



UNIVERSITY  
OF  
JOHANNESBURG

## Higher Degrees and Postgraduate Studies Policy: Policy, Administrative Structures, Administrative Regulations and Procedures

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### Related documents

<p style="text-align: center;"><b>UJ documents</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• UJ Academic Regulations</li> <li>• Faculty Regulations;</li> <li>• UJ Programme Review Manual;</li> <li>• UJ Code of Academic and Research Ethics.</li> <li>• UJ Guidelines Authorship;</li> <li>• UJ Recognition of Prior Learning Policy;</li> <li>• UJ Policy on Occupational Health and Safety</li> <li>• UJ Policy on Intellectual Property</li> <li>• UJ Policy on Certification</li> </ul>	<p style="text-align: center;"><b>Other</b> (e.g. Legislation, DoE and HEQC directives and guidelines)</p> <ul style="list-style-type: none"> <li>• HEQC Institutional Audit Criteria;</li> <li>• HEQC Guidelines for Best Practice in Research Management;</li> <li>• Higher Education Qualifications Framework.</li> </ul>
<p><b>Stakeholders affected by this document (units and divisions who should be familiar with it):</b></p>	<ul style="list-style-type: none"> <li>• Faculty Administrators;</li> <li>• Central Academic Administration;</li> <li>• Academic Departments;</li> <li>• Higher Degrees and Post Graduate Students.</li> </ul>
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## Foreword

This document sets out the policy of the University of Johannesburg (“the University”) on higher degrees and postgraduate studies, listing minimum requirements as approved by the University’s Senate on the recommendation of its Higher Degrees Committee. Individual faculties may have enacted additional rules to address requirements specific to them.

Any deviations from this Policy, for instance as made necessary by discipline-specific or Professional Board requirements, need explicit approval by Senate.

For the purposes of this policy, the terms *higher degrees* and *postgraduate* signal studies, research, or programmes at the master’s and/or doctoral level, equivalent to level 9 and 10 of the Higher Education Qualifications Framework (HEQF).

Copies of this document are available from the Office of the Deputy Vice-Chancellor (Academic) (DVC), from faculty officers, or the University’s website.

This document must be read in conjunction with the University’s Academic Regulations, specifically those sections of the Regulations dealing with master’s and doctoral degrees.

## **Part A: Policy on Higher Degrees and Postgraduate Studies**

### **1. *Rationale for the policy***

- 1.1 Research is a core competence and function of the University, and an activity that is key to defining the institution's position among its peers locally, continentally and globally. Research is also an important medium through which the University gives effect to its responsibility of contributing to the development of the country and its people. For these and other reasons, research continues to enjoy strategic priority in the University.
- 1.2 Postgraduate students, enrolled for higher degrees, form the backbone of most successful university research programmes worldwide, and so it is appropriate that the University actively promotes higher degree studies and postgraduate research as an integral part of its institutional research endeavour, and ensures the quality of this provision.
- 1.3 The policy also seeks to accommodate expectations that flow from constitutional and other contemporary South African imperatives, such as
  - a) the constitutional right to fair treatment;
  - b) an open and transparent flow of information;
  - c) the need to promote equity;
  - d) active development of historically disadvantaged individuals;
  - e) improving effectiveness and efficiency.

### **2. *Purpose of this policy***

- 2.1 The purpose of this policy is to provide a framework for the administration, governance and quality management of postgraduate studies and programmes at the University that:
  - a) maintains the highest levels of quality care in regard to postgraduate studies;
  - b) ensures the fair and transparent treatment of all postgraduate students and their concerns;
  - c) clarifies the respective roles and responsibilities of students and their supervisors;
  - d) establishes rational and transparent decision-making processes around the governance and administration of postgraduate student matters;
  - e) ensures adequate capacity development support for postgraduate students;
  - f) provides for the generation and capture of relevant institutional management information relating to postgraduate students and programmes;
  - g) clarifies roles and functions within the University's research and academic system.

### **3. *Structure and scope of the University's higher degrees***

- 3.1 This policy outlines generic expectations for all UJ master's and doctoral degrees. Professional body requirements and disciplinary-specific requirements may further modify these outlines, but this policy sets benchmarks which should not be relaxed, though they may be tightened by faculty-specific regulations.

### **4. *Master's degrees***

#### **4.1 Overview**

- 4.1.1 The University offers two distinct types of master's programmes:

- a) research master's programmes or degrees, in which the successful completion of a research dissertation is the sole or major academic requirement for graduation; the dissertation (with or without an associated oral component) constitutes 100% of the requirements for the degree.
- b) coursework master's programmes or degrees, in which the minor dissertation (with or without an associated oral component) constitutes a minimum of one third but preferably 50% of the requirements for the degree (60 or 90 / 180 credit points respectively); completion of compulsory formal, taught courses or modules constitutes the remaining part of the requirements for the degree.

#### **4.2 Scope of research master's degrees**

- 4.2.1 "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 prepare graduates for advanced and specialised professional development. A Master's Degree must have a significant research component.... Master's graduates must be able to deal with complex issues both systematically and creatively, make sound judgements using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences, demonstrate self-direction and originality in tackling and solving problems, act autonomously in planning and implementing tasks at a professional or equivalent level, and continue to advance their knowledge, understanding and skills." (HEQF qualification descriptors. Government Gazette 5 October 2007)
- 4.2.2 One core intention of a master's programme is therefore to equip students with specialised knowledge through research training and to provide a sound training in research methodologies. Candidates are not generally expected to make an original theoretical or fundamental contribution to their field of knowledge, but through the provision of new data or information they should demonstrate proficiency in research methods and the ability to work independently. Master's graduates are expected to exhibit mastery of research methodology and evidence of understanding scholarly processes at work, as evident through a novel project.
- 4.2.3 Coursework associated with a research master's degree may derive from discipline- and industry-specific requirements, traditions and expectations; it may supplement and support the training being acquired through the research project, but does not generate credit points towards the degree.
- 4.2.4 The core output of a research master's degree takes the form of a dissertation, a written document communicating the work that was pursued in the course of the project, its context and outcomes. In some cases the output may be expanded,

supplemented or supported through patents, designs, artefacts, computer code, or other material or intangible items produced in the course of the research, which Faculty regulations may specify as an explicit expectation of the degree.

- 4.2.5 In addition, this policy expects each prospective master's candidate to have submitted to the supervisor at least one manuscript of a paper/article in the format required by an accredited journal for that specific discipline as a condition for graduation; the student will receive appropriate guidance from his/her supervisors in preparing the manuscript of the paper. Authorship of such a paper must be guided by *UJ Guidelines on Authorship*. Faculty regulations will stipulate under which conditions students may be exempted from needing to submit such a manuscript.

### **4.3 Scope of coursework master's degrees**

- 4.3.1 The emphasis on the research component in a coursework master's degree will be lower than in a research master's degree, its written research output being referred to as a minor dissertation. Minor dissertations should report in a similar way as full dissertations, but should be more limited in length and scope due to the much shorter duration and more constrained scope of the project. In addition, the coursework modules or components of the degree programme will have specific other output requirements, possibly including formal summative assessments (last assessment opportunities).

- 4.3.2 In addition, this policy expects each prospective master's candidate to have submitted to the supervisor at least one manuscript of a paper/article in the format required by an accredited journal for that specific discipline as a condition for graduation; the student will receive appropriate guidance from his/her supervisors in preparing the manuscript of the paper. Authorship of such a paper must be guided by *UJ Guidelines on Authorship*. Faculty regulations will stipulate under which conditions students may be exempted from needing to submit such a manuscript.

## **5. Doctoral degrees**

- 5.1 "A Doctoral Degree requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. Coursework 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 ... A graduate must be able to supervise and evaluate the work of others in the area of specialisation concerned." (HEQF qualification descriptors. Government Gazette 5 October 2007)
- 5.2 The necessary and defining requirement for the award of a doctoral degree is an original contribution to a field of study, the originality needing to lie more at a theoretical, conceptual or analytic level than at the level of producing new data. In addition, proficiency in research methods and the ability to think and work independently must be demonstrated.
- 5.3 The output of a doctoral degree takes the form of a thesis, which is a written document communicating the work that was pursued in the course of the project, its context and outcomes and communicating the original contribution being made

by the project. In some cases the output may be expanded, supplemented or supported through patents, designs, artefacts, computer code, or other material or intangible items produced in the course of the research, which Faculty regulations may specify as an explicit requirement of the degree.

- 5.4 Entrance requirements to the doctoral programme may include some type of assessment or prescribed coursework, in order to assess prior knowledge or as learning support, in accordance with faculty regulations.
- 5.5 In addition, a prospective doctoral graduate will submit to his/her supervisor at least one publishable manuscript, in the format required by an accredited journal, for that specific discipline as a condition for graduation. Authorship of such a paper/article must be guided by UJ *Guidelines on Authorship*. Faculty regulations will stipulate under which conditions students may be exempt from needing to submit such manuscripts.

## **6. *Interdisciplinary degrees***

- 6.1 An interdisciplinary degree is one whose formal foundation cannot be found in just one home department: instead, it spreads across a combination of two or several home departments. At the master's and doctoral level these degrees are respectively referred to as M.Phil and D.Phil degrees.
- 6.2 Applications for admission to interdisciplinary degrees may need to be assessed via a "recognition of prior learning" (RPL) process – as set out in the UJ *RPL Policy* – to establish the student's suitability for enrolment in the envisaged degree, or any additional requirements that the student may need to fulfil.
- 6.3 Faculties are specifically required to consider very carefully which department should act as the host or home department for the purpose of registration, and to exercise due prudence when identifying and approving supervisors: in general, supervisors from all cognate departments should participate in guiding the study. Faculties are also required to pay close attention to quality assurance of such degrees.

## **7. *Admission to the University's higher degrees***

- 7.1 Students applying for admission to a postgraduate master's degree (HEQF level 9) will normally be required to hold a qualification at the HEQF level 8: an Honours degree, a four-year 480 credit Bachelor's degree (with a minimum of 96 credits at level 8), or a Postgraduate Diploma, in the relevant discipline. Enrolment for a doctoral degree (HEQF level 10) will normally require a master's degree (HEQF level 9) in the relevant discipline. In addition, candidates for admission to master's and doctoral degrees in general need to have obtained their previous degree with an average mark of at least 65%.
- 7.2 The applications of students who do not satisfy the formal entrance requirements for a specific higher degree programme may be considered in terms the UJ's *RPL Policy*, which is binding on this matter. In the case of foreign students, consideration of their application for admission is subject to the rules stipulated in the University's Academic Regulations.

## **8. Allocation of responsibilities**

- 8.1 There is a clear separation of responsibilities between the faculties, the Office of the DVC (Academic) and associated Senate structures, and the Research Office.
- 8.2 For all academic and most operational purposes, the point of contact of post-graduate students will be their supervisors, their department, and their faculty. The University's Research Office will be involved in supporting those relations where required.
- 8.3 The Office of the DVC (Academic), in conjunction with faculty officers and the academic and committee administration departments is responsible for overseeing and administering the functions of the Senate Higher Degrees Committee (SHDC), as outlined in this policy.

## **9. Ethics**

- 9.1 All post-graduate students (and their supervisors) are expected to familiarise themselves with and adhere to the University's Code of Academic and Research Ethics. For this purpose all masters and doctoral research proposals must receive ethics clearance before a project can commence. (Also refer to par 28.)
- 9.2 Executive deans are accountable for ensuring that all research activities in their faculties have undergone all necessary scrutiny and clearance in regard to considerations of research ethics, though this responsibility may be formally delegated at Faculty or departmental level.

## **10. Health and safety**

- 10.1 Health and safety matters attendant to all research activities will be subject to the University's policy on Occupational Health and Safety, and will be the responsibility of persons and bodies listed in those policies, accountability also being assigned in accordance with the policy.

## **11. Intellectual property**

- 11.1 All postgraduate research projects are subject to the University's Policy on Intellectual Property (IP), and students are required to signal their adherence to this policy as part of the annual registration process.

## **12. Statistical support**

- 12.1 The University provides central statistical support through its Statkon Division. Such support is of a technical nature only and is provided through the initial intervention of the student's supervisor.

## **13. Certification of compliance with the requirements of the qualification**

- 13.1 Certification of compliance with the requirements of the qualification is in accordance with the Certification Policy of the University, with due regard to the responsibility of the candidate, supervisors, relevant faculty administration officer, the Executive Dean of the faculty and the Registrar: Academic (master's graduates) or Pro-Vice Chancellor (doctoral graduates).

## **Part B: Administrative Structures and Responsibilities**

### **14. Summary**

- 14.1 Administrative responsibilities are assigned to the following committees and structures:
- 14.2 The University Senate, which formally approves ratifies and/or notes any decision referred to it by the Senate Higher Degrees Committee (SHDC). For reasons of practicality, Senate may also devolve some of these responsibilities to the Senex, or to the Vice-Chancellor or his/her nominee. In addition, the Senate may refer any matters relating to postgraduate research or degree programmes to the SHDC for consideration.
- 14.3 The University Senate establishes as a subcommittee (the SHDC), whose role it is to consider in detail recommendations from the faculties and advises Senate in this respect.
- 14.4 The Faculty Board is the principal custodian of academic quality in regard to postgraduate programmes in the faculty, and it is expected to formally establish appropriate structures or mandate existing ones to assist the faculty in exercising this responsibility.
- 14.5 Each faculty is expected to establish a Faculty Higher Degrees Committee (FHDC), or to formally allocate the FHDC's responsibility as set out in this policy to another appropriate faculty structure. The FHDCs are principally responsible for the academic regulation and administration of postgraduate research for degree purposes, their recommendations being forwarded to the respective Faculty Boards, who consider and approve the FHDC recommendations, or on specific matters in turn make recommendations to the SHDC.
- 14.6 In addition, each faculty will establish a Faculty Postgraduate Assessment Committee (FPAC) (or another faculty structure formally entrusted with this responsibility), which considers assessors' reports and makes recommendations to the Faculty Board.
- 14.7 The project supervisor must ensure professional and ethical academic supervision of the postgraduate research project and students registered under his/her name; s/he is also responsible for University academic administrative and managerial matters attendant to the project registered under his/her promotion. In general, supervisors of postgraduate research students are expected to hold a doctoral degree, though a faculty may condone a lower qualification where this is merited for explicitly stated purposes.
- 14.8 In general, the University will not limit the maximum number of postgraduate students any one staff member may supervise, but it expects faculties to manage throughput purposefully with due regard to student progress and academic employee workload, and to place a premium on quality management considerations in this regard.

## **Part C: Administrative Regulations and procedures: the critical path to be followed with master's and doctoral studies**

### **15. *Introduction***

- 15.1 For the purpose of this section, three phases in the research will be distinguished, namely (i) the contact and approval phase; (ii) the study phase; and (iii) the assessment process and the submission of the outcomes to the FHDC and the SHDC.

### **16. *The contact and approval phase***

- 16.1 A student would normally contact the department or a potential supervisor and seek advice on admission, a potential research idea and the assignment of a supervisor to his/her study.
- 16.2 The student should be advised about registration procedures and the assignment of a supervisor (and co-supervisor(s) where appropriate). Guidelines should be provided by the supervisor on the structure of a research proposal, and technical requirements pertaining to academic writing and referencing.
- 16.3 The student should formally register for the degree programme to qualify for research supervision. Thereafter, master's students have 6 and doctoral students 9 months to complete their project proposals to the standards required by relevant faculty and University policy. During this time they will have access to the University resources that they require to formulate their project proposals. In addition, students may already begin with their research where their supervisor deems this appropriate.
- 16.4 Research proposals need to be formally approved by faculties in terms of their quality and research ethics. Faculties can deal with approval in different ways, either delegating this responsibility to a department or requiring the FHDC or an equivalent structure to consider the research proposals. Faculties may require a doctoral student to defend his/her proposal, and where feasible (depending on numbers), the same requirement may be applied to full master's research proposals and coursework master's proposals. It is advisable that proposals approved within the academic departments are certified as such by the HOD.
- 16.5 The title, supervisor(s) and external assessors (and any subsequent amendments to these) should be approved as follows:
- 16.5.1 In the case of a minor dissertation or dissertation, these details are approved by the FHDC, ratified by FB and sent for notification to the SHDC.
- 16.5.2 In the case of a thesis, these details are finalised by FHDC, noted by Faculty Board and approved by SHDC.
- 16.6 Should a research proposal not be approved by the FHDC or delegated authority, the student may rework the proposal, but may only submit it for approval one more time. Should the research proposal on this re-submission not be approved, the student's registration could be terminated, unless permission to continue is granted by the HOD/Executive Dean concerned.

## **17. *The study phase***

- 17.1 Full-time and part-time master's students, respectively, have a maximum of 24 and 36 months to complete and submit their dissertations. Doctoral students (both part-time and full-time) may take up to 48 months. Extensions to these periods will only be entertained in exceptional circumstances.
- 17.2 The supervision and provision of study guidance are now continuous. The project supervisor is expected to enter into a formal agreement with the student, copies of which may be obtained from the Faculty Office, or downloaded from the University Intranet. The template provided may be extended, but no content should be deleted.
- 17.3 Supervisors will keep record of their meetings and discussions with students and will report every six months on the progress of each student. The student must receive the report as well and sign to this effect. The progress reports should, in summary form, be retained either by the HOD or the FHDC.
- 17.4 During their studies, students may be nominated by their supervisor(s) for supervisor-linked bursaries. Master's students qualify for a maximum of two years funding support and doctoral students for a maximum of three years of funding support. The supervisor needs to confirm the progress made by the student to qualify for the funding.
- 17.5 As the students' studies near completion, the HFA should be notified of the intention to submit four months in advance. The formal appointment of external assessors takes place, as coordinated between the supervisor, the HOD and HFA.

## **18. *The assessment process and the submission of outcomes to the FHDC and SHDC***

- 18.1 When the minor dissertation, dissertation or thesis is complete, the supervisor signs a form to formally release the study for final assessment purposes. The candidate submits the required number of copies for assessment. The minor dissertation, dissertation or thesis must include a declaration from the student that this is his/her original work and that ideas imported from elsewhere are acknowledged/referenced.
- 18.2 Faculties should decide and communicate to students where the assessment copies are to be handed in and where the assessment reports will be received before dissemination to the supervisor(s).
- 18.3 There are four possible responses from the assessors:
- (i) they may recommend awarding the degree without conditions; or
  - (ii) they may recommend awarding the degree subject to minor changes to the minor dissertation, dissertation or thesis; or
  - (iii) they may recommend resubmission of the minor dissertation, dissertation or thesis after certain changes or additional work, or
  - (iv) they may fail the minor dissertation, dissertation or thesis.

Whatever the recommendations, the FPAC (or equivalent) should consider and moderate the results (the mark assigned in the case of a master's minor dissertation/dissertation or the qualitative recommendation made in the case of a doctoral thesis); moderation thereby takes place in the context of a committee and is not done by an individual such as the supervisor. (See section 27.4 concerning resolution of possible differences in assessor recommendations.)

- 18.4 Faculties can decide on the use of a non-examining chair to facilitate the finalisation of assessment results of post-graduate students.
- 18.5 The composition and scheduling of the FPACs is left to the discretion of the faculties, though faculties are encouraged to limit the membership of these committees to a minimum of three with the right to co-opt the supervisor(s) if desired.
- 18.6 The supervisor oversees and certifies in writing that all corrections requested by the assessors have been addressed.
- 18.7 All forms (all assessment reports, including any summary report and FPAC reports) are submitted to the HFA. The FHDC meets to review the results and assessment reports of all masters' and doctoral candidates, and supervisor certification that minor corrections have been done. All master's results (including coursework master's) are finalised at this level, approved by Faculty Boards and submitted to SHDC for ratification.
- 18.8 For doctoral candidates, the full documentation (forms, narrative reports and certification that corrections have been done) serves at SHDC for approval, after which the Senate will receive the results for ratification.

## **Part D: Higher Degrees and Postgraduate Studies Procedures**

### **19. Introduction**

19.1 In the following sections, procedures (and additional guidelines) are suggested on the following issues:

- admission;
- full-time and part-time study, suspension of studies and periods of residence;
- appointment of assessors;
- assessment;
- submission and dissemination of manuscripts;
- a change in project title;
- conversion/transfer in registration from a master's degree to a doctoral degree;
- dispute resolution;
- ethics clearance;
- health and safety; and
- intellectual property.

### **20. Admission**

20.1 The minimum admission requirement for a master's programme is an honours or equivalent qualification in the same or a relevant field of study or discipline, in which case the relevant field of study/discipline is determined by the Faculty Board concerned, approved by the SHDC and ratified by Senate.

20.2 For admission to a doctoral programme, an applicant must have successfully completed a relevant master's programme in the same or relevant field of study, as determined by the Faculty Board concerned, ratified by SHDC/Senate and contained in the faculty rules and regulations concerned.

20.3 Additional admission requirements may be set for a candidate by the HOD. Such requirements are determined by the relevant Faculty Board and FHDC, approved

20.4 Where an applicant for a master's or doctoral degree does not hold the prerequisite formal qualifications, the University's *RPL Policy* may be initiated by the HOD concerned to award to an applicant academic status equivalent to that of an honours degree in the case of a master's and a master's degree in the case of a doctorate, as determined by the relevant Faculty Board, approved by Senate and contained in the faculty rules and regulations concerned. Depending on professional body requirements, faculties may also invoke additional entrance

requirements. Each individual case is considered and decided by the Faculty Board concerned, sent to SHDC for consideration and approved by Senate.

- 20.5 Even if an applicant meets the minimum entry requirement as stated above, the respective HOD may refuse to admit an applicant if in his/her assessment the applicant is unlikely to succeed in the chosen research project, or if an appropriate supervisor cannot be identified within the University.
- 20.6 If refused admission, the applicant has the right to request written reasons from the HOD, and may appeal those to the Executive Dean in writing. If the Executive Dean upholds the refusal, the applicant may appeal to the DVC (Academic) in writing, whose decision will be final.
- 20.7 An applicant may be admitted to an M.Phil or D.Phil degree programme if the proposed research project is of an interdisciplinary nature and if the study has substantial scope in more than one discipline. Additional admission requirements may be set by the two or more interdisciplinary fields/departments/faculties concerned. If the interdisciplinary nature of the proposed study indicates the need for another faculty or other faculties to be involved in supervising the work, the Executive Dean of the original faculty is expected to agree relevant and appropriate support from those affected faculties; such agreement should be reached either prior to registration or shortly thereafter.
- 20.8 In the case of interdisciplinary degrees, the Executive Dean of the home faculty (i.e. the one originally enrolling the student and registering the project), in consultation with the HODs concerned and/or supervisors, determines whether the applicant's prior study provides a sufficient foundation for the proposed master's study, and may require a supplementary study programme as a condition for admission. Assessment of prior knowledge (which may be an essay or an oral assessment) may be set as a formal prerequisite for admission or continuation. The Executive Dean concerned (as well as other executive deans if involved) signs the application for admission and indicates any specific conditions that are laid down. The proposal is signed by the all supervisors concerned, and is then processed according to the normal procedures obtaining in that (home) faculty. Specific conditions laid down for the programme must be stated in the proposal.
- 20.9 Applications for admission by foreign students are dealt with according to the regulations stipulated in the *UJ Academic Regulations*.
- 20.10 Renewal of registration for a master's or doctoral programme is subject to satisfactory progress by the student.

## **21. *Full-time versus part-time registration, suspension of studies, residency***

- 21.1 Irrespective of full- or part-time enrolment, the minimum formal registration period for a master's degree is 12 months (one academic year) and for a doctoral degree 24 months. In each case these periods run from the start of the semester of first registration for the degree to the day on which the student submits to his/her supervisor the final version of the minor dissertation, dissertation or thesis that will be submitted to the assessors.
- 21.2 For *full-time students* the maximum period of enrolment for a master's degree is 24 months and for a doctoral degree 48 months. Extensions to these periods require approval of the HOD and ratification by FHDC and Faculty Board, and will only be

entertained in exceptional circumstances, and would in general be limited to 12 months for master's and 24 months for doctoral students. Employment-related reasons do not constitute valid grounds for an extension. Failure to submit a minor dissertation, dissertation or thesis either at the end of the regular period or the extended period (if an extension has been formally approved by the faculty) will result in the registration being automatically annulled by the University.

- 21.3 For *part-time students* the maximum period of enrolment for a master's degree is 36 months and for a doctoral degree 48 months. In exceptional cases, faculties, i.e. the Executive Dean may grant maximum extensions of 12 months and 36 months, respectively.
- 21.4 Where professional bodies stipulate periods of enrolment for degrees that differ from those outlined here, faculties may adjust formal enrolment periods accordingly; such adjustments shall be approved by Senate.
- 21.5 If medical or other acceptable reasons exist for interrupting/suspending a student's registration with the University, faculties through their FHDCs may grant such an interruption/suspension for a stipulated period of time, provided that the request by the student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request.
- 21.6 If the Senate makes a recommendation on a project proposal or the award of a degree that prejudices the maximum allowable periods outlined above, the period should be adjusted to ensure the student is not prejudiced.

## **22. *Appointment of assessors***

- 22.1 The supervisor(s) are responsible to make a recommendation to the HOD on who should act as assessor, subject to approval by the FHDC.
- 22.2 It is recommended that supervisors and co-supervisors not act as assessors for minor dissertations and dissertations which they have supervised; however, FHDCs may take a final decision on this. In the case of doctoral theses, supervisors and co-supervisors may not act as assessors.
- 22.3 Any person who may reasonably be expected to lack sufficient objectivity in the assessment of a minor dissertation, dissertation or thesis is excluded from acting as an assessor; this includes, for example, relatives or dependants of degree candidates, persons over whom any of the supervisors could exert undue influence, even by default, etc.
- 22.4 For master's level qualifications (both minor dissertations and dissertations), at least two assessors must be appointed, of whom at least one must be external to the University. Any external assessor should not have had prior involvement with the project that might compromise his/her objectivity when assessing the minor dissertation or dissertation. It is recommended that the supervisor not act as internal assessor but that another colleague from the Department take on this function.
- 22.5 For doctoral level qualifications, at least three assessors should be appointed, of whom at least two must be external to the University, having not had prior involvement with the project that might compromise their objectivity when assessing the thesis, and efforts should be made to identify at least one from

outside South Africa. Faculties have the option to appoint one internal assessor, who, however, may not be the supervisor or co-supervisor of the thesis.

- 22.6 In general, assessors of higher degrees at the University should hold a doctoral qualification, except where persuasive grounds exist for deviating from this prescription; in such cases assessors must have an appropriate tertiary primary qualification, and relevant experience and expertise.
- 22.7 FHDCs need to approve the appointment of all assessors, on the basis of comprehensive CVs submitted. The SHDC should receive a summary table of all doctoral assessors for final approval.
- 22.8 Supervisors are required to write a motivation for the appointment of doctoral assessors without a doctoral qualification; this motivation is also presented at SHDC.
- 22.9 Doctoral assessors not attached to a higher education institution should submit their detailed CVs to SHDC.
- 22.10 After approval and ratification by the FHDC and SHDC, assessors are formally appointed through the Executive Dean's office. The Executive Dean should budget for any expenditure related to assessment costs.
- 22.11 Assessors' details may be revealed to students only after a final outcome has been approved for the minor dissertation or dissertation by the Faculty Board or the thesis by Senate, and then only subject to the approval of the assessors, the supervisor(s) and the Executive Dean of the Faculty. Under no circumstances may students contact assessors before finalisation of the outcome.

### **23. Assessment**

- 23.1 When submitted for assessment, the minor dissertation, dissertation or thesis must be accompanied by a copy of the assessors' report form and the assessment guidelines, as stipulated in faculty rules and regulations.
- 23.2 No minor dissertation, dissertation or thesis may be submitted for final assessment without the express permission of the supervisor. Where a supervisor withholds this permission and a candidate believes the minor dissertation, dissertation or thesis to be ready for submission, the candidate may appeal the supervisor's reluctance to the HOD and Executive Dean of the faculty in conjunction with the FHDC, in that order. (Also see par 23.7 below.)
- 23.3 In the assessment of any component of a master's or doctoral programme, the FPAC is not bound to award a simple aggregate of all assessors' marks if persuasive reasons exist for awarding a different mark. Faculty regulations will stipulate the methodology to be employed in comparing the various recommended assessment outcomes. In all cases, though, the cumulative weight of the external assessors' marks may not be less than 50%. The FPAC should pay particular attention to final marks below 50% and final marks in the range 70% - 74%.
- 23.4 The following results are possible for a minor dissertation or dissertation:
  - a) Acceptance and awarding of a pass mark of 50% to 74%.
  - b) Acceptance and awarding of a cum laude mark of 75% or above.

- c) Conditional acceptance, with the awarding of a mark, as per a) and b) above, subject to minor corrections being made to the satisfaction of the supervisor(s).
- d) Recommendation of substantial amendments, without the awarding of a mark, and with a recommendation/request by the assessor(s) for resubmission and reassessment within a period of three months.
- e) Rejection and awarding of a mark reflecting a fail (less than 50%), in which case no reassessment is recommended or considered.

23.5 The following results are possible for a thesis:

- a) That the thesis is approved and the doctoral degree be awarded (this recommendation may be conditional upon minor corrections being made to the satisfaction of the supervisor(s)).
- b) That the thesis be accepted provisionally, the terms of the provisional acceptance being that the student be allowed to make non-substantial corrections and improvements to the thesis as indicated by the assessor(s) or the FHDC or FPAC within a period of one month, first to the satisfaction of the supervisor(s), and thereafter to resubmit the thesis to the FHDC or FPAC to enable it to satisfy itself that the corrections and improvements have been made, in which case the thesis is finally accepted and a recommendation made that the doctoral degree be awarded.
- c) That the thesis not be accepted, but that the student be given the opportunity to substantially revise the thesis in the light of deficiencies identified by the assessors or the FHDC or FPAC, and to re-submit the thesis to the supervisor(s) within a period of three months, and if so recommended also to the assessor(s) that requested the substantial amendments, to satisfy themselves that the improvements have been made, in which case the thesis is finally accepted by the FHDC or FPAC and a recommendation made that the doctoral degree be awarded.
- d) That the thesis be rejected and no re-assessment be considered.

23.6 Depending on Faculty Regulations, an oral component may also be stipulated as part of the requirement for completion of a higher degree; however, this component does not count formally towards the assessment of a doctoral degree.

23.7 Any master's or doctoral degree can only be awarded after the successful completion of every requirement of each component of the respective degree programme, including the successful submission of a research-based dissertation or thesis, or by the successful assessment of the candidate's achievements in each relevant coursework module together with a successfully completed minor dissertation, as determined by the relevant faculty regulations in the faculty calendar or academic information brochure.

23.8 A candidate who has failed a doctoral assessment may not again be assessed on the same subject matter. An assessor's report which indicates that certain improvements should be made will not be regarded as a fail.

23.9 Faculties are responsible for ensuring that no plagiarism occurs during the finalisation of a minor dissertation, dissertation or thesis and are encouraged to

consider applying commercial software programmes to an electronic copy of the final document in order to rule this out.

- 23.10 The assessment outcome may only be revealed to the candidate once the final outcome has been approved by the FPAC, FHDC, Faculty Board (for master's degrees) and SHDC/Senate (doctoral degrees).
- 23.11 Appropriate feedback must be given to all assessors once the final outcome has been approved; this should include some indication of how specific recommendations made by assessors have been addressed.

#### **24. Submission and dissemination of manuscripts**

- 24.1 Faculties will publish rules and regulations pertaining to the presentation, format, content and layout of minor dissertations, dissertations and theses that are to be presented for assessment within the respective faculties.
- 24.2 The final submission of the minor dissertation, dissertation or thesis should be in accordance with the final submission dates per semester as contained in the University's Year Programme to ensure timely completion of the assessment process. Late submission could imply the renewal of a registration and/or not graduating on time. However, irrespective of the timely submission of a minor dissertation, dissertation or thesis, the University can offer no guarantee that all external assessors will complete their assessment in time for the next graduation ceremony.
- 24.3 In accordance with faculty-specific requirements, the number of printed, provisionally bound copies of a candidate's minor dissertation, dissertation or thesis that must be submitted to the HFA must at least correspond to the number of assessors (including their supervisors) who will be assessing the research study.
- 24.4 A candidate must submit the following declaration simultaneously with the minor dissertation, dissertation or thesis: "I hereby declare that the thesis/dissertation/minor dissertation submitted for the ..... degree to the University of Johannesburg, apart from the help recognised, is my own work and has not previously been submitted to another university or institution of higher education for a degree."
- 24.5 A candidate must submit a sworn affidavit as prescribed by the institution (see **Annexure A** or **Annexure B**) simultaneously with the thesis
- 24.6 A doctoral candidate must also submit a CV of a maximum of 100 words when submitting thesis copies for assessment.
- 24.7 An abstract in English of no more than 500 words, describing the problem statement, the most important methods followed and the most important results obtained, must appear in the front of every minor dissertation, dissertation or thesis.
- 24.8 A candidate is responsible for the technical and linguistic finishing, and the editing of a minor dissertation, dissertation or thesis to the satisfaction of the supervisor(s).
- 24.9 The printing of the copies of the minor dissertation, dissertation or thesis must be of a high quality, on high-quality A4 paper. Any printing is acceptable if it is clearly legible and can be reproduced.

- 24.10 After final acceptance of the minor dissertation, dissertation or thesis for graduation purposes, a number of bound copies (corrected according to the decisions of the relevant assessment committee) equal to the number of assessors, as well as two unbound copies, plus – in the case of a dissertation or a thesis – the final version in an approved electronic format (PDF), must be submitted by the candidate to the HFA before the finalisation of the programme of the applicable graduation ceremony. No candidate's name may be included in the programme for the ceremony unless the HFA has verified in writing that these requirements have been met in full. (See also par 24.18 below.) The HFA is responsible for ensuring that the required number of final copies of the minor dissertation, dissertation or thesis is deposited in the University Library and Information Centre.
- 24.11 Together with the electronic format, the candidate must submit written confirmation stating that the content of the electronic format is a true version of the assessed minor dissertation, dissertation or thesis.
- 24.12 Under the guidance of the supervisor, the candidate must provide at least three, but not more than six, internationally standardised keywords in English. Access to the international list of keywords is available in the University Library and Information Centre.
- 24.13 The final bound copies must be bound in artificial leather with the title of the minor dissertation, dissertation or thesis and the candidate's initials and surname printed in either gold or silver lettering on the cover and spine.
- 24.14 After all results/outcomes have been finalised, the HFA submits the unbound copies to the Librarian for duplication, where after the Library and Information Centre binds the copies. One of the copies is placed in the Library and Information Centre archive and the other copies are placed in the normal collection in the Library and Information Centre for general use.
- 24.15 A candidate will not be deemed to have completed the requirements for conferment of the degree if the specified number of final corrected copies of the minor dissertation, dissertation or thesis has not been submitted to the relevant HFA prior to the graduation ceremony and closure of the graduation list of the forthcoming graduation ceremony.
- 24.16 The SHDC may, on the recommendation of the Executive Dean of the relevant faculty or the Executive Director (Research and Innovation), grant a confidentiality classification of two years to the completed minor dissertation, dissertation or thesis, as stipulated in the University's Policy on Intellectual Property, meaning a delay in the public display of the minor dissertation, dissertation or thesis.
- 24.17 The University expects candidates and supervisors to disseminate research results, and it places a high premium on publications resulting from this research under the authorship of a candidate or the combination of the candidate and the supervisor.
- 24.18 In addition to the submission of the final minor dissertation, dissertation or thesis, and except where faculty regulations exempt them, coursework and research master's candidates are required to submit to their supervisor one manuscript and doctoral candidates the required number of manuscripts meeting the requirements for publication in a specific accredited research and/or academic journal for that specific field by the time the FPAC meets to consider the assessors' reports.

- 24.19 Students are encouraged to publish articles concerning their master's or doctoral research, before the minor dissertation, dissertation or thesis has formally been accepted, but must first obtain written permission from their supervisor.
- 24.20 The University is entitled to any copyright from a minor dissertation, dissertation or thesis that, failing this regulation, may arise as a result of studies at this University regardless of whether the minor dissertation, dissertation or thesis is accepted or not, and the student gives his/her irrevocable consent when signing the registration form of the University to the formal cession of any applicable rights to the University.

## **25. *Change in project title***

- 25.1 In cases where the scope of a project changes during the course of research activities and the original title for the project is no longer apt, it is permissible to apply for a change in the project title.
- 25.2 Changes in titles for master's minor dissertations or dissertations undertaken before compilation (drafting) of the final document has commenced need to be approved at the FHDC, notification being made to the SHDC.
- 25.3 Changes in titles for doctoral theses undertaken before compilation (drafting) of the final document has commenced need to be approved by the SHDC.
- 25.4 The supervisor applies to the FHDC for such a change, motivating his/her request.
- 25.5 A change in project title at any stage does not constitute valid grounds for the extension of registration or residency periods.

## **26. *Conversion/transfer in registration from a master's to a doctoral degree***

- 26.1 In exceptional cases, where the scope and impact of a project originally registered for a master's programme prove to expand considerably beyond the initial expectation, the candidate – with the supervisor's and all co-supervisors' concurrence – may apply to have his/her registration converted/transferred to a doctoral programme.
- 26.2 The decision to request a transfer may originate from discussions between the candidate and the supervisor, or from recommendations made by external assessors of the dissertations.
- 26.3 A transfer may only be requested on condition that at least one year of study has been completed after the first registration for the master's dissertation.
- 26.4 In order to motivate for such a transfer, the candidate and supervisor(s) each draft a substantive research report setting out the background to the study, the results achieved thus far, their status in the context of the existing literature, and put forward an argument for the transfer of registration to a doctoral degree. In addition, the candidate presents this report at a departmental seminar.
- 26.5 The criteria for a master's qualification as set out in faculty-specific guidelines must be fulfilled in both the written reports and the oral presentation.

- 26.6 The argument for upgrade, as presented in the candidate's written report and the oral presentation, and the supervisor's motivation, are considered by the FPAC and two external expert assessors (appointed by consensus between the supervisor, the HOD, the FHDC chair and the Executive Dean of the faculty). This panel decides the merits of the application and presents a recommendation to the FHDC or Faculty Board.
- 26.7 The recommendations of the FHDC or Faculty Board are presented to the SHDC for consideration, before final consideration and approval by Senate.
- 26.8 If the above change of registration is approved, a candidate must subsequently have been registered for at least one year for the doctoral degree, in addition to the minimum of one year master's registration required in par 26.3 above, before the doctoral degree may be awarded.
- 26.9 A candidate who changes registration from a master's degree to a doctoral degree will not be entitled to receive a master's degree for the project under consideration, irrespective of whether the doctoral thesis is completed or failed; this transfer is an extraordinary, one-off and irreversible intervention.

## **27. *Dispute resolution***

### **27.1 Disputes during the study period**

- 27.1.1 The disputes referred to here are those that arise during the study or supervision period.
- 27.1.2 In the event that a dispute between two or more of the supervisors, student, or HOD should arise, the Executive Dean of the faculty will in the first instance take steps to resolve the dispute.
- 27.1.3 In the event of a dispute not being resolved, the case is referred by the relevant Executive Dean to the SHDC for final consideration and process to resolve the matter.

### **27.2 A dispute about the release of the minor dissertation, dissertation or thesis for assessment**

- 27.2.1 No supervisor shall unreasonably withhold permission for the submission of the minor dissertation, dissertation or thesis for assessment.
- 27.2.2 Where a dispute arises between the supervisor(s) and student about the submission of the minor dissertation, dissertation or thesis for assessment, the student does have the right to approach the HOD and Executive Dean, in consultation with the FHDC, with a written submission motivating why the minor dissertation, dissertation or thesis is considered mature enough to be assessed. The decision of the Executive Dean is reported to the SDHC.

### **27.3 Discrepancies in the assessment results of external assessors**

- 27.3.1 Should the assessment result have been problematic with external assessors making conflicting recommendations as to the awarding or not of the degree, or as to the merit of the minor dissertation, dissertation or thesis, resolution could involve the following additional steps:

- a) to request additional information from the supervisors and/or assessors;
  - b) to invite a knowledgeable external person to participate in the FPAC/FHDC deliberations;
  - c) to appoint an additional assessor to assess the minor dissertation, dissertation or thesis independently, his/her report hopefully allowing the resolution of the impasse; or
  - d) to identify an independent arbitrator to consider the individual assessor's reports and make a recommendation, with reasons, or present a decision to the FPAC.
- 27.3.2 It should be borne in mind that submission to a further external assessor still permits the SHDC to make a final decision about the end result, whereas submission to an arbitrator mobilises all the understandings and conventions surrounding arbitrage and obliges the SHDC to accept the recommendation of the arbitrator.
- 27.3.3 The SHDC may make further recommendations to resolve conflicting assessment results, on an ad hoc basis, depending on the merits of the individual case.

## **28. *Ethics clearance***

- 28.1 The Executive Dean of the faculty or the Executive Dean's nominee is accountable for assessing whether a research project will have ethical or medico-legal implications. S/he should refer the project proposal to the appropriate Faculty Ethics Committee and/or the FHDC, and/or the FRC or the University Ethics Committee if this seems necessary. Faculties may devolve ethics clearance to departmental level in cases where departments are in a position to provide both quality assurance and ethics clearance when dealing with the approval of research proposals.
- 28.2 Ethics matters attendant to postgraduate research activities will be dealt with according to the *UJ Academic Ethics Policy*.
- 28.3 Approval by the faculty of any higher degrees proposal implies that the research will be undertaken in compliance with all applicable statutory and ethical guidelines, as defined in the faculty-specific regulations of the faculty calendar or academic information brochures and the policy document for academic ethics.

## **29. *Health and safety***

- 29.1 The supervisors of a research project are responsible for assessing whether or not a research project has health and safety implications in accordance with the UJ's *Occupational Health and Safety Policy*.
- 29.2 Supervisors should alert postgraduate students to these matters, and should advise students on an ongoing basis, particularly where laboratory work or fieldwork (involving perhaps contract fieldworkers or data gatherers) is involved.
- 29.3 If a project has significant health and safety implications, the supervisor should provide more formalised training or orientation to the student(s) to ensure compliance with UJ regulations and the conditions of any relevant insurance cover.

**30. *Intellectual property***

- 30.1 In accordance with the University's *Intellectual Property Policy*, all rights to the outcome of work undertaken by the student within the scope of a master's or doctoral research project vest in the University, whether or not the minor dissertation, dissertation or thesis is accepted or research completed, and the student gives irrevocable consent when signing the registration form of the University to the formal cession of any applicable rights to the University.
- 30.2 The supervisors are responsible for monitoring all higher degree projects for potential inventions or other intellectual property implications, and disclosing such inventions or implications to the Executive Director (Research and Innovation).
- 30.3 Students who develop inventions or other forms of commercially valuable intellectual property are expected to disclose such inventions to their supervisors, in accordance with the University's *Intellectual Property Policy*.
- 30.4 Where disclosures have been made in regard to intellectual property (IP) emerging from a master's or doctoral research project, the Executive Director (Research and Innovation), or a person duly mandated in this regard, must certify that any IP matters attendant to the project have been dealt with in terms of relevant University policy as a condition of graduation.

## Annexure A



### AFFIDAVIT: MASTER'S AND DOCTORAL STUDENTS TO WHOM IT MAY CONCERN

This serves to confirm that I \_\_\_\_\_

(Full Name(s) and Surname)

ID Number \_\_\_\_\_

Student number \_\_\_\_\_ enrolled for the

Qualification \_\_\_\_\_

Faculty \_\_\_\_\_

Herewith declare that my academic work is in line with the Plagiarism Policy of the University of Johannesburg which I am familiar with.

I further declare that the work presented in the \_\_\_\_\_  
(minor dissertation/dissertation/thesis) is authentic and original unless clearly indicated otherwise and in such instances full reference to the source is acknowledged and I do not pretend to receive any credit for such acknowledged quotations, and that there is no copyright infringement in my work. I declare that no unethical research practices were used or material gained through dishonesty. I understand that plagiarism is a serious offence and that should I contravene the Plagiarism Policy notwithstanding signing this affidavit, I may be found guilty of a serious criminal offence (perjury) that would amongst other consequences compel the UJ to inform all other tertiary institutions of the offence and to issue a corresponding certificate of reprehensible academic conduct to whomever requests such a certificate from the institution.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature \_\_\_\_\_ Print name \_\_\_\_\_

#### STAMP COMMISSIONER OF OATHS

#### Affidavit certified by a Commissioner of Oaths

This affidavit conforms with the requirements of the JUSTICES OF THE PEACE AND COMMISSIONERS OF OATHS ACT 16 OF 1963 and the applicable Regulations published in the GG GNR 1258 of 21 July 1972; GN 903 of 10 July 1998; GN 109 of 2 February 2001 as amended.

## Annexure B



### BEËDIGDE VERKLARING: MAGISTER- EN DOKTORALE STUDENTE AAN WIE DIT MAG AANGAAN

Dit dien om te bevestig dat ek \_\_\_\_\_

(Volle naam en van)

ID-nommer \_\_\_\_\_

Studentenommer \_\_\_\_\_ ingeskryf het vir die

Kwalifikasie \_\_\_\_\_

Fakulteit \_\_\_\_\_

hiermee verklaar dat my akademiese werk in ooreenstemming met die Beleid oor Plagiaat van die Universiteit van Johannesburg is waarmee ek vertrouud is.

Ek verklaar verder dat die werk wat in die \_\_\_\_\_  
(skripsie/verhandeling/proefskrif) aangebied word eg en oorspronklik is tensy duidelik anders aangedui en in sulke gevalle volledige verwysings na die bron/ne erken word en ek nie voorgee om enige krediet vir sodanige erkende aanhalings te ontvang nie en daar geen skending van outeursreg in my werk is nie. Ek verklaar dat geen onetiese navorsingspraktyke gebruik is of materiaal deur oneerlikheid bekom is nie. Ek verstaan dat plagiaat 'n ernstige oortreding is en indien ek die Beleid oor Plagiaat oortree, ondanks die ondertekening van hierdie beëdigde verklaring, ek skuldig bevind kan word aan 'n ernstige strafbare oortreding (meineed) wat naas ander gevolge die UJ verplig om alle ander hoëronderwysinstellings van die oortreding in kennis te stel en om 'n ooreenstemmende sertifikaat van laakbare akademiese gedrag uit te reik aan wie ook al so 'n sertifikaat van die instelling versoek.

Geteken te \_\_\_\_\_ op hierdie \_\_\_\_\_ dag van \_\_\_\_\_ 20\_\_.

Handtekening \_\_\_\_\_ Naam in drukskrif \_\_\_\_\_

#### STEMPEL VAN KOMMISSARIS VAN EDE

#### Beëdigde verklaring gewaarmerk deur 'n Kommissaris van Ede

Hierdie beëdigde verklaring voldoen aan die vereistes van die WET OP VREDEREGTERS EN KOMMISSARISSE VAN EDE, WET 16 VAN 1963 en die toepaslike Regulasies wat in die SK GKR 1258 van 21 Julie 1972; GK 903 van 10 Julie 1998; GK 109 van 2 Februarie 2001 soos gewysig, gepubliseer is.

## Annexure C

### Postgraduate administration: Delegation of authority summary

The following definitions or terms apply.

TERM	DEFINITION / DESCRIPTION
Senate Higher Degrees Committee (SHDC)	Senate subcommittee for higher degree and postgraduate matters.
Faculty Research Committee (FRC)	Faculty committee of research and possibly higher degree and postgraduate matters; subcommittee of the Faculty Board.
Faculty Higher Degrees Committee (FHDC)	Faculty committee dealing with higher degree and postgraduate matters; subcommittee of the Faculty Board.
Faculty Postgraduate Assessment Committee (FPAC)	Ad hoc or permanent faculty committee (depending on faculty decision) constituted in faculty to consider assessors' reports on completed minor dissertations or dissertations. Faculties may also mandate other faculty structures (e.g. the FHDC) to exercise FPAC responsibilities.
Executive Dean's Office	Complete administrative structure supporting operations and functions of an Executive Dean, including the HFA, faculty officer/administrator and his/her staff.
Recommendation	Implies no final decision-making authority, but is a necessary step to approval (at a higher level). Always requires substantive consideration informed by insight into a full set of documentation.
Approval	Implies full and final decision-making authority (necessary and sufficient), always requires substantive consideration informed by insight into full set of documentation.
Ratification	Implies full and final decision-making authority (necessary and sufficient). Differs from "approval" in that it is usually exercised on the basis of insight into only a summary of the relevant documentation while retaining the right to consider all relevant documentation (and the duty to do so where necessary). Because it is in practice more cursory than "approval", ratification typically requires <i>at least one</i> earlier recommendation made on the basis of a substantive consideration informed by insight into a full set of documentation.
For noting	Except in extraordinary circumstances, no decision-making authority associated with this step, but may refer matters back for further consideration.