

CHAPTER 8

POSTGRADUATE STUDENTS

8.1 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 postgraduate programmes:

- Bachelor of Honours
- Postgraduate Diploma
- Master's Degree
- Doctoral Degree

8.2 APPLICATION FOR ADMISSION AND REGISTRATION

8.2.1 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.

8.2.2 Admission to all programmes is subject to evaluation as approved in the Policy. No prospective student will be allowed to register for any programmes without prior evaluation.

8.2.3 Registration for a postgraduate degree takes place before a set closing date for postgraduate registration.

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

8.2.5 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 readmission, register and pay the full amount (module/subject fee) required again.

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

8.2.7 It is a student's own responsibility to register each year. Only registered students may receive service from their supervisors.

8.3 ADMISSION REQUIREMENTS

The Tshwane University of Technology (TUT) offers the following post-graduate programmes:

- Bachelor of Honours
- Postgraduate Diploma
- Master's degrees
- Doctoral degree

8.3.1 Bachelor of Honours

The minimum admission requirement for the Bachelor of Honours degree is an appropriate Bachelor's degree or appropriate Advanced Diploma.

8.3.2 Postgraduate Diploma

The minimum admission requirement for the Postgraduate Diploma is an appropriate Bachelor's Degree or an appropriate Advanced Diploma.



8.3.3 **Master's degrees**

A student will not be admitted to a master's degree (NQF Level 9) unless he or she is already in possession of a bachelor's degree (NQF Level 8), or a bachelor honours degree (NQF Level 8), or a postgraduate diploma (NQF Level 8).

8.3.4 **Doctoral degree**

A student will not be permitted to enrol for a doctoral degree (NQF Level 10) unless he or she is already in possession of a master's degree (NQF Level 9) or an equivalent qualification in a relevant study field. For admission to specific doctoral qualifications, refer to relevant Faculty Prospectus admission requirements.

Please note that 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 a bachelor honours degree and postgraduate diploma programmes, is one (1) academic year and the maximum is two (2) academic 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 structured master's degree will vary depending on the structure of the programme.

8.4.4 The period of study for a doctorate is a minimum of two (2) and a maximum of five (5) academic years.

8.4.5 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 Faculty Committee for Postgraduate Studies has given written permission for further registration. After approval of extension, re-registration fees are payable annually by postgraduate students. The stipulations of **rules 8.2.4** and **8.2.5** also apply.

8.5 **DEFINITIONS**

In this chapter, unless otherwise indicated –

8.5.1 **“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;

8.5.2 **“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

8.5.3 **“accredited institution of higher education”** means one of the following:

- A South African public institution of higher education.
- A private provider of higher education, registered with the Registrar of Private Higher Education Institutions in accordance with section 54(2)(a)(i) of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.
- 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 RULES

Please refer to Chapter 30 for the applicable rules.

8.7 APPROVAL AND REGISTRATION OF A PROJECT

Please note that 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 for admission to TUT Admissions Office, and then do the abstract (pre-registration evaluation) to get clearance to register.

8.7.2 After the Departmental Research Committee and Innovation (DRCI) has accepted a provisional project, the student may register, keeping in mind the provisions of **rule 8.2.1**.

8.7.3 Registered students who have not yet passed a research methodology module/subject will have to complete it, in consultation with the Head of the Department.

8.7.4 After clearance to register, the student must submit the full research proposal to the Departmental Research Committee within reasonable time. The student and the supervisor will be required to submit a progress report every six months.

8.8 DISSERTATION OR THESIS

8.8.1 After assessment, the student must make the corrections as required by the supervisor and then prepare five (5) hardcover 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 at least one (1) scholarly article that has already been submitted for publication in a peer-reviewed journal (doctorate) must be handed in to the DRC for submission to the Faculty Committee for Postgraduate Studies.

8.8.2 When the student has progressed with the project to the satisfaction of his or her supervisor, the soft-bound 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 **Closing dates:** 31 March for the Spring graduation ceremonies.
31 October for the Autumn graduation ceremonies.

8.8.5 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 Spring graduation ceremonies.
- Before 28 February for the Autumn graduation ceremonies.

8.9 PASS REQUIREMENTS

8.9.1 A student will pass a module/subject that has been set for a postgraduate programme, such as Bachelor of Honours, Postgraduate Diploma and Structured Master's degree by obtaining a pass mark, or a final mark of 50% or more for that module/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 module/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 structured master's degrees.

8.9.2 **Rules 4.1.12.3, 4.1.12.4, 4.1.12.5, 4.1.12.6, 4.1.12.7, 4.1.12.9, 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*.



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

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

8.9.5 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*.

8.10 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 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 and passed 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 and passed by two (2) external assessors.

8.10.3 Doctorates

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

- Copies of at least one (1) scholarly article that has already been submitted for publication in an accredited or peer-reviewed journal (proof that the journal has been received must be handed in with the copies of the final version or legal deposit copy of the thesis).
- A thesis to be assessed and passed by two (2) external assessors.
- A successful defence of the thesis.

Please note that faculties may add their own requirements, as approved by the Senate. All requirements must be clearly stated in the Prospectus of each faculty.

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.

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.

