

A GUIDE FOR MASTER'S & DOCTORAL STUDENTS AT RHODES UNIVERSITY

HIGHER DEGREES GUIDE



RHODES UNIVERSITY
Where leaders learn

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All Rhodes University policies, including those referred to in this document are available online at:

<https://www.ru.ac.za/governance/rupolicies/>

All forms pertaining to postgraduate education, including those referred to in this document are available online at:

<https://www.ru.ac.za/registrar/forms/>

ROSS is available online at:

<https://ross.ru.ac.za>

Other important documents for postgraduate supervisors and scholars are:

- [Supervision Policy](#)
- [Rhodes University Calendar](#)

This guide has been revised and expanded a number of times since the first edition, then called *A Brief Guide for Thesis Writers*, which was compiled by Reuben Musiker (Deputy Librarian 1961-1972) in 1970.

This guide includes much of the material contained in the previous editions (often importing whole passages and sections verbatim) and is thus heavily indebted to the work of Brown, Clayton, Fourie, Louw, McKenna, Moodly, Musiker, Roberts, Scott and others. Comments or suggestions for the improvement of this *Guide* are welcome.

An online version of this guide can be found at: <http://www.ru.ac.za/postgraduategateway/>

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PREFACE

The purpose of this *Higher Degrees Guide* is to provide a ready reference for Master's and Doctoral candidates and their supervisors and may also provide useful information for Honours students. It contains material, which is essential reading for postgraduate candidates, as well as, it is hoped, much other useful information. Importantly, the guide sets out the procedures which must be followed by postgraduate candidates in that it brings together the Policy on Supervision, University Rules, the requirements of the Committee of Assessors and various Senate requirements (such as the guidelines for the supervision of higher degrees). This guide offers clarity as to how many of the rules pertaining to master's and doctoral study, found in the University Calendar, are to be implemented.

Although it is anticipated that this guide will prove to be sufficiently comprehensive to meet the needs of candidates and supervisors alike, it must be emphasised that the Senate itself remains the authority on all questions relating to the rules as set out in the University Calendar.

This is a *guide* to higher degree study. It does not purport to cover every aspect of the process of earning a degree. For instance, the professional relationship between a candidate and a supervisor cannot be adequately characterised in a guide such as this. Many candidates come to appreciate their supervisors as mentors and it is not uncommon to find candidates maintaining contact with their supervisors throughout their careers. Furthermore, this document makes no attempt to deal in depth with the actual process of writing a thesis. Since the requirements of different disciplines are varied, it is impossible to cover such material in this guide.

Embarking on your postgraduate journey can be both daunting and exciting. This guide attempts to provide all the key information you will need as you start this journey. Please read through it carefully and discuss any concerns you might have with your supervisors.

There are many complexities to knowledge production, which is what you are busy with as a postgraduate scholar, but you do not need to tackle these complexities on your own. Research has consistently found that those who study within a community of supportive and challenging peers will be more likely to navigate their way through to the graduation stage. You are urged to work closely with your supervisors and to find spaces where you can share your work with others.

The Centre for Postgraduate Studies (CPGS) offers seminars, workshops, writing retreats, writing groups, short courses and more to help you along the way and to ensure that you and your supervisors are supported and have ample spaces for development.

Please visit the CPGS website <https://www.ru.ac.za/postgraduategateway/> to find out about all that is on offer.

Dr Nomakwezi Mzilikazi

Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships

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HIGHER DEGREE STUDIES

2.1 Higher Degrees at Rhodes University

Depending upon their current qualifications, candidates may register for an appropriate *master's* degree (which may require the completion of course-work, or a thesis, or both), or the degree of *Doctor of Philosophy* (PhD), or other doctorates offered by the institution. Doctoral degrees are normally obtained by means of research work and the subsequent presentation of a thesis. Some Faculties permit publications and creative outputs to be part of the master's or doctoral degree and requirements for this vary by faculty.

2.2 Criteria for the award of a higher degree by thesis

Senate has set the following guidelines for the award of higher degrees by thesis.

2.3.1 A thesis for the degree of Master

As per the Higher Education Qualifications Sub-Framework, the primary purpose of a master's degree is to educate and train researchers who can contribute to the development of knowledge at an advanced level, or, in the case of a professional master's degree, to prepare graduates for advanced and specialised professional employment. A master's Degree must have a significant research component.

A thesis for the degree of master must show that the candidate:

- a) is sufficiently acquainted with the appropriate methods and techniques of research;
- b) is sufficiently acquainted with the relevant literature;
- c) has both satisfactorily understood the nature of the problem or topic and assessed the significance of the findings; and
- d) has satisfactorily presented the results of independent research for the award of the degree in a manner which is satisfactory as to literary style and presentation, and free from grammatical and typographical errors.

Furthermore, a thesis for the degree of master must show that the candidate is able to:

- a) deal with complex issues both systematically and creatively;
- b) make sound judgements using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences;
- c) demonstrate self-direction and originality in tackling and solving problems;
- d) act autonomously in planning and implementing tasks at a professional or equivalent level; and
- e) continue to advance their knowledge, understanding and skills.

When the award of the degree *with distinction* is under consideration, examiners are asked to look for evidence of real methodological and conceptual skills, clarity of exposition and development of argument, sound judgement, originality of approach, and some contribution to knowledge, and require that the thesis should reflect literary skills appropriate to the subject.

2.2.2 A thesis for the degree of Doctor of Philosophy

As per the Higher Education Qualifications Sub-Framework, the doctoral degree requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. Course work may be required as preparation or value addition to the research but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. A graduate must be able to supervise and evaluate the research of others in the area of specialisation concerned.

A thesis for the degree of Doctor of Philosophy must show that the candidate:

- a) is sufficiently acquainted with the appropriate methods of research;
- b) is sufficiently acquainted with the relevant literature;
- c) has satisfactorily presented the results of independent research for the award of the degree;
- d) has made a significant and original contribution to knowledge at the frontiers of the discipline or field, the substance of which is worthy of scholarly publication. (A doctoral thesis differs from a master's thesis particularly in respect to this point).

In addition, the thesis must be satisfactory as to literary style and presentation. A PhD thesis cannot be merely a collection of published papers, or the submission of creative outputs. Where published papers, creative outputs, and other materials are included in the thesis there should be integrating material of a nature that ensures that there is one coherent submission that meets all the requirements of the doctorate as stated above.

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THE HIGHER DEGREE PROGRAMME

There are a number of steps leading to the attainment of a higher degree.

3.1 Requirements for admission

3.1.1 Master's degrees

The minimum admission requirement is a level 8 qualification on the National Qualifications Sub-Framework, such as a bachelor with honours degree in a relevant subject or a four-year degree such as BPharm, BFineArt, etc. A "professional" bachelors degree with a minimum of 96 credits at level 8 or a Postgraduate Diploma may also be recognised as meeting the minimum entry requirement to a cognate master's degree programme. Candidates are required to verify the minimum admission requirements to the department in which they will be applying by consulting the respective department rules or communicating with the department directly.

A master's degree may be earned in either of two ways: (1) by completing a single advanced research project, culminating in the production and acceptance of a thesis or dissertation, or (2) by successfully completing a course work programme requiring a high level of theoretical engagement and intellectual independence and a research project, culminating in the acceptance of a dissertation. In the latter case, a minimum of 60 credits at NQF level 9 must be devoted to conducting and reporting research. In the case of a course work professional master's degree the research or technical project component comprises at least a quarter of the total credits at the NQF level 9¹.

3.1.2 Doctoral degrees

In practice, most doctoral candidates have a master's degree. However, Senate may, on the recommendation of the faculty concerned, convert the registration of a candidate for the master's degree to registration for a doctoral degree. Such conversions require the head of department and supervisor to be satisfied that the student's completed work is of a standard normally expected of a doctoral student, that the student is capable of completing a doctoral degree and that the project is of a level and scope expected of a PhD study. Applications for conversion should normally be submitted for consideration to the Higher Degrees Committee or equivalent. These will then be considered as a Class A matter by Senate. The relevant Dean should be consulted for information on specific rules and criteria that may apply to upgrades in their faculty.

¹ Higher Education Qualifications Sub-Framework. 2013. Notice No. 549, Government Gazette No. 36721. 2 August, Pp.36 & 38.

3.1.3 *Ad eundem gradum* candidates

Ad eundem gradum means "to the same level". Where a candidate has extensive experience and/or is judged to have considerable potential as a researcher, but lacks the formal qualifications normally required for registration for a master's or doctorate degree, admission into the degree as an *eundem gradum* candidate may be possible. This access is made possible through the national and institutional RPL (Recognition of Prior Learning) policies. While processes vary by faculty, *ad eundem gradum* candidates should submit a portfolio of satisfactory evidence of their suitability for admission into the degree to the head of department. The application is considered by the appropriate faculty for onward consideration by Senate. Guidelines for the admission of *ad eundem gradum* candidates is provided in the university calendar rules: G49.

3.2 Registration

3.2.1 Application and first registration

Candidates for a higher degree should apply for admission to the University in the academic year before the one in which they intend to register for the first time. Applications are made through the registrar's division.

The deadline for applications for Masters by Full These and PhDs is 01 July annually.

Applicants are encouraged to engage prospective supervisors in discussion before the application forms are completed and submitted. In particular, the topic of research must be clearly defined. Students should also consult the relevant departmental website to ascertain whether additional submissions are required such as the submission of a preliminary proposal or concept note prior to or with the formal application forms. In some departments applications should be approved and signed by the head of department prior to being submitted to the registrar's division.

Registration is preferably complete by 15 February for the first year of study and for continuing students. However, registration closes on 1 June of each year. Candidates who enrol for the first year of a Master's or PhD degree after 1 June will be deemed to have registered in the 2nd semester. Continuing students may not register after 1 June. The deadline for the 2nd semester registration is 31 August each year. Registration after 1 June in the current year would require special permission from the registrar. A pro-rate amount for the annual fee will be charged to those students registering after 1 June (first year of study for Master's and PhD full dissertation/thesis only).

Applications must be supported by the candidate's full academic record and certified copies of all degree certificates. Academic records usually come in the form of an "academic transcript", listing the courses and degrees which you have completed, and the marks obtained.

Applicants must submit an application form and supporting documentation to the registrar's division, who in turn, will send the application form and supporting documents to the head of department and the dean for consideration. In the case of an online application, the application form and supporting documentation will automatically be sent to the registrar's division and to the head of department for their recommendation to the dean. If the head of department or the relevant dean is unable to accept the applicant, the registrar will be informed and asked to convey this decision to the applicant. If the head of department and dean are satisfied that the applicant is a suitable candidate for higher degree study, that the proposed research topic is viable, and that the Department can provide adequate supervision and facilities, the application will be recommended for approval. The appropriate faculty board, in the case of a master's degree, or the appropriate faculty board and Senate, in the case of a doctoral degree, must then approve the candidate's registration and the proposed research topic and appoint a supervisor(s).

The candidate will then be registered for a higher degree. The registrar will inform the candidate that he or she has been accepted for the degree. Students registering for the first time for postgraduate studies and their supervisors must sign a statement, provided on the application for master's and doctoral degrees form, to the effect that they agree and will abide by the principles and rules of the Higher Degrees Guide and the supervision policy.

Once a candidate is registered, they may commence their studies through data collection and analysis may not begin until ethical clearance has been obtained, where relevant.

Full-time, in-attendance postgraduate candidates normally report in person to their Department on or before 15 February each year.

3.2.2 Retrospective registration

Except by permission of Senate, retrospective registration for a higher degree will not be allowed. Senate will only entertain an application for retrospective registration in exceptional circumstances.

3.2.3 Re-registration

All higher degree candidates are required to re-register each year via ROSS before 15 February, until the completion of the degree. Failure to re-register before 15 February in a given year can result in the cancellation of registration. Such a defaulter might be required to re-apply for admission as a candidate for the degree *de novo*.

Candidates who require a student card each year should request these from the Student Bureau. Proof of identity will be required at the time.

Candidates are required to submit an annual progress report online via Ross detailing progress in their research. This report is required each year and at the end of the supervisory process. The report will be considered by the supervisor and then by the dean of the relevant faculty. Where the dean is a supervisor, the relevant report will be submitted to the Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships for consideration. Failure to submit the report in time can lead to a late registration that will incur a late registration penalty.

In the case of unsatisfactory progress, the dean will, in discussion with the supervisor, determine whether the student should be de-registered or if additional support mechanisms need to be put in place.

Once candidates have been registered they may commence their studies. Normally this takes effect from the start of a calendar year, but new candidates may start later (if after June, a pro rata amount of the annual fee will be charged). Candidates in the Faculties of Humanities and Commerce are required to submit research proposals within the first year of study, preferably within three to six months of registration, whilst candidates in the Faculty of Education are required to submit research proposals within 18 months of registration for consideration by the relevant Faculty Higher Degrees Committee which recommends acceptance or otherwise to the relevant Faculty Board. Supervisors must attend the Higher Degrees Committee whenever a proposal of one of their students is evaluated.

3.2.4 Suspension of registration

Should there be *bona fide* reasons for a break in registration for higher degree research a candidate may apply for a suspension of registration. Registration may only be suspended under exceptional circumstances and is rarely done retrospectively. An application must be made to the head of department and is subject to the HOD's recommendation, that of the dean, and the approval of the faculty board, and the Senate in the case of a doctorate. Any obligation to sponsors or funders should be taken into account when considering suspension of registration. Candidates wishing

to discontinue or suspend their registration must give notice to the registrar (registrar@ru.ac.za) by completing the appropriate application form before 15 February of each year or as soon as possible after the exceptional circumstances occur. Suspension of registration can be applied for one year in the period of study. Suspension of registration cannot be implemented in the first year of study.

3.2.5 Minimum period of registration for a higher degree

The minimum period that a candidate may be registered for a master's degree is set out in Rules G.50 and G.53: a master's candidate may obtain the degree one year after being awarded an honours degree or a four-year degree such as the BPharm.

The minimum period for which a candidate may be registered for the doctoral degree is set out in Rule G.62: this is three years if the candidate holds an honours degree (or an LLB or BMus), or two years if the candidate holds a master's degree.

It should be noted, however, that the required registration period does not include any period of suspension of registration.

3.2.6 Maximum period of registration for a higher degree

In terms of Rule G.76.1, candidates are expected to have completed a master's degree within three years from first registration and a PhD within five years from first registration or six years if their PhD was upgraded from a master's degree (at least two years of which the student is registered as a doctoral candidate). Given these timelines, Senate may suspend or cancel the registration of a candidate if they are not satisfied that an extension is warranted. It is thus important that milestones are agreed upon and progress monitored by the supervisor, as per the institutional Supervision Policy.

3.3 The formal research proposal

3.3.1 Proposal format

All proposals should be presented with a front page indicating the following:

- a) Name of the candidate and the student number.
- b) The degree for which the proposal is being submitted.
- c) The Department in which the candidate will be carrying out the research and the subject or specific field in which research is to be carried out unless this is implied by the name of the department.
- d) The title of the thesis or the field of research.
- e) The type of thesis (whether a full thesis or thesis in partial fulfilment of the requirements for the degree).
- f) The name(s) of the supervisor(s).
- g) The estimated date of submission.

The length and format of the proposal differs between Faculties so postgraduate candidates should consult their faculty guidelines.

3.3.2 Submission of the research proposal to Faculty Higher Degrees Committees

Doctoral students normally present their proposal in a seminar for formative feedback prior to submission to the Higher Degrees Committee (or equivalent) for consideration. In some faculties this practice is also followed at master's level. Supervisors should ideally attend the Higher Degrees Committee whenever a proposal of one of their students is evaluated. The Higher Degrees Committee recommends acceptance or otherwise to the faculty board. Submission of a proposal for master's level study is normally within six months of registration for a master's by thesis and

by the end of the coursework component in a master's by coursework and thesis. Submission of a proposal for doctoral level study is normally within the first year of study.

There are various faculty differences in how the above is implemented. Candidates in the Faculties of Humanities, Commerce and Education are required to submit research proposals within the first year of study, preferably within six months of registration, for consideration by the relevant faculty Higher Degrees Committee. Candidates in the Faculty of Law normally submit their proposals within the first six months of registration. For the Faculty of Science, the concept note developed at the time of application should be developed into a full proposal in the form of a written document and/or research seminar within six months of registration. This is evaluated by reviewers, supervisor(s), and head of department, with a summary of research proposals being presented at the following Science Faculty Board meeting.

3.3.3 Dispute resolution mechanism in respect of proposal submission to Faculty Higher Degrees Committee

The role of the relevant HDC is to make recommendations to the faculty boards regarding students' intended research. This is done through the provision of supportive and useful feedback. Normally, a proposal is only considered once or twice by the faculty HDC. In the case that the faculty HDC does not approve the proposal after its second submission or where the supervisor(s) and/or head of the relevant department and/or the departmental HDC do not endorse the student's research proposal for submission to the relevant faculty HDC in the first place, the student and/or their supervisor may approach the dean of the faculty with a request for mediation. Upon receiving such a request, the dean of the faculty must consult with the chair of the HDC, the head of the relevant department and the supervisor(s) as to the reason for not endorsing the proposal and attempt to facilitate an agreement between the parties as to the process to be followed in respect of the proposal. In the event where the dean is unable to facilitate a mutually acceptable process between the parties within two weeks of receiving the request, the dean may place the proposal before the faculty HDC for consideration at its next meeting or, in the case where the faculty HDC has not approved the proposal despite repeated submissions, the dean may involve the DVC and/or the Director of the Centre for Postgraduate Studies in the mediation process.

3.3.4 Research Ethics

All research activities involving human participants or animal subjects must be conducted responsibly and meet the highest ethical standards. Students need to obtain Ethical Clearance before embarking on any data-collection activities.

Research with animal subjects (vertebrate and invertebrate) must receive Ethical Clearance from the Rhodes University Animal Research Ethics Committee, which is registered with the National Health Research Ethics Council (Registration Number AREC-251114-018).

Research with Human Participants must receive Ethical Clearance from one of the following committees:

- Education Faculty Research Ethics Committee for low-risk applications in the Education faculty.
- Humanities Faculty Research Ethics Committee for low-risk applications in the Education faculty.
- Rhodes University Human Research Ethics Committee for all other applications. This committee is registered with the National Health Research Ethics Council (Registration Number REC-241114-045) and permitted to review research proposals according to the National Health Act No. 61 of 2003.

The risk levels of research interactions with human participants are defined in the Rhodes University Research Ethics Policy: Research Involving Human Participants.

Application forms for all four committees can be accessed via the Rhodes University Research Ethics website.

Please note that data for non-clinical and non-public health research projects should be kept for a period of no less than 5 years or at least 2 years post-publication. Where possible, researchers are encouraged to keep anonymised data on the open data platform managed by the library.

3.4 Supervision

Senate appoints at least one or more supervisors, for each postgraduate candidate. If more than one supervisor is appointed, one of the supervisors will be designated as the principal supervisor. Because approaches to supervision differ from department to department and from individual to individual, candidates and their supervisors should discuss the question of supervision early on in the project.

The Policy on Supervision in Higher Degrees by Research, needs to be carefully read by all supervisors and candidates. These guidelines may be supplemented by more detailed guidance issued by individual faculties or departments.

3.4.1 The responsibilities of the supervisor

Before the project begins it is the responsibility of the supervisor:

- a) to discuss with the candidate the responsibilities of supervisor and candidate as set out in this document and in the Supervision Policy;
- b) to become familiar with the administrative regulations pertaining to higher degrees and with the *Higher Degrees Guide* and to direct the candidate accordingly;
- c) to become acquainted with support services available at the university such as the library and to ensure that the candidate is aware of such services and makes use of them where appropriate;
- d) to choose candidates carefully with regard to the abilities of the candidate, the facilities and expertise available in the department, and with a realistic assessment of the time which the supervisor will be able to devote to the supervision of the project;
- e) to assist the candidate where possible to obtain financial support for the research project;
- f) to inform the candidate of any areas in which the supervision may be lacking in the expertise necessary for proper supervision and to recommend co-supervision where appropriate;
- g) to inform the candidate, before the research begins, of any known risks involved in the project, e.g. possible unavailability of data;
- h) where appropriate, to clearly indicate to candidates what may be expected of them in terms of field trips, use of hazardous chemicals, etc.
- i) where appropriate, to indicate to candidates that they may be required to sign confidentiality agreements; and
- j) to bring to the candidate's attention the necessity for academic integrity and ethical approaches for quality knowledge creation. The use of AI to undertake the literature review, analyse the data, assist with writing, or any other aspect of the postgraduate study needs to be undertaken with integrity. The candidate needs to be alerted to the benefits and dangers of using GenerativeAI. Refer candidates to the Policy and Procedures on plagiarism. Supervisors may seek guidance from CHERTL and may also refer students to CPGS in regards the use of AI where necessary.

During the course of the project, it is the responsibility of the supervisor:

- a) to negotiate with the candidate mutually acceptable arrangements regarding the sequence of tasks to be undertaken, target dates, submission of work for scrutiny and to set up a schedule of meetings between supervisor and candidate;
- b) to give guidance in the formulation of the research proposal, to ensure that the candidate is conversant with the relevant research methods and techniques and, where necessary, to help the candidate to acquire the relevant research skills;
- c) to ensure that the research conducted by the candidate complies with commonly accepted ethical standards for research in the discipline;
- d) to be available for guidance and discussion and to be prompt and comprehensive in response to stages of work completed, in accordance with mutually agreed arrangements in terms of (a) above;
- e) to motivate and encourage the candidate and to endeavour to maintain a positive attitude to the research and the candidate;
- f) to alert the candidate to the academic requirements, the standard of language required, and any special conventions necessary in the presentation of a thesis;
- g) to ensure at all times that the candidate is aware of inadequate or sub-standard work in order to avoid misdirection and wasted effort. This responsibility would include alerting the candidate to substandard linguistic ability;
- h) to advise on the organisation and style of the thesis, alerting the candidate to issues of academic integrity, the use of GenerativeAI, and plagiarism. The responsibility of the supervisor does not extend to the correcting of grammar, spelling and punctuation throughout the thesis;
- i) to provide the opportunity for the candidate's work to be critically assessed by others with expertise in the field of study (for example, the research proposal should be presented, in seminar form to the candidate's peers and interested academic staff and the supervisor should encourage the candidate to present papers at conferences and, where appropriate, to submit articles to relevant journals while their work is in progress);
- j) to bring cases of conflict between the supervisor and the candidate to the attention of the head of department or, where the supervisor is the head of department, to the dean of the faculty;
- k) to keep accurate records of the supervision process. The method(s) of recording this process should be arrived at by mutual consent;
- l) to remind the candidate to submit an annual progress report to the registrar;
- m) to ensure, as far as the supervisor is able, that the thesis will meet the standards likely to be required by the external examiners.

At the conclusion of the project, it is the responsibility of the supervisor:

- a) to impress on the candidate the need to check drafts of the thesis for possible errors and instances of possible plagiarism before the thesis is submitted. (Poorly presented work reflects adversely on the candidate, the supervisor, the department and the university);
- b) to approve the abstract of the thesis in terms of Rule G.69.4.;
- c) to nominate external examiners. The nomination is approved by the dean of the faculty and serve at faculty board meetings and in the case of the doctorate, at Senate.
- d) In cases where the supervisor does not approve the submission of the thesis, a candidate may still submit their thesis, and the supervisor is required to submit a report detailing their reasons for not supporting the submission;

- e) in the case of doctoral candidates, to decide whether it is necessary to make any additional statement on the project or candidate to the Committee of Assessors (Where ongoing interaction is known to have occurred between the candidate and an external examiner nominated by the supervisor, this must be reported to the COA);
- f) to act critically as an internal examiner, when required (this will be required only under exceptional circumstances);
- g) to take careful note of the reports of external examiners so that future research and supervision can be improved.

3.4.2 The responsibilities of the candidate

Before the project begins it is the responsibility of the candidate:

- a) to be fully informed about the degree requirements and procedures at Rhodes University;
- b) to discuss with the supervisor the responsibilities of supervisor and candidate as set out in this document;
- c) to prepare thoroughly for the research project;
- d) to ensure that the proposed research project will not duplicate previous research;
- e) to arrange financial support for the project, where appropriate, and pay the required admission and registration fees;
- f) to make the necessary plans around personal, work and financial responsibilities to enable smooth progress;
- g) to be satisfied that the supervisor is capable of performing the supervision at the required level;
- h) to suggest to the supervisor that a co-supervisor be appointed where the candidate deems it necessary;
- i) to sign confidentiality agreements, if appropriate to the project concerned; and
- j) to be fully informed about the necessity for academic integrity and ethical approaches for quality knowledge creation. The candidate needs to be aware of the benefits and dangers of using GenerativeAI. The candidate needs to be informed about Policy and Procedures on Plagiarism. In assisting their students, supervisors may seek guidance from CHERTL and CPGS in regards the use of AI where necessary.

During the course of the project, it is the responsibility of the candidate:

- a) to maintain a professional attitude to, and relationship with, the supervisor(s), sponsors and any other members of the research group;
- b) to negotiate with the supervisor mutually acceptable arrangements regarding the sequence of tasks to be undertaken, target dates, submission of work for scrutiny and the schedule of meetings between supervisor and candidate;
- c) to not expect the supervisor to be available without an appointment or prior arrangement;
- d) to be fully prepared for such supervisory meeting (e.g. leaving or emailing written material such as thesis chapters with the supervisor well in advance of meetings to discuss such material);
- e) to take the initiative in making and maintaining contact with the supervisor and in bringing to the supervisor's attention any research related problems which the candidate may be experiencing;
- f) to make positive suggestions to the supervisor about the next stage of the work;
- g) to become familiar with the relevant literature in the field;

- h) to be aware that while the responsibility for the research rests ultimately with the candidate who must ensure that there is conformity with the university regulations, the advice of the supervisor concerning ethical issues within the research design and procedure, and the use of special apparatus and materials, should not be ignored;
- i) to record and report observations honestly and to examine experimental approaches critically;
- j) to acknowledge accurately all sources of information used and assistance received and to ensure that all material complies with the Common Faculty Policy and Procedures on Plagiarism (see (d) below);
- k) to consult with the Head of Department if the candidate has a complaint about the adequacy of supervision or about any other matters affecting research (where the supervisor is the head of department, the candidate should consult with the dean of faculty);
- l) to keep accurate records of the supervisory process by a method arrived at by the mutual consent with the principal supervisor;
- m) to submit an annual progress report to the registrar; and
- n) to register on or before 15 February every year and to pay the fees on time.

At the conclusion of the project, it is the responsibility of the candidate:

- a) to follow the procedures laid down for preparation, submission, and examination of the thesis;
- b) to take responsibility for stylistic presentation of the thesis, including grammar, spelling, and punctuation. The supervisor should not be expected to check grammar, spelling, typographical errors, corrections of references, etc.;
- c) to acknowledge accurately all sources of information used and information received as per the citation norms of the field;
- d) to check the thesis with text-matching software to avoid inadvertent instances of plagiarism.

3.5 The thesis

It is impossible, in a brief guide, to cover the actual writing of a thesis. There are diverse requirements for different disciplines and there are many guides (of varying quality) to the writing process. The supervisor and library references should be consulted for guidance. The Centre for Postgraduate Studies provides support to candidates regarding the writing and research process through various workshops and writing groups and provides support to supervisors through the *Strengthening Postgraduate Supervision* course.

3.5.1 Format and arrangement of contents

Even though the University does not lay down any regulation regarding format, it is recommended that the A4 page size should be used and that the text should be prepared using one-and-a-half line spacing. Faculties and departments within Faculties may have their own preferred practice of the format and how the contents in a thesis should be arranged and this should be ascertained by the postgraduate candidate well in advance of preparation of the final version. It is thus essential that candidates discuss the format of their thesis with their supervisor(s) and that they consult recent theses submitted in their department at the beginning of their research process. If the thesis is set out in a way which differs from the arrangement outlined below the rules should be carefully checked.

Candidates in some faculties may opt to submit a PhD by publications. Where published papers form the basis of or are included as part of a PhD thesis the candidate and the supervisor/s should ensure that appropriate steps are taken to ensure coherence of the research and scholarly content. For more guidance, candidates should be referred to the Guidelines for PhD thesis by publications.

An ORCID ID number must be included on the front page of the thesis below the candidate's name. An ORCID ID number will provide the candidate with a unique ID as a Rhodes University academic/ researcher so that you and your research activities are connected to one unique online research identity. Should you require assistance in obtaining an ORCID number, contact the Scholarly Communication Librarian at the Rhodes Library.

A thesis normally consists of the following components:

(a) Preliminaries

Title-page

The recommended form is as follows:

Title of the thesis.

A statement that the work is submitted in fulfilment/partial fulfilment (in the case of half theses) of the requirements for the appropriate degree of Rhodes University.

Full name of the candidate.

Candidate's ORCID ID number

ORCID numbers are compulsory for students submitting theses for examinations.

To obtain an ORCID number, register at <https://orcid.org/>. The library can assist with all matters pertaining to ORCID.

Month and year in which the thesis is submitted.

After examination, this should be updated to the month and year in which the final library version is submitted prior to graduation.

Abstract

Every thesis must be accompanied by a double-spaced typewritten abstract in English of typically one page or normally not more than 350 words. If the thesis is in a language other than English, it must in addition be accompanied by an abstract in the language of the thesis. Neither references nor illustrative materials such as tables, graphs or charts should be included in the abstract. The abstract must be approved by the supervisor(s) of the thesis and on acceptance of the thesis will be submitted to the university's digital repository for publication and distribution.

The abstract **must** be placed immediately after the title page.

Students are encouraged to also include an abstract in their home language where this is not English.

Table of contents

List of tables, figures, illustrations, plates.

Preface/Acknowledgements.

(b) Text

Introductory chapter

The text, appropriately divided into chapters, sections, and/or parts, sometimes including journal articles or creative outputs with clear indication of

- Authorship
- If in press or published should include name of journal/exhibition date and venue

Conclusion

- (c) References
- (d) Appendices

3.5.2 Numbering of pages

It is usual for the title page to be un-numbered. It is usual to number the preliminary pages with lower-case Roman numerals (i, ii, iii, etc.), counting the abstract as the first page. The rest of the thesis should be numbered in one sequence of Arabic numerals (1, 2, 3, etc.).

3.5.3 Length of a thesis

The length of a thesis varies considerably according to topic and field. The normal upper limit for doctoral thesis is 100 000 words of text, with 70 000 to 80 000 being common (approximately 200 to 240 pages A4 pages of one-and-a-half spaced typing excluding footnotes, illustrative material, and appendices).

3.5.4 Style guides, footnotes/endnotes and reference list

A candidate *must* follow a consistent and recognised style for the layout, footnotes/endnotes, referencing method and reference list. Departments may require candidates to adopt the style of a particular professional journal or to conform to the practice laid down by the department. All thesis writers should ascertain such requirements at the start of their research project to avoid unnecessary revision of work.

If a candidate's department does not specify a preferred style, the candidate should adopt an appropriate style from professional journals or guides to thesis writing.

Candidates who require assistance with aspects of thesis writing or production should consult their supervisor(s), Heads of Department or the Librarians.

3.6 Policies and Procedures for cases of plagiarism

A thesis is a contribution to a field of knowledge and needs to demonstrate the researcher's understanding of the concepts, methods, and concerns of that field. It is imperative that the thesis demonstrates the candidate's own understanding of the existing body of work pertaining to their topic and that they can articulate their contribution to this field (or fields in the case of transdisciplinary work). Generative AI is pervasive and can assist in knowledge creation in many ways. However, its use requires critical literacy in that supervisors and candidates need to understand how they work and how they can produce inaccuracies and biases. If not used responsibly, they can undermine both the individual's learning process and the integrity of the knowledge created. In instances where there is doubt about the authenticity of the work or the appropriate referencing of prior work or use of Generative AI, the institutional plagiarism policy is to be consulted.

3.7 Submission of thesis

3.7.1 Submission forms

A thesis may be submitted at any time during the year, but candidates must indicate their intention to submit a thesis by completing the online "Intention to submit" form via ROSS two months prior to submission for master's and for doctoral theses.

In general, a candidate will be expected to submit the thesis only when their supervisor(s) agrees to its submission (subject, of course, to the rule concerning the period of registration). The "Exam entry and supervisor's statement form" should be completed in which it is indicated whether the thesis was submitted with or without the approval of the supervisor. The university will not insist on the approval of the supervisor before accepting submission of the thesis for examination. It

must be noted that a thesis may be submitted for examination only once, though the examiners may invite a candidate to revise and re-submit the thesis.

At the time of submission for external examination, any pro-rata fees due will be debited to the candidate's account. The candidate's student fee account must be settled in full before the examination results can be released.

Every attempt is made to complete the examination process in as short a time as possible and in time for the next set of graduation ceremonies. However, the primary consideration is an entirely fair and comprehensive examination of the thesis, with emphasis on the maintenance of high standards. For this reason, the most appropriate and best examiners are chosen. While the university seeks to have the examination completed as quickly as possible, time is not the overriding consideration. The university is also unable to guarantee that the examiners will submit their reports by the recommended date.

The registrar records the outcome of the examination and informs first the supervisor and then, the following day, the candidate of the final decision on the thesis examination. It must be stressed that the university does not undertake to provide a decision on the award of a degree by any specific date.

Interference in the examination process in any way could invalidate the entire examination and the award of the degree. The nomination of examiners will not be disclosed to candidates. Only when a decision has been made about the award of the degree, will the names of the examiners be made known to candidates, and then only if the outcome is a positive one and provided the examiners have given their consent. Similarly, after a decision has been made, all or part of an examiner's report may be made known to candidates only if the examiner agrees to this.

It should be noted that there are specific faculty rules for the submission and the examination of theses that include publications and creative outputs. In all cases, the examination needs to be undertaken by one set of examiners (with the possible exception of the coursework component of the master's with coursework) and needs to comprise one coherent submission, albeit with multiple parts.

3.7.2 Thesis submission

Thesis submission is via ROSS. The candidate must complete and upload the "Declaration form of own work", the exam entry form and the supervisor statement when submitting the thesis for external examination. These should not form part of the thesis file but be uploaded as separate documents.

Candidates are required to include their Letter of Ethics Approval OR a declaration that their research does not require Ethics Approval in the appendix of their thesis/dissertation when submitting it for examination.

3.7.3 Final thesis submission requirements

Upon completion of the examination procedure, the library requires an electronic version (in PDF format) of the final corrected thesis for depositing in the university's digital repository. Depending on faculty or departmental requirements, you may be requested to submit additional bound print copies. These copies should only be produced once all corrections have been made and approved as agreed upon by the faculty board or the Committee of Assessors. To submit your final version, complete the "Thesis Final Submission" form. The Thesis Final Submission form must be signed by the principal supervisor and/or head of department, stating that the electronic version of the thesis is the full and final version of the thesis. The PDF version of the thesis should:

- consist of a single file containing all the pages in correct order, including all annexures.
- not be encrypted or password protected.
- be the final corrected version of the thesis as submitted for degree purposes. Supervisors are encouraged to store a copy of the final version for at least a period of one-year, in the event that it is required.
- be submitted with the final thesis submission form completed in full and signed by all parties to the Academic Administration office via email or on a digital device.

Once the submission is complete and received, the registrar's division will confirm receipt of the final e-copy submission. This communication will contain the link to the website where the candidate can access the graduation details.

3.7.4 Copyright

All authors in South Africa, including writers of theses, are bound and protected by the Copyright Act 98 of 1978, which may be consulted in the university library. In terms of this Act, the copyright of the thesis is vested in the writer.

However, according to Rules G.58 and G.71 if the thesis has not been published in a manner satisfactory to the Senate, the university shall have the right to make copies of the thesis from time to time for deposit in other universities or research libraries. The university may also make additional copies of it, in whole or in part, for the purposes of research. The university may, for any reason, either at the request of the candidate or on its own initiative, waive its rights. The conditions of access to a thesis are clearly indicated on the Thesis Final Submission form, which includes the following options: unrestricted open access; restricted/limited access for a maximum of two years or full embargo of the entire thesis for an agreed period.

3.8 Publication

One of the guidelines for doctoral candidates is that the thesis should show that the candidate has made a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication in a scholarly journal or book.

The university encourages the publication of work done for higher degrees, both at the master's and doctoral levels (with the supervisor as joint author, where appropriate). There is little point in doing research unless the findings of the research are communicated to other workers in the field for their information and assessment. Every attempt should thus be made to publish as much of the thesis material as possible.

Some theses may be suitable for publication in full as books. More often, papers will have to be prepared from suitably edited sections of the thesis. Where papers are submitted for publication in journals, every attempt should be made to have the papers published in recognised and accredited journals.

It is the responsibility of the supervisor to encourage publication and work is often published jointly under the names of the candidate and the supervisor. In most departments it is accepted that if the research is not published by the candidate within a reasonable period, the supervisor is entitled to publish the data and be cited as the first author with the student as the second.

A thesis, accepted by the university and subsequently published in whatever form, must indicate the Rhodes University affiliation and, where appropriate, bear the inscription: "Thesis approved for the degree of Doctor of Philosophy of Rhodes University", or "Thesis approved in partial fulfilment of the degree of Doctor of Philosophy of Rhodes University", as the case may be.

Similarly, an example of the inscription for a master's thesis would be: "Thesis approved for the Master of Arts degree of Rhodes University".

Besides publication the university expects candidates to present papers at conferences. Postgraduate candidates should consult their supervisors in this regard. Where the field includes DHET accredited conferences, these are preferred.

3.9 Graduation

Graduation ceremonies normally take place in April and October each year. (The title 'Dr' and the letters MA, MSc, PhD, etc., may only be used after graduation either *in praesentia* or *in absentia*.)

Full particulars about graduation, including academic dress, are forwarded to successful candidates from February through March, following the letter from the registrar announcing approval of the award of the degree. All enquiries about graduation should be directed to the Student Bureau.

To be permitted to graduate at the next ceremony candidates should have completed their corrections and have submitted the corrected (library) electronic copy of their thesis by a date published in the university diary. Submitting after this deadline means that the candidate would only graduate at the following ceremony.

4

THE EXAMINATION OF A MASTER'S DEGREE THESIS

The examination procedure for a master's degree differs from that for a doctoral degree. This section sets out the procedure for master's degrees, and, so far as students are concerned, is given for information only. Candidates are not in any way involved with the examination process. The guidelines that are sent to examiners are available for your information on the Form's page of the registrar's webpage.

4.1 Role of Supervisors, Heads of Departments and Deans

1.1.1 Role of supervisor

Supervisors are required to:

- a) Provide the head of department with the names and details of potential examiners of the thesis. This should be done via ROSS prior to the candidate submitting the thesis for examination and within three weeks of the registrar's division's call for the nomination of examiners after the student has submitted the online "Intention to Submit" form.
- b) Indicate whether or not they approve of the submission of the thesis for examination.
- c) If required, to participate in consultative discussions with the HoD, dean and Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships in respect of the outcome of the examination of the thesis.
- d) Disclose the outcome of the examination of the thesis to the candidate having received such outcome from the registrar's division. The registrar's division will also inform the candidate of the outcome; this will be done after the supervisor has been informed and following elapse of the prescribed period of time of at least one day and no more than three days.

Supervisors must not:

- a) Disclose the names of the examiners to candidates. Supervisors use their discretion as to whether or not they discuss with candidates, without naming any particular examiner, possible examiners' scholarship, *inter alia*, area of scholarship or preferred research methodology or area of fieldwork.
- b) Send electronic copies of the thesis under examination to the examiners. This is done by the registrar's division.
- c) Discuss the thesis under examination with the examiners.
- d) Query the progress of the examination of the thesis with the examiners. This is the responsibility of the registrar's division.
- f) Request or receive examiner reports. If reports are received by supervisors, such reports must be submitted immediately to the registrar's division and the examiner informed that all communications regarding the examination of the thesis should be with the registrar's division.

- f) Initiate discussions about or contest the outcome of the examination of the thesis unless within the consultative discussions with the HoD, dean and Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships.

4.1.2 Role of Heads of Department

Heads of Departments are required to:

- a) Approve or reject the names of examiners recommended by the supervisor on ROSS.
- b) Collate the reports of the examiners and make a recommendation to the dean in respect of the outcome of the examination of the thesis. This must be done within one week.
- c) If required, to participate in consultative discussions with the supervisor, dean and Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships in respect of the outcome of the examination of the thesis.

Heads of Departments must not:

- a) Discuss the names of possible examiners with candidates.
- b) Disclose the names of the examiners to candidates.
- c) Send electronic copies of the thesis under examination to the examiners. This is done by the registrar's division.
- d) Discuss the thesis under examination with the examiners.
- e) Query the progress of the examination of the thesis with the examiners. This is the responsibility of the registrar's division.
- f) Request or receive examiner reports. If reports are received by Heads of Departments, such reports must be submitted immediately to the registrar's division and the examiner informed that all communications regarding the examination of the thesis should be with the registrar's division.
- g) Disclose the outcome of the examination of the thesis to the candidate. This is the responsibility of the registrar's division who email the supervisor and then the following day inform the student.

4.1.3 Role of Deans

Deans are required to:

- a) Discuss the appointment of examiners with supervisors/Heads of Departments, should supervisors/Heads of Departments so request. In many cases, supervisors/Heads of Departments need to exercise judgement in the appointment of examiners, for example, the extent of spread of examiners, the extent of conflict between a potential examiner and the student/supervisor, the extent of previous collaborative experience. In such instances, full disclosure is recommended, as is discussion with the dean.
- b) Approve the examiners of the thesis.
- c) Make a decision in respect of the outcome of the examination of the thesis within two weeks of receiving the reports. At the sole discretion of the dean, supervisors may be asked for input. In cases where the decision is not straightforward, this may involve discussion with the Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships, the examiners as well as consultative discussions with the supervisor and head of department. In extreme cases, the dean and Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships are required to request the vice-chancellor to make a final decision in respect of the outcome of the examination of the thesis.

Deans must not:

- a) Discuss the names of possible examiners with candidates.
- b) Disclose the names of the examiners to candidates.
- c) Send electronic copies of the thesis under examination to the examiners. This is done by the registrar's division.
- d) Query the progress of the examination of the thesis with the examiners. This is the responsibility of the registrar's division.
- e) Request or receive examiner reports. If reports are received by deans, such reports must be submitted immediately to the registrar's division.
- f) Disclose the outcome of the examination of the thesis to the candidate. This is the responsibility of the registrar's division who email the supervisor and then the following day inform the student.

4.1.4 Role of the Registrar's Division

The registrar's division is required to:

- a) Following receipt the Intention to Submit form, call for the nomination of examiners and follow up (with the supervisor, head of department and dean) on any unheeded calls.
- b) Ensure that examiners are formally appointed by the relevant faculty.
- c) On receipt of the thesis via ROSS, despatch the thesis and ensure that the thesis is received by the examiners.
- d) Send polite reminders to examiners of the due date one week before the reports are due.
- e) Following elapse of the prescribed period of time for the examination of the thesis, ensure that all reports are received, and follow up on any outstanding examiners' reports, at least weekly, and by phone in the case that emails are not responded to. If no contact has been established with the examiner following all reminders (including a reminder after the due date), the registrar's division to contact the dean and the supervisor. If the decision is to appoint a new examiner, the non-communicative examiner must be emailed and told of this decision. All the usual examiner appointment processes must be followed.
- f) Following receipt of all the examiners' reports, send a collated set of reports to the head of department (or the dean if the head of department is the supervisor) for recommendation and decision, and follow up (with the head of department/dean) on any outstanding decisions. Note that should the thesis have been submitted without the approval of the supervisor, that the dean or the dean's nominee should be so informed and sent a copy of the supervisor's report.
- g) Record the outcome of the examination and inform the supervisor of the final decision of the examination of the thesis to allow the supervisor to communicate with the student.
- h) Inform the student of the final decision of the examination the following day.
- i) Advise the examiners of the outcome of the examination process.
- j) Receive and process the final E-copy of the thesis.

4.2 Appointment of examiners

4.2.1 Full theses

In all cases the most appropriate examiners should be chosen, and with particular care when the thesis is multidisciplinary, or has some local applicability. The nomination and appointment of examiners may not be disclosed to candidate. The online form for the appointment of external examiners is available on ROSS.

Examiners of a master's thesis must themselves be in possession of at least a master's degree or equivalent and preferably a doctorate. Learning equivalence in this context is exceptional and requires strong motivation. If a proposed examiner does not have a relevant master's degree, a detailed motivation must accompany the nomination.

The different examiners for a particular thesis should normally have graduated from different institutions.

At least one of the examiners should be a member of academic or research staff at a university or recognised research institute and, preferably and where appropriate, at least one should be from outside South Africa or have demonstrated an international research standing.

The supervisor(s) shall be excluded from examining.

Previous postgraduate students and members of staff of Rhodes University should not be appointed as examiners within three years of having graduated from or within three years of having left the staff of Rhodes University. Repeated use of the same examiner within any department should be avoided and systems should be in place to track this. Examiners should ideally only be used once every three years. In exceptional circumstances this can be allowed with support from the dean.

Within any examination period, care should be taken that an examiner does not receive an unreasonable number of theses for examination from a department.

Normally examiners should not have had any previous collaborative research or supervisory interaction with the candidate in the context of the study being examined. Where such interaction is known to have occurred between the candidate and an examiner, this must be reported to the dean of the faculty via the election of examiners on ROSS system. The dean shall determine whether or not the examiner should be appointed in that particular instance.

Examiners who are in a current or past close relationship of a family, personal, business, or serious conflict nature with either the candidate or supervisor(s), are automatically excluded. Where there is any doubt about such a relationship precluding the eligibility of an examiner, this should be discussed with the dean.

Examiners should have no communication with the candidate relating to the thesis or examination thereof until the process is complete, that is, at the time the final decision is made, and the candidate has been officially informed of the outcome..

4.2.2 Half theses

In the case of a Master's degree undertaken by coursework and half thesis, normally two examiners, external to the university, are appointed by the faculty board for each candidate. In some Faculties one of the examiners may be internal to the university. Other conditions relating to the appointment of examiners are as above.

4.2.3 Confidentiality of examiners

From the outset of the examination process, the examiners will be informed that their identity and reports will normally be revealed to the candidate at the end of the examining process, that is, at the time the final decision is conveyed to the candidate. The examiner may request otherwise, and the dean in consultation with the vice-chancellor, may agree to withhold the identity of the examiner and/or the whole or part of the report with good cause.

4.3 Supervisor's report

At the time of submission of a thesis, the supervisor is required to indicate whether the thesis has been submitted with their approval. If the supervisor does not approve the submission of the thesis, the supervisor is required to submit a report to the registrar, at the time of the thesis submission. This report is intended to document the circumstances of the submission, the reason(s) for declining approval for submission, and to protect the reputations of the supervisor and the institution. This report will not be made available to the examiners. At the end of the examination process, the examiners may be informed whether the thesis was submitted with or without the approval of the supervisor. This will normally be done in a case where the thesis has been critiqued in some significant way by an examiner or examiners.

In such a case, the dean is responsible for the appointment of examiners. The supervisor may nonetheless be invited to assist in the identification of appropriate examiners at the discretion of the faculty, dean, and to guide the student in any corrections that may emanate from the examination process, depending on the circumstances of the withholding of approval of submission.

4.4 Recommendations open to examiners

The recommendations open to examiners include:

- a) Acceptance of the thesis and award of the degree, with or without distinction to the candidate, and that no corrections need to be made to the thesis.
- b) The candidate be awarded the degree, but minor corrections (e.g. spelling, typing, references) should be made to the satisfaction of the supervisor and/or head of department).
- c) The candidate should be awarded the degree after identified changes have been made to the satisfaction of the supervisor and/or head of department.
- d) Although the thesis does not meet the required standard, the candidate should be invited to do further work, revise and resubmit the thesis for re-examination by the examiner/s.
- e) The candidate should submit to an oral or written examination on the subject of their thesis and/or on the whole field of study which it covers.
- d) The degree should not be awarded to the candidate.

In addition, examiners are asked for a formal report on the thesis which should be sufficiently detailed to allow the dean to reach an informed judgement.

4.5 Collation of examiners' reports

Normally the head of department will work with the collated examiners' reports sent by the registrar's division and the supervisor's report (if applicable) and make a formal recommendation to the dean on the result of the examination without consultation with the supervisor. Where the head of department is directly involved (as a supervisor and/or examiner), the dean (or the deputy dean if the dean is directly involved), or the Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships, or a senior member of the department nominated by the dean (normally in that order of selection) will perform this task, so ensuring that the responsibility does not fall to someone who has acted as supervisor or examiner. The recommendation will be forwarded to the dean or deputy dean of the faculty. In a case where the thesis has been submitted without the approval of the supervisor, the registrar will also alert the dean or dean's nominee to this fact and furnish them in confidence with a copy of the supervisor's report.

4.6 Procedure to be followed by the Dean (or Deputy Dean)

6.6.1 Following unanimous agreement by the examiners

6.6.1.1 Thesis not referred back to the candidate

If there is unanimity amongst the examiners that the degree should be awarded and no reason to refer the thesis back to the candidate for major revision, the dean (or deputy dean if the dean is the supervisor) of the faculty may accept the recommendations and approve the award of the degree, with or without distinction, on behalf of the faculty board. In such cases, the marks awarded are normally averaged. The decision shall be submitted to the next meeting of the faculty board for noting. The registrar then immediately informs the supervisor of the approval of the award of the degree and thereafter informs the candidate.

4.6.1.2 Thesis referred back to the candidate for minor correction and/or revision

If there is unanimity amongst the examiners that the degree should be awarded and no reason to refer the thesis back to the candidate for major revision, but some minor correction or revision has been suggested, the dean (or deputy dean if the dean is the supervisor) of the faculty may accept the recommendations, subject to the candidate considering the examiners' suggestions and making the appropriate changes to the satisfaction of one of the following: (a) the supervisor; (b) the supervisor and/or head of department; (c) the head of the department; (d) the examiners. (The most frequent recommendation is that corrections be made to the satisfaction of the both the supervisor and the head of department.)

After being assured that the appropriate changes have been made, the dean or deputy dean shall approve the award of the degree, with or without distinction (see 6.7), on behalf of the faculty board. In such cases, the marks awarded are normally averaged. Such decisions shall be submitted to the next meeting of the faculty board for noting. The registrar then immediately informs the supervisor of the approval of the award of the degree and informs the candidate the following day.

4.6.1.3 Thesis referred back to candidates for major revision

If any of the examiners indicate that the degree should be referred back to the candidate for major revisions and re-examination, the dean (or deputy dean if the dean is the supervisor) of the faculty will advise the registrar accordingly. The registrar will send letters to the head of department and the supervisor and thereafter to the candidate clearly indicating that revisions and re-examination are required.

The candidate will be required to re-register for the duration of the process (a pro-rata fee will be charged if applicable). Once completed, the original examiner/s may be required to re-examine the thesis after revision, or new ones may be appointed, in which case the thesis will once again be examined following all normal procedures, whereby the new examiner receives the revised thesis only and not the original thesis or examiner reports.

4.6.1.4 Thesis Rejected (failed)

In cases where the examiners recommend rejection of the thesis, General Rule 59.1 states that an application to resubmit a master's thesis which has been rejected (failed) shall not be allowed, but that Senate (in practice the Vice-Chancellor as the Chair of Senate acting on behalf of Senate) may, on the advice of the examiners, invite a candidate to re-submit a thesis in a revised or extended form. Candidates taking up the offer to resubmit need to inform the registrar in writing of their anticipated date of handing in the revised thesis and complete the relevant forms afresh.

4.6.2. Following a lack of agreement amongst examiners

If there is lack of agreement among the examiners, the dean (or deputy dean if the dean is the supervisor) and the head of department shall determine whether or not the degree should be awarded or whether further negotiation with the examiners is necessary. If the dean and the head of department agree that further negotiations are unnecessary, the dean shall recommend the award or the rejection of the degree in terms of the procedures outlined. Should the dean and

the head of department fail to agree, the dean (or deputy dean if the dean is the supervisor), and the Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships shall determine whether or not the degree should be awarded or whether further negotiation with the examiners is necessary. If the dean and the Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships agree that further negotiations are not necessary, the dean shall recommend the award or rejection of the degree in terms of the procedures outlined in 6.6.1. Should the dean and the Deputy Vice-Chancellor: Research, Innovation and Strategic Partnerships fail to agree, an external assessor may be appointed by the faculty board, or by the dean or deputy dean acting on behalf of the faculty board. The arbiter shall receive a copy of the thesis and of all the unnamed reports and shall be required to make a recommendation as to whether or not the degree should be awarded. The dean or deputy dean shall make the final decision, which normally shall follow the external assessor recommendation. In the event of the dean or deputy dean declining to follow the external assessor's decision, the matter shall be referred to the Vice-Chancellor, whose decision shall be final.

4.7 Award of the degree with distinction

4.7.1 Specific criteria for the award of a distinction

The university reserves the award of a distinction for work of outstanding merit, while recognising that the master's degree represents not more than one- or two-years' full-time research, and is, in many instances, the first research experience of the candidate. When recommending a distinction, examiners are asked to look for evidence of real methodological and conceptual skills, clarity in exposition and development of argument, sound judgment, originality of approach and some contribution to knowledge, but not necessarily to expect total coverage of a major problem or a substantial breakthrough in a new area. The thesis must also reflect literary skills appropriate to the subject.

4.7.2 Procedure for the award of a distinction

If all examiners agree that the degree be awarded with distinction, the recommendation forwarded to the dean or deputy dean shall be accepted accordingly. Normally if one examiner objects to the award of a distinction, no distinction will be considered. However, where one examiner recommends a distinction and the other indicates that they would not object to a distinction being awarded, the dean (or deputy dean if the dean is the supervisor) shall, after consultation with the head of department, determine whether or not the degree should be awarded with distinction or whether further negotiation with the examiners is necessary to reach consensus. If the dean and the head of department agree that further negotiations are not necessary, the dean shall recommend the award of the degree with or without the distinction, as per their agreement. Should the dean and the head of department fail to agree, an arbiter shall be appointed by the faculty board, or by the dean or deputy dean acting on behalf of the faculty board. The arbiter shall receive a copy of the thesis and of all the unnames reports and shall be required to make a recommendation as to whether or not the degree should be awarded with distinction. The dean or deputy dean shall make the final decision, which normally shall follow the arbiter's recommendation. In the event of the dean declining to follow the arbiter's decision, the matter shall be referred to the Vice-Chancellor, whose decision shall be final.

If there is a large mark discrepancy, where one examiner awards a distinction and the other not, and the average is below a distinction, the dean (or deputy dean if the dean is the supervisor) and head of department (or deputy dean if the head of department is the supervisor) shall determine if a distinction is felt to be warranted. Should the dean and the head of department fail to agree, an arbiter shall be appointed by the faculty board, or by the dean or deputy dean acting on behalf of the faculty board. The arbiter shall receive a copy of the thesis and of all the

unnamed reports and shall be required to make a recommendation as to whether or not the degree should be awarded with distinction.

For a distinction to be awarded for the degree, in the case of degree by course work and half theses, the candidate should have obtained a sub-minimum of 70% for both the course work, and the half thesis and the combined mark should be 75% or more.

A Master's degree will normally not be awarded with distinction to a candidate whose thesis has been re-examined after revision.

4.8 Corrections to thesis

Re-submission of the thesis for further examination requires the candidate to be registered for the degree. Corrections without re-submission should be completed within a period not exceeding six months from the date of the letter communicating the outcome of the examination to be regarded as being part of the examination period. Any corrections taking longer than six months require the candidate to be re-registered for the degree.

4.9 Submission of final copy of thesis

Once the examination process is complete and the degree awarded, the candidate must submit an electronic copy in PDF format of the final thesis (that is, the examined thesis with any such corrections having been made to it as recommended by the examiners and as approved by the (a) the supervisor or (b) the supervisor and head of department or (c) the head of department or (d) the examiners). This should be accompanied by the final thesis submission form and sent to Academic Administration. This should be done by a date published each year in order to graduate that year.

The electronic copy will be deposited in the university's digital repository to enable world-wide access. Failure to submit a revised copy of the thesis by the date published means that the candidate would graduate the following ceremony.

4.10 Subsequent Procedures

The registrar shall advise the examiners of the outcome and, where the Vice-Chancellor decides this should be done, the reasons for the decision.

5

THE EXAMINATION OF A DOCTORAL THESIS

The guidelines that are sent to examiners are available for your information on the forms page of the registrar's webpage.

5.1 Role of Supervisors, Heads of Departments and Deans

5.1.1 Role of the supervisors

Supervisors are required to:

- a) Upload the names and details of potential examiners of the thesis on ROSS. This should be done via ROSS prior to the student submitting the thesis for examination and within three weeks of the registrar's division's call for the nomination of examiners after the student has submitted the online "Intention to Submit" form.
- b) Indicate whether or not they approve of the submission of the thesis for examination.
- c) Attend meetings of the Committee of Assessors, if invited.
- d) Disclose the outcome of the examination of the thesis to the candidate having received such outcome from the registrar's division. The registrar's division will also inform the candidate of the outcome; this will be done after the supervisor has been informed.

Supervisors must not:

- a) Disclose the names of examiners with candidates. Supervisors use their discretion as to whether or not they discuss with candidates, without naming any particular examiner, possible examiners' scholarship, *inter alia*, area of scholarship or preferred research methodology or area of fieldwork.
- b) Send electronic copies of the thesis under examination to the examiners. This is done by the registrar's division.
- c) Discuss the thesis under examination with the examiners.
- d) Query the progress of the examination of the thesis with the examiners. This is the responsibility of the registrar's dDivision.
- e) Request or receive examiner reports. If reports are received by supervisors, such reports must be submitted immediately to the registrar's division and the examiner informed that all communications regarding the examination of the thesis should be with the registrar's division.
- f) Initiate discussions about or contest the outcome of the examination of the thesis unless as part of discussions of the Committee of Assessors, if invited to attend.

5.1.2 Role of Heads of Departments

Heads of Departments are required to:

- a) As a member of the Committee of Assessors, participate in the discussions of the Committee.

Heads of Departments must not:

- a) Discuss the names of possible examiners with candidates.
- b) Disclose the names of the examiners to candidates.
- c) Send electronic copies of the thesis under examination to the examiners. This is done by the registrar's division.
- d) Discuss the thesis under examination with the examiners.
- e) Query the progress of the examination of the thesis with the examiners. This is the responsibility of the registrar's division.
- f) Disclose the outcome of the examination of the thesis to the candidate.

5.1.3 Role of Deans

Deans are required to:

- a) Discuss the appointment of examiners with supervisors/Heads of Departments, should supervisors/Heads of Departments so request. In many cases, supervisors/Heads of Departments need to exercise judgement in the appointment of examiners, for example, the extent of spread of examiners, the extent of conflict between a potential examiner and the student/supervisor, the extent of previous collaborative experience. In such instances, full disclosure is recommended, as is discussion with the dean.
- b) Recommend for approval the examiners of the thesis.
- c) Constitute and, if necessary, convene a meeting of the Committee of Assessors.
- d) Chair the meeting of the Committee of Assessors and report to the registrar and Vice-Chancellor on the outcome of the examination of the thesis as determined by the Committee of Assessors within a period of 2 weeks of receiving the reports.
- e) As Chair of the Committee of Assessors, provide final approval for any changes made to the thesis.

Deans must not:

- a) Discuss the names of possible examiners with candidates.
- b) Disclose the names of the examiners to candidates.
- c) Send electronic copies of the thesis under examination to the examiners. This is done by the registrar's division via ROSS.
- d) Query the progress of the examination of the thesis with the examiners. This is the responsibility of the registrar's division.
- e) Request or receive examiner reports. If reports are received by deans, such reports must be submitted immediately to the registrar's division.
- f) Disclose the outcome of the examination of the thesis to the candidate. This is the responsibility of the registrar's division.

5.1.4 Role of the registrar's Division

The registrar's division is required to:

- a) Following receipt of the Intention to Submit form, call for the nomination of examiners and follow up (with the supervisor, head of department and dean) on any unheeded calls.
- b) Ensure that examiners are formally appointed by the relevant faculty/Senate.
- c) On receipt of the thesis via ROSS despatch the thesis and ensure that the thesis is received by the examiners.
- d) Send polite reminder of due date to examiners one week before reports are due.

- e) Following elapse of the prescribed period of time for the examination of the thesis, ensure that all reports are received, and follow up on any outstanding examiners' reports, at least weekly, and by phone in the case that emails are not responded to.
- f) Following receipt of all the examiners' reports, send a collated set of reports to the dean or the dean's nominee for recommendation by the Committee of Assessors. Note that should the thesis have been submitted without the approval of the supervisor, that the dean or the dean's nominee be so informed and sent a copy of the supervisor's report.
- g) Await the final decision of the Vice-Chancellor, and follow up (with the dean) on any outstanding decisions.
- h) Record the outcome of the examination and inform the supervisor of the final decision of the examination of the thesis. The student is informed the following day.
- i) Advise the examiners of the outcome of the examination process.
- j) Receive and process the final E-copy of the thesis.

5.2 Appointment of examiners

- a) The Registrar will call for the nomination of at least three examiners, external to the university, for approval by the Senate on receipt of the Intention to Submit.

In all cases the most appropriate examiners should be chosen, and with particular care when the thesis is multidisciplinary, or has some local applicability. The nomination of examiners should not be disclosed to the candidate.

Normally two examiners from the same institution should not be appointed; at least two of the examiners should be members of academic or research staff at a university or recognised research institute and, preferably and where appropriate, at least two should be from outside South Africa or have demonstrated an international research standing.

Examiners of a doctoral thesis must themselves be in possession of a doctoral degree or equivalent. In the event that a proposed examiner is not in possession of a doctoral degree, a detailed motivation must accompany the nomination for the use of that specific examiner.

Examiners for a particular thesis should normally have received their doctoral degree from different institutions.

Supervisors and Rhodes University staff shall be excluded from examining.

Previous postgraduate students and members of staff of Rhodes University should not be appointed as examiners within three years of having graduated from or within three years of having left the staff of Rhodes University.

Repeated use of the same examiner within any department should be avoided and systems should be put in place to track this. The same examiners should not be used within a department within a three year period without a motivation from dean.

Normally examiners should not have had any previous collaborative research or supervisory interaction with the candidate in the context of the study being examined. Where such interaction is known to have occurred between the candidate and an examiner, this must be reported to the dean of the faculty via the election of examiners on the ROSS system. The dean shall determine whether or not the examiner should be appointed in that particular instance.

Examiners who are in a current or past close relationship of a family, personal, business, or serious conflict nature with either the candidate or supervisor(s), are automatically excluded. Where there is any doubt about such a relationship precluding the eligibility of an examiner, this should be discussed with the dean.

Examiners should have no communication with the candidate, relating to the thesis or examination thereof until the process is complete and the candidate has been officially informed of the outcome.

- b) The registrar will submit the names of examiners to the appropriate faculty and to Senate Executive and Senate for approval.
- c) When examiners are invited to act they will be informed that if they accept the invitation any contact related to the examination process must take place only through the registrar.
- d) In the event that an examiner is unable to act, the registrar will require further nominations from the supervisor for consideration by the head of department and dean and for approval by the appropriate faculty, Senate Executive and Senate.
- e) In addition to the reports of the external examiners, students may be invited to a *viva voce* in line with Faculty specific protocols.
- f) From the outset of the examination process, the examiners will be informed that their identity and/or reports will normally be revealed to the candidate at the end of the examining process. The examiner may request otherwise, and the Chair of the COA in consultation with the Vice-Chancellor, may agree to withhold the identity of the examiner and/or the whole or part of the report for good cause.

5.3 Supervisor's report

At the time of submission of a thesis, the supervisor is required to indicate whether the thesis has been submitted with their approval. If the supervisor does not approve the submission of the thesis, the supervisor is required to submit a report to the registrar, at the time of the thesis submission. This report is intended to document the circumstances of the submission, the reason(s) for declining approval for submission, and to protect the reputations of the supervisor and the institution. This report will not be made available to the examiners, until after they have submitted their independent reports on the thesis. If required, at the end of the examination process, the examiners may be informed whether the thesis was submitted with or without the approval of the supervisor. This will normally be done in a case where the thesis has been critiqued in some significant way by an examiner or examiners.

In such a case, the supervisor may nonetheless be required to assist in the identification of appropriate examiners at the discretion of the faculty dean, and to guide the student in any corrections that may emanate from the examination process, depending on the circumstances of the withholding of approval of submission.

5.4 Report form for examiners

Examiners will be asked for a recommendation on the thesis by indicating one of the following:

- a) that the candidate be awarded the degree and no corrections need be made to the thesis;
- b) that the candidate should be awarded the degree after minor corrections and/or specified changes have been made to the satisfaction of the supervisor and/or head of department;
- c) although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners;
- d) the degree should not be awarded to the candidate.

In addition, examiners required to submit formal report on the thesis, which should be sufficiently detailed to allow the COA to reach an informed judgement.

5.5 Committee of assessors and procedure on receipt of examiners' reports

The dean of the relevant faculty shall approve a Committee of Assessors (COA) for each candidate immediately after the external examiner reports have been submitted.

The COA shall consist of:

- i) The relevant dean (or nominee of the dean) who shall chair the COA.
- ii) Two or three academics chosen by the dean. These should be academic staff from the relevant faculty normally with proven experience as supervisors and examiners at the PhD level.
- iii) The head of department (HOD), or a nominee of the HOD.
- iv) If required, one or two members with experience in the subject area of the thesis.

At the sole discretion of the Chair: COA, supervisors may be present for discussion in portions of the meetings and may participate in the discussion, if required, but shall not be a voting member of the COA. Before the final decision of the COA is made, supervisors must recuse themselves from the meeting.

When all the examiners' reports have been received, the registrar will collate and send them to the relevant dean or dean's nominee who shall forward the reports to the COA for their recommendation. In a case where the thesis has been submitted without the approval of the supervisor, the registrar will also alert the dean or dean's nominee to this fact and furnish them in confidence with a copy of the supervisor's report.

A formal meeting of the COA must be constituted if there is any major disagreement by the members of the COA in terms of these recommendations.

The COA should report to the registrar and Vice-Chancellor within two weeks of receipt of the examiners' reports. The report must list one of the following recommendations:

- a) the degree be awarded;
- b) the candidate should be awarded the degree subject to completing any specified changes to the thesis, to the satisfaction of the relevant supervisor and/or head of department with the final approval by the Chair of the COA;
- c) although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit for re-examination by the examiners; (it must be pointed out to the candidate that this may be done only once);
- d) the degree should not be awarded to the candidate.

In the event of major disagreement between the examiners, the Chair of the COA should explore the possibility of reaching consensus, if necessary by sending all the unnamed examiners' reports to each examiner for further consideration. If consensus appears unlikely, the COA may recommend one or more of the following procedures, but when the examiners disagree and at least one examiner recommends (d) above, the COA shall recommend one or more of the following procedures:

- a) the appointment of a fourth examiner, who would be invited in the usual manner and follow the usual examination process;
- b) the appointment of an external assessor who would read the thesis and all the (unnamed) examiners' reports and would report on the thesis;

- c) the candidate should submit to an examination on the subject of their thesis and on the whole field of study which it covers (this can be an oral examination);
- d) that the thesis be revised and re-examined by the dissenting examiner(s);
- e) the degree not be awarded.

In a case where the thesis has been submitted without the approval of the supervisor, a formal meeting of the COA must be constituted unless all examiners are unanimous that the degree be awarded and recommend either option (a) or (b). The chair of the COA should not circulate the supervisor's report prior to the meeting of the COA or reveal that the thesis was submitted without the approval of the supervisor until such time as the COA has had an opportunity to reach an initial consensus or a clear deadlock on the appropriate way forward for the thesis. As an additional step, the chair of the COA will circulate the supervisor's report and give the COA an opportunity to revise its view in the light of the report, since the report will possibly contain insights into how the examination process might have been influenced by the disagreement between the supervisor and candidate about the quality or substance of the thesis.

The report of the COA should be sufficiently comprehensive to convey to the Vice-Chancellor the reasons for the recommendation of the COA and, where the examiners disagree, or submission of the thesis has been without the approval of the supervisor, shall include a formal record of the COA meeting.

The report, together with the examiners' reports must be submitted by the registrar to the Vice-Chancellor for approval on behalf of Senate or put to a meeting of Senate for its consideration.

Neither the result nor the names of examiners should be given to candidates until Senate has taken a final decision. Examiners' names and their detailed reports, edited where appropriate, may be revealed where applicable to candidates.

5.6 Procedures for dealing with corrections

A letter clearly indicating that revisions are required will be sent to the candidate by the registrar. Copies will be sent to the supervisor or head of department and supervisor depending on who is required to approve the corrections.

The person appointed by the COA to supervise corrections will liaise with the candidate to indicate which corrections or amendments to the thesis are necessary.

In the case of (c) recommendations by the COA, whereby minor corrections and/or specified changes are needed, the examiners' reports or relevant sections of the examiners' reports should be extracted by the person/s appointed to supervise such corrections. When these corrections have been satisfactorily completed, the appointed person/s certifies this to the Chair of the COA and thence to the Vice-Chancellor who will then approve the award of the degree on behalf of Senate. Only at this stage may examiners' names be revealed, as noted above.

In the case of (d) recommendations by the COA, where the thesis is to be revised and resubmitted, the examiners' reports or relevant sections of the examiners' reports, the appointed person/s should convey to the candidate the nature of the revisions required. As the dissenting examiner(s) will normally be re-examining the revised thesis, it is essential that anonymity of examiners be preserved.

If the COA recommendation requires either major changes, or revision and re-submission, the COA may recommend that the candidate be requested to supply the COA (and Senate at the time of re-submission) with a statement indicating the candidate's response to each of the examiner's suggestions item by item. Reasons for not accepting a suggestion should be given.

The request to supply such a statement does not detract from the prime importance of the candidate answering the external examiners' criticisms within the altered thesis. The statement is for the use of the COA and may be sent to an examiner at the discretion of the Vice-Chancellor.

Corrections should be completed within a period not exceeding six months from the date of the letter communicating the outcome of the examination to be regarded as being part of the examination period. Any corrections taking longer than six months require the candidate to be re-registered for the degree. Resubmission of the thesis for re-examination requires re-registration.

5.7 Submission of final copy of thesis

Once the examination process is complete and the degree awarded, the candidate must submit via ROSS an electronic copy, in PDF format, of the final thesis (that is, the examined thesis with any such corrections having been made to it as recommended by the examiners and as approved by the (a) the supervisor or (b) the supervisor and head of department or (c) the head of department or (d) the examiners) by a date published each year to graduate that year. The electronic copy will be deposited in the university's digital repository to enable world-wide access. Failure to submit a revised copy of the thesis by the date published means that the candidate would graduate the following year.

5.8 Subsequent procedures

The registrar shall advise the examiners of the outcome and, where the Vice-Chancellor decides that this should be done, the reasons for the decision.

6

RESEARCH RESOURCES AVAILABLE

Research is impossible without access to information. Rhodes University offers three primary ways of doing so: through use of the library, through the provision of computing facilities available to candidates and through the Centre for Postgraduate Studies.

6.1 Centre for Postgraduate Studies

The Centre for Postgraduate Studies (CPGS) has been established to strengthen quality, throughput, and access to postgraduate studies.

It provides additional support to postgraduate scholars in areas of research design, academic writing, and in other aspects of postgraduate life and scholarship. Annually the CPGS offers a series of enrichment seminars and workshops on issues relevant to postgraduate scholars, including academic writing courses, writing retreats, writing groups and short courses. Please the CPGS mailing list to find out about all that is on offer. All postgraduate scholars at RU are free to attend the courses and the programmes on offer by the CPGS.

The CPGS does not deal with registration, examination and graduation related matters for postgraduates, as these are dealt with by the registrar's division. Additionally, the CPGS does not deal with supervision or discipline specific academic matters as departments and faculties deal with these. Scholarships and funding are dealt with by the Research Office. Nonetheless, the CPGS will attempt to assist all postgraduate scholars and supervisors with all issues related to postgraduate study though this may entail them directing queries elsewhere.

4.2 The Library

The Rhodes library has the largest and most extensive library collection in the Eastern Cape and subscribes to many electronic collections. The library has full-text access to many electronic journals via subscriptions and various databases, and it makes use of a wealth of evaluated resources which are available on the Internet.

For a comprehensive list of its resources and a detailed description of the services which the library offers, visit their homepage.

Off-campus access is available to authorized Rhodes University users, provided they have registered at the library for the current year. If any problems are experienced, contact the faculty librarians. It is important to note that the candidate's name and student number should be quoted when seeking assistance.

6.3 Information Technology

The Information Technology Division is responsible for providing and supporting the university's Internet connection, internal network, and central resources such as email, file and print services,

learning management systems, computer labs, etc. It also provides computer resources and user support to all departments and researchers at the University.

The university is connected to the South African National Research Network (SANReN), a Department of Science and Technology (DST) initiative to provide high-speed Internet access to research and education sites. All staff and students are able to access the Internet at no additional charge, subject to usage quotas.

There are several public computer laboratories on campus from which students can access the network, several of which are open 24 hours a day. The library also has extensive computing resources available to students, with some reserved specifically for postgraduate use.

The Student Network service provides a way for both undergraduate and postgraduate students to connect their privately-owned devices (computers, laptops, phones, etc) to the university's network and to the Internet. It is available in all residence rooms, selected private flat complexes close to campus, and at wireless hotspots. The service also provides access to [Eduroam](#), a worldwide wireless roaming service for research and education.

In addition, with the consent of their department, postgraduate students may register their personal devices for use in their department, a privilege that is not generally afforded to undergraduates.

7 FINANCIAL MATTERS

7.1 The costs involved

There is an annual fee for a higher degree which includes the cost of examination. These fees change annually. The current fee information may be obtained from the Student Fees webpage.

Candidates must pay the annual registration fee each year until the completion of the degree *even if they make no call on a supervisor's time in any particular year.*

Please also note that the re-registration of returning master's and doctoral candidates can only be processed if there is no outstanding balance on the fees account from the previous year. A late registration fee will be charged from 15 February. Candidates who wish to make payment arrangements to enable their registration should contact the Student Fees Office at:

studentfees@ru.ac.za

If, in their final year, master's and doctoral candidates fail to make the deadline for the submission of the thesis, a pro-rata amount of the annual registration fee is charged, provided the thesis is handed in before the end of June the following year. (For example, if a doctoral thesis is handed in during March the registration fee for the year will be a quarter of the annual registration fee.) If the thesis is handed in after 1 July, the full annual registration fee is payable. **It must be noted that this paragraph relates to financial penalties only: if the official deadline for submission is not met, there is a strong possibility that the thesis may not be examined in time for graduation at the following round of graduation ceremonies.**

7.2 Funding for Master's and Doctoral degrees

Rhodes University has set up several scholarship programmes in order to attract excellent students and researchers to further their studies at postgraduate level. The Atlantic Philantropies, Allan Gray Senior Scholarships, Henderson Scholarships, and the Rhodes University Postgraduate Scholarships are the cornerstone of this programme. Scholarships from the the Andrew Mellon Foundation Scholarships are linked to research projects led by staff.

Smaller bursaries are on offer and are on a merit and/or financial need basis. Students can also apply for a study loan or Rhodes University Council loan. Sureties are required for the loans and 'needs tests' are required. These loans are available to those students who are registering full-time and who would normally not be able to study if it were not for the assistance of these loans to assist with their tuition costs.

Further funding for postgraduate study is made available through external organisations such as: National Research Foundation, Water Research Council, Medical Research Council, and other funding bodies by way of individual bursaries or project linked bursaries.

Information on funding opportunities can be obtained from:

<http://www.ru.ac.za/research/postgraduates/funding/> and enquires can be directed to pgfunding@ru.ac.za.

8

WHAT NEXT?

8.1 Postdoctoral studies

On successfully completing a Doctoral degree, researchers may wish to broaden their research experience by spending a year or more as a Postdoctoral Fellow at Rhodes University or elsewhere. There are many opportunities to do this, and supervisors can often arrange such a position through their professional contacts. Contact the Research Office for details of the grants available.



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