



# Getting you started on your post-graduate journey

- Important resources
- Working with your supervisor

The [Post-graduate website](#) contains important information regarding the completion of your studies.

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University and Faculty Policies and Charters:

1. UJ Higher Degrees Policy (Draft 2016)

2. UJ Code of Academic and Research Ethics (2007)

3. UJ Plagiarism Policy (2013)

4. Higher Degrees Committee (HDC) Charter (January 2017)

5. Ethics and Confidentiality of Participation in the Faculty of Humanities Higher Degrees Committee

6. Research Ethics Committee (REC) Charter

7. Co-authorship Guidelines

8. Policy on collaborative Master's and Doctoral degrees with Partner Higher Education Institutions

1. Faculty of Humanities Postgraduate Webpage

2. Detailed Information About Applying to Each Department

3. Also click on 'Postgraduate programmes and information' on the menu to your left

Form and Documents for Higher Degree Students:

1. UJ Postgraduate Webpage

2. Apply online for higher degree studies

3. Faculty of Humanities Higher Degrees Procedures

4. Standard Operating Procedure for Ethics

5. One-page summary of Higher Degree Procedures

6. RPL Application Process

7. Supervisor-Higher Degree Student Agreement

Various [workshops and events](#) that are held to support you on your post-graduate journey. We strongly encourage you to make use of these.

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## Research Capacity Development (RCD)

### 2019 Workshops and Events



CATEGORY	DATE	DAY	TIME	TOPIC	FACILITATOR
Welcome of Master's students and PhD candidates	16/10/19	Tu	09:00-10:00	Postgraduate Open Day (MSc and PhD)	BSU & Library teams
	20/10/19	Fr	10:00-11:00	Postgraduate Open Day (MSc)	BSU & Library teams
Thesis and dissertation writing	16/10/19	Fr	14:00-16:00	Writing the literature review	John Gower
	17/10/19	Tu	09:00-10:00	How to build a strong research proposal	Pauline Smith
	18/10/19	W	09:00-10:00	Research proposal writing	John Gower
	19/10/19	Th	09:00-10:00	Developing a research writing style or genre	John Gower
	20/10/19	Fr	09:00-10:00	Research proposal writing (MSc)	John Gower
	21/10/19	Sa	09:00-10:00	Writing the methodology chapter	John Gower
	22/10/19	Su	09:00-10:00	Writing the literature review (MSc)	John Gower
	23/10/19	Mo	09:00-10:00	Writing the methodology chapter (MSc)	John Gower
	24/10/19	Tu	09:00-10:00	Writing the literature review (MSc)	John Gower
	25/10/19	W	09:00-10:00	Writing the methodology chapter (MSc)	John Gower
Writing for publication	26/10/19	Th	09:00-10:00	Writing the research proposal	John Gower
	27/10/19	Fr	09:00-10:00	Writing the literature review	John Gower
	28/10/19	Sa	09:00-10:00	Writing the methodology chapter	John Gower
	29/10/19	Su	09:00-10:00	Writing the literature review	John Gower
	30/10/19	Mo	09:00-10:00	Writing the methodology chapter	John Gower
	31/10/19	Tu	09:00-10:00	Writing the literature review	John Gower
	01/11/19	W	09:00-10:00	Writing the methodology chapter	John Gower
	02/11/19	Th	09:00-10:00	Writing the literature review	John Gower
	03/11/19	Fr	09:00-10:00	Writing the methodology chapter	John Gower
	04/11/19	Sa	09:00-10:00	Writing the literature review	John Gower

 [Click here to view the 2019 Research Capacity Development Events](#)

Short courses on postgraduate research supervision

Every year, the Research Capacity Development Department offers a variety of workshops, seminars and events aimed at researcher development:

### **Research Writing**

- Thesis and dissertation writing
- Writing for journal publication
- Funding proposal writing



### **Research Design and Methodology**

- Quantitative methodologies, including use of SPSS
- Qualitative methodologies, including use of ATLAS.ti
- Integrated methodology/mixed methods

### **Research Strategy and Governance**

- How to use Turnitin
- Research project management
- Research impact

### **Research Communication and Dissemination**

- Preparing a conference presentation
- Developing a conference poster
- Communicating research to non-specialist audiences
-  [The Three Minute Thesis Competition](#)
-  [The Visualise Your Thesis Competition](#)
- The Postgraduate Research Conference

### **Wellness and Personal Development**

- Managing your relationship with your supervisor
- Preparing a CV
- Networking

# The [library website](#) contains essential electronic databases and resources. Make sure you can access the databases and e-books.

**Access to Online Library Services** (such as online Databases, "My UJLink", UJooble, Electronic Course Reserves and Interlibrary Loans)

Registered UJ Staff and Students can access online Library services by:

1. Using their UJ Email password in conjunction with their UJ username (Staff) or UJ student number (Campus Option)
2. Using the current Library Option (i.e. Surname, UJ ID & Library PIN)

**How do I use the filter?**

1. To filter by Database **Title**, select the First Letter of the Title and select **Submit**.
2. To filter by one or more **Subjects**, select the Box next to the required subject(s) and select **Submit**. Remember to include **Multidisciplinary** in your selection.
3. To clear all filters, select **Reset search criteria**.

Should you encounter a security warning when accessing a database, please follow the step by step instructions in [this document](#)

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Submit

Reset search criteria

- ☐ Multidisciplinary
- ☐ Accounting
- ☐ African research
- ☐ Anthropology and Development studies
- ☐ Architecture
- ☐ Art and Art design
- ☐ Banking
- ☐ Biochemistry
- ☐ Biographies
- ☐ Botany
- ☐ Business studies and Entrepreneurship
- ☐ Chemistry
- ☐ Citation reports
- ☐ Communication and Media studies
- ☐ Dictionaries
- ☐ Directories

Logo	Link	Subjects	Description
	<a href="#">A to Z list (Fulltext Finder)</a>	<a href="#">View Subjects</a>	<a href="#">View Description</a>
	<a href="#">Academic Onefile (Infotrac)</a>	<a href="#">View Subjects</a>	<a href="#">View Description</a>
	<a href="#">Academic Search Complete</a>	<a href="#">View Subjects</a>	<a href="#">View Description</a>

# Research support offered by the library to all our post-graduate students can be found [here](#).

 <b>Getting Access</b> Membership: UJ Library Other Institutions	 <b>Spaces</b> Research commons Book a Library Venue
 <b>Find Information</b> Books Articles, Journals Theses & Dissertations Databases UJoogle search engine UJLink (Library Catalogue) Special Collections Subject guides	 <b>Research Tools</b> Manage your References (Refworks) Referencing Techniques (Harvard) Accredited Journals Citation Analysis Databases Research Alerts
 <b>Getting Help</b> Faculty Librarians One-on-one research consultation Subject Guides	 <b>Research Output</b> UJ IR (Institutional Repository) Theses & Dissertations Accredited Journals NRF Rating UJ Guidelines for Research Output Authorship Measuring Research Impact (Citation Analysis)
 <b>Theses &amp; Dissertations</b> UJ IR (Institutional Repository) Nexus (National Research Foundation) ProQuest Theses & Dissertations	 <b>Postgraduate Centre</b> Postgraduate programmes (Degrees & Diplomas) Research support and development (Workshops, Blackboard community and more) Funding UJ Research
 <b>Services &amp; Facilities</b> Lending Inter-library loans Faculty Librarians	 <b>Scholarly Publishing</b> UJ IR Open Access Copyright

# Writing Centres

For writing or reading consultation bookings or walk-ins

- APK D-Ring 3 (Tel: +27 11 559 2568);
- APB Block K (opposite Property Management) (Tel: +27 11 559 1646)
- DFC Room 6311, John Orr Building (Tel: +27 11 559 6595)
- SWC ACA/111 (Tel: +27 11 559 5652)

[writingconsultant@uj.ac.za](mailto:writingconsultant@uj.ac.za)

# Statkon

- Supports students in their quantitative analysis
- Contact the post-graduate school

Name	Role	Telephone	Email
Dr Pia Lamberti	Head: Research Capacity Development	011 559 3649	<a href="mailto:plamberti@uj.ac.za">plamberti@uj.ac.za</a>
Megan Engelbrecht	Administrative Assistant	011 559 3254	<a href="mailto:megane@uj.ac.za">megane@uj.ac.za</a>



# Bursaries

- All higher degrees students qualify for the UJ Supervisor-Linked Bursary
- The Faculty Research Office sends out the documentation at the start of each academic year
- [Click here](#) for the many Funding opportunities for Postgraduate Studies

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## ≡ Funding for Postgraduate Studies



[Click here to find out more](#)

NRF Honours and BTech Funding Application Workshop

# Centre for Psychological Services and Career Development (PsyCaD)

<b>Contact PsyCaD</b>  <a href="mailto:psycadinfo@uj.ac.za">psycadinfo@uj.ac.za</a>  <b>Auckland Park Bunting Road</b> 011 559 1318 <b>•Auckland Park Kingsway</b> 011 559 3324 <b>•Doornfontein</b> 011 559 6042 <b>•Soweto</b> 011 559 5752	<b>PsyCaD</b> <ul style="list-style-type: none"><li>• <a href="#">Website</a></li><li>• <a href="https://facebook.com/PsyCaD">facebook.com/PsyCaD</a></li><li>• <a href="https://twitter.com/psycad">twitter.com/psycad</a></li></ul> <b>Career Services</b> <ul style="list-style-type: none"><li>• <a href="#">Website</a></li><li>• <a href="https://facebook.com/PsyCaDCareerServices">facebook.com/PsyCaDCareerServices</a></li><li>• <a href="https://twitter.com/ujcareerservice">twitter.com/ujcareerservice</a></li></ul>	<b>24 Hour Crisis Line</b>  082 054 1137
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# Working with your supervisor

- Keep regular contact with your supervisors and keep to the agreed work schedule
- Be reasonable in what you require from your supervisors
- If your supervisor does not respond, please follow up
- Proofread your work properly before submitting it to supervisors
- Alert supervisors to any administrative or academic difficulties
- First discuss your data collection, i.e. questionnaires or interviews
- Submit progress reports to your supervisors

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6. [RPL Application Process](#)
7. [Supervisor-Higher Degree Student Agreement](#)
8. [Supervisor-Higher Degree Student Meetings and Progress Report Form](#)
9. [UJ Senate Guidelines on Theses or Dissertations in Article or Essay Format](#)
10. [M and D Research Proposal Template \(incorporating ethics\)](#)
11. [Informed Consent Ethics Guidelines](#)
12. [Format / template for MA dissertation or D thesis](#)
13. [Affidavit - M and D Submission for Assessment](#)

**Good luck with your studies**