CONSIDERING POSTGRADUATE STUDIES?

1. EXPLORING POSSIBILITIES
   • Different universities offer different programmes that cater for different needs. Explore all possibilities.
   • Before committing yourself, discuss your intended studies with the head or senior member of the department.
   • Since postgraduate studies involve research, identify and explore a research interest in advance.
   • Success depends on having the time and capacity for postgraduate studies.

2. PRACTICAL CONSIDERATIONS
   • Why postgraduate studies? Make sure that you pursue postgraduate studies for the right reasons.
   • Do you have sufficient time for postgraduate studies? Full-time master’s and doctoral programmes are based on a 45-week academic year, i.e. 1 800 hours per year between end-January and early-December. Part-time studies have a longer duration and require working after hours.
   • What may compromise the successful completion of your studies? Consider and weigh up all the factors.
   • How long will the studies take? Postgraduate studies always take longer than anticipated and planned. The duration depends on the time, effort and quality of work you are prepared to put into it.
   • Are there short cuts? Postgraduate research is a demanding activity that requires in-depth knowledge, extensive reading, theoretical engagement, intellectual independence, systematic analysis, critical thinking, insight and the ability to put your thoughts on paper – and often repeating this process. There are no short cuts. Success depends on a strict academic regimen, a sustained effort and the ability to work independently.
   • Is residency in Pretoria essential or can I undertake the studies abroad? Postgraduate studies require personal contact and interaction. Although residency in Pretoria is not essential, you must maintain regular contact with your supervisor for planning and feedback. In addition, you must have access to an academic library.

GETTING STARTED

1. ACADEMIC PROGRAMMES

The Department of Political Sciences offers the following master’s and doctoral programmes:
   • DPhil (International Relations) or DPhil (Political Science): These are thesis based research degrees, including an oral defence of the thesis.
   • MA (International Relations) or MA (Political Science) based on research: These are dissertation based research degrees.
   • MA in International Relations or in Political Science based on coursework: These structured programmes include a coursework component (50%) and a research component (50%) in the form of a mini-dissertation.
   • Master of Diplomatic Studies (MDIPS) and Master of Security Studies (MSS): These structured programmes include a coursework component (66,6%) of four modules and a mini-dissertation (33,3%) The total research component (50%) includes the mini-dissertation and a research methodology module.

NB: Please enquire in advance about the availability of the programmes – some may be suspended. The MDIPS, being a closed programme presented for institutional partners, is currently unavailable.

2. ADMISSION REQUIREMENTS

2.1 Formal requirements

   • DPhil (International Relations) or DPhil (Political Science): A master’s degree with specialisation in the Political Sciences. An average of 65% is required in this degree. In the case of a coursework master’s degree, the research component must comprise at least 50% of the degree; a minimum mark of 65% is also required for the research component. Prospective students may be required to submit a qualifying essay, to sit for an examination or to do additional work/modules to enable them to reach the desired level of study. An acceptable level of proficiency in English or Afrikaans is required. An approved research proposal is also required.
   • Research MA (International Relations) or MA (Political Science): An honours degree with specialisation in the Political Sciences. An average of 65% is required in this degree. Prospective students may be required to submit a qualifying essay, to sit for an examination or to do additional work/modules to enable them to
reach the desired level of study. An acceptable level of proficiency in English or Afrikaans is required. An approved research proposal is also required.

- **Coursework MA (International Relations) or MA (Political Science):** An honours degree with specialisation in the Political Sciences. An average of 65% is required in this degree. Prospective students may be required to submit a qualifying essay, to sit for an examination or to do additional work/modules to enable them to reach the desired level of study. An acceptable level of proficiency in English or Afrikaans is required. An approved research proposal is also required.

- **Coursework degrees (MSS / MDIPS):** An honours degree in Political Sciences or directly related fields (or a related university degree with sufficient relevant work experience in, respectively, the security field [for MSS admission] or in the diplomatic field [for MDIPS admission], with the approval of Senate). An average of 65% is required in this degree. Prospective students may be required to submit a qualifying essay, to sit for an examination or to do additional work/modules to enable them to reach the desired level of study. An acceptable level of proficiency in English is required.

2.2 Additional requirements

- Prospective students with a foreign entry-level qualification obtained at a non-South African tertiary institution must have their qualifications evaluated and certified by the Centre for the Evaluation of Educational Qualifications (CEEQ) at the South African Qualifications Authority (SAQA) (see [http://www.saqa.org.za](http://www.saqa.org.za)) prior to applying for admission. Applications without the SAQA accreditation are not considered.

- Prospective students with non-English language foreign entry-level qualifications must complete a language proficiency test prior to applying for admission. Other applicants may be required to complete the test. Where proof of language proficiency is required, applications without the test results are not considered. The following tests are acceptable: Local applicants – the Test of Academic Literacy for Postgraduate Students (TALPS) of the University of Pretoria. This test is written at the University of Pretoria and a small fee is payable in advance. Direct enquiries to the Unit for Academic Literacy at (+27 12) 420-4834/2334. You can also take an Online Test at [http://www.icelda.sun.ac.za](http://www.icelda.sun.ac.za). Arrange the online test in advance with the UP Unit for Academic Literacy. Foreign or local applicants unable to write TALPS at the University of Pretoria or online – either the International English Language Testing System (IELTS) test (at [http://www.ielts.org](http://www.ielts.org)) or the Test of English as a Foreign Language (TOEFL) (at [http://www.ets.org](http://www.ets.org)).

- The postgraduate programmes (excluding MDIPS / MSS) are discipline specific. The admission requirement is an entry-level qualification in the Political Sciences (i.e. *either* in International Relations/Politics or in Political Science). If the entry-level degree is not discipline specific (e.g. in Politics, Political Studies or a directly related field of specialisation), the department will decide – based on the content of the entry-level degree – for which field of specialisation you qualify and whether additional coursework is required for admission.

- Prospective students with an entry-level qualification in a discipline other than the Political Sciences (e.g. in History, Philosophy, Sociology, Law, Public Administration, Development Studies, etc. – are as a rule not admitted to the master’s or doctoral degrees in International Relations or Political Science. Prospective students first have to obtain the required entry-level qualification or the equivalent status thereof through additional coursework. Consult the Head of Department prior to submitting an application for admission.

- Unless submitted in advance or required by the Head of Department, a research proposal is not essential. However, prospective students (excluding MDIPS / MSS) have to indicate a provisional research theme.

- Admissions (excluding MDIPS / MSS) are furthermore subject to:
  - the feasibility of the research, informed by a research theme; and
  - the availability of a supervisor with the specialised knowledge and capacity to provide supervision.

3. INFORMATION

- The regulations on postgraduate studies appear in the General Regulations of the University of Pretoria and in the postgraduate yearbook of the Faculty of Humanities (obtainable from faculty or at [http://www.up.ac.za](http://www.up.ac.za)).

- Additional academic information can be obtained from the Programme Manager, listed in the yearbook. Information on or assistance with non-academic matters – e.g. registration, tuition fees, bursaries and financial assistance, university accommodation, etc. – is provided by the Client Service Centre (CSC) (Tel: 012-4203111 or [csc@up.ac.za](mailto:csc@up.ac.za)) and/or by Faculty Student Administration (and not by this department).

- Foreign students must also contact the university’s International Department for assistance.

4. APPLICATION FOR ADMISSION

- Prospective postgraduate students have to apply for admission to the University of Pretoria and to the specific degree programme. Make the application at Student Administration of the Faculty of Humanities or on-line (at [http://www.up.ac.za](http://www.up.ac.za)) (and not by this department).

- As a university rule, the closing date of postgraduate applications for the next academic year is end-September. MSS / MDIPS applications, however, close end-December. Admission and registration close end-
March for the research master’s and doctoral degrees and mid-February for the coursework degrees. Late applications are dealt with at the discretion of the department, subject to late registration fees if applicable.

- Application forms are available at Student Administration, the Client Service Centre (CSC) or the UP-website (http://www.up.ac.za). Submit the completed application form and supporting documentation to Student Administration who will forward it to the Head of Department (or to the Programme Manager) for a final decision. Incomplete applications are referred back to applicants. Direct all subsequent enquiries regarding submitted applications to Student Administration (and not to this department).
- Prior to application, prospective students may approach the Head of Department (or the Programme Manager) to explore the possibilities of postgraduate studies. In the event, provide supporting documentation.
- Except for the MDIPS / MSS degrees, the Head (or Acting Head) of Department approves admission (and registration). No other staff member can approve or authorise admission.
- Admission to the MDIPS / MSS degrees is approved by a departmental admissions committee chaired by the Programme Manager. Prospective students must contact the Programme Manager in advance and provide any additional information that may be required.
- After admission, the Head (or Acting Head) of Department (in conjunction with the Programme Manager in the case of the MDIPS / MSS degrees) appoints a supervisor for the research component.

5. REGISTRATION AND RE-REGISTRATION

- Registration takes place after admission, at Student Administration (and not at this department). Students have to re-register for each subsequent academic year.
- Students for a master’s degree by research or a doctoral degree must submit an approved research proposal before registration. If the proposal is not approved before registration, the student registers for Master’s / Doctoral Preparatory. The latter is a one year interim registration. Once the departmental research committee has approved the research proposal, the interim registration can be converted to a full registration for the degree.
- Coursework students (including MDIPS / MSS students) register for coursework modules and may only register for (and start with) the mini-dissertation once the required coursework modules have been completed.
- Enrolment must be renewed annually before or on the closing date (i.e. mid-February for coursework degrees and end-March for research degrees), until all the requirements for the degree have been complied with. Re-registration forms are signed by the Head of Department (or the MDIPS / MSS Programme Manager).
- The academic year runs from January to December. If studies are incomplete by the end of the academic year, re-registration and the payment of tuition fees for a new academic year are required. Accordingly, if the mini-dissertation, dissertation or thesis has not been submitted for examination by the end-August cut-off date and the result (including that of the defence of the thesis in the case of doctoral students) has not been finalised and approved by mid-January, the student has to re-register and pay for another academic year.
- A postgraduate student is given four years (excluding the preparatory year for research degrees) to complete his/her studies. If postgraduate studies are incomplete after four years and under special circumstances, a student may be granted approval – by the Dean, on the recommendation of the Head of Department – for a limited fixed extension of this period. The student has to apply for extension on a form obtainable from Student Administration, which has to be signed by the supervisor and the Head of Department (or by the MDIPS / MSS Programme Manager in conjunction with the Head of Department) before re-registration. A request for extension is not granted automatically. Sufficient progress must have been made and the likelihood must exist that studies will indeed be completed in the fifth year of study (i.e. that the mini-dissertation, dissertation or thesis will be completed for examination purposes by the end of the fifth academic year. Note that if the examination copy is completed but submitted after the end-August cut-off date, studies will extend into and require re-registration and payment for a sixth academic year). The mere probability of and intention to make progress during the fifth year of study are not sufficient grounds for granting extension. Any further extension of studies beyond a fifth year is granted only in exceptional cases. Extension is a conditional privilege and not a right.
- Students will only receive supervision on the provision of proof of registration / re-registration to the supervisor.

6. MEMORANDUM OF UNDERSTANDING

- The registered postgraduate student and the supervisor must sign a Memorandum of Understanding and submit it to the office of the Head: Student Administration within two months after the date of registration of the research title. This document stipulates the expectations, roles and responsibilities of both the student and the supervisor. It also clarifies the copyright of the research and the authorship and institutional address of any publication, conference paper or output based on, emanating from or related to the research.
- The Memorandum of Understanding refers the student to the Code of Research Ethics and the Plagiarism Policy of the University of Pretoria (available at www.up.ac.za/intranet/registrar/index.html#R). The student must
also sign the **Plagiarism Policy Agreement** attached to the **Memorandum of Understanding**, as well as a **Declaration of Originality** that must accompany all submitted work.

- The **Memorandum of Understanding** refers the student to General Regulations G.16 to G.61 of the University of Pretoria on postgraduate matters.
- The **Memorandum of Understanding** also indicates the mediation mechanisms to deal with grievances and stipulates the conditions under and the procedures in terms of which registration can be terminated if the student fails to maintain satisfactory academic progress at any phase of his/her period of study.

General enquiries:

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