Purpose

The life cycle points you to various support programmes and services that are offered by the Postgraduate Support Hub, the Department of Research and Innovation, and other players at the University of Pretoria (UP).

As a complement to the Fly@UP programme that caters for undergraduate students, the FlyHigher@UP programme provides academic, administrative and financial support to postgraduate students.

FlyHigher@UP

FlyHigher@UP

- The FlyHigher@UP programme provides holistic support to postgraduate students from the point of recruitment to graduation.
- The programme provides academic, administrative, financial and social support throughout the postgraduate life cycle.
- The support offered includes:
    - Research methodology and proposal writing training
    - Hands-on data analysis training
    - Writing skills training (thesis, dissertation, journal publications)
    - One-on-one consultations
    - Soft skills training
    - Bursaries and scholarships
- More information can be obtained from:
    - Email address: drisph@up.ac.za
    - Website: https://www.up.ac.za/graduate-support-hub

Overview

The postgraduate life cycle covers critical stages and milestones in the journey of a postgraduate student, from enrollment to graduation. Namely:

1. Postgraduate enrolment
2. Supervision and Memorandum of Agreement (MOA)
3. Academic milestones and support
4. Administrative support for international students
5. Financial support
6. Examination
7. Graduation

1. Postgraduate enrollment

As one of the leading research -intensive universities in South Africa and globally, the University of Pretoria welcomes postgraduate students from all over the world. To be enrolled at UP, the three main steps to follow are:

- Choose your postgraduate degree
- Apply for admission
- Register for your degree.

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1.1 Choose your postgraduate degree programme

- Make an informed decision when choosing your postgraduate degree programme. UP offers over 1200 postgraduate academic programmes. Click on the link to choose an appropriate degree programme:
  - https://www.up.ac.za/programmes

- For research focus areas and potential supervisors, click on the link Faculties:
 - https://www.up.ac.za/article/2749393/faculties
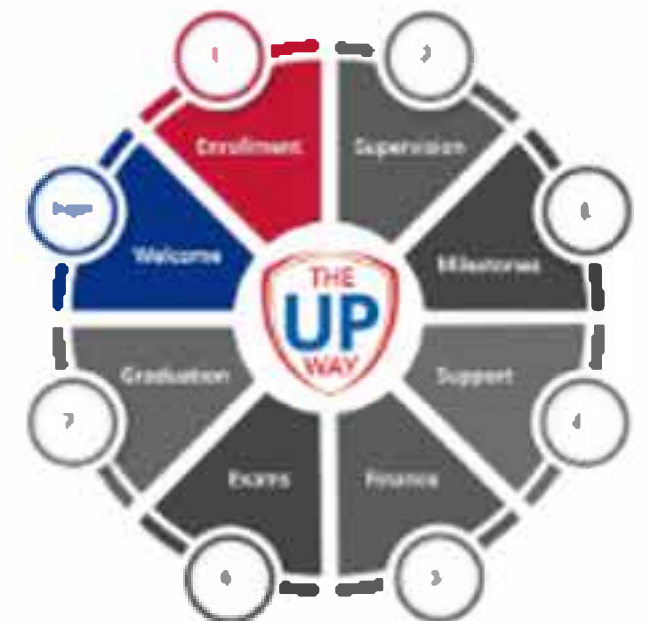
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1.2 Identify and a contact potential supervisor

- After choosing the degree programme you want to pursue, identify a potential supervisor

- Contact the potential supervisor to discuss the possibility of them supervising you

- Information about potential supervisors can be obtained from the web pages of relevant faculties https://www.up.ac.za/article/2749393/faculties
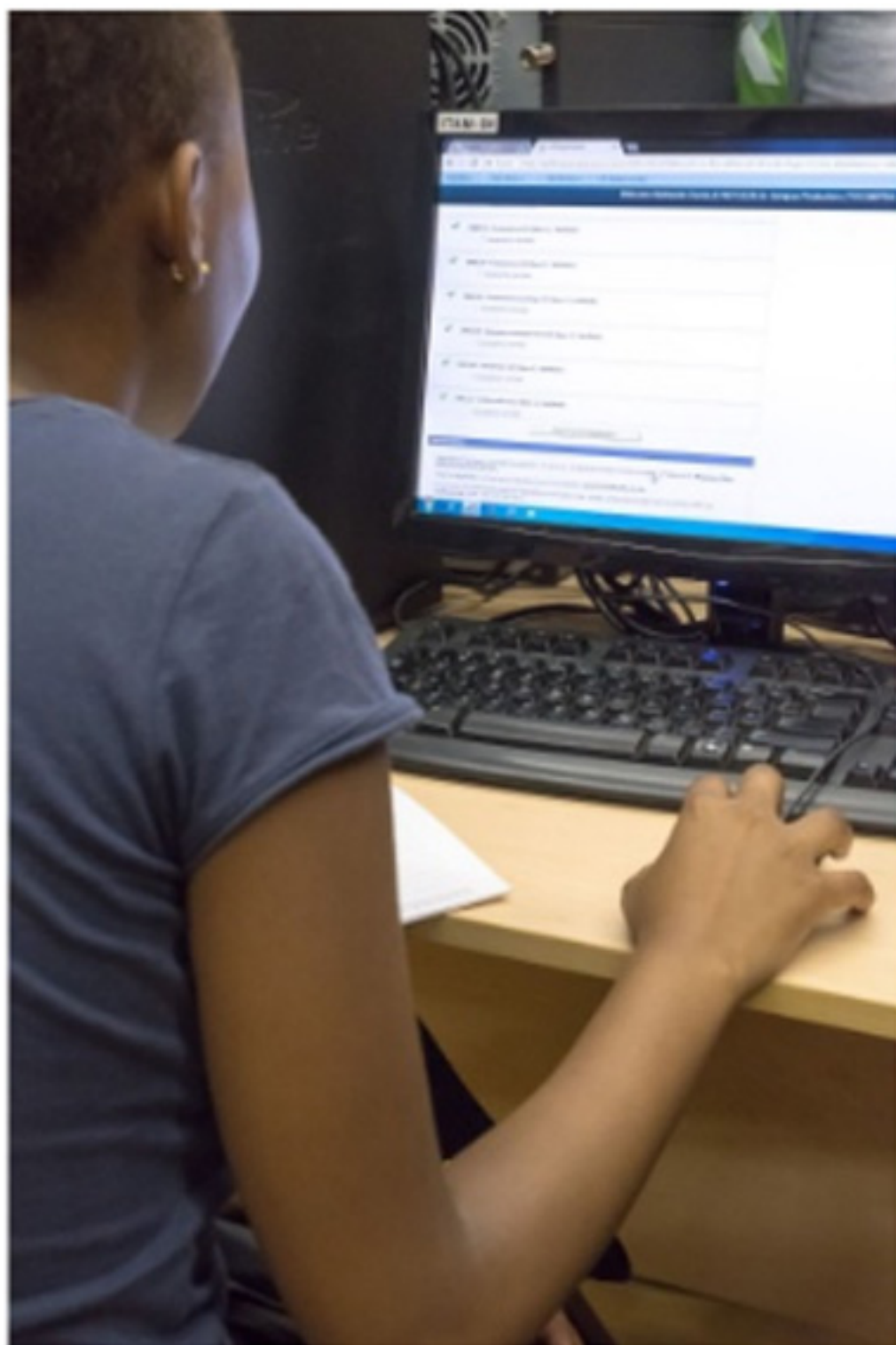
1.3 Apply for Admission

- Applications to study at UP is done on-line.

- Read and follow the instructions when completing the application form . Once the application has been completed, you will receive a reference number which can be used to track your application online.

- Allow sufficient time for academic departments within the faculty to make a decision regarding your application.

- Click on the link to apply
    - https://www.up.ac.za/online-application

1.4 Register for your degree programme

- Before registering, all students are expected to sign a contract, which binds them to the rules and regulations of the University . This contract can be downloaded on the student portal. Once signed, it must be delivered to the Student Service Centre.

- After submitting the signed contract, the student should pay a registration fee which is determined annually. After making payment, the student can proceed with online registration on the student portal.

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2. Supervision and memorandum of Agreement (MOA)

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- Postgraduate students conduct their research projects under the supervision of academic researchers in the relevant faculties of the University of Pretoria. If needed, internal or external co-supervisors may be appointed.

- It is mandatory for each postgraduate student and supervisor to sign a memorandum of Agreement (MOA)
  - https://www.up.ac.za/media/shared/368/Document/Form%20Changes/memorandum-of-agreement-for-academic-supervision-of-postgraduate-students.zp167796.pdf

2.1 Postgraduate supervision guidelines

- It is very important to identify potential supervisors whose areas of research specialisation match the intended postgraduate research project.

- Faculty web pages give information about research focus areas and academics conducting research in those areas.

- UP guidelines for postgraduate supervision are available at:
  - https://www.up.ac.za/media/shared/Legacy/HS%20 guidelines_pg-students-supervision.zp37754.pdf
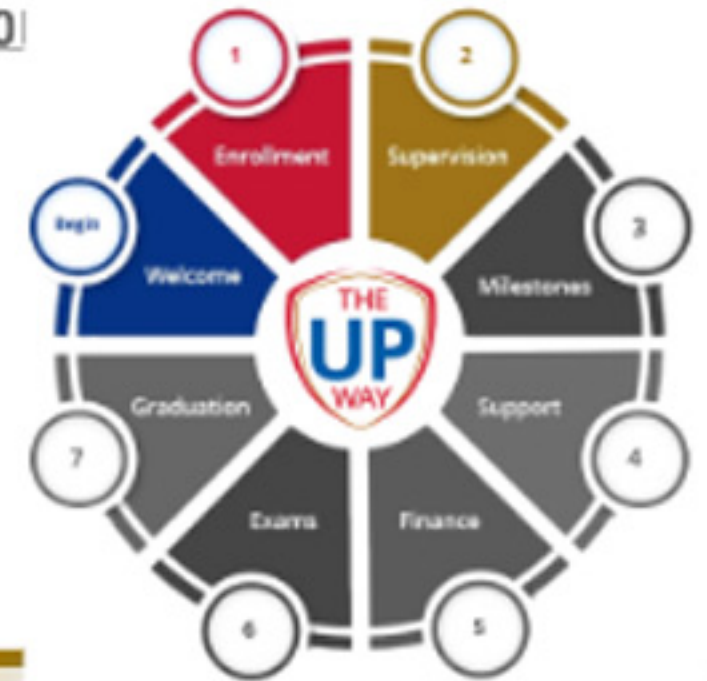
2.2 Research ethics and plagiarism

- The supervisor and the student should be aware of and abide by the University of Pretoria's:

  a) Code of Ethics for Research
  https://www.up.ac.za/media/shared/Legacy/sitefiles/file/45/2875/code_ethics_researchrt42999.pdf

  and

  b) Plagiarism Prevention Policy:
  https://www.up.ac.za/media/shared/1/ZP_Files/s5106-19-plagiarism-prevention-policy.zp181077.pdf

3. Academic milestones and support

- In your postgraduate journey, there are critical milestones that you should accomplish .

- To assist you and the University to monitor your progress in achieving your milestones, the **Graduate Research Management (GRM) system** was developed.

- The GRM system sends reminders to relevant players such as students, supervisors, administrators and Heads of departments.

- The Support Hub runs the FlyHigher@UP programme that offers academic support aimed at helping you achieve your milestones. The support covers the three main stages of your postgraduate journey:
    - (i) Research proposal development and approvals
    - (ii) Data collection and analysis
    - (iii) Writing up of thesis, dissertation, book chapters or journal publications.

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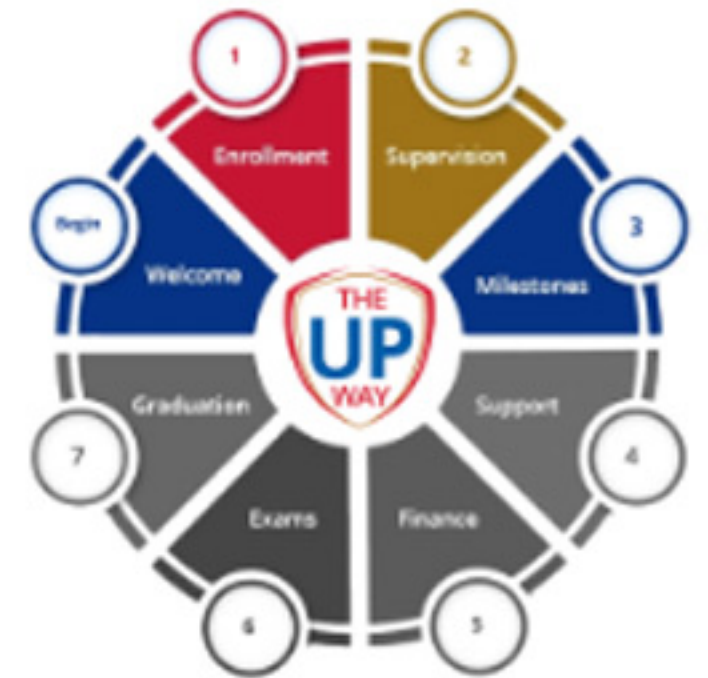
3.1 Research proposal development and approvals

- The first step is to identify a research topic/question that you want to tackle and potential supervisor. For research focus areas and a potential supervisors, visit relevant Faculty Web-pages at:
  - https://www.up.ac.za/article/2749393/faculties/

- The FlyHigher@UP programme provides academic support which covers:
  - Research questions, objectives and introduction
  - Literature review
  - Research methods
  - Research proposal writing skills
  - FlyHigher@UP information is available at:
    - https://www.up.ac.za/graduate-support-hub
- UP Library research guides available at:
  - http://up-za.libguides.com/c.php?g=485435
- Before conducting your research, your research proposal must be approved by:
  - a) Postgraduate academic/scientific committee (Each Faculty has its own committee.)
  - b) Research Ethics Committee (Each faculty has its own committee.)

3.2 Data collection and analysis

- Data collection and analysis should be conducted according to the approved research proposal.

- The University of Pretoria has a research data management (RDM) policy which makes it mandatory for UP students and staff to make their research data accessible to the University. It is therefore mandatory to include an RDM plan in your research proposal.

- The FlyHigher@UP programme provides academic support which covers:
  - Hands-on quantitative data analysis training (SPSS, R, STATA, EpiInfo, etc.)
  - Hands-on qualitative data analysis training (Atlas.ti)
  - One-on-one data analysis consultations

3.3 Writing up of thesis/dissertation/publications

- Research findings should be written up clearly and concisely to avoid ambiguity, inaccuracies and / redundancy.
- The Graduate Support Hub runs the FlyHigher@UP programme which offers academic support covering the following:
    - Writing introduction
    - Writing literature review
    - Writing results and discussion
    - Writing your first journal article/book chapter

- Some relevant resources offered by the UP Department of Library Services can be accessed t through the following link: http://www.library.up.ac.za/

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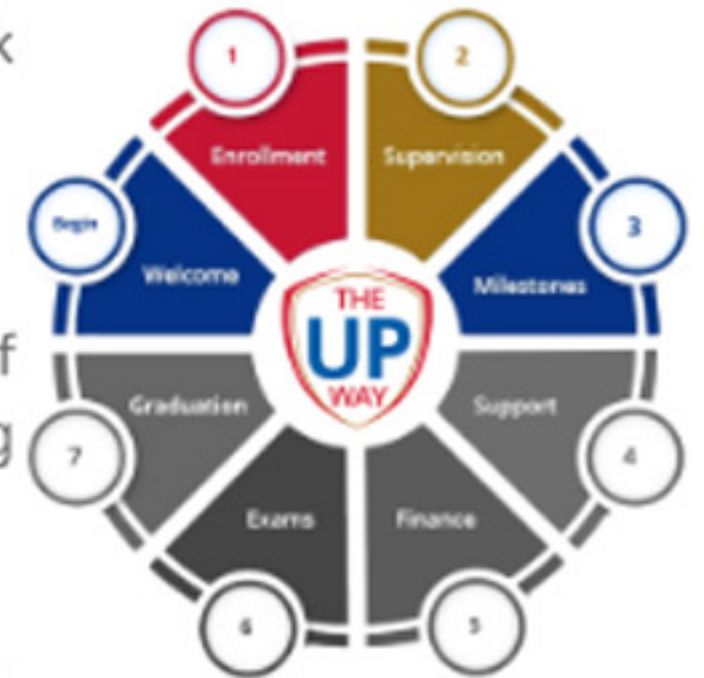
4. Administrative Support for International Students

- The University of Pretoria ensures that international students are supported while they are still in their home countries and when they arrive in South Africa to start their studies.

- Various departments at the University of Pretoria provide complementary administrative support to international students.

- Administrative support offered includes visa/immigration matters, South African medical aid and UP accommodation.

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4.1 Visa/immigration

- The International Cooperation Division provides support and guidance to prospective international students to enable them to obtain Visas before traveling to the University of Pretoria.

- Information about visa/immigration requirements is available at:
    - https://www.up.ac.za/media/shared/361/icd-web.-amended-visa-requirements-2018-11-02.zp164910.pdf

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4.2 South African Medical Aid

- Administrative guidance is provided to international students to obtain South African medical aid which is a requirement for registration at UP.

- According to the Immigration Act, 13 of 2002 (as amended in 2004), all non South African persons entering South Africa on temporary residents permit must have South African Medical Aid that is valid for the period that is covered by the temporary residence permit.

- International medical insurance is not accepted.

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4.3 Accommodation

- The Department of Residence Affairs is responsible for processing applications for placement in UP residences and can be accessed at:
  - https://www.up.ac.za/student-accommodation

- The Graduate Support Hub and the International Cooperation Division provide guidance to international students to secure accommodation in UP residences.

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5. Financial Support

- There are two types of funding opportunities at UP:

  - UP-funded bursaries
  - Externally funded bursaries and scholarships

- As and when the funding opportunities are open/available, they are disseminated through various communication channels including:

  - Email communication
  - Social media
  - Website:
    - https://www.up.ac.za/funding

6. Examination

- There are different types of postgraduate degrees offered at UP:
  - Masters by Coursework and research
  - Masters by 100% research (full dissertation)
  - Phd degree's are by 100% research (thesis)

- Each of the degree types has specific examination processes and requirements.

6.1 Degree by coursework

- Two components partially contribute to the fulfillment of the requirements for the degree.

- The two components are:

  - Marks for course work (written assignments, tests and examinations)

  - Marks for Mini-Dissertation

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6.2 Degrees by full dissertation

- Examination is based on full dissertation or thesis
- Deadlines for students to submit thesis/dissertation for examination to relevant Faculty Postgraduate Administrators (PSA) are:

  - 30 April for September (Spring) graduation
  - 31 August for April (Autumn) graduation

- Student to give at least three months notice to submit thesis/dissertation for the examination to relevant PSA

- Supervisor to submit names of the potential examiners to PSA at least 3 months before submission of the thesis/dissertation

7.Graduation

- This is the ultimate goal of the postgraduate journey.

- It is critical to be aware of the various responsibilities of the student and the deadlines for graduation.

- It is the responsibility of the student to obtain the pertinent graduation attire.

7.1 Responsibilities and deadlines for graduation

- There are 2 graduations per year :
    - April (Autumn) graduation
    - September (Spring) graduation

- After examination, supervisor gives student changes stipulated by the examiners

- Student to submit final thesis/dissertation to PSA :
    - By 15 February for April (Autumn) graduation
    - By 15 July for September (Spring) graduation

- Confirmation of degree awarded is sent to the student by PSA

- Student to check and confirm accuracy of information

- For more information, student can send an email to the graduation division on graduation@up.ac.za

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THANK YOU

- **Postgraduate Support hub**

  - The Postgraduate Support Hub (PSH) is a unit within the Department of Research and Innovation. It endeavours to facilitate and coordinate the processes and activities aimed at developing and supporting postgraduate students and postdoctoral fellows.
    - https://www.up.ac.za/graduate-support-hub

- **Postgraduate Recruitment**
  For more information regarding this presentation or postgraduate recruitment , email
  pgrecruitment@up.ac.za
    -

- **Research Commons**
  - The Research Commons is a dedicated advanced space for fully registered Masters, PhD postgraduates, Postdoctoral Scholars well as UP Staff.

  - http://www.library.up.ac.za/research_commons/index.htm

- **Research Guide**
  - This Research Guide provides tips and tools for postgraduate students to complete their research.

  - http://up-za.libguides.com/c.php?g=485435

Developed in collaboration with the Department of Library Services.

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THE UP WAY

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