



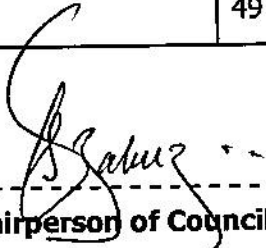
WALTER SISULU UNIVERSITY
PROCEDURES FOR POSTGRADUATE
PROGRAMMES
POLICY

POLICY LIBRARY ID

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PROCEDURES FOR POSTGRADUATE PROGRAMMES POLICY

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PREAMBLE

This document (hereinafter the Procedure) provides a first reference specifically for Master's and Doctoral candidates and their supervisors, but also for committees and officials involved in postgraduate administration. It brings together in one document the University's General Rules and various Senate, Campus and Faculty provisions, as well as the policies, processes and practices relating to postgraduate study at Walter Sisulu University (WSU). Its purpose is to provide a comprehensive overview of the institutional requirements and to explain institutional policies and practices pertaining to postgraduate studies. It further serves to assist departments and faculties in developing processes that are compatible with University requirements, and contains practice directives for addressing queries, or potential sources of doubt and/or confusion.

At present the Procedure is an explanatory memorandum regarding the University's Rules and policies in respect of postgraduate studies. However, it is important to note that Senate and Senate committees retain the regulatory authority on all postgraduate issues and wherever there is a conflict between the provisions of the Guide and those of WSU's General Rules, the latter shall prevail as the source document.

The Procedure focuses primarily on research at Master's and Doctoral levels.¹ A Master's dissertation is an advanced research project of defined scope and limited length – in the case of a research Master's, a full dissertation is produced and in the case of a Coursework Master's, a mini-dissertation. A Doctoral thesis is a high-level research project, which should constitute an original contribution to knowledge.²

WSU acknowledges that postgraduate research implies a relationship and agreement between the candidate, supervisor, academic department, the Research Office and where

¹ The Procedure also contains useful information for Honours candidates, even though it does not directly address issues associated with Honours research papers. Faculties will provide specific guidelines with regard to honours level research.

² The research work that is undertaken for dissertations and theses will normally be submitted in written form. However, rules may provide that in certain disciplines the requirements may be partially or fully met by means of a set of original artworks, artefacts, conceptualisations, compositions, installation(s), performances, and/or professional exhibitions.

applicable, a sponsor (or funder), each having their own respective responsibilities. The Procedure will hopefully assist in ensuring that each of these role players performs optimally and that quality administration and supervision services and postgraduate research outputs will result.

Although this document reflects WSU rules and policies, it draws substantially from similar documents developed at Rhodes University, the University of Fort Hare, the University of Zululand and the University of South Africa. Walter Sisulu University acknowledges and appreciates these institutions.

I would also like to thank the Vice-Chancellor, Professor Rob Midgley, for allowing us to draw extensively on his previous work on this subject, Professor Wilson Akpan and his team for their contributions in updating, adapting and preparing this Procedure Guide and the General Rules and Policies that underpin this document. A special word of thanks to Dr Michelle Karels for her critical inputs and keen eye for detail. It was a massive task to ensure that a coherent framework is developed.

Prof R Songca
DVC: Research and Academic Affairs
June 2020

GENERAL INTRODUCTION

- A. These procedures are based on the WSU *Higher Degrees Policy* and relate to the research proposal and dissertation or thesis component of Master's and Doctoral degrees. They should be read in conjunction with the following WSU documents:

- Admission Policy
- Assessment Policy
- Assessment Procedures
- Teaching & Learning Policy
- Postgraduate Research Guide

The requirements for ethical conduct and clearance are set out in *para. 7.1* of the *Higher Degrees Policy*. The *Research Ethics Policy* and relevant policy provisions pertaining to *Conducting Research Involving WSU Employees, Students or Data* must also be adhered to. Intellectual property rights are regulated by the *Intellectual Property Policy*. Candidates must also comply with the guidelines of the specific Faculties (provided such guidelines have the prior approval of the Inter-Campus Research and Higher Degrees Committee as well as Senate Research and Higher Degrees Committee) in which they intend to register, or are currently registered, for their Master's or Doctoral degree. In the case of Honours Degrees, the candidate must comply with the specific requirements and processes (provided such guidelines have the prior approval of the Inter-Campus Research and Higher Degrees Committee and Senate Research & Higher Degrees Committee) of the Faculty in which he/she intends to register or where he/she is currently registered.

- B. The procedures for higher degrees at WSU are divided into phases, to wit:

- Master's and Doctoral information prior to registration
- application and admission
- registration
- research proposal (supervision and assessment)
- mini-dissertation, dissertation, or thesis (supervision and assessment)
- archiving
- graduation and reporting

These phases are dealt with in the same order in the parts below.

- C. The Faculty Deans, along with the Senior Director: Research and Innovation are responsible for the implementation of both the *Policy* and *Procedures*.

- D. All administrative information and study material in respect of Master's and Doctoral degrees are available online only. General information is verified annually by the Senate Research and Higher Degrees Committee and is posted on the WSU and departmental websites prior to the opening date for application after first being approved by Senate.

DEFINITIONS

Candidate	refers to a student who has been formally accepted into a Master's or Doctoral programme at WSU.
Co-supervisor	a WSU full-time or part-time member of staff or a person authorised by the relevant WSU academic structure, with a qualification which is at least one level above that at which supervision is conducted, and who is directly involved in providing postgraduate research guidance to one or more students under the professional guidance of a supervisor. However, for Doctoral co-supervision, the qualification of the co-supervisor will be a Doctoral degree.
Deferment	is the suspension, for good reason, of a student's registration on application by the student.
Dissertation	refers to the written research project required in a Master's degree by dissertation only as described in the <i>Higher Education Qualifications Sub-Framework (2013)</i> (HEQSF). A dissertation is the research work submitted in fulfilment of the requirements for obtaining a research Master's degree. It is an advanced research project of defined scope and limited length.
LMS	Learner Management System.
Mini-dissertation	refers to the dissertation required in part-fulfilment of the requirements of a Master's by coursework and mini-dissertation as described in the HEQSF. A mini-dissertation is Master's research work of a limited scope submitted in partial fulfilment of requirements for obtaining a Master's degree, the other part of the requirements being coursework.

Nominee	means the person, or committee, to whom a specific function has been delegated by the Dean of a Faculty.
Prospective student	refers to a person who has not yet been formally accepted as a Master's or Doctoral student at WSU.
Supervisor	a WSU full-time or part-time member of staff or a person authorised by the relevant WSU academic structure, with a qualification which is at least one level above that at which supervision is conducted, and who is directly involved in providing postgraduate research guidance to one or more students. However, for Doctoral supervision, the qualification of the supervisor will be a Doctoral degree. Those with Masters degrees with good research records may supervise Masters degrees in exceptional cases.
Thesis	refers to the written research product required to be submitted for examination in fulfilment of the requirements for the completion of a Doctoral degree as described in the HEQSF. A Doctoral thesis is a high-level research project, which must constitute an original contribution to knowledge. The extent to which candidates reveal an extensive as well as intensive knowledge of their subject, and an advanced level of competence in addressing problems that are directly or indirectly relevant to the particular topic, are important considerations in judging the quality of Doctoral theses. The general academic and formal requirements with which theses are expected to conform are discussed further below. Marks are typically not awarded for Doctorates.
WSU	refers to Walter Sisulu University.



PART 1

PHASE 1: MASTER'S AND DOCTORAL INFORMATION PRIOR TO REGISTRATION

- 1.1 Details of formal admission requirements for individual qualifications are available on the WSU website and within the General Prospectus. All pre-registration requirements must be met before a prospective student will be allowed to register.
- 1.2 Prospective students who have not previously studied for a formal qualification at WSU must first apply for a student number and thereafter apply for admission during the prescribed application dates (except where Senate permission has been granted to deviate from these dates) for Master's and Doctoral qualifications.
- 1.3 The application process and selection criteria set by Faculties or departments and approved by Senate, are made available on departmental websites prior to the commencement date for application for Master's and Doctoral studies. Such information includes specific focus areas or research projects identified by departments and/or faculties and the number of new Master's and Doctoral students that can be accommodated in a particular academic year, and is aligned with section 37(3) and (4)(b) of the Higher Education Act 101 of 1997. Fundamentally, a 'pre-registration' system of application and consideration is preferred, whereby a prospective student submits a concept note on a research topic to the Faculty or academic department, following prescribed guidelines. The Faculty then considers whether admission can be granted, based on, among other things, alignment of topic to faculty research priorities, available supervision capacity, and available research infrastructure.
- 1.4 Master's and Doctoral candidates may be called upon to deliver an oral defence (*viva voce*) of their theses or dissertations. Faculties which require this procedure must obtain the necessary permission from their Faculty Boards and Senate Research and Higher Degrees Committee and notify prospective students of the requirement prior to registration. The oral defence may take place in person, or through videoconferencing or other appropriate technology. Faculties may decide, subject to approval, that an oral defence of a doctoral thesis is always required as part of the examination process. Usually the same examiners are appointed to assess the thesis and adjudicate its oral defence.
- 1.5 The HEQSF allows a Master's student's candidature (Master's by full research) to be upgraded to a Doctoral programme, provided the candidate has the necessary competence and the 50/50 rule is adhered to. Since the minimum requirement for admission to a Doctoral programme is an appropriate Master's degree, the quality of the candidate's work on the basis of which the upgrade is considered must be

at the level of a completed Master's degree. The upgrading request must be recommended by the supervisor to the Dean or his or her nominee, supported by the Faculty Research & Higher Degrees Committee and Senate Research & Higher Degrees Committee and approved by Senate and must take place during the thesis or dissertation phase prior to submission for examination.

- 1.6 First time Master's and Doctoral candidates may be required to submit a manuscript(s) for publication in a peer reviewed accredited journal as part of the thesis or dissertation phase. Faculties must notify prospective students of this requirement prior to registration where applicable. Acknowledgement of submission of manuscript (s) from the journal editor should be submitted to the Postgraduate Office by the supervisor. The submission of the manuscript(s) should be completed before the final submission of the thesis or dissertation for external examination. The submitted manuscript(s) should be based on the research undertaken during Master's and Doctoral studies, and should not breach any intellectual property or confidentiality undertakings that may be associated with the funding of the research. Manuscript(s) should be deemed acceptable to the supervisor. Results will not be released until the submission of proof of acknowledgement by the Journal Editor is submitted by the supervisor.

a) In the case of:

- (i) a mini-dissertation: no manuscript is required
- (ii) a dissertation: one manuscript; and
- (iii) in the case of a thesis: two manuscripts should be submitted for publication.

b) Candidates should play a role and/or major role (in formulating the ideas and the results) in writing the manuscript for publication. The candidate should be the first author in a co-authored manuscript.



PART 2

PHASE 2: APPLICATION AND ADMISSION

- 2.1 The minimum qualification for admission to Master's and Doctoral studies are set out in the *Admissions Policy* and are informed by the *Higher Education*

Qualifications Sub-Framework (2013). WSU is, however, under no obligation to accept any prospective student who meets the minimum requirement as there may be other factors on the basis of which the prospective student cannot be accepted. Factors that will be considered before admitting the prospective student to register include, but are not limited to: the prospective student's academic record, the topic he or she wishes to research, available research infrastructure, capacity and expertise to supervise the prospective student and possible limitations imposed by enrolment planning. Such factors will be indicated on the Faculty websites.

- 2.2 Applications for Master's and Doctoral admission are made online (www.wsu.ac.za/pgapplications) within the prescribed dates. The prospective student must indicate his or her preferred focus area. Some Faculties allow prospective students to suggest an alternate title or focus area if his or her interest is not covered in the list provided by the Faculty concerned.
- 2.3 The Postgraduate Studies Office, in liaison with the Registrar's Division, verifies compliance with the formal requirements as communicated on the website and then refers the application to the academic department concerned for selection. The academic department considers the application, the prospective student's academic record, his or her academic background, language competence, factors set out in supervisory capacity and other relevant matters and, in accordance with the provisions of section 37(3) and (4)(b) of the Higher Education Act 101 of 1997, recommends approval or rejection to the Dean or his or her nominee. The Head of Department conveys, in writing to the Dean or his or her nominee, the reasons for the non-acceptance of an application in cases where a prospective student complies with the minimum requirements but is unacceptable to the academic department for academic or other reasons as set out in *para. 2.1* above. The Department notifies the Postgraduate Studies Office in writing, of the final outcome of the application for admission.
- 2.4 When a prospective student's or candidate's application to register for a research proposal module is approved, the academic department notifies the Postgraduate Studies Office in writing of the name of the supervisor, and the focus area or the working title.
- 2.5 If a prospective student is not accepted for the postgraduate qualification applied for, he or she may be referred by the Faculty to the following alternative pathway of consideration for admission:

Should you wish to apply for admission, despite not meeting the minimum admission requirements, please apply online during the relevant application period and upload the following additional documents in addition to your other supporting documents:

- *A motivation of no more than three pages in which you provide reasons why you would like to be admitted to the degree*
- *A CV highlighting your experience relevant to the field of interest*
- *Evidence of engagement with research which could include one or more of the following:*
 - *a written report of a scholarly nature*
 - *a literature survey*
 - *a paper presented at a conference*
 - *a published article*

- 2.6 The Postgraduate Office (unit of the Directorate of Research Development and Innovation), working in close collaboration with the Registrar's Division, informs the prospective student of the department's decision as well as the reasons on which the decision was based.
- 2.7 An appeal against non-admission on academic grounds may be addressed to the Postgraduate Office, which section will refer it to the Dean of the relevant Faculty, or to his or her nominee. If the appeal is rejected, such rejection must be substantiated and submitted to the Senate Research & Higher Degrees Committee for consideration. The Committee considers the matter and informs the Postgraduate Office of the outcome. This section communicates the outcome to the applicant, the Dean and the academic department concerned within 30 days of receipt of the appeal.



PART 3

PHASE 3: REGISTRATION

- 3.1 A candidate whose application for a Master's degree by dissertation, or a Doctoral degree, is accepted, is advised by the Postgraduate Office to register for the appropriate compulsory research proposal module. The outcome of this module is an approved research proposal.

- 3.2 In the case of a Master's degree by coursework and mini-dissertation, a candidate whose application for registration is accepted must register for at least one of the coursework modules and the research proposal module. Faculties may make recommendations in respect of the order in which candidates should register for the modules in the programme, but a candidate must, if he or she wishes to do so, be able to complete the 180 credit qualification within one year as set out in the HEQSF.
- 3.3 A candidate's registration is not finalised before all the admission and registration processes have been completed and payment of the fees prescribed for the relevant module(s) has been received (or arrangements or guarantees have been put in place in the case of funded students).
- 3.4 A letter is issued by the Postgraduate Office to the candidate as soon as his or her registration is finalised. In the case of a candidate registered for a research proposal module or dissertation or thesis, the letter includes the working title or focus area and the name of the candidate's supervisor. Copies of this letter are forwarded to the designated contact person in the Department and/or the supervisor and co-supervisor (if applicable) and the library.
- 3.5 The supervisor(s) will guide the candidate for the duration of his or her study period.
- 3.6 A candidate should establish contact with his or her supervisor as soon as possible either personally or by e-mail if a face-to-face meeting is not possible. Upon registration, a personal librarian will be assigned to the candidate.
- 3.7 Candidates who are registered for a Master's or Doctoral degree may, if they comply with the prescribed admission requirements for those modules or papers, also register in the same academic year for two undergraduate modules or for one Honours or Master's paper or the corresponding number of modules on the same level for non-degree purposes (NDP).
- 3.8 An application for concurrent registration must reach the Registrar at least three weeks before the closing date for registration for the NDP paper/module(s).
- 3.9 Candidates must re-register online annually and pay the fees for the academic year by the date published on the WSU website.
- 3.10 Re-registration depends on satisfactory progress by the candidate as determined in the *Admission Policy* and on approval by the supervisor. Given the high demand for admission to Masters and Doctoral degrees at WSU, a candidate who has been admitted to such studies should demonstrate satisfactory progress for the duration of his or her studies (i.e. the research proposal and dissertation or thesis phases).

towards the postgraduate qualification. The supervisor approves re-registration annually by capturing the candidate's academic activities on the Learner Management System (LMS) and indicating that the candidate may re-register. The supervisor also submits a Research Proposal Result Form in which the supervisor indicates whether or not the student may re-register and motivates accordingly. This form is submitted according to Faculty requirements.

The academic department monitors the progress of the candidate. Faculties may require a three-monthly or bi-annual progress review. The supervisor should, at least three months prior to re-registration, alert a candidate to the fact that he or she is not making sufficient progress in terms of the *Admission Policy*. Should a candidate still not make satisfactory progress, the supervisor indicates unsatisfactory progress on the LMS, thus blocking automatic re-registration, and the candidate is sent a warning letter by the Postgraduate Office. The Dean of the Faculty where the candidate is registered is copied in on this letter. If the candidate's progress still does not improve, the Head of Department submits a written and substantiated recommendation to the Dean for decision by the Faculty Research and Higher Degrees Committee, who then escalates it to the Faculty Executive, that the candidate be excluded for academic reasons. The relevant Committee may recommend to the Postgraduate Office that the candidate should be excluded for academic reasons and that he or she should therefore not be allowed to re-register for a qualification at the same level on the NQF in the same Faculty. The student will, accordingly, be informed in writing by the Postgraduate Office, in consultation with the Registrar's Division, after the matter has been considered by Senate Research and Higher Degrees Committee.

- 3.11 A candidate may, within thirty days of receipt of written notification of such exclusion, address an appeal against his or her exclusion to the Postgraduate Office. This section refers it to the Dean of the relevant Faculty. If the Faculty Research and Higher Degrees Committee or Faculty Executive recommends that the appeal should be rejected, such rejection must be substantiated and submitted to the Senate Research & Higher Degrees Committee which considers the matter and informs the Postgraduate Office of the outcome. The Postgraduate Office, in consultation with the Registrar, communicates the outcome to the student, the Dean and the academic department concerned.
- 3.12 For a full-time Master's degree student, the minimum period of study shall be one (1) year and the maximum period four (4) years, except for Master of Medicine, for which the minimum period shall be four (4) years and maximum six (6) years. For Master's part-time students the minimum period is two (2) years and the maximum five (5) years (*see Rule G17*). For Master of Medicine, only full-time study shall be permissible.

- 3.13 Full time Doctoral degree students are allowed a minimum of two (2) years and the maximum is five (5) years, and part time Doctoral students the minimum of three (3) years and a maximum of seven (7) years (*see Rule G20.1*).
- 3.14 Candidates who wish to defer their studies must, before the closing date for re-registration for a particular year, submit a substantiated application to the Postgraduate Office. A candidate may not defer his or her studies in the first year of registration. The application form is available on the WSU website. Such deferment must be recommended by the supervisor, Head of Department and Dean of the Faculty concerned and, if granted, is for a period of one year only, after which a further application must be submitted. Deferment will not be granted more than twice, except in exceptional circumstances determined by the Postgraduate Office, in consultation with the Registrar or the Dean of the Faculty. Periods during which a candidate was permitted to defer his or her studies are not taken into account when calculating the candidate's period of registration. The deferment of studies will be captured by the Postgraduate Office, in consultation with the Registrar's Division, and will reflect on a student's academic record.
- 3.15 A candidate may not be supervised or receive study guidance or library services during the period for which he or she has deferred his or her studies. The approved title for his or her dissertation or thesis will be reserved during the period of deferment.
- 3.16 If a candidate does not register for a particular year(s) and did not obtain prior permission to defer his or her studies, the approved title of his or her projected dissertation or thesis will not necessarily be reserved for him or her and the year of interruption will count as one of the years allowed to complete the qualification in terms of the *Admission Policy*. The candidate must re-apply online for admission for the qualification.
- 3.17 The normal rules regarding the cancellation or reduction of study units apply in respect of the coursework modules (for which fees are charged per module or paper) of candidates who are registered for the Master's degree by coursework and mini-dissertation subject to any rules applicable to the specific degree.
- 3.18 Candidates who cancel their registration for a research proposal module, or for a dissertation or thesis remain liable for the full fees for the year for which they were registered. In exceptional cases the Dean or his or her nominee may recommend cancellation with or without full refund to the Postgraduate Office.
- 3.19 If a candidate/supervisor is of the opinion that the student's registration must be transferred to another qualification the form "request to transfer to another qualification" must be completed by the student, signed by the supervisor, who must provide reasons for the change, and submitted to the Head of Department and Dean of the Faculty for approval. The signed form must be submitted to the

Postgraduate Office who, in consultation with the Registrar's Division, must ensure that the student meets the minimum admission requirement for the new qualification and transfer the student's registration. The request should be submitted before 30 June of the academic year. The Postgraduate Office will, in consultation with the Registrar's Division, inform the candidate and the supervisor(s) of the change.



PART 4

PHASE 4: GENERAL PROVISIONS FOR CONSIDERATION

A. RESEARCH TITLES

- 4.1 Candidates who apply for admission to a Doctoral degree or a Master's degree by dissertation, submit a working title with their admission applications. Candidates who apply for a Master's degree by coursework and mini-dissertation, may be required to submit a working title for the mini-dissertation with the application for admission.
- 4.2 The working title is captured by the Postgraduate Office when registration for the research proposal module is being finalised. The working title remains on the student system until such time as the research proposal is approved.
- 4.3 On approval of the research proposal the supervisor should provide the approved title and supervisor/co-supervisor on the Research Proposal Result Form according to Faculty procedures. The supervisor may then also apply for the title to be amended if required (in the instance where it deviates from that originally noted on the student system). The amended title is submitted by the Faculty to the Postgraduate Office.
- 4.4 Titles should not be changed throughout the duration of the dissertation or thesis phase. When a candidate is nearing completion of the dissertation or thesis, the supervisor and candidate should assess the working title and, if necessary, apply to the relevant Faculty Research & Higher Degrees Committee for a title under which the dissertation or thesis will be submitted for examination. Faculties must address the quality of titles, including possible submission of proposed titles to language editors before submission to Faculty Board or the Faculty Executive for recommendation to the Senate Research & Higher Degrees Committee for approval. The supervisor and candidate must consider the January and November

submission dates (see below) to ensure that the titles are approved before final submission for examination.

- 4.5 Titles are maintained by the Postgraduate Office. The responsible officer of this section will provide the Dean of each Faculty with a list of approved titles on request; for recommendation to the Faculty Research and Higher Degrees Committee or the Faculty Executive for recommendation to the Senate Research & Higher Degrees Committee for approval.
- 4.6 Examiners may recommend changes to the registered title of a candidate's dissertation or thesis. In this instance the Postgraduate Office, in consultation with the Registrar's Division, is requested to amend the title when the final results are submitted to them by the Faculty and before the results are released to the candidate. The candidate must submit the post-assessment copies under the amended title.

B. SUPERVISOR AND CO-SUPERVISOR

General

- 4.7 Supervisors of candidates doing Master's dissertations must hold at least an equivalent (Master's) qualification, but preferably a Doctorate, and must have a research record that is deemed acceptable by the Faculty for the appointment. Supervisors and co-supervisors of doctoral candidates must themselves hold a Doctorate and have a research record that is deemed acceptable by the Faculty for the appointment. In exceptional circumstances, the Dean may:
- i. request the Senate Research & Higher Degrees Committee to approve the appointment of a supervisor with specific expertise but who does not have the stipulated academic qualification or research record.
 - ii. request the Senate Research & Higher Degrees Committee to approve the appointment of a supervisor from another faculty within WSU to supervise Masters and Doctoral candidates in a department hosting the particular qualification provided the appointed supervisor meets the minimum requirements as highlighted in 4.7, and also adheres to the host department's protocols on any research related matters including seminars.
- 4.8 Immediately after registration has been finalised, the candidate and his or her supervisor sign a *Supervision Agreement* setting out their respective roles regarding the proposed research.

- 4.9 In order to increase supervision capacity, supervisors external to WSU may be appointed. This should be covered by a formal agreement, i.e. with a Memorandum of Understanding signed between the two universities. Informal inter-institutional/Faculty arrangements will be left to the discretion of the supervisor(s). The remuneration and conditions of employment for external supervisors are determined from time to time by the relevant WSU structures. External (co-)supervisors are appointed as independent task-based contractors by the Department hosting the particular qualification. This Department recommends the appointment of an external (co-)supervisor to the Dean or his or her nominee substantiated by a *Curriculum Vitae* that should include any supervisory experience. The remuneration of external supervisors is through an appropriate stipendiary arrangement, as approved by the Human Resource Department, incentive arrangement (in terms of the University's Research Funding and Incentive Policy), or a combination of both.
- 4.10 The following criteria are taken into account when appointing external supervisors: academic qualification, expertise in the field and supervisory experience at the level of the qualification they will be required to supervise.
- 4.11 A co-supervisor or panel of supervisors may be appointed. Co-supervisors or panel members should be experts in an aspect of the field of the proposed dissertation or thesis. They provide academic support and expertise in co-operation with the supervisor.
- 4.12 A novice supervisor must co-supervise with experienced supervisors. Co-supervision is encouraged based on the following factors:
- Mentoring and interaction will empower the less experienced supervisor.
 - Minimise, if not reduce, the pressure of workload on supervisors.
 - Errors in conceptualisation, research design, choice of appropriate methodology for the student's research will be minimised, if not completely eliminated.
 - Dynamic interactions between the student and more than one supervisor will generate more intellectual engagement and involvement.
 - If one supervisor is unavailable, the student has the other(s) to approach to solve his/her immediate/emergency problems.
- 4.13 A supervisor or candidate may address a duly motivated request to the Dean or his or her nominee for the appointment of a co-supervisor, or for the replacement of the supervisor by another supervisor.

Role of the supervisor

- 4.14 The supervisor must be mindful of the relevant policies and associated documents governing postgraduate supervision at WSU as well as the stipulations of any supervision agreement entered into between the supervisor (and co-supervisor where applicable) and the student.
- 4.15 The supervisor should initiate a discussion with the candidate on a research plan; requirements in respect of ethical clearance for the research, appropriate deadlines and timetables, and other relevant matters concerning the research to successfully complete the research.
- 4.16 He or she must provide timeous feedback on work submitted by the candidate and indicate such feedback preferably via the WSU LMS. Feedback turnaround time must be stipulated and agreed upon in the *Supervision Agreement*.
- 4.17 The supervisor must provide appropriate guidance by alerting the candidate to helpful scholarly sources as well as provide guidance with regard to the structure and content of the dissertation or thesis. However, it remains the candidate's responsibility to conduct independent research. It should be pointed out to the candidate that it is his or her duty, and not that of the supervisor, to trace sources.
- 4.18 The supervisor should draw the candidate's attention to linguistic errors, inadequately substantiated or poorly formulated statements and incorrect referencing, but it is the candidate's duty to improve them.
- 4.19 The supervisor must treat the candidate with courtesy and fairness and should suggest appropriate developmental goals and assistance towards those goals by directing the candidate to workshops or lectures designed for this purpose, including training in the use of databases and research software (such as AtlasTi, Mendeley, RefWorks, SPSS and SAS) for which WSU has site licenses.
- 4.20 The supervisor should not rewrite parts of the candidate's work but must merely point out deficiencies to the candidate. The candidate should also be provided with feedback on his or her technical presentation and methodology.
- 4.21 Before the dissertation or thesis is presented for examination the manuscript must be submitted in its final form to the supervisor. The supervisor should ensure that it meets the requirements set out herein and should advise the candidate on the need for language editing. The candidate is responsible for the arrangement and payment of editing services.
- 4.22 A dissertation or thesis may not be submitted for examination without the supervisor's consent. The rule may be waived only with the consent of Senate as detailed by this Procedure.

- 4.23 If formal Doctoral examinations are to be conducted or a formal study programme is prescribed, the supervisor (with the assistance of colleagues if there are subsidiary subjects) has to see to the compilation of a reading list for the candidate. If a doctoral defence (*viva voce*) is a condition of the Faculty or Department, the supervisor must assist the candidate to prepare for this oral defence.
- 4.24 The supervisor must advise the candidate on the academic standard of the dissertation or thesis. If the thesis entails statistical processing, an expert should be consulted at the outset when the research instruments, e.g. questionnaires are being developed.
- 4.25 The supervisor must capture information on the progress of Master's and Doctoral candidates on the WSU LMS. All activities must be captured by the census date of any given year, which date will be communicated to Faculties by the Directorate of Research Development and Innovation. The supervisor must further provide information on the candidate's progress as requested by Faculty Management.
- 4.26 The supervisor should inform the candidate of his or her non-availability to provide guidance in the case of, for example, conference attendance.
- 4.27 A supervisor remains responsible for the supervision of Master's and Doctoral candidates during his or her research development leave and during any other periods of approved research leave, such as fellowships and academic qualification improvement initiatives.
- 4.28 Supervisors must test the integrity of research conducted by interpreting the results after the candidate has submitted the research to an appropriate text-matching or plagiarism detection system. The results must be accurately recorded and interpreted. Supervisors should be trained to use the relevant system. WSU provides training in respect of the software which it officially supports.

Text-matching and plagiarism detection systems are primarily intended to be educative, to inform and assist researchers, and not punitive. Research should, therefore, be submitted to such a system on receipt (e.g. of a chapter) and not only shortly before submission for examination. This allows the supervisor the opportunity to advise the candidate if unacceptable results are obtained during the initial phases of the research, including the research proposal phase, and to provide the candidate with the opportunity to improve the submission. The candidate should again submit a copy of the final dissertation

or thesis to an appropriate plagiarism detection system before submission for examination.

If the plagiarism detected is of such a serious nature, or is detected during advanced stages of the research and the supervisor is convinced that the matter may warrant disciplinary action, it must be referred to the Senate Research & Higher Degrees Committee or any other designated structure, for investigation.

- 4.29 In the case of co-supervision supervisors are encouraged to compare notes and come to some agreement with co-supervisors on conceptual issues before consulting with a student in order to give coherent feedback and avoid confusion on the part of the student should feedback from supervisors be different. Generally, it is expected that the main supervisor and co-supervisor will work in such a way that they do not give conflicting feedback to a candidate, as that undermines rather than facilitates progress.
- 4.30 In the case of conflict between supervisor and candidate: each Department will put in place an arbitration structure and methods to address possible conflicts between supervisor(s) and candidates(s). If necessary, the conflict can be escalated to Faculty level and eventually to Inter-Campus Senate Research and Higher Degrees Committee and ultimately Senate Research and Higher Degrees Committee. Such a structure and methods must be made known to the Department and Faculty. To avoid conflict, supervisors should be encouraged to:
- i) Adhere to the stipulated consultation frequency or to better it.
 - ii) Provide candidates with supervision guidelines that show what is expected of the student and supervisor(s) – refer to Postgraduate Guide.
 - iii) Keep regular records of consultations by using appropriate consultation forms to protect both the supervisor and the student.
 - iv) Complete progress reports as and when required.
 - v) Work closely with the Departmental Research Co-ordinator.

Co-supervision

- 4.31 If a co-supervisor has been appointed, he or she is expected to play an active role in the candidate's supervision. The co-supervisor has to be mindful of the stipulations of any *Supervision Agreement* entered into between the supervisor and co-supervisor and the student.
- 4.32 The supervisor and co-supervisor must liaise regularly about the candidate's work.
- 4.33 The supervisor and co-supervisor should agree on their respective roles and responsibilities and the mode of communication with the candidate. This arrangement should be communicated to the candidate at the commencement

of the research and set out in the *Supervision Agreement*. In the case of a panel of supervisors, the respective roles of the panel members should be very carefully delineated.

- 4.34 It is advisable that the supervisor take responsibility for all communication to the candidate, including feedback and commentary provided by the co-supervisor. The supervisor remains the main contact person between the student and co-supervisor and takes final responsibility for the communication, feedback and administrative issues related to the student. The supervisor should also perform regular checks to determine if all information regarding the co-supervision, title of the dissertation or thesis and any other relevant information is captured on the system. Supervisors and co-supervisors should agree on their respective roles.

The role of the candidate

- 4.35 The candidate takes primary responsibility for all aspects and phases of his or her own research from application to graduation. If the candidate makes use of external expertise (e.g. editing, statistical support) the costs incurred are for the candidate's own account.
- 4.36 As soon as the candidate's registration has been finalised, he or she must activate the WSU email and his or her LMS account. This account should be maintained as it is the primary channel of communication between WSU and Master's and Doctoral candidates.
- 4.37 The candidate must be familiar with and adhere to WSU policies and associated documents regarding postgraduate study, as well as the time frames and standard operating procedures issues by the Faculty of registration.
- 4.38 The candidate must ensure that his or her registration is current until graduation. The candidate, supervisor and co-supervisor (if applicable) must ensure that the qualification is completed within the prescribed timeframes for completion as indicated earlier in the Procedure.
- 4.39 The candidate must record and regularly update the research plan, target dates et cetera agreed with the supervisor and provide the supervisor with a copy of such record. He or she must, to the extent possible, keep to timetables and target dates and plan and submit work on a regular basis.
- 4.40 He or she must treat the supervisor with courtesy and fairness and must communicate with the supervisor about any specific needs or circumstances likely to affect the postgraduate study.

- 4.41 The candidate must undertake research with commitment; develop initiative and independence and keep thorough records of all data, research findings, relevant research meetings/discussions and adherence to ethical requirements.
- 4.42 The candidate must keep copies of submitted work and comments by the supervisor and must keep backups of all electronic data and documents.
- 4.43 The candidate must critically engage with all relevant information as pointed out by the supervisor.
- 4.44 He or she must adhere to the principle of academic integrity and ethical standards in research.
- 4.45 It is the candidate's responsibility to ensure that the quality of the language of the dissertation or thesis, and all technical aspects, are acceptable. If necessary, the candidate should, at his or her own cost, arrange for language editing and, if so advised by the supervisor and/or the examiner, must do so. Various external and WSU funding options may be available and will be published on the web for this purpose.
- 4.46 Before the thesis is submitted for examination the manuscript must be approved by the supervisor. It remains the responsibility of the candidate to ensure that the correct version of the manuscript is submitted for examination.
- 4.47 The candidate should discuss his or her intention to submit the dissertation or thesis for examination with the supervisor prior to giving such notice.
- 4.48 The candidate should investigate and attend relevant WSU workshops or lectures, including training in the use of databases and research software (such as AtlasTi, Mendeley, RefWorks, SPSS and SAS) for which WSU has site licenses. The student must familiarise themselves with Turnitin (or any other text-matching software for which the University has a site license) at <http://www.turnitin.com> The supervisor should also advise the candidate in this regard.
- 4.49 Any issues that may arise during the research that cannot be resolved between the candidate and the supervisor, should be communicated to the Head of the Department and if these remain unresolved, should be escalated to the Dean or his or her nominee.

In terms of the *Higher Degrees Policy*, all Master's and Doctoral candidates have the right to appeal against the unfair practice in supervision or examination. Candidates may further appeal the outcome of the formal

assessment through Registrar's Division (e.g. pass/ failure) on the grounds of, for example:

- Procedural irregularities in the conduct of the examination.
- Substantiated evidence of prejudice or bias or inadequate assessment on the part of the examiner(s).

Appeals should be lodged within 30 days of the communication of the outcome of the formal assessment to the candidate.

The Registrar shall submit such appeal to the Director: Postgraduate Studies and relevant Dean who shall table the appeal for consideration by the panel of the relevant Faculty. The panel may co-opt other members, consisting of Head of Departments and senior academics in the Faculty. The panel's decision on whether or not there should be a re-examination of the student's work shall be final and shall be communicated to the affected candidate within 21 days.

C. ACADEMIC STANDARDS

4.50 According to the HEQSF:

"Master's degree graduates, in general, must be able to reflect critically on theory and its application. They must be able to deal with complex issues both systematically and creatively, design and critically appraise research, make sound judgments using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences, demonstrate self-direction and originality in tackling and solving problems, act autonomously in planning and implementing tasks with a theoretical underpinning and continue to advance their knowledge, understanding and skills...The research component or components of a general Master's degree should be commensurate with the characteristics of the discipline and field as well as the purpose of the programme

The doctorate provides training for an academic career. It requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis...The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and to make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research."

- 4.51 The thesis or dissertation shall be written in a language that complies with the WSU *Language Policy* as well as the accepted standards for presentation of research and knowledge in the discipline(s) of the particular candidate. It must also comply with the referencing style prescribed for the discipline(s) by the Faculty(s). In the case of a thesis or dissertation undertaken within the domain of multi-inter or transdisciplinary research, the candidate shall comply with the referencing style agreed on with the supervisor. The layout shall conform to WSU thesis or dissertation layout guidelines as published on the WSU website. The supervisor has an advisory role in this regard, but it is the candidate's responsibility to ensure that the thesis or dissertation meets the required standards.

D. INTELLECTUAL PROPERTY

- 4.52 WSU is, in terms of the *Intellectual Property Policy*, the owner of all intellectual property created by candidates during their postgraduate studies.
- 4.53 Should the possibility arise to file for the protection of any intellectual property rights (excluding copyrights) emanating from the research undertaken by a postgraduate candidate registered at WSU, the Directorate of Research Development and Innovation shall be immediately informed of such a possibility prior to any public announcements or publication of such intellectual property in any form. This shall happen irrespective of whether WSU has a claim to any share in the intellectual property. Filing for patents or any other actions related to the assertion of intellectual property shall be undertaken in collaboration with Directorate of Research Development and Innovation in accordance with the Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008.
- 4.54 Although copyright of the final thesis is vested with the candidate after successful completion of the degree, the intellectual property rights related to established research projects joined by candidates for the purpose of postgraduate studies will be determined by the contracts governing these projects and established intellectual property rights to these projects.
- 4.55 A candidate shall grant WSU a non-exclusive copyright license to reproduce, in any manner or form, and disseminate for archival, teaching and research purposes a dissertation or thesis submitted to WSU in fulfilment or part-fulfilment of a Master's or a Doctoral degree. In exceptional circumstances, a candidate may apply to be exempted from granting this copyright license. Such an application must be fully substantiated.

- 4.56 The value of publication of parts (e.g. chapters) of the thesis or dissertation, or co-publication by a candidate and supervisor in order to receive peer-reviewed feedback on original research is recognised. It is also recognised that there is a strong tradition of publication of research work by postgraduate candidates in order to build and enhance their academic standing in their respective research communities. It is therefore recommended that supervisors and candidates come to a prior agreement on the number and type of publications to emanate from the candidate's thesis or dissertation, within the normal academic traditions of the discipline in which the candidate is enrolled. In such instances of publication, if the publication is to be co-published by the candidate and supervisor(s), the candidate shall be the main author, followed by the supervisors' names according to the conventions of the particular discipline.
- 4.57 WSU subscribes to an open policy regarding the creation and dissemination of knowledge. However, the university accepts that in some exceptional cases the research work undertaken by a student may involve proprietary or classified information. In such an instance it is the responsibility of the student to inform the relevant academic department of the situation as soon after registration as possible and to seek formal permission to base a thesis or dissertation on such proprietary or classified information. The permission must be formally granted by the Dean or his or her nominee. The candidate must also, when submitting the intention to submit the thesis or dissertation for examination, formally notify the Postgraduate Office of the confidential nature of the thesis or dissertation in order to allow the section to make appropriate arrangements.

Although the university will, for governance reasons, include the thesis or dissertation in its normal institutional repositories, an embargo will be placed on the content for an initial period of two years after archiving, renewable on request by the candidate. Renewal of embargo requests should be submitted to the Deputy Vice Chancellor: Academic Affairs and Research or his or her nominee.

E. ACADEMIC INTEGRITY AND HONESTY

- 4.58 WSU is committed to research that is conducted, produced, and disseminated in an ethical and responsible manner.
- 4.59 It is the candidate's responsibility to ensure that the entire content of a thesis or dissertation is his or her own original work. A declaration to this effect must be included in the submission documentation.

- 4.60 A candidate may under no circumstances commit plagiarism, and the supervisor or other authorised parties may use any means at their disposal (including plagiarism detection systems) to detect instances of plagiarism.
- 4.61 A candidate may under no circumstances falsify or fabricate data. All records of studies, sources, experiments, data et cetera must be accessible to and verifiable on request by the Dean or his or her nominee.
- 4.62 A candidate may not submit a thesis or dissertation for examination or evaluation at WSU if it was previously submitted for examination at another institution. A declaration to this effect must be included in the submission documentation.

F. POSTGRADUATE RESEARCH SEMINARS

- 4.63 It is required that postgraduate seminars be held at regular intervals where postgraduate students present their work. These will be platforms for students to defend their work and receive constructive feedback from peers, supervisors, and the broader body of academics. It is imperative for supervisors to attend these seminars when their students are presenting.
- 4.64 Honours students are required to present two seminars: one on their research project and the other on a particular area of a student's discipline.
- 4.65 Master's and Doctoral students are required to present at least three seminars: one on the research proposal, one on any other related topic and a third one on completion of the mini-dissertation, dissertation, or thesis, as applicable.
- 4.66 Approved templates for assessment of Postgraduate Research Seminars shall be utilised for assessors and moderators.
- 4.67 Meeting the requirement of stipulated number of seminars is important for monitoring research progress and also for developing research presentation skills, but seminar assessment will not contribute to a candidate's internal mark.

G. AVAILABILITY OF POSTGRADUATE RESOURCES AT THE LIBRARY

- 4.68 The Faculty Research and Higher Degrees Chairperson has the responsibility to order relevant books and journals for postgraduate students and supervisors in his/her faculty.

- 4.69 The orders must be made in liaison with the Library. Supervisors must be consulted to make recommendations and a list submitted to the relevant Librarian at the beginning of every semester or in exceptional cases as the situation demands.
- 4.70 It is an HEQC requirement that adequate books and journals and other up-to-date references are available and accessible for postgraduate students and each faculty has an obligation to ensure that the requirement is fully satisfied.

H. POSTGRADUATE PROGRAMME FEEDBACK AND REVIEWS

- 4.71 Each faculty will undertake postgraduate programme review based on, amongst others, student satisfaction surveys and graduate tracking surveys, and make use of user surveys and impact studies in accordance with HEQC Criteria for Programme Accreditation as stipulated under Criteria 18 and 19 respectively.
- 4.72 WSU will regularly monitor and review the standard of the postgraduate research degrees awarded in its name and the quality of the education provided to enable postgraduate research candidates to attain those standards. In its review of the standards and quality of its postgraduate degrees, the University will take the following into account:
- The time taken to submit dissertations/theses.
 - Pass and failure rates.
 - Feedback received from postgraduate research candidates, employers, sponsors and any other external funders.
 - Information on the career progression of postgraduates.
 - Reports and comments received from external examiners.
 - Published papers emanating from completed research.
 - Presentation of research findings at national and international conferences.
 - Incorporation of research results in technical reports (as sometimes required by funding organisations).

I. RESEARCH AND HIGHER DEGREES COMMITTEE

- 4.73 The Senate Research and Higher Degrees Committee (SRHDC) provides strategic direction on all matters pertaining to research, innovation, and postgraduate studies in the University.
- 4.74 It reviews and makes recommendations on the research and innovation activities of staff, institutional research programmes, postgraduate programme access, postgraduate assessment, quality enhancement, student retention, researcher development, and exit.

- 4.75 It also provides strategic direction on the policies governing the various research-related activities and processes.
- 4.76 Matters for discussion and consideration by SRHDC shall flow from Faculties (Faculty Research and Higher Degrees Committees), campus structures (Inter-Campus Research and Higher Degrees Committee) and the Directorate of Research Development and Innovation. Recommendations on matters deliberated upon by the SRHDC proceed directly to Senate for approval.

J. POSTGRADUATE CAPACITY DEVELOPMENT AND SUPPORT

- 4.77 The Directorate of Research Development and Innovation shall provide oversight on all researcher development activities in the University.
- 4.78 It shall ensure the smooth functioning of a dedicated service unit for postgraduate studies (the Postgraduate Studies Unit).
- 4.79 The Directorate will work collaboratively with faculties to ensure that postgraduate students and postgraduate supervisors receive excellent support. In collaboration with faculties, it shall ensure the availability of a robust canvas of support that extends from pre-entry and entry, to exit.



PART 5

PHASE 5: RESEARCH PROPOSAL

- 5.1 The outcome of the compulsory research proposal module in the Master's and Doctoral programme is the submission of an acceptable research proposal within one year (and in exceptional cases, two years) after registering for the module, as stipulated in the *Admission Policy*. The module is non-credit bearing. No mark is awarded for the research proposal. No student may proceed to register for a thesis or dissertation if he/she has not successfully completed the compulsory research module.
- 5.2 Candidates should be guided in submitting drafts of the research proposal to their supervisors and be given the opportunity to rework drafts after feedback from the supervisor. Faculties and departments should draw up guidelines for

supervisors and candidates that stipulate the submission of draft work and the dates and manner of the final adjudication of the research proposals in each department. Ethical clearance should be considered during the research proposal phase.

- 5.3 When the supervisor is satisfied with the research proposal, it will be evaluated in accordance with faculty guidelines. Faculties should have appropriate assessment criteria and procedures in place to evaluate the research proposal.
- 5.4 If the research proposal is accepted, the completed research Proposal Result Form is submitted to the Dean or his or her nominee for recommendation to the Faculty Research & Higher Degrees Committee which then transmits it for noting to the Senate Research and Higher Degrees Committee. This form is confidential and may not be disclosed or provided to candidates. The Faculty provides a copy of such approval to the Postgraduate Office for further processing, in consultation with the Registrar.
- 5.5 If the research proposal is not accepted, or the candidate has not submitted a research proposal by the due date as prescribed by each Faculty, the completed Research Proposal Result Form is submitted by the supervisor or other authorised person to the Dean or his or her nominee. A substantiated recommendation in respect of re-registration for the research proposal module or exclusion of the candidate must be included.
- 5.6 If the research proposal is not accepted within the time prescribed in the *Admission Policy*, a candidate may not re-register for a research proposal module in the same Faculty for a period of two years. Should he or she re-apply after this period, the application will be dealt with as a new one and will be subject to Faculty admission procedures.
- 5.7 Irrespective of the outcome of the module, the supervisor must see that all activities have been recorded on the WSU LMS when the outcome of the research proposal module is recorded. It must also be indicated whether or not the candidate may re-register for the research proposal module for the following year. In the case of an external supervisor, it is the responsibility of the Head of Department to ensure that activities are captured.
- 5.8 The Dean or his or her nominee must forward the result of the research proposal module to the Directorate of Research Development and Innovation (Postgraduate Office). This section captures the result, ensures that activities have been recorded, informs the candidate in writing of the result and if the research proposal was accepted. From 1 July, the candidate is registered for the following year but will still have access to the LMS and the library system. The

registration is activated upon payment of the registration fees. Under no circumstances may the result be conveyed to the student by any other party.

- 5.9 For quality assurance purposes records should be kept by the Dean or his or her nominee. They should include at least the supervisor agreement, research proposal, assessment rubric and result, and the confirmation of ethical clearance if available at this stage.
- 5.10 Candidates' results for the research proposal module will be captured on their academic records as; either "*Did not comply with requirements and may not re-register*" or "*Comply with requirements*" or "*Did not comply but may re-register for the proposal module.*"
- 5.11 A candidate who is dissatisfied with the result of his or her research proposal module, may appeal the decision in writing to the Dean of the Faculty offering that module within 30 (thirty) days of receiving the written confirmation of his or her result. The Dean will refer the matter for investigation to the Faculty Research & Higher Degrees Committee who will inform the Dean or his or her nominee of the outcome of the investigation within 30 (thirty) days of the date of referral. The matter may be referred to an external academic. The Dean notifies the Postgraduate Office (unit of the Directorate of Research Development and Innovation) of the outcome within 10 (ten) days of its receipt. The Directorate then informs the candidate.



PART 6

PHASE 6: MINI-DISSERTATION, DISSERTATION OR THESIS

A. ETHICAL CLEARANCE FOR RESEARCH

- 6.1 All research must in terms of WSU policy be considered for ethics clearance before it may commence. All research involving human participants, data, animals, or other living or genetically modified organisms must have ethics clearance from an appropriate Research Ethics Committee. If the research involves obtaining data from WSU employees or students, or using WSU data,

permission to do the research must be obtained from the Senate Research & Higher Degrees Committee in terms of relevant policy provisions on *Conducting Research Involving WSU Employees, Students or Data*.

- 6.2 The ethical implications of the proposed research must be considered when the student is developing the research proposal. Ethical clearance approval should be obtained during this phase before the candidate commences with the data-gathering process. The candidate will be guided by the respective Faculty in this regard, in accordance with the procedures and processes set out by the relevant Faculty Research Ethics Committee, and in line with the University's Research Ethics Policy.
- The Directorate of Research Development and Innovation, will oversee, monitor and improve the process of ethics clearance application and approval for postgraduate studies.
 - A simplified version of ethics clearance application process (documentation and turnaround time for approvals) should be ensured by the Directorate of Research Development and Innovation to enhance quality assurance of ethical clearance application process and students' centeredness.
 - An application form should be developed by the Faculties for postgraduate students that will align with the WSU Research Ethics Policy.
 - No ethical clearance will be granted *ex post facto*.
- 6.3 Candidates must be able to include an appropriately issued ethics clearance certificate (confirming approval or exemption) when submitting a thesis or dissertation for examination purposes.

B. FORMAL/TECHNICAL REQUIREMENTS OF THE DISSERTATION OR THESIS

- 6.4 The length of a dissertation and a thesis will vary according to the particular study and/or discipline. The number of pages does not determine the academic quality of the research. As a rough estimate, the mini-dissertation in a Master's degree by combined coursework and mini-dissertation will be approximately 10 000 – 15 000 words; the dissertation in a Master's degree by dissertation will be about 25 000 - 45 000 words and a Doctoral thesis about 40 000 - 100 000 words (excluding the bibliography and other annexures).
- 6.5 Guidelines in respect of the formal requirements for dissertations and theses must be posted on the websites of the Faculties and Departments.

- 6.6 The University will not accept a thesis or dissertation that has previously been submitted for a degree at another university. A candidate may, however, include material from any of his or her existing publications in the thesis or dissertation, provided that they are clearly indicated as such.
- 6.7 The thesis or dissertation must be in A4 format, using at least one and a half spacing (except footnotes and quotations which may be in single spacing) and leaving a left margin of at least 3 centimetres. The recommended font size for text is size 12 and for footnotes size 10.
- 6.8 A summary (abstract) of not more than 350 words for doctoral theses, or 150 words for Master's dissertations, in the language in which the thesis or dissertation is written, must form part of the final examination copy of the thesis or dissertation, between the title page and the table of contents. If the thesis or dissertation is not in English, each copy must also contain a summary in English, which must be in the front of the final copy of the thesis or dissertation, between the title page and the table of contents.

Summaries of not more than 350 words for doctoral theses, or 150 words for Master's by research dissertations, in at least three official South African languages, one of which must be English, and also in the language in which the thesis or dissertation is written, if not an official South African language, must be included in the front of the electronic post-examination copy of the thesis or dissertation, between the title page and the table of contents. After the examination has been completed and the candidate's thesis or dissertation has been approved, the supervisor may contact Language Services to provide translations of the English summary in the additional official South African languages if the candidate has not already provided such summaries. The student does not incur any costs in this regard and his or her graduation should not be delayed if the translations are not obtained timeously.

- 6.9 In order to assist the Library with the retrieval of information, candidates must give approximately ten key terms which describe the topic of the thesis or dissertation at the end of the summary of the thesis or dissertation. If the thesis or dissertation is not written in English, the key terms must be given in English at the end of the English summary.
- 6.10 The final thesis or dissertation must be uploaded to a link that will be provided to the student and his supervisor by the Postgraduate Office (unit of the Directorate of Research Development and Innovation) after approval to submit and the panel of examiners has been appointed. In the event that such a link is not available or not functioning, the candidate (through his or her supervisor) shall present the mini-dissertation, dissertation or thesis (with proof that it has

been duly checked for plagiarism) in hard copy, in triplicate, to the Postgraduate Office.

6.11 The title of the thesis or dissertation and the name of the candidate must appear on the front page of the copy for examination in the approved layout and format.

6.12 The examination copy must be accompanied by:

(a) the following statement by the candidate:

*'I declare that (title of thesis)
is my own work and that all the sources that I have used or quoted have
been indicated and acknowledged by means of complete references.*

*I further declare that I submitted the thesis/dissertation to originality
checking software and that it falls within the accepted requirements for
originality.*

*I further declare that I have not previously submitted this work, or part of
it, for examination at WSU for another qualification or at any other higher
education institution.'*

(The dissertation or thesis will not be examined unless this statement has
been submitted.)

(b) A Doctoral candidate must also submit his or her *curriculum vitae* which
should not exceed 350 words.

The supervisor should make the formal requirements available to the candidate
when he or she commences the research.

C. ASSESSMENT PROCESS

6.13 The assessment process of dissertations or theses comprises three phases:

- Phase A: Notice by the candidate of intention to submit the dissertation or thesis for examination and the subsequent nomination and approval of a panel of examiners.
- Phase B: Upload of the final examination copy on a dedicated link, electronic distribution to the examiners and examining, or submission of physical copies, as the case may be – in line with WSU's blended learning methodology.
- Phase C: Approval and release of the examination result, and post-assessment submission of the electronic copy to the Postgraduate Office, for onward transmission to the library.

PHASE A: NOTICE OF INTENTION TO SUBMIT FOR EXAMINATION AND APPROVAL OF A PANEL OF EXAMINERS

Notice of intention to submit

- 6.14 When a candidate's thesis or dissertation is nearing completion, he or she should inform the Postgraduate Office of his or her intention to submit for examination. This notice must be given at least two months before the date of submission. The Notice of Intention to Submit form is available on the WSU website. The Postgraduate Office should acknowledge receipt of the intention to submit form to the student, the supervisor and the academic department within five working days.
- 6.15 Candidates who submit their thesis, dissertation or mini-dissertation by 15 November may qualify for the Autumn graduation ceremony of the following year and by 15 June for the Spring graduation ceremony of the current year, provided that the results are finalised in time.
- 6.16 A candidate must be registered for the current academic year in order to have his or her dissertation or thesis examined. If submission takes place after the 15th of November, but before the end of January of the following year, the candidate will only graduate at the following Spring graduation ceremonies but need not re-register and pay registration fees for the latter year. Should submission take place after the end of January, the student must formally re-register and pay the full fees. No extension of this date is considered.
- If the candidate submitted before the end of January and the result of the candidate is not available by the end of May, the Directorate of Research Development and Innovation (Postgraduate Office) will provide the Faculty with a list of such students. The Faculty must inform the students to register for the academic year.
- 6.17 The Postgraduate Office notifies the supervisor and Head of Department of the receipt of the Notice of Intention to Submit a Dissertation or Thesis for Examination and requests formal permission for the submission of the dissertation or thesis. After consulting with the co-supervisor (if applicable), the supervisor gives permission for the candidate to submit the dissertation or thesis on the prescribed form.

- 6.18 If the candidate does not submit the dissertation or thesis within three months after having given notice of his or her intention to submit, the Postgraduate Office informs the Dean accordingly who then takes the matter up with the relevant HOD in the department of registration. If the candidate submits the dissertation or thesis more than three months after the Notice of Intention to Submit, the Postgraduate Office requests confirmation from the academic department of the continued availability of any previously appointed panel of examiners.
- 6.19 The Notice of Intention to Submit the Dissertation or Thesis for Examination must reflect the finalised title as agreed between the candidate and the supervisor. The post-examination copies must be submitted with the approved title as reflected in the Statement of Completion.
- 6.20 A supervisor's permission that a candidate may submit his or her dissertation or thesis for examination only implies that the supervisor considers the dissertation or thesis to be ready for examination but does not guarantee a successful result.
- 6.21 A candidate wishing to submit his or her thesis without the supervisor's permission must have the consent of Senate to do so. This permission is requested by submitting a fully motivated application to the Dean who refers it to the Senate Research & Higher Degrees Committee with his or her recommendation. The Committee considers the application and makes a recommendation to the Deputy Vice Chancellor: Academic Affairs and Research. The final outcome is conveyed to the Directorate of Research Development and Innovation. The Directorate communicates the outcome to the candidate, the Dean and the academic department. Under no circumstances may the result be conveyed to the student by any other party.

Appointment of panel of examiners

- 6.22 Once permission has been granted for a candidate to submit his or her dissertation or thesis for assessment, the Head of the Department recommends the panel of examiners. It is, however, advised that the panel of examiners be approved in good time (preferably four to six months before notification of intention to submit dissertation or thesis for assessment), so as to avoid any untoward delays associated with the search for appropriate examiners. The Head of the Department should consult the supervisor and other senior members of the academic department regarding the appointment of examiners and the non-examining chairperson (NEC) regarding his or her availability. The Head of Department must require an abbreviated *curriculum vitae* and/or other evidence, indicating his or her expertise to assess a dissertation or thesis on the particular topic from the examiner. The Postgraduate Office must ensure that such

records are maintained. The names of the recommended examiners are forwarded to the Dean or his or her nominee for approval. A student and the supervisor and co-supervisor if applicable must recuse themselves from the examination process until it is totally completed.

- 6.23 Students or supervisors may not engage with the examiners, but supervisors must engage with the NEC and students must engage with the supervisor. Students may also contact the Postgraduate Office for enquiries during the examination period.
- 6.24 For quality assurance purposes the Dean of each Faculty must keep a record of external examiners and the frequency of their appointment. As many external examiners should be considered for appointment as is possible in the discipline and care should be taken that the same external examiner is not too regularly appointed for the same supervisor.
- 6.25 The Head of Department; or delegate must consult examiners about their availability to examine the dissertation or thesis before their names are submitted for approval and must confirm their full contact details and their e-mail addresses. Should the Head of Department be the supervisor this role must be fulfilled by the Dean of the Faculty concerned or his or her nominee.
- 6.26 The candidate may not be informed of the names of the approved examiners.
- 6.27 The panel of examiners must consist of the following members:

- a) A non-examining chairperson (NEC), usually an experienced permanent senior member of the department; or the Head of a department in the Faculty other than the department that hosts the qualification, or the Dean of the Faculty.

AND

- b) One internal and one external examiner for a mini-dissertation, two external examiners for a dissertation and three external examiners for a Doctoral degree of which preferably at least one is based outside South Africa. Internal examiners may not be the candidates supervisor/co-supervisor. The selection of examiners must take the demographics of South Africa into account and be cognizant of equal representation in terms of section 9 of the Constitution of the Republic of South Africa, 1996.

External examiners must sign and return an acceptance form to the address indicated.

- 6.28 The supervisor may not be a member of the examining panel (with an exception of a *viva voce*) but must submit a supervisor's non-evaluative report to the NEC after the dissertation has been submitted for examination. This report is not made available to the candidate, nor to the examiners. The supervisor and examiners should not discuss the assessment of the dissertation or thesis prior to finalisation of its result.
- 6.29 External examiners are appointed by the relevant academic department in accordance with the approved abbreviated process by designated officers in the Faculty where the candidate is registered. External examiners are remunerated by the relevant academic department on submission of their reports and claim forms to the NEC.
- 6.30 Form WSU100 is used for the supervisor's consent to, or refusal of, submission for examination, the approval of the panel of examiners and the amendment of the title.
- 6.31 The Directorate of Research Development and Innovation (Postgraduate Office unit) communicates with the candidate regarding permission to submit the dissertation, the electronic link to upload the final examination copy, and the relevant deadlines.
- 6.32 From an administrative perspective the Directorate of Research Development and Innovation communicates with the examiners and provides guidance to them on the process and the report to be submitted. In all other instances the NEC communicates with the examiners.

PHASE B: SUBMISSION OF EXAMINATION COPY, DISTRIBUTION TO EXAMINERS AND EXAMINING

Submission

- 6.33 Candidates who submit their thesis, dissertation or mini-dissertation by 15 November for examination may qualify for the Autumn graduation ceremony of the following year and by 15 June for the Spring graduation ceremony of the current year, provided that the results are finalised in time.
- 6.34 The candidate submits an electronic copy of the thesis or dissertation by means of a link emailed to the student by the Directorate of Research Development and Innovation once permission to submit has been obtained. The candidate must, with the examination copy, submit a declaration by the supervisor to the effect that the originality checking software report obtained by the

candidate has been considered by the supervisor and that he or she confirms the thesis or dissertation meets an acceptable standard of originality.

Distribution

- 6.35 The Postgraduate Office, in collaboration with the Registrar's Division, distributes the electronic copy of the dissertation or thesis to examiners with an accompanying letter explaining the University's policy regarding examination. The Postgraduate Office also sends a letter to the NEC, the supervisor(s) and to the candidate.
- 6.36 Guidelines for examination are provided to all examiners by the Directorate of Research Development and Innovation: Postgraduate Office.
- 6.37 The Postgraduate Office also provides guidance to the supervisor on the supervisor's non-evaluative report to be submitted to the NEC.

Examiners

- 6.38 Examiners are allowed six weeks to examine a thesis and to deliver a comprehensive report and their recommendation regarding the result to the non-examining chairperson.
- 6.39 Examiners may compile their reports in line with a template sent to them by the Postgraduate Office, but their narrative reports should include comments on the following, taking into account the requirements of the HEQSF:
 - a) Scientific and academic standard of research
 - i) research procedures and techniques.
 - ii) methodology.
 - iii) demarcation and scope of research.
 - iv) theoretical substantiation.
 - v) exploration of the literature.
 - vi) grasp of the field of research.
 - vii) footnotes (endnotes) and bibliography/list of references
 - b) Scientific and academic quality of processing and presentation
 - i) processing.
 - ii) presentation and analysis of data.
 - iii) structure and logical development/arrangement of content (internal coherence and classification).
 - iv) critical findings; and
 - v) recommendations

- c) Language and editing
- d) Technical presentation and layout
- e) Examiners should also indicate whether they regard parts and/or the substance of the dissertation/thesis as publishable

A Master's dissertation should demonstrate the candidate's ability to work independently and to reflect critically on theory and its application. The dissertation must demonstrate the candidate's ability to deal with complex issues both systematically and creatively; to design and critically appraise research; make sound judgments and communicate their conclusions clearly.

A Doctoral thesis must demonstrate high level research capability and make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication.

Examiners of mini-dissertations should be provided with clear guidelines which may deviate from the above-mentioned list depending on discipline-specific requirements. They should be made aware of the limited scope of the mini-dissertation and its relative weighting in relation to the other modules towards the particular degree.

- 6.40 Examiners should clearly indicate on the result form whether the dissertation or thesis is:
- 1.1 = accepted unamended
 - 1.2 = accepted only after improvements (as specifically requested) have been made to the satisfaction of the supervisor in the additional copies. For this recommendation to be made, it should be possible to attend to the required improvements within two months before release of the result. This option will typically be used where minor improvements are required (e.g. editorial improvements, corrections of citations and minor revisions of content).
 - 1.3 = referred back for revision and resubmission for examination. This option should be used if the recommended changes require substantial revision of content and/or structure.
 - 1.4 = rejected/failed.

Where a thesis is examined after it was referred back for revision and resubmission for examination, the examiner should only indicate whether the result is:

- pass, or
- fail

- 6.41 Doctoral degrees are not awarded with distinction and consequently no percentage mark is assigned to doctoral theses. Percentage marks are assigned only to Master's dissertations. The pass mark is 50% and the distinction mark is 75%.
- 6.42 Examiners of Master's dissertations should clearly indicate in their reports whether a distinction should be awarded.
- 6.43 Examiners must arrive at their findings and compile their reports independently from one another.
- 6.44 Examiners should complete the result form and submit it with their reports directly to the NEC of the panel of examiners. The recommendation on the completed form must correspond with that in the written report. Nevertheless, the completed form is regarded as the examiner's final recommendation.
- 6.45 If an examiner finds that a dissertation or thesis is unacceptable in its current form, he or she may recommend that the candidate revise it and resubmit it for examination. In that case the examiner must furnish the NEC with an indication of suggested improvements.
- 6.46 When a dissertation or thesis is referred back for revision, the examiners' reports will be made available to the candidate. If at all possible, the revised dissertation or thesis should be examined by the same panel. No dissertation or thesis may be revised and resubmitted for examination more than once without special permission of Senate.
- 6.47 When a dissertation or thesis result is a fail, the candidate is excluded from studies in the same Faculty for a period of two years. Thereafter the student may reapply for admission for the same qualification but must provide a different focus area or working title.
- 6.48 Examiners may recommend changes to the registered title of a candidate's dissertation or thesis. In this instance the Postgraduate Office is requested to amend the title when the final results are submitted by the Faculty and before the results are released to the candidate. If different titles are suggested by examiners, the NEC recommends the amended title. The candidate will be required to submit the post-assessment copies under the amended title.
- 6.49 External examiners should complete the claim form and submit it to the NEC on submission of their examination report

The Non-Examining Chairperson (NEC)

- 6.50 The Directorate of Research Development and Innovation provides clear and comprehensive guidelines to the NEC.
- 6.51 The NEC must not have a qualification lower than that being considered for examination; and the NEC must have examined at least one thesis at the same qualification level being considered.
- 6.52 As soon as he or she receives the letter of appointment, the NEC must ascertain whether the examiners have received the dissertation.
- 6.53 The NEC does not examine the dissertation or thesis.
- 6.54 The NEC must follow up on progress by examiners and endeavour to ensure that results and reports are received by the due date.
- 6.55 The NEC receives all the examiners' reports and the supervisor's non-evaluative report and after having critically considered them compiles a report in which he or she justifies the final recommendation based on all the reports received. Pending finalisation of the recommendation (if 1.2 see above) or result, the NEC should not discuss any aspect of it with the supervisor unless the discussion is to clarify any aspect of the supervisor's report, or with the candidate. Examiners' reports should not be made available to the student or supervisor before all reports have been received and the NEC's recommendation or report has been finalised. The names and addresses of the original examiners must be deleted from the copies of the reports. If the NEC needs any assistance regarding the finalisation of his or her report, it should be discussed with the Senior Director for Research Development and Innovation and may be referred to the Dean or his or her nominee.
- 6.56 A unanimous result is preferable in the context of agreement between the examiners to:
- a pass (disagreement about an outright pass and minor corrections first to be made still constitutes agreement about a pass)
 - a distinction mark in respect of a Master's degree
 - failure with the concession of revision within one year (in which case the dissertation or thesis must be re-submitted and examined again, and the candidate must re-register online for the next academic year and pay the fees).
 - an outright fail.
- 6.57 If the result is unanimous, the NEC submits his or her report and final recommendation, the examiners' reports and the supervisor's non-evaluative report to the Dean or his or her nominee. The Dean or his or her nominee

submits the final result to Faculty Executive, for onward submission to Senate Research and Higher Degrees Committee.

- 6.58 If there is no consensus between the examiners, the NEC must indicate this in his or her report and recommend a result for consideration by the Dean or his or her nominee and the Faculty Executive Committee. This result is recommended, via the Postgraduate Office to the Deputy Vice Chancellor Academic Affairs and Research or his or her nominee for approval. When there is sharp divergence of opinion, and no other result is agreed upon, an arbitrator may be appointed by the Faculty Executive Committee.

The arbitrator will be sent a copy of the thesis as well as copies of the reports of the original examiners. His or her decision is final.

The names and addresses of the original examiners will be deleted from the copies of the reports sent to the arbitrator who is required to take them into account and comment on the recommendations of the original examiners. The report of the arbitrator is forwarded to the Senior Director: Research and Innovation for recommendation via the Senate Research and Higher Degrees Committee to the Deputy Vice Chancellor Academic Affairs and Research or his or her nominee for approval.

The final decision must be communicated to the Postgraduate Office and the Dean.

If the outcome of this process is a recommendation of resubmission after extensive revision, the original panel of examiners should be appointed to re-examine the thesis. If any of the original examiners is not available to re-examine the dissertation or thesis, or there is a sound reason for not appointing the same panel of examiners, another examiner or other examiners may be appointed. The Head of Department should provide a motivation in this regard.

- 6.59 The result of a Master's dissertation, be it pass, pass with distinction or fail, is not decided on the basis of the average of the marks awarded by the different examiners but on a judicious appraisal of the examiners' reports. The NEC may substantiate and recommend a mark that deviates from the average to the Dean or his or her nominee for his or her consideration.
- 6.60 The NEC or any other person involved in the examination process may not change or amend the examiners' reports or forms under any circumstances.
- 6.61 If the examiners recommend a pass but require that minor amendments be made to satisfaction of the supervisor, the NEC must establish via the supervisor

whether the improvements (if specifically so required by any of the examiners) have been made or obtain from the supervisor acceptable reasons why the required improvements need not be made. The NEC only submits his/her final report to the Dean or his/her nominee after the supervisor's statement (preferably a detailed, tabulated memorandum of corrections signed by the candidate) confirming that the required improvements have been made and the final electronic copy of the dissertation or thesis containing such amendments have been received from the supervisor. The supervisor's statement and final electronic copy of the thesis or dissertation are submitted with the report by the NEC.

- 6.62 If the approved result is one of revision and re-submission, the NEC must submit the required reports; compile a detailed excerpt from all the examiners' reports concerning points (both technical and substantive) to be revised and forward it to the supervisor who must forward it to the candidate. The revision has to be accomplished within a year unless Senate should decide otherwise. After being revised, the entire dissertation or thesis is examined by the same panel of examiners. The candidate must again submit a Notice of Intention to Submit the Dissertation or Thesis for Examination. If any of the original examiners is not available to re-examine the dissertation or thesis, or there is a sound reason for not appointing the same panel of examiners, another examiner or other examiners may be appointed. The Head of Department should provide a motivation in this regard. No dissertation or thesis may be revised and resubmitted for examination more than once without special permission of Senate.
- 6.63 Where a majority report in favour of a failure, pass or revision is clearly acceptable to the NEC, he or she may recommend the majority report as the final result (via the Dean or his or her nominee) to the Deputy Vice Chancellor Academic Affairs and Research or his or her nominee.
- 6.64 In special circumstances and with appropriate substantiation, the NEC may also via the Dean or his or her nominee recommend a minority report in favour of revision or a pass to Senate Research and Higher Degrees Committee on the basis of the examiners' reports. The examiners' reports must accompany the NEC's recommendation.
- 6.65 A distinction for a Master's dissertation should be awarded on a unanimous recommendation by the examiners. If one examiner awards a distinction and the other examiner is clearly not in favour of awarding a distinction, the NEC must submit a report to that effect including his or her recommendation whether or not the candidate should pass *cum laude*, to the Dean or his or her nominee and the Faculty Executive Committee for a recommendation. This result is recommended, via the Senate Research and Higher Degrees Committee

to the Deputy Vice Chancellor Academic Affairs and Research or his or her nominee for approval. A distinction awarded for a mini-dissertation does not imply that the degree will be awarded *cum laude*.

- 6.66 The final result of matters referred to the Senate Research and Higher Degrees Committee should be conveyed to the Directorate of Research Development and Innovation. This directorate informs the candidate, the supervisor and the NEC. Under no circumstances may the result be conveyed to the student by any other party.
- 6.67 The examination copy remains the property of WSU.

PHASE C: APPROVAL AND RELEASE OF THE EXAMINATION RESULT AND POST-ASSESSMENT SUBMISSION OF COPIES

Approval and release of the examination result

- 6.68 The Dean or his or her nominee signs off on the examination report and forwards the result the Postgraduate Office.
- 6.69 The Report of the Panel of Examiners must be submitted to the Postgraduate Office by the middle of March for the student to graduate during the Autumn graduation ceremony and by the middle of August for the Spring ceremony.
- 6.70 The Postgraduate Office checks reports received, ensures that the proof of submission of the manuscript(s) is included and the approved result to ensure compliance with policy and procedure. If the candidate has passed the dissertation or thesis, the Postgraduate Office, in collaboration with the Registrar's Division, checks the candidate's curriculum to ensure that the qualification has been completed; calculates (where applicable) the degree average and checks for a possible overall distinction; captures the result and average awarded (where applicable) on the ITS; and informs the candidate officially of the result. It also issues an official statement of compliance with the requirements for the award of the degree, and informs the supervisor, co-supervisor, Head of Department, Dean or his or her nominee and the Library of the result. It further authorises, by means of a permanent examination card, the Registrar's Division to proceed with graduation arrangements and the awarding of the degree. If the final result is that the candidate should revise and resubmit, he/she is informed accordingly. If the final result is that the dissertation or thesis is rejected the candidate is informed accordingly and he or she is regarded as having been excluded for academic reasons.

6.71 Once the result of a candidate's thesis has been approved, the NEC must:

- (a) write to each of the examiners (internal and external),
 - (i) thanking them for their participation in the examination and their recommendations.
 - (ii) informing them of the result; and
 - (iii) informing them that their suggested improvements, if any, have been taken into account to the satisfaction of the University; and
- (b) make available the examiners' reports, without disclosing their names, to the supervisor, co-supervisor and candidate if requested. The Postgraduate Office will refer the candidate's file to the NEC for this purpose.

Post-assessment submission of electronic copy of thesis or dissertation

- 6.72 After approval of the dissertation or thesis and before conferment of the degree, the candidate shall submit the final electronic copy of the dissertation (excluding mini-dissertation) or thesis, including the candidate's statement and the summaries in additional South African languages in .pdf format to his/her supervisor who must submit it by e-mail to a dedicated email address availed by the Library for uploading on the WSU electronic thesis repository. Alternatively, the candidate shall submit, through his/her supervisor, a pdf copy of the dissertation or thesis on CD, DVD or flash stick, labelled appropriately to the Postgraduate Office for onward transmission to the Library for uploading on the WSU electronic thesis repository. By such submission, the supervisor confirms that it is the final electronic copy of the dissertation or thesis.
- 6.73 In the case of a thesis completed in the Department of Legal Studies the Head of the Department or his or her nominee will send the final copy of the doctoral thesis to the library of the Supreme Court of Appeal.
- 6.74 The degree will not be awarded unless the candidate complies with these requirements by a date set by the University.
- 6.75 Guidelines are provided on the website for electronic submission of dissertations and theses.



PART 7

PHASE 7: ARCHIVING

- 7.1 The supervisor must submit the final electronic version of an accepted thesis or dissertation including the candidate's statement and the abstracts in additional official South African languages for purposes of archiving. The .pdf copy of the thesis or dissertation is archived in the WSU Electronic Thesis Repository as the final reviewed and approved dissertation or thesis. The thesis or dissertation may be harvested from the WSU Electronic Thesis Repository by Proquest or other research databases. The supervisor must therefore confirm that the version submitted is the final copy and no amendments will, after submission, be allowed to the final copy. Access may be restricted on the recommendation of the NEC based on the examiners' reports. Mini- dissertations are not archived in the WSU Electronic Thesis Repository. Final copies of mini- dissertations are kept on record in the Office of the Dean of the Faculty where the student is registered.



PART 8

PHASE 8: GRADUATION, REPORTING AND OTHER MATTERS

- 8.1 Upon receiving the examinations card from the Postgraduate Office the Registrar's Division contacts the candidate in respect of the conferment of the degree. Enquiries about graduation should be directed to the Registrar.
- 8.2 The title 'Dr' and the letters LLM, MA, MCom, Med, and MSc may only be used after graduation either *in praesentia* or *in absentia*.
- 8.3 The Directorate of Institutional Research and Planning is responsible for Higher Education Management Information Systems (HEMIS) capturing and reporting and retrieves information from the relevant WSU system(s) for this purpose.
- 8.4 Subsidy generated by postgraduate supervision is allocated in terms of the WSU Research Funding and Incentive Policy.

