



University of Fort Hare
Together in Excellence

POSTGRADUATE GUIDE

Please note: This is the final Postgraduate Guide. Although it contains all current existing and revised postgraduate policies, there are further refinements and developments which will take place. It is intended as a comprehensive guide to elaborating and consolidating postgraduate policies and practices at the University in one place, to be used primarily by faculties and students in developing their own particular postgraduate guides and practices

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POSTGRADUATE GUIDE

RESEARCH AT THE UNIVERSITY OF FORT HARE

The University of Fort Hare is committed to the promotion of research as a core university activity and the building of research capacity. Its research strategy recognizes the need for research to address local, regional and national needs. It seeks ways to engage in a critical dialogue with partners to build research in areas which complement the University's historical niche as an African university, whilst ensuring internationally recognized excellence.

The University is supported by the National Research Foundation and participates in its IRDP, Thuthuka and Focus Area Programmes. It has approved Research Niche Area programmes in: Water Resource Management; Sustainable Agriculture and Land Use Strategies; Culture, Heritage and Social Transformation; and Rural Household Economics. In collaboration with THRIP, Telkom funds a Centre of Excellence in the Computer Science Department. Among the major supporters of research are the CSIR, ESKOM, the Medical Research Council, the Mellon Foundation, SANPAD, the Development Bank of Southern Africa and the Water Research Commission, as well as national and provincial government departments.

Research administration at the Faculty level is overseen by the Faculty Research and Higher Degrees Committees, which coordinate and promote research among staff and students while the administration and promotion of Postgraduate studies at the Faculty level is overseen by the Faculty Higher Degree Committees.

The office of the Executive Dean of Research is housed in the Govan Mbeki Research and Development Centre (GMRDC) based at both the Alice and East London Campuses.

GOVAN MBEKI RESEARCH AND DEVELOPMENT CENTRE

The Govan Mbeki Research and Development Centre (GMRDC) was established through the amalgamation of the earlier office of the Dean of Research and the former Govan Mbeki Research Resource Centre (GMRRC). The Centre acts as a service to staff on all research and development related matters across all campuses and administers the University's research budget. It stimulates, promotes and builds research capacity among staff and postgraduate students and works in collaboration with donors and national and international research bodies. The Centre also develops - and monitors the implementation of - the University's research, postgraduate and research ethics policies.

The newly established Directorate of Postgraduate Studies is located within the GMRDC and is responsible for the promotion, development and implementation of Postgraduate teaching, services and activities across all campuses. Its main physical base is on the East London campus within the new Research and Postgraduate Centre at 4 Hill Street.

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INTRODUCTION

The **purpose** of the Postgraduate Guide is to consolidate and provide a comprehensive and useful overview guide to postgraduate studies and to expand upon the institutional, policy and practice arrangements for the quality assurance of postgraduate academic activities within UFH.

The purpose of this Postgraduate Guide, then, is to provide a ready collated comprehensive reference for Master's and Doctoral candidates and their supervisors (and also provides useful information for Honours students). It contains material which is essential reading for higher degree candidates, as well as, it is hoped, much other useful information. Importantly, the booklet sets out the procedures which must be followed by higher degree candidates in that it brings together the University rules, the requirements of various Committees, examination processes and various Senate requirements (such as the guidelines for the supervision of higher degrees).

Although it is anticipated that this guide will prove to be a sufficiently comprehensive guide to the procedures and rules for higher degrees to meet the needs of candidates and supervisors alike, it must be emphasised that the Senate itself remains the authority on all questions relating to the rules as set out in the University Calendar on the one hand, and that, on the other, different Faculties and departments will develop their own applications of the policies and procedures as determined by disciplinary, staffing, capacity and research-driven needs and requirements

As such, this is essentially a reference guide to the policies, processes and practices for postgraduate study at the University. This means it is sometimes rather detailed, and also sometimes repetitive of policies and rules set out elsewhere, but provides this necessary detail in one place, and in an expansive form, in order to try and address any queries, or potential sources of confusion.

Very importantly it should also be noted that in terms of the application of the guide the following applies: **"Wherever there is a conflict between the provisions/requirements of this Guide and those of the University's General Rules, the former shall prevail."**

At the same time It does not cover everything, and it certainly anticipates that each Faculty will develop their own particular (perhaps more user-friendly) guidelines from the basis provided here. It also does not cover every aspect of the process of earning a degree. For instance, the professional relationship between a candidate and a supervisor cannot be adequately characterised in a guide such as this, but certain guidelines are suggested. Many candidates come to appreciate their supervisors as mentors and it is not uncommon to find candidates maintaining contact with their supervisors throughout their careers. Furthermore, this makes no attempt to deal in depth with the actual process of writing a thesis. There are numerous guides to style and thesis writing which can be consulted elsewhere.

The **scope** of the policy includes all postgraduate research degrees primarily at the Master's and Doctoral levels (with some useful information for Honours candidates).

The term "research degrees" refers specifically to all Doctoral degrees, in the form of a thesis, as well as to Master's' degrees that consist entirely of a research component in the form of a dissertation. A Doctoral thesis is a high-level research project, which should constitute an original contribution to knowledge. A Master's dissertation is an advanced research project of defined scope and limited length. The research work that is undertaken for dissertations and theses will normally be submitted in written form. For Coursework Master's, the term mini-dissertation is used.

However, where justified by the faculty, in certain disciplines the requirements for the research degree may be partially or fully met by means of a set of original artworks, artefacts, conceptualisations, compositions, installation(s), performances, and or professional exhibitions. The academic and formal requirements with which Doctoral and Master's' candidates are expected to conform are discussed in the policy document.

The Guide has been conceptualised within the parameters of the applicable general and specific rules and requirements relating to postgraduate research degrees that are stipulated in the UFH Prospectus.

Furthermore, the guide makes reference to, adheres to and elaborates on several other institutional and national policies and guidelines that are listed alphabetically as part of the regulatory framework outlined in the policy.

In terms of certain **general principles**, UFH acknowledges that postgraduate research implies a relationship and agreement between the candidate, supervisor, academic department, and where applicable, a sponsor (or funder), each having their own respective responsibilities. The Guide therefore aims to establish a framework and criteria with which all faculties can conform in order to ensure that their internal arrangements for the management of their postgraduate research candidates are comprehensive, addressing all aspects from admission to final examination. It is therefore envisaged that each faculty will incorporate the guidelines and where applicable, policy into its overall framework for the quality assurance of its academic programmes, with due regard to its specific policies, procedures and structures.

The Guide furthermore identifies and describes the roles of various **institutional and faculty-level structures and designated officials** with respect to the management and coordination of Master's' and Doctoral degrees. In this respect, policy refers to the role of the institutional committees, namely the Executive Committee of Senate (Senex) and Senate, the Faculty Committees and particularly the Faculty Research and Higher Degrees, and Faculty Planning and Management Committees, as well as that of the Registrar and Examinations Office at various key points.

At faculty level, the Guide outlines the roles of the Faculty Boards, the Faculty Planning and Management Committees and the Faculty Research and Higher Degrees Committees. It is noted that the respective faculty committees may also establish further sub-committees and working groups to facilitate their operations. In terms of designated officials, the policy delineates the responsibilities of the Faculty Research Coordinator, as well as the Faculty Manager and the Deans and Heads of Departments/ directors of Schools to ensure that these officials are aware of the scope of their activities and duties with respect to facilitating and managing postgraduate research in their particular faculty.

In respect of **admission and registration for postgraduate research degrees**, the Guide operates within the ambits of UFH *Admissions Policy*. UFH strives to promote access and equal opportunities for study at all qualification levels *inter alia* by making provision for the recognition of prior learning (RPL) against clearly specified criteria.

The Guide emphasises that supervisors should ensure that their postgraduate research candidates are fully informed about the procedures that apply to the **assessment** of their dissertations/theses. This implies that every supervisor should be fully informed and acquainted with the key outcomes expected of research degrees, and ensure that their candidates are informed accordingly.

In terms of assessment criteria, the policy indicates that the assessment of Master's and Doctoral candidates will be based on the relevant aspects of (a) the study; (b) the written component and/or (c) other research work, such as a composition, computer application or

artefact, submitted for evaluation as required by the Faculty concerned. However, candidates are encouraged to consult their General Prospectus and faculty-specific guides for postgraduate studies for more information on the assessment criteria.

The policy further outlines the procedures for appointing **external examiners** (and internal examiners in the case of Coursework Master's) with specific reference to the roles and responsibilities of supervisors, HODs, the examinations office, faculty-specific committees and faculty officers in this respect. The procedure and format for the submission of dissertations (and mini-dissertations) and theses for the purposes of examination are specified and the role of examiners in respect of compiling and submitting examiners' reports is described. It should be noted that in certain faculties (such as Education) an oral examination may be part of the assessment procedures for Master's and Doctoral degrees and the procedures for the conduct of such an examination are set out in the policy.

The **conduct of research supervision** is a crucial aspect in ensuring the success of postgraduate research candidates at UFH. The Guide therefore devotes specific attention to the interaction between the supervisor and the postgraduate research candidate. Of particular note, is that supervisors are required to enter into a specific supervisory agreement with candidates whereby the responsibilities and rights of both parties in terms of the supervision process are specified. Supervisors are responsible to their HODs for the management of the research candidates assigned to them and for fulfilling their responsibilities as outlined in detail in the guide. In turn, postgraduate research candidates are also required to abide by the code of conduct applicable to them, as indicated in the guide.

The University's procedure and that of its faculties for resolving postgraduate research candidates' complaints during the course of their studies should be effective, fair, transparent and consistently applied, thus protecting the rights of all concerned. The Guide stresses that each faculty must ensure that their **complaints and appeals procedures** are well-publicised, and that their staff are aware of these procedures and the circumstances in which they may be used. General guidelines regarding the resolution of disputes between supervisors and candidates are outlined in the policy.

Finally, the Guide indicates the commitment of UFH to regular **monitoring and reviewing** of the standard of the postgraduate research degrees awarded in its name and the quality of the education provided to enable postgraduate research candidates to attain those standards. Such monitoring and review will take into account *inter alia* the time taken to submit dissertations/theses; pass and failure rates; feedback received from postgraduate research candidates, employers, sponsors and any other external funders; and so forth.

The Guide is organised following the format of the 'general rules for postgraduate qualifications' as outlined in the prospectus (which is reproduced section by section), followed by further elaboration, discussion and information (including tips and suggestions) for each of the rule sections

Briefly, these can be identified as:

- Admissions (including Recognition of Prior Learning (RPL))
- Registration
- Assessment and Reassessment
- Graduation

This is followed by Annexures which provides information relating to bursaries, fee waivers, and postgraduate services and support structures.

1. ADMISSIONS

Each section first outlines the general rules as applicable to postgraduate studies, followed by a more detailed and descriptive outlining of the scope, principles and processes that these rules entail

G.14 APPLICATION OF GENERAL RULES

The general rules for undergraduate qualifications also apply to postgraduate qualifications, except where the former clearly cannot apply to postgraduate programmes, or where the rules for postgraduate qualifications outlined below (Rule G.14 onwards) contradict the general undergraduate rules.

G.15 ADMISSION

15.1 Honours degree. A person shall not be admitted as a candidate for an Honours degree unless he/she:

15.1.1 has successfully completed a bachelor's degree at the University; or

15.1.2 has successfully completed a similar qualification at the appropriate level on the NQF and which is equivalent to or higher than the examinations prescribed for a degree of bachelor of the University; or

15.1.3 has passed the examinations on the grounds of which he/she will be awarded a bachelor's degree by the University, or on the grounds of which the required status may later be granted to him/her.

15.2 Master's degree. A person shall not be admitted as a candidate for a master's degree unless he/she:

15.2.1 has successfully completed a four year bachelor's degree at the University; or

15.2.2 has successfully completed an honours degree following a three year bachelor's degree at the University; or

15.2.3 has successfully completed a similar higher education qualification at the appropriate level on the NQF, and which, in the opinion of Senate, is equivalent to or higher than the examinations prescribed for an honours degree at the University.

15.2.4 has submitted her/his honours mini-dissertation for examination with the consent of the supervisor and within the deadline stipulated by the University.

15.3 Doctoral degree. A person shall not be admitted as a candidate for a Doctoral degree unless he/she:

15.3.1 has successfully completed a Master's degree at a university; or

15.3.2 has successfully completed a similar qualification at the appropriate level on the NQF, and which, in the opinion of Senate, is equivalent to or higher than the examinations prescribed for a degree of Master of the University; or

15.3.3 has passed the examinations on the grounds of which he/she will be awarded a Master's degree by the university, or on the grounds of which the required status may later be granted to him/her.

15.3.4 has submitted her/his Master's dissertation for examination with the consent of the supervisor and within the deadline stipulated by the university.

15.4 The above requirements should be read in conjunction with the University's policy on the recognition of prior learning, which sets out the access criteria as well as advanced standing granted to students based on learning acquired through formal, informal and non-formal means.

GENERAL RULES FOR POSTGRADUATE QUALIFICATIONS

G.20 RECOGNITION OF PRIOR LEARNING (RPL) (PROSPECTUS)

20.1 RPL Applications.

20.1.1 Applications for RPL shall be submitted to the Faculty Manager for pre-screening by the Faculty RPL Committee.

20.1.2 Applications for RPL may be submitted throughout the year, however, the deadline for the endorsement of RPL credit, where a prospective student wishes to register for further study in the following year, is the last Senate meeting of the preceding year.

20.2 RPL Fees. Prospective students shall be expected to contribute towards RPL administrative fees. The contribution shall not exceed the cost of a full-time face to face module/course or programme.

20.3 RPL Assessment Process

20.3.1 The assessment shall involve the process of collecting evidence and making judgments about the knowledge, skills and values that shall prove competence and shall articulate with the outcomes of a desired module/course and/or programme.

20.3.2 The assessment process shall abide by the assessment, moderation and reporting procedures that constitute the UFH rules and regulation of the assessment of student learning.

20.4 RPL Assessment Methods. A range of assessment methods may be utilized based on their appropriateness to a particular context, student, discipline and programme consistent with the University of Fort Hare Assessment Policy.

20.5 Appeal against RPL assessment result(s). In the event of a dispute over RPL assessment result(s), the prospective student may submit a duly motivated appeal in writing to the Registrar of the University within 21 days of the release of the result. A panel of two members shall be nominated by the Registrar and the Dean from amongst the University staff, including a member of the Teaching and Learning Centre, provided that he/she was not involved in the initial RPL process. The recommendation of the panel shall be considered as final.

20.6 Awarding RPL credit. Prospective students with prior learning, however obtained, may apply to have their prior learning assessed against the learning outcomes for a specific qualification and/or module/course(s) as outlined in the University RPL Policy for acceptance for the following purpose(s):

20.6.1 Access into a particular course/module or programme when a candidate is able to demonstrate, through appropriate assessment(s), the entry or exit outcomes of the course/module or programme preceding that particular course/module or programme;

20.6.2 Specified credits for designated courses/modules, units or competencies;

20.6.3 Unspecified credit resulting in the student required to complete fewer subjects, modules or competencies, for example, by exempting a student from undertaking elective modules;

20.6.4 Block credit resulting in exemption from the requirements to undertake a block component of a course programme, for example, first semester or first year;

20.6.5 Exemption standing which involves exempting a student from undertaking preparatory subjects. Units, modules or competencies in the early stages of the course or programme, while still requiring the student to undertake the same number of subjects, units, modules or competencies as they would be required to complete if they had not been granted exemption. This usually involves substituting the exempted subjects, units, modules or competencies with others;

20.6.6 Advanced standing resulting in the award of credits towards a qualification for which a candidate has registered; and

20.6.7 Advanced status which provides access to a level of a qualification higher than the logical next level following on the preceding qualification.

20.7 RPL applications for the purpose of access into a particular module/course/programme may be submitted to the respective faculty throughout the year; however, the deadline for submission is 31 October preceding the year of study. The period

prior to registration shall allow the applicant sufficient time to gather evidence and to prepare for the RPL assessment. This period shall also allow for administrative procedures to be complied with prior to the successful RPL candidate being allowed to register.

20.8 Credit transfer. Once a prospective student has been awarded credit on the basis of RPL, subsequent credit transfer based on these learning outcomes should not include revisiting the RPL assessment, but should be based on credit transfer agreements, articulation arrangements or other agreements between institutions.

20.9 Registration. Prospective students, who have been granted RPL credit, must comply with the University rules for registration for undergraduate qualifications (UFH General Prospectus Rule G3) or postgraduate qualifications (UFH General Prospectus Rule G16), whichever is appropriate.

1.1

General Discussion on Admissions

Candidates should note that conformance with the formal requirements for admission to postgraduate research degrees (as indicated in the UFH Prospectus) does not guarantee admission, and consideration will be given to resources in terms of staff supervisory capacity and expertise, access to information sources, equipment and infrastructure. Academic units will also assess the extent to which the proposed study falls within the fields of expertise of its staff members as well as its research focus areas.

The general procedures that apply to admission and registration for postgraduate research studies are contained in the UFH *Prospectus* and *Admissions Policy*.

1.1.1

To apply for **admission** to pursue a postgraduate research degree, a prospective candidate is required to

- Submit a completed application form, together with all necessary documents to the Student Administration Office, who captures biographical information and assigns a student number.
- The Application is forwarded to the relevant Faculty Manager and either the Dean, HOD and/or Faculty Research and Higher Degrees Committees go through a selection process, sign the application and return the form to Student Administration where it is entered on the ITS system as accepted or unsuccessful.
- A letter is generated and sent to the student indicating this status, as well as informing them of registration date/s.
- Candidates applying for research degrees may however, continue to apply and to register up until 31 March of the year of study, but require individual acceptance by the Dean or HOD and arrangements need to be made in this regard.
- Coursework Master's and Honours degree registrations comply with the general registration applicable to the University and specified each calendar year. This is usually completed by mid February.

1.1.2

In addition **the Faculty Manager** in consultation with the relevant HOD ensures

- that the candidate adheres to the relevant institutional and faculty-specific and programme-specific admissions criteria.
- If the candidate complies with these admissions criteria, various processes will be undertaken to assign the candidate appropriate supervisor/s. The supervisor/s make a recommendation on the suitability of the candidate for admission to the relevant degree and, once the supervisor/s and the HOD has approved the application, the

- candidate may conditionally register for the qualification.
- Final approval is granted through the relevant Faculty Research and Higher Degrees Committee's and ultimately with Senate.

1.1.3

The overall policy makes provision for specific procedures in respect of

- admission and registration, including the validation of international qualifications
- financial matters pertaining to the registration for postgraduate research degrees
- the appointment of suitably qualified supervisors, induction processes, and the approval of research proposals and subsequent progress for the purposes of the continuation of registration.
- Furthermore, the policy outlines the minimum and maximum periods of study for Master's and Doctoral degrees and indicates the specific circumstances under which candidates who are registered for a Master's degree may be allowed to convert their registration to Doctoral study.
- In exceptional cases, postgraduate research candidates may apply for a period of suspension of registration and the conditions and procedures applicable to such cases are also stipulated in the policy.

Two final aspects are worth pointing out here, in addition to the apparently straight forward admission requirements:

- (a) As the rules stand, it means that candidates for Master's and Doctoral degrees do not necessarily need to have a prior qualification in the discipline for which they intend to register. In other words a candidate with a Sociology Master's may register for a History Doctorate, given quality assured screening processes that apply around registration procedures (as outlined below in Registration section) and with approval from Senate. Normal practice, though, would be within disciplines.
- (b) The rules (15.2.4 and 15.3.3) allow for the conditional registration of candidates for the proceeding degree while awaiting the finalisation of their current degrees. In other words, a Master's candidate who has submitted the dissertation for examination and has already got their final examination results in the period between 9 January and 31 March, but where these have not been conferred (via Graduation) can register for a Doctoral degree on a conditional basis (on the grounds that he/she will be awarded the degree). In special circumstances students who have submitted their theses or dissertations timeously may also be allowed to register conditionally, pending their examination results

2. REGISTRATION (and Postgraduate Qualifications and Supervision)

Each section first outlines the general rules as applicable to postgraduate studies, followed by a more detailed and descriptive outlining of the scope, principles and processes that these rules entail

UNDER 'GENERAL RULES FOR POSTGRADUATE QUALIFICATIONS'

G.16 REGISTRATION FOR POSTGRADUATE QUALIFICATIONS

16.1 A candidate for a postgraduate qualification must submit a written application to Student Admissions Office, which will then forward it to the relevant Faculty Manager(s), who, in turn, will forward it to the relevant academic departments (and the HoD therein). The application must set out the candidate's qualifications and must state the subject field in which the study is located. Conditional acceptance will be considered by the relevant Head of Department, who will make a recommendation through Faculty to Senate regarding the programme to be followed as well as supervisor(s) and/or, co-supervisor(s). Registration may only be completed once Senate has given its approval, provided that the names of examiners need not be submitted at registration, but must be approved by Senate before the completion of the programme for which the candidate is registered.

16.1.1 Requirement of application for re-admission and re-registration by continuing postgraduate students: Postgraduate registration is valid for one year only, and candidates are required to renew their application and to register annually until graduation or termination of studies.

16.2 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of his/her proposed study if he/she either:

16.2.1 obtained the qualification on which the application is based at another university or institution; or,

16.2.2 being a graduate of the University, did not include the subject as a major subject in the undergraduate curriculum;

16.2.3 Acceptance to a Master's or Doctoral degree programme is conditional on:

(a) the candidate having satisfied the necessary academic criteria (as stipulated according to relevant Faculty and Department criteria); (b) that the relevant and appropriate supervisor workload load and capability have been taken into account; and, (c) that the candidate has developed a suitable and acceptable topic in relation to the discipline and its requirements.

16.3 Senate may require a candidate to attend specified ancillary modules in addition to the prescribed modules (where applicable) and may require that such modules be completed before the candidate presents himself/herself for any specified part of the final assessment.

16.3.1 Unless a student wishing to register for a dissertation or thesis, Master's or Doctoral studies, can provide evidence of having followed and successfully completed a course in Research Methodology, s/he must register for and complete such a module at the University of Fort Hare, preferably prior to submitting the final research proposal.

16.4 A candidate for a postgraduate programme may be required to pass a proficiency test in a specified language or languages before admission to the programme or before admission to the final examination. The details of such requirements are listed with each programme.

16.5 Senate on the recommendation of the relevant faculty shall appoint three external examiners for each Doctoral candidate's thesis, of which two external examiners must be international (outside the borders of South Africa). In exceptional, motivated circumstances (such as involving local language expertise), the external examiners may be appointed from within South Africa. For each research Master's dissertation, two external examiners shall be

appointed (which may include examiners from other universities in South Africa, but not from UFH). A mini-dissertation which forms part of a Master's degree by coursework (that is, coursework and research) shall, as with the other modules taken in such a programme, require the appointment of only one external examiner. The second examiner for the Coursework Master's mini-dissertation shall be an internal examiner, but not the supervisor of the mini-dissertation. The appointment of external examiners shall adhere to the requirements for best practices as stipulated in section 3.7. of the Postgraduate Guide.

16.6 Senate, on recommendation of the relevant Head of Department /Dean, shall appoint a supervisor for each candidate registered for a research Master's or Doctoral qualification. Senate may also appoint a co-supervisor for a candidate, especially where the proposed programme extends over more than one recognized subject field or goes beyond the research expertise of a single staff member. The supervisor shall normally be a member of the academic staff attached to the University, while the co-supervisor may be an academic from another University or another person who is a recognized authority in the subject field. In exceptional cases the supervisor may be appointed from outside the University, in which case a co-supervisor who is a member of staff of the University shall be appointed to administer the study programme.

16.6.1 At the end of each semester the supervisor shall report to the Head of Department/Dean on the progress of candidate(s) under his/her supervision; these reports shall also be tabled in Senate to consider intervention in the programme if and when required.

16.6.2 In the event that a supervisor leaves the employ of the University before a candidate he/she is supervising has completed the relevant postgraduate qualification, Senate may:

16.6.2.1 request the supervisor to continue as such and appoint an internal co-supervisor to act as liaison officer and for administrative purposes; or,

16.6.2.2 appoint a new internal supervisor and request the original supervisor to continue in an advisory capacity or as a co-supervisor; or,

16.6.2.3 appoint a new internal supervisor where a person competent in the field of study is available.

16.6.3 The University's Policy on Supervision shall be subject to these rules and must be adhered to in all circumstances.

16.7 A postgraduate programme shall comprise not less than 120 credits at Honours level, 180 credits at Master's level and 360 credits at Doctoral level and must comply with the specifications for each programme as prescribed in the Faculty Prospectus. Any deviation from such a programme must be fully motivated, recommended by the Head of Department/Dean and approved by Senate.

16.8 Duration of the programme:

16.8.1 An Honours programme shall extend over not less than two consecutive semesters of full-time study and not more than four semesters in three consecutive years. If the rules of a particular faculty permit it, a candidate may, with the approval of the Head of Department/Dean concerned, attend and complete the programme on a part-time basis in not more than six consecutive semesters. Where these periods (four semesters for full-time and six semesters for part-time study) are exceeded, the candidate must submit a motivated application and the Head of Department/Dean may then recommend an extension of the period to Senate, which will then make a final determination.

16.8.2 A Master's programme shall extend over not less than two consecutive semesters of full-time study, and not more than four consecutive semesters. If the rules of a particular faculty permit it, a candidate may, with the approval of the Head of Department/Dean concerned, attend and complete the programme on a part-time basis in not more than eight consecutive semesters. Where these periods are exceeded, the candidate must submit a motivated application and the Head of Department/Dean may then recommend an extension of the period to Senate which will then make a final determination.

16.8.3 A Doctoral programme shall extend over not less than four consecutive semesters of full-time study and not more than ten consecutive semesters. Where this period is exceeded, the candidate may submit a motivated application and the Head of Department/Dean may

then recommend an extension of the period to Senate, which will then make a final determination. Further extensions of the study period may only be allowed in exceptional circumstances.

2.1

Registration Processes

Every new applicant for the Master's and Doctoral degree needs to complete an application form setting out his/her qualifications, and stating in which subject area he/she wishes to study. The normal closing date for application for the next year of study is 31 October.

New students and returning students will be required to register (or re-register as a returning student) on or before the 31 March of any particular year of study (the closing date for postgraduate registration)

2.1.1

The Application Form and its Submission

It is important to note that there are different application forms. There is a separate form for Honours, and a different single combined form identified as the Master's/ Doctorate Application Form for Master's and Doctoral applications (see attached).

This form will require information relating to

- student particulars,
- course of study,
- a brief outline of proposed topic, with aim, rationale and research methods
- qualifications
- bursary particulars (if applicable)

It also contains a separate section (called 'Office Use Only') which will be forwarded to the relevant faculty, Department and HOD/ Programme Coordinator, where the supervisor (and possible co-supervisors) are identified and the approval of the supervisor and the HOD/ Programme Coordinator is obtained.

It is further recommended that the application form, which needs to be submitted to the Registrar, who will forward it to the necessary HOD or Programme Coordinator or Director of Postgraduate Studies (as in Education) (via the Administrator), should be accompanied with a **statement of intent**, if the postgraduate student is applying for the first time/ applying for their first year of study (see below).

It is also important to note here, that there are important differences in the processes leading to an application for postgraduate research degrees in particular.

Candidates will apply either

- (a) independently based on their identification of UFH as the University of choice, and in these cases, the application form needs to be accompanied by the statement of intent, or
- (b) UFH's research and postgraduate policy is driven of a platform that seeks to align postgraduate studies with existing research expertise and registered research projects at the University. Here, and connected to existing Niche Areas and identified research programmes, prospective and promising students will be recruited into these programmes, and the associated supervisor-linked research and bursary implications will mean that the statement of intent will be determined from within the

research programmes themselves. Importantly, though, all admission to these research programmes remains determined by the necessary academic qualifications and according to the policies of admission as set out in Rule 16.2 above.

2.1.2

The Statement of Intent

The statement of intent is developed by the prospective student as a means to indicate the anticipated area of study and that the candidate has already begun to think through, plan and outline the area of prospective research. Admittance into research post graduate study at the research Master's and Doctoral level is significantly determined by these processes of pre-definition and work prior to formal application. However, admittance into any postgraduate programme remains determined by the necessary academic and policy determinations as set out in Rule 16.2

2.1.2.1

As such the statement of intent demonstrates this prior determination and interest in a field of study and it should contain the following:

- **A brief contextualisation of the intended study (Some background to the research 'problem'; where do you think you might conduct your research?)**
- **The purpose of the study (What do you aim to achieve by doing it?)**
- **The rationale for the study (Why is it worth doing?)**
- **Some reference to literature on the field of study**
- **Tentative research questions (What specific question/s will you be setting out to answer in your study?)**
- **Some evidence of a knowledge of research methodology at a level appropriate for entry either into a Master's by dissertation or a Doctoral thesis.**

THE APPLICATION FORM AND STATEMENT OF INTENT WILL BE FORWARDED TO THE RELEVANT FACULTY AND DEPARTMENT HOD, VIA THE FACULTY MANAGER. DIFFERENT FACULTIES, AS OUTLINED IN THEIR RESPECTIVE GUIDES, WILL THEN PROCESS THE APPLICATION. THIS MAY CALL FOR A SCREENING INTERVIEW AS WELL (DETAILS OF WHICH ARE PROVIDED FOR RESPECTIVE FACULTY'S). AGAIN IT IS IMPORTANT TO NOTE, THAT IN CASES WHERE STUDENTS ARE RECRUITED INTO EXISTING RESEARCH PROGRAMMES THIS WILL ALREADY HAVE TAKEN PLACE IN THE RECRUITMENT PHASE

FOR EXAMPLE, IN THE EDUCATION FACULTY A PANEL OF SENIOR ACADEMIC STAFF WILL SCREEN THE APPLICATION AND IF THE PANEL AGREES THAT THE STUDENT COMPLIES WITH ALL THE REQUIREMENTS FOR ADMISSION, THAT A SUPERVISOR IS AVAILABLE, AND THAT THE STUDY IS VIABLE, THE CANDIDATE WILL BE CALLED FOR A SCREENING INTERVIEW.

2.1.2.2

Prospective candidates, as outlined in the General Rules, will be assessed in terms of:

- Ability to express themselves in writing in English
- Understanding of the topic and related issues
- Evidence of ability to think and write critically
- Evidence of familiarity with appropriate research methods
- General impressions.

2.1.2.3

NB: Final acceptance as a candidate will depend, among other things, upon the following:

- (In some cases) whether a co-supervisor from another faculty of the University or another university has been co-opted for the purpose of supervising the prospective applicant – where such is the case, the prospective applicant will indicate his/her acceptance of the arrangement in writing
- A candidate's willingness to participate in the Research Methodology Course, unless exempted by the respective Faculty of Research and Higher Degrees Committee.

If at this stage the prospective applicant is deemed by the HOD/ Programme Coordinator, and the Department to be unsuited to proceed immediately towards registration, a report to this effect will be submitted to the Faculty Research and Higher Degrees Committee, and the prospective applicant will be notified of the decision. In this case, the further processes detailed below will not apply.

2.1.3

Actual Registration Procedures for Students

For first time students, once you have made an application as outlined above, you will be able to conditionally register. This would normally take place during the formal University registration period as specified each year by the University (usually from the middle of January to mid February). It is your responsibility to find out when this is, and on which day your particular registration will take place. This is determined by campus (East London, Bisho, Alice) and by Faculty.

It is recommended that all full-time research degree students for Master's and Doctoral study (whether new or continuing students) register during this period, to comply with the requirements of the University's tuition and administrative calendar.

Importantly, however, all Master's and Doctoral candidates have until the 31 March to register, but it is in your interests, related to bursary, accommodation, supervision and final registration processes, to register as early as possible, and as far as is possible, to comply with the general formal period of University registration.

2.1.3.1

As a student **at registration you will need to:**

- As a new student, have **paid an Application fee** (specified by the University) at the time of submitting your Application form.
- Either have a balance in your student account or **pay a postgraduate minimum initial payment** (specified each year by the University) which includes your registration fee and annual administration fee. This is applicable to all postgraduate students and separate from the fee waivers that may apply to you (see below). In other words any fee waiver you may qualify for does not include this initial Registration and Administration fee
- Check that the information captured through your prior application process is correct, and get this signed off by the relevant supervisor and/or Dean/HOD. It is important that you make sure your **qualification and course codes** (contained in your respective prospectuses) are correct and approved and that your year of study is accurately reflected. You will then receive a student card and student number, which grants you access to the university and its services, particularly the library and postgraduate computer laboratories.

NB: the postgraduate student card is a different colour (black) to those of undergraduate students, and indicates your status as a senior student at the University. This will facilitate easy access to postgraduate library and computer facilities.

- If you are a first time postgraduate student (ie in your first year of postgraduate study) and qualify for a **fee waiver**, fill in the correct fee waiver form, which will ensure timeous and effective processing of these to qualify you for the fee waiver. The fee waiver is a significant contribution that the University makes to you to enable and support your studies, but it is your responsibility to apply for it, it is not granted simply through registration. In other words it is granted through an application and conditions of acceptance process. Fee Waiver forms can either be accessed at Registration, from the GMRDC or Fees offices on the Alice and East London campuses.

*NB: All Postgraduate Fee Waiver Application forms, Bursary and Scholarship Application and Progress Report forms, Payment Guidelines and Information forms can also be downloaded from the **UFH GMRDC webpage**: <http://www.ufhgmrdc.ac.za/AboutUs/Policies.aspx>*

- Fill in a **GMRDC Information Sheet**, which will capture important information onto a postgraduate data base at the University, and which will be used for communication, and for assessment of registration, progress and assessment purposes
- If you are a first time postgraduate student, establish contact with and develop a **learning agreement with your supervisor**, and work on development of your research working title, as well as work on your formal detailed proposal. Any other requirements, related to research methodology training, for example, will also need to be formalized in conjunction with your supervisor/s at this point.
- If you are a continuing student, make sure that the necessary **progress reports** have been completed and submitted with your supervisor. All other formal processes, including actual registration, obtaining a student card, filling in fee waiver and GMRDC Information Sheets apply to you as well as to first time postgraduate students.
- Familiarise yourself with **bursary and scholarship funding opportunities** at the University, including Bursary Payment Guidelines as this will ensure more efficient processing of any monies claimed and paid to you via your student account.
- Visit the GMRDC and Library to familiarise yourself with **Training courses** offered at the University which will assist you in making progress towards the degree.

NB: Keep yourself informed; regularly check the Postgraduate notice boards on the Alice and East London campuses; join the Postgraduate forum and add your voice to constructive change; regularly check your University email for important notices and visit relevant websites in particular the National Research Foundation (NRF) for research and funding opportunities and closing dates.

2.1.4

Submission of the proposal (including the research working title and supervisor/s names to the Faculty Research and Higher Degrees Committee (applicable to first year students) and to SENEX and Senate

Underpinning this process of conditional registration is also the understanding that the postgraduate candidate will be required to develop a detailed dissertation or thesis proposal to enable final registration.(see below). The format and requirements of such a proposal are spelt out according to Faculty and Departmental requirements, but should generally entail approximately ten pages and will cover literature review, topic, aim, rationale, and research methods.

2.1.4.1

Normally research proposals should be completed and accepted by the respective faculty Higher Degrees Committee's and ultimately by Senate within the following time periods:

- **A full-time Master's candidate should complete a research proposal within 4 months of conditional registration and gain acceptance within 6 months**
- **A full-time Doctoral candidate should complete a research proposal within 6 months of conditional registration and gain acceptance within 8 months**
- **A part time Master's or Doctoral candidate (and a Coursework Master's candidate) should complete a proposal within 8 months of conditional registration and gain acceptance within 12 months of first registration**

Failure to do this will lead to a discussion between the supervisor and HOD/ Programme Co-ordinator, and could lead to the Faculty Research and Higher Degree Committee deciding on de-registration of the candidate, depending on the circumstances.

2.1.4.2

The completed proposal, the working title, and the specification of the supervisor/s is the postgraduate students first major task. Once completed, **the candidate will submit the proposal to the Faculty Research Coordinator**, who will table it at the next Faculty Research and Higher Degrees Committee. Remember these only meet four times a year – typically in March; May; August and October, but this varies from Faculty to Faculty and the dates need to be checked in the relevant Faculty prospectuses and the calendar.

Also be aware that both the candidate (student) and the supervisor will be required to be present at the Faculty Research and Degrees Committee meeting in order to defend their proposal and take account of any revisions and requirements specified.

Once the Faculty Research and Higher Degrees Committee has accepted the proposal, the provisional or working title and supervisor (and co-supervisor where applicable), these are submitted in the prescribed format to the Faculty Manager.

2.1.4.3

Submission to SENEX and Senate

- Once the Faculty Higher Degrees Committee has approved the proposal, the working title and supervisor/s, they will be submitted to the Faculty Manager who will, with the Dean's approval, submit them to SENEX using the prescribed format
- Once this has been approved by SENEX (and Senate), the candidate will be advised that he/she is formally registered.

Once Senate has approved the research proposal, the Faculty Manager will be required to:

- inform the candidate, supervisor/s and relevant HOD/ Director
- make sure final registration is confirmed with the Registrar (who will confirm registration)
- register the dissertation/ thesis (i.e. capture it on the IT system and submit it to the GMRDC), in the format prescribed, which includes the candidate's name, name of supervisor/s, title of the study and sources of funding where applicable

Apart from exceptional circumstances, postgraduate research candidates will not be allowed to continue with their studies if their study has not been registered with the Faculty Officer, the GMRDC, with Senate (and with the GMRDC) as an official postgraduate student research project within the first year of study. It is the responsibility of the relevant supervisor/s and HODs and the candidate to ensure and to follow up on the timely submission of research proposals.

2.1.5

The research proposal (and the role of the candidate and supervisor)

The supervisor will guide the candidate in the preparation of the formal research proposal. When this proposal is ready it must be submitted by the supervisor to the HOD/ Programme Co-ordinator, who in turn passes it on to the Faculty Manager for inclusion on the agenda of the next meeting of the Faculty Research and Higher Degrees Committee. The Faculty Manager will then compile a summary report on the prescribed template for submission and approval from Senate. Ultimately, however, the candidate is responsible for the development of a research proposal, and failure to develop and have a proposal approved within the prescribed time frames will ultimately rest with the candidate (except in particular detailed and recognized and documented circumstances)

2.1.5.1

In the **evaluation of research proposals**, the Faculty Research and Higher Degrees Committee will take the following criteria into account: the conceptualisation and objectives of the research; the feasibility of the research; the suitability of the methodology and analysis; and the scientific integrity of the research. Each Faculty will specify its own evaluation criteria, so be sure to locate the Faculty guides for further information

2.1.5.2

The **format of the research proposal** will depend to a great extent on the discipline in which the study is being undertaken and the research approach that will be employed, i.e. qualitative, quantitative or mixed methods, natural or social science, etc, but all research proposals should include at least the following elements:

- The title of the dissertation/thesis.
- A review of literature and/or other resources that constitute the knowledge-base in the specific area of study.
- A statement of the research problem and the aims of the study. Where appropriate, reference may be made to the research hypothesis. This will depend on the Faculty and on the disciplinary approaches adopted. In Science, for example, it is more customary to refer to a hypothesis, while in Humanities, the research problem would be specified.
- A description of the research methodology and the procedures that will be used to conduct the research.
- Ethical, health, safety and environmental and other legal considerations and requirements.

- A brief outline of the proposed study. Where the candidate intends to conduct the research in the form of a series of interrelated articles the outline should provide an indication of the aspects that the candidate intends to address in each article.
- A statement concerning the feasibility of the research in terms of infrastructural and financial resources, time constraints and the accessibility of information.

In cases where research proposals have not been approved, the candidate must be advised in writing of the reasons therefore. After the necessary adaptations/corrections have been made in consultation with the supervisor, the research proposal should be re-submitted to the relevant faculty committee for approval.

2.1.6

Research Ethics Committee

Once the Faculty Research and Higher Degrees Committee has granted approval for the proposed study, all research proposals involving humans and/or animals should also be submitted to a relevant UFH Research Ethics Committee for consent in the following cases:

- Where humans are involved and there is the potential to harm the dignity of the individuals and/or their basic human rights; and
- Where the rights of animals and/or integrity of the natural environment is impacted upon.

For further guidelines pertaining to when and how to obtain approval for research projects in terms of the institution's code of ethics please consult with the Centre for Leadership Ethics in Africa (CLEA) which forms part of the GMRDC.

2.1.7

Supervision

A supervisor will be appointed for every candidate registered for a higher degree or pursuing substantial research as part of a degree requirement. A co-supervisor may be appointed.

The supervisor will normally be a senior member of the academic or research staff, appointed to take primary responsibility in guiding and assisting the candidate through the various stages of his/her research programme. The supervisor should hold the necessary Postgraduate qualifications and have the necessary experience.

- Master's or Ph.D./Doctorate to supervise Master's candidates;
- Ph.D./ Doctorate degrees only to supervise Doctoral candidates
- as well as adequate research and teaching experience in the candidate's field of interest.

Younger and less experienced members of staff should be encouraged to initially co-supervise at the necessary and prescribed qualification levels, in order to build up their experience and expertise, and this should be encouraged in Departments, wherever possible and appropriate.

2.1.7.1

The Supervisor's workload and responsibilities

The Supervisor takes on an extremely important role in enabling candidates to achieve their goal of a successful research study and dissertation.

The following points are made as guidelines for the appointment of supervisors and co-supervisors:

2.1.7.1.1

Supervisory Loads

Supervisors should have a realistic supervisory load. While the FRHDC should give consideration to the specific circumstances of each case, the following guidelines should be observed:

- Academics **who have not supervised before should not act as supervisor and/or co-supervisor for more than three research candidates simultaneously;**
- **Experienced supervisors should typically not be the supervisor for more than six research candidates** who are engaged in a dissertation or theses at any one time.
- Supervisors may take on **additional responsibilities as co-supervisors** for dissertations and theses, and also as supervisors for mini-dissertations in coursework Master's degrees. The relevant faculty committee should apply this guideline flexibly, taking account of the staff member's full workload, as well as information from progress reports relating to their current research candidates.
- Supervisory workloads should also be considered with **some degree of flexibility** where an internal process of joint and directed supervision takes place around equally directed and effective supervisory research programmes, or in identified niche areas, or in research based institutes (as in FHISER).
- Faculties should consider **innovative and more collaborative supervisory initiatives**, where processes like the development of proposals, their presentations and discussion at research forums with outside reviewers, and the like are considered and developed where possible and applicable. Again niche areas at the University should be considering development of such arrangements.
- **Equally, experienced supervisors should be encouraged to build the capacity of less experienced and younger academic staff by appointing them, wherever possible, as co-supervisors for applicable dissertations and Master's degrees**

In addition:

- In the case of both dissertations and theses, academics who have no previous experience of supervising a research degree should only be appointed as co-supervisors (where the supervisor has the requisite qualifications, expertise and experience) or as supervisor who is mentored by an academic leader who has proven experience as a supervisor.
- The roles of the supervisor and co-supervisor should be clearly defined at the outset of the degree programme.

2.1.7.1.2

Who should supervise?

The supervisor is **usually a permanent employee** of the University or an employee appointed on fixed-term contract for at least the duration of the study.

- Contract staff members whose contract expires before the anticipated completion of the study should only be appointed as supervisors if they are able to give an undertaking that they will be available to supervise the candidate until the completion of the study within a reasonable agreed-upon time-frame;
- It is not advisable for faculties to make use of short-term contract staff members to address serious problems in the supervisory capacity of their permanent staff. The Faculty Management and Planning Committee, in consultation with the Faculty Research and Higher Degrees Committee may, however, appoint a short-term contract staff member if it is satisfied that he/she will be able to fulfil all the required supervisory responsibilities and see the candidate through to the completion of the research during the duration of their contract.

- Staff members from outside the department or school and/or faculty in which the candidate is registered, may be appointed as supervisors or co-supervisors. Such cases include:
 - Inter-disciplinary studies where a supervisor or co-supervisor is appointed from a different department, faculty, research or administrative unit;
 - The appointment of a suitably qualified staff member from a research or administrative unit to act as the supervisor or co-supervisor;
 - Such supervisors or co-supervisors will abide by the rules and procedures of the relevant department in which the candidate is registered with respect to postgraduate research degrees.
- The Faculty (and Senate) may grant permission for an expert from outside the institution to be appointed as supervisor or co-supervisor where internal capacity and expertise is lacking (as outlined in the Prospectus). Faculties should provide the Examinations Officer with the faculty-specific contractual agreement for the appointment of the external supervisor or co-supervisor as well as a confidentiality agreement where necessary.
 - Where an external supervisor is appointed, an internal co-supervisor must be appointed for all Doctoral degrees. In the case of Master's dissertations, where no internal co-supervisor is deemed necessary or where no internal co-supervisor is available due to capacity constraints or lack of expertise, an internal liaison person must be appointed to perform the necessary coordinating and administrative duties. This person should preferably be the HOD of the relevant department;
 - External supervisors or co-supervisors will abide by the rules and procedures of the relevant department with respect to postgraduate research degrees.
- Post-Doctoral students may be appointed to supervise or promote research degrees. While such appointments would usually be as supervisor/co-supervisor for a research Master's degree, Post-Doctoral students may also be appointed as co-supervisors of Doctoral degrees. In approving such appointments, the Faculty should take into account the requirements for the appointment of supervisors as set out in this section.

2.1.7.1.3

Depending on the nature of the research, both internal and external supervisors and co-supervisors may be required to sign **confidentiality agreements** (relating to the non-disclosure to any third party of confidential information that is submitted in writing as part of the dissertation/thesis, disclosed orally (where necessary) for the dissertation/thesis, or discussed during consultation sessions).

2.1.7.1.4

Research candidates must have the opportunity to exercise choice in identifying a prospective supervisor in consultation with the relevant HOD/PC. While this choice should be respected as far as possible, the prospective supervisor should also have the opportunity to respond to this choice, and to advance valid reasons if he/she is unable to act in this capacity.

2.1.7.1.5

The Faculty should be timeously informed if a staff member who is a supervisor or co-supervisor is **no longer able to perform their duties**, for reasons such as retirement or resignation. In cases where staff members retire or resign, it is preferable that they should be contracted to seeing their research candidates through to the completion of their studies within a reasonable, agreed-upon time frame. However, there may be cases in which alternative arrangements must be made. In such cases the Faculty, in liaison with the relevant HOD/ PC and the Faculty Research Co-ordinator, should make suitable alternative arrangements in consultation with the candidate. The agreed alternative arrangements must

be put in place without delay. The relevant Faculty Officer should be notified of the change in supervisor or co-supervisor by the Faculty Research Co-ordinator.

2.1.7.1.6

Faculty Supervisory Workloads

Each Faculty, though, should develop a workload policy. The Education Faculty and its Postgraduate School, for example, has proposed this along the following lines:

“Supervision workload is worked out on the basis of two main considerations. One is the specifications of what a supervisor’s obligations are, and the other is our understanding of the supervision model [as based on a partnership and a relationship between supervisor and student]. In short we expect a supervisor to spend an average of 4 hours per week preparing for consultation with a student. Where there is a co-supervision arrangement, an additional half-hour should be added to this preparation time. This additional time is to account for a mentoring meeting between principal supervisor and co-supervisor. Following preparation, there should be regular contact between supervisor and student: a minimum of at least twice a month, in which one of the contact sessions should be face-to-face, is judged acceptable. However, these standards will vary; either below or above the norm, depending on the needs of a student and the stage which the student has reached in his/her research. What is important is to have a formally written agreement which can be used to monitor and support the supervision process.”

If we used this as a model, and worked with the proposal that no experienced staff member should have more than six postgraduate research degree students, this would still entail around 24 hours per week devoted to postgraduate students as a minimum (with supervising six postgraduate students).

Given that existing supervisory responsibilities are not normally recognized within the formal measured allocations of teaching responsibilities in departments and faculties, this entails a considerable workload, even with the current UFH incentive policy that offers incentives for successful graduating candidates. This therefore requires further discussion and elaboration.

2.1.7.2

The Supervisor’s role

The supervisors’ role can be broken down to consider the following: responsibilities before the research begins, during the research, and in the final stages of submission and assessment

2.1.7.2.1

Before the research begins, it is the responsibility of the supervisor:

- To be aware of and familiar with the institutional policies and rules regarding *Postgraduate Research Degrees* as well as faculty requirements for postgraduate research degrees and to discuss these with the prospective candidate.
- To develop a learning agreement with each candidate
- To become acquainted with support services available at the University and to ensure that the candidate is aware of such services.
- To ensure that, as a supervisor, she/ he has applied for UFH postgraduate supervisor linked bursaries (see below) (due date end of October)
- To bring the University policy on plagiarism to candidates’ attention.
- To assist candidates in the proper formulation of their research topics.
- To inform candidates of any risks involved in the research, for example, the unavailability of data, etc.
- To inform candidates of what may be expected of them, for example, field trips, etc.

- To sign a confidentiality agreement (see Appendix) if necessary and to indicate to candidates that they may be required to sign confidentiality agreements (see Appendix).
- To make candidates aware of relevant bursaries or funding.

2.1.7.2.2

The Supervisor's key roles also include the following:

- The Supervisor should help the student develop a personally meaningful programme of study and research within the guidelines set out by the programme and the Faculty Research and Higher Degree Committee.
- The Supervisor, working with the HOD/ Programme Co-ordinator, will set up seminars where the candidates will make presentations, with Faculty and students participating.
- From time to time the supervisor or the student could cause a meeting of the Faculty Research and Higher Degrees Committee to be convened, where the supervisor or the student will present sections of his or her work for critical discussion.
- The Supervisor will submit written progress reports on the supervisee's work to the HOD/ Programme Co-ordinator on a semester basis. The Programme Co-ordinator submits all such reports to the relevant faculty structures and committees and then to the Faculty Boards. They are ultimately tabled at Senate.
- The Supervisor will be knowledgeable in the relevant area of research, and well acquainted with current literature.
- He/she will be familiar with the University of Fort Hare regulations on the supervision of candidates for higher degrees, examination procedures and the submission of theses and dissertations.
- He/she will be accessible to the candidate during the entire research period.
- He/she will have good interpersonal skills.

2.1.7.2.3

The Supervisor / Co-supervisor's responsibilities

- Establishing a professional academic relationship between the student and him/herself;
- Assisting the student with appropriate literature references and research methodology;
- Assisting the student to develop research skills, and to understand research and its relationship to society;
- Assisting the student to develop research skills and access resources appropriate to research skills development, including language proficiency;
- Agreeing on a realistic plan of work and regular meetings with the student;
- Giving appropriate and timely advice on content, style, presentation and submission of the thesis and of work completed or submitted by the student;
- Recommending co-supervision where it is thought to be of benefit to the student;
- Monitoring performance and progress and keeping comprehensive records in accordance with the agreed work schedule, and ensuring that inadequate progress is brought to the attention of the student, and to the HOD and to the Faculty Research and Higher Degree Committee if necessary;
- Making regular reports on the work and progress of the student once a semester to the Faculty Research and Higher Degree Committee. Where possible, aspects of students' work will be the focus of workshops. Ultimately the supervisors' reports are tabled at Senate;
- Encouraging the student to present his/her work at seminars, to participate in research-related activities, to attend relevant seminars and conferences, and to make

use of external resources and expertise (such as contact with other research groups or specific researchers);

- Commenting on the drafts of the dissertation and, at the time of submission, verifying that the dissertation conforms to the regulations, that the data are valid, and that the dissertation is the original work of the candidate and worthy of examination;
- Advising the Faculty Board or relevant University committee on the names and qualifications of suitable examiners;
- Advising the student of his/her results and giving reasons for any failure to meet the required standards;
- Providing assistance and comment on the most appropriate means of publishing research findings, and on copyright issues;
- Assisting students to obtain knowledge and information about career opportunities, and providing references where needed.

2.1.7.2.4

During the course of the research, it is the responsibility of the supervisor to also:

- To assist candidates with the development of feasible research proposals as specified above, and to **approve** the proposal before the candidate submits it to the relevant Faculty Research and Higher Degrees Committee for review.
- To advise the relevant HOD or Programme Coordinator on the determination of a **reasonable workload in cases where postgraduate research candidates are required to perform duties within departments**, such as lecturing, administrative tasks, assisting supervisors with other research projects, and so forth.
- To advise the relevant HOD/ PC of any **changes to the proposed field of study** or the approved title of the dissertations/theses, for approval by the Research and Higher Degrees Committee (and Senate).
- To **give guidance and effective support to their research candidates so as to bring about the timely submission of the dissertation or thesis for examination within the minimum permissible time**. Such guidance and support includes the following:
 - Advising candidates on the planning, organisation, and implementation of the research;
 - Ensuring that candidates are properly informed about the University's policies and procedures and legislative provisions relating to the protection of knowledge and information, as well as any additional faculty requirements relating to these matters;
 - Advising candidates on the standard of work expected, and of training requirements that they may be expected to undertake;
 - Agreeing with the candidate on the type of guidance that he or she will find most helpful, and refraining from making interventions which can inhibit their right to develop as a researcher;
 - Evaluating the research candidate's work on a regular basis and determining whether it conforms to the exit level outcomes for Master's and Doctoral research degrees as specified;
 - Returning work with constructive criticism within the agreed-upon time frame (this should preferably be within two weeks and normally not be longer than four weeks);
 - Ensuring that the candidate is given prompt and candid advice about any inadequacy of progress or the standard of the work that is produced. This responsibility includes alerting the candidate to sub-standard linguistic ability, but does not normally extend to the correcting of grammar, spelling and punctuation throughout the dissertation/thesis;
 - Reading the draft dissertation or thesis and advising on its amendment before formal submission for examination;

- To provide annual progress reports on individual candidates to the relevant Faculty and GMRDC structures. Where necessary, the supervisor should alert the HOD/ PC to any difficulties that are experienced in the supervisory process.
- To inform their postgraduate research candidates **at least six months in advance if they are going to be away for extended periods of time** (e.g. research leave or ordinary leave), and making appropriate arrangements for the provision of supervision – in consultation with the relevant HOD/ PC and, if necessary, the Faculty Research Co-ordinators and the GMRDC. It should be noted that:
 - Supervisors are not formally required to provide supervision during periods of ordinary leave (including the period from mid-December to the start of January). However, provision of research supervision during these times may be negotiated with each individual candidate;
 - The Faculty Research and Higher Degrees Committee should ensure that the **granting of research leave does not hinder the progress of postgraduate research students**. The specific circumstances of each case will determine whether the Faculty Research and Higher Degrees Committee requires that the supervisor continues to provide supervision as a condition for granting research leave, or whether a suitable alternative arrangement is made. For instance, where a co-supervisor or is appointed he/she may provide supervision during the period of research leave. Where the supervisor will not be available, the candidate should be duly informed of the alternative arrangements that have been made for the provision of supervision.

2.1.7.2.5

Other issues of supervision

Supervision is a working relationship between a supervisor and a Postgraduate student, the objective being to successfully complete the work necessary for the student to gain a degree for which he/she is registered. Above all, it is a teaching and learning function, and as such good communication is important. A Postgraduate student should use his/her supervisor to the fullest extent, but never lose sight of the fact **that one important aim of his/her project is to develop his/her own skills as a researcher**.

Supervision may take various forms, dependent upon how the supervisor and student mutually define their respective roles. Usually, supervision takes the form of regular to frequent, formal and informal meetings (once or twice a fortnight), intended to guide the student through the project.

Good supervision varies, but most Postgraduate students are happier with a supervisor who offers constructive criticism and enlightens them through stimulating discussion of the topic. The supervisor should guide the student without dominating him/her, and should not offer vague advice or speak in generalities. Most Postgraduates also prefer that supervisors maintain a consistent interest in their students' topics.

Most dissatisfied students complain of poor communication with their supervisors and a lack of common understanding of what supervision entails. Similarly, most dissatisfied supervisors accuse their students of carelessness, laziness, inflexibility, and of not willingly accepting criticisms and challenges. Some students expect supervisors to search materials for them and even write chapters for them. It is essential that supervisors and students share a common understanding of the role each should play.

Ask your prospective supervisor to define his/her concept of supervision, and hold on to that concept. In the case of an irretrievable breakdown between you and your supervisor, it is advisable to refer the matter to the HOD/ Programme Co-ordinator or the Director of Postgraduate Studies. If that does not solve the problem, the matter may be taken to the

Executive Dean. Problematic issues include misconduct, abuse and plagiarism.

2.1.8

Student roles and responsibilities

The responsibility for ensuring that you are in conformity with the University regulations, policies and procedures governing the research or degree for which you are registered ultimately rests with you as an individual student:

- Always, try to work ahead of your supervisor. Do not wait for the supervisor to comment before you ask for feedback.
- Take each critical comment made by your supervisor very seriously – analyse it and try to accommodate it as much as possible. Where you do not understand, or where you fail to make use of any criticism, consult your supervisor calmly.
- Assume a learning role and not a confrontational one.
- If you are unhappy, do not procrastinate. Approach your supervisor. If that doesn't work, approach other relevant superiors in the Department, School and University.
- Ensure that you comply with the University admission requirements.
- Be dedicated to completing the study.
- Work independently as far as possible, with high levels of motivation.

2.1.8.1

Key roles and responsibilities of the student:

- Familiarize yourself with Government, Institution and Faculty policy, ethics, procedures and guidelines, and the required format of the dissertation or thesis.
- In consultation with your supervisor, plan your research and the time frame for completing it.
- Ensure that you keep to a **regular schedule of meetings** with your supervisor.
- Devote sufficient and appropriate time to your studies.
- Notify your supervisor of your **intention to submit your dissertation or thesis at least two months in advance**.
- Attend the prescribed lectures or seminars.
- Submit written work by the due date/time limits set.
- Discuss with supervisors any deviation from the agreed time frame.
- Participate in learning opportunities offered by the Faculty/ University.
- Ensure safe working practice relevant to the field of research.

- **Accept responsibility for producing at least four leather bound final copies of your dissertation/thesis** (see General Prospectus, Rule G 17.6.6).
- Ensure that you comply with the relevant requirements for dissertations and theses (see General Prospectus, Rule G.17, and the regulations governing the Master's dissertations and Doctoral theses in the Faculty Prospectuses).
- **Complete the necessary revision/corrections within the agreed time limit.**
- Establish a working contract with the supervisor (see section below).
- Prepare for and keep appointments with your supervisor.
- **Maintain records of consultation with your supervisor.**
- Keep your own records of research data and findings.
- **Re-register annually** until graduation or termination of your studies.

2.1.8.2

The Student and responsibility

During the course of the research, it is the responsibility of the candidate:

- To **register timeously** every year and to pay the fees in time.
- To **submit a research proposal** to be approved by the relevant academic unit and Faculty Committee and Senate within the time frame stipulated
- To **submit progress reports** to your supervisor at least twice a year, first at the time of re-registration, and then again in the second semester, towards the end of the academic year
- To take responsibility for the financial costs involved in the research, unless otherwise agreed with their supervisors.
- To attend research training sessions arranged by the University, faculty or academic unit where applicable.
- To agree with the supervisor on the type of guidance and feedback that would be most helpful.
- To **agree with the supervisor on an overall timetable** for the completion of the work and a schedule of regular meetings at which the detailed progress can be discussed.
- To **take the initiative in arranging meetings for supervision** according to the agreed schedule, and to keep to the prior arrangements.
- To **prepare for supervisory meetings**, for example, by leaving written material such as draft or completed proposals or chapters with the supervisor well in advance of meetings.
- To **keep a record of feedback consultations**, as well as work that must be completed before the following feedback consultation, in terms of the supervisory agreement.
- To perform the research work (i.e. literature reviews; problem formulation; analysis of data, documents and other sources; interpretation of research data; drawing of conclusions; making recommendations for further study and taking responsibility for the linguistic and technical editing of the dissertation/thesis) according to the **agreed timetable**.
- To alert the supervisor to any **factors that have disrupted the schedule or otherwise impeded the progress**, or any research related problems.

- To maintain a **record of feedback consultations with the supervisor**. It is strongly recommended that such a record should be documented, for example by means of a logbook. Where use is made of a logbook, it is the postgraduate research candidate's responsibility to regularly update it and to have each entry signed off by the supervisor.
- **To submit bi-annual progress reports** to the relevant HOD or Programme Coordinator
- To accurately acknowledge all sources of information used and assistance received and to **comply with the University policy on plagiarism**.
- To conform to the University regulations and the advice of the supervisor concerning **ethical issues**, the use of special apparatus/material, etc.
- To consult with the Faculty Research Co-ordinator and/ or the Director of Postgraduate Studies in the event that the **working relationship with the supervisor is problematic**, or if there are any doubts about the quality of the supervision received.
- To **reimburse UFH (or the NRF, or other bursary bodies)** in cases where they have received bursaries, but have not completed their research in the maximum time allowed.
- To abide by the rules of the funding body

2.1.9

The Learning Agreement between candidate and supervisor

Based on the above, your supervisor and you will sign a Learning Agreement once the research proposal has been accepted (see Appendices). This is to ensure that you receive proper guidance and supervision during your studies. It will also ensure that both you and your supervisor are bound by a contract during your studies.

The Learning Agreement

This agreement should be formally documented and should include the following aspects:

- The minimum frequency of formal feedback consultations, as well as the responsibility for initiating such consultations and their format;
- The nature, extent and circumstances of the commentary on work handed in by the candidate (e.g., verbal feedback, notes on a draft chapter, a letter in which methodological errors and erroneous assumptions are spelt out) and the time taken by the supervisors to provide such feedback;
- Where applicable, agreement between the supervisors, co-supervisors and the candidate on the roles and responsibilities of the various supervisors to prevent candidates from receiving contradictory advice and possibly prolonging the period of study.

2.1.10

Other Faculty, Supervisor and Candidate Responsibilities

As part of the framework for postgraduate supervision, the relevant faculty committee and the GMRDC and the Directorate of Postgraduate Studies, which facilitates and supports postgraduate studies, should pay attention to the following aspects:

- The provision of training opportunities for supervisors: Training should ensure that supervisors have the necessary skills and experience to monitor, support and direct research candidates' work.
 - It is strongly advised that academics who have not acted as supervisors or co-supervisors must receive training on research supervision skills. The GMRDC (and PGS) will coordinate training on research supervision on a regular basis;
 - All supervisors are encouraged to undertake ongoing training activities (such as workshops) to allow them to remain abreast of recent trends and approaches to

postgraduate supervision in their discipline. The GMRDC facilitates and coordinates opportunities for ongoing training on an ad hoc basis.

- The provision of training opportunities for postgraduate research candidates
- Awareness of support systems: Postgraduate research candidates and their supervisors should be aware of the support services that are available from institutional resources via the GMRDC. In addition:
 - Research candidates and supervisors should be aware that they may seek independent advice through the Faculty Research co-ordinators, and from the Dean of Research and the Director of Postgraduate Studies should communication links in the relationship between the supervisor and the candidate break down;
 - Supervisors should be aware that they are able to obtain support from Faculty Research co-ordinators and GMRDC where serious concerns with respect to postgraduate research candidates' abilities have been identified;
 - The Research co-ordinators must make appropriate recommendations concerning problems relating to research supervision to the HOS/ PC and/ or the Dean.
- The conclusion of a **learning agreement** between the supervisor and the candidate. Supervisors are required to enter into a specific supervisory agreement with candidates which specifies the responsibilities and rights of both parties in terms of the supervision process.

2.1.11

Progress Reports, Satisfactory and Unsatisfactory progress

Mechanisms for monitoring candidates' progress. Each faculty should ensure that candidates' progress is monitored within the context of regular interaction between the supervisor and the candidate.

- As a minimum, Master's and Doctoral candidates and their supervisors are required to complete **semester progress reports** detailing progress in the research study. Progress reports should be completed by the end of each semester of each academic year and handed in to the relevant HOD/ PC and Faculty Research and Higher Degrees Committee for consideration. The Faculty Research Co-ordinator will then liaise with the Dean (and faculty Manager) in order to provide an overview of the progress of the faculty's postgraduate research candidates for consideration by the Faculty Board;
- In cases of unfavourable feedback concerning the supervisor or reports of unsatisfactory progress on the part of the candidate, the HOD/ PC should attempt to resolve the matter within the academic unit as outlined in the Complaints and Appeals Procedure in the Prospectus. If unsuccessful, the matter is referred to the relevant faculty committee via the Research co-ordinator and also to the Director of Postgraduate Studies in the GMRDC;
- In addition to the annual progress report, the supervisor and the candidate should ensure that they develop appropriate mechanisms for consulting regularly on the progress of the research work. The manner and frequency with which consultations should occur depends on factors such as the nature of the study, the developmental needs of the candidate and so forth. Candidates are encouraged to keep appropriate records of consultations. Where the learning agreement makes provision for formal consultations it is recommended that the candidate should keep a record of important decisions and agreements that are made during each consultation, and that the supervisor should verify such decisions during the next formal consultation. One method by which consultations may be documented is through the use of a logbook.
- In cases where ongoing support is provided to postgraduate candidates, for example, on a daily basis or in the form of frequent informal discussions, it is recommended that provision should be made for more structured interactions between the candidate and the supervisor to report, discuss and agree on

academic and personal progress as stipulated in the Learning Agreement between the supervisor and the candidate. Outcomes of these formal interactions should then be recorded by the candidate.

- Mechanisms for attending to situations where candidates are making unsatisfactory progress in meeting the academic requirements of the research including:
 - Communication with research candidates in order to clarify and address the reasons for unsatisfactory progress;
 - Dealing with situations in which it is unlikely that candidates will be able to complete their dissertations/theses, including procedures for the suspension or termination of a candidate's registration.

2.1.12

Research skills training

All postgraduate research candidates must receive training in research skills appropriate to their individual needs and objectives, so as to enable them to undertake their research effectively and successfully and within the stipulated time frame. The GMRDC and the PGD, Faculties and/or their constituent departments may offer such training by means of various methods, for instance as part of taught degree programmes at levels of study that precede the research degree, as part of tailored courses for postgraduate research candidates, or as an integrated aspect of the research degree. Candidates who have not undertaken appropriate training in research skills prior to their registration for the research degree must undertake such training as part of their study programme. It is recommended that training should address the following aspects:

- A broad understanding of the context in which the research takes place.
- An orientation to significant theoretical frameworks and research methodologies that are relevant to the fields of research in the particular discipline(s).
- Analytical and research skills which, depending on the field of enquiry, may include: Project planning and design; the development of research aims/hypotheses; information retrieval and database management; literature surveys; documentary analysis; survey design; statistical analysis; and data validation.
- The preparation of a research proposal.
- General skills that will assist candidates in the conduct of their research, such as: interpersonal and team-working skills; time management; project management; the use of software packages; academic writing skills and oral presentation skills.
- Ethical guidelines as determined by UFH Policy and by relevant professional bodies, and the consequences of not adhering to these principles. Copyright etc
- Legislation pertaining to the protection of knowledge and information, including: intellectual property rights; avoidance of plagiarism; and data protection legislation.

2.1.13

The role of the Faculty Research and Higher Degrees Committee

The candidate will be required to present his/her proposal before the Faculty Research and Higher Degree Committee, together with the supervisor. Where the candidate presents, the supervisor will accompany the candidate. This committee will consider the proposal and the effectiveness of the candidate's presentation according to given criteria (see Guidelines for Proposals and then faculty specific guidelines).

Important: If the proposal is not acceptable, the Committee may refer it back to the supervisor and the candidate. This should be regarded as a normal process of growth in preparing a proposal, not as a failure or disgrace.

2.1.14

Periods of Study

The minimum and maximum periods for which full-time and part-time candidates may be registered for Master's and Doctoral degrees are stipulated in the *Prospectus*. Take note that the *Prospectus* stipulates these in terms of semesters. To translate these into calendar years, it will normally entail that:

- Candidates for Master's degrees by dissertation should be registered for at least a period of one academic year, while the maximum time allowed (part-time) is four years. Full-time candidates must complete in two years.
- Doctoral candidates shall not obtain the degree of Doctor before they have been registered candidates of the University for at least two consecutive academic years. The maximum time for Doctoral degrees is five years (but extensions are possible with motivation and in exceptional circumstances).

Where candidates are not able to complete their studies within the maximum period, they should apply for a continuation of registration via the HOD/ Programme Coordinator where they are registered, who will then take it to Senate for approval. The written application, detailing the circumstances of the specific case, should be endorsed by the supervisor. Each application should be considered on its own merit and the candidate should be informed in writing of the decision through the Faculty Officer.

2.1.15

Suspension or termination of a candidate's registration

Under extraordinary circumstances, postgraduate research candidates may apply for a period of suspension of registration (e.g. a year that would not count as one of the years allowed for the completion of a Master's or Doctoral degree). Registration may only be suspended under exceptional circumstances and is not done retrospectively. Such applications should normally be made via the supervisor to the HOD/ Programme Coordinator in the form of a letter outlining the reasons for such an application before 31 March of the relevant year. They will then make a recommendation to Senate. Each application should be considered on its own merit and the candidate should be informed in writing of the decision through the Faculty Officer. If the period of inactivity extends 12 months, the candidate will have to reapply for readmission.

Candidates may be prohibited from continuing their registration in cases where they have not submitted an acceptable research proposal and have consequently failed to register their study as an official research project within the stipulated time period; or when inadequate or insufficient progress has been made

A candidate's registration may be terminated if:

- They have exceeded the maximum period allowed for the completion of the qualification for which they are registered
- They have not adhered to the norms of ethical research practises, resulting, for example, in harm to participants
- They have submitted work that was plagiarised or has previously been submitted to another University (see *Plagiarism Policy*).
- The dissertation/thesis is not approved and no provision is made for re-submission
- They have not made any progress over a sustained period of time, and where this failure to progress is documented by supervisory reports, and is endorsed by the supervisor, and the Faculty Research and Higher Degrees Committee

3. ASSESSMENT

GENERAL RULES FOR POSTGRADUATE QUALIFICATIONS

G.17 ASSESSMENT

17.1 The programme description for a postgraduate qualification shall include:

17.1.1 a description of the various components (modules) and the credit value of each; and

17.1.2 the method of assessment for each module, which may include assignments, mini-dissertations, projects, practical work and examinations; and,

17.1.3 the due date for each submission (assignment, mini-dissertation, project, or practical work); provided that the Head of Department/Dean may refuse to accept late submissions.

17.2 Candidates in a programme that consists of, or includes, course-work, shall present themselves for examination as required by the Head of Department/Dean.

17.3 The Head of Department/Dean shall submit a final mark for each module completed by each candidate as soon as it is available.

17.4 Assessment for an Honours Qualification

17.4.1 A candidate for an honours qualification must obtain:

17.4.1.1 A subminimum DP mark of 40 per cent where applicable in order to qualify to write the main examination;

17.4.1.2 an aggregate of at least 50 per cent in all the modules comprising the specific honours programme;

17.4.1.3 a subminimum of 40 per cent examination mark in each module;

17.4.1.4 at least 50 per cent examination mark in no less than half of all the (honours modules) examinations. Where the honours programme consists of an odd number of modules, the Faculty Examinations Committee shall determine whether the candidate has achieved the 50 per cent requirement in terms of this rule; and,

17.4.1.5 a pass mark in every examination (ancillary modules, language tests etc.) as may be specified in the programme description and/or as required by Senate.

17.5 Assessment for a Master's or a Doctoral Qualification based on Course-Work:

17.5.1 To obtain a master's or doctoral qualification based on course-work a candidate must obtain:

17.5.1.1 an aggregate of at least 50 percent of the marks in all the modules comprising the specific programme; and;

17.5.1.2 a sub-minimum of 40 percent in each module; and

17.5.1.3 a pass mark in every other examination (ancillary modules, language tests, etc.) as may be specified in the programme description and/or as required by Senate.

17.5.2 A candidate for a Master's or Doctoral qualification shall ordinarily retain credit for any portion of the study passed for a period not exceeding five years,

17.5.3 The format and assessment of a mini-dissertation which forms part of a Master's programme shall comply with the format and assessment requirements of a full dissertation as stipulated in section 17.6 below;

17.5.4 Where a Master's qualification is based on course-work plus a mini-dissertation or a dissertation, the candidate shall comply with the abovementioned conditions and the conditions set out below for dissertations (17.6 below).

17.5.5 Where a Doctoral qualification is based on course-work plus a thesis, the candidate shall comply with the abovementioned conditions and the conditions set out below for theses (17.6 below).

17.6 Dissertations and Theses

17.6.1 The topic of a dissertation/thesis must be approved beforehand by Senate.

17.6.2 A dissertation/thesis must afford evidence of the student being conversant with the particular subject's method of research and the existing literature thereof.

17.6.3 Except by permission of Senate no dissertation or thesis may be submitted without written consent of the supervisor and co-supervisor (where applicable). Such consent does not commit the supervisors to recommend the approval of the dissertation/thesis.

17.6.4 A dissertation/thesis must be accompanied by a written declaration on the part of the candidates to the effect that it is their own work and has not previously been submitted to another university.

17.6.5 A dissertation/thesis shall not be accepted if it has previously been submitted in fulfilment of the requirements of another degree. Material from publications by the candidate may be embodied in a dissertation or thesis.

17.6.6 For the purpose of examination, candidates shall submit at least three soft bound copies of their dissertation or thesis. Unless Senate decides otherwise, a successful candidate shall, before admission to the degree, submit a further four leather bound copies and a single electronic PDF version on compact disc. Unless Senate decides otherwise, the three examination copies as well as the four final copies of a dissertation or thesis shall be printed or typed in one and a half (1.5) line spacing on one side of A4 size paper.

17.6.7 The final date for the submission of a dissertation or thesis for examination shall ordinarily be on or before 31 January, and candidates who submitted by this date shall not be liable to the payment of additional fees if the examination of the dissertation or thesis is delayed. A Head of Department/Dean may, however, specify an earlier submission date to ensure that assessment will be completed in time for the forthcoming graduation ceremony.

17.6.8 Any candidate who submits a dissertation or thesis after the prescribed date must pay a handling fee and if the examination of a candidate's dissertation or thesis is not completed in time for the degree to be awarded in the current academic year, the candidate must register for the following academic year and pay all the prescribed fees.

17.6.9 Copies of a dissertation or thesis submitted for examination shall become the property of the University and shall not be returned to the candidate. Examiners may retain their copies.

17.6.10 A dissertation or thesis shall contain an abstract of its contents not exceeding 500 words in length. This abstract must appear in the front of the dissertation or thesis immediately after the index and must end with a list of not more than ten keywords.

17.6.11 The title page of the dissertation or thesis shall contain the following particulars:

17.6.11.1 full title as submitted at registration;

17.6.11.2 full name of the candidate;

17.6.11.3 the following declaration: "submitted in fulfilment (or, in partial fulfilment) of the requirements for the degree of in the Faculty of at the University of Fort Hare."

17.6.11.4 the following declaration on plagiarism:

I student number hereby declare that I am fully aware of the University of Fort Hare's policy on plagiarism and I have taken every precaution to comply with the regulations.

Signature: ;

17.6.11.5 the following declaration on research ethics clearance:

I student number hereby declare that I am fully aware of the University of Fort Hare's policy on research ethics and I have taken every precaution to comply with the regulations. I have obtained an ethical clearance certificate from the University of Fort Hare's Research Ethics Committee and my reference number is the following:.....

Signature: ;

17.6.11.6 date of submission; and,

17.6.11.7 name(s) of the supervisor(s) and/or co-supervisor(s).

17.6.12 A dissertation or thesis must be satisfactory as regards form and literary presentation and shall include a full bibliography of the material, whether published or otherwise, used in its preparation.

17.6.13 A candidate shall submit, together with his/her dissertation or thesis a copy of every dissertation and thesis (if applicable) previously submitted for another degree, whether it was submitted or not.

17.6.14 Dissertations and theses examination reports shall be processed as follows:

17.6.14.1 The Examinations Department shall release dissertations/theses examiners' reports to the relevant Dean of the Faculty only after receipt of the required number of examiners' reports.

17.6.14.2 Upon receipt of examiners' reports, the relevant Dean shall present them to the Head of Department/Supervisor as soon as possible. Where amendments, corrections, etc. have been recommended by the examiners, the corrections shall be communicated to the student with immediate effect by the supervisor, who will ensure they are satisfactorily effected by the candidate. The corrected dissertation or thesis, together with a consolidated report by the supervisor (and including the external examiners reports) will then be tabled at the relevant Faculty Planning and Management Committee for Faculty acceptance/approval.

17.6.14.3 Dissertations/theses that have been examined (and corrected, if required) as well as the examiner's reports on those dissertations/theses shall, following their consideration by the relevant Faculty Planning and Management Committee, be tabled before SENEX, which shall make the final determination on whether the dissertation/theses and the examiners' reports are satisfactory. The candidate shall only submit the final bound copies of the dissertation/theses after approval by SENEX.

17.6.14.4 A postgraduate candidate shall, subsequent to approval of her/his dissertation/thesis by SENEX, submit four final leather bound (hard) copies as well as an electronic version of the dissertation/thesis in PDF format to the Examinations Office which shall be responsible for delivering two hard copies and the electronic version to the University Library, which shall report to SENEX that the final bound copies and electronic version have been submitted. The third bound copy shall be submitted to the GMRDC (PGS) while the fourth copy goes to the student's supervisor.

17.6.15 Appeal against examination result. In the event of a dissertation or thesis being rejected, the candidate may submit a duly motivated appeal to the Registrar of the University within 21 days of the release of the result. The Registrar shall submit such appeal to the relevant Dean who shall table the appeal for consideration by the Higher Degrees Committee of the relevant Faculty. The Committee may request a panel consisting of the Dean of Research and another senior academic of the University (who has not been previously involved with the evaluation of the student's work) to review the processes leading up to the production and submission of the examiners' reports on the student's work. The panel's decision on whether or not there should be a re-examination of the student's work shall be final.

17.6.16 Arbitration. Where an even number of examiners of a dissertation or thesis was divided on whether the work should be accepted and/or a cum laude result awarded, an additional examiner must be appointed. The recommendation of this examiner shall serve as a casting vote in the assessment of the dissertation or thesis examined. In other instances, the majority decision shall generally constitute the final result of the student.

17.6.17 Publication of dissertation or thesis. If a dissertation or thesis or an adaptation thereof, is published or otherwise presented, the candidate must state that it originated from Master's or Doctoral studies (as applicable) at the University.

17.6.18 Candidates shall normally retain the copyright in their dissertation or thesis, but it is a condition of registration for the degree (unless specifically excluded) that the University shall have the right to publish the dissertation or thesis in its original or an amended form six months after the award of the degree if the candidate has not himself/herself published it within this period. The University shall also have the right to make and distribute facsimile or microform copies of the dissertation or thesis, to distribute it in digitized (computer) format, to input the particulars on a bibliographical database, to include the work in summary form in the University's Catalogue of Theses and Dissertations, to allow it to be included in 'Dissertation or Theses Abstracts International' and to be distributed by the publishers of the latter (University Microfilms International).

17.7 The Upgrading of Honours and Master's Research work. Upon the recommendation of more than one external examiner, and where the Honours modules and/or dissertation consisted primarily of independently researched material, the Honours candidate may be assessed as Master's, and the Master's as a Doctoral candidate. Where additional work was

required by one or more of the internal or external examiners towards the higher qualification, the latter qualification shall not be awarded until such additional work has been successfully completed and approved.

3.1

A Guide to Assessment

In accordance with the definitions in the *Prospectus*, **research Master's' degrees may be completed by means of a dissertation and Doctoral degrees by means of a thesis.**

3.1.1

Definitions of Dissertations and Theses

Each type of degree can be defined as follows:

- **Dissertation (and Mini-Dissertation):**

The research work submitted in fulfilment of the requirements for obtaining a research Master's degree. A research Master's dissertation is an advanced research project of defined scope and limited length. A dissertation is not required to be an original contribution to a particular field of knowledge, though it may be. The academic and formal requirements with which dissertations are expected to conform are discussed further below. A dissertation is awarded a pass or fail (no marks are awarded to research Master's degrees, only to coursework Master's mini-dissertations), but the degree may be awarded with distinction.

- **Thesis:**

The research work submitted in fulfilment of the requirements for obtaining a Doctoral degree. A Doctoral thesis is a high-level research project, which must constitute an original contribution to knowledge. The extent to which candidates reveal an extensive as well as intensive knowledge of their subject, and an advanced level of competence in addressing problems that are directly or indirectly relevant to the particular topic, are important considerations in judging the quality of Doctoral theses. The general academic and formal requirements with which theses are expected to conform are discussed further below. Marks are not awarded for Doctorates.

Under normal circumstances, a dissertation or thesis should have a theme or problem, usually stated in the title, and the success with which the candidate sustains that theme, thereby presenting a unified, cumulative argument, is an important consideration.

For Master's (but not for a Doctorate) and where justified by the faculty, due to its relevance to a particular research field, a candidate may produce a series of interrelated publishable articles and/or research essays within a circumscribed disciplinary or interdisciplinary field. These articles/essays collectively may be treated as the equivalent of a single dissertation. The minimum number of articles/essays acceptable for the research Master's degree is six. Where articles/essays are presented in fulfilment of the requirements for a Master's, the candidate and supervisor should ensure that appropriate steps are taken to ensure the coherence of the research. Such steps may include the presentation of introductory and concluding chapters, an integrated discussion of the problem to be investigated, a review of the methodological approach or approaches, and so forth. A postgraduate Master's research degree that is undertaken by means of a series of interrelated articles is subject to all the requirements of this policy. Where necessary the policy refers to specific requirements in this regard, for example, in the sections on the submission of research proposals as well procedures and criteria relating to assessment.

3.1.2

Length for Dissertations and Theses

The research work that is undertaken for dissertations and theses will normally be submitted in written form. The normal length for dissertations and theses are as follows (but they are subject to disciplinary requirements as and where applicable):

- For a Research Master's by dissertation only, the detailed requirements are to be found in the relevant sections of Faculty Prospectuses. The normal limit for a dissertation will be 40 000 to 50 000 words of text (approximately 140 to 150 A4 pages of one and a half (1.5) line spaced typing, excluding footnotes, bibliography, illustrative material and appendices).
- For a Coursework Master's and mini-dissertation, the detailed requirements are to be found in the relevant sections of Faculty Prospectuses. The normal limit for a mini-dissertation will be 20 000 to 24 000 words (approximately 75-80 A4 pages of one and a half (1.5) line spaced typing, excluding footnotes, bibliography, illustrative material and appendices)
- A Doctor of Philosophy (PhD) or Doctoral thesis shall constitute an original and substantial contribution to the advancement of knowledge in the subject chosen, and show evidence of a greater depth of scholarship than that required for the Master's degree described above. The required length of a Doctoral thesis will be between 80,000 and 100,000 words (approximately 260 to 300 A4 pages of one and a half (1.5) line spaced typing, excluding footnotes, illustrative material and appendices).

However, in certain disciplines, which include the Performing Arts as well as the Visual and Tactile Arts, the requirements for the research degree may also be met, either partially or fully, by means of (inter alia) a set of original artworks, artefacts, conceptualizations, compositions, installation(s), performances and/or professional exhibitions. Here it is understood that where relevant to the discipline, the medium of communication required for a research dissertation or thesis may also include, apart from the text and/or spoken word the language of form, music, painting, sculpture, etc. In all such cases, the relevant Faculty Research and Higher Degrees Committee will consider the justification for obtaining or partially obtaining the research degree by means of the particular mode of research output, and must specify conditions relating to the completion and submission of the research work. Where necessary the Faculty should submit such applications to SENEX for approval.

It should be noted that this policy does not address the arrangements for the approval, monitoring and review of academic programmes that lead to the award of a research degree, as these aspects are dealt with elsewhere.

3.1.3

Exit level outcomes for postgraduate research degrees

Every supervisor should be fully informed and acquainted with the key outcomes expected of research degrees, and ensure that their candidates are informed accordingly. The following description of exit level outcomes for Master's and Doctoral graduates is based on the draft level descriptors that Higher Education South Africa (HESA) has developed for the HEQF.

3.1.3.1

The exit-level outcomes for a **Master's** graduate are:

- A comprehensive, systematic and integrated knowledge of a discipline/field with specialist knowledge of an area at the forefront of the field/discipline or area of professional practice;
- A coherent and critical understanding of the theory/ies, research methodologies, epistemologies, and methods/techniques relevant to a disciplinary field;
- The ability to evaluate current research and participate in scholarly debates in an area of specialisation, and to relate theory and practice and vice versa;
- A mastery of the application of research methodologies, methods/techniques and technologies appropriate to an area of specialisation;
- The ability to use a range of specialised skills to identify, analyse and deal with complex problems and issues drawing systematically and creatively on the theory/ies, research methodologies, methods/techniques, literature and materials of a discipline/field;
- Depending on the discipline, the ability to demonstrate advanced information retrieval and processing skills to identify, analyse, synthesise and independently evaluate quantitative and/or qualitative data, using appropriate ICT;
- The ability to plan, execute and write up research, investigation or development in an area of specialisation under supervision;
- The ability to effectively present and communicate the results of research to specialist and non-specialist audiences, using the resources of academic/professional discourse. Finally, the resources of academic/professional discourse, and the production of a dissertation or research report/s which meet the standards of scholarly/professional writing/presentation.

3.1.3.2

The exit-level outcomes for a **Doctoral** graduate are:

- A comprehensive, systematic and integrated grasp of a discipline/field's body of knowledge with expertise and specialist knowledge in an area at the forefront of the discipline, field or professional practice;
- A critical understanding of the relevant research methodologies, methods/techniques and technologies in a discipline/field, and the ability to participate in scholarly debates at the forefront of an area of specialisation;
- The ability to apply knowledge, theory and research methodologies and research methods/techniques creatively to complex practical, theoretical and epistemological problems;
- The ability to produce substantial, independent, in-depth and publishable work which is judged new and/or innovative by peers and makes a significant contribution to the discipline/field;
- The ability to use a wide range of complex skills in identifying, conceptualising, designing and implementing research that address complex and challenging problems at the forefront of a discipline/field;
- Depending on the discipline, the ability to demonstrate advanced information retrieval and processing skills, using appropriate ICT;
- The ability independently to undertake a study and evaluation of the literature/scientific data and current research in an area of specialisation;
- The ability effectively to present and communicate the results of research and opinion to specialist and non-specialist audiences using the full resources of an academic/professional discourse;
- The production of a thesis which meets international standards of scholarly/professional writing.

3.2

Supervisor Responsibilities for Assessment

At the conclusion of the research, it is the responsibility of the supervisor:

- To nominate, in consultation with the relevant HOD/ Programme Coordinator, suitable person(s) who can act as external examiners (three external examiners (of which two must be international) for Doctoral; two external examiners for Research Master's; one external examiner (and one internal examiner) for Coursework Master's and for Hons)
- To notify the Faculty Officer of the nominees in sufficient time so that the nomination can serve before Faculty Board (with full CVs) and then SENEX and Senate (with abridged CVs) for approval (and in time for the Senate meeting before the proposed date of submission)
- To perform the requisite responsibilities with respect to the formal assessment of the dissertation or thesis, including:
 - Advising the relevant HOD/ Programme Coordinator and Faculty Manager in sufficient time before the dissertation or thesis is submitted, so as to allow for the final confirmation of the title and the appointment of examiners.
 - Ensuring the suitability and availability of external examiners.
 - Giving written consent to the candidate that the dissertation or thesis can be submitted to the Examinations Office. Such consent does not necessarily imply that the supervisor(s) agree(s) that the dissertation/thesis meets the required standards and does not commit the supervisor to recommend the approval of the dissertation/thesis.
 - Presenting the final examination report (compiled from all the examination reports) to the Faculty management and Planning Committee, with a view to the determination of the final assessment outcome for the degree.
 - To ensure the correct and necessary changes and corrections are communicated to the candidate, and thereafter ensuring they are completed timeously, in order for final submission
- To provide guidance to Master's and Doctoral candidates in the preparation of an article based on their research, in accordance with the bursary and University requirements concerning the submission of an article that is in an acceptable format for publication in an accredited refereed journal
- To advise research candidates who are completing their dissertations on the faculty's requirements (where applicable) for the preparation of an article based on their research, which is in an acceptable format for publication in an accredited refereed journal.
- To inform research candidates of relevant recognised journals and their respective requirements for the submission of articles for publication.
- To inform research candidates of relevant conferences where their completed research can be disseminated.

3.3

Candidate or Student Responsibilities

At the conclusion of the research, it is the responsibility of the candidate:

- To ensure that the final submission of the dissertation/thesis is thoroughly proofread and meets the necessary presentation standards before submission to their supervisor.
- To submit the required number of bound copies of the dissertation or thesis for examination according to stated requirements upon final approval by the supervisor
- To submit a written declaration that the dissertation/thesis is his/her own work and has not previously been submitted to another university. However, material from publications by the candidate may be embodied in a dissertation or thesis.
- To submit the manuscript of an article prepared for publication in an accredited journal. Unless the faculty specifies otherwise, it is not a requirement that the article should

have been accepted by the journal. Master's candidates may also be required to submit an appropriate research output if so specified by the faculty in which the candidate is registered for the degree (as well as in terms of bursaries awarded)

- To comply with the University's plagiarism policies and standards, as stipulated in its guide to plagiarism. It is the student's responsibility to address and avoid any charges or acts of plagiarism

3.4

Communication of assessment processes

Supervisors should ensure that their postgraduate research candidates are fully informed about the procedures that apply to the assessment of their dissertations/theses, including the following aspects:

- The assessment criteria for the dissertations/theses.
- The manner in which feedback on the final assessment is provided as addressed in the Summarized Examiners Report section of the University of Fort Hare Guide to Examiners of Honour's research papers, Coursework Master's Mini-dissertations; Master's Dissertations and Doctor's Thesis.
- Dates for the submission of the final title of dissertations/theses and the final submission of dissertations or theses as outlined in each faculty's guide for postgraduate studies and in the *UFH Prospectus*.
- Procedures for the appointment of external examiners.
- Formal requirements and procedures for the submission of dissertations and theses.
- The procedures for the examination of research degrees.
- The appeals procedure.

3.5

Assessment criteria

The assessment of Master's and Doctoral candidates will be based on the relevant aspects of the work undertaken for the research degree as required by the faculty concerned: (a) the conduct of the study; (b) the written component and/or (c) other research work, such as a composition, computer application or artefact, submitted for evaluation.

Candidates are encouraged to consult their faculty guides for postgraduate studies for more information on the assessment criteria for postgraduate research degrees.

The following example of assessment criteria is taken from the Social Sciences and Humanities, and it is acknowledged that the assessment criteria will depend on the field and nature of the study:

- a) Research:
 - The delineation of appropriate research objectives/aims/hypotheses.
 - The delimitation of the scope of the study as evident from the research objectives/aims/hypotheses.
 - The extent to which the focus of the study remains consistent with the aims and objectives of the research.
- b) The Title:
 - The formulation of an unambiguous title that conveys the focus of the study.
- c) Literature Study/Review:
 - The relevance, contemporary nature and authority of the scientific sources and theories consulted by the candidate.
 - The comprehensiveness of the literature study.

- The candidate's ability to critically review and logically present the relevant literature in the field of study.
- d) Research Design and Methodology:
 - The extent to which the research design is a logical progression from the research objectives/aims/hypotheses.
 - The relevance of the research design in serving the research process.
 - The candidate's critical evaluation of the research design and method employed.
 - The relevance and scope of the processes that are used to identify and collect the objects of the research (data, documents, artefacts, specimens, compositions etc).
 - The use of appropriate techniques for the analysis of the research objects in order to meet the objectives/aims/hypotheses of the study.
 - The accurate interpretation and discussion of findings, well substantiated by the results of the analysis.
 - The presentation of the results in terms of the research objectives/aims/hypotheses.
- e) Conclusions and Contributions
 - Logical conclusions based on the results.
 - The application/implication/contribution of the research findings in practical, scientific and/or research fields.
 - Appropriate recommendations/proposals for future research.
 - The consideration of the limitations and shortcomings of the study.
- f) Technical Presentation:
 - The overall linguistic and technical presentation of the dissertation or thesis, for example, the use of tables and/or graphic illustrations.
 - The schematic division into chapters and the table of contents.
 - The abstract.
 - The consistent application of a particular referencing style.
 - The reference list or bibliography.
 - The inclusion of appropriate annexures and/or appendices, such as questionnaires, computer programmes, and other research documents.

3.6

Appointment and responsibilities of examiners

The appointment of examiners, the requirements and the procedure for the submission of dissertations/theses for examination is elaborated here.

- The **supervisor and co-supervisor cannot act** as the internal examiners for dissertations or theses, or for mini-dissertations. The supervisor and co-supervisor (where applicable) act as the proposers of the external examiners for dissertations (and mini-dissertations) or theses.
- Senate on the recommendation of the relevant faculty (via the supervisor/s) shall appoint **three external examiners for each Doctoral candidate's thesis, of which two will be international (outside the borders of South Africa) (except in exceptional circumstances where local expertise is a determinant, as, for example, in the case of indigenous languages)**. For each research Master's dissertation, **two external examiners** are appointed. A mini-dissertation which forms part of a Master's degree by coursework (that is, coursework and research) shall, as with the other modules taken in such a programme, require the appointment of **only one external examiner for coursework Master's mini-dissertations** (who would

typically be the coursework external examiner) **and one internal examiner who is not the supervisor/ co-supervisor.**

- Given that the 9 January is the final date for submission of dissertations and theses, it is strongly recommended that the **supervisor/s submit the names and receive approval of external examiners through the final Faculty and Senate meetings of the preceding year of final submission and examination** (ie around October for submission by 9 January of proceeding year). This means that at least three months before the candidate is ready to submit the dissertations/thesis, the supervisor should inform the Faculty Officer so that external examiner(s) can be appointed timeously.
- An external examiner means an expert in the field who is not attached to UFH in any way, such as by means of a formal contract of appointment, or a consultancy contract. The supervisor, in consultation with the HOD or Programme Coordinator, and the co-supervisor where applicable, must recommend the name(s) of one or more subject specialists who can act as external examiner(s).
- International external examiners means experts in the field located outside of the borders of South Africa and of South African Universities or related institutional fields
- **External examiners should be appointed according to the individual thesis/dissertation and not block appointed. In addition, the external examiners recommended by Departments/Faculties should be regularly changed.**
- The supervisor forwards the names of the nominees and their curriculum vitae's to the Faculty Officer, clearly indicating relevant experience and expertise in the related field, which is then approved on the recommendation of the HOD/ Programme Coordinator to Senate
- The final decision on the appointment of external examiners is taken by Senate, based on the following criteria:
 - Competence in the area of the work submitted for examination;
 - Experience in research and record of publications;
 - Appropriate research qualification;
 - In cases where a nominee has some form of prior or current association with the institution (e.g. a former member of staff or postgraduate student; a person who currently serves on Council or other University Committees) Senate should consider the merits of the case. Factors such as the time lapse since the former staff member left the institution or the former postgraduate student completed their study, as well as their level of expertise should be taken into account. Emeritus staff should not be appointed as external examiners;
 - The same external examiners should not be invited to examine postgraduate research in the same field or discipline on a frequent basis. This will serve to avoid a situation where a specific external examiner builds a relationship with a specific department or an individual supervisor (who in return acts as an external examiner for candidates from the external examiner's university) and there is insufficient engagement with the views of various external examiners in the assessment of postgraduate research.
 - Examiners who are not from academic institutions may be appointed where specific expertise is required, provided that they are in possession of an appropriate academic qualification, namely a Master's degree in the case of the examination of a dissertation, or a Doctoral degree for the examination of a thesis.
- The Examinations Office is informed in writing by supervisor/s and with approval of the HOD/ Programme Coordinator of the name(s) of the external examiner(s) to be appointed. This would take place at the same time that the supervisor/s provide supporting documentation that the dissertation/ thesis may be submitted for examination – 'a permission to submit'
- The Examinations Office officially appoints the external examiner(s). These examiners should receive a copy of the *Guidelines for the Examination of Research Dissertations and Theses*. Upon accepting the responsibility, external examiners are required to

complete the *Acceptance of Appointment as Examiner for a Dissertation or Thesis to be Submitted for a Master's or Doctoral Degree at UFH* form (see Appendix) and send it back to the Examinations Office. In the case of dissertations/theses of a sensitive nature, the external members of the examination panel will be required to sign a confidentiality agreement.

- **A revised set of guidelines and sets of instructions, and examination forms for examiners at the postgraduate level is being reviewed and developed**

3.7

Best practices: Appointment of Higher Degree examiners

The following aspects serve as guiding principles to be considered by the appointment of external examiners for Master's and Doctoral candidates

1. Consult Postgraduate Policy Guide on all matters related to postgraduate studies continuously
2. Master's by research: Two external examiners
3. Course work Master's: One internal and one external examiner
4. Doctoral: One local and two international (beyond the RSA borders) examiners
5. Supervisors are not examiners
6. In case where examiners are appointed who used to be formally employed by the University a three year cooling off period must be observed before such examiners can be appointed by SENEX
7. Identify early on during the supervision period potential examiners and avoid last minute appointments
8. Always have a backup plan to replace examiners who decline the invitation
9. Have a pool of examiners to choose from available
10. All examiners must be officially appointed by Senate before dissertations / theses are sent for examination
11. Use the same examiner only for three examinations before a break of two years
12. Don't use the same examiners in combination for two different examinations
13. Maximum of two Master's and one Doctoral per examination period, e.g. December to February
14. Keep diversity in terms of gender, institutions and country in mind when examiners are appointed
15. In terms of diversity, avoid if possible the use of examiners who hail from intimate personal and or culturally / narrowly defined networks
16. No two examiners from the same department or Faculty
17. The quality and standing of examiners are paramount
18. Avoid family / friends that could compromise professionalism
19. Where higher degree examiners are to be appointed in cases where staff members are the candidates to be examined such recommendations should be made from the particular faculty to Senex for final approval by the Vice-Chancellor and should not serve at Senate

20. Be sensitive when non-English speaking examiners are used for potential interpretation consequences
21. Submit to Senex a concise statement of the proposed examiner's expertise and suitability to examine dissertation or thesis
22. Ask exam office to follow up on reports after six weeks and there after every second week when examiners don't keep to exam report submission deadline
23. Ask for electronic (PDF) exam reports. Avoid hand written reports

3.8

Format for Submission

Although the format of the dissertation/thesis will depend to a great extent on the discipline in which the study is undertaken and the research approach that was employed, all dissertations/theses should adhere to the following formal requirements:

- Unless Senate decides otherwise, examination copies of dissertations/theses shall be printed or typed in at least one and a half (1.5) line spacing on A4-format paper.
- A dissertation/thesis shall contain at least the following:
 - A title page with the following particulars:
 - full title as submitted at registration; and
 - full name of the candidate; and
 - the following formula: "submitted in fulfilment (or, in partial fulfilment) of the requirements for the degree of in the Faculty of at the University of Fort Hare." And
 - date of submission; and
 - name of the supervisor (and co supervisor, if applicable).
 - An English summary of its contents not exceeding 500 words. This summary must appear in the front of the dissertation/thesis following the table of content and must end with a list of not more than ten key words. Candidates may include a second summary in a language of their choice, provided that, if the language is not one of the official UFH languages, the translation must be a sworn translation furnished at the cost of the candidate.
 - A declaration that the dissertation/thesis is the work of the candidate. This declaration certifies that the dissertation/thesis has not previously been submitted to another university. As stated in the Rules, dissertations/theses shall not be accepted if they have been submitted in fulfilment of the requirements of another degree.

3.9

Procedure for the submission of dissertations/theses for examination

- Upon completion of the study, the supervisor gives written consent to the candidate that the dissertation/thesis may be submitted by completing the *Permission to Submit a Dissertation/Thesis for Examination form*. Such consent does not necessarily imply that the supervisor(s) agree(s) that the dissertation/thesis meets the required standards and does not commit the supervisor to recommend the approval of the dissertation/thesis.
- For the purposes of examination, the supervisor submits three securely bound copies (i.e. with hard or soft cover) for each external examiner at the Doctoral level, and three such copies at the Research Master's level to the Examinations Office together with the completed *Permission to Submit a Dissertation/Thesis for Examination form*, which also contains the names and addresses of the external examiners (but who have

already agreed to be external examiners via the Senate approval process outlined above).

- Submission of Coursework Master's mini-dissertations follow the same format.
- The final date for submission is 9 January of every year. Dissertations/theses submitted at an extended deadline (after 9 January) are subject to an additional administration fee and may not be examined in time for the graduation ceremony in May of that year.
- In the case of dissertations/theses or parts thereof that could possibly contain sensitive information which has been made available by (an) organization(s) and which must be treated as confidential/classified, duplication and binding for examination purposes must be done under the strictest supervision.
- Copies handed in for examination shall become the property of the University and shall not necessarily be returned to the candidate, unless the examiners choose to do so.

3.10

Procedure for the assessment and awarding of postgraduate research degrees

Assessment procedure

- The Examinations Office provides each examiner with a copy of the dissertation/thesis, the guidelines to examiners and claim form (where applicable).
- Examiners must conduct their assessment in accordance with the guidelines for examiners of research dissertations and theses. Each examiner completes the Form and returns it, together with their report, to the Examinations Office by the date indicated on the first page.
- Examiners should indicate whether all or part of their report may be made available to the candidate and whether their names may be divulged.
- Where examiners have indicated that the degree should be awarded with minor corrections or subject to minor changes, or that the dissertation/thesis should be revised and re-submitted, their reports should clearly indicate the nature of the corrections and revisions that are required, and/or return an edited copy where there is a summary of revisions with the desired revision clearly indicated.
- The Examinations Office forwards all the examiners' reports, once they have all been received, to the relevant Dean of the Faculty and to the Supervisor. The supervisor immediately compiles the necessary report, and if minor corrections; or revision and re-submission is required, communicates these to the candidate. The candidate is then, via the supervisor, required to do the necessary minor corrections; or substantial revisions, and to re-submit the thesis or dissertation to the supervisor for verification.
- In effect this means that the Supervisor is responsible for summarising the necessary corrections, compiled in a comprehensive report outlining results and listing corrections (if necessary), communicating this to the student, and then ensuring that the corrections are satisfactorily completed.
- Once the candidate has completed all corrections (if required) to the satisfaction of the supervisor, the supervisor writes a **report on corrections** and submits this, together with the examination report/s and the final corrected dissertation/ thesis to the Faculty to be confirmed by the Faculty Management and Planning Committee and be tabled before SENEX for final determination. SENEX then notifies the Registrar that the student can graduate.
- Once SENEX's decision is communicated to the candidate, the candidate will then submit four final leather bound copies and one electronic PDF version to the Examinations Office (who will then distribute them to the Library, GMRDC and the student's supervisor).

The Faculty Research and Higher Degrees Committee confirms the corrected thesis or dissertation and forwards this to SENEX. However, in some cases the following may be necessary:

- In cases where all the external examiners reports have not been received in time for the Faculty Research and Higher Degrees Committee meeting mentioned above, the matter should be referred to an urgent Faculty Management and Planning Committee meeting for resolution. If necessary, in extreme cases, the Faculty Planning and Management Committee may also need to appoint an alternative external examiner. It should be noted, however, that no degree can be awarded without the receipt of all the requisite examiners' reports.
- The University acknowledges that candidates who have submitted their final dissertations/theses for assessment on or before the due date on 9 January have a legitimate expectation that the assessment process should not delay the awarding of the degree, and will take all reasonable steps to ensure that problems in the assessment process are addressed in a timely and pro-active manner.
- Candidates who have not submitted their dissertation/thesis on or before the due date in January, accept that the assessment process may not be completed in time for the degree to be awarded at the following graduation ceremony. Should the examination process not be completed in time for graduation, candidates will be required to register for another academic year. Candidates who submitted their dissertations or theses on or before the due date for submission will, however, be exempted from paying any additional registration or tuition fees.

3.10.1

Awarding of Research Master's degrees

(Note: for Coursework Master's mini-dissertations, the mini-dissertation is awarded a mark by both the external and internal examiner, and the average mark (of the two) for the mini-dissertation is combined with the other coursework results (as determined by the necessary course specific stipulated percentage of the research component to the coursework) and thereafter subject to the assessment criteria and determinations set out in General Rules 17.5 above. This also means that the examination assessment form for the mini-dissertation in the Coursework Master's differs from the Research Master's one, in that it also requires the awarding of a mark. Otherwise it is essentially the same as for the Research Master's assessment format outlined below)

For the Research Master's, the following holds:

- As set out in the Summarized Examiners Report section of the Examiner's Report, the supervisor/s are asked to recommend that:
 - a) The degree be *awarded with distinction*, or
 - b) The degree be awarded (*without corrections*), or
 - c) The dissertation (Master's degree) or thesis (Doctoral degree) be *provisionally* accepted pending:
 - **Corrections:** The degree be awarded but that minor corrections (e.g. spelling, typing, numbering of pages/ sections, references) be made to the dissertation to the satisfaction of the supervisor.
 - **Revision/Comprehensive restructuring is required**
 - Extension

- Elaboration
 - d) The dissertation is rejected, or
 - e) The degree should not be awarded, but that the candidate should be invited to do further work and to re-submit the revised dissertation for re-examination by the examiners. Candidates should be informed that they will only receive one opportunity to make such a resubmission.
- No marks are awarded for the Research Master's Dissertation, (or for the Doctoral Thesis). However, in the case of the Research Master's degree, examiners are also asked whether the dissertation should receive a distinction (the degree be awarded with distinction). Marks are, however awarded in the case of the Coursework Master's mini-dissertations
 - Where there is a discrepancy between the examiners' reports as to whether the candidate should pass or fail, the Faculty management and Planning Committee may pursue one or more of the following strategies in reaching a decision on the awarding of the degree:
 - The candidate may be invited to make revisions to the dissertation and re-submit it to the dissenting examiner(s). The Faculty Management and Planning Committee will then make a final decision based on the existing reports and any recommendations from the examiners who have re-evaluated the dissertation. If either the revisions to the dissertation or the re-evaluation are not finished in time for graduation, the candidate has to re-register for another academic year.
 - The dissertation as well as any other relevant information or work relating to the research project, for example, compositions, designs or artefacts, may be sent to another external examiner who acts as an arbiter. The recommendation of the independent examiner as to whether the candidate should pass or fail is final and binding, and should be given a commensurate weight in the determination of the final mark.
 - Use may be made of an oral examination
 - Candidates are referred to the general rules of the University concerning the conferring of the Master's degree *cum laude*. Each faculty must clearly specify the rules for awarding Master's degrees *cum laude* in their guide for postgraduate candidates as governed by the rules in the *UFH Prospectus*.

3.10.2

Awarding of Doctoral degrees

A Doctoral thesis is not awarded a mark.

As set out in the Evaluation Report for Postgraduate Degrees, the report on the evaluation of theses must make one of the following recommendations:

- a) The degree be awarded unconditionally.
- b) The degree be awarded but that minor corrections of a technical nature (e.g. spelling, typing, numbering of pages/sections, references) should be made to the thesis to the satisfaction of the supervisor.
- c) The degree be awarded subject to revisions or major technical corrections that should be made to the satisfaction of the supervisor.
- d) The degree should not be awarded, but that the candidate should be invited to do further work and to re-submit the revised thesis for re-examination by the examiners. Candidates should be informed that they will only receive one opportunity to make such a resubmission.
- e) The degree should not be awarded.

Only in exceptional circumstances should a degree be awarded to a thesis that has been failed by one or both the initial external examiners.

Where there is a divergence of opinion amongst the examiners as to whether the degree should be awarded, the Faculty Management and Planning Committee may make use of one or more of the following strategies in order to make a final decision:

- The candidate may be invited to make revisions to the thesis and re-submit it to the dissenting examiner(s). The Faculty Management and Planning Committee will then make a final decision based on the existing reports and any recommendations from the examiners who have re-evaluated the thesis.
- The thesis as well as any other relevant information or work relating to the research project, for example, compositions, designs or artefacts, may sent to another external examiner who acts as an arbiter. The arbiter may make use of an oral examination as part of the process of reaching a decision on the awarding of the degree. The decision of the arbiter as to whether the candidate should pass or fail is final and binding.
- Use may be made of an oral examination: In reaching decisions on the awarding of Doctoral degrees in certain cases, including cases where there is a divergence of opinion amongst the examiners concerning the awarding of the degree, use may be made of an oral examination.

3.10.3

Revisions to a dissertation or thesis

The supervisor must timeously supply the candidate with the relevant excerpts from the examiner's feedback relating to the desired corrections/alterations to be made to the dissertation or thesis. In the case of minor corrections or major changes as a condition for the awarding of the degree, the supervisor should ensure that such corrections are made, and inform the chairperson of the Faculty Management and Planning Committee, the relevant Dean and/or Director and the Faculty Research Coordinator accordingly.

Where the candidate is required to thoroughly revise the dissertation/thesis before submission for re-examination, the supervisor should ensure that the candidate fully understands the nature of the required revisions, and should continue to provide the candidate with guidance until the work is ready for re-submission. It should be noted that a candidate is only allowed one opportunity for re-submission.

3.11

Examination Appeals Procedure

- Candidates may appeal against the outcome of the formal assessment (e.g. pass/failure) on the grounds of, for example:
 - Procedural irregularities in the conduct of the examination;
 - Substantiated evidence of prejudice or bias or inadequate assessment on the part of the examiner(s).
- Appeals are dealt with directly by the Registrar in accordance with the University's examination appeals procedure as stipulated in the *Prospectus*. Subject to the provisions of the *Prospectus in 17.6.5*, the following procedures apply:
 - Appeals should be lodged within 21 days of the communication of the outcome of the formal assessment to the candidate;
 - In the words of the Rule: "The Registrar shall submit such appeal to the relevant Director of School/ Executive Dean who shall table the appeal for consideration by the Higher Degrees Committee of the relevant Faculty. The Committee may request a panel consisting of the Dean of Research and another senior academic of the University (who has not been previously involved with the evaluation of the student's work) to review the processes leading up to the production and submission of the examiners' reports on the student's work. The panel's decision on

whether or not there should be a re-examination of the student's work shall be final."

- If an appeal is granted, the Registrar, on the advice of the Faculty Management and Planning Committee should appoint an independent examiner to act as arbiter. The independent examiner should receive a copy of the dissertation/thesis, as well as any other relevant information or work relating to the research (e.g. compositions, designs etc). The arbiter also has the right to interview any relevant party (e.g. the candidate, supervisor, etc.) involved. The recommendation of the independent examiner is final. The Registrar communicates the final decision to the candidate.

COMPLAINTS AND APPEALS PROCEDURE

- The University's procedure and that of its faculties for resolving postgraduate research candidates' complaints during the course of their studies should be effective, fair, transparent and consistently applied, thus protecting the rights of all concerned. The procedure should:
 - Describe in simple and clear terms how a complaint or appeal will be handled.
 - Provide candidates with a full opportunity to raise matters of concern to them properly without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected.
 - Ensure that procedures are fair and decisions are reasonable and have regard to any applicable law.
 - Indicate what further procedures are open to candidates who are dissatisfied with the outcome of their complaint and wish to appeal.
 - Ensure that where a complaint or appeal is upheld, appropriate remedial action is implemented in a timely manner.
 - Reimburse reasonable and proportionate incidental expenses necessarily incurred by a successful complainant or appellant, for example, where registration or other fees had to be paid while awaiting the outcome of a complaint.
 - Be reviewed, monitored and evaluated on a regular basis, taking into account current good practice.
- Each faculty must ensure that their complaints and appeals procedures are well-publicised, for instance by clearly specifying them in their written guide to postgraduate candidates.
- Each faculty needs to ensure that their staff are aware of these procedures and the circumstances in which they may be used.
- Should any dispute arise between the supervisor and research candidate about supervision or any related academic matter that cannot be resolved within the academic unit concerned, candidates should submit their complaints in writing to the Research co-ordinator who will take it to the appropriate faculty committee. This committee
 - Serves as the first line of communication and should inform the candidates or supervisor of their decision within two weeks of receiving the written complaint.
 - Should be fully informed of the procedures and circumstances relating to complaints and appeals and should act competently in their consideration thereof.
 - May decide to deal with the matter internally (within the faculty) or, in the case of a more serious complaint, refer it to the Dean of Research for appropriate action – usually by means of a decision by SENEX. Matters that are referred to the Dean of Research should be dealt with within two weeks, unless the nature of the complaint necessitates a longer period.
- Those responding to, investigating or adjudicating upon complaints or appeals must do so impartially and must not act in any matter in which they have a material interest or in which any potential conflict of interest might arise.
- The Faculty Research Co-ordinator should keep a record of the nature and outcomes of postgraduate research candidates' complaints and appeals, and be able to supply such information to SENEX if necessary.

3.12

Dissemination and storage of postgraduate research that is subject to a confidentiality agreement

The dissemination of research that is bound by confidentiality agreements is subject to the terms and conditions of the specific agreement. The relevant HOD or Programme Manager makes a submission to SENEX/ Senate with respect to the degree and nature of the restricted access to which the research work is subject, and the time period during which limited access will apply. The SENEX/ Senate may then decide that the content of the dissertation/thesis may not be revealed in any document or in any other way within the period as determined by the SENEX, except with the written permission of the organization/candidate/ supervisor or person who originally requested the classification of the document. The period of confidentiality will commence on the date on which the research work is submitted for assessment purposes.

In cases where research is bound by confidentiality agreements, the prescribed bound copies as well as the electronic copy must be stored in the Safety Section of the Library for the stipulated period of time or until declassification has taken place, after which the research work may be released for general dissemination.

3.12.1

Submission of final copies

After the candidate's dissertation/thesis has been accepted and the proposed amendments have been made to the satisfaction of the supervisor and ultimately of Senate, the candidate **must submit four leather bound hard copies and one electronic version to the Examinations Office:**

- (a) two leather bound copies of the final dissertation/thesis for the Library;
- (b) one leather bound copy of the final dissertation/thesis for GMRDC;
- (c) one copy in PDF electronic format. The electronic document must be submitted on CD.
- (d) one leather bound copy of the final dissertation/thesis for the student's supervisor

The final document should be handed in to the Examination Office by no later than three (3) working days before the graduation ceremony. The Faculty Officer shall then update the ITS database to indicate that the candidate has adhered to all requirements for the awarding of the degree

4. GRADUATION

GENERAL RULES FOR POSTGRADUATE QUALIFICATIONS

G19. APPLICATION TO GRADUATE

19.1 Students in the last year of their studies towards a qualification for which they are properly registered shall be obliged to apply for graduation in May of that year by completing the appropriate application form and submitting it to the office of the appropriate Faculty Manager.

19.2 A student who has completed the requirements for the award of a UFH qualification, but was unable to graduate (i.e. attend graduation) in a particular year due to outstanding fees/indebtedness to the University shall after settlement of the fees/ indebtedness notify the University of her/his intention to graduate by completing the appropriate (graduation) application form and submitting it to the office of the appropriate Faculty Manager. Such a

student must make the application to graduate no later than the end of January preceding the University's next graduation ceremony.

Graduation ceremonies take place around the beginning of May every year (see *Prospectus* for specific dates). The title 'Dr' and the letters LLM, MA, MCom, MEd, MMus, MPhil, MAgric and MSc may only be used after the graduation either *in praesentia* or *in absentia*. (check prospectuses)

Particulars about graduation are posted to successful candidates from February to March of the relevant year. Enquiries about graduation should be directed to the Registrar, Examinations Officer and Candidate Records.

5. MONITORING THE QUALITY AND STANDARDS OF RESEARCH DEGREES

- The UFH will regularly monitor and review the standard of the postgraduate research degrees awarded in its name and the quality of the education provided to enable postgraduate research candidates to attain those standards.
- In its review of the standards and quality of its postgraduate degrees, the University will take the following into account:
 - The time taken to submit dissertations/theses.
 - Pass and failure rates.
 - Feedback received from postgraduate research candidates, employers, sponsors and any other external funders.
 - Information on the career progression of postgraduates.
 - Reports and comments received from external examiners.
 - Published papers emanating from completed research.
 - Presentation of research findings at national and international conferences.
 - Incorporation of research results in technical reports (as sometimes required by funding organisations).
- Confidential research must be identified and their standards commented on by contracting agencies (e.g., the Defence Force; SAPS; NECSA).

APPENDIX 1:

POSTGRADUATE RESOURCES

RESIDENCE

GENERAL RULES

DR 12 Residence occupation

12.1 A student shall leave the residence not later than three days after the final date of examinations, or within three days after cancellation of registration.

12.2 A student must vacate the room, remove all personal possessions and leave the University for the duration of the winter and summer vacation. A student shall be permitted to stay in the residences during the short vacations.

12.3 A postgraduate student who does not write examinations at the end of the year shall leave the residence when the University closes. Should there be academic reasons to stay beyond this date, application must be made and approval obtained from the Dean of Students before the University closes. Such an application must be recommended by the Head of Department/Programme Co-ordinator concerned.

12.4 No student is permitted to allow another student to 'squat' or lodge in a single room allocated to him/her. Also, only students are allowed to stay in a double room. Nonobservance of this rule constitutes a disciplinary offence.

DR 13 Residence occupation during summer vacations

13.1 A postgraduate student whose academic year begins in January, or any other student who is required to be present at the University for a special assignment, or a student who has to write an examination before lectures commence, may reside in a residence only from the date determined by the Registrar or his/her representative, provided that written application is made to the Registrar and written approval is granted in advance. The following conditions will apply:

13.2 Lodging and/or boarding fees for the period from date of arrival until the date of departure or registration are payable on arrival by students writing supplementary or special examinations.

13.3 Students writing postgraduate examination papers and students who have to report early for selected courses, that is before the residences open officially for senior students, are accommodated free of charge.

Appendix 2: Scholarships and Bursaries (including Supervisor Linked Bursaries)

At UFH, GMRDC currently administers both internal University bursaries and scholarships, as well as NRF Scarce Skills and Block Grants allocated to the University annually. Supervisors and students should familiarize themselves with qualification criteria, as well as the different selection procedures.

Please Note: The UFH Scholarships (comprising both UFH and NRF block grants) and UFH Supervisor-linked Bursaries are very different in concept and administration:

- Scholarships are competitive, are awarded on merit and students apply for them directly to GMRDC
- Supervisor-linked bursaries on the other hand are applied for by staff members who then award them to students who are linked to their research programmes.

NB: In addition to internal UFH bursaries or bursaries administered by UFH, students should constantly check the NRF website <http://www.nrf.ac.za/> for other funding opportunities, in particular, what are called Free-standing scholarships i.e. students make individual applications to the NRF on-line. These scholarships usually carry a higher rand value and are extremely prestigious. Information regarding Calls for Applications and closing deadlines will be communicated by GMRDC via staff/student email and notice boards. Students are welcome to approach GMRDC for assistance with applications and are encouraged to follow the internal closing dates for applications as this will allow the research office sufficient time to assess and make recommendations that will strengthen students' applications.

6.1.1 Scholarships

The University awards and administers a limited number of Honours and Master's Scholarships for full time postgraduate studies at the University of Fort Hare annually. The following example applied to the 2008 awards and figures and this information should be checked at the beginning of each year.

Honours Scholarships (amounts reviewed annually):

- NRF/DoL Scarce Skills Scholarships valued at R30 000 (amount and scarce skills categories reviewed annually)
- NRF Block Grant Scholarships valued at R15 000 (amount reviewed annually)
- UFH Honours Scholarships valued at R10 000 (amount reviewed annually)

Students who qualify apply directly to GMRDC on the Application for Honours Scholarships forms (**GMRDC PG03 and PG03(a) Instructions**) by the stipulated closing date. These scholarships are valid for one year only and the value of the awards may be reduced if the student holds another scholarship or bursary. Students must register for a full-time degree and the degree must be completed in the minimum period. A limited number of scholarships are available and they are awarded on a competitive basis taking merit and equity into account against the criteria listed below.

Please note that although applicants may satisfy academic requirements, the final decision to award the scholarships and bursaries rests with the University of Fort Hare. Please note that incomplete and late applications will not be processed. The onus rests on students to ensure that applications are properly and correctly completed.

The specific conditions for the scholarships and bursaries follow:

NRF/DOL SCARCE SKILLS HONOURS SCHOLARSHIPS

- Students must have obtained 60 % or more in the final year of undergraduate study
- *Students must be South African citizen*
- Students should not have failed any major subject/courses taken during final year of undergraduate study for the subject or courses for which they intend pursuing for their Honours degree.
- The following fields have been identified as scarce skills fields (this may change from year to year):
 - Accounting
 - Actuarial Sciences
 - Agricultural Sciences
 - Auditing
 - Biotechnology
 - Chemistry
 - Computer Science
 - Demography
 - Engineering
 - Financial Management
 - Geology
 - Information Systems
 - Mathematical Sciences
 - Physics
 - Statistics
 - Tourism
 - Transportation Studies

NRF BLOCK GRANT HONOURS SCHOLARSHIPS

- The student must have obtained 65 % or more in the final year of undergraduate study
- *Students must be South African citizens.*
- Students should not have failed any major subject/courses taken during final year of undergraduate study for the subject or courses for which they intend pursuing for their Honours degree.

UFH HONOURS SCHOLARSHIPS

- The student must have obtained 60 % or more in the final year of undergraduate study for the subject or courses for which they intend pursuing for their Honours degree.
- *Students must be South African citizens or citizens of SADC countries.*

6.1.2 Master's Scholarships

A limited number of scholarships are available, which are awarded on a merit basis, taking equity into account. There is stiff competition for the scholarships and in the past scholarships were only awarded to students who had more than 70% for their Honours degree. Students who qualify apply directly to GMRDC on the Application for Master's Scholarships forms (**GMRDC PG04 and PG04(a) Instructions**) by the stipulated closing date. Applications should preferably be typed. If this is not possible, they must be completed in block letters using black pen.

Although applicants may satisfy academic requirements, the final decision to award these scholarships rests with the University of Fort Hare.

Requirements

- The student must register as a **full-time** dissertation (100% research) student at University of Fort Hare.
- The degree should be completed in the minimum two year period.
- The scholarship is initially awarded for one year. Consideration may be given for a further award, for a maximum of two years, if there is adequate progress.
- It is recommended that each awardee must contribute to at least one publication in a subsidy recognised journal.

A full academic transcript must be attached. All the subjects must be given (including those failed). The academic record should include proof that the prior degree, that qualifies you to register for the degree for which you wish to study, has been obtained.

Where applicants hold degrees from institutions abroad, their study records should be equated to South African norms when submitting the application. Equated records should indicate what the South African equivalent of the qualification is, as well as the level at which it was obtained (i.e. percentages obtained).

6.1.3 Bursaries

The main internal University administered postgraduate bursaries (through the GMRDC and the University Research and Higher Degrees Committee) are what are known as **Supervisor-linked bursaries**.

These Supervisor-linked bursaries are awarded to staff members who recruit and nominate students to study within their research programmes and conduct research as part of their projects. UFH Staff members must apply for these bursaries, allocate them to their students and submit annual progress reports motivating for continued funding.

The aim of this bursary scheme is to build research capacity and increase student throughput. Postgraduates play an important role as co-researchers and as a resource to implement research activities whilst completing their studies. By providing researchers with bursaries to recruit those students they regard as suitable to participate in their research strategies it is hoped that we can rapidly develop our research base and our intellectual capacity.

There are four stages in the awarding of Supervisor-linked Bursaries to new students;

- *Firstly*, a single bursary *Application Form* (PG02) indicating the number of new Honours, Master's, Doctoral and Post-Doctoral bursaries required must be completed by each supervisor.

- *Secondly*, once UFH budgets have been finalised and Bursary allocations ratified, these are communicated to each successful supervisor via a Letter of Award requesting acceptance of conditions.
- *Thirdly*, supervisors complete a *Bursary Nomination form* (PG07) for each student. Once these have been returned to GMRDC, Letters of Award will be sent to individual students and upon the receipt of Acceptance of Conditions letter, bursaries will be paid into students' fee accounts in compliance with both SARS requirements, and accessed following the UFH Bursary Payment Guidelines (highlighted below).
- *Fourthly*, bursaries not allocated by Supervisors by the deadline communicated (usually end April of the year of registration) will be returned to the pool and reallocated, unless prior arrangements for an exception have been made in this regard with GMRDC.

NB: The first call for new Supervisor-linked applications is usually around the end of October of the preceding year with the final deadline for submissions being the end January of the current year.

Supervisor-linked Bursaries (including new applications) are also accessed by staff members only once they have completed *Annual Progress reports for Continuing Students* (refer PG01 Supervisor's Annual Progress Report), completed by supervisors for each of their Master's and Doctoral students, and motivating for the continuation of funding. At the same time, students are also required to submit a Student Response Form (PG01 (a)). The submission date in October each year is an important deadline, in that it facilitates budgets being committed for these students who qualify first, *before* new bursaries are allocated. (NB: If you are applying for supervisor-linked bursaries for the first time, the condition and deadlines for annual progress reports does not apply)

Supervisor-linked Bursaries are open to all students from South Africa and SADC countries.

We are currently reviewing procedures for allocating supervisor linked bursaries to African students from non-SADC countries, where this will be determined on the basis of their (a) recruitment into and (b) integration into existing staff-led research programmes and projects, and will be conditional on the existing active registration and performance (in terms of student and research publication) outputs.

NB: Staff members may not be recipients of a bursary; they can apply for support under the Staff Research Capacity Grants (FORMS: GMRDC R 01 a – Instructions & Conditions and GMRDC R03 – Application Form)

Once the bursaries have been allocated, Supervisors will be required to nominate students and provide evidence of their registration (refer Nomination Form PG07). The bursaries will then be processed by GMRDC and sent to Finance and they will be paid directly into students' fee accounts. *Supervisors and Students are advised to familiarise themselves with the University's Fee policies, in particular Bursary Payment Guidelines highlighted below.*

The following Supervisor-linked Bursaries are available for study at the University of Fort Hare:

- Honours:
- Master's full-time (by dissertation):
- Master's part- time (by dissertation):
- Doctorates full-time (by thesis):
- Post-Doctorates:

HONOURS BURSARIES

Requirements:

- Staff members must apply for the bursaries for their students, who must register for full-time study at the University of Fort Hare in a Honours degree programme in which the staff member is involved.
- Students must have obtained 60 % or more in the final year of undergraduate study for the subject or courses for which they intend pursuing for their Honours degree.
- The degree should be completed in the minimum one year period for full time Honours.
- The bursary is only valid for one year.
- The value of the scholarship may be reduced if the student holds another scholarship or bursary.

MASTER'S BURSARIES

Requirements:

- Staff members must apply for the bursaries for their students, who must register for either a full-time or part-time Master's by dissertation at the University of Fort Hare in the programme in which the staff member is involved.
- The staff member should be the student's supervisor and must ensure the student is linked to a research project or programme in which the staff member is involved.
- The degree should be completed in the minimum period.
- The bursary is initially awarded for one year. Consideration may be given for a further award, for a maximum of two years for full-time study and three years for part-time study, if there is adequate progress.
- The value of the bursary may be reduced if the student holds another bursary or scholarship.
- Priority will be given to full-time students, but consideration will be given to part-time students.
- It is recommended that each awardee contribute to at least one publication in a subsidy recognised journal and must familiarise themselves with the Department of Education Policy and Guideline document (<http://www.education.gov.za>).

DOCTORAL BURSARIES

Requirements

- Staff members must apply for the bursaries for students who must register full-time for a thesis at the University of Fort Hare.
- The staff member should be the student's supervisor and must ensure the student is linked to a research project or programme in which the staff member is involved.
- The degree should be completed in the minimum *four* year period.
- The bursary is initially awarded for one year. Consideration may be given for a further award, for a maximum of three years, if there is adequate progress.
- The value of the bursary may be reduced if student holds another scholarship or bursary.
- It is recommended that each awardee contribute to at least two publications in subsidy recognized journals with the University of Fort Hare given as the principal institution and must familiarise themselves with the Department of Education Policy and Guideline document (<http://www.education.gov.za>).

POST-DOCTORAL BURSARIES

Requirements

- Staff members must apply for the bursaries for Post-Doctoral fellows who must be prepared to sign a contract to be present as a research fellow at the University of Fort Hare.
- The fellow must have obtained a Doctorate from a recognized university.
- The staff member should be the fellow's supervisor/mentor and must ensure that she/he is linked to a research project or programme in which the staff member is involved.
- The bursary is awarded for a maximum of one year (Jan-Dec). The value will be adjusted on a pro-rata monthly basis depending on the arrival of the fellow.
- The value of the bursary may be reduced if the fellow holds another scholarship or bursary.
- Each awardee must produce at least three publications in subsidy recognized journals with the University of Fort Hare given as the principal institution.

In summary, the following forms must be completed for supervisor linked bursary applications:

- ***PG01: Supervisor's Annual Progress Report for Master's & Doctoral Students who received Supervisor-linked Bursaries or UFH Scholarships***
 - Supervisors need to complete Progress Reports for *each* of their continuing students
 - Supervisors must give students a Student Response form PG01(a) to fill in independently
 - **Closing Date: October** each year
- ***PG01(a): Student Response Form for Annual Progress Report from Master's and Doctoral Students who received Supervisor-linked Bursaries or UFH Scholarships***
 - Students are required to fill in this response form and forward it directly to the GMRDC
 - **Closing Date: October** each year
- ***PG02 : Application Form for UFH Supervisor-linked Bursaries***
 - A single application form is needed per supervisor, indicating how many new Honours, Master's, Doctoral and Post-Doctorate bursaries are required.
Closing Date: 1st Call - October each year; Final deadline - end January (in year of registration)
 - Once UFH bursary budgets are finalised, GMRDC will advise supervisors as to their supervisor-linked bursary allocations per postgraduate category.
- ***PG07 : Supervisor-linked Postgraduate Nominations (in year of registration)***
 - Supervisors need to complete individual Nomination forms for each student, according to their confirmed allocations per postgraduate category
 - Once nomination forms, with all the necessary attachments have been received by GMRDC, bursaries will be paid directly into students fee accounts.

All Forms are submitted to the GMRDC in either East London or in Alice. Determinations are recommended by the GMRDC management staff and then discussed, debated and ratified by the University Research and Higher Degrees Committee in January/ February of the current year.

Determinations and allocations of supervisor linked bursaries are determined by the following:

- (a) The budget allocations received from within the University and from the Department

of Education Development Grant

- (b) The existing number of continuing students (i.e. the scale of existing supervision, where it is recommended that no single experienced staff member has more than a total of six postgraduate research degree students (Master's and Doctoral) at any one time, and 'emerging' supervisors no more than three)
- (c) The currency, status and performance of the supervisors own research project and into which students are being visibly and actively recruited, particularly in relation to student throughput, but also in terms of research output. Here also, the rating of the staff member is considered as an advantage
- (d) The nature, location and performance of the department or programme where the staff member is located, in relation to wider postgraduate supervision support and what we identify as research capacity infrastructure, and related research performance. Allocations however, are made on an individual supervisor application basis and not by Department/school or programme and do not necessarily revert to the Department/school or programme if they are not allocated.
- (e) Whether staff members are applying for the first time, the need to support emerging staff in acquiring supervision experience and the related need to address racial and gender equity and capacity balances
- (f) The need to provide new staff members (recently appointed staff) with supervision opportunities (but where previous experience and performance, if established, is recognized).

6.1.4 Postgraduate Bursary Payment Guidelines

In order to assist with effective administration of postgraduate bursaries by both GMRDC and Fees; to minimise potential misuse patterns, as well as to provide clear access timelines for students, Bursary Payment Guidelines have been developed. Supervisors and students are advised to familiarise themselves with the conditions regarding accessing of funds with either the GMRDC or Fees offices or via the **UFH GMRDC webpage**: <http://www.ufhgmrdc.ac.za/AboutUs/Policies.aspx>

POSTGRADUATE BURSARY PAYMENT GUIDELINES

In order to assist with effective administration of postgraduate bursaries by both GMRDC and Fees; to minimise potential misuse patterns, as well as to provide clear access timelines for students, the following guidelines have been developed:

10% of all Postgraduate Bursaries administered by the GMRDC, including University of Fort Hare and NRF Bursaries will be held back until the end of each year of allocation and will be released to students upon satisfactory Supervisor progress reports submitted in October. The remaining 80% of the bursary amount will be released and accessed in 2 tranches during the year;

- the first half (40%) can be accessed by students up until May, in monthly payments of less than R10,000.00. ***It is not the intention to restrict student progress and/or fieldwork and students will be allowed to apply for the release of larger amounts up to the limit of their first tranche amount, based on the endorsement and motivation of their supervisors.***
- The second tranche will be released in the second half of the year upon submission of a progress report approved by the supervisor at the end of May, and will be allocated in the same way as the first tranche.

Progress Report templates will be made available to Supervisors and students.

Appendix 3: Fee Waivers

GMRDC PG05(a)

CONDITIONS OF POSTGRADUATE HONOURS FEE WAIVER

Applications for the University of Fort Hare Honours Fee Waiver for an academic year are open to all South African citizens or permanent residents and members of SADC and non-SADC African countries only. **The final Application Deadline (together with submission of final marks) is 02 April of the academic year.** An extension may be offered to students from non-SADC African countries for applications to be submitted by 30 May of that academic year. *Early submission is encouraged in order to facilitate early processing of applications.* Application forms, together with final marks must be submitted to the GMRDC in either Alice or East London

Application forms must be submitted to the GMRDC in either Alice or East London. The final closing date for Fee Waiver applications is 30 May of that academic year.

Copies of the Honours Fee Waiver Application forms and Acceptance of Honours Fee Waiver Conditions (GMRDC PG05 and PG05 (a)) are available from both the GMRDC, and Student Fees in Alice and East London.

- In order to qualify, students must have passed their Bachelor Degree with 70% or more in their final course in the discipline they have applied to register for Honours. Students registering for a multi-disciplinary Honours programme must have the aggregate marks of both their 3rd year major subjects equal to or exceed 70%. This applies to both full-time and part-time students on all campuses.
- The Honours fee waiver is only for tuition fees and is available for those who qualify for one year full-time study and two years part time study. Please note that students eligible for the Honours fee waiver for an academic year are still obliged to pay Application Fees, as well as the scheduled Minimum Initial Payment before or at Registration.
- All Full-time and Part-time Honours students who fail to complete their degrees in the minimum time period stipulated of 1x year for Full-time Honours and 2x years for Part-time Honours will be required to pay first year tuition fees for each subsequent year of registration. In addition, they will not be eligible for a further fee waiver.
- Deregistration: A 100% Fee Rebate is applicable if Honours postgraduate students cancel on or before 18 of April of that academic year. From 19 April of that academic year onwards, any Honours postgraduate student deregistering who has applied and qualified for a fee waiver, will have their fee waiver reversed and will be liable for 100% of fees applicable for that year of study.
- Students who fail to complete the qualification for which the waiver was awarded will be expected to refund the university the total amount.

ACCEPTANCE OF CONDITIONS OF HONOURS FEE WAIVER

I HEREBY ACCEPT THE CONDITIONS OF THE HONOURS FEE WAIVER AND HAVE SUBMITTED MY HONOURS FEE WAIVER APPLICATION FORM, TOGETHER WITH A COPY OF MY ID DOCUMENT AND A COPY OF MY FINAL MARKS.

CONDITIONS OF POSTGRADUATE MASTER'S FEE WAIVER

Master's Students do not have to apply for a fee waiver but are required to complete the Acceptance of Conditions Form GMRDC PG08 before their fee waiver will be implemented.

The Fee Waiver applies only to South African citizens, permanent residents and students from SADC and non-SADC African countries and will be implemented once registration has closed and on receipt of this form.

Forms are available from both the GMRDC, and Student Fees in Alice and East London.

Application forms must be submitted to the GMRDC in either Alice or East London. The final closing date for Fee Waiver applications is 30 May of that academic year.

- **Students registering for a Master's by Dissertation will receive a full tuition waiver.**
- **Coursework Master's students will receive a partial tuition waiver, based on the proportion of the degree comprising the research component.**
- **The fee waiver is only for tuition fees and is available for those who qualify, for two years full-time study and for only three years for part-time study.**
- Please note that Master's students who are eligible for a fee waiver in an academic year are still obliged to pay Application Fees, as well as the scheduled Minimum Initial Payment before or at Registration.
- All Full-time and Part-time Master's students who fail to complete their degrees in the minimum time periods stipulated above will not be eligible for a further fee waiver and will be required to pay first year tuition fees for each subsequent year of registration.
- Deregistration: No fees will be applicable if a Master's student cancels on or before 18 April of that academic year. From 19 April of that academic year onwards, any Master's student deregistering, who has applied and qualified for a fee waiver will have his/her fee waiver reversed and will be liable for 100% of fees applicable for that year of study.
- Students who do not complete their studies in the required minimum time (as indicated above) will be expected to refund the university the full amount awarded for the studies.

CONDITIONS OF POSTGRADUATE DOCTORAL FEE WAIVER

Doctoral Students do not have to apply for a fee waiver but are required to complete the Acceptance of Conditions Form GMRDC PG09 before their fee waiver will be implemented.

The Fee Waiver applies only to South African citizens, permanent residents and students from SADC and non-SADC African countries.

Forms are available from both the GMRDC, and Student Fees in Alice and East London.

Application forms must be submitted to the GMRDC in either Alice or East London. The final closing date for Fee Waiver applications is 30 May of that academic year.

Students registering for a Doctorate by Thesis will receive a **full tuition waiver**.

- **The fee waiver is only for tuition fees and is available for those who qualify, for three years full-time study and four years for part-time study.**
- Please note that Doctoral students who are eligible for a fee waiver in an academic year are still obliged to pay Application Fees, as well as the scheduled Minimum Initial Payment before or at Registration.
- All Full-time and Part-time Doctoral students who fail to complete their degrees in the minimum time period stipulated above will be required to pay first year tuition fees for each subsequent year of registration. In addition, they will not be eligible for a further fee waiver.
- Deregistration: No fees will be applicable if a Doctoral student cancels on or before 18 April of that academic year. From 19 April of that academic year onwards, any Doctoral student deregistering, who has applied and qualified for a fee waiver, will have his/her fee waiver reversed and will be liable for 100% of fees applicable for that year of study.
- Students who do not complete the degree in the minimum stipulated time as above will be expected to refund the university the full amount they were awarded as fee waiver.

Appendix Four – Proposal Template/Structure and Guidelines



University of Fort Hare
Together in Excellence

UNIVERSITY OF FORT HARE MASTER'S AND DOCTORAL PROPOSAL COVER PAGE & PROPOSAL TEMPLATE AND GUIDELINES

Please note a completed copy of the cover page document must be attached to the submitted research proposal. The cover page document must be completed by the Supervisor. A copy of the attached cover page and research proposal must be submitted to the Postgraduate Studies office at GMRDC and one kept on file in the Faculty Office

A Department and Faculty Details									
Name of Department									
Name of Faculty									
B Student Particulars									
Title		Initials		First Name					
Surname					UFH Student Number				
Current Degree Registered for					Year of First Registration for this Degree				
Title of Study									
C Student Academic History									
Previous University									
Highest Qualification					Discipline				
D Current Registration Information									
Degree Registered for					Registration Type	Full Time			
						Part Time			
Has Candidate Attended a Workshop on Proposal Writing? Please Give Details									
Degree Type (Please tick relevant registration type)		Master's (Coursework)				Course Code (Please provide the course code for the qualification)			
		Master's (Research)							
		Doctorate							
E Supervisor Information									
Name of Proposed Supervisor					Name of Proposed Co-Supervisor				
Is the Proposed Supervisor a First Time Supervisor?						Is the Proposed Co-Supervisor a First Time Supervisor?			
Has First Time Supervisor Attended a Workshop on Supervision? Please Give Details									
F Proposal Details, Ethical Clearance & Intellectual Property Information									
Length of Masters Proposal		Should be 8 pages (excluding cover page and bibliography)							
Length of Doctoral Proposal		Should be 10 pages (excluding cover page and bibliography)							
Has Ethical Clearance been obtained?				Please provide Ethical Clearance Reference Number					
Will the research generate any form of Intellectual Property (IP)? Please provide details									
Comments by Supervisor on Submission								Supervisor Signature	
Comments by FRHDC Chairperson after Presentation By Candidate								FRHDC Chairperson Signature	



University of Fort Hare
Together in Excellence

UNIVERSITY OF FORT HARE STRUCTURE OF THE RESEARCH PROPOSAL

- Cover Page
- Table of Contents
- An Introduction that includes a short background and rational to the study, a contextual specification of the research problem (hypothesis), and research questions, as well as the research aims of the study (why the study should be done).
 - Has a NEXUS search been done? Website reference included
- A discussion of the relevant literature that highlights an awareness of key texts and central concepts relevant to the proposed study. It should also demonstrate that the proposed study will make a contribution to existing knowledge.*The theoretical (meta-theoretical) framework to be briefly spelled out.
- Description and justification of the methodological orientation, research design including methods of research, sampling, data analysis, data presentation, validity / reliability / trustworthiness, synthesis to be employed
- The proposed structure of study. Chapter demarcation
- Ethical and Intellectual Property Rights considerations
- References (works cited in the proposal)

* For a Doctorate the proposal should also include the following:
An indication of how the study might make an original contribution to scientific knowledge.