

# POSTGRADUATE GUIDELINE 2020



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## Faculty of Theology and Religion

Welcome as a postgraduate student to the Faculty of Theology!

It is important to read the Regulations as explained in the [General Information and Regulations brochure](#) of the University of Pretoria. The summary of the regulations as contained in this guide, will both benefit the student and the supervisor.

The three stages of postgraduate study can be categorised as:

1. APPLICATION AND REGISTRATION
2. RESEARCH PROPOSAL & TITLE OF DISSERTATION/THESIS
3. SUBMISSION PROCESS & EXAMINERS

## CONTENTS

### **I. APPLICATION AND REGISTRATION**

- 1.1 GENERAL INFORMATION
- 1.2 ADMISSION REQUIREMENTS
- 1.3 FEES AND FUNDING
- 1.4 ADMISSION
- 1.5 REGISTRATION
- 1.6 RE-REGISTRATION
- 1.7 SUPERVISOR

### **II. RESEARCH PROPOSAL AND TITLE REGISTRATION**

- 2.1 APPOINTMENT OF SUPERVISOR
- 2.2 MEMORANDUM OF UNDERSTANDING
- 2.3 RESEARCH PROPOSAL
- 2.4 ETHICAL CLEARANCE
- 2.5 PLAGIARISM
- 2.6 APPROVAL OF RESEARCH PROPOSAL
- 2.7 REGISTRATION OF TITLE

### **III FINALISATION OF THESIS/DISSERTATION**

- 3.1 FINALISATION OF THESIS OR DISSERTATION
- 3.2 SUBMISSION OF THESIS OR DISSERTATION
- 3.3 EXAMINERS AND EVALUATION
- 3.4 DRAFT ARTICLE
- 3.5 EXAMINATION PROCEDURES
- 3.6 FINAL SUBMISSION TO ACADEMIC SERVICES
- 3.7 ACADEMIC RECORDS

### **IV GUIDELINES FOR SUBMISSION OF DISSERTATIONS**

- 4.1 PhD
- 4.2 MASTER'S

### **V RESEARCH LIFECYCLE OF A PHD STUDENT**

## **I APPLICATION AND REGISTRATION**

### **1.1 GENERAL INFORMATION**

#### ***APPLICATIONS***

The University of Pretoria has an [online application system](#). All applications must be submitted online together with the prescribed application fee.

The application is processed, a student number is allocated and the required documents are electronically recorded. If you do not submit all the required documents, the application will not be processed.

The University has detailed instructions for the completion of an ONLINE application via the website of the University of Pretoria. Please follow this accurately to ensure that the process runs smoothly.

#### ***INTERNATIONAL STUDENTS DIVISION (ISD)***

A [guide for International Students](#) is available on the website or at the CSC. This guide contains valuable information for international students.

#### ***SOUTH AFRICAN QUALIFICATIONS AUTHORITY***

Please note that the University requires international students to have their academic records evaluated by the SAQA.

Contact SAQA at: Postal address: PostNet Suite 248 , Private bag X06, Waterkloof, 0145. Physical address: SAQA House (formerly known as Hatfield ForumWest), 1067 Arcardia Street, Hatfield, Pretoria.

Helpdesk: 086 010 3188 Tel: +27 12 431 5000 Fax: +27 12 431 5039

Email: [saqainfo@saqa.org.za](mailto:saqainfo@saqa.org.za) Website: [www.saqa.org.za](http://www.saqa.org.za)

#### ***PAYMENTS***

The student finance department is at the CSC. Fees may be settled at the cashiers in the Client Service Centre, or directly deposited into the University's bank accounts at ABSA and Standard Bank, or via the website by your own bank. The student number should be used as reference. The deposit slip should be retained for reference purposes. Details of the accounts are as follows:

ABSA STANDARD BANK

Branch: Hatfield, Branch code: 63 2005

Account Nr: 214 000 0054

### **1.2 ADMISSION REQUIREMENTS**

The admission requirements for the different postgraduate degree programmes are explained in the [Yearbook of the Faculty of Theology](#).

Applicants must ensure that they meet the minimum requirements for the specific programmes before submitting their applications.

### 1.3 FEES AND FUNDING

Information on [fees and funding](#) is available on the website.

### 1.4 ADMISSION

All applications will be forwarded to the relevant Head of Department for recommendation to the admission committee. The Admission Committee, a sub-committee of the Postgraduate Committee of the Faculty of Theology, will finally approve or disapprove the application.

Administration will inform the student in writing via the student portal whether the application has been successful or not. Trace your admission letter and other communications via your Student Centre.

### 1.5. REGISTRATION

Registration opens the first week in January. Before a student can register, a registration fee or levy must be deposited into his student account.

International Students must also contact the International Office on campus. A levy must be paid to the International Office in addition to the registration deposit. A student must also join an approved medical aid scheme.

Email address: [isd@up.ac.za](mailto:isd@up.ac.za).

**The last date for postgraduate students to register for an academic year is end of March.**

**Students who are following a coursework programme must register before the end of February.**

### 1.6. RE-REGISTRATION

A student must re-register annually until the programme is completed. A re-registration fee is payable before registration. Full tuition fees will be charged annually for every study year. See FEES AND FUNDING brochure.

The **minimum period** of study for the doctoral programme is two years and the **maximum** period of study is three years. The **minimum** period of study for the master's programme is one year and the **maximum** is two years.

**An additional year will be granted subject to application and approval by the Dean.**

#### **1.7. SUPERVISOR**

Contact the relevant Head of Department (by email or by telephone) with details on your specific interest or possible topic of research. Make an appointment to discuss your topic with the supervisor. Info on the [research leaders](#) is available on the web site of the Faculty of Theology

## **II RESEARCH PROPOSAL AND TITLE REGISTRATION**

### **2.1 APPOINTMENT OF SUPERVISOR**

The Head of Department will nominate a suitable supervisor for appointment by the Postgraduate Committee. The relevant department will inform the student in writing of the official appointment of the supervisor. The nomination must be done by the supervisor on the prescribed form ([dwarsvorm](#)) obtainable from Student Administration.

### **2.2 MEMORANDUM OF UNDERSTANDING**

After registration, the supervisor and student will enter a memorandum of understanding. This document will provide a basis for the interaction between the student and the supervisor. It is the responsibility of the student to plan and manage his/her studies in accordance to this agreement.

### **2.3 RESEARCH PROPOSAL**

The research proposal outlines the proposed procedures of a specific research project. It is a crucial step in the research process and must ensure that quality is built into the research process at an early stage.

The research proposal should therefore identify a problem and give evidence that the student has a firm grasp on the problem to be investigated.

### **2.4 ETHICAL CLEARANCE**

A student must apply for ethical clearance to commence with fieldwork. An application must be submitted together with his research proposal to the Research & Ethics Committee of the Faculty of Theology. [Information](#) on the electronic submission and acquisition of the ethical clearance form can be obtained from the secretary of the Research & Ethics Committee. Contact your supervisor.

### **2.5 PLAGIARISM**

Information brochures on this topic are available at the Academic Information Services web site:

<http://www.up.ac.za/en/about-up/article/2013215/why-learn-about-plagiarism>

### **2.6 APPROVAL OF RESEARCH PROPOSAL – RESEARCH COMMITTEE**

A research proposal of approved academic standard is compiled with the guidance of the supervisor. Submission information is available on the [website](#)

## **2.7 REGISTRATION OF THE TITLE**

The Postgraduate Committee of the Faculty must approve a title. The supervisor must submit the title to the Chairperson of the Postgraduate Committee (see the prescribed form Annexure A) on recommendation of the relevant head of the department.

### III FINALISATION OF THESIS OR DISSERTATION

#### 3.1 FINALISATION OF DISSERTATIONS AND THESES

Your supervisor will guide you and furnish information on the research and writing of the thesis or dissertation.

Programme	Title of research output	Weight or research component (research credits)	Number of words	Number of pages
BDiv Level 8	Research essay	30	7 500	20
PG Dip (Theol) Level 8	Research essay	30	7 500	20
MDiv Level 9	Mini-dissertation	604	15 000	40
MTh (coursework) Level 9	Mini-dissertation	90	22 500	62
MTh Level 9	Dissertation	180	50 0005	138
PhD Level 10	Thesis	360	90 000	250

#### MDiv, MTh (coursework) and MTh (Level 9)

On the Master's level, a mini-dissertation (MDiv and MTh [Coursework]) or a dissertation (MTh) must be submitted. The research component of the Master's degree requires that a student demonstrates that s/he has achieved mastery in a specific academic field, acquired a body of advanced-level knowledge, and has applied skills of critical analysis and evaluation to the results of the research. Students awarded a Master's degree should have acquired the intellectual skills required to pursue further studies or research in a largely self-directed, independent manner. Importantly, a Master's degree does not require that the student completes original research which makes a novel contribution to the body of knowledge in the field.

#### PhD (Level 10)

A Doctor of Philosophy (PhD) degree is a research-based qualification, awarded for a submitted thesis (an independent study) conducted in the sciences or humanities. The award requires the creation and interpretation of new knowledge, making a significant and original contribution at the forefront of the academic discipline or area of professional practice, manifest ability to conceptualise, interrogate and answer high level research questions, and understanding of relevant research techniques. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through basic discipline-based or multidisciplinary study or applied research. A graduate should then be competent to supervise and evaluate the research of others in the area of specialisation.

#### 3.2 SUBMISSION OF A THESIS OR DISSERTATION



No student will be allowed to submit a dissertation or thesis for examination without the approval of the supervisor. The printed submission form must be obtained at Student Administration. It is the responsibility of the supervisor to ensure that the dissertation or thesis satisfies the minimum standards.

The student must on recommendation of the supervisor, inform Student Administration in writing of his/her intention to submit – three months before the final submission.

**Only complete submissions, with all the required documentation will be accepted.**

**Submission deadlines:**

**30 April to qualify for the Spring graduation ceremony in September and**

**30 August to qualify for the Autumn graduation ceremony in April.**

### **3.3 EXAMINERS AND EVALUATION**

The examiners are appointed by the Postgraduate Committee. At least three to six months prior to submission, the supervisor must submit the names of potential examiners to a meeting of the Postgraduate Committee for approval. The required info of an examiner must be completed on the student form - as kept by the supervisor – and a short CV must be attached.

The potential examiner must receive a short paragraph (+ 5-6 sentences) on the research to help him/her decide to accept the nomination.

Three examiners are nominated for a doctoral thesis: one national and one international and an internal examiner. One national examiner and an internal examiner are nominated for a research master's dissertation or a dissertation of limited scope. Some departments will not appoint an internal examiner for the mini-dissertation of a course work master's programme. An examiner has six working weeks to read the work and write an examination report.

The criteria for evaluation as explained in the General Regulation brochure is provided to an examiner as guidelines.

#### **CRITERIA FOR EVALUATION**

- (a) A dissertation must prove a candidate's ability to work independently.
- (b) A doctoral thesis must contain proof of original research that contributes to the development of new knowledge and expertise.
- (c) A thesis/dissertation is evaluated on:

Scholarly and academic standard of research, methodology and comprehension of field of research.

Scholarly and academic quality of processing and presentation; Editing and use of language;

Technical finish and layout;

Suitable for publication: either in total or selected sections.

(d) If the dissertation is rejected, an amended version or another dissertation may be submitted within two years.

(e) The thesis may only once be submitted in the amended form.

The identity of the examiners may not be released to the candidate until the examination process has been completed.

### **3.4 DRAFT ARTICLE**

The publication of research findings in an accredited journal is important as the research results will be made available to the research audience.

Before or on submission, at least one article for publication must be drafted. For master's research a draft article must be submitted and for PhD studies proof of submission to an accredited journal must be submitted as per G.51.

Conferment of the degree is subject to compliance of the stipulations of this regulation.

The supervisor is responsible for ensuring that the draft article is taken through the processes of revision and resubmission, as may be necessary.

The draft article will be distributed together with the examination copies of the thesis amongst the examination panel members for discussion at the oral defense if one is required.

### **3.5 EXAMINATION PROCEDURES**

First year PhD students will be called for a proposal defence by their respective departments in the format deemed appropriate by the department. Only with the approval of the proposal at this departmental defence will a PhD student be allowed to register for a second year.

#### **GUIDELINES FOR DOCTORAL DEFENCE OF RESEARCH PROPOSAL.**

1. Registered PhD Student to submit 2-3 pages on topic and planned doctoral research to HOD. In the submission, the following must be attended to:
  - Indication of research field (eg: Within Practical Theology: Youth Ministry / Within Systematic Theology: Christology / Within NT: Parables)

- Possible research question. A single question that clearly indicates what the student wants to research, that is, what the student see as the focus of the study and what the student wishes to know in completing the study. It represents the research gap the student wants to fill.
  - A brief reflection on the methodology that will be used to answer the research question.
  - An indication of what resources / literature have already been consulted in connection with the problem field and research question.
2. HOD to attend to student's planned doctoral research topic and plan. If student did not request a specific supervisor, a supervisor will be appointed at a Departmental meeting. If research topic and plan is approved, the student will be requested to draw up a research proposal
  3. Student to complete a research proposal in collaboration with his / her supervisor within the first six months after registration. The process is fully online.
  4. Supervisor to attend with student to title; research scope, objectives and plan; methodology and ethical clearance if needed; overview of structure of research, literature, timeline, and language.
  5. Supervisor to give notice of the proposal defence at which the supervisor is expected to be present. The date for the proposal defence must be determined by the Department
  6. Supervisor responsible to provide other members of the Department with a copy of the completed research proposal at least one week in advance.
  7. Members of the Department are expected to work through the research proposal and give their commentary at the defence.
  8. Student to present his / her research proposal for about 15 minutes, paying attention especially to title, overview of research, objectives and timeline.
  9. Members to decide on one of the following outcomes:
    - ✓ The research proposal be accepted;
    - ✓ The research proposal be accepted with noted corrections;
    - ✓ The research proposal be reviewed and resubmitted; or
    - ✓ The defence to be repeated
  10. Decision of meeting to be minuted

11. If the research proposal is not accepted as presented, the student must attend to the research proposal as decided on during the defence. Supervisor to ensure that the outcome of the defence committee is attended to
12. Supervisor to ensure that approved / revised research proposal is submitted to Mrs Daleen Kotze – where possible - within a week after the defence
13. Mrs Daleen Kotze request from the HOD to appoint an evaluator from the relevant department to do a final evaluation.
14. If in order, the research proposal is sent to the Research Committee for final approval. If not, it is returned to the supervisor. Supervisor to attend to evaluation in collaboration with the student and re-submit

### **Evaluation of the thesis:**

#### **Examiners' reports**

Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially. Every report has to contain one of the following recommendations:

- (aa) that the degree be conferred without any changes to be made to the thesis by the candidate;
- (bb) that the degree be conferred as soon as minor changes have been made to the thesis by the candidate, to the satisfaction of the head of the department;
- (cc) that the degree be conferred as soon as the candidate has made major changes to the thesis to the satisfaction of the examination panel;
- (dd) that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit the thesis at a later stage for re-examination;
- (ee) that the thesis be rejected and that the candidate does not pass.

The examiners' reports are made available to the Head of Department by the Head: Student Administration. In the case of a thesis, the examiners' recommendations made are preliminary in nature and subject to the successful completion of revisions as required by the examiners and the recommendation of the Postgraduate Committee.

If the examiner's reports are conflicting or major revisions are required, the candidate should be called for oral questioning to confirm the recommendation of the panel. In this case the head of department arranges and chairs an oral examination during which the candidate is required to do a presentation on the thesis. The examiners appointed constitute the examination commission for the oral examination. If an examiner cannot participate in the examination the supervisor calls upon one of the substitute examiners appointed to act as a member of the examination commission.

If the head of department is the supervisor, a head of department from one of the other departments must be appointed.

After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the Head of Department to consider the success of the candidate's representation, to review all the examiners' reports and to submit a consolidated report to the Postgraduate Committee with one of the following recommendations:

- that the degree be conferred;
- that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit it at a later stage for re-examination; or
- that the thesis be rejected and that the degree not be conferred on the candidate.

### **3.6 FINAL SUBMISSION FOR ACADEMIC SERVICES**

Immediately after the the recommendation is made to confer the degree, corrections are done and the final hard bound copy is submitted to Student Administration together with two electronic versions on CD. One must be in MS word or some other word processing package and one in Adobe Acrobat or .pdf.

PLEASE NOTE: The degree will not be conferred unless the final copy is submitted before 15 February for the April graduation ceremony and 15 July for the September graduation ceremony.

Please check again the submission instructions (attached) regarding other requirements.

### **3.7 DEGREE CERTIFICATE AND ACADEMIC RECORDS**

The certificate is only printed once – thereafter a duplicate will be issued.

Degree certificates will be forwarded to students who did not attend the graduation ceremony by the office of the Registrar. Certificates will not be kept by the University.

Academic records are furnished by the Client Service Centre to registered students.

After the graduation ceremony, you are no longer an official registered student and have to contact MIE.

MIE South Africa verifies qualifications issued to any person anywhere.

## IV GUIDELINES FOR THE SUBMISSION OF THE DISSERTATION

### 4.1 DOCTORAL THESIS

#### DATES OF SUBMISSION

- (a) End of April for
- (b) End of August for

#### CONFERMENT OF DEGREE

- September – Spring Graduation Ceremony
- March/April – Autumn Graduation Ceremony

(c) A student must inform the Faculty Student Administration in writing **3 months** before submission:  
Name, student number, study leader, title, a paragraph on content of thesis for the information of the examiner.

### DOCTORAL CANDIDATES SUBMISSION

Two (2) spiral bound copies and a PDF copy of the thesis must be handed in at the Student Administration of the Faculty of Theology.  
Bound

- **Title page** in front (See General Regulation).
- **Ethics clearance letter/confirmation**
- A **summary** of 500 words in **English** (in front or at the back) must be included in each bound copy (See General Regulation).
- The declaration as stipulated in G.50 d v.
- A list of 10 applicable **key terms** at the end of the summary.

Loose:

- **Submission form** -signed by the study leader. Obtainable from Administration of Faculty of Theology.
- **Citation for the graduation book**– (maximum 150 words, see example attached))
- **An abstract** in English (350 words) and a copy of title page in English (See General Regulation).
- **Draft article** for publication in collaboration with the study leader (See General Regulation).
- **Written proof must be submitted with the thesis that the article has been submitted to an accredited academic journal for publication.**
- **Ethics statement as per Regulation G50 2 d**
- **Ten points** to be discussed at the oral defense of the thesis. In collaboration with the study leader.

NB: **Immediately after the oral defense or confirmation of the conferring of the degree**, the thesis is

finalized:

- One hard bound copy is handed in at the faculty administration for the library.
- Electronic copies: 2 copies, one in PDF format and the other in MSWord format on a CD are submitted to the Faculty Administration for the library where the thesis will be published on the internet.
- The UP Space form must be completed and also signed by promoter.
- Final dates for submission to library: 15 July for September Graduation Ceremony and 15 February for April Graduation Ceremony.
- Please contact the following email address for more information on how to submit this copy electronically [upetd@up.ac.za](mailto:upetd@up.ac.za) or look at the following website <http://upetd.up.ac.za>

### TECHNICAL FINISHING

- Copies are spiral bound with the final copy in **hard cover**:
- Title of thesis, surname and initials printed on the front.
- Year, surname and initial on the spine of the hard bound copy.
- Copies must be printed on good quality paper and with quality letter print.
- A4 or A5 printed on one side or both sides.

## 4.2 SUBMISSION OF MASTER'S DISSERTATION/MINI-DISSERTATION

### DATES OF SUBMISSION

- (a) End of April for  
(b) End of August for

### CONFERMENT OF DEGREE

- September – Spring Graduation Ceremony  
March/April – Autumn Graduation Ceremony

(c) A student must inform the Faculty Student Administration in writing **3 months** before submission:  
Name, student number, study leader, title, a paragraph on content of thesis for the information of the examiner.

## 2. MASTER'S CANDIDATES SUBMISSION OF DISSERTATION:

A PDF document to be handed in at the Student Administration of Faculty of Theology:

Bound:

- **Title page** in front.
- **Ethics clearance letter/confirmation**
- A **summary** of 350 words in **English** (in front or at the back).
- A list of at least 10 **key terms** (in collaboration with the study leader) must be included after the summary.
- The declaration as per Regulation G.39 6 e

Loose:

- **Submission form** signed by the study leader. Obtainable from Faculty.
- **Draft article** for publication in collaboration with the study leader if available

**Immediately after the reports of the examiners** have been released, the dissertation is finalized;

Below is required for full research only, not mini-dissertations:

- One hard bound copy is handed in at the faculty student administration for the library.
- Two electronic copies of dissertation: one in PDF format and the other in MSWord format on a CD are submitted to the Faculty Administration for the library.
- The UP Space form must be completed and also signed by supervisor.
- Please contact the following email address for more information on how to submit this copy electronically [upetd@up.ac.za](mailto:upetd@up.ac.za) or look at the following website <http://upetd.up.ac.za>

## 3. TECHNICAL FINISHING

- The final copy as a **hard cover**:
- Title of dissertation/thesis, surname and initials printed on the front.
- Year, surname and initial on the spine of each hard bound copy.
- Copies must be printed on good quality paper and with quality letter print.
- A4 or A5 printed on one side or both sides.