FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

2025 POSTGRADUATE INFORMATION

1. HANDBOOKS AND RULES

Candidates for postgraduate studies must carefully read the appropriate degree/diploma rules set out in the University handbook, General Rules and Policies (Handbook 3) and the Faculty of Engineering and the Built Environment Postgraduate (Handbook 7b). These handbooks, including the Student Support and Services (Handbook 5) can be accessed at Handbooks | Applicants & Students.

2. POSTGRADUATE ADMINISTRATORS IN THE DEPARTMENTS

The Postgraduate Administrators in the departments and their email addresses are:

Architecture, Planning & Geomatics:	
M.Arch(Prof) & MCRP	Shakeelah.Lottering@uct.ac.za
MLA; MUD & MPhil CBE	Mcebisi.Mdluli@uct.ac.za
MSc & Hons Geomatics	Junita.Abrahams@uct.ac.za
MSUP & MPhil SU	Faranaaz.Bennett@uct.ac.za
Masters & PhD (Res)	Janine.Meyer@uct.ac.za
Chemical Engineering	
Masters & PhD	Belinda.Davids@uct.ac.za
Civil Engineering	
Masters & PhD	Rowen.Geswindt@uct.ac.za
Construction Economics & Management	
Masters & PhD	Mareldia.Fagodien@uct.ac.za
Honours	Vanessa.Daries@uct.ac.za
Electrical Engineering	
Masters & PhD	Nicole.Moodley@uct.ac.za
Mechanical Engineering	
Masters & PhD	Denise.Botha@uct.ac.za

3. RENEWAL OF REGISTRATION

Candidates are responsible for renewing their registration annually.

Please see 2025 Postgraduate Registration for registration dates.

A R2000 late registration penalty will be levied on any student who fails to re-register by the stipulated dates on the website. Payment of fees alone does not constitute registration, completing an online registration task is required.

If you intend submitting your Masters dissertation or PhD thesis for examination before the start of the academic year on **17 February 2025**, you are **NOT** required to complete the online registration.

International students must obtain IAPO clearance before they can complete their registration.

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4. **LEAVE OF ABSENCE (LoA)**
   At the discretion of Senate, leave of absence may be granted to students for a specified period usually to the end of the semester or end year. Reasons for granting leave of absence are illness, compassion, maternity leave and external study opportunity other than formal exchange. A postgraduate student may be granted leave of absence on grounds of exceptional work commitments. Senate will not grant leave of absence retrospectively, please refer to the General Rules and Policies (Handbook 3). A Postgraduate student wanting to apply for leave of absence needs to complete an ACA38 form and follow the Instructions for submitting the ACA38 application by submitting the application as a service request via Peoplesoft

   For a candidate to be considered for a refund of fees already paid, the application for a leave of absence must be made before the deadline dates specified in the Fees Handbook.

   NB: Students who are granted leave of absence do not have access to classes, supervision, the library, ICTS services, laboratories or other UCT facilities for the duration of the period the LoA period.

5. **DISCONTINUATION / CANCELLATION OF STUDIES**
   A candidate wishing to discontinue his/her studies, must complete an ACA08: Cancellation of Registration form as per the deadlines for withdrawal from UCT in the Fees Handbook. The ACA08 form (writable PDF) must be completed and uploaded to the *Cancellation of Registration Application* on service requests on PeopleSoft. For help in how to do this go to: https://vula.uct.ac.za/x/7rgfwa. This is of critical importance because if a candidate leaves without cancelling he/she will still be liable for fees that are payable. Applications for retrospective cancellation of registration will not be accepted.

6. **MEMORANDUM OF UNDERSTANDING (MoU)**
   Please see MoU guideline for more information.

7. **STUDENT CARDS AFTER REGISTRATION**
   New postgraduate students: Your registration will be finalised on completion of your online registration. Students are requested to use their IDs to obtain an official student card bearing their details, student number and photograph from Campus Protection Services. This card must be kept for the duration of your studies and revalidated for use each succeeding year. A charge is levied for replacement of lost cards.

   Returning postgraduate students: Once your registration for the current year has been finalised your student card will automatically be reactivated.

8. **DISSERTATION/THESIS TOPICS**
   In the case of PhD and Masters degrees (except those in which coursework is 75% of the Degree requirements) the dissertation/thesis topic is subject to the approval of the Doctoral Degrees Board or the Board of the Faculty of Engineering and the Built Environment, respectively. A supervisor must be appointed by the Head of Department concerned. It is the policy of the Faculty that research topics be based on work that is being carried out by staff members in the various departments in the Faculty.

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It is normal practice that prospective students would discuss potential research topics with staff members with whom the student may wish to work. After these discussions the student chooses a supervisor and, together with the supervisor, formulates the thesis topic for approval. In this process the students may suggest topics in which they have a particular interest to staff members, and such a topic may be acceptable if a staff member is willing to supervise the work. However, this circumstance will be exceptional, and acceptance of a student by the Faculty for a particular postgraduate programme does not imply that the Faculty will undertake to provide a supervisor in a topic formulated by the student.

New PhD candidates are required to observe the following procedures:-
A PhD candidate shall submit a written research proposal (guidelines can be obtained from Downloads for Doctoral Candidates) to his/her Head of Department within **six months** of first registration. In addition, the candidate is required to present a seminar on the subject of the proposal within his/her home department. The written proposal and the appointment of the supervisor shall be subject to endorsement by the Head of the Department concerned and the Faculty, after which the candidature shall be referred to the Doctoral Degrees Board for approval. The candidate's registration remains provisional until approved by the Doctoral Degrees Board.

NB: Please note that candidates who register after 01 May are required to be registered for a further two full years before they may graduate. Please visit the General Information for Doctoral Candidates link.

9. **FINANCIAL ASSISTANCE AND STUDENT ACCOMMODATION**
   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:
   Postgraduate Funding Office, Otto Beit Building, Upper Campus, UCT, Rondebosch 7701
   Email: pgfunding@uct.ac.za or access the website for the available Postgrad Funding Office contacts

   The Faculty welcomes international diversity in its student body and encourages prospective research Masters and PhD students from non-SADC countries to apply for the EBE international student faculty bursary. The value of this scholarship is approximately the difference between the international fee and the South African fee. Students who intend applying for the international student faculty bursary must do so before they leave their home countries.   Please note that the Award is not a cash grant. It takes the form of a reduction of the international US Dollar fee quoted in the UCT Fees Handbook to the (local) Rand fee. The adjustment is made on the fee account. Application details, if applicable to you, will be enclosed.

   Persons who have been accepted for postgraduate studies and who applied for financial assistance scholarships through the Postgraduate Funding Office or for accommodation in Student Housing are strongly advised to register by the deadlines stipulated in 2025 registration guide. This will facilitate payment of any financial assistance/scholarships which may be awarded and placement in any student housing which may be offered.

   Student Accommodation Office: Level 4, Masingene Building, Middle Campus, UCT, Rondebosch

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Fax No: +2721 650 4014, Tel No: +2721 650 2977, Email: res@uct.ac.za
Off Campus Accommodation Bureau: Tel No: +2721 650 4934, Email: ocsas@uct.ac.za (preferred)

10.   **FEES FOR 2025**
Fee information can be accessed via the Fees-funding information link.
Alternatively contact the Fees Office on Tel: +27 21 650 1704 or Email: fnd-feeenq@uct.ac.za

The following fee information links are useful:

- 2025 Fees and Payment dates
- Proforma invoice requests
- Self Service Proforma request
- International Students: Student support-Fees
- International Students: 2025 initial payments and due dates

Students from South Africa and SADC Countries
First year postgraduate students must pay the initial instalment of fees, tuition/academic by February 2025, unless they can provide the Fees Office with proof that they have financial assistance from UCT's Postgraduate Funding Office, or have a firm written commitment of a scholarship or bursary from a sponsor.

The SADC member countries: *Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, and Zimbabwe*.

International students from non-SADC Countries
Fees are to be settled in full prior to registration.

For further information and pro-forma invoices, please contact the International Academic Programmes Office (IAPO)

Tel: +27 21 650 2822 / 3740, Fax: +27 21 650 5667.

An International academic fee will be charged to international students from non-SADC countries. For further details please refer to fees information.

11.   **FEE INFORMATION FOR SUBMISSION OF DOCTORAL THESES AND MASTER'S DISSERTATIONS**
A rebate on the annual academic fee for a doctoral thesis or master's dissertation is granted according to the following schedule, extracted from *Section 8 of the Fees Handbook*:

8.1   In the case of a master's dissertation, this applies in the **second or subsequent year** in which the dissertation is being completed;

8.2   In the case of a doctoral thesis, this applies in the **third or subsequent year** in which the thesis is being completed;

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NB: Students who intend submitting by 12 noon the first day of semester 1 in 2025, do not need to reregister.

8.3   Revise and Resubmit

Where a student is required to revise and resubmit a thesis or dissertation the academic fee will be charged per quarter (i.e. if the candidate must work for up to one quarter, he/she will pay 25% of the full fee; for up to two quarters, he/she will pay 50% of the full fee and so on).

Note 1: *Full annual fees will be billed from the date on which the student is notified to revise and resubmit and any fee rebate will be processed on resubmission*.

Note 2: *International students who are required to revise and resubmit a dissertation or thesis and who needs to re-register at the start of the new academic year, may have their international term fee pro-rated up front, where there is a clear indication that from the supervisor that the student is expected to submit in a period shorter than a year.*

12.   PROCEDURE FOR CHANGING CURRICULUM
Students registering for coursework must be familiar with the closing dates for changes of curricula and the addition of or withdrawal from a course(s). These dates and the penalties prescribed for not abiding by the dates are set out in the General Rules and Policies handbook as well as the Fees Handbook. Changes of curricula must be made on the prescribed form (ACA09) available from http://www.forms.uct.ac.za/studentforms.htm and then uploaded online before the specified closing date. The policy on reduction of fees in cases of withdrawal from individual courses is described in the Fees handbook.

13.   STUDENT ADMINISTRATION SELF-SERVICE
Please go to https://studentsonline.uct.ac.za/psp/students/?cmd=login&languageCd=ENG& to correct/update your contact details, fee account, academic record and banking details. Should you have any login issues, please log a call to ICTS by emailing icts-helpdesk@uct.ac.za   While supervisors / programme convenors have checked your curriculum, the accuracy of the information and the curriculum is ultimately your responsibility. Please note that the default mode for the release of results is via the student self-service. Please report any anomalies to the Faculty Office (+27 21 650 2699).

14.   OUTLOOK EMAIL ACCOUNT
We use your UCT email account to communicate with you. Check your UCT email regularly and ensure that your mailbox quota is not exceeded, as messages will not reach you if your mailbox is full. You may auto-forward your UCT email to another email to ensure you receive official notices. You need to regularly **check your UCT email account** for communication. We will not be using your personal email account for any correspondence.

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15. **EBE ETHICS Applications**
    ALL students planning to undertake research must apply for ethics clearance.
    All students undertaking research in the Faculty of Engineering & the Built Environment will need to ensure that they have read the latest revision of the EBE EiR Handbook

16. **SUBMISSION OF A MASTERS DISSERTATION OR a PhD THESIS**
    Masters students intending to submit their dissertation for examination needs to follow the Masters dissertation information guidelines. Students registered for the 120cr/180cr dissertations will also need to adhere to the Masters Paper requirement.

    Doctoral candidates intending to submit their PhD thesis for examination will need to follow the guidelines outlining the procedure for examination.
    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

17. **TEACHING ASSISTANCE**
    In cases where the Department in which a postgraduate student is registered is instrumental in arranging funding for the student, such a student may be required to provide teaching assistance in that department.

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