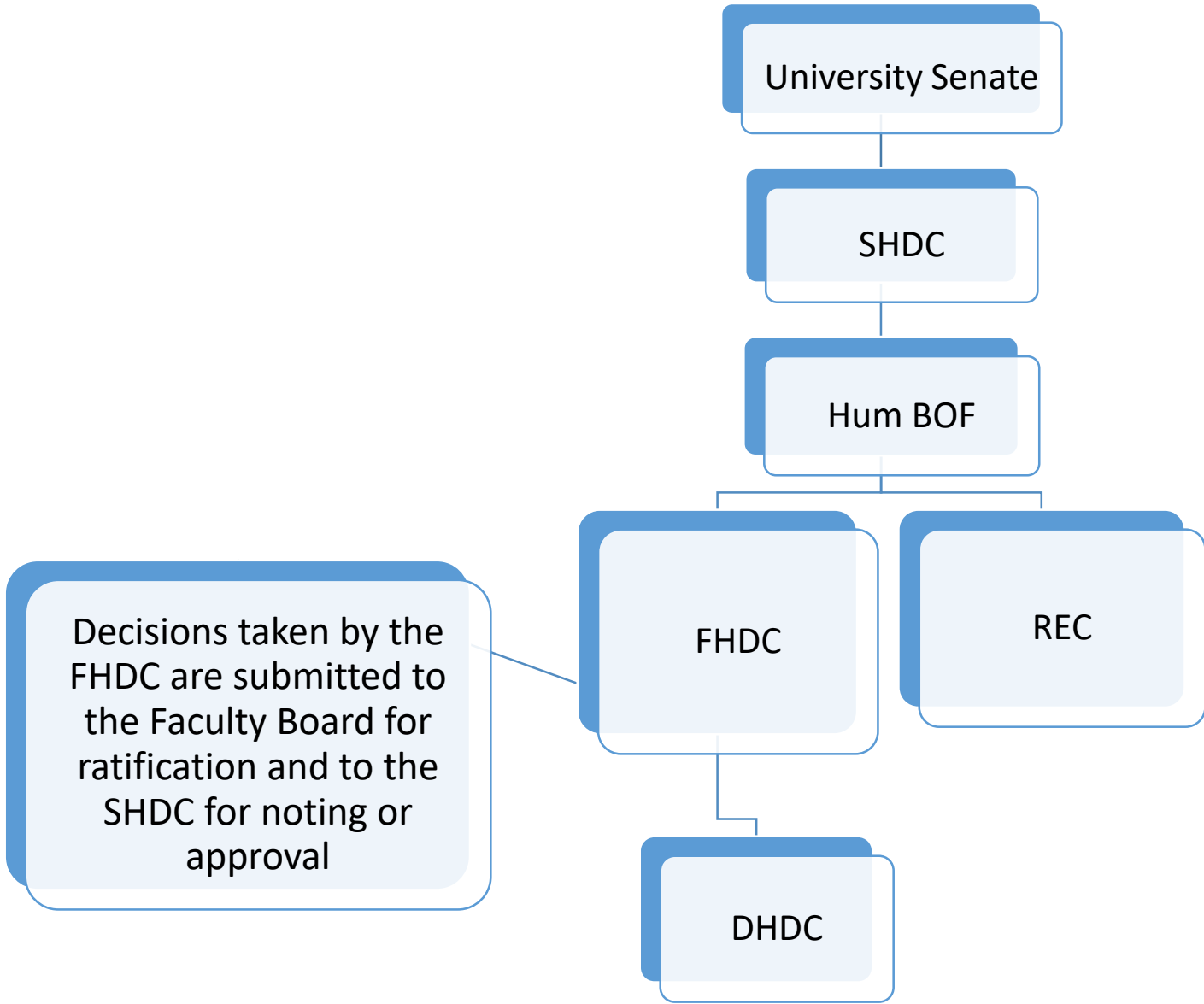


Getting to grips with post-graduate rules and regulations

- Proposals
- Time to complete your studies
- Examination requirements (including articles and the viva)

Governance

1. Higher Degrees Administration: Structures and Processes Faculty of Humanities Higher Degree Procedures
 2. University's Higher Degrees Policy
- Framework for administration, governance and quality management of higher degree studies & programmes



Preparing your proposal in time

- **Master's proposals:** within six months of registration
- **Doctoral proposals:** within nine months of registration
- Proposals must be ratified by the FHDC within the first year of registration (excluding the proposal phase: pre-registration period)
- Proposals are scrutinised at departmental/school level before they are approved/ratified by the FHDC.
- If not approved, the student may re-work the proposal, but may only submit it for approval one more time.

Late proposals

- No guarantee that late proposals will be excepted
- Proposals serving after the first year must be accompanied by a letter of motivation from the student detailing
 1. why the proposal has taken so long to prepare
 2. how they intend to complete the degree within the maximum period permitted

Proposal template

- Get the latest version from the [PG website](#)
- Length for Introduction, Literature Review, Theoretical Framework and Methodology:
 - MA minor dissertation: 3-4 pages
 - MA dissertation: 4-5 pages
 - Doctorate: 5-6 pages
- Research involving human participants must be approved by Research Ethics Committee
 - Keep a copy of your ethics approval letter with an ethics clearance number for research purposes and final submission

Proposal assessment criteria

- Conceptual clarity of the study title and research questions (aim, objectives, etc.) in light of the research problem.
- Clarity and feasibility of the methodology to answer the research questions.
- Adequacy of a theoretical framework within which to conduct the study.
- Overall demonstrated competence to undertake higher degree research at the required level, including writing skills, technical care and appropriate use of literature.
- Defensible original scientific contribution (in the case of doctoral proposals).

Turnitin plagiarism checks

- Research proposals should be screened for plagiarism with a similarity report submitted to the supervisor
- Submit it through the link provided on [Blackboard](#) via Ulink
- Check YouTube for tutorials

Duration of master's and doctoral studies

		Master's study	Doctoral study
Full-time study	Minimum time	12 months	24 months
	Maximum time	24 months	48 months
Part-time study	Minimum time	12 months	24 months
	Maximum time	36 months	60 months

What happens if you can't finish in time?

- **Extensions** will only be granted in exceptional circumstances
 - limited to 12 months for a master's study
 - 24 months for a doctoral study
- Only until 31 January, 31 May or 31 October
- If you reach the maximum period of registration you will automatically be given an F7 status code (meaning studies are terminated) unless applying for extension, based on the student's good progress.
- You will be blocked from registering and will need to approach the supervisor for assistance.

What happens if you can't finish in time?

- **Abeyance** periods are limited to 12 months for both master's and doctoral studies
- Abeyance may not be granted more than once
- Only in exceptional circumstances

Requirements for your final report

- Use the latest format/template for MA dissertation or D thesis from the [post-graduate website](#), includes an affidavit
- Word limit, including footnotes and endnotes but excluding references:
 - Doctorate: 80 000 words
 - Research Master's: 40 000 words
 - Coursework Master's: 20 000 words
- Proofread by a professional language editor

Submitting your report for examination to the Faculty Office

- First get your supervisor's approval
- Only on 31 January, 31 May or 31 October, depending on your situation
- Late submission could imply the renewal of a registration
- Assessors are granted 6 weeks to assess

Submitting your report for examination: checklist

- ✓ Registered for the current academic year
- ✓ Assessors for your examination have been approved
- ✓ If the title or line of your research has changed, approval must have been granted by the FHDC prior to submitting for assessment
- ✓ If you have change of supervisor(s) approval must have been granted by the FHDC prior to submitting for assessment
- ✓ Formal ethics clearance
- ✓ A full Turnitin report
- ✓ One-Stop-Form completed by your supervisor
- ✓ A digital copy of your report in PDF format

Articles required

- Articles suitable for submission to a peer reviewed publication in a peer-reviewed academic journal
 - 1 manuscript for a Research Master's
 - 2 manuscripts for a Doctorate
- Dissertation or thesis by essay or article automatically meets the requirements for article(s).

Results recommended for dissertations

Approval with **no corrections** to be made:

- distinction mark of 75% or above.
- pass mark between 50% and 74%.

Provisional approval with **minor corrections** to be done to the satisfaction of the supervisor

- distinction mark of 75% or above.
- pass mark between 50% and 74%.

Recommendation of **substantial amendments** without awarding a mark in the light of deficiencies identified in the narrative report and recommending that the revised version be submitted to the particular assessor for reassessment, acknowledging the fact that her/his final mark will be capped at 50%.

Rejection of the dissertation, awarding a mark reflecting a fail (less than 50%), in which case no reassessment is recommended or considered.

Results recommended for theses

Approval of the thesis.

Provisional approval of the thesis with the understanding that the candidate has to make non-substantive corrections and improvements to the thesis to the satisfaction of the supervisor.

Recommendation that **substantial amendments** be made to the thesis in the light of deficiencies identified in the assessor's narrative report in which case the revised version must be submitted to the particular assessor for reassessment.

Rejection of the thesis in which case no reassessment is recommended or considered.

Making corrections

- Minor corrections: 3 months to do corrections
- Substantial changes and resubmission for re-assessment: 6 months to do corrections
- Failed the PG degree: reapply for the particular degree and register a new topic
- Supervisors or students cannot contact assessors before finalisation of the assessment outcome

Conflicting results

- Supervisors and HODs will engage further if:
 - Discrepancy of 15% or more between the marks allocated by individual assessors, or
 - If one assessor recommends a distinction mark and the other allocates a mark lower than a distinction

Oral defense or Viva Voce

- Optional for research master's students, eg. conflicting results or academic misconduct
- Compulsory for doctorate students
 - Attended by the student and academics such as examiners and supervisors
 - Questions and discussions of any nature that examiners deem appropriate
 - Guidance for further development or the student's career

Requirements for graduation

- A master's or doctoral degree can be awarded only after the successful completion of every requirement of each component of the qualification as determined by the relevant faculty regulations.