

UNIVERSITY OF CAPE TOWN

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

**RESEARCH-BASED EDUCATION FOR
MASTERS AND PHD STUDENTS: A HANDBOOK 2014**

I would like to extend a warm welcome to all new postgraduate students. We are delighted that you have chosen to do your postgraduate study in the Faculty of Engineering & the Built Environment at UCT.

You may rest assured that you have chosen the right Faculty to continue your studies. The Faculty has earned an outstanding reputation for its high quality research. The range of research specialisations and the breadth of the knowledge within the Faculty, combine to make it a truly unique learning environment. The Faculty is proud to have the highest number of research-rated engineering academics in South Africa which means that many of you will be working under supervisors who are recognised by their peers as leading international scholars in their field of research.

The Faculty is well positioned to contribute significantly to the country and the challenges we are facing through the research you will be involved in - energy crisis; climate change; clean fuel; urban development; transportation etc. Our researchers are ready and more than competent to respond to these challenges.

Your supervisor has a responsibility to provide you with all the necessary assistance you need to ensure you are successful in your research. At the same time it is expected that you will commit yourself fully to your research. A Memorandum of Understanding has been drawn up to clarify “up-front” the agreed roles and responsibilities of both the candidate and the supervisor, to ensure that the supervision experience is as mutually productive as possible. This should be signed within the first six months of your registration.

This booklet will provide you with information on a range of important policies and procedures for postgraduate students.

I wish you every success in your research and trust that your time at UCT will be both enjoyable and rewarding. I look forward to interacting with you during your stay.

Professor Francis Petersen
Dean

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1. INTRODUCTION

The Faculty is committed to:

- Making its educational programmes increasingly research-led;
- Increasing both the numbers and the relative proportions of postgraduate students;
- Continually improving the postgraduate educational experience;
- Increasing throughput rates.

Postgraduate education at UCT commonly results in one of four outputs: a Doctor of Philosophy degree (PhD); a Masters degree; an Honours degree; or a Postgraduate Diploma. Masters degrees in the Faculty may be obtained in one of three ways (i) by a 180 credit research dissertation; or (ii) by 60 credits of coursework and a 120 credit research of dissertation; or (iii) by 120 credits of coursework and a 60 credit dissertation.

As a matter of clarity, by convention a Masters degree is normally awarded following the successful examination of a dissertation, which means a discourse or discussion. A PhD is awarded on the basis of a thesis (an assertion or tenet that has to be proved against critical attack). In practice, however, the two terms are commonly used interchangeably.

This handbook is intended to serve as a guide to postgraduate students. It relates primarily to research-based Masters (180 credit research dissertation or the 120 credit research dissertation and 60 credits coursework model) and Doctoral degrees. It draws on other published University documents and Handbooks, it does not replace them. The rules for the various higher degrees are set out in the Handbook General Rules & Policies (Handbook 3 in the UCT series) and the Faculty Handbook (Handbook 7(b) in the UCT series).

2. WHAT IS THE DIFFERENCE BETWEEN A MASTERS AND A DOCTORAL DEGREE ⁽¹⁾

At the most fundamental level, the PhD is the higher degree: it requires more effort and time to obtain. However, in practice the difference is more subtle than this.

A Masters degree is frequently the first real research students will undertake. Its primary function is thus training in research. It is a clearly circumscribed piece of work that the supervisor feels confident can be undertaken within, or close to, the minimum time period. The skills imparted through, and which the candidate hones through, the process include posing the research question, undertaking a relevant literature review, engaging rigorously with research methods, drawing valid conclusions and communicating findings in a clear, logical and scholarly way. Importantly, the work does not have to contain original findings - it must simply demonstrate a mastery of the methods of research.

The degree of Doctor of Philosophy, on the other hand, certifies that the candidate is able to conduct independent research on his / her own initiative. Through the thesis the candidate must be able to demonstrate that he / she is at the academic forefront in the topic selected, that the work is original and that it advances knowledge.

FOOTNOTE:

- (1) *This section and section 11 draws on a booklet entitled, "An Information Booklet for our MSc and PhD students" produced by the Faculty of Science, University of Cape Town (undated).*

3. **ACADEMIC LOCATION OF THE DEGREES**

Masters degrees are departmental degrees: students are located within departments or within departmentally-related research groups. Most Masters degrees are discipline-specific. The Master of Philosophy is interdisciplinary and students are usually located with the department of the primary supervisor. While the PhD is a University-wide degree (the award of the degree is the responsibility of the Doctoral Degrees Board), students are academically located with the department of the principal supervisor.

4. **MASTERS DEGREES IN ENGINEERING**

The Engineering departments in the Faculty offer a number of Masters degrees. There is sometimes some confusion about the distinction between these. For clarity, these are listed below.

- **Master of Engineering (MEng)**
This is a coursework masters (120 credits of coursework: 60 credits of a major project). Generally, candidates entering this programme should have a four year engineering degree or its equivalent (based primarily on academic qualifications and work-place experience).
- **Master of Science in Engineering (MSc Eng)**
This is a research-based degree (180 credit dissertation or 120 credit dissertation with 60 credits coursework). Generally, candidates entering this programme should have an equivalent of an Honours degree or a four year engineering degree.
- **Master of Philosophy (MPhil)**
This is a faculty (not a departmental) research degree for candidates engaged in interdisciplinary research dissertations or in a combination of interdisciplinary dissertation and coursework.

A full listing of higher degrees offered in the Faculty is set out in the Faculty Handbook. This reflects recent changes in the Faculty's postgraduate qualification structure.

5. **ATTRACTING STUDENTS**

It is clearly important for departments to attract high-quality postgraduate students. To this end:

- Heads of Departments are encouraged to provide first year undergraduate students with an overview of the department's research activities towards the end of the academic year, in order to encourage students to consider the future option of postgraduate study and to enable them to make considered curricula choices.
- Similarly, Heads should meet with the graduating class of the undergraduate programme early in the academic year in order to encourage them to consider postgraduate research at UCT and to discuss funding options.
- Heads of Departments should assume the responsibility of identifying outstanding students early in their final year of undergraduate study, in order to apply for University-wide research entry scholarships.

6. STUDENT FUNDING

There are a number of potential sources of postgraduate student funding:-

- National and International Foundations.
- University-wide scholarships. All students are eligible to compete for these.
- Discipline-specific scholarships. A list of these pertinent to the EBE Faculty can be found in the University's Handbook 14 in the UCT series, Financial Assistance for Postgraduate Study and Postdoctoral Research. For further information please visit the website:
<http://www.uct.ac.za/apply/funding/postgraduate/applications/>
- National Research Foundation Bursaries. These take two forms:
 - bursaries awarded directly to students, on application;
 - bursaries awarded to supervisors. Distribution is at the discretion of the supervisor, within a framework of conditions laid down by the NRF.
- Research groups.
Research groups *interalia* undertake contract work for industry or governmental organisations. Frequently, bursary funding is one form of payment or industry-generated funds are sometimes used to top-up bursaries.
- Industry.
Specific industries may sometimes allocate bursaries for postgraduate students to pursue specific tasks.
- There are also scholarships available specifically for international students (see section 8.2.2).

Students are encouraged to apply to a full range of potential sources early in their final year of undergraduate study or in the year before they wish to initiate the research programme. Similarly all full-time staff are encouraged to apply for NRF supervisory bursaries.

The Postgraduate Funding Office (email pgfunding@uct.ac.za), located on the upper campus (Otto Beit Building), is an important source of information and advice about potential funding sources and the procedures necessary to access these.

7. APPLYING FOR ADMISSION

7.1 Application Procedure

It is necessary to make formal application for admission as a postgraduate. The procedure requires that the applicant complete an online application via the UCT website. Procedures on how to apply can be obtained found at www.ebe.uct.ac.za then click on Applying to EBE and then click on Postgraduate or contact the Postgraduate Officer in the Faculty Office on tel.no. (021) 650 5278. However, prospective candidates are also advised to have a discussion with the Head of Department prior to applying formally. The name of their proposed supervisor and area of research can be included in the online application.

7.2 Finding a Supervisor

Once students have decided on the broad research area in which they wish to work, it is necessary to identify a supervisor. Save in exceptional circumstances, the principal supervisor must be a full-time member of the academic staff or a person who has been accredited by the

Faculty's Postgraduate Planning & Administration Committee for supervisory purposes. Co-supervision by persons within or without the University is a possibility, but a person employed outside of the University may not act as principal supervisor.

Student-supervisor relationships are normally established through one of four processes:

- The prospective student directly approaches a staff member;
- The prospective student approaches the Head of Department who will suggest a supervisor;
- The prospective student approaches the head of a research unit working in the broad field of interest who will suggest a supervisor;
- A staff member (usually with access to research funding) will approach the student, in order to encourage the student to undertake research in the staff member's area of research interest.

In the final instance, however, the Department allocates supervisors to students: the students do not select their own supervisor. It is an important function of the Head of Department to satisfy himself or herself that the proposed supervisor has adequate knowledge and time to do the job properly. In the case of Doctoral candidates, the Doctoral Degrees Board is also charged with satisfying itself about the adequacy of the supervisor. Academic staff who do not have a PhD, will not normally supervise PhD degrees. In some cases, people who are experts in their fields and who do not have a PhD are suitable for supervision. In these cases, the Department must secure formal accreditation to act as a PhD supervisor from the Faculty's Postgraduate Planning and Administration Committee.

Staff members should not accept the responsibility of supervision unless they have knowledge in the direct research area or if their workload is too heavy for them to discharge their supervisory duties satisfactorily. As a general guideline, no member of staff should supervise more than 8 postgraduate students at any point in time. Heads of Departments should review workloads annually to ensure a balance is maintained. For information on research areas offered in the various departments, please go to www.ebe.uct.ac.za

7.3 Selecting a Topic

The selection of a topic for research may occur in two ways. Particularly in cases where the supervisor is part of an active research group, students may be invited to work on a topic identified by the supervisor. More commonly the topic will be identified by the candidate. In all cases, however, it is the responsibility of the candidate to select the final topic. This identification and selection is seen as an important part of the research process.

8 REGISTRATION

8.1 First registration

Newly entering candidates who will be taking coursework as part of their programmes must register not later than the date on which their first course begins (there is a R2000 penalty for late registration). However, there is no specific date for first registration of newly entering postgraduates who are registering for a thesis, dissertation / project – commencement is by mutual arrangement with the supervisor. However, Masters and PhD students who need to have the year of first registration counted as an academic year for their minimum period of registration must have been registered for the degree concerned by 30 April. Registration follows formal acceptance by the Faculty of an application for admission. Registration / provisional registration involves completion of 2 forms – a curriculum form and a registration

form. The procedure with regard to PhD students is that initially they register provisionally until their research proposals have been formally approved by the Doctoral Degrees Board. The approval procedure requires the candidate to present a seminar, based on a written research proposal, to departmental staff, other postgraduate students and others with specialist knowledge in the field of study, which demonstrates, *inter alia*, that:

- The candidate is familiar with the main literature in the field;
- There is sufficient scope in the topic for a PhD and there is a clear definition of the hypotheses proposed;
- The candidate has the ability to undertake the work;
- The potential contribution to knowledge has been identified and there is a clear definition of the key questions to be addressed in the context of the proposed hypotheses;
- The method of research is sound and achievable and there is a clear knowledge of the experimental procedures to be used and the methodology to be pursued in analysing the results.

This should be done within 6 (six) months of first registration. The Head of Department then convenes a panel to confirm or reject the candidature and to confirm that:

- The supervisor has the knowledge to undertake the supervisory task (the unwavering rule must be that if there is not sufficient specialist knowledge within the department in that field, the candidate should not be accepted);
- The supervisor has sufficient time to undertake the supervisory role adequately (the Head must specifically address issues of equity and balance in teaching loads at this point).

If the panel is satisfied on these issues, the Head recommends acceptance to the Faculty's Committee of Assessors (COA) and then to the Doctoral Degrees Board (DDB) for final approval. In the event of a seminar being impossible, for logistical or other good reasons, the candidate must produce a major paper which can then be evaluated in the same way.

In the case of Masters degrees, the Head of Department and supervisor must be satisfied that the student is equipped for Masters degree study and has a suitable research topic before he/she is accepted and registered. Candidates should submit, via the proposed supervisor, a written proposal (as a guideline 6-10 pages) which outlines, *inter alia*,

- The topic to be investigated
- Familiarity with the central literature within the broad field of study
- Clarity on the research methods

In terms of best practice, it is recommended that the proposal should be delivered to a departmental research seminar before the field or laboratory research process begins. Normally this would occur within 3 months after registration.

Wherever possible the supervisor should make every effort to ensure that all postgraduate students attend a formal research methods course. In the case of 120/60 credits research Masters degrees, the above requirement should be covered in at least a 4-credit theory course which deals with generic research methods. This should form part of the necessary 60 theory credits. If you are a new Master's student in 2014 taking the 120 credits dissertation option, it is compulsory that you register for the dissertation preparation course plus your coursework. In 2014 you will register for the 120 credit dissertation course.

8.2 **International Students:**

8.2.1 Study Permits, Health insurance, Fees

In terms of current legislation, no international student may register at the university or participate in an academic programme unless he/she is in possession of a valid study permit and **proof** of medical insurance cover. International students are required to report to IAPO for pre-registration which involves (i) producing a valid study permit for use at UCT, (ii) documentary evidence of health insurance cover; (iii) proof of payment of fees; and (iv) acceptance letter if you are a new student. These documents must be submitted to the International Office to obtain the clearance certificate. The clearance certificate must be submitted with the registration forms to the Head of Department. The registrations of International Students will **not** be approved without these documents, nor will they be approved unless the necessary fee payments have been made. Any queries should be directed to the International Academic Programmes Office (IAPO) at (021) 650 2822/3740 or int-iapo@uct.ac.za or visit their website at <http://www.uct.ac.za/about/iapo/overview/welcome/>

8.2.2 International Postgraduate Academic Scholarships

The Faculty offers a generous system of international scholarships to encourage student diversity. The scholarships are awarded to first time registering postgraduates on the basis of academic merit. The award is granted for one academic year at a time. Application forms are available from the PG Officer in the EBE Faculty Office. All applications must be accompanied by recommendation from the head of the recipient's host department and the supervisor. Applications are considered by a panel of senior Faculty academics who make a recommendation to the Dean for final decision. Applications for renewal must be submitted by letter from the student together with a progress report signed by the Supervisor by not later than 30th November of each year.

8.2.3 Faculty International Student Bursaries

Applications may be made to have the International registration fee reduced to the level of local fees, on the grounds of proven financial hardship. Application must be made through the EBE Faculty Office to the Deputy Dean charged with this portfolio. The forms are available from the Faculty Office as well as the departments. The following students are exempt from paying the international fee and would therefore not be eligible to apply for this bursary:

- Students from SADC countries
- Research Masters students (180 credit dissertations)
- Doctoral Students

Please note that all international students are required to pay an administrative service fee that is not covered by the bursary. Please consult the Student Fees handbook (Book 12 in the University series of handbooks)

8.3 **Renewal of Registration**

Each candidate is responsible for maintaining the continuity of his/her registration. Registration and curriculum forms for returning candidates, are distributed by the Departments in January. Registration must be completed by end February each year, or if a candidate is taking first semester courses, by no later than the date the first course begins. A penalty fee of R2000 is

charged for late registration. Candidates who for some reason do not receive their forms by end January are expected to follow up with the administrators in their departments.

■	POSTGRADUATE ADMINISTRATORS IN THE DEPARTMENTS	
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*	Mechanical Engineering:	Susan.Batho@uct.ac.za
	Energy Research Centre:	Fazlin.Harribi@uct.ac.za

8.4 Change of Registration

8.4.1 Upgrading to PhD

It is possible to change the status of registration during the process of study. Thus, it is possible for a Masters degree to be upgraded to a PhD if the supervisor believes there is potential in the process to lead to a higher qualification. This would normally occur in the second year of the research process. It is not possible to backdate registration to the first year. However, it must occur well before the dissertation is examined: it is not possible to use the work of the Masters degree towards a PhD after the examination process. Similarly, it is possible to downgrade from a PhD to a Masters degree. Again, however, this must occur before examination. It is not possible for a Masters degree to result from a failed PhD. It is the responsibility of the supervisor, with the endorsement by the Head of Department, to motivate the upgrade in writing. This must follow the PhD Research Proposal procedure described under 8.1 above.

In the case of upgrading registration to PhD or downgrading to Masters or Postgraduate Diploma, the candidate will be asked by the Faculty Office to complete a change of curriculum form (required for administrative purposes).

The documents to be submitted to the Faculty Office in order to process an upgrade from Masters to PhD is a letter of motivation signed by the supervisor(s) and Head of Department, PhD research proposal reflecting the signatures of the candidate, supervisor(s), HoD and CoA member who attended as well as the date the seminar was held and a change of curriculum form. The student is also required to complete an online application.

The documents to be submitted to the Faculty Office in order to process a downgrade from PhD to Masters is a letter signed by the student, supervisor(s) and head of department as well as a change of curriculum form. In addition, the student is required to complete an online application.

8.4.2 Procedure for Changing Curriculum

If, after registration as a postgraduate, a candidate wishes to add any courses to his/her curriculum or withdraw from any courses it is essential that the prescribed change of curriculum form be completed and submitted to the Head of Department before the specified closing date. The closing dates for curriculum changes are published in the handbook *General Rules and*

Policies, a copy of which is obtainable from the Faculty Office or the Department, on request or in the *Fees Handbook*.

The final date for the addition of a course or the substitution of a new course for a course previously selected is the first week after the start of the course. The final dates for withdrawal from courses are a) the Friday of the first week of the second quarter for first semester courses; b) the Friday of the first week of the fourth quarter for all second semester courses and for whole year courses; and c) the Monday of the week after which two-thirds of the course material will have been presented, for all other courses (e.g. those with a “Z” indicator). Application for changes of curricula involving additions of courses made after the closing dates are accepted only in exceptional circumstances and involve payment of a penalty fee. Applications for withdrawal from courses after the due date cannot be accepted. **NB.** When a candidate withdraws from an individual course of a minimum duration of one semester any fee is dependent on the date of withdrawal.

Candidates are responsible for regularly checking their curricula and reporting any anomalies to the Faculty Office (Postgraduate Officer on Tel No. 650 3860 or email: Cheryl.Thomas@uct.ac.za

8.5 **Leave of Absence or Cancellation/Discontinuation of Studies**

8.5.1 Leave of absence

If you are a registered student at UCT and it is impossible for you to continue with your studies/research in the current year but you intend continuing in the following year, you must apply for leave of absence, by completing the Leave of Absence form which must be submitted to Faculty of Engineering & the Built Environment, sent via email to Cheryl.Thomas@uct.ac.za. A additional letter of motivation should include: your address, name, surname, student no., your reasons, the period for the leave of absence (i.e. whole year, 1st semester. (Jan – Jun) or 2nd semester (Jul – Dec), the name of your supervisor and what your intentions are when you return from the leave of absence. However, you should note it is the policy of the Faculty that leave of absence is not granted for more than two years. Applications for the grant of leave of absence retrospectively will not be accepted. For a candidate to be considered, if eligible, for a refund of fees already paid, application for leave of absence must be made before the deadline dates specified in the Fees Handbook (obtainable at www.uct.ac.za/apply/fees/).

8.5.2 Cancellation/Discontinuation of Studies

A candidate who wishes to discontinue his/her studies and not return, must complete a Cancellation of Registration form obtainable from <http://www.uct.ac.za/downloads/uct.ac.za/currentstud/undergrad/cancelregistration.pdf> before the set deadline date (refer to the Fees Handbook for information on these dates and on eligibility for refunds). This form must be completed and submitted to the Faculty Office with his/her student card. This is of critical importance because if a candidate leaves without cancelling he/she will still be liable for fees that are payable. Applications for retrospective cancellation of registration will not be accepted. There are specified dates after which a cancellation cannot be accepted or any fees refunded (details are in the Fees Handbook).

9. SUPERVISION

9.1 Supervisors

All students registering for a degree by dissertation will be formally allocated a supervisor, who is responsible for giving guidance. Co-supervision by people from within or without the University is possible but the principal supervisor must always be a full-time academic within the Department which the student is registered. All co-supervisors must be formally accredited by the Faculty Postgraduate Planning and Administration Committee. Emeritus Professors and Emeritus Associate Professors may act as Co-Supervisors but not as principal supervisors. However they may continue as principal supervisors of students who were registered under them before their retirement. In the first instance, the allocation of supervisors is the responsibility of the head of department, even though a student may have approached an individual staff member, or *vice versa*. The head must satisfy herself or himself that:

- a) Given the full range of a staff member's duties, the staff member in question has adequate time to fulfil responsibly his or her supervisory duties. Generally, no staff member should be supervising more than eight postgraduate students at any point in time.
- b) The supervisor has the necessary expertise, knowledge and skills to supervise the research programme in question. If skills do not exist within the department, the student's application for postgraduate study should not be accepted. If the head is not satisfied that the experience of the supervisor is sufficient, he or she may insist on co-supervision with a more experienced member of staff, to promote mentorship.

Generally, members of staff should have a PhD in order to supervise a PhD student but this does not exclude a member of staff without a PhD from supervising a PhD. There are many members of staff in this situation who have carried out their supervisory tasks admirably. Without exception, however, any member of staff without a PhD seeking to supervise a PhD candidate must seek formal accreditation from the Faculty Postgraduate Planning and Administration Committee. The application should be brought by the Head of Department who will make a short academic case and give an indication of the experience of the proposed supervisor. In the case of applicants with a track record of successful supervision, this accreditation will not normally be withheld. In the case of a more junior staff member, the Committee may recommend more supervisory experience at a Masters level or require co-supervision.

In the case of PhD applicants, the Committee of Assessors will carefully review proposed supervisors, in terms of their track record and time availability.

These measures are not implemented to increase bureaucratic control, but to ensure that every effort is made to provide postgraduate students in EBE first rate supervision and to protect the reputation of the University. The measures are in keeping with the general approach to postgraduate supervision by the University.

9.2 Memorandum of Understanding between Postgraduate Students and Supervisor

In the case of PhD registration the University has introduced a Memorandum of Understanding to be signed in the first year of registration by both supervisor and candidate, clarifying issues relating to relative roles and responsibilities, timing, funding (if appropriate) and intellectual property. The University has produced a generic model of the agreement, but faculty-specific versions are allowed, with the approval of the University.

The EBE format is shown in Appendix B.

The MOU is a mutually negotiated document between affected parties. To assist in this process, Faculty best practice with respect to roles and responsibilities is outlined in section 9.2. Sections 14 and 15 of this document are also pertinent.

Before the start of the second and subsequent years of registration, a supplement to the MOU, consisting of two schedules (candidates' plan of work for the year (schedule 2) and budgets and outputs (schedule 3) should be signed by both the candidate and supervisor. This process represents an annual review of progress and should preferably be undertaken at the end of each academic year. If in the opinion of the supervisor, adequate progress is not being made, the MOU should clearly lay down criteria (such as submission dates and milestones) against which further progress shall be measured). If progress continues to be unsatisfactory, the Doctoral Degrees Board may refuse re-registration. In the case of Masters degrees, an MoU will also be required. A lack of progress should be formally documented and milestones set.

9.3 Faculty Best Practice with Respect to Roles and Responsibilities

Responsibility of the student:

- To accept that the primary responsibility for his/her education rests with the student.
- To demonstrate a reasonable work ethic and to make every effort to meet the normal throughput rate (2 years for a Masters student, 4 years for a PhD student).
- To share ideas and to work collegially.
- To participate in and to contribute to the life of the department.
- To assist in the mentoring and orientation of fellow students from outside Cape Town.
- To commit to co-publication with the supervisor.
- To commit to constructive feedback at the end of the process.
- To familiarise him/herself with the University rules, particularly with regard to plagiarism, and to commit to respecting those rules.

Responsibility of the Supervisor:

- To provide quality supervision on a regular basis (as a guideline, a minimum of one hour per week).
- To respond timeously to the submission of written work requiring feedback.
- To arrange for a suitable replacement if the supervisor has to be absent for a lengthy period of time (more than three weeks).
- To refrain from any form of sexual harassment.
- To treat the student with unfailing respect and politeness.
- To integrate the student into the academic life of the department. This should include the following: -
 - Whenever possible, providing an opportunity for the student to teach undergraduate students in the candidate's area of growing expertise.
 - To organise a seminar by the student, involving staff and senior students in the Department. As a guideline each student should give one seminar a year with the first seminar to be delivered once the student's research proposal has been developed to the satisfaction of the supervisor. A seminar should also be delivered within 4 months of the final write up of the thesis / dissertation. These sessions should be used by the head or postgraduate programme convenor to monitor the progress of each student.
 - To facilitate postgraduate students, on a voluntary basis, playing a mentoring role to undergraduate students - part of this function could include the early identification of serious stress and referral to appropriate forms of assistance.
- To assist in the incorporation of the student into the social life of the department.

9.4 **Appeals**

The relationship between supervisor and postgraduate student is an important one: if it is unsatisfactory it can significantly and negatively impact on the educational experience. If serious problems develop in this relationship, the student should normally:

- Raise the matter with the supervisor and seek to resolve the matter personally.
- If this does not resolve the matter, the problem should be referred to the Head of Department. If the supervisor is the Head, it should be referred directly to the Deputy-Dean charged with Postgraduate Affairs.
- If the supervisor is the Dean or a Deputy Dean, the matter should be referred to the Deputy Vice-Chancellor with the research portfolio.

9.5 **Supervision and Attendance at the University**

During the period of his /her registration, a higher degree candidate will be expected to be available to attend at the University for discussion with his/her supervisor. For persons who are not on Campus or who are based outside Cape Town the general rule for PhD candidates for many years has been that a supervisor may require one year of attendance during the total period of registration for the degree. For Masters candidates the guideline has been one month per annum of attendance while registered for the degree. Nowadays, given the ease of communication by means of fax or email, a supervisor may at his/her discretion modify the attendance requirement. However, a candidate must be prepared to make him/herself available for discussion at the University if required.

9.6 **Mentoring Of Supervisors**

Normally, a first time supervisor should be appointed as a co-supervisor with a senior academic who has a good record in supervision. The senior supervisor should consciously advise his/her colleague on issues relating to supervision.

10. **ETHICS**

The issues of ethics and intellectual honesty are vital to university life. The Faculty takes the issue of ethics in research very seriously and to this end has established a Faculty Ethics Committee. The terms of reference of this Ethics Committee are to:

- take steps to ensure the highest ethical standards in research by members of the Faculty;
- raise the consciousness of members of the Faculty (staff and students) regarding ethical standards in research;
- review, in terms of ethical considerations, research applications submitted by members of the Faculty, student research, contract research and research activities undertaken by individual staff members. (details of how this will be done were under consideration at the time this booklet was sent to the printers);
- raise the consciousness of the Faculty student body regarding plagiarism;
- promote the education of the Faculty student body regarding proper and appropriate styles of referencing cited work;
- provide assistance, upon request, to Heads of Department within the Faculty on matters relating to ethics in research;
- further the aims and objectives of the University Ethics in Research Committee insofar as they are applicable to research undertaken within the Faculty.

A particular (and unfortunately growing) ethical issue is that of plagiarism. Plagiarism, in essence, is passing off someone else's work as your own: it results from inadequately acknowledging sources of data, analyses and ideas. It is dishonest and it has no place at a university. If students are in any doubt on issues relating to plagiarism, they must consult their supervisor or the Ethics Committee. Instances of plagiarism will be taken to the University Court and may have very serious consequences, including rustication or even expulsion.

All Masters candidates, at the same time of submission, are required to make a declaration, which should be included in the dissertation stating: "I know the meaning of plagiarism and declare that all of the work in the document, save for that which is properly acknowledged, is my own".

The PhD declaration is included in the declaration which is discussed in the next section.

If in any doubt regarding ethical issues relating to research, seek advice from your supervisor or Head of Department.

11. PRESENTATION AND SUBMISSION OF A THESIS / DISSERTATION

11.1 Presentation

At the conclusion of research, the candidate shall submit a dissertation or thesis for examination. This normally occurs after receiving an indication from the supervisor that the product is in a form which is acceptable for submission. However, a candidate is not debarred from submission without the supervisor's approval.

If a candidate intends submitting a Masters dissertation for examination he/she must inform the Faculty Office by submitting the completed 'intention to submit' form. The supervisor will then be asked by the Faculty Office to fill in an 'appointment of examiners' form on which recommendations on external examiners are made. If submitting a PhD thesis, the candidate must inform the Doctoral Degrees Board Officer (Bremner Building) by submitting the completed intention to submit form. (See also under section 13.3)

The final dates for submission of the 'Intention to Submit' for the purpose of graduation are:

- for Masters candidates: **15 February** for persons hoping to graduate in June; **16 July** for persons hoping to graduate in December
- for PhD candidates: **10 January** for persons hoping to graduate in June; **20 June** for persons hoping to graduate in December.

The dates for submission of Dissertations and Theses are;

- for Masters candidates: **30 March** for persons hoping to graduate in June; **31 August** for persons hoping to graduate in December
- for PhD candidates: **15 February** for persons hoping to graduate in June; **15 August** hoping to graduate in December.

All candidates submitting a thesis/dissertation, including candidates who submit a dissertation or a thesis before the beginning of the academic year or during the first quarter, must complete registration forms. If the thesis/dissertation is submitted before the first day of the academic year no fee is payable. If submitted after the first day of the first quarter or after the first day of

the second quarter (up to the beginning of the second semester) a pro-rata fee may be rebated, depending on the date of submission, and at the request of the student. However, this will result in the termination of access to the UCT network and other infrastructure. In most cases a full year will be payable.

Please note that where a student is required to revise and resubmit a dissertation/thesis the student is required to re-register at the date of the letter of notification of the result, and the appropriate academic fee will apply. Further information can be found at <http://www.uct.ac.za/students/postgraduates/fees/handbook/>

11.2 **Format**

There is no standard format for the submission of dissertation or thesis: formatting is at the candidate's discretion and A4 is normal. However, candidates should consult their supervisors. The contents must be printed in either one or one and a half spacing. Printing on both sides of the page is strongly recommended.

For Masters Degrees a candidate must submit, after consultation with the supervisor, two copies of the dissertation in temporary bindings and one unbound copy and 2 CD Roms to the Faculty Office, Postgraduate Section. Where more than two examiners are appointed a candidate may be required to submit an appropriate number of additional permanently bound copies.

For a PhD, a candidate must submit three copies of the thesis in temporary glue-spine binding for the examiners; one unbound copy of the thesis for the library and one PDF copy on a CD. The supervisor/s should receive the copies at the end of the examination process. When the thesis is under examination, the supervisor may have access to the library copies lodged with the Doctoral Degrees Board Office.

Refer to the degree rules in the Faculty Handbook – Handbook 7 in the UCT series for further details on the format for Masters dissertation and the General Rules and Policies Handbook – Handbook 3 in the UCT series for the format for PhD thesis.

11.3 **Language**

The work may be submitted in any official language provided that, if it is not English, the approval of the Faculty (or the Doctoral Degrees Board in the case of PhD candidates) is obtained before the initial submission. However, a language that will readily permit wide access to the findings is the preferred option.

11.4 **Length**

In the case of Doctoral degrees, the thesis may not exceed 80 000 words. If it is felt that it is essential to exceed this length, special permission must be obtained from the Dean. It is the expectation that Masters degrees should be substantially shorter than this.

11.5 **Title Page**

There must be a title page on which should appear the thesis title, name of candidate (plus qualifications if you wish) name of Department, University and the month and year of submission. The following is the recommended wording used after the thesis title and name of the candidate.

Thesis presented for the degree of Masters / Doctor of.....

In the Department of

University of Cape Town

Month and Year

11.6 **Publication**

When a candidate submits a thesis he/she shall be deemed to have granted the University free license to publish it in whole or part in any format the University deems fit.

11.7 **Declaration of Free Licence**

In the case of PhD students, the candidate is required to sign a declaration stating:

" I hereby:

- (a) grant the University free license to reproduce the above thesis in whole or in part, for the purpose of research;
- (b) declare that:
 - (i) the above thesis is my own unaided work, both in conception and execution, and that apart from the normal guidance of my supervisor, I have received no assistance apart from that stated below;
 - (ii) except as stated below, neither the substance or any part of the thesis has been submitted in the past, or is being, or is to be submitted for a degree in the University or any other University.
 - (iii) I am now presenting the thesis for examination for the Degree of PhD.

A similar declaration is required of Masters degree candidates:

"I know the meaning of plagiarism and declare that all the work in the documents, save for which is properly acknowledged is my own."

11.8 **Abstract**

The Doctoral Degrees Board recommends that candidates include an abstract that fits onto one page and includes the author's full name, address, thesis title and date. The Faculty recommends the same convention be applied to Masters degrees. The text should not exceed 350 words and the abstract should stand on its own. The abstract should commonly answer the following questions:

- (i) What did the author do? What ideas, notions, hypothesis, concept, themes or thoughts were investigated?
- (ii) How did the author do the work? What data were generated and used? What was the origin of the data? How was data gathered? What tests, scales, indices or summary measures were used? In other words, how were the analyses and / or synthesis done?
- (iii) What were the conclusions and significant findings?

These are guidelines only. It is recognised that not all studies can be readily described in this way and that other forms of description may be necessary in some cases.

11.9 **Referencing**

Forms of referencing must be standard and must adhere to a recognised international convention, agreed to with the supervisor.

12. **EXAMINATION**

12.1 **Overview**

The system of independent external examination lies at the heart of credible quality assurance. The examination of Masters dissertations involves two examiners, one internal, one external (alternatively, two external examiners may be appointed). The external examiner is selected on

the basis of his or her knowledge in the field within which the research is located and may be drawn from within or without South Africa. The internal examiner is often an academic in the Department who is not the main or co-supervisor. Appointments of examiners of Masters dissertations are subject to approval by the Faculty.

At a doctoral level, the thesis is examined by three external experts in the field, at least two of whom are commonly international. The selection of the external examiner is an extremely important part of the examination process. It has been found in the past that occasionally examiners are appointed who have different philosophical or conceptual approaches to the topic: approaches which are incompatible with the approach agreed on by the candidate and supervisor. This can lead to serious problems and is manifestly unfair to the candidate. Accordingly, Heads of Departments are encouraged to canvas widely within their departments, while respecting the need to keep the identity of the examiners secret from the candidate, before making recommendations in order to make the best and fairest appointment possible. Appointments of examiners of PhD theses are subject to the approval by the Doctoral Degrees Board.

In all cases, it is imperative that candidates have no knowledge of the identity of examiners (and certainly no hand in their selection) until the examiners give permission for their identities to be known after the examination process (and they have every right not to give this).

12.2 Assessment of examiners' reports

In the case of Masters degrees, the examiners' reports are submitted to the Faculty Examinations Committee. The Committee meets, the Head of Department summarises the reports and makes a recommendation, having consulted a discipline-specific Committee of Assessors where there are conflicting examiner's reports, the Faculty Examinations Committee applies its collective mind.

In the case of Doctoral degrees, the reports are received by the Committee of Assessors, who evaluate these and recommend a result (categories A, B, C, or D – see below) to the Doctoral Degrees Board.

Examiners of Masters dissertations are asked to grade the thesis/dissertation in terms of one of the following categories:

"I recommend that:

PASS	the dissertation be passed only once the corrections and/or changes specified in my report have been completed to the satisfaction of the supervisor and the Examinations Committee;
RESUBMIT	the candidate must undertake further work, substantially revise the dissertation, and resubmit it through the Faculty Office for me to examine, taking the recommendations in my report into account;
FAIL	the dissertation not be passed (I understand that if this recommendation is accepted then the candidate may not continue or reregister without the special permission of the Senate).

In the period between the receipt of an external examiner's report and the Examination Committee meeting, internal examiners/supervisors may not have access to the external examiners' reports held in the Faculty Office.

Examiners' reports are normally released to heads of departments/members of the Committee one to three days before the meeting and the Heads are then expected to keep supervisors/internal examiners informed of developments while not disclosing anything to the candidate until after the meeting.

After an Examination Committee meeting the Faculty Office sends a letter/email to each candidate informing him/her of the outcome. A copy of each letter is sent to the head of department concerned and the set of examiners' reports is included with the supervisor's copy of the letter. The Faculty Office does not release reports directly to candidates.

A similar procedure is followed by the Doctoral Degrees Board with respect to PhD theses.

In the event of significant differences of opinion between examiners, one of three actions can be initiated: (i) an additional examiner may be appointed; (ii) an assessor may be appointed to examine the examiner's reports, identify points of conflict and rule on these; (iii) In rare cases, students may be required to defend the thesis at a *viva*.

- The examiners indicate in their reports whether they are prepared for their names to be disclosed to the candidate.
- Where improvements and corrections are required the nature of these is agreed between the supervisor and the respective committees, the examiners' reports and the unbound copy of the thesis/dissertation are forwarded to the candidate via the supervisor, and it is the responsibility of the supervisor, and the Chair of the respective committees, to sign off on these once the candidate has completed the necessary revisions.
- Once a decision is taken to award the degree, copies of the dissertation/thesis are lodged on the open shelves of the library. No dissertation will be examined under conditions of secrecy.
- In order to assist in clarifying the basis of examination, the guidelines for examiners are attached as **Appendix A**. Two guidelines are shown here: one for Engineering and one for Architecture. There may from time to time be variations for different programmes but the principles on which they are based are essentially the same.

Constructive feedback from graduating students is an essential part of quality assurance. This requires good quality information. Accordingly, it is intended that the Memorandum of Agreement between the student and the supervisor contains a commitment by the student to provide constructive comment after the award of the degree.

12.3 **Appointment of examiners**

Upon receipt of the letter of intent to submit a thesis or dissertation (*see 12.1 above*) the following process is set in motion:-

- The Faculty Office writes to the Head of Department in which the candidate is registered, asking for the nominations for examiners;
- The Head normally submits these, with reasons for the nominations, after consultation with the supervisor. In no circumstances should the candidate be involved in the selection process or know the identity of external examiners. At the end of the examination process,

external examiners may choose whether or not their names can be disclosed to the candidate;

- The nominations are then published in a Dean's Circular for Faculty approval, in the case of Masters degrees, or in the case of PhD degree, are circulated to the Committee of Assessors, for endorsement after which they are sent to the Doctoral Degrees Board for approval. Objections may be generated at any stage of these processes.
- In the case of Masters Degree students, when the dissertation has been completed, the candidate submits 2 copies in temporary binding; 1 unbound copy; and 2 CDs to the Faculty Office, and in the case of PhD candidates, 3 copies in temporary bindings; 1 unbound copy; and PDF on a CD to the Doctoral Degrees Board Office for forwarding to the examiners. The University has started a process to investigate the feasibility and desirability of allowing the electronic submission of theses, but this is not yet allowed.

12.4 **Journal Article or Conference Paper**

In the case of Masters degrees by full or half dissertation, candidates are required to summarise their work in the form of a journal article or a peer-reviewed conference paper. This is formally assessed by a sub-committee of the Examination Committee which must sign off on the article before the degree may be awarded. Note that the Paper does not have to be actually accepted for publication or for presentation at a conference for the degree to be awarded. The Faculty believes that the ability to engage in academic communication of this kind is an essential educational output of postgraduate education. This is not a requirement, however, for MCRP, MCPUD or MLA dissertations. Guidelines and dates for the preparation and submission of papers are attached in **Appendix C**.

13. **ISSUES RELATING TO INTELLECTUAL OWNERSHIP**

13.1 **Secrecy Conditions**

A thesis or dissertation accepted by the University for a higher degree may not be subject to secrecy restrictions of any kind. Any thesis or dissertation approved for a higher degree is placed on the open shelves of the Library.

13.2 **Copyright**

The University recognises the rights of those who have ownership of copyright. Members of the University are explicitly prohibited from infringing copyright, either in terms of publications or software.

A candidate may, subject to prior approval of his/her supervisor, publish part or the whole of the work done under supervision for the degree before presenting it for the examination. Copyright rests with the author. However, no publication may, without the consent of Senate, contain a statement that the published material was, or is to be, submitted in part or in full for the degree.

Further, when presenting a thesis, the candidate is deemed, by doing so, to be granting the University free licence to publish it in whole or in part, in any format that the University deems fit.

13.3 **Patents**

This is a complex issue. Students wishing to pursue it are referred to the Office of Intellectual Ownership in the Centre for Research and Innovation.

13.4 **Further Information**

For further information, students are referred to the booklet entitled "General Rules and Policies" (Book 3 in the University series of handbooks).

14. JOINT PUBLICATION

It is common practice for joint publications between the candidate and the supervisor, to be generated through the research process. There are differing conventions within the University about the ordering of the nomenclature of authors. This should be clarified and jointly agreed between the student and the supervisor early in the research process.

15. UNSATISFACTORY PROGRESS

The procedure for dealing with unsatisfactory progress is presently under review. For information contact Professor Harrison email: Sue.Harrison@uct.ac.za

16. INCORPORATION OF STUDENTS INTO THE LIFE OF THE FACULTY

This is facilitated through the following structures: -

16.1 The EBE Postgraduate Student Council

This consists of postgraduate student representatives elected by their fellow postgraduates in the Faculty. The Council is charged with monitoring the postgraduate educational environment and with channelling issues requiring attention to appropriate University, Faculty or Departmental committees. The Council is represented on a number of key Faculty Committees. It also plays an important social role.

16.2 The EBE Postgraduate Planning and Administration Committee

This Committee, under the Chair of a Deputy Dean, is charged with developing policy for, and the administration of, all dimensions of the postgraduate educational experience within the Faculty. Two representatives of the Postgraduate Student Council are members of this committee. The Student Council also has representation on the Faculty Research Committee, chaired by the Deputy Dean.

16.3 The Faculty Executive Committee

Faculty representatives on the University Board of Graduate Studies and the Postgraduate Funding Committee have a standing time slot on the agenda of the Faculty Executive Committee, which meets once every two weeks, to ensure timeous action when necessary.

16.4 Orientation

An Orientation meeting, where all postgraduate students are addressed on issues such as rights and responsibilities, administrative issues, institutional relationships, financing and so on, is held annually in March / April. This meeting is followed by a social function, hosted by the Dean.

17. INCORPORATION OF THE STUDENT INTO THE LIFE OF THE UNIVERSITY

The University has a Board of Graduate Studies, chaired by a Deputy-Vice Chancellor. All faculties are represented on this body by both staff and student representatives. This Board is charged with improving the postgraduate educational experience within the University at large. Additionally, a Postgraduate Student Centre has been opened on the Upper Campus. The Centre is intended to be a place for formal and informal contact between postgraduate students across all faculties. It contains workshop and meeting facilities, computers for word processing, newspapers and magazines and is a potential venue for postgraduate social functions.

18. **POST-DOCTORAL FELLOWS**

For administrative purposes, to facilitate access to the various services on the campus, post-doctoral fellows are registered on the University's student system. This is done through the Postgraduate Centre in the Otto Beit Building. It is the position of the Faculty, however, that the post-doctoral fellows should be clearly and fully accorded the status of members of staff. They should be incorporated into the social and intellectual life of departments. It is the joint responsibility of Heads of Departments and research group heads to ensure that this occurs.

APPENDIX A1

UNIVERSITY OF CAPE TOWN FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

GUIDELINES FOR EXAMINERS Master of Philosophy (60, 120 or 180 credit dissertation)

A. INTRODUCTION

Each examiner shall submit, on the prescribed form, a report, on the dissertation. The report should comprehensively assess the merits of the dissertation, contain a summary of findings and should specifically address each of the points outlined under (C) (Evaluation) below.

B. DISSERTATION CONTENT

A dissertation towards a MPhil degree may incorporate any or all of the following:

- (i) design of all or part of an engineering or built environment project to a specification involving advanced concepts and theoretical principles;
- (ii) a theoretical and/or practical research project of an inter-disciplinary nature;
- (iii) critical review of a specified topic based on a comprehensive search of the literature or available data of an inter-disciplinary nature; and
- (iv) any other study acceptable to the Faculty of Engineering & the Built Environment.

C. EVALUATION OF DISSERTATION

- (i) It is not necessary that the dissertation represent an original contribution. It must, however, extend or consolidate existing knowledge and should be inter-disciplinary in nature.
- (ii) The dissertation must be satisfactory in both literary style and presentation, and must also demonstrate that the candidate:
 - a) understands the nature and purpose of the dissertation
 - b) demonstrates a systematic understanding of the relevant literature
 - c) has mastered the development of an appropriate theoretical and conceptual framework within their academic discipline(s)
 - d) has a thorough understanding of the appropriate research methodologies and techniques applicable to their own research
 - e) is capable of independent thought, assessing information and drawing sound conclusions in keeping with the overarching methodological approach.
- (iii) The dissertation may be either a full dissertation (180 credit value) or a dissertation in partial fulfilment of the requirements for the degree (120 credit value). A full dissertation is normally the outcome of at least one year of full-time dedicated postgraduate research. A dissertation in partial fulfilment, in the same terms, should be assessed on the basis that it represents at least 6 months full-time dedicated postgraduate research. (Candidates completing a dissertation in partial fulfilment are also required to complete an approved programme of postgraduate coursework.)
- (iv) On the enclosed examiner's report form there are 3 categories. Examiners must indicate which categorisation they are recommending.

PASS	the dissertation be passed only once the corrections and/or changes specified in my report have been completed to the satisfaction of the supervisor and the Examinations Committee;	<input type="checkbox"/>
RESUBMIT	the candidate must undertake further work, substantially revise the dissertation, and resubmit it through the Faculty Office for me to examine, taking the recommendations in my report into account;	<input type="checkbox"/>
FAIL	the dissertation not be passed (I understand that if this recommendation is accepted then the candidate may not continue or reregister without the special permission of the Senate).	<input type="checkbox"/>

All examiners' recommendations are subject to approval by the Faculty's Examinations Committee.

D. CONTACT BETWEEN EXAMINERS

Examiners may not communicate with each other regarding the assessment of a dissertation but may request, through the Dean of the Faculty, such information as may be necessary for the evaluation process, e.g. references quoted.

E. SUPERVISOR AND CANDIDATE: SUBMISSION OF DISSERTATION

The submission of a dissertation for examination does not necessarily imply that the candidate has the support of the supervisor for submission. It is possible in terms of Faculty policy for a candidate to submit without the agreement of his/her supervisor and it is not policy to inform the external examiner whether or not such agreement was given.

UNIVERSITY OF CAPE TOWN
FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

APPENDIX A2
GUIDELINES FOR EXAMINERS

Master of Science in Engineering (60, 120 or 180 credit dissertation)

A. INTRODUCTION

Each examiner shall submit, on the prescribed form, a report, on the dissertation. The report should comprehensively assess the merits of the dissertation, contain a summary of findings and should specifically address each of the points outlined under (C) (Evaluation) below.

B. DISSERTATION CONTENT

A dissertation towards a MSc(Eng) degree may incorporate any or all of the following:

- (i) design of all or part of an engineering or built environment project to a specification involving advanced concepts and theoretical principles;
- (ii) a research project of a theoretical and/ or practical nature on an advanced topic belonging to the Engineering Sciences;
- (iii) critical review of a specified topic based on a comprehensive search of the literature or available data, pertinent to an advanced topic belonging to the Engineering Sciences;
- (iv) development of an item of equipment or a technique involving novel features or advanced design; and
- (v) any other study acceptable to the Faculty of Engineering & the Built Environment.

C. EVALUATION OF DISSERTATION

- (i) It is not necessary that the dissertation represent an original contribution. It must, however, extend or consolidate existing knowledge.
- (ii) The dissertation must be satisfactory in both literary style and presentation, and must also demonstrate that the candidate:
 - a) understands the nature and purpose of the dissertation
 - b) has an adequate acquaintance with the relevant literature
 - c) has mastered any relevant techniques
 - d) has a thorough understanding of the scientific method
 - e) is capable of independent thought, assessing information and making sound deductions.
- (iii) The dissertation may be either a full dissertation (180 credit value) or a dissertation in partial fulfilment of the requirements for the degree (120 credit value). A full dissertation is normally the outcome of at least one year of full-time dedicated postgraduate research. A dissertation in partial fulfilment, in the same terms, should be assessed on the basis that it represents at least 6 months full-time dedicated postgraduate research. (Candidates completing a dissertation in partial fulfilment are also required to complete an approved programme of postgraduate coursework.)
- (iv) On the enclosed examiner's report form there are 3 categories. Examiners must indicate which categorisation they are recommending.

PASS	the dissertation be passed only once the corrections and/or changes specified in my report have been completed to the satisfaction of the supervisor and the Examinations Committee;	<input type="checkbox"/>
RESUBMIT	the candidate must undertake further work, substantially revise the dissertation, and resubmit it through the Faculty Office for me to examine, taking the recommendations in my report into account;	<input type="checkbox"/>
FAIL	the dissertation not be passed (I understand that if this recommendation is accepted then the candidate may not continue or reregister without the special permission of the Senate).	<input type="checkbox"/>

All examiners' recommendations are subject to approval by the Faculty's Examinations Committee.

D. CONTACT BETWEEN EXAMINERS

Examiners may not communicate with each other regarding the assessment of a dissertation but may request, through the Dean of the Faculty, such information as may be necessary for the evaluation process, e.g. references quoted.

E. SUPERVISOR AND CANDIDATE: SUBMISSION OF DISSERTATION

The submission of a dissertation for examination does not necessarily imply that the candidate has the support of the supervisor for submission. It is possible in terms of Faculty policy for a candidate to submit without the agreement of his/her supervisor and it is not policy to inform the external examiner whether or not such agreement was given.

APPENDIX A3

MASTERS DEGREES: ARCHITECTURE

GUIDELINES FOR EXAMINERS

A. INTRODUCTION

Each examiner shall submit, on the prescribed form, a report on the dissertation concerned. The report should comprehensively assess the merits of the dissertation, contain a summary of findings and should specifically address each of the points outlined under (C) (Evaluation) below.

D. THE NATURE OF THE DEGREE

Essentially, the academic purpose of the degree is the transmission of research skills: the emphasis in its achievement is not so much on originality of intellectual contribution (which is the primary function of doctoral degrees) as on the honing of the abilities and skills necessary to conduct independent research and work. In this transmission, however, a candidate is expected to display mastery of the subject matter of the research topic for which he or she is registered.

E. EVALUATION OF DISSERTATION

In this regard, examiners are required to evaluate, *inter alia*:

- (i) conceptual understanding of the theoretical and practical issues associated with the topic;
- (ii) familiarity with relevant theory and precedent;
- (iii) appropriateness and rigour of research methods;
- (iv) competence in research-related techniques;
- (v) integration of contextual research with theoretical issues;
- (vi) logic of the structure of the product;
- (vii) originality of insights, findings and ideas (although the emphasis is not upon original contributions to knowledge, this obviously should be recognised in cases where it exists);
- (viii) ability to communicate in written and graphic formats and the quality of presentation;
- (ix) familiarity with, and consistency in the use of, international research conventions such as referencing;

While all are important, the weighting given in these categories will obviously vary in accordance with the nature of the research topic.

The dissertation may be either a full dissertation (180 credit value) or a dissertation in partial fulfilment of the requirements for the degree (120 credit value). A full dissertation is normally the outcome of at least one year of full-time dedicated postgraduate work. A dissertation in partial fulfilment, in the same terms, should be assessed on the basis that it represents at least 6 months full-time dedicated postgraduate work. (Candidates completing a dissertation in partial fulfilment are also required to complete an approved programme of postgraduate coursework.)

On the enclosed examiner's report form there are 3 categories. Examiners must indicate which categorisation they are recommending.

PASS	the dissertation be passed only once the corrections and/or changes specified in my report have been completed to the satisfaction of the supervisor and the Examinations Committee;
RESUBMIT	the candidate must undertake further work, substantially revise the dissertation, and resubmit it through the Faculty Office for me to examine, taking the recommendations in my report into account;
FAIL	the dissertation not be passed (I understand that if this recommendation is accepted then the candidate may not continue or reregister without the special permission of the Senate).

All examiners' recommendations are subject to approval by the Faculty's Examinations Committee.

D. CONTACT BETWEEN EXAMINERS

Examiners may not communicate with each other regarding the assessment of a dissertation but may request, through the Dean of the Faculty, such information as may be necessary for the evaluation process, e.g. references quoted.

E. SUPERVISOR AND CANDIDATE: SUBMISSION OF DISSERTATION

The submission of a dissertation for examination does not necessarily imply that the candidate has the support of the supervisor for submission. It is possible in terms of Faculty policy for a candidate to submit without the agreement of his/her supervisor and it is not policy to inform the external examiner whether or not such agreement was given.

APPENDIX B1

NEW STUDENTS

UNIVERSITY OF CAPE TOWN

Faculty of Engineering & the Built Environment

ABRIDGED MEMORANDUM OF UNDERSTANDING

between the

POSTGRADUATE STUDENT AND SUPERVISOR

The intention behind the Abridged MOU is to define the agreed supervisor allocation and research topic for the candidate as well as the requirement for completion of the full MOU. The latter will ensure that the roles and responsibilities of the candidate and supervisor are defined clearly, enabling the supervision experience to be as mutually productive as possible.

The FULL MOU must be completed by masters and doctoral candidates within six months of initial registration, or at the start of the dissertation/project in course-work masters degrees. The Annual Progress Review, where relevant, must be completed each subsequent year, to be submitted not later than the 15th October.

Both supervisor and candidate are strongly urged to read the *Faculty Handbook for Research Based Education*, prior to completing this agreement.

For students registered for the 60 credit minor dissertation , items marked with *** are optional.

Final sign-off for masters candidates is the HoD, and for PhD candidates, the Dean/Dean's nominee.

Three copies of the MOU should be signed: one for the candidate, one for the supervisor; one for the HOD / the Faculty Office.

Memorandum of Understanding between

_____ (name of postgraduate student)

(signature)

	(date)
--	--------

and

_____ (name of supervisor)

(signature)

	(date)
--	--------

Tick one of the following:

Doctorate	Masters (full thesis) 180 credit	Course-work/research Masters 120 credit	Coursework Masters with minor dissertation 60 credit
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A. CANDIDATE AND SUPERVISOR DETAILS:*(*** Indicates optional for 60-credit Minor dissertations.)*

A.1	Full name of candidate	
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A.2	Academic and professional qualifications:***

A.3	Full-time or part-time. Please specify.
	Full time

A.4	Thesis/dissertation title or proposed thesis topic:

A.5	Personal particulars:	
	(a) Student number:	
	(b) Address:	
	(c) Email	
	(d) Telephone no(s):	
	(e) Fax no:	

A.6	Supervisor:	
	(a) Title, Initials and Surname:	
	(b) Staff no:	
	(c) Department:	

A.7	Co-supervisor (s) if any:	
	(a) Title, Initials and Surname:	
	(b) Department:	
	(c) Institution	
	(d) Responsibilities	

Please confirm that the student is registered or still registered for the appropriate qualification (MPhil or MSc) and that the nature of the research is in keeping with the guidelines for the master of philosophy or the master of science

.....
SUPERVISOR

NEW STUDENTS

UNIVERSITY OF CAPE TOWN

Faculty of Engineering & the Built Environment

MEMORANDUM OF UNDERSTANDING

between the

POSTGRADUATE STUDENT AND SUPERVISOR

The intention behind the MOU is to clarify 'up-front' the agreed roles and responsibilities of both candidate and supervisor, to ensure that the supervision experience is as mutually productive as possible.

The MOU must be completed by masters and doctoral candidates within six months of initial registration, or at the start of the dissertation/project in course-work masters degrees. The Annual Progress Review, where relevant, must be completed each subsequent year, to be submitted not later than the 15th October.

Both supervisor and candidate are strongly urged to read the *Faculty Handbook for Research Based Education*, prior to completing this agreement.

For students registered for the 60 credit minor dissertation , items marked with *** are optional.

Final sign-off for masters candidates is the HoD, and for PhD candidates, the Dean/Dean's nominee.

Three copies of the MOU should be signed: one for the candidate, one for the supervisor; one for the HOD / the Faculty Office.

Memorandum of Understanding between

_____ (name of postgraduate student)

(signature)

_____	(date)
-------	--------

and

_____ (name of supervisor)

(signature)

_____	(date)
-------	--------

Tick one of the following:

Doctorate	Masters (full thesis) 180 credit	Course-work/research Masters 120 credit	Coursework Masters with minor dissertation 60 credit
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B. CANDIDATE AND SUPERVISOR DETAILS:*(*** Indicates optional for 60-credit Minor dissertations.)*

A.1	Full name of candidate	
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A.2	Academic and professional qualifications:***

A.3	Full-time or part-time. Please specify.
	Full time

A.4	Thesis/dissertation title:

A.5	Personal particulars:	
	(a) Student number:	
	(b) Address:	
	(c) Email	
	(d) Telephone no(s):	
	(e) Fax no:	

A.6	Supervisor:	
	(a) Title, Initials and Surname:	
	(b) Staff no:	
	(c) Department:	

A.7	Co-supervisor (s) if any:	
	(a) Title, Initials and Surname:	
	(b) Department:	
	(c) Institution	
	(d) Responsibilities	

B. SUPERVISOR'S EXPECTATIONS AND ARRANGEMENTS

B.1	Supervisor's expectations:
	The supervisor must set out what he/she expects of the candidate in terms of reaching certain milestones or goals during the course of the research.

	Other expected milestones or goals: <ul style="list-style-type: none"> • •
--	--

B.2	Supervisor's plans and commitments:
	The supervisor must set out his/her <u>plans</u> for providing supervision, including the pattern and intended frequency of meetings:

B.3	Supervision arrangements:
	(a) Expected absence of supervisor(s) on leave/sabbaticals (giving arrangements for supervision if away for more than 2 months in any one year), or conference attendance during the next 3 years***
	(b) Field work: Outline arrangements for field work:
	(c) Laboratory work: Outline expectations of the lab work component of the project as well as lab arrangements (if any) and supervision arrangements for lab work:
	(e) Estimated timing of formal seminars.***
	(f) Access to computers and software:
	(g) Responsibility for payment of costs (printing, stationary, photocopying, etc):

	(h) Teaching commitments by the student and details of remuneration:***
	(i) Courses and classes:***
	List any class, workshop or course that the student <u>must attend as a pre-requisite</u> and costs associated with this. Clarify the responsibility for costs associated with these (if any)

B.4	Co-Supervisory roles (if applicable): The role of co-supervisors should be clarified. It should be noted that all co-supervisory suggestions and proposals should be reported back on, and discussed with, the primary supervisor.

B.5	Funding plans: Specify any approved financial assistance to be provided, or organized, by the supervisor(s) to support this study (e.g. bursaries, teaching allowance etc.).
	If, on withdrawing or being refused re-registration, the student becomes contractually obliged to repay any of the above, this should be noted below . Funding from external agencies may stipulate such a provision.

	Please note that most bursaries require re-payment if the degree is not completed. The student is responsible for discerning this from the bursary conditions, so please take note of this before accepting the bursary.
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C. EXPECTATIONS AND PLANS OF THE CANDIDATE

C.1	The candidate must set out in as much detail as he/she can, what he/she expects of the supervisor and the department
C.2	Comment by supervisor on this:
C.3	The candidate and supervisor must set out their agreed plan and broad timetable for the dissertation. The candidate should be informed on the Faculty's maximum time limits for completion.***
C.4	Agreed date of completion is: <input type="text"/>

D. INTELLECTUAL PROPERTY ISSUES

D.1	As the student, by signing this document, I confirm that I have read the UCT IP Policy http://www.uct.ac.za/about/policies/ .
D.2	Who funds the research (exclude bursaries)?
D.3	In terms of the funding arrangement, has the IP been assigned to the funder (i.e. either because the full cost model has been applied to the project, or in terms of a research contract)?
	YES / NO (delete the non applicable)
D.4	In terms of the IP Rights from Publicly Financed Research and Development Act, the Student and Supervisor acknowledge that in all cases where the answer to D.3 is "No" there is an obligation to disclose an invention to Research Contracts and IP Services with 90 days of the discovery, using an Invention Disclosure Form (download from www.rcips.uct.ac.za/ip/overview/). There is an obligation to maintain the invention confidential within UCT until the IP has been evaluated by RCIPS to determine its ability to be protected. RCIPS should be contacted well in advance of any planned public disclosure, such as

	presentation at an external meeting or conference, publication in a journal, submission of an abstract, publication on a website or blog and the <u>submission of a thesis for examination</u> .
D.5	In terms of the UCT IP Policy, the university owns the IP arising from postgraduate research (unless ownership has been assigned to a third party), this includes inventions, discoveries and other developments of a technical nature whether or not these may be the subject of legal protection, as well as tangible research property arising from research activities such as prototypes, drawings, designs and diagrams, biological organisms and material, reagents, integrated circuit chips, software and data.
D.6	Copyright in a dissertation or thesis vests in the student who has written the dissertation or thesis, subject to the rights of the University provided in rules for degrees, diplomas and certificates. In terms of Rule GP8, when presenting a thesis for examination, a candidate shall be deemed by so doing to grant free license to the University to publish it in whole or in part in any format that the University deems fit. The student takes note of this requirement should they enter into an agreement with a publisher to publish their thesis.
D.7	The University assigns the copyright of all scholarly and literary publications to the authors of such works refer to policies in handbooks for authorship issues.
D.8	Graduate students often use data that belongs to the University, or a research group, or an external party. Any issues relating to data ownership should be noted here:

E. ETHICS IN RESEARCH

E.1	Assessment of ethics in research: All research projects in the EBE Faculty are required to complete the Assessment of Ethics in Research Projects form. This form, together with the required procedure, is available online at http://www.ebe.uct.ac.za/research/ethics/
	(a) Have you completed and submitted the 'Assessment of Ethics in Research Projects' form?
	YES / NO
	(b) If you answered NO to (a), please indicate when you expect to submit this form:
	(c) If you answered YES to (a), did your form require a sign-off by the Ethics in Research Committee?
	YES / NO
	(d) If you answered YES to (c), what was the date on which you received approval from this committee?
	<i>Please note that a dissertation submitted without ethics clearance, obtained beforehand, will not be marked</i>

F. PRESENTATION OF RESEARCH FINDINGS AND AUTHORSHIP

F.1	Publication must give appropriate credit to all authors for their roles in the research. Authorship allocates credit to those involved in the research and also allocates responsibility for the integrity of the research and its publication. Authorship practices should reflect the integrity of the research process by honestly indicating the actual contributions to the publication. The reputation of both the institution and individual researchers is negatively affected by poor authorship practices. When more than one person is involved in research, an ethical judgment must be made as to who should be included as an author and as to the sequence of names of the authors on the publication.
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	<ul style="list-style-type: none"> • All external presentations and publications centred on the student's research must be agreed with the supervisor, and Project Leader where project is externally funded, before commitment and their content agreed before delivery. This includes submission of papers for conferences and for publication in refereed journals, submission of popular science articles related to the research and presentation of research to third party with commercial or other interest in the work. • The student agrees to co-operate and work with their supervisor in the preparation of journal and conference papers concerning their work, as part of the academic process. • The authorship guidelines of UCT detailed in the Authorship Practices Policy will inform authorship of all publications prepared on the work covered in the thesis. The essence of these guidelines, extracted from UCT's authorship guidelines, is summarised below: <p>“An author is someone who makes a significant or substantial contribution to the production of the publication. The precise meaning of ‘significant or substantial contribution’ may be discipline-specific but is commonly understood as requiring that 1) each author should have participated in formulating the research problem, or analysing and interpreting the data or have made other substantial scholarly effort or a combination of these; and/or 2) have participated in writing the paper; and 3) should have approved the final version for publication and be prepared to defend the publication against criticisms.”</p>

G.	Any requirements specific to a department should be noted here:

H.	Social Media
	<p>While EBE welcomes and encourages open discussion on social media sites, including but not limited to Facebook, Twitter, LinkedIn, YouTube pages, online story-sharing forums and blogs- as a student, by signing this document, I accept that information posted on any of the social media platforms should not include:</p> <ul style="list-style-type: none"> • abusive, harassing, defamatory or hurtful comments about any student or member of staff • foul or threatening language or “hate speech” • material that may infringe on any patent, copyright or intellectual property

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Please confirm that the student is still registered for the appropriate qualification

(MPhil or MSc)

and that the nature of the research is in keeping with the guidelines for the master of philosophy

or the master of science

Observations by the Hod/...

I.1 OBSERVATIONS BY THE HOD

I have reviewed this completed MoU am satisfied that it reflects the shared understanding of supervisor and candidate and that the department is able to meet the obligations to candidates set out in this MoU:	
<i>Signed:</i>	
<i>Name:</i>	
<i>Date:</i>	

I.2 OBSERVATIONS BY THE DEAN/DEAN'S NOMINEE (PhD candidates only)

I have seen this completed MoU and I have the following comments:	
<i>Signed:</i>	
<i>Name:</i>	
<i>Date:</i>	

RETURNING STUDENTS

UNIVERSITY OF CAPE TOWN

Faculty of Engineering & the Built Environment

MEMORANDUM OF UNDERSTANDING

**between the
POSTGRADUATE STUDENT AND SUPERVISOR**

Annual Progress Review and Plans

This supplement must be completed and submitted by not later than the **15th October** for each year of registration.

This schedule is to document the supervisor's assessment of the work completed in the current academic year, in order to record this for both candidate and supervisor; point the candidate to work that needs attention, to new avenues, or new directions (especially if up- or down-grading of registration is suggested); and be the basis for the supervisor's recommendation via the HoD as to whether the candidate has met the required standard of achievement/progress to be allowed to renew his/her registration in the following year.

*For students registered for the minor dissertation (60 credits), the progress report is optional in the 2nd year of registration, but compulsory in subsequent years.

_____ (name of postgraduate student)
_____ (signature)

_____	_____ (date)
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and

_____ (name of supervisor)
_____ (signature)

_____	_____ (date)
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Tick one of the following:

Doctorate	Masters (full thesis) 180 credits	Course-work/research Masters 120 credits	Coursework Masters with minor dissertation 60 credits
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Year of first registration:

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1. ASSESSMENT OF PROGRESS IN THE PAST YEAR

1.1	REPORT BY THE CANDIDATE
	Self-assessment of progress by candidate during the past year:

1.2	REPORT ON PROGRESS BY THE SUPERVISOR

1.3	(OPTIONAL) COMMENTS BY THE CO-SUPERVISOR(S)

1.4	RECOMMENDATION BY THE SUPERVISOR
	I recommend that:-
	(a) the candidate's registration be renewed for the coming year*; or
	(b) further registration be refused*.
	<i>*(delete whichever does not apply and in the case of a recommendation to refuse further registration, attach written reasons.)</i>

1.5	RESPONSE BY THE CANDIDATE
	(The candidate has the right to respond to any comments made by the supervisor or HoD. If he/she avails themselves to this right, the candidate must do so here in writing.)

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1.6	SIGNATURE OF THE CANDIDATE	
	The candidate must sign to show that he/she has seen these responses. The candidate's signature does not necessarily indicate acceptance of the responses.	
	<i>Signed:</i>	
	<i>Name:</i>	
	<i>Date:</i>	

WHERE RE-REGISTRATION IS SUPPORTED, THE SUPERVISOR AND CANDIDATE SHOULD COMPLETE PART 2 OF THE SCHEDULE.

2. PLAN OF WORK FOR THE YEAR AHEAD: TO BE COMPLETED BY THE CANDIDATE AND SUPERVISOR

2.1	THESIS / DISSERTATION TITLE:	

2.2	EXPECTED DATE OF COMPLETION:	
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2.3	CANDIDATE'S RESEARCH GOALS FOR THE YEAR AHEAD:	

2.4	COMMENTS BY SUPERVISOR:	

2.5	FUNDING FOR THE YEAR AHEAD:	
	Funding details should be brought up to date each year. Please specify all financial commitments (including salaries, bursaries, allowances, teaching payments, equipment, travel etc.) made by the supervisor to the candidate for the coming year.	

Please note that most bursaries require re-payment if the degree is not completed. The student is responsible for discerning this from the bursary conditions, so please take note of this before accepting the bursary.

2.6

ANY EMPLOYMENT / RESPONSIBILITIES OF THE CANDIDATE IN THE YEAR AHEAD:**(a)** Teaching responsibilities:**(b)** Other:

2.7

COMMUNICATION ARRANGEMENTS FOR THE YEAR AHEAD:

The supervisor must outline the envisaged frequency and nature of meetings, and explain what will be expected of candidate and supervisor at meetings. All anticipated absences of both candidate and supervisor should be recorded.

Expected absences of supervisor in 2014**Expected absences of candidate in 2014:**

2.8

COURSES AND CLASSES THAT THE CANDIDATE IS REQUESTED TO ATTEND IN THE NEXT YEAR AND (IF APPLICABLE) COST ARRANGEMENTS FOR THESE:

2.9	ANY OTHER OBLIGATIONS WHICH THE CANDIDATE HAS TO THE DEPARTMENT OR RESEARCH GROUP AND AN ASSESSMENT OF THE TIME IMPLICATIONS OF THESE:
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2.10	ANY OTHER DEPARTURES FROM THE ORIGINAL MOU:

2.11	PRESENTATION OF RESEARCH FINDINGS AND AUTHORSHIP:
	<p>Publication must give appropriate credit to all authors for their roles in the research. Authorship allocates credit to those involved in the research and also allocates responsibility for the integrity of the research and its publication. Authorship practices should reflect the integrity of the research process by honestly indicating the actual contributions to the publication. The reputation of both the institution and individual researchers is negatively affected by poor authorship practices. When more than one person is involved in research, an ethical judgment must be made as to who should be included as an author and as to the sequence of names of the authors on the publication.</p>
	<ul style="list-style-type: none"> • All external presentations and publications centred on the student's research must be agreed with the supervisor, and Project Leader where project is externally funded, before commitment and their content agreed before delivery. This includes submission of papers for conferences and for publication in refereed journals, submission of popular science articles related to the research and presentation of research to third party with commercial or other interest in the work. • The student agrees to co-operate and work with their supervisor in the preparation of journal and conference papers concerning their work, as part of the academic process. • The authorship guidelines of UCT detailed in the Authorship Practices Policy will inform authorship of all publications prepared on the work covered in the thesis. The essence of these guidelines, extracted from UCT's authorship guidelines, is summarised below: <p>"An author is someone who makes a significant or substantial contribution to the production of the publication. The precise meaning of 'significant or substantial contribution' may be discipline-specific but is commonly understood as requiring that 1) each author should have participated in formulating the research problem, or analysing and interpreting the data or have made other substantial scholarly effort or a combination of these; and/or 2) have participated in writing the paper; and 3) should have approved the final version for publication and be prepared to defend the publication against criticisms."</p>

2.12	Assessment of ethics in research:
	<p>All research projects in the EBE Faculty are required to complete the Assessment of Ethics in Research Projects form. This form, together with the required procedure, is available online at http://www.ebe.uct.ac.za/research/ethics/</p>
	<p>(a) Have you completed and submitted the 'Assessment of Ethics in Research Projects' form?</p>
	<p>YES / NO</p>

	(b) If you answered NO to (a), please indicate when you expect to submit this form:
	(c) If you answered YES to (a), did your form require a sign-off by the Ethics in Research Committee?
	YES / NO
	(d) If you answered YES to (c), what was the date on which you received approval from this committee?
	<i>Please note that a dissertation submitted without ethics clearance, obtained beforehand, will not be marked</i>

3.	Social Media
	<p>While EBE welcomes and encourages open discussion on social media sites, including but not limited to Facebook, Twitter, LinkedIn, YouTube pages, online story-sharing forums and blogs- as a student, by signing this document,</p> <p>I accept that information posted on any of the social media platforms should not include:</p> <ul style="list-style-type: none"> • abusive, harassing, defamatory or hurtful comments about any student or member of staff • foul or threatening language or “hate speech” • material that may infringe on any patent, copyright or intellectual property

Please confirm that the student is still registered for the appropriate qualification (MPhil or MSc) and that the nature of the research is in keeping with the guidelines for the master of philosophy or the master of science

Signed by –

Candidate		Date:	
Supervisor		Date:	

I approve / refuse (*delete which is not applicable*) renewal of registration for the year ahead. If registration is not approved, reasons should be attached.

HoD:		Date:	
-------------	--	--------------	--

Dean / Deputy Dean (PhD candidates):		Date:	
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APPENDIX C

Guidelines for the Preparation and Submission of Papers in Partial Fulfillment of the Requirements for the Masters Degree

Faculty of Engineering and the Built Environment

1. **Aim of Guidelines and Note on Assessment**

The Rule pertaining to the submission of a paper for the Masters' degree states that "the candidate shall submit a summary of the key aspects of the dissertation, presented in the form of a paper which is, potentially, of publishable standard, approved by a Panel of Assessors" The following guidelines are aimed at assisting both degree candidates and supervisors in ensuring that submissions of papers are of acceptable standard. In this regard, it should be stressed that the function of the Panel of Assessors is not to "referee" the submissions in the sense of giving opinion on the technical or scientific merit of the papers, but rather, to check that submissions contain the expected components of a scholarly research paper, presented with clarity of expression, well-structured and properly referenced. Substandard submissions will not be accepted.

2. **Guidelines on the Preparation of Papers**

- 2.1 A paper prepared for submission should reflect the work carried out for the Masters thesis. It is expected that papers reflect all or part of the content of the submitted Masters thesis.
- 2.2 The standard of preparation of manuscripts should generally match that of peer-reviewed published conference proceedings or peer-reviewed journals. Candidates are strongly advised to prepare manuscripts with a specific journal or conference proceedings in mind, and follow the instructions provided by the editors.
- 2.3 Papers must be properly structured, with a clear "flow" from one section to the next, and a clear hierarchy in the arrangement of sections. Simply putting down ideas without a plan as regards the structure of the paper is not acceptable. All papers should have an abstract (typically 100 to 200 words) after the title. An acceptable structure of paper may, for instance, be as follows: Title, Abstract, Keywords, Introduction, Method/Procedure, Results, Discussion, Conclusions, and References.
- 2.4 Candidates are particularly reminded that the "Conclusions" section should actually reflect the conclusions drawn from the presented work, and not be merely a summary of the paper. In certain cases, consideration should be given to more appropriate headings for the final section, such as "Concluding Remarks" or "Summary and Conclusions".
- 2.5 Close attention should be paid to the proper surveying and referencing of literature. Although a frill literature survey is not necessarily appropriate in a short paper, some information on prior work and the current state of the art is a basic minimum for a research paper. A bibliography is no substitute for a list of cited references. Acceptable referencing styles may be seen in peer-reviewed journals.
- 2.6 Papers based on the collection of data through field surveys should contain statistical analyses (including sampling procedures, reliability analyses, etc) of the information. Merely reporting on what was carried out, recording the results and simply accepting these is clearly not adequate for a research paper.
- 2.7 Papers should be thoroughly checked and proof-read prior to submission, to make sure that they are free of spelling, grammatical and typographical errors. Hurried submissions riddled with errors of this type will not be accepted.

3. **Guidelines for the Submission of Papers**

- 3.1 Submission of papers should comply with the deadline indicated by the Faculty, which would normally be two weeks before the meeting that considers the examination reports on Masters' theses.
- 3.2 Two copies of the paper should be submitted. The first copy should be submitted to the Faculty Office under cover of the Paper Submission Form. The second copy should be lodged with the Head of Department.
- 3.3 Where a paper that is submitted to the Panel has already been published as a full paper in a well-known and reputable journal or in refereed conference proceedings (such a publication reasonably reflecting the content of the submitted Masters thesis), the requirement of "publish worthiness" will be deemed to have been demonstrated, and the submission will be automatically accepted, provided it is in the form of a reprint or a photocopy of the full paper as published.
- 3.4 Where a paper that is submitted to the Panel has already been accepted for publication in a peer-reviewed journal or conference proceedings, but has not yet been published, proof of this (in the form of the Editor's acceptance letter) should be provided with the submission of the paper; a submission with such proof will be treated as in paragraph 3.2 above.

4. **Assessment and Feedback**

After submission of papers, candidates will be informed on the acceptance of their submissions by the Faculty Office. Any points needing attention will be communicated to the candidate via the Supervisor or the Faculty Office, and these should be attended to with urgency. Where a Masters thesis has not met the requirements for the award of the Masters' degree, and needs to be resubmitted and re-examined after further work, another paper submission may be required.