CHAPTER 8
POST-DIPLOMA AND POSTGRADUATE STUDENTS

8.1 ONE-YEAR POST-DIPLOMA QUALIFICATIONS

Certain bachelor's degrees in technology with a minimum duration of one year, the Bachelor of Education (Honours) (BEd (Hons)), the Advanced Certificate in Education (ACE), the Postgraduate Certificate in Education (PGCE) and the Higher Diploma: Higher Education and Training are currently presented in a number of academic departments as post-diploma qualifications.

8.2 POSTGRADUATE STUDIES

It is the policy of the Tshwane University of Technology to:
Ensure that effective and quality supervision at postgraduate level is provided by qualified supervisors.

The Tshwane University of Technology (TUT) offers the following master's and doctorate programmes:
- Master's Degree in Technology (Magister Technologiae).
- Master's Degree in Education (MEd).
- Master's Degree in Business Administration (MBA).
- Doctorate in Technology (Doctor Technologiae).
- Doctorate in Education (DEd).

8.3 ADMISSION REQUIREMENTS

8.3.1 One-year post-diploma qualifications

A student will not be admitted to a one-year post-diploma qualification unless he or she is the holder of a suitable national diploma or an equivalent qualification in an applicable field.

8.3.2 Master's degrees

A student will not be admitted to enrol for a master’s degree unless he or she is already in possession of a suitable bachelor’s degree in technology or an equivalent qualification in a relevant study field.

8.3.3 Doctorates

A student will not be permitted to enrol for a doctorate unless he or she is already in possession of a master’s degree or an equivalent qualification in a relevant study field.

Please note: Prospective students must consult the relevant section of the latest Prospectus, as well as the publication Students’ guidelines for postgraduate study.

8.4 DURATION OF QUALIFICATION

8.4.1 Unless explicitly stated otherwise, the minimum period of study for one-year post-diploma programmes, one-year B Tech programmes and BEd (Honours) programmes is one (1) academic year and the maximum is two (2) academic years, if offered to day-class students. The maximum period for distance education and evening-class students is three (3) years.

8.4.2 The period of study allowed for a master’s degree is a minimum of one (1) and a maximum of three (3) academic years.

8.4.3 The period of study for a doctorate is a minimum of two (2) and a maximum of five (5) academic years.
8.4.4 The readmission of a student who has already been registered for the maximum number of years and who has not yet completed his or her studies will be permitted only after the head of the department has interviewed the student, and the Executive Dean of the Faculty has given written permission for further registration. After approval of extension, one third of the fixed class fees is payable annually by postgraduate students. The stipulations of rules 8.5.5 and 8.5.6 also apply.

8.5 APPLICATION FOR ADMISSION AND REGISTRATION

8.5.1 Admission to all programmes is subject to evaluation. No prospective student will be allowed to register for any programmes without prior evaluation.

8.5.2 Registration for post-diploma qualifications, with the exception of postgraduate qualifications, takes place simultaneously with registration for the four-year B Tech degrees and the national diplomas.

8.5.3 Prospective students for postgraduate studies must apply for admission to the relevant programmes and academic departments on the required application form before the official closing date. (Also see the publication Students’ guidelines for postgraduate study.)

8.5.4 Registration for a postgraduate degree takes place throughout the academic year.

8.5.5 All students must register for each academic term within the registration period, and must make the required initial payment.

8.5.6 Registration as a student is valid for one (1) academic year only. Should a student fail to register for the subsequent academic year, he or she has to apply for admission, register and pay the full amount required again.

8.5.7 An annual administration fee is payable in respect of each period of registration until the student has completed his or her programme.

8.5.8 It is a student’s own responsibility to register each year. Only registered students may receive guidance from their supervisors.

8.6 THE GRANTING OF STATUS

8.6.1 DEFINITIONS
In this chapter, unless otherwise indicated –

“status” means the recognition granted to an applicant to register for a programme if the applicant is not the holder of the required admission qualification or an equivalent qualification, but is the holder of another qualification on the same NQF level as that of the prerequisite qualification;

“equivalent qualification” means a qualification, completed at an accredited institution of higher education, which is not identical to the admission requirements of the programme but which is evaluated to be on the same NQF level, and of which the study content overlaps by at least 70% with that of the set admission requirement qualification; and

“accredited institution of higher education” means one of the following:
- A South African public institution of higher education.
- An internationally accredited institution of higher education, accredited by its government as an institution of higher education, that is included in relevant handbooks (such as the International Handbook of Universities, published in association with the International Association of Universities).

8.6.2 RULES
Please refer to Chapter 30 for the applicable rules.
8.7 APPROVAL AND REGISTRATION OF A PROJECT

Please note: The relevant instructions and procedures are contained in the publication Students’ guidelines for postgraduate study, which is available on request.

8.7.1 For postgraduate degrees, prospective students must first apply to the academic department concerned for approval of the draft project proposal.

8.7.2 After the study panel of an academic department has accepted a provisional project, the student may register, keeping in mind the provisions of rule 8.5.3.

8.7.3 Registered students who have not yet passed the subject Research Methodology, will have to complete it, in consultation with the head of the department.

8.7.4 The student must submit the research proposal to the head of the relevant academic department within six (6) months of the date of registration. His or her registration will be cancelled if he or she fails to do so.

8.8 DISSERTATION OR THESIS

8.8.1 When the student has progressed with the project to the satisfaction of his or her supervisor, he or she must present the research results at a colloquium, as arranged.

8.8.2 After the colloquium has been completed successfully, the final copy of the thesis or dissertation must be prepared. The dissertation or thesis must be typed and the layout must be the final version, which must comply with the set guidelines.

8.8.3 The editing and the technical standard of the dissertation are the responsibility of the student and must comply with the norms contained in the publication, Guidelines for the preparation of dissertations and thesis.

8.8.4 The student must complete all corrections and improvements before preparing a sufficient number of soft-cover copies of the dissertation or thesis for assessment, which he or she must then submit to the supervisor.

Closing dates: 31 March for the September graduation ceremonies. 31 October for the April graduation ceremonies.

8.8.5 After assessment, the student must make the corrections as required by the supervisor and then prepare five (5) hard-cover copies. All the copies, accompanied by the declaration of completion of studies, one (1) electronic copy, and a draft scholarly article for publication in a peer-reviewed journal (master’s) or copies of two (2) scholarly articles that have already been submitted for publication in a peer-reviewed journal (doctorate) must be handed in at Student Administration or the administrator of the faculty concerned.

8.8.6 These copies must be handed in before one of the following dates in order for the qualification to be conferred at the next graduation ceremony:

• Before 31 July for the September graduation ceremonies.
• Before 28 February for the April graduation ceremonies.

8.9 PASS REQUIREMENTS

8.9.1 A student will pass a subject that has been set for a one-year post-diploma or postgraduate programme by obtaining a pass mark, or a final mark of 50% or more for that subject, subject to the provisions of rules 4.1.3 and 8.9.2, and by obtaining a final mark of 50% or more for a subject with its own alphanumerical code, subject to the provisions of rule 4.1.3: provided that he or she obtains the required subminimum of 40% in the assessment, or according to faculty specifications for the MBA degree.
8.9.2 A student must obtain a subminimum mark of at least 40% in an assessment in order to pass, and if the assessment in a subject comprises two or more question papers, a subminimum mark of at least 40% must be obtained for each paper. A subminimum pass mark of 50% is required in the case of practical question papers and practical assessment. See faculty specifications (Part 6 of the Prospectus) for the MBA degree.

8.9.3 Rules 4.1.12.3, 4.1.12.4, 4.1.12.5, 4.1.12.6, 4.1.12.7, 4.1.12.11, 4.1.12.12, 4.3, 4.4, 4.5, 4.6, 4.7.3, 4.7.4, 4.7.5, 4.7.7, 4.8, 4.9, 4.10, 4.12, 4.13 and 9.1 apply mutatis mutandis.

8.9.4 A student will pass a subject with distinction by obtaining a final mark of at least 75% in that subject. This implies that each separate module should also have been passed with a mark of at least 75% (see rule 9.4).

8.9.5 Students must obtain a pass mark in a research report, dissertation or thesis.

Please note: The format of a dissertation or thesis must be according to the guidelines, the language must be edited, and it must be compiled and produced in accordance with the guidelines contained in the publication Guidelines for the preparation of dissertations and theses.

8.9.6 See rule 4.1.12.

8.10 REQUIREMENTS FOR GRADUATION

8.10.1 Research-based master’s degrees

In order to be awarded a research-based master’s degree, a student has to comply with the following requirements:

• A colloquium.
• A draft of at least one (1) scholarly article, ready for submission for publication in a peer-reviewed journal, preferably accredited (to be handed in with the final dissertation).
• A dissertation to be assessed by two (2) external assessors.

8.10.2 Structured master’s degrees

In order for a student to pass the mini-dissertation, it has to be examined by two external assessors.

8.10.3 Doctorates

In order to be awarded a doctorate, a student has to comply with the following requirements:

- A colloquium.
- Copies of at least two (2) scholarly articles that have already been submitted for publication in an accredited or peer reviewed journal (proof that the journal has received these must be handed in with the copies of the final version or legal deposit copy of the thesis). (Please note: Faculties may add their own requirements, but these must first be submitted to the Senate for approval. All requirements must be clearly stated in the prospectus of each faculty).
- A thesis to be assessed by two (2) external assessors.
- A successful defence of the thesis.

8.11 CESSION OF COPYRIGHT AND PUBLICATION OF DISSERTATION OR THESIS

The copyright on a dissertation or thesis that is submitted to TUT in fulfilment or partial fulfilment of the requirements for a master’s degree or doctorate shall vest in the University, irrespective of whether such dissertation or thesis is accepted or not.

(a) The copyright should therefore be ceded. On registration, it is pointed out to the student that, on signing the form (PGS010), the entire copyright is ceded to TUT, unless if, in exceptional circumstances, exemption from cession of copyright is applied for and granted. Fully substantiated reasons must be submitted with applications for exemption.

If a dissertation or thesis is not accepted, the student may apply to the University for the ceding of copyright back to him or her.
(b) No dissertation or thesis or any part thereof, including any summary of the dissertation or any part thereof, shall be printed or published without the permission of the Registrar. Such permission may be granted, subject to –

- reference being made in the published work to it having been submitted to TUT in the form of a dissertation or thesis;
- one or more copies of the published work being handed in at the University; and
- such changes being effected as may be recommended by the supervisor, examiners or others, and such other conditions being met as the University may deem fit from time to time.

If permission is granted to a student to publish his or her dissertation or thesis, the publication of the work must be carried out in consultation with his or her supervisor.

**Please note:** Exemption from the application of rule 8.10 will be granted in exceptional circumstances only.

8.12 **RIGHT TO APPEAL**

8.12.1 Postgraduate candidates who are not satisfied with the outcome of the final marks for their research reports, dissertations or theses may submit written appeals to the Executive Dean of the Faculty concerned.

8.12.2 The Executive Dean of the Faculty and relevant head of the department will decide on the merit of an additional assessment option. Where an additional assessment is introduced, no further assessments will be conducted after the calculation of a new fixed mark.