



**Faculty of Engineering, Built Environment and
Information Technology**

**Fakulteit Ingenieurswese, Bou-omgewing en
Inligtingtegnologie**

Department of Computer Science

**Information for preparation, submission and
evaluation of Research Proposals,**

**and MIT mini-Dissertations
(MIT 807)**

Contacts:

Abiodun Modupe
Department of Computer Science
University of Pretoria
Information Technology Building, Room 4-35
Tel: 012 420-5232
E-mail:
abiodun.modupe@cs.up.ac.za

SUBMITTED FOR PARTIAL FULFILMENT OF THE REQUIREMENTS OF THE MASTER'S DEGREE IN INFORMATION TECHNOLOGY

SCOPE

The mini-dissertation is a report of independent research completed under the guidance of a supervisor. The purpose of the mini-dissertation is to demonstrate that:

- The student is able to plan and execute research
- The student is able to critically analyse existing work and find a novel solution to a data science problem
- The student is able to interpret and present his/her research findings

PROCEDURE

1. The student enrolls for MIT809 in the first year of study and writes a research proposal as one of the outcomes of the course. The topic should be related to one of the Department's research focus areas (preferably one of the topics suggested by the lecturers).

2. After the student passed the course a supervisor is allocated by the Department.

3. The student enrolls for MIT 807 in the final year of study and finishes the mini- dissertation under the guidance of the allocated. The student and supervisor must apply for ethical clearance from the EBIT faculty as soon as possible, if its needed for the student's work before any empirical study is carried out.

4. The student informs the supervisor and postgraduate administrator two months in advance that he/she plans to hand in the completed work so that an external examiner can be appointed (see nomination form and guidelines for examiners below).

5. An electronic copy of the mini-dissertation should be handed in before or on **31 October** to qualify for graduation in April of next year. For graduation in September the copies should be handed in before or on **30 April**.

6. If both the examiners pass the student the average of the two marks constitutes the student's final mark for MIT807.

8. If both the examiners give a mark of below 50%, the student fails.

9. If only one of the examiners gives a mark of below 50% for the mini-dissertation, or if there is a big difference between the two marks, a third (external) examiner is appointed. The HOD considers all the examiners' reports and reaches a final decision.

10. The mini-dissertation may be accepted on condition of suggested revisions being made to the satisfaction of the examiners. These revisions should be completed before the final mark is sent to Administration to be published on the University's system (see important dates below).

IMPORTANT DATES

31 August / 28 February – student informs supervisor that (s)he plans to submit before 31 October / 30 April

30 September / 31 March – supervisor nominates an external examiner if the student's progress is satisfactory

31 October / 30 April – student submits signed submission form and examination copies electronically

30 November / 31 May – marks and reports received from examiners; list of required corrections sent to student by supervisor

GUIDELINES FOR STUDENTS

Requirements for a mini-dissertation

1. The format of text and layout is left to the discretion of the supervisor. Spacing should be at least 1.5.
2. The dissertation must include an abstract and title page. Please find an example of a title page below.
3. The referencing style is left to the discretion of the supervisor.

EXAMPLE OF THE TITLE PAGE

Your title

Mini-dissertation by

Your full name

(Your student number)

Submitted in partial fulfilment of the requirements for the degree

Master in Information Technology

(by course work)

in the

**Faculty of Engineering, Built Environment and Information Technology / School of
Information technology**

University of Pretoria

Pretoria

General Guidelines

1. Students must inform their supervisors by the end of **August** or end of **February** if they intend to submit before **31 October** or **30 April** for the autumn and spring graduation ceremonies respectively.
2. When submitting, the student should sign the attached plagiarism form that the mini-dissertation is his/her own work and no part of it has previously been submitted at any tertiary institution.
3. The external examiner is allowed four weeks for the evaluation of the mini-dissertation.
4. After feedback from the supervisor and external examiner, the student will be informed which amendments are to be made (the student is referred to the supervisor for this purpose) or whether the mini-dissertation was accepted without any amendment, or rejected.
5. An effort should be made to publish a paper based on the mini-dissertation.

PLAGIARISM FORM

DEGREE:

DEPARTMENT:

SUPERVISOR:

CO-SUPERVISOR:

TITLE OF THE MINI-DISSERTATION:

DECLARATION BY CANDIDATE: I declare that this mini-dissertation, submitted by me, is my own work, that I have referenced all the sources that I have used and that no part was previously submitted at any tertiary institution.

Student Name and Signature:

Date:

DECLARATION BY SUPERVISOR (AND CO-SUPERVISOR): *Very important: I attach/submit the Turnitin report of the pre-final version and declare that I have analysed the report and is satisfied that it does not reveal severe instances of plagiarism.* I declare herewith that I approve the submission of this mini-dissertation.

Supervisor Name and Signature:

Date:

Co-supervisor Name and Signature:

Date:

GUIDELINES FOR SUPERVISORS

1. The supervisor should submit the nomination of the external examiner (attached) to the postgraduate administrator of the Department of Computer Science not later than **30 September** or **31 March** for the autumn and spring graduation ceremonies respectively.
2. The supervisor should submit the mini-dissertation to Turnitin and confirm that there is no plagiarism.

UNIVERSITY OF PRETORIA

FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

SCHOOL OF INFORMATION TECHNOLOGY

DEPARTMENT:	Computer Science
MODULE:	MIT 807 Mini-dissertation
TITLE OF MINI-DISSERTATION:	

CANDIDATE	STUDENT NUMBER	SUPERVISOR/CO-SUPERVISOR

EKSTERNAL EXAMINER (Third examiner)	
Name	
Qualification	
Postal address	
Telephone numbers	
E-mail	

Signature: Head of Department	Date
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UNIVERSITY OF PRETORIA

DEPARTMENT OF COMPUTER SCIENCE

GUIDELINES FOR EXAMINERS OF MINI-DISSERTATIONS

1. A master's mini-dissertation must prove that the student is able to conduct independent research and to report on it.
2. The portion of the master's degree which leads up to the mini-dissertation is mainly aimed at training the candidate in research methodology.
3. Although research undertaken by the candidate could be original and could be suitable for publication in a research journal, this criterion is not decisive.
4. A mini-dissertation is acceptable if it shows that the candidate:
 - (a) Understands the nature and purpose of his/her investigation;
 - (b) Is sufficiently acquainted with the relevant literature and is able to critically analyse it;
 - (c) Has mastered techniques relevant to his/her investigation;
 - (d) Has acquired a thorough understanding of appropriate scientific theory and methods and their application to data science;
 - (e) Is able to assess the importance of his/her findings;
 - (f) Is able to structure and order his/her research material.
5. The candidate must acquire at least 50% to pass and 75% to pass with distinction.
6. The examiner must submit the report to the postgraduate coordinator of the Department and must make one of the following recommendations:
 - (a) That the mini-dissertation is accepted
 - (b) That the mini-dissertation is rejected
 - (c) That the mini-dissertation is referred back to the candidate for revision and/or extension to the satisfaction of the examiners
7. In compiling their reports examiners are requested to comment on each of the points in point 4.
8. The literary style and presentation of the thesis must be satisfactory, and examiners are requested to comment on this.