

UJ Faculty of Humanities Higher Degrees Processes – One-Page Summary 2024

This one-pager summarises the combined UJ and Faculty of Humanities Higher Degrees processes, as described in the BoF approved "Structures and Processes" [FSP] document. All documents are available on the Faculty website at: <https://www.uj.ac.za/faculties/humanities/Pages/Post-Graduate-Information-for-Students-and-Staff.aspx>

Milestones [= "a significant stage or event in the development of something"]

Application, selection, and proposal writing

Application by & selection of PG students: UJ website, Perceptive Content & DHDC

Consider **Pre-registration**; student is not formally registered; students proposal does not serve until full registration

Appointment of supervisor[-s]: Via DHDC/Department

Discuss & sign **Supervisor-Student Agreement Form** **submit within a month** of registration & allocation of supervisors {DHDC Head/PG Coordinator to submit to FO; copy supervisor and HOD}

Recognition of Prior Learning: Application via DHDC, then FHDC

Submission of research proposal: six months [MA]; nine months [PhD] {supervisor to send to DHDC}

Proposals for Minor dissertations, Dissertations & Theses – reviewed and approved by DHDC including **plagiarism reports+SSAs**; submitted to Faculty Office for ratification by FHDC, ethics reviewed by REC [if required]; FO submit titles to BOF and

During the research process

Check / confirm student is **registered [correctly]**; student submits proof of registration to supervisors and CC the coordinator annually; students must (re)register at the start of each year

Plan study; give **feedback on submissions** within **14 working days**, give support as needed

Regular **progress reviews** – biannually to FHDC.; via SharePoint or similar such database {student submits to main supervisor who submits to DHDC Chair/PG Coordinator)-submits to FO}

SV to watch for **plagiarism** and **AI-generated writing**.

Submit **new 'research proposal'** [DHDC] – for significant change of focus. Noted at FHDC

Change of supervisor [DHDC] – submit OSF to FO, giving reasons: expertise, resignation, conflict, etc., approved by FHDC, noted by SHDC

Change of title [DHDC] – submit OSF to FO, giving reasons in terms of focus of study. Approved by FHDC, noted by SHDC

Apply for **interruption** [FHDC] – student 'incapacitated to study' – evidence & supervisor's support {pre-approval by HOD, HOD to submit to FO, CC DHDC}

Apply for **extension** [FHDC] – 12 months [MA, PhD] – **exceptional circumstances only**. These are maximum periods; FHDC is **not** required to grant 1 full year to MA or D students {pre-approval by HOD, HOD to submit to FO, CC DHDC}

Submission for assessment – Preparation and final submission

NAC and assessors – SV nominates NAC and assessors, ideally four months before submission for assessment > NAC & HOD recommend > submit to FHDC > FHDC review and approve > once approved, PhD assessors submitted to Senate HDC for noting. [For MA CW and MA - appoint 2 (+1 back-up (recommended)) assessors and for D 2 + 1 international (+1 back-up (strongly recommended)) assessor]

Submission – Student prepares manuscript according to Faculty Office guidelines; student hands in prepared article[s] to supervisor; SV and student screen for plagiarism; SV & NAC give permission to submit > student submits to Faculty Office. NAC keeps track of assessment process and plans Oral Defence for PhDs timeously (to be held within 2 weeks of return of assessor reports). **Remember word limits:** 20 000 (MA CW); 40 000 (MA RD); 80 000 words (PhD)

Submission **checklist:** 1. Registered? 2. NAC & Assessors? 3. Proposal & Title? 4. Supervisor? 5. Ethics? 6. One-Stop Form signed? 7. Plagiarism report? 8. Digital copy in PDF, including affidavit?

Supervisor's report – SV prepares report > submit to Faculty Office within 2 weeks before seeing assessors' reports

Assessment results

Receipt of results – Faculty Office receives results and follows up with defaulting assessors, supervisors; with assistance from NAC when required. Reports, NAC form submitted to NAC and SV; NAC report to FHDC.

Integration of non-conflicting results – NAC follows procedures for integrating results, according to guidelines in letter from Faculty Office, within 7 days. Student proceeds immediately to make corrections.

Integration of conflicting results – NAC follows procedures for handling conflicting results, according to the guidelines in letter from Faculty Office and recommends a way forward within 7 days. Corrections by student must wait for finalisation of the way forward. A period of six months is granted for completion of corrections (MA & D)

Oral Defence (formerly 'Viva voce') – as determined by policy.

Approval of results – FHDC reviews documents sent by NAC via FO, finalises decision > FHDC approves all MA results and goes to Senate for noting; FHDC submits PhD results to Senate HDC for approval

Finalisation of dissertation/thesis

Correction of dissertation/thesis – SV provides relevant sections of assessment reports (Honour assessors' choices about anonymity) to student and supervises corrections (minor or major) > student drafts letter on how changes were made; new affidavit to be submitted > submit to Faculty Office if reassessment required [within time limit].

Finalisation of dissertation/thesis – once [minor] dissertation / thesis is approved & final corrections made; supervisor certify, sign off > submit to Faculty Office w. 1. OSF, 2. thesis in pdf (updated affidavit integrated), 3. thesis with corrections in track changes, 4. table of corrections, 5. letter approving corrections, 6. Library form, 7. two articles in publishable format [see also 'submission checklist', above]

Graduation – PhDs [& supervisors] prepare CV (100 words) and *laudatio* (150 words) for programme; all attend.

Abbreviations: BoF – Board of Faculty; DHDC – Departmental Higher Degrees Committee; FHDC – Humanities Higher Degrees Committee; FREC – Faculty Research Ethics Committee; FO = Faculty Office; FSP = UJ and Faculty of Humanities Higher Degrees Structures and Processes; NAC – Non-Assessing Chair; NAC-R – Non-Assessing Chair's Report; OSF – One-Stop Form; SHDC – Senate Higher Degrees Committee; SV – Supervisor; SVA – Student-Supervisor Agreement