



Faculty of Natural and  
Agricultural Sciences

Fakulteit Natuur- en Landbouwetenskappe  
Lefapha la Disaense tša Tlhago le Temo

# Postgraduate Handbook

Geology Department

Guidelines for Current and Prospective Students

MSc and PhD

Last revision: 10 February 2021

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# 1 Introduction

## 1.1 About this Document

This document, the **Postgraduate Handbook**, is to be used in conjunction with the University of Pretoria's regulations, the Faculty of Natural and Agricultural Science's yearbook, and the individual module study guides. A separate document, the **Departmental Handbook**, is available with general information in sections 1-5. Ensure to work through these section prior to reading this document.

Additional information is available on the departmental homepage at [www.up.ac.za/geology](http://www.up.ac.za/geology). The contents of this document, however, apply to all individual modules and the contents throughout the undergraduate and honours studies, unless stipulated otherwise in the respective module study guide.

This document is updated continuously, and students are required to obtain the latest version:



Homepage:	Select:	Select:
<a href="http://www.up.ac.za/geology">www.up.ac.za/geology</a>	About Us	I am looking for...

## 2 Contact Sessions

### 2.1 Project supervisor

The applicant should make contact with a potential supervisor from the Department to ensure that the application is directed to the correct person and that the Department is aware of the application in advance. The supervisor should approve the topic prior to registration for the proposed degree. Additional internal or external supervisors may be recommended by the applicant, supervisor or the University of Pretoria, where specialist input is required or where the main supervisor does not yet hold a PhD degree.

The role of the supervisor is to be the primary source of guidance and mentorship. The student should show the willingness and ability to conduct independent research which should be monitored by the supervisor. The function of the supervisor is, therefore, to ensure good quality is maintained without significant actual contribution to the data collection or interpretation. As a result, the student will receive fair acknowledgement for their research, although the same courtesy should be extended to the research supervisor in all submitted dissertations, theses, publications and seminars.

According to UP's guidelines for postgraduate supervision, articles submitted for publication have to be approved by the supervisor if s/he is not added as a co-author.

### 2.2 Progress meetings

According to University policy, class attendance is compulsory. The same applies to scheduled contact sessions with the promotor/ supervisor. Contact should be made at least once per month during which progress will be monitored.

All compulsory research seminars have to be attended, and a draft paper in an international journal format has to be submitted during November of the first year of study.

Failure to adhere to these stipulations, failure to attend scheduled meetings, or inadequate progress may result in registration being refused and studies terminated.

### 2.3 Compulsory research seminars

Compulsory research seminars are occasionally hosted in the Department of Geology for candidates to present project proposals, progress and final results, and to ensure that biannual progress can be submitted to the faculty. If these are scheduled, you are required to attend. Failure to attend will imply that progress cannot be submitted to the faculty, and subsequently reregistration will very likely be refused.

Seminars are presented in 10 minutes using a prepared slideshow, and are followed by 5-10 questions from the supervisor, other academic staff and attending students.

The supervisor may insist on additional departmental presentations of the project proposal, progress and results as seen fit. This notably applies where the project is conducted under external research funding or grants, for example presentation of projects at Water Research Commission steering committee meetings.

The following content has to be addressed during the presentations:

- Proposal presentations: provisional title, objectives, proposed methodology, gantt chart and work programme, literature overview as rationale
- Progress presentations: work completed, work plan, expected outcomes
- Final presentations: summary of objectives, methodology, interpretation and main findings.

### 2.4 Consulting hours

The lecturers are available by appointment during the consulting times indicated on their office doors. Appointments should be made via email to ensure that a suitable date and time can be arranged. Due to other academic duties, lecturers cannot guarantee to be available at any given time.

### 2.5 Academic writing workshop

It is strongly advised to attend the academic writing workshop presented in January at the beginning of the honours programme (typically in the 3<sup>rd</sup> or 4<sup>th</sup> week of January). Your supervisor may make attendance of this a condition in the MoU.

## 3 Admission and Re-registration

The following definitions apply:

- **Admission:** into the programme, following completion of secondary education, as per University and Faculty requirements
- **Re-registration:** into the same programme in a subsequent calendar year for the same or following academic year
- **Progression:** into the same programme in a subsequent calendar year for the subsequent academic year (e.g. from 200-level to 300-level).

## 3.1 Admission

### 3.1.1 *Are you eligible for the proposed studies?*

Navigate to “Postgraduate Applications” on the departmental homepage, or alternatively the following link, to ensure you comply with the admission requirements:

<https://www.up.ac.za/geology/article/20792/postgraduate-applications>

This document is also attached in APPENDIX A. Submit the completed application to your proposed project promoter or supervisor prior to registering with the Faculty. Ensure that the form is completed in full by ticking appropriate orange-shaded boxes with “X” or entering information as requested. Elaboration is required where green-shaded open boxes are supplied. If the space is insufficient, attach the required information as a separate text file. The Word-template can be requested from madip@up.ac.za.

Typically, admission depends on the availability of a supervisor experienced in your specific topic, as well as adequate funding for tuition, field work and analysis, an adequate preceding degree in your proposed field of study, and proof of adequate research leave from employers if studies aren’t on a full-time basis.

### 3.1.2 *Do you have a research proposal?*

A research proposal has to be submitted with any query relating to M.Sc. or Ph.D. opportunities. The following outlines the expected contents and is also available in the Word-template:

- Proposed title or topic
- Hypothesis or problem statement
- Rationale and literature review with sufficient supporting references
- Main objectives
- Methodology
- Work plan and gantt chart.

### 3.1.3 *Making contact*

Next, contact can be made with a prospective supervisor. All academic staff members are listed on [www.up.ac.za/geology](http://www.up.ac.za/geology) under “Staff”. On provisional approval of the prospective supervisor or promoter, a meeting can be scheduled and the applicant can submit the registration for the proposed programme to the Client Service Centre.

As soon as registration is successful, the student can meet with the supervisor or promoter.

### 3.1.4 *Entry requirements and acceptance*

It is expected from all MSc applicants to have an honours degree and from all PhD applicants to have an MSc degree. The specialisation of the preceding degree should be in a field of geology or applied geology and will be validated by the prospective promoter/ supervisor. Academic transcripts and a curriculum vita will aid in establishing background knowledge.

Note that acceptance cannot be guaranteed. Even though the applicant can successfully submit the requirements as discussed above, a research supervisor still has to accept the student and the proposed project. Given the time and effort dedicated to postgraduate supervision, it is possible that a staff member is at some stage not available for supervision, or is focussed around a specific research topic which does not at that stage allow for new projects.

Given the high number of applications received, preference will be given to candidates who:

- Have performed above average in preceding studies
- Have completed preceding studies at well recognised tertiary institutions
- Have their own research funding or will be beneficial to occasionally funded projects
- Are willing to study full-time.

Should the Faculty and the Department accept the applicant, a meeting can be scheduled to commence with the research.

### **3.2 Re-registration**

Re-registration will only be allowed if the student progressed satisfactorily and if approved by the Faculty Administration. Written requests have to be directed to the Faculty Administration in the event of enrolment for the fourth year of a masters or the 5th year of a doctoral degree.

Failure to progress will result in the registration not being approved for the following year. Student progress may be evaluated continuously, but will definitely be considered every six months (typically July and January).

### **3.3 Memorandum of understanding**

It is imperative that the student and supervisor co-sign a memorandum of understanding for supervision of postgraduate students annually. This document serves as a contract between the University of Pretoria and the enrolled student and ensures that progress is properly monitored, and that ethical conduct is followed throughout the postgraduate studies. The document is available from the Department or from the Faculty and should be submitted to the Head: Student Administration diligently.

### **3.4 Submission guidelines**

Faculty guidelines for the submission of dissertations and theses can be obtained from the supervisor or the Faculty help desk. Note the requirements of an approved title, 350-word summary, signed approval of submission form and, for doctoral candidates, a short curriculum vitae to accompany the submission.

Examination copies are ring-bound whereas final copies are hard-bound as per guidelines.

Ensure that your supervisor and the head of department approve your final edits (if any), sign off on your remarks, and submit the required paperwork (e.g. UPSpace form to grant permission to release the work).

## **4 Writing a Research Proposal**

### **4.1 Scientific writing**

It is expected from postgraduate students to master the English language and to be able to express their knowledge in scientific English.

The prescribed style sheet and format for written assignments will be supplied on request. The part on referencing is of particular importance because all inadequately referenced written submissions will be returned to the student for revision. If the referencing is still not complete or according to the

guidelines the assignment will be awarded a zero mark. An English Handbook is available for download under I am looking for... on the Geology Department homepage ([www.up.ac.za/geology](http://www.up.ac.za/geology)).

## 4.2 Establishing a topic

A research project should be clearly defined. The project generally falls within a sub-discipline, or research area within geology. For example, hydrogeology, sedimentology or structure are sub-disciplines within geology. In some cases, research projects can cut across sub-disciplines, and this is encouraged. However, focus is needed in order to direct the research, obtain funding, decide on supervision and so on. Therefore, the research project must have a topic: examples include “rock slope stability in coal mines”, “hydrochemistry of karst aquifers”, or “urban hydrocarbon pollution”. This topic is specific enough to help decide on a supervisor, to commence background reading and in some cases, seek funding, however, a research project needs to have a specific question or focus before the project-specific work, such as field work and data collection, can commence.

Research projects can take various approaches and it is best to understand which approach will be followed. The following are the main research approaches:

- **Hypothesis** approach: hypotheses make statements and the project then aims to prove or disprove the statement. Conclusions should always specifically address the hypothesis, even if results are inconclusive, and should not opt for irrelevant replacements.
- **Research question** approach: these entail a very specific unanswered question which has been clearly noted as a research gap in recent academic literature. The objectives and methodology should work directly towards answering the question and the conclusions should supply a distinct answer.
- **Methodological** approach: assessing methods employs different techniques to evaluate a specific method’s applicability and efficacy in addressing a given problem, or uses several methods towards the same goal and evaluates those various methods. Data validation becomes very important, as do the distinct mention of all assumptions and potential errors. Conclusions should use the results to evaluate a method or technique.
- **Case studies:** case studies are often insufficiently novel to be of academic interest, but in some situations there is good quality data that can add to the science of a sub-discipline. Care should be taken that, if existing data is used, it is adequately acknowledged, and that the student has applied their own mind to the data and added a layer of interpretation that raises the work to a scientific level.

***Recommendation: Identify the topic and elaborate on it in the purpose statement, hypothesis and rationale. It is easier to refine the title after the rationale has been written and the objectives have been outlined.***

A purpose statement is a statement completely comprehensible in its own right which introduces the “what?”, “where?”, “when?”, “how?” and “why?” of the proposed research. This establishes the topic through accentuating possible shortcomings or issues in the present understanding of the proposed topic without making any subjective or unsupported claims. Examples of purpose statements include:

- The dissertation will evaluate the possible connectivity between the Fountains East and Fountains West karst compartments in Pretoria through temporal geochemical and isotope data from the Upper Fountain and Lower Fountain.
- This research is based on the lack of correlation between calcretes in different basalt terrain in South Africa, and will address the formation of the pedocrete based on composition, strength and permeability to better understand the usability as construction material.

As opposed to this, a research hypothesis hypothesises, and provides a very distinct research question to address. These statements should be well-validated through the literature review and are generally much more specialised on a single method or aspect of the research. Examples include:

- This research aims to prove that steady-state flow conditions cannot be encountered in surface infiltration tests.
- This dissertation aims to prove that interflow can result in ferricrete formation on granitic hillslopes.

Recommendation: < 100 words, properly phrased as a self-standing sentence.

### 4.3 Title

The title should address a research question (why it is being done), a population (what is being tested, assessed, evaluated, interpreted, etc., and/ or where) and a methodology (how it is being done). Titles should not be overly generic, but should immediately inform the reader as to what is addressed in the dissertation or thesis.

Titles should be in sentence case with limited capitalization, no terminators (e.g. full stop; question mark), and limited punctuation to ensure rapid approval by the faculty committee.

### 4.4 Rationale and literature review

The rationale provides background on the topic selected and motivates why the proposed research will be a contribution to the understanding of the topic. This can also be seen as a motivation for the research and is based on classical literature, research of recently published international literature and/ or work experience during which a niche was identified. The rationale should be elaborate as this is the motivation for the research, without which the validity of the research topic may be questioned.

The preliminary literature review is often merged with the rationale as the development of the topic in international peer-reviewed literature commonly identifies the gaps. It is important that the classic literature and numerous recent (less than 5 years old) literature sources are cited as motivation.

***Recommendation: 2000-4000 words, properly referenced by at least 20 (>10 from the last five years) journal papers. The rationale should include a preliminary literature review and the need for the research, all based on available accessible research publications. This should ideally be in the form of a draft literature review paper.***

### 4.5 Objectives

Objectives supply an outline of what you want to achieve theoretically and do not overlap with the methodology. Objectives are not deliverables and should not be stated as products completed, nor should they simply summarise the methodology. Contrary to deliverables (which are actual deadlines for something which can be supplied in draft format to the supervisor), objectives supply milestones as well as the reason why these steps are required to be able to continue to the next objective. A typical sequence (where each follows on the preceding) is:

- Detailed literature survey on urban water supply from karst spring systems and the associated use of isotopes
- Collation of available data using ArcGIS to depict spatial variation and the use of Piper and trend diagrams to address the temporal variability
- Conceptual modelling of karst system with the inclusion of geotechnical borehole data, known subsidences and inferring the chemistry

- Etcetera.

**Recommendation: Each objective has to be addressed in the conclusions or findings of your research. Have only a few important objectives that will focus the research efforts on the most fundamental aspects of the project.**

## 4.6 Methodology

The methodology should represent the background to what will later form the “Materials and Methods” section and should include, where applicable:

- Proposed study area
- Sampling methods, frequency and analysis
- Modelling or interpretation techniques mentioning specific statistical methods, software and the like
- Means of data interpretation and validation
- Reporting.

Proper elaboration on methods is required and a simple bulleted list will not suffice. In-depth descriptions of field and laboratory techniques, analytical methods, modelling software and validation will ensure that the project progresses at an adequate scientific level. Reasons for the use of single methods should be clearly addressed. Research focused around the efficacy of modelling in addressing a certain issue, for example, cannot be successful when using a single modelling program.

## 4.7 Work plan and deliverables

A work plan ensures that the student and supervisor have a clear understanding of what is required from whom at which stage. The work plan can be updated continuously, although deadlines have to be set to ensure adequate progress. A typical work plan lists deliverables against periods of action or periods of completion as shown below. It is always helpful to indicate time spent on the activity (indicated by “X” below) as well as a date of completion (indicated by shaded cells below).

	Year 1												Year 2					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Del. 1	x	x	x															
Del. 2			x	x	x	x												
Del. 3							x	x	x	x	x							

Deliverables refer to agreed-upon milestones in the progress of the research project. Addressing an objective is achieved through the appropriate methodology and is the culmination of proper scientific method, appraisal and deduction. Deliverables should not be confused with objectives and methodology, and should be distinct sections of the work which can be considered completed and which is required to continue. The deliverables may include, for instance:

- Completion of literature review on <specific topic>
- Collation of available historical data
- Site walkover and surface geological mapping
- Intrusive field work and sampling
- Laboratory analyses of selected samples
- Draft Chapters 1 – 3 while laboratory testing continues
- Modelling
- Draft paper submitted to specified journal

- Analysis and interpretation
- Draft dissertation or thesis.

## 5 Conducting Research

Research can commence once you have been registered for the proposed degree at UP and once you have signed the postgraduate contract with the Faculty.

It is expected from the student to take the lead in the research with guidance by the supervisor. The supervisor should not be responsible for gaining literature, conducting field work or interpreting results. Part of the postgraduate degree is the student's ability to conduct research independently and of good quality and this should be reflected clearly.

Students are encouraged to attempt writing papers for peer-review, notably in the review form based on the vast literature review undertaken for postgraduate degrees. The supervisor may require participation in departmental or other conferences, colloquia, congresses, symposia or forums.

## 6 Writing a Dissertation or Thesis

The dissertation or thesis should be complete on its own and should address the development of the research question, a proper case study (or case studies) to address the question and proper analysis. You can request a Word™ template and style sheet providing instructions for writing dissertations and theses.

Examples of plagiarism declarations, as well as title and declaration pages are shown in APPENDIX B and APPENDIX C. These pages precede the Table of Contents and have to be included containing the information shown, even if placed on separate pages or reformatted.

The standard sequence of a dissertation or thesis is as follows:

Cover Page

Abstract; Declaration Page; Acknowledgements

Table of Contents

Lists of Appendices, Figures and Tables

Introduction (rationale; objectives; background)

Literature (development and state-of-the-science related to the topic)

Materials and Methods (case study)

Methodology

Site description

Results

Data acquisition (field work)

Data analysis (modelling; analyses)

Discussion

Data appraisal (discussion; results)

Conclusions

Bibliography

Printed Appendices or DVD

A dissertation or thesis follows the same logical structure as a journal manuscript, but is much more detailed, explanatory and requires a much more detailed literature review.

The following questions should supply guidance throughout the research process.

***Purpose Statement, Hypothesis, Scope or Terms of Reference***

Is the purpose of the investigation or research project clearly defined, within context of the expected outcomes and adequately addressed in the discussion?

***Literature review***

Is the literature review thorough yet concise and containing all the required information? Are the state-of-the-art documents cited? Are the required legislation and guidelines incorporated? Is the development of the methods well discussed? Is an adequate number of recent (ca. 5 years) publications included to address recent advances? Are concepts clearly discussed?

***Methodology***

Are the correct methods applied and are the methods applied correctly to properly address the problem? Are the methods applied in a scientifically sound manner and are the shortcomings of the applied methods addressed? Are the methods well explained and understood?

***Data acquisition***

Are the correct data utilised? Were data collected in the correct ways (e.g. correct excavation, sampling and preservation techniques)? Is the database statistically significant (e.g. not a single sample extrapolated over a complete study area)? Was data acquisition well planned and well executed? Was the student involved directly in the data acquisition?

***Data analysis***

Are the correct methods of data analysis employed? Is the statistical significance or representativeness of the data adequately described? Are analyses well formulated and explained to allow duplication of results?

***Results or appraisal***

Are the results well described in context of the purpose statement and results obtained? Is the discussion well written for clarity and technical soundness? Are the results meaningful, even if in contradiction to the hypothesis? Are the conclusions and recommendations valid?

***Bibliography and plagiarism***

Is the list of references thorough and up to date? Were the correct methods of summarising, paraphrasing and quoting employed? Is the student guilty of plagiarism?

## 7 Writing a Research Paper

You can request a Word™ template providing instructions for writing research papers. A research paper is generally 4 000-10 000 words (depending on detail) and written with the following headings:

- Introduction
- Literature review
- Classical literature
- Recent advances
- Materials and methods
- Study area
- Methodology
- Sampling and data acquisition
- Results
- Discussion/ Conclusions
- Recommendations/ The Way Forward.

Your supervisor will be able to guide you through this process and in the selection of adequate journals for submission. It is ethical – given the amount of effort from the supervisor’s behalf – to make him/her co-author to your publication, provided that he/she approves the content. Furthermore, the student should note the University of Pretoria as his/her affiliation to credit the institution at which the research was conducted.

You can request a Word™ template and style sheet providing instructions for writing journal papers.

## 8 Progress Monitoring

Certain deliverables have to be met in order to successfully monitor progress and improve the likelihood of completion in due time. This is mostly based on frequent interaction between the student and supervisor, and is summarised in APPENDIX D.

## APPENDIX A. APPLICATION TICK LIST

Name of applicant:	
Highest qualification:	
Where obtained:	
Year obtained:	
Institution awarded:	
Activities since:	(e.g. working; studying further; unemployed)
Contact email:	
Contact telephone:	

1.	DEGREE ACCREDITATION	YES	NO
1.1.	Did you complete your previous degree at the University of Pretoria, majoring in a geological discipline?		
1.2.	If "NO" has your latest degree been approved by SAQA?		
1.3.	Does your previous degree directly precede the degree you are enrolling for?		

2.	ENGLISH ABILITIES	YES	NO
2.1.	Is English your first language or did you complete your previous degree in English?		
2.2.	If "NO", did you pass the TOEFL test?		

3.	PROJECT AND STUDY FINANCE	YES	NO
3.1.	Will your employer or bursar pay for your studies and your project work?		
3.2.	If "NO", do you have funding for your postgraduate studies and project work?		

4.	VISAS, PERMITS AND FURTHER DOCUMENTATION	YES	NO
4.1.	Do you have all required study permits, visas and/ or insurance documents in place?		

5.	DEGREE PURSUED	YES	NO
5.1.	Which degree topic are you applying for?		
	Engineering and Environmental Geology		
	Engineering Geology		
	Geology		
5.2.	What level of study are you applying for?		
	M.Sc.		
	Ph.D.		
	Post-doctoral		
5.3.	Will you be studying:		
	Full-time		
	Part-time		

	ADDITIONAL INFORMATION AND ATTACHMENTS (* optional)	YES	NO
6.1.	Identity document (attached)		
6.2.	Complete academic transcripts (attached)		
6.3.	Degree certificates (attached)		
6.4.	Curriculum vita		
6.5. *	Do you have a valid South African driver's license?		
6.6.	Will you be available for consulting as required?		
6.7.	Will you be available for all research seminars as required?		
6.8. *	Additional comments or queries noted below?		

## APPENDIX B. DECLARATION ON PLAGIARISM

The Department of Geology (University of Pretoria) places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation. While academic staff teaches you about referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are at any stage uncertain as to what is required, you should speak to your lecturer before any written work is submitted.

You are guilty of plagiarism if you copy something from another author's work (e.g. a book, an article or a website) without acknowledging the source and pass it off as your own. In effect you are stealing something that belongs to someone else. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work in a slightly altered form (paraphrase) or use a line of argument without acknowledging it. You are not allowed to use work previously produced by another student. You are also not allowed to let anybody copy your work with the intention of passing it off as his/her work.

Students who commit plagiarism will not be given any credit for plagiarised work. The matter may also be referred to the Disciplinary Committee (Students) for a ruling. Plagiarism is regarded as a serious contravention of the University's rules and can lead to expulsion from the University.

The declaration, which follows, must accompany all written work submitted while you are a student of the Department of Geology (University of Pretoria). No written work will be accepted unless the declaration has been completed and attached.

I, the undersigned, declare that:

- i) I understand what plagiarism is and am aware of the University's policy in this regard.
- ii) I declare that this assignment (e.g. essay, report, project, assignment, dissertation, thesis, etc.) is my own original work. Where other people's work has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with Departmental requirements.
- iii) I have not used work previously produced by another student or any other person to hand in as my own.
- iv) I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.
- v) I understand the Department of Geology's policy on plagiarism and the criteria set for using Turnitin by the Department.
- vi) I acknowledge that I am allowed to use Turnitin to evaluate my own work prior to submission.

Full names:

Student number:

Date submitted:

Topic of work:

Signature:

Supervisor:

## APPENDIX C. EXAMPLES: TITLE AND DECLARATION PAGE

### Example of Title Page

Comprehensive project title written exactly as per title  
registration submitted by supervisor

Submitted as partial requirement for the degree  
M.Sc./ Ph.D. Geology/ Engineering Geology/ Hydrogeology

*Submitted to:*

Department of Geology  
School of Physical Sciences  
Faculty of Natural and Agricultural Sciences  
University of Pretoria

*Submitted by:*

Student First Names followed by Surname  
Student Number

Date of Final Version

## Example of Declaration Page

### DECLARATION:

I, the undersigned, declare that the thesis/ dissertation, which I hereby submit for the degree MSc/ PhD at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution.

Full names: Name Name SURNAME

Student number: 12345678

Date submitted: 7 February 2014

Degree: M.Sc./Ph.D. Geology/ Engineering Geology/ Hydrogeology  
*Comprehensive project title written exactly as per title registration submitted by supervisor*

Topic of work: Prof Name Name SURNAME, Department of Geology

Supervisor(s): Dr Name Name SURNAME, Institution

Co-supervisor(s): Signature: \_\_\_\_\_

### ACKNOWLEDGEMENTS:

List important contributions, e.g. sources of data, supervisors and co-supervisors, permission for access, funding agencies, etc.

### ABSTRACT:

Supply a concise (<300 words) summary abstract of the purpose of the research, methodology, study area and results without references (unless the study is focussed around previously published work and reference is required for context), figures or tables. Formatting is kept at a minimum and no redundant information is supplied. The reader is expected to find elaboration in the dissertation or thesis; the abstract should merely supply an overview and a summary of the most important findings and serves the additional function of electronic indexing. For research purposes, abstracts should not be open-ended and should be conclusive containing definitive results.

## APPENDIX D. SUPERVISOR'S PROGRESS TICKLIST

This applies to all mini-dissertations, dissertations, and theses.

Continuous document checklist:

- Memorandum of Understanding
- Ethical Clearance
- Request for Extension
- Progress Results (marks requested by Faculty)

0.	BEFORE REGISTRATION	YES	NO
0.1.	Does the student comply with all the requirements (APPENDIX A) to enrol for the programme, and are you willing and able to supervise the student?		
0.2.	Do you have a complete research proposal and work programme with clearly defined deliverables?		

1.	YEAR 1	YES	NO
1.1.	Do you have <b>Proof of Registration</b> for the correct programme?		
1.2.	Have you signed the <b>Memorandum of Understanding</b> ?		
1.3.	Have you applied for <b>Ethical Approval</b> ?		
1.4.	Have you submitted <b>Progress Results</b> at the end of Semester 1?		
1.5.	Have you had a progress meeting?		
2.	YEAR 2	YES	NO
2.1.	Do you have <b>Proof of Registration</b> for the correct programme?		
2.2.	Have you signed the <b>Memorandum of Understanding</b> ?		
2.3.	Have you submitted <b>Progress Results</b> at the end of Semester 1?		
2.4.	Have you had a progress meeting?		

3.	ADDITIONAL YEAR [    ] (if applicable)	YES	NO
3.1.	Do you have <b>Proof of Registration</b> for the correct programme?		
3.2.	Have you signed the <b>Memorandum of Understanding</b> ?		
3.3.	If required, have you submitted the <b>Request for Extension</b> ?		
3.4.	Have you submitted <b>Progress Results</b> at the end of Semester 1?		
3.5.	Have you had a progress meeting?		
3.	ADDITIONAL YEAR [    ] (if applicable)	YES	NO
3.1.	Do you have <b>Proof of Registration</b> for the correct programme?		
3.2.	Have you signed the <b>Memorandum of Understanding</b> ?		
3.3.	If required, have you submitted the <b>Request for Extension</b> ?		
3.4.	Have you submitted <b>Progress Results</b> at the end of Semester 1?		
3.5.	Have you had a progress meeting?		
3.	ADDITIONAL YEAR [    ] (if applicable)	YES	NO
3.1.	Do you have <b>Proof of Registration</b> for the correct programme?		
3.2.	Have you signed the <b>Memorandum of Understanding</b> ?		
3.3.	If required, have you submitted the <b>Request for Extension</b> ?		
3.4.	Have you submitted <b>Progress Results</b> at the end of Semester 1?		
3.5.	Have you had a progress meeting?		
4.	SEMESTER IN ADVANCE OF EXAMINATION OR RE-EXAMINATION	YES	NO
4.1.	You have submitted the <b>Title Registration and Nomination of Examiners</b> form together with CVs for the proposed examiners?		
4.2.	Have you informed the Faculty of the intention to submit examination copies?		
4.3.	Have you confirmed whether hard copies need to be submitted?		
4.4.	Have you submitted the <b>Submission Form</b> , supporting the proposed submission of the examination version?		

Document checklist on examination and finalisation:

- Title Registration and Nomination of Examiners
- Submission Form
- Turnitin Declaration
- UPSpace UPETD Form

5.	ON EXAMINATION	YES	NO
5.1.	Have you informed the Faculty of the candidate's intention to submit their examination copies?		
5.2.	Have you submitted the <b>Submission Form</b> , supporting the proposed submission of the examination version?		
5.3.	Have you submitted the <b>Turnitin Declaration</b> and Turnitin Report?		
5.4.	If required, do you have evidence that your work was submitted for language editing?		
5.	ON RE-EXAMINATION	YES	NO
5.1.	Have you informed the Faculty of the candidate's intention to submit their examination copies?		
5.2.	Have you submitted the <b>Submission Form</b> , supporting the proposed submission of the examination version?		
5.3.	Has the student, to your satisfaction, addressed all examiner queries in writing?		
5.4.	Have you submitted the <b>Turnitin Declaration</b> and Turnitin Report?		
5.	ON RE-EXAMINATION	YES	NO
5.1.	Have you informed the Faculty of the candidate's intention to submit their examination copies?		
5.2.	Have you submitted the <b>Submission Form</b> , supporting the proposed submission of the examination version?		
5.3.	Has the student, to your satisfaction, addressed all examiner queries in writing?		
5.4.	Have you submitted the <b>Turnitin Declaration</b> and Turnitin Report?		

8.	ON PASSING SUBJECT TO NO FURTHER EXAMINATION	YES	NO
8.1.	Have you communicated examiner comments with the student without disclosing examiner names or affiliations?		
8.2.	Have you approved the edits on behalf of the examiners?		
8.3.	Have you completed the <b>Final Marks</b> form showing the outcomes of the examination?		
8.4.	Has the student been instructed to prepare two proper bound copies for the library and supervisor?		
8.5.	Has one of the bound copies and a single-file PDF and single-file DOCX version been submitted to the Faculty?		
8.6.	Has the UPSpace Electronic Dissertations and Theses ( <b>UPETD</b> ) document been signed?		

X.	QUICK LIST	Y1	Y2	Y3	EXAM	FINAL
X.1.	Proof of Registration	X	X	X	X	X
X.2.	MOU between Supervisor and Student	X	X	X	X	
X.3.	Ethical Approval	X				
X.4.	Progress Marks	X	X	X	X	
X.5.	Title Registration with CV's of Examiners				X	
X.6.	Submission Form				X	
X.7.	Turnitin Declaration and Report				X	
X.8.	Language Editing (if required)					
X.9.	UPETD					X