



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Humanities

Fakulteit Geesteswetenskappe
Lefapha la Bomotho

FACULTY OF HUMANITIES POSTGRADUATE GUIDE

Welcome as a postgraduate student to the Faculty of Humanities - Established more than 100 years ago. Congratulations on being selected for either a master's or a doctorate programme. We are looking forward to spending the next few years with you what promises to be a lively and stimulating group of postgraduate students as the Faculty of Humanities has a long tradition of and extensive experience in a wide range of disciplines in the languages, arts, and the social sciences.

The vision of the University of Pretoria is to be a leading research-intensive university in Africa, recognised internationally for its quality, relevance and impact, and also for developing people, creating knowledge and making a difference locally and globally.

General Information and Regulations brochure

This [brochure](#) not only contains information on regulations and rules, but also general info that will both benefit the student and the supervisor. Specific important regulations will be referred to in the brochure. It is the responsibility of all students to familiarise themselves with the General Regulations of the University, as well as faculty-specific regulations, and the procedures, rules and instructions pertaining to study in any Faculty.

Language policy

Although the language policy is available on the UP web page, you have to contact the Head of Department for the best possible scenario in your department and environment.

Academic year

The academic year of the University of Pretoria is from January until end of November.

STEP NUMBER ONE!

Contact the relevant [Head of Department](#) before an application is submitted.

The HoD will need information on your provisional research topic or a shortened research proposal.

THE LIFECYCLE OF A POSTGRADUATE STUDENT aligned with General Regulation G.50 can be grouped as follows:

- I **FOUNDATION** → Application and Registration
- II **MOMENTUM** → Research proposal, Ethical clearance & Title of dissertation/thesis III **FINAL PHASE**
→ Submission process, Article for Journal & Examination process
- IV **APPENDIX** → Forms

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I APPLICATION AND REGISTRATION

1.1 GENERAL INFORMATION

APPLICATIONS

The University of Pretoria has a centralised [online application system](#). Applications are submitted electronically with the prescribed application fee. Please follow the steps on UP web accurately to ensure that the process runs smoothly.

The centralised office will process the application: a student number is allocated and the required documents are electronically recorded. If all the required documents have not been submitted the application will not be processed.

INTERNATIONAL STUDENTS DIVISION (ISD)

It is very important that all international students should read the [Guide for International Students](#) on the website or contact the Student Service Centre by email for more info – ssc@up.ac.za

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 Website: www.saga.org.za

PAYMENTS

Student finances are managed by the Student Service Centre (with the cashiers for cash payments). Look for the **Quick Links** - [Credit card payments and bank details](#) on the UP web for easy payments. Use student number as reference. Keep the deposit slip for reference purposes.

The University has TWO bank accounts - ABSA and Standard Bank. Either one can be used for direct deposit or via the website by your own bank. Details of the accounts are as follows:

ABSA

Branch: Hatfield

Branch code: 632005

Account number: 214 000 0054

Swift code: ABSAZAJJ

STANDARD BANK

Branch: Hatfield

Branch code: 011545

Account number: 012 602 604

Swift code: SBZAZAJJ

MyTUKS Login

To track your status, student account, academic record, bursary, all correspondence etc, you can log in the UP Portal.

Please do the following when using the UP Portal:

- Type in www.up.ac.za → Portal login → New user.

You must create new user to get a password to log in the UP Portal.

When you are logged in the UP Portal, please click on the link, "student centre" and then "admission status" to view your application status or any other personal info. MyTUKS Login ->Student Centre ->

Enquiries: Email: ssc@up.ac.za Number: 012 420 3111

1.2 ADMISSION REQUIREMENTS

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

Applicants must ensure that they meet the minimum requirements for the specific programmes before submitting their applications. **It is very important to contact the Head of Department before an application is made.**

1.3 FEES AND FUNDING

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

1.4 ADMISSION

The Head and Admission Committee of the relevant Department will approve or disapprove the application and where possible, recommend a provisional supervisor. The admission letter will be on the [STUDENT PORTAL](#) indicating how the student should register. Trace your admission letter and other letters via your

MyTUKS Login -> Student Centre -> Communications.

1.5. REGISTRATION

Registration opens the first week in January for the new academic year. Before a student could register, the deposited registration fee must reflect in the student account – at least 48 hours after payment.

International Students must also contact the International Office (ISD) on campus. A levy must be paid to the International Office in addition to the registration fee. A student must also join the prescribed South African medical aid scheme. Email address: isd@up.ac.za.

A student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

The last date for postgraduate students (research programmes) to register for an academic year is end of March.

Students who are following a course work programme (including honours) must register before the end of February.

1.6. ANNUAL RE-REGISTRATION

A student must re-register annually until the programme is completed. Full tuition fees will be charged for every study year. See [Fees and Funding](#) brochure. It will not be possible to register until the registration fee has been paid and reflects in the student account.

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.

Under special circumstances, the dean, on the recommendation of the head of department or the Postgraduate Committee, may give approval for a limited fixed extension of this period.

A master's degree or doctoral degree is conferred on a student only if he or she complies with all the requirements laid down in faculty regulations.

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 provisional supervisor. Sometimes a supervisor may be directly approached by the prospective student. The capacity of the department in terms of the number of qualified academics and the resources available in terms of time and facilities will also determine the outcome of accepted students. Info on the [research supervisors](#) is available on the web site of the Faculty of Humanities.

II RESEARCH PROPOSAL, ETHICAL CLEARANCE AND TITLE REGISTRATION

2.1 APPOINTMENT OF SUPERVISOR

The Head of Department will nominate a suitable supervisor for final appointment by the Postgraduate Committee. The student and supervisor will meet to discuss the research proposal. The relevant department will inform the student of the supervisor. Joint supervision may be desirable in cases where the research topic cuts across disciplines.

2.2 AGREEMENT

After registration, the supervisor and student will enter an [agreement \(Gen Reg G.39.3\)](#) to ensure the partnership is settled for the project. This document will provide a basis for the interaction between the student and the supervisor and to establish reasonable and agreed upon expectations. It is the responsibility of the student to plan and manage his/her studies in accordance to this agreement. A copy of the agreement is available on the **UP Portal** – MyTUKS Login -> Student Centre -> To do list.

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 topic to be investigated. However, it is not unusual and quite acceptable for ideas formulated at the beginning of the study to change or even be discarded as the study progresses. A supervisor should not focus only on areas where the student requires development, but also, and possible in particular, on areas of strength.

2.4 ETHICAL CLEARANCE

All students involved in academic and research activities do so with responsibility and with respect for the highest professional standard. Supervisors need to encourage students to be able to identify and deal with the ethical issues relating to their research, results and publications.

A student must apply for ethical clearance to commence with fieldwork. The Supervisor will submit the application for ethical clearance with the research proposal.

An application must be submitted together with this research proposal to the Research & Ethics Committee of the Faculty of Humanities. 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

Plagiarism is a serious form of academic misconduct which can lead to expulsion from an institution such as a university, civil claims and even criminal charges. Information brochures on this topic are available on the Academic Information Services web site and also in the [General Regulations](#) & <http://www.up.ac.za/en/about-up/article/2013215/why-learn-about-plagiarism>

2.6 APPROVAL OF RESEARCH PROPOSAL – RESEARCH ETHICS/ POSTGRADUATE COMMITTEE

A research proposal of approved academic standard is compiled with the guidance of the supervisor.

The research proposal and ethical clearance must be submitted to the Postgraduate Committee and approved before the end of the first year of registration.

The supervisor will complete the Title Registration form for the research proposal and indicate the title. After the recommendation by the head of Department, it will be forwarded via the departmental administrator to the Postgraduate Committee for final approval.

2.7 REGISTRATION OF THE TITLE

The Postgraduate Committee of the Faculty will approve a title. The approved titles will be noted by the Faculty Board. Ensure that the approved title corresponds with the title of your thesis/dissertation. See annexure for the title registration form.

Notes on how to formulate a title

In a title every word counts. What it should contain:

- key concepts that become chapters;
- words denoting the relationship between the key concepts;
- the specific discipline/sub-discipline should be clear;
- maybe something methodological: “approach”, “perspective”, or some specific theory, model or method;
- the main title (key concepts) and sub-title (discipline and/or methodological information).

What it should not contain:

- any unnecessary words, e.g. “study”, “research”, “investigation”;
- a verb (which makes it a sentence rather than a title);
- a question.

2.8 LEAVE OF ABSENCE (LOA)

A student may apply for [leave of absence](#) one year (or at the most two years) leave of absence. Valid reasons for the absence of the study year must be supplied. The written application (Annexure 4.3) must be submitted to the Postgraduate Committee with the approval of the supervisor and relevant Head of Department. The student will have no access to the library during that year and will be responsible for the registration fee and any other outstanding fees applicable to that year.

III FINALISATION OF THESIS OR DISSERTATION

Master’s degrees: Regulations G.30-G.41

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. The quality of the thesis depends largely on the acquired skill developed in writing and editing as part of the student’s research training. The length of a master’s dissertation or a doctoral thesis will be determined by the discipline and research methodology used.

See detailed info in **annexure**.

Types of master's degree (Gen Reg G.30.1.)

1. At the Faculty of Humanities, there are two types of master's degrees (NQF exit level 9, 180 credits) in terms of the Higher Education Qualifications Sub-Framework (HEQSF), namely:

- a) Master's degree by dissertation: a single advanced research project, culminating in the writing of a dissertation. It must be proof of a candidate's ability to work independently. It should reflect a scientific and academic standard of research, procedures and methodology. The dissertation should cover the literature in that field of research and the structure and logical development must culminate in critical findings with a conclusion. 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.
- b) Master's degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. It must contain a research project comprising a minimum of 60 credits at NQF level 9. The mini-dissertation will be evaluated by the same qualities as for the full dissertation.

Doctorates (NQF Exit Level 10, 360 credits) (Gen Reg G.42-G.54)

A doctorate is conferred by virtue of a **thesis**, provided that the faculties may lay down the additional requirements of written and/or oral examinations. A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.

Apart from additional requirements stipulated by faculties, the thesis is evaluated on the following:

Reg G.50.4.(c)

- (aa) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;*
- (bb) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;*
- (cc) editing and use of language;*
- (dd) technical finish and layout which must meet the requirements set by faculties; and*
- (ee) whether the thesis or parts thereof is publishable.*

A Doctorate (PhD/DPhil/DLitt/DMus) degree is a research-based qualification, awarded for a submitted thesis (an independent study) conducted in 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 INTELLECTUAL PROPERTY

All rights in regard to intellectual property (**Gen Reg G.50.1.(g)**) that is produced by a student during his or her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration.

3.3 SUBMISSION OF A THESIS OR DISSERTATION

The supervisor must approve the submission of a dissertation or thesis for examination. It is the responsibility of the supervisor to ensure that the dissertation or thesis satisfies the minimum standards. The printed submission form is included in the annexure (or may be requested at Student Administration).

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. **(Gen Reg G.50.1.(d)ii)** A short paragraph (\pm 5-6 sentences) on the research must be included. Notice of submission form in **annexure**.

An electronic copy will be forwarded to the examiner for examination purposes. One - or more - hard bound copies may also be required for examination if requested by the examiner(s). Summary of submission process in annexure.

SUBMISSION DEADLINES:

31 March to qualify for the Spring graduation ceremony in September and

31 August to qualify for the Autumn graduation ceremony in April.

Late submissions will be certified/signed by student and might cause that graduation will be moved to the following ceremony. A re-registration for the next academic year may be required.

PLAGIARISM CHECK!

Postgraduate students must use a service eg. [Turnitin](#), for the check of plagiarism in their writings. Please contact your supervisor for reference. The University of Pretoria supports Turnitin. Turnitin is an internet-based service and checks the documents for unoriginal content. See also paragraph 2.5

3.4 EXAMINERS AND EVALUATION

The examiners are appointed by the Postgraduate Committee. At least three to six months prior to submission, the supervisor must nominate the names of potential examiners via the HoD and departmental administrator to a meeting of the Postgraduate Committee for approval. The normal required info of an examiner must be completed on the Title Registration form - as kept by the supervisor – and a short CV attached. **(Gen Reg G.50.4(a)).**

The potential examiner must receive a short paragraph (+ 5-6 sentences) regarding 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. **(Gen Reg G.50.4(c))**

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. From this point, the supervisor may have NO communication with the examiners.

The doctorate is not conferred with distinction (as no mark is captured).

3.5 DRAFT ARTICLE

Before or on submission of a thesis, a student must submit proof of the submission of an article (**Gen Reg G.51**) as issued by an accredited journal, to the Head: Student Administration. The submitted article should be based on the research that the student has conducted for the thesis and should have been approved by the supervisor. The supervisor shall be responsible for ensuring that the article has been taken through all the processes of revision and resubmission, as may be necessary.

3.6 ORAL DEFENSE – DOCTORAL CANDIDATE

The oral defense for a doctoral candidate takes place if all the examination reports are positive. The purpose of the defense is a final assessment of the doctoral study. It may include:

- A presentation of findings;
- Responses to the written reports by the examiners;
- An intellectual discussion on related fields to the thesis and article.

In a few cases it will not be required to have the oral defense (examination), usually when the examination reports are very good. The Head of Department will request the Deputy Dean for exemption via the consolidated report on all the examination reports.

3.7 CONSOLIDATED REPORT

The Head of Department or non-examining chairperson must write a consolidated report (**Gen Reg G.504.(d)iv(cc)**) on the examiners' reports soon upon receipt thereof for submission to the Chair of the Postgraduate Committee and Dean.

3.8 FINAL SUBMISSION TO ACADEMIC SERVICES

Once the examination report or parts thereof has been disclosed to the student, corrections must be done promptly. The final luxury copy of the doctoral thesis and master's dissertation must be submitted to Student Administration together with two electronic versions on CD. The doctoral thesis or uploaded to UPspace at <http://repository.up.ac.za/>

One must be in MS Word or some other word processing package and one in Adobe Acrobat or .pdf. No luxury bound copy is required for a master's mini-dissertation. The examiners should still not be revealed to the candidate.

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.

3.9 DEGREE CERTIFICATE AND ACADEMIC RECORDS

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

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. Lost certificates will be the students' responsibility.

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

MIE South Africa verifies qualifications issued to any person anywhere.

After the graduation ceremony, you are no longer an official registered student and have to contact [MIE](#).

Jean Park Chambers, Building 1, 252 Jean Avenue, Centurion, 0157

+27 (012) 644-4000 info@mie.co.za

Contact Details

8:00 am – 5:00 pm, Monday to Friday (South Africa Time)

+27 (012) 644-4000 +27 (012) 644-

2055 info@mie.co.za

www.mie.co.za

Physical Address	Postal Address
Jean Park Chambers, Building 1	P.O Box 525
252 Jean Avenue, Centurion	Irene
South Africa	South Africa
0157	0062

IV ANNEXURES

FORMS AND THE GUIDELINES FOR SUBMISSION

- 1. Technical details – dissertation and thesis**
- 2. Agreement**
- 3. Notice of submission**
- 4. Submission form**
- 5. Late submission form**
- 6. Guidelines for Curriculum Vitae and Laudationes – doctoral**
- 7. Guidelines for submission process: doctoral & master's**

V ACKNOWLEDGEMENTS

**Faculty of Theology – their guide served as framework; Permission received from Chair of Postgraduate Committee.
Prof Y Dreyer – notes on title.**

Fact Finder, General Rules and Regulations (2017).

UP Web: Humanities: Doctorate and master’s information. Faculty of Humanities website.

Guidelines for Supervision, June 2012.

RSSA-6

Research Document Type	Honours Research Essay	Mini-Dissertation (Coursework MA)	MA Dissertation	PhD/D.Phil./D.Litt. Thesis
Length without bibliography	7 500 – 9000 words (25-30 pages)	16 000 – 19 000 words (50 to 60 pages)	30 000 – 36 000 words (100 – 120 pages)	60 000 – 90 000 words (200 – 250 pages)
Length of Proposal without Ethics Form	3-4 pages	5-6 pages	8-10 pages	12-15 pages
Proposal Approval	Departmental Rescom.	Departmental Rescom. Ethics Com. if live participants used	Full InfoEd Process	Full InfoEd Process
Literature Study	Yes, but very limited	Yes, but limited	Yes, detailed and primary sources required.	Yes, comprehensive/definitive
Number of Sources Consulted (Very approximate)	20-30 Depending on discipline	30-40 Depending on discipline	50-100 Depending on discipline	200+ Depending on discipline
Externally Examined	Moderated by external examiner	Two examiners at least one of whom is an external one	Two examiners at least one of whom is an external one	At least two external examiners one of whom is not based in South Africa.
Article	Not required	Must be written. Submitted to journal at supervisor's discretion	Must be written and should be submitted to journal	Essential and must be submitted to accredited journal.
In Library	No	At discretion of department	Yes	Yes

Memorandum of Agreement

for Academic Supervision of Postgraduate Students

*This document should be read in conjunction with the following University of Pretoria policy documents: the **University of Pretoria General Regulations** applicable to postgraduate study the **University Code of Ethics for Research**, the **University Plagiarism Policy**, the **Policy for the Preservation and Retention of Research Data**, the **Intellectual Property Policy**, the **Guidelines for Postgraduate Supervision** and the **Declaration of Originality form**.*

These documents are all available on the university of Pretoria web site (<http://www.up.ac.za>) and on request from the Registrar's Division.

*Clear mediation mechanisms are available to deal with any grievances, personal problems or disagreements that may arise between a postgraduate candidate and the supervisor. (Refer to the General Regulations and Information of the University of Pretoria pertaining to the **Student Communication Channel**, Section B.15).*

Name of student: Student number:

..... Degree:

.....

Department:

School:

Faculty:

Initial - Student	
Initial - Supervisor	

Memorandum of Agreement between Postgraduate Student and Supervisor

THE STUDENT (name)

accepts and undertakes the following roles and responsibilities:

1. Abiding by the relevant rules and regulations of the University.

2. Working independently under the guidance of the supervisor, and ensuring that she or he stays abreast of the latest developments in the field of study.
3. Agreeing with the supervisor, and abiding by, a time schedule which outlines the expected completion dates of various stages of the research work (See Supervisor section, #4 below).
4. Attending pre-scheduled meetings with the supervisor, and being adequately prepared for these consultation sessions (See Supervisor section, #5 below).
5. Submitting written work at times agreed upon by the student and the supervisor.
6. Taking account of the feedback provided by the supervisor before subsequent submission of written work.
7. Undertaking to submit the dissertation or thesis within the prescribed time for the completion of the degree unless exceptional circumstances arise, and to plan accordingly.
8. Accepting responsibility for the overall coherent structure of the final dissertation or thesis and, as far as possible, submitting written work that is free of spelling mistakes, grammatical errors and incorrect punctuation.
9. Undertaking to submit draft papers for publication, taking into account advice provided by the supervisor.
10. Informing the supervisor of any absence or circumstances that may affect the research progress and time line.

THE SUPERVISOR (name)

accepts and undertakes the following roles and responsibilities:

1. Abiding by the relevant rules and regulations of the University.
2. Assisting the student in building knowledge and research skills in the specific area of postgraduate study and relevant to the level of the degree.

<i>Initial - Student</i>	
<i>Initial - Supervisor</i>	

3. Ensuring that the proposed research project is feasible, of an appropriate level for the degree under consideration, and that the necessary resources and facilities will be available to enable the student to complete the research timeously.
4. Providing information on the conditions to be met in order to achieve satisfactory progress/performance and assisting with the construction of a written time schedule which outlines the expected completion dates of various stages of the research work.
5. Being accessible to the student by attending meetings in line with a schedule agreed upon in advance by the supervisor and the student, and being prepared for the meetings.

6. Implementing an arrangement for student supervision in cases where the supervisor is away from the University e.g. sick leave, sabbatical leave, or leaves the employ of the University, and communicating these arrangements to the student timeously.
7. Accepting submission of written work at intervals agreed on by the student and supervisor, providing constructive comment and criticism within a time frame jointly agreed on at the start of the research, and informing the student, in writing, of any inadequacy relating to progress or work, in relation to the expectations previously agreed on by the student and supervisor.
8. Assisting the student with the production of the dissertation or thesis, providing guidance on technical aspects of writing including discipline-specific requirements.
9. Assisting with the publication of research articles as appropriate and agreeing the ownership of research results in accordance with the University's policy on intellectual property.
10. Contributing to the student's academic development by introducing her or him to relevant academic and professional networks through conferences, seminars and other events where possible.

THE STUDENT and THE SUPERVISOR :

1. confirm that we have read and understood this Memorandum of Agreement and
2. agree to accept its content for the duration of the period of study in respect of the degree as specified below.

<i>Initial - Student</i>	
<i>Initial - Supervisor</i>	

**RECORD OF AGREEMENT ON PLACES AND DATES OF MEETINGS,
MILESTONES AND DEADLINES**

(to be completed at the time when the Agreement is signed)

<i>Initial - Student</i>	
<i>Initial - Supervisor</i>	

Name of student:

Student number:

Degree:

.....

Department:

School:

Faculty:

Signed at on (date)

Student's signature:.....

Name of supervisor:.....

Supervisor's signature:.....

Name of co-supervisor:.....

Co-supervisor's signature:.....

Provisional date for thesis / dissertation submission:

Date Forwarded to the Head of Department:

Signature of receipt by Head of Department:.....

<i>Initial - Student</i>	
<i>Initial - Supervisor</i>	

NOTICE TO SUBMIT

(Reg.G.50.1(d)ii)

*Student administration should be informed, in writing, of the intention to submit the dissertation/thesis at least **3 months** prior to submission for examination*

Surname and initials:.....

Student number:.....

Degree:.....

Final title of dissertation/thesis:.....

.....

Short paragraph on contents (5-6 sentences):

.....

.....

.....

.....

*hereby give notice that I intend to submit my dissertation/thesis for examination with a view to the graduation ceremony to be held during **(please indicate with X)**.*

APRIL <i>(Submission date: end August)</i>	SEPTEMBER <i>(Submission date: end March)</i>
--	---

.....

Signature

Supervisor

.....

Signature

Student

.....

Date



LATE SUBMISSION OF SOFT-BOUND COPIES FOR EXAMINATION

DUE DATES: 31 AUGUST FOR APRIL GRADUATION AND 31 MARCH FOR SEPTEMBER GRADUATION

Due to the fact that your thesis/dissertation was submitted after the deadline for submission, the period available for examination is limited. No guarantee can therefore be given that the degree will be conferred at the next applicable graduation ceremony (even should the examiners' reports be positive). Please also note that you might have to re-register for the following academic year.

Permission from your supervisor for you to submit after the deadline is also required.

I, _____ student number _____ hereby acknowledge that I am aware of the possible consequences of the late submission of my thesis/dissertation and accept the implications thereof.

Signature of the student

Date

Signature of the supervisor

Date

Signature of the dean (if applicable)

Date

Reason(s) for late submission

**GUIDELINES FOR CURRICULA VITAE AND LAUDATIONES OF
DOCTORAL CANDIDATES IN GRADUATION CEREMONY**

The language used for the *curriculum vitae* and the *laudatio*, is the language the candidate indicated as his/her language of preference (English or Afrikaans) during registration.

CURRICULA VITARUM: (Printed in the programmes)

- Maximum of 250 words focusing on the thesis and conclusion;
- No biographical background to be included;
- Names of the external examiners are excluded;
- The CV is not read by the promotor during a ceremony. It is printed in the programme.

LAUDATIONES: (Read to the audience, not printed in the programme)

- Maximum of 150 words;
- Brief narrative description of the nature of the research and description of the original contribution of the research;
- The laudation is read by the promotor during a ceremony when introducing a doctoral candidate.

The promotor is responsible for obtaining the abovementioned versions for inclusion in the graduation ceremony programme. This is part of the submission process for a doctoral candidate to Student Administration.

UPSPACE SUBMISSION FORM FOR ELECTRONIC THESIS/DISSERTATION

TO BE COMPLETED BY STUDENT:

Surname	Initials	Title
Student number	Study completed in Month & Year	
E-mail address	Should your e-mail address be made available on the UPSPACE website? YES NO	
Telephone number ()	Cell number ()	
Department		
Faculty	Degree	
Supervisor	Co-supervisor	
Title of the study:		
Please supply 5 keywords for the study:	1.	
	2.	
	3.	
	4.	
	5.	
<p>Copyright declaration</p> <p>I hereby certify that, where appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my thesis, dissertation, or project report ("the work"), allowing distribution as specified below. I certify that the version of the work I submitted is the same as that which was approved by my examiners and that all the changes to the document, as requested by the examiners, have been effected. I hereby assign, transfer and make over to the University my rights of copyright in the work to the extent that it has not already been effected in terms of a contract I entered into at registration. I understand that all rights with regard to copyright in the work vest in the University who has the right to reproduce, distribute and/or publish the work in any manner it may deem fit.</p> <p>BE AWARE OF PREDATORY PUBLISHERS. Contact the Open Scholarship Office for information, procedures and processes regarding the publication of postgraduate research material: Dr. Leti Kleyn, leti.kleyn@up.ac.za or 012 420 3876.</p> <p>SIGNATURE OF STUDENT : _____ DATE: _____</p>		

TO BE COMPLETED BY SUPERVISOR:

Surname	Initials	Title
E-mail address for enquiries		
Have all the necessary changes as requested/indicated by the examiners been made and are you satisfied that this copy is the final copy? Please encircle your option. YES NO		
<p>Availability: The student and I agree that, subject to the authorisation of the University as owner of all intellectual property rights in the work, both the paper and electronic copies of the abovementioned work should be treated as follow:</p> <p><input type="checkbox"/> Release the entire work immediately for worldwide access in support of open access.</p> <p><input type="checkbox"/> Do not provide any access to the work for a period of two years to allow us to complete negotiations regarding publication or patents. Note: A longer period will have to be negotiated with the Vice-principal Research and Postgraduate Studies.</p> <p><input type="checkbox"/> The work should under NO CIRCUMSTANCES be made accessible. A letter of permission from the Vice-principal: Research and Postgraduate Studies is attached.</p> <p><input type="checkbox"/> Mini-dissertation with permanent restriction according to Departmental policy.</p> <p>SIGNATURE OF SUPERVISOR: _____ DATE : _____</p>		

TO BE COMPLETED BY STUDENT ADMINISTRATION:

Date of degree awarded	Are you satisfied that the above information is correct? YES NO	<input type="checkbox"/> CD <input type="checkbox"/> Hardcopy <input type="checkbox"/> Self-submitted
DATE: _____	NAME OF OFFICER: _____	SIGNATURE _____

PLEASE DELIVER THE FORM TOGETHER WITH CD AND BOUND COPY OF YOUR THESIS/DISSERTATIONS TO YOUR FACULTY'S POST-GRADUATE STUDENT ADMINISTRATION OFFICE. YOU CAN ALSO SUBMIT YOUR THESIS OR DISSERTATION DIRECTLY TO UPSPACE <http://repository.up.ac.za/>

GUIDELINES FOR THE SUBMISSION OF MINI-DISSERTATION/DISSERTATIONS/ THESES FOR EXAMINATION

- | | | | |
|----|-------------------------|----------------------------|---|
| 1. | SUBMISSION DATES | GRADUATION CEREMONY | |
| | (a) End of March | for | possible graduation September (Spring graduation) |
| | (b) End of August | for | possible graduation March/April (Autumn graduation) |

Notice to submit: A student must inform the Faculty Student Administration in writing 3 months before submission: Name, student number, supervisor, title, a short paragraph on content of mini-dissertation/dissertation/thesis. (Notice form included in appendix)

2. DOCTORAL CANDIDATES

2.1 Copies required for examination:

Ring-bound copy: One for each examiner (usually 3 examiners) (ring-bound copies are acceptable for examination purposes).

Electronic: The examination copy must be submitted electronically (CD/USB flash drive).

2.2 Bound:

- (a) Title page in front.
- (b) An abstract of not more than 250 words each in Afrikaans (optional) and in English (in front or at the back). A list of at least 10 key terms should be added to the summary.

2.3 Unbound:

- (a) Submission form: To be submitted with examination copies approved by the supervisor). (See Appendix)
- (b) Title page in English.
- (c) The supervisor (or the head of the department if the supervisor is not available), in consultation with the candidate, is responsible for drafting the doctoral candidate's *curricula vitae* and *laudatio*. (Guidelines in appendix)
- (d) Proof that article was submitted for publication (in consultation with promoter).

3. MASTER'S DEGREE CANDIDATES – Mini-dissertation / Dissertation

3.1 Copies required for examination:

Ring-bound copy: One for each examiner (usually 2 examiners) (ring-bound copies are acceptable for examination purposes).

Electronic: The examination copy must be submitted electronically (CD/USB flash drive).

3.2 Bound:

- (a) Title page in front.
- (b) An abstract of not more than 250 words each in Afrikaans (optional) and in English (in front or at the back). A list of at least 10 key terms should be added to the summary.

3.3 Unbound:

- (a) Submission form: To be submitted with examination copies (approved by the supervisor (See Appendix)
- (b) Title page in English.
- (c) Proof that article was submitted for publication (in consultation with supervisor). (For full dissertations only – not applicable to mini-dissertation)

4. AFTER EXAMINATION

Once the examination report or parts thereof has been disclosed to the student, corrections must be done promptly. The final luxury copy of the doctoral thesis and master's dissertation must be submitted to Student Administration together with two electronic versions on CD. The doctoral thesis or uploaded to UPspace at <http://repository.up.ac.za/> One must be in MS Word or some other word processing package and one in Adobe Acrobat or .pdf. No luxury bound copy is required for a master's mini-dissertation. The examiners should still not be revealed to the candidate. [UPSpace form](#) in appendix.

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.

For detailed information consult the University's General Rules and Regulations.

