 2699
Admissions Office	Level 4, Masingene Building, Middle Campus Email: admissions@uct.ac.za Tel.: 021 650 2128
International Academic Programmes Office (IAPO)	Level 3, Masingene Building, Middle Campus Email: iapo@uct.ac.za Tel.: 021 650 2822/3740
Postgraduate Centre & Funding Office (PGFO)	Level 3, Otto Beit Buiding, University Avenue North, Upper Campus Email: pgfunding@uct.ac.za Tel.: 021 650 3622
Accounts & Fees Office	Level 3, Kramer Law Building, Middle Campus Email: fnd-feeenq@uct.ac.za Tel.: 021 650 1704
Student Records Office	Ground Floor, Level 4, Masingene Building, Middle Campus Email: reg-records@uct.ac.za Tel.: 021 650 3595
Department of Student Affairs (DSA)	Level 7, Steve Biko Students' Union, Upper Campus Email: nadierah.pienaar@uct.ac.za Tel.: 021 650 3535
Student Housing and Residence Life	Avenue House, No 5-9 Avenue Road, Mowbray Email: res@uct.ac.za Tel.: 021 650 2977
Access Control Services	New Properties and Services Building, Room 2.01, Upper Campus Email: access.control@uct.ac.za Tel: 021 650 1199
Information Communication & Technology Services (ICTS)	ICTS Front Office, Room 2.01, Comp. Sc. Building, Upper Campus Email: icts-helpdesk@uct.ac.za Tel.: 021 650 4500
Campus Protection Services (CPS)	"Burnage", Woolsack Road, off Main Road, Rondebosch (next to Leo Marquard Residence) Tel.: 021 650 2222/3
UCT Shuttle Services	Tugwell Terminus, Baxter Road, Rondebosch Tel.: 021 650 5289 Email: jshuttle@uct.ac.za
Student Wellness Service	Ivan Toms Building, 28 Rhodes Avenue, Mowbray, Lower Campus Email: sws@uct.ac.za Tel.: 021 650 1020
Traffic Office	P&S Building (Off Madiba Circle South), Upper Campus Email: traffic@uct.ac.za Tel.: 021 650 3121
Writing Centre	Level 6, Steve Biko Students' Union Building, Upper Campus Email: writingcentre@uct.ac.za Tel.: 021 650 5021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PHILIP KGOSANA DRIVE
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UPPER CAMPUS
NORTH
M3
CLARINUS VILLAGE
HIDDINGH CAMPUS
HEALTH SCIENCES CAMPUS
CAPE TOWN
STADIUM
NEWLANDS AVENUE
KLIPPER ROAD
BREMNER BUILDING
WOOLSACK DRIVE
RHODES AVE
AVENUE
ANZIO ROAD
ROCHESTER HOUSE
My CITI
BREAKWATER CAMPUS
MAIN ROAD
TUGWELL
MAIN ROAD
CLAREMONT
OBZ SQUARE
STADIUM ON MAIN
RONDEBOSCH
SHOPPING PRECINT
MOWBRAY
NEWLANDS
CAMPGROUND
ROSEBANK
RONDEBOSCH PARK
SANDOWN ROAD
LIESBEECK GARDENS
UCT Shuttle
UNIVERSITY OF CAPE TOWN


1 Upper Campus
W
S
N
E
P18
Educare Centre
P16
Gardens & Nursery
Maintenance
Geological Sciences Extension
P12
MADIBA CIRCLE
New Engineering
Chemical Engineering
Traffic Office
ENGINEERING MALL
Snape
P15
UPPER
P15
LOWER
Tennis Court
Tennis Club House
PEDESTRIAN ACCESS TO RHODES MEMORIAL
P14
Kaplan Centre
Oppenheimer Institute
P11
Leslie Commerce
GH Menzies
P10
P10
SOUTH LANE
Immelman
Environmental & Geographical Science
Hoerikwaggo
NORTH LANE
MADIBA CIRCLE
P8
P8
P7
New Lecture Theatre
LIBRARY ROAD
Chancellor Oppenheimer Library
Hlanganani
Molly Blackburn
Steve Biko Students' Union
P9
PD Hahn
CHEMISTRY MALL
Molecular Biology
CISSIE GOOL PLAZA
John Day
Chris Hani
VEHICULAR ACCESS CONTROL
Neville Alexander
Leslie Social Sciences
Geological Sciences
Electrical & Mechanical Engineering
Otto Beit
UNIVERSITY AVENUE SOUTH
Jagger Library
Sarah Baartman Hall
Post Office
Computer Science
UNIVERSITY AVENUE NORTH
Centlivres
Beattie
AC Jordan
The Plaza
Mathematics
HW Pearson
RW James
PEDESTRIAN ENTRANCE
RESIDENCE ROAD
RESIDENCE ROAD
RESIDENCE ROAD
Botany Glasshouse
VEHICULAR ACCESS CONTROL
P6
P5
Fuller Hall
P3
Upper Campus Residence
MADIBA CIRCLE
SOUTHERN ENTRANCE
MADIBA CIRCLE
MADIBA CIRCLE
Information Centre
Sports Centre
P4
Rugby Fields
PEDESTRIAN TUNNEL FROM MIDDLE CAMPUS
LEGEND
residence
parking
ATM
UCT Shuttle
disabled access
disabled parking
the Foot Route
eateries
information centre


2 Middle and Lower Campus
1 2 3 4 5 6 7 8 9 10 11 12 13 14
H I J K L M N
TO MUIZENBERG
Upper Campus
M3 RHODES DRIVE
Cambria House
La Grotta
Summer House
Masingene
SUBWAY TO UPPER CAMPUS
Kramer Law
All Africa House
School of Economics
CROSS-CAMPUS ROAD
UCT Hasso Plattner School of Design
WOOLSACK DRIVE
The Woolsack
FOOTBRIDGE
Welgelegen
MOSTERT'S MILL
FOOTBRIDGE
Kopano
JAPONICA WALK
Bremner
Cricket Pavilion
Cricket Oval
STANLEY ROAD
School of Education
School of Dance
Squash Courts
Swimming Pool & Gym
Astroturf Soccer Field
Recreation Ground
LOVERS WALK
The Cottage
Old Admin Building
Ombud's Office
Linköping House
CHAPEL ROAD EXTENSION
Irma Stern Museum
Amalinda
Wolmunster
Glenara
WH Bell Music Library
C Sharp
Graça Machel
Baxter Hall
TO BREMNER
Strubenholm
SA College of Music
BAXTER ROAD
Isaac Albow
Baxter Theatre Centre
RUSTENBURG SCHOOL
BURG ROAD
Campus Protection Services (Burnage)
CHAPEL ROAD
College House
Glenres
Philip Kgosana
ICTS On Main
Harold Cressy Hall
Rondeberg
TB Davie Court
MAIN ROAD
Exair
Leo Marquard
Tugwell
Kilindini
Dullah Omar Hall
ROSEBANK STATION
TO CITY
TO AIRPORT
Hare's Clubhouse
Astroturf Hockey Pitch
Varietas
Avenue Road residence
MATOPO ROAD
UNIVERSITY HOUSE ENTRANCE
University House
Avenue House
Avenue Hall
Student Wellness (Ivan Toms Building)
Cadbol
AVENUE ROAD
Edwin Hart Annex
CECIL ROAD
RHODES AVENUE
Allan Cormack