



FACULTY OF HUMANITIES

**ADMINISTRATIVE SERVICES FOR
POSTGRADUATE STUDENTS**

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FACULTY OF HUMANITIES

SERVICES OFFERED TO STUDENTS

The Faculty of Humanities provides administrative support to postgraduate students throughout the process from initial enquiry, application, registration, through to graduation. The key areas of administration for which the Postgraduate Office is responsible are:

- Application / Admissions (after submission of online application)
- Registration (this includes changes of curriculum, leave of absence and cancellation of registration)
- Examination processing (dissertations and minor dissertations)
- Record keeping

Department-specific and course-related administrative services are provided by the relevant academic department:

- Time-tabling of courses
- Teaching/meeting venues

Other administrative services are offered by the units listed below:

- Fees Office: all student fee and account related matters
- IAPO: all matters relating to international students
- Postgraduate Funding Office: funding and scholarships
- Student Records Office: graduation arrangements and official student transcripts

There may be some overlap and interaction between the Postgraduate Office and these other offices. If in doubt which office is responsible, please inquire with the Postgraduate Office, from where you will be redirected if necessary.

1. CONTACT WITH THE POSTGRADUATE OFFICE

Listed below is an indication of the expected response times for communications addressed to staff of the Postgraduate Office:

- **E-mails:**
E-mails should be answered within 48 hours. If a full response cannot be provided immediately, you will get an acknowledgement in the first instance and a full response as soon as possible thereafter. Response times may be slower during peak periods such as registration and graduation when staff are engaged with registration or graduation activities out of the office.
- **Telephone and in-person queries:**
If the administrator is unable to answer your query immediately, you should expect a follow-up call or e-mail within 48 hours.

If you had to leave a voicemail message, expect an answer on the same day except when a staff member is on leave and you will be referred to another staff member.

- **Redirecting:**

If the administrator you approached is unable to help you, you can expect to be redirected to the correct person immediately. If necessary, the administrator will enquire on your behalf to ensure that you are directed to the right person.

2. SELF-SERVICE FUNCTIONS

Students are responsible for recording and updating the following using the self-service online facility on People Soft:

- Checking that you are correctly registered, making sure that any class you are taking is reflected. Adding/dropping courses late could have fee implications!
- Change of address/ e-mail details, and auto-forwarding set-up from your myuct account – imperative otherwise you will not get mailings that UCT sends out at various stages.
- Banking details (Payments of bursary funds, fee refunds, etc. are only done electronically into a nominated bank account. Bank details need to be entered via the self-service online facility before any payment can be made.)

3. ADMINISTRATIVE PROCESSES

To ensure that you are aware of the requirements for application, registration and examination, these have been described below.

3.1 Application and Admission Process

You apply online to the UCT Admissions Office, uploading all required documentation in support of your application.

The Faculty will screen your application, checking that you meet the advertised admission and language requirements. After the initial screening, the Postgraduate Office administrator will refer your application and all supporting documents to the department concerned. If you do not submit all required documents with your application there will be delays while these are requested.

Departments consider applications at 'Higher Degrees Committee' meetings. (There may be a delay of a few weeks between the time the Postgraduate Office refers your application to the department and when the Higher Degrees Committee next meets.)

Once the department informs the Postgraduate Office of its decision, the Postgraduate Office will inform you of the decision.

You can track your application status on the web.

Funding applications must be submitted separately. Forms are available from the Postgraduate Funding Office.

Average overall processing time: 6-8 weeks, depending on time of year (expect delays if your documentation was incomplete at the time of submission).

Please note: Departments can only make a decision if the results for your previous degree are known (i.e., a full transcript is provided). This means that if you apply while you are still completing the necessary previous degree, the decision will be delayed until final results are known.

3.2 Registration Processes

3.2.1 Initial registration

Collect your registration forms from the Department which offers the qualification for which you are registering.

International students (SADC countries included) must obtain clearance from IAPO in the first instance.

Students who owe fees from the previous year must obtain clearance from the Fees Office before they will be able to register.

If you are a returning Masters student who has completed coursework and are registering for a minor dissertation for the first time, you also need a Memorandum of Understanding. Complete all the required forms as far as possible and discuss your proposed curriculum with the programme convenor before completing your curriculum form. Discuss your proposed courses and ensure that you are correctly registered to meet all requirements for the degree for which you are registering.

Please note: Different qualifications may require the completion of different forms:

Registration form	All qualifications
Curriculum form	All qualifications
MOU	All PhDs and Masters students registering thesis/dissertation component for first time
MOU Annual Supplement	All PhD and Masters students registering in subsequent year having already completed a full MOU the previous year

Thereafter, take your curriculum form (now completed and signed off), registration form and MOU to the Dean's representative in the Faculty Office – Director: Graduate Studies or Manager: Postgraduate Administration.

Then take your signed forms to have your registration processed on PeopleSoft. The academic officers will capture your chosen courses. **Pay careful attention to make sure that you have been registered in the correct courses. Please**

check your registration details within 48 hours to ensure that everything is in order and report any problems to the relevant Faculty Officer. Failure to check your registration record could have fee implications if incorrect.

Overall processing time: 2-4 hours (depending on volume).

3.2.2 Memorandum of Understanding

The University requires that every Masters and Doctoral student enter into an agreement regarding supervision with their supervisor, viz., a Memorandum of Understanding (MOU). An MOU must be completed by every new Doctoral candidate and every Masters student registering for the dissertation/minor dissertation for the first time; an annual supplement must be completed at the start of each academic year thereafter.

3.2.3 Change of Curriculum

If you wish to add or drop a course, a change of curriculum form must be completed. A change of curriculum is an amendment to your initial registration and to make any change – to add or drop courses – you need to complete the form available online <http://www.uct.ac.za/students/postgraduates/changes/>. The form must be signed by your programme convenor.

If a semester course is dropped by the end of the first week of the semester, you are entitled to a 100% fee refund. If a semester course is dropped by the end of week three of the semester, you are entitled to a 50% fee refund. A course dropped after week three will not be refunded. Dates for adding or dropping courses are published in the Fees Book which is sent by Fees to all students and available online - <http://www.uct.ac.za/apply/fees/>

3.2.4 Renewal of registration

In terms of University rules students are required to maintain continuous registration until graduation. Each year, you must renew your registration during Registration Week or if you are a Research Masters and PhD student, by the end of February. A late registration penalty (R2000) is applied where re-registration does not take place by the due dates. Registration dates are published on the web. If you are not in the country at the time of re-registration, you should arrange in advance with the Postgraduate Office to have the forms e-mailed to you.

If the need arises for a Doctoral or Masters student to interrupt studies for a semester/year for the following reasons:

- Compassionate;
- Medical;
- Study Abroad;

a leave of absence must be applied for so that you are able to return in the following year without having to reapply. Students must complete a form to apply for leave of absence available from the Postgraduate Office. Supporting documentation is required in all instances.

LOA will only be granted once during a period of registration for a particular qualification, e.g., once as a Masters student and once as a PhD student. Ordinarily there is no fee refund for leave of absence.

If you do not maintain continuous registration and you decide to return after an interruption for which you did not take leave of absence, you will need to reapply.

3.2.5 Cancellation

If you plan to discontinue your studies you must formally cancel your registration with the Postgraduate Office by completing a cancellation of registration from <http://www.uct.ac.za/students/postgraduates/changes/>.

Depending on when this occurs, you may be eligible for a fee rebate (consult the Fees Booklet). If you discontinue without formally cancelling, you remain liable for the full fee for all courses on which you are enrolled and your transcript will show AB for each course. Should you wish to resume your studies at a later stage, motivation will be required which should include support from your supervisor and the Head of Department.

Extract from 2015 Fees Handbook:

Notice to Leave: Withdrawal of Registration

A registered student (or legal guardian) is personally liable for all tuition fees notwithstanding any pledges of support or bursary that they may have received.

Students or their legal guardians must give notice of intention to discontinue studies in writing by completing the Cancellation of Registration Form and submitting this together with their student card to their Faculty Office in person or by registered mail.

A R500 Administration Fee will be charged on all cancellations / withdrawals. International students, including those from SADC countries, refer to Section 5.9

A reduction on the academic fees may be considered in special circumstances, depending on when the notice of intention to discontinue studies is received by the Faculty Office. If notice is received before:

(a) Whole Year Courses starting in February:

20 February 2015..... 100% adjustment
24 July 2015 50% adjustment

(b) First Semester Courses starting in February:

20 February 201..... 100% adjustment
6 March 2015 50% adjustment

(c) *Second Semester Courses starting in July:*

24 July 2015 100% adjustment

7 August 2015 50% adjustment

No reduction will be granted if the notice of intention to discontinue studies is received after the above deadlines.

Note: These dates will be strictly adhered to. Any fees owing are due immediately on cancellation of studies.

4. WRITING, REFERENCING AND PLAGIARISM

Forms of referencing must be standard for the discipline and must adhere to a recognised international convention.

4.1 Plagiarism (passing off someone else's work as your own)

Examples of this are inadequate acknowledgement of sources of data, analyses and ideas, and direct copying of passages of text. You will be required to make a declaration stating that you know the meaning of plagiarism and that all the works in your thesis/dissertation (except for that which is properly acknowledged) is your own.

The Writing Centre offers assistance in this regard (see page 37). You could also visit the policies website on <http://www.uct.ac.za/about/policies/> for information on plagiarism.

4.2 Publication of research

Research is generally published as journal articles or conference papers. There is great benefit in having your work published, specifically in terms of your own professional development. Enquire from your supervisor or academic department about how your research should be presented.

5. SUPERVISION

5.1 Finding a supervisor

Finding a supervisor is specifically relevant to master's by dissertation and doctoral students. If you already have a supervisor, naturally this section is not relevant to you. If you do not yet have a supervisor, it is important – once you have decided on the broad research area in which you wish to work – to find one. Your supervisor must be approved by the head of the academic department, and certain conditions and rules apply to such an appointment.

There is no set way of finding a supervisor. You might make personal contact with someone under whom you would like to do your degree, or you may write to the faculty officer with your proposal and ask for a supervisor to be allocated if you are accepted as a student. You could also seek advice from the Deputy Dean responsible for research in the faculty in which you wish to register.

The approved supervisor is responsible for providing the necessary guidance needed for you to conduct and complete your research successfully. As such, the supervisor is required to have the necessary expertise, knowledge and skills to supervise the proposed research.

As the student being supervised, it is incumbent upon you to avail yourself of the agreed-upon supervision.

5.2 Selecting a topic for your research

You and your supervisor must agree on a research topic. Remember that your research depends not only on its academic merit, but also on available resources and funding. It is important to ensure that these are in place before commencement.

6. EXAMINATION PROCESS

6.1 Masters examination

Candidates are required to give written notice of intention to submit (by 15 February for the June graduation, or by 15 July for the December graduation) in advance of submitting your dissertation. Once you submit your notice of intention to submit, the Postgraduate Office starts the process of appointing external examiners, so that there will be no delay once you submit your dissertation. If you do not notify the Postgraduate Office of your intention to submit, examiners will not have been appointed in advance, and the examination of your dissertation may be delayed. (Do not notify the Postgraduate Office of your intention to submit if you are not ready - if examiners are appointed and you do not submit, it becomes difficult to find examiners again later when you do submit.)

Submit your dissertation as required by start of 2nd quarter for the June graduation, or by start of 4th quarter for the December graduation. The Postgraduate Office sends a copy to each examiner. Examiners are expected to return their reports within 6 weeks. If the examiner has not done so by week 6, the Postgraduate Office administrator will follow up. **The Postgraduate Office does not undertake to reach a decision by any specific date.**

Within 48 hours of receiving the examiners' reports, the Postgraduate Office administrator sends these to the department which has 5 days to respond and produce a consolidated report. Once the department has responded by submitting the consolidated report, your reports are put to the Masters Dissertation Examination Committee (MDEC).

The MDEC will be convened to decide the results a week thereafter. Once the results are known, you will be informed. If no corrections are required, the result is entered on system. If minor corrections are required, your supervisor oversees these and informs the Postgraduate Office when these are satisfactorily done so that the result can be entered. Corrections must be completed within 6 months of notification that corrections are required. One unbound corrected copy and CD-ROM must be submitted to the Postgraduate Office before your result can be entered making you eligible to graduate. If you are required to revise and resubmit, you need to re-register so that you can receive supervision while working on the amendments required.

Average overall processing time from date of submission: 10 weeks (longer if notice of intention to submit was not given).

6.2 Doctoral examination

Candidates are required to give written notice of intention to submit by 10 January for the June graduation, or by 20 June for the December graduation to the Doctoral Degree Office (DDO) in advance of submitting your thesis.

Once you submit your notice of intention to submit, the DDO starts the process of calling for nomination of external examiners. If you do not notify the DDO of your intention to submit, examiners will not have been appointed in advance, and the examination of your thesis will be delayed until examiners have been nominated and approved first by Faculty and then by the Doctoral Degrees Board.

Submit your thesis by 16 February for June graduation and 15 August for December graduation.

The DDO sends a copy to each of the three external examiners. Examiners are expected to return their reports in 8 weeks. If the examiner has not done so by week 8, the DDO will follow up.

Once all three reports have been received by the DDO, they are forwarded to the Faculty and the Doctoral Committee of Assessors (comprising a core group of senior Faculty members, the supervisor and relevant HOD) who are required to study the reports and make a recommendation to the DDB. Once the DCOA recommendation has been approved by the DDB, the student is advised of the outcome by the DDO.

Overall processing time: about 12 weeks from submission of the thesis.

7. FACULTY EXAMINATION COMMITTEE - PROGRESS CODES AND SATISFACTORY PROGRESS

At the end of each year the Faculty Examinations Committee meets to determine inter alia whether students have made satisfactory progress and are eligible to continue with their studies during the next academic year.

It is expected that a PhD is completed in 4/5 years. It is expected that a Masters is completed in one or two years.

An Honours degree should be completed in one year (full-time).

Students are coded as follows:

CONT	Academically eligible to continue
FECC	Action needed by student to continue
FECF	Student needs to appeal to be allowed to renew registration
RENN	Academically ineligible to continue.

8. FEES

Any course added to or dropped from your enrolment record has fee implications. Please consult the Fees booklet regarding dates for adding and dropping a course/s - <http://www.uct.ac.za/apply/fees/>

9. E-MAIL

The University uses the default UCT student e-mail address for all e-mail correspondence with students. If you are using any other e-mail address, please ensure that you auto-forward from your *default* UCT student e-mail address.

Your e-mail login and password are assigned by the Admissions Office and conveyed to you in the first correspondence you received from the Admissions Office confirming your application details - please make a note of them.

Should you happen to forget or mislay your login and/or password, please contact the Lab Administrator – the Postgraduate Office does not have this information, or the ability to generate a new password should you forget yours.

10. POSTGRADUATE OFFICE CONTACTS

<u>Department/ Area</u>	<u>Contact for enquiries or help</u>
Drama	<p>Ncumisa Mdingi</p> <p>Tel: (021) 650-2692</p> <p>e-mail: Ncumisa.Mdingi@uct.ac.za</p>
Music (including Dance)	
Environmental & Geographical Studies	
English Language & Literature (including Creative Writing)	
Film and Media Studies	
Fine Art (including Art Historical Studies)	
Historical Studies	
Languages & Literatures	
Gender Studies	
Linguistics	
Social Development	
Archaeology	
Criminal Justice	
Economics	
Information & Library Science	
Organisational Psychology	
Philosophy	
Political Studies	
Psychology	
Sociology	
African Studies	
Anthropology	
Education:	<p>Msakha Mona</p> <p>Tel: (021) 650-2462</p> <p>e-mail: Msakha.Mona@uct.ac.za</p>
Advanced Certificate in Education (ACE)	
Postgraduate Diplomas & Certificates (PGDP & PGCE)	
Honours	
Masters	
Religious Studies	<p>Brigit Smit</p> <p>Tel: (021) 650-5794</p> <p>e-mail: Brigit.Smit@uct.ac.za</p>
PhDs in all departments	

<p>General enquiries</p>	<p>Tasneem Hartley</p> <p>Tel: (021) 650 2691</p> <p>e-mail: Tasneem.Hartley@uct.ac.za</p>
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