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Welcome

Welcome to the Department of Philosophy at the University of Johannesburg! You are part of the most dynamic and ambitious philosophy department in the Global South, and of a research community that is having a substantial impact on the international philosophical landscape.

We, the academic staff of the Department, hope that you will find the time you spend as part of our department stimulating and challenging. We encourage you to participate actively and as fully as you can in the intellectual life of the Department, and to take advantage of the remarkable opportunities available to you.

As a postgraduate student in this Department, you have access to resources that rival those available in the top universities globally. Chief among these are the brains of your supervisor, lecturers, and peers in the postgraduate community. Take advantage of the resources available to you: come to talks/attend them online, join online reading groups, seminars, and other events whether they are online or face-to-face; ask for feedback on your work; read the work of other members of the Department, both junior and senior; and share your work at conferences. Your supervisor will gladly guide you in these endeavours.

This handbook contains administrative information, as well as advice and guidance. Take the time to read it. You will find it useful.

We look forward to working with you in the coming year, and wish you much success and fulfilment in your studies!

The UJ Philosophy Team

[Errors and Omissions Excepted]




I. Administrative Information




1 Timetable 2023

February

Monday	Tuesday	Wednesday	Thursday	Friday
PG online registration open from 16 January to 10 February		1	2	3
6 1	7	8	9	10 New PG Student Welcome
13 Term 1 Begins 1	14	15 Colloquium 1 — 11:20-12:55	16	17
20 2	21	22	23	24



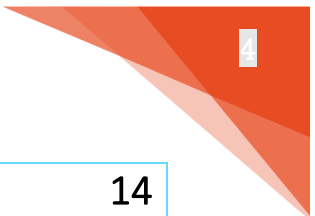


27	28			
March				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Colloquium 2 — 11:20-12:55	2	3 Research workshop 1: Building a good student- supervisor partnership.
6 	7	8	9	10 Research workshop 2: The Postgraduate Journey at UJ Philosophy.
13 2 nd year MA (CW) to submit research proposal to supervisors 	14	15 Colloquium 3 — 11:20-12:55	16	17 Hons/MA CW Term 1 Term Assignment due



<div>6</div> <div>20</div> <div>University Holiday— No lectures</div>	<div>21</div> <div>Human Rights Day — no lectures</div>	<div>22</div>	<div>23</div>	<div>24</div>
<div>7</div> <div>27</div>	<div>28</div>	<div>29</div> <div>2nd year MA (CW) to present proposals to DHDC 11:20-12:20</div>	<div>30</div>	<div>31</div> <div>End of term 1</div>
April				
Monday	Tuesday	Wednesday	Thursday	Friday
<div>3</div> <div>Recess</div>	<div>4</div> <div>Recess</div>	<div>5</div> <div>Recess</div>	<div>6</div> <div>Recess</div>	<div>7</div> <div>Recess</div>









<div>10</div> <div>1</div> <div>Family Day – no lectures</div>	<div>11</div> <div>Honours/MA (CW) Term 1 Exam</div> <div>Term 2 begins!</div>	<div>12</div> <div>Colloquium 4 — 11:20-12:55</div>	<div>13</div>	<div>14</div>
<div>17</div> <div>2</div> <div>Hons/MA CW Research Essay 3000 word Draft due</div>	<div>18</div>	<div>19</div>	<div>20</div>	<div>21</div> <div>Research Workshop 3: Finding Meaning in Research. Dr Asheel Singh</div>
<div>24</div> <div>3</div>	<div>25</div>	<div>26</div> <div>1st Year MA (Research) proposals due with supervisors</div>	<div>27</div> <div>Freedom Day – no lectures</div>	<div>28</div> <div>University Holiday – no lectures</div>



May

Monday	Tuesday	Wednesday	Thursday	Friday
1  Worker's Day – no lectures	2	3 Colloquium 5 — 11:20-12:55	4	5 Hons/MA CW Term 2 Term Assignment due
8 	9	10 1 st Y MA (RD) present research proposals to DHDC 10:30-13:00	11	12
15 	16	17	18	19 Research Workshop 4: How and why to apply for scholarships and bursaries.
22 	23	24	25	26 End of Term 2



June				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Exams begin (until 24 June)	2 Hons /1 st Y MA CW Exam Term 2
5	6	7	8	9
12	13	14	15	16 Holiday – Youth Day
19 Hons/MA CW 6,000-word draft of research essay due by 17:00	20	21	22	23 Winter vacation: 24 June - 16 July Supplementary exams: 10 -14 July



July

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17 Second Semester begins 1 Research Essay Course: Hand in 8,000 word draft research essay	18	19 Colloquium 6 – 11:20-12:55	20	21
24 2	25	26	27	28
31 3				



Annual review 2nd and 3rd year PhD, 2nd year MA (RD) plus invited candidates

August

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates	2 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates	3 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates	4 Hons/MA CW Term 3 term essay due
4 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates	8 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates	9 Women's Day – No lectures	10 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates	11 Annual review 2 nd and 3 rd year PhD, 2 nd year MA (RD) plus invited candidates
14 5	15	16	17	18
21 6	22	23 Colloquium 7 — 11:20-12:55	24	25 Research Workshop 5: How to publish in an academic journal. Professor Benjamin Smart
28	29	30		



<div>7</div> 1 st year PhD students proposals due with supervisors for submission to DHDC			
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September

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Recess	6 Recess	7 Recess	8 Recess	9 Recess
<div>1</div> 11 Term 4 Begins Hons/MA CW Term 3 Exam due	12	13 Colloquium 8 — 11:20-12:55	14	15
18 <div>2</div>	19	20	21	22
25 <div>3</div>	26	27 1 st Y PhD students defend proposals — 11:20	28	29 Hons/MA CW Term 4 Term essay due



October

Monday	Tuesday	Wednesday	Thursday	Friday
2 4	3	4	5	6 UJ/WITS Honours Research Essay Presentations (TBC)
9 5	10	11 Colloquium 9 11:20-12:55	12	13
16 6	17	18	19	20
23 UJ Study Break	24 UJ Study Break	25 UJ Study Break	26 Examinations Begin Hons MA by CW Term 4 Exam Essay Due	27
31 Final Submission Day: Hons, MA, PhD				



2 Responsibilities of Postgraduate Students

Graduates are expected to use their own judgement and to take responsibility for the consequences of their decisions. If problems affecting study arise or are foreseeable then it is the graduate's responsibility to take all reasonable steps to mitigate their impact and to inform his or her supervisor, the Co-ordinator of Postgraduate Studies, or the Head of Department as soon as possible.

Graduates are expected to comply with deadlines as set out in the timetable. Failure to do so will lead to mark penalties, and possibly to a failing mark, or to being disallowed from re-registering.

Graduates engaged in research projects are expected to take active responsibility for their own supervision, initiating meetings with their supervisors, responding to emails in a timely fashion, and generally staying "on the radar".

Graduates are expected to attend all Colloquia and generally to participate in the life of the Department.

Graduates are responsible for ensuring they are correctly registered with the Faculty of Humanities. The deadline for 2023 is 10 February. **Proof of registration is to be sent to Mrs Nicolene Marks (nmarks@uj.ac.za) before the end of February 2023.**

Graduates are subject to progress reviews at least annually, at which all of these factors will be taken into consideration (dates appear on calendar in this handbook).

Students must complete and sign the student-supervisor agreement form as soon as they have decided upon a supervisor and that supervisor has agreed to work with them. The form should be submitted to Mrs Nicolene Marks (nmarks@uj.ac.za) before the end of March 2023.

[Supervisor-Higher Degree Student Agreement](#)

Graduates are expected not to commit plagiarism.

2.1 Plagiarism and how to avoid it

You can read the readily available UJ policy on plagiarism here:

<https://www.uj.ac.za/wp-content/uploads/2021/10/uj-plagiarism-policy-approved-june-2021.pdf>

In addition, you can view a UJ Library presentation on what plagiarism is and how to avoid it here:

<https://uj.ac.za.libguides.com/c.php?g=581147&p=4011769>

NB: The duty to understand what plagiarism is and how to avoid it falls upon you, the student.

3. Research Proposals

Before a Master's or Doctoral student begins their dissertation, the proposal must be approved by (a) the Department Higher Degrees Committee (DHDC) during the time of its presentation (see calendar for dates) and by (b) the Faculty Higher Degrees Committee (FHDC) of the Faculty of Humanities, and in the case of doctoral students, also by the c) Senate Higher Degrees Committee (SHDC).

The proposal must be completed on a form which can be obtained from the Faculty website

<https://www.uj.ac.za/wp-content/uploads/2021/09/10--ma-d-proposal-check-lists-for-departmenthdcs-30july2020.docx>

The proposal must be accompanied by a Turnitin report.

Students work with their supervisors until the supervisor judges that they have a viable proposal. Students then defend their proposal before the Department, who give comments and feedback. If necessary, any changes arising from this exercise is incorporated. The proposal is then signed by the supervisor and Head of Department, and submitted to the HDC.

Timelines:

- Master's proposals: must be submitted to the FHDC within six months of registration
- Doctoral proposals: must be submitted to the FHDC within nine months of registration. See dates of the DHDC on the calendar in this guide.

Proposals must be ratified by the FHDC within the first year of registration (excluding the proposal phase: preregistration 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

There is no guarantee that late proposals will be accepted by the DHDC, FHDC or SHDC.

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; and
2. how they intend to complete the degree within the maximum period permitted.

Revisions

The DHDC may either accept the proposal as is, reject it outright, or require revisions. Revisions require the proposal to be resubmitted to a subsequent meeting of the DHDC.

Revisions are recommended when committee members have difficulty grasping the nature of a project, its importance, or the contribution it is making to the relevant field. It is therefore imperative to write clearly for a non-philosophical audience in the proposal. Revisions are also recommended when the scope of the proposal seems inappropriate for the degree (usually too broad) or if there does not seem to be a sufficient grasp of the literature or material. Since the members of the FHDC and SHDC committees are mostly non-philosophers, this grasp is often assessed indirectly by the clarity and register of the discussion, which is another reason to write clearly and with authority in the proposal.

FHDC Assessment Criteria. The FHDC reviews proposals to ensure the appropriateness of the proposed study for the given qualification and to assess the students' capacity to successfully and ethically complete the research, against the following assessment criteria, on which grounds a major revision to a proposal may be required:

- (a) Conceptual clarity of the study title and research questions (aim, objectives, etc.) in light of the research problem.

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

Source and more info:

<https://www.uj.ac.za/wp-content/uploads/2021/09/humanities-guidelines-to-uj-higher-degrees-administration-structures-and-processes-04-10-2021.docx>

4. Degree Regulations

Below is a summary for your convenience. For authoritative regulations please refer to the Faculty of Humanities Postgraduate Yearbook 2023, available on the Faculty website.

4.0 Research Essay module – all new postgrads

ATTENDANCE of the Research Essay module (Module 1/ Module 24) is **compulsory** for:

- All Honours students
- All 1st year MA candidates who have **not completed their Honours** at the UJ philosophy department
- All **PhD** students who have **not completed their MA** at the UJ philosophy Department

REGISTRATION for the Research Essay module (Module 1/Module 24) is **compulsory** for:

- All Honours students
- **All 1st year MAs** (even if they have done Honours at UJ)

COMPLETING ASSIGNMENTS for the Research Essay module (Module 1) is **compulsory** for:

- All Honours students
- All 1st year MAs who have not completed their Honours at UJ Philosophy.

4.1 Honours

Programme code: H7039Q

Honours students must complete five modules. Modules offered in 2023:

1. THROUGHOUT THE YEAR

Module 1: Research Essay (PHL8X01)

Facilitators: Asheel Singh (Semester 1); Dimpho Takane-Maponya (Semester 2)

Classes: Tuesdays 8:30-10:30

Honours Coursework Modules 2023

Term 1	Term 2	Term 3	Term 4
Module 19: Philosophy of Science (PHL8X23) Prof Benjamin Smart	Module 22: Select Topic (PHL8X06) Ms Devon Bailey	Module 5: Continental Philosophy (PHL8X37) Prof Rafael Winkler	Module TBC

All classes take place online or face-to-face in the Mapungubwe Seminar Room at the Philosophy Department, **unless otherwise indicated in your study guide.**

The Research Essay carries one third of the total credits required for the degree to be awarded. The other four modules carry one sixth each.

Modules

Each of modules is taught in a course of seminars lasting one term. Usually, each module requires the submission of one Term Essay, and one Exam Essay. Assessments prescribed in individual modules may, however, differ, and so candidates are encouraged to closely peruse the study guide for each module.

Entrance to the examination is dependent upon attaining a 50% or more average for the term. The Term Assessments together make up 50% of the mark for a module, and the Examination makes up the other 50%. Where applicable, the word limit for Term Essays is usually 2500 words and for Exam Essays 5000 words.

Research Essay

The Research Essay is an independent research exercise that students pursue throughout the year. The word limit is 8000, not including reference material—i.e., examiners are expected to read 8000 words of the research project or research essay, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system). It is recommended that Departments apply a 10% upward margin in accepting research projects or research essays, and **not accept those above 8 800 words in length** (excluding appendices). Candidates are advised that shorter essays will not be penalized: assessment is based on the scope and quality of work, not its length. As a guideline, Honours Research Essays will usually be 8,000 words to achieve the necessary scope and depth.

Assessment Criteria for the Honours Research Essay

Mark (%)	Significance	Criteria
50 and below	Fail American equivalent: F	50 is the pass mark. Work scoring less than 50 is not of Honours level. It demonstrates a lack of grasp of the topic, ignorance or misunderstanding of elementary texts or ideas, incoherent reasoning, or other serious shortcomings which prevent it from satisfying the criteria for a pass.
50-64	Low pass: Insufficient for admission for Master's American equivalent: E = 50-60 D = 60-64	A pass mark at Honours indicates that the student has achieved a basic understanding of the material, and has attempted some kind of critical evaluation. Work at the lower end of this category will show basic competence with the material and the elementary form of an essay, including basic attempts at argument and evaluation, but of a rudimentary nature. Work at the higher end of this category may show some merits that would warrant a higher mark but suffer from defects in other respects that prevent awarding one. For example, it may show some original thought and good ideas, but lack rigour; or it may show good understanding and command of the literature, but lack a critical or evaluatory component, or suffer from a lack of direction.
65-74	High pass: Sufficient for admission to Master's American equivalent: C = 65-69 B = 70-74	A mark of 65 or more indicates the potential to continue to Master's level. Work in this bracket ranges from the clearly competent to the very good. It will be clearly structured, it will cover a suitable range of literature, it will evaluate and criticise as well as describe the material it discusses, it will be generally rigorous and exact, and it may show signs of fruitful independent thinking. This independence need not be a new idea or theory, but can include the development of a novel critique of existing ideas, a new interpretation, an extension of an existing argument, a new reply on behalf of an existing position or author, or a comparative exercise which yields something new. Work at the higher end of this range will either be very competent without quite distinguishing itself, or else will be of distinction level in some respects but marred by defects in others, for example by failing to consider an obvious line of objection, or by being suboptimally structured, or by being very thorough but too pedestrian for distinction.
75 and above	Distinction American equivalent: A	A mark of 75 or more indicates distinction level work. It will be clearly structured, thorough, well-argued, and may display a degree of independent thinking as defined above, and perhaps even originality. It may also display a degree of intellectual confidence either absent from or unwarranted in work of lower standard. One test for distinction level work is whether it is memorable (for the right reasons). Another is whether it provokes thought or questions in the mind of the reader. At Honours level, distinction level work need not be of professional or publishable standard, but it should suggest that the author may at least have the potential to go on to contribute to the field.

The pass mark across all components is 50%. The mark for commendation is 65%. The mark for distinction is 75%.

The marking scheme includes standard criteria used by external examiners marking your Minor and Major Assignments. It is advisable you keep these in mind when writing your Assignments.

Late submission of work

Late submission of any assessed work **usually** carries a penalty of 10% plus 10% per 24-hour period elapsed after the deadline.

If the 8000-word research essay is not submitted by 31 October 2023, the student will have to register again for the research essay module in the following year, **only if** the Faculty accepts the doctor's letter or other evidence submitted.

Extensions

If you have a legitimate reason for missing any of your deadlines then you should request an *extension*, in writing and as soon as possible, from your lecturer. If an extension is requested retrospectively, then the penalty will be applied automatically and revoked only on approval of the extension.

Deadlines form part of the assessment process. Deliberately seeking an extension when no legitimate reason exists amounts to seeking an unfair advantage, that is, cheating.

A legitimate reason for seeking an extension is generally something:

- which you have not chosen; and
- which you could not have prepared for; and
- which seriously affects your ability to complete the work to the standard of which you are capable within the available time; and
- for which a short extension will give you a reasonable chance of attaining that standard.

Examples include bereavement, serious injury, serious illness, fire in your home, and other similar events. You may also qualify if you are called to perform in a high-level sporting or artistic event over whose timing you have no control.

You do not normally qualify for an extension in any of the following circumstances:

- You suffer from some very serious mishap requiring multiple or lengthy extensions. In these circumstances, it is usually necessary to suspend your studies, and resume at a later date.
- You suffer some mishap which prevents you from submitting in time, but which you could have prepared for. Examples include losing your data due to a hard disk failure (you could have backed up), suffering from eleventh hour problems emailing your assignment to the lecturer or printing it out (because if you choose to submit at the last minute then you volunteer yourself for such problems), and similar. You are expected to take reasonable steps to minimize your vulnerability to computer gremlins, traffic, and so forth, and you will generally not qualify for an extension if you have not done so.
- You suffer from some mishap that you could not have prepared for, and which affects your work, but which is relatively minor. Examples include minor illnesses, computer problems, and similar. In a course lasting one year, it is inevitable that events will affect your work on occasion. These vicissitudes of life affect everyone and learning to carry on regardless is part of the educational benefit of an intensive course of study such as this one, and something you will have to do if you wish to be successful in any occupation.
- You have a clash with a requirement of an employer. This is a full time course, and you are expected to manage your other commitments in light of this. If you find yourself in a serious difficulty regarding some employment then you must discuss with your lecturer or the PG Co-coordinator.
- You have a cultural, religious or family commitment. It is your responsibility to balance your various choices and commitments, as you will need to do for the rest of your working life. On the other hand, if a serious problem seems likely, then you should raise it at the beginning of the year with your lecturer, so as to make any necessary arrangements well in advance. Events of this kind rarely merit extensions

at the last minute as they are generally scheduled well in advance.

A *general test* of whether a reason for extension is legitimate is to ask yourself: *Have I ever heard a lecturer whose competence I respect cite this reason for failing to deliver a lecture?* If not, then it is unlikely that you will get an extension.

4.2 Master's by Coursework

Programme code: M7062Q

The MA by Coursework programme consists of a Research Essay, a Minor Dissertation and four courses, completed over a period of two years of full time study. Which courses are offered in a specific year will be determined by the Department and will be based on, amongst other considerations, the availability of academic staff with the requisite expertise in a field and the interests of students.

MODULES OFFERED IN 2023 for YEAR 1 students:

1. THROUGHOUT THE YEAR (compulsory attendance for MAs without UJ Hons)

Module 24: Research essay (PHL9X11)

Facilitators: Asheel Singh (Semester 1); Dimpho Takana-Maponya (Semester 2)

Classes: Tuesdays 8:30-10:30

Term 1	Term 2	Term 3	Term 4
Module 19: Philosophy of Science (PHL8X19) Prof Benjamin Smart	Module 22: Select Topic (PHL8X06) Ms Devon Bailey	Module 5: Continental Philosophy (PHL8X37) Prof Rafael Winkler	Module TBC

Modules

Each of the modules 1-4 is taught in a course of seminars lasting one term. Usually, each module is split into one Term Essay, and one Exam Essay. Assessments prescribed in individual modules may, however, differ, and so candidates are encouraged to closely peruse the study guide for each module.. Entrance to the examination is only granted if a 50% result is achieved for the term assessments. The word limit for Term Essays is usually 4000 and for Exam Essays 8000.

Research Essay (year 1 of MA CW) (Module 24: PHL9X11)

The Research Essay is an independent research exercise which students pursue in their first year in preparation for their Minor Dissertation and which they submit at the end of their first year, **by 31 October**. The word limit is 10000, not including references. Students must receive a pass mark to be eligible to pursue their Minor Dissertation in their second year. Except in exceptional circumstances, failure to pass the Research Essay will lead to de-registration of the MA by Coursework.

Minor dissertation (year 2 of MA CW) (Module 1: PHL9X09 and PHL9X10)

The Minor Dissertation is a continuation of the work undertaken in the Research Essay which students pursue in their second year. Examiners are expected to read 20 000 words of the minor dissertation, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author- date referencing system). Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them. The Faculty Office will apply a 10% upward margin in accepting theses,

and **will not accept those above 22 000 words in length** (excluding appendices) The Minor Dissertation carries one third of the total credits required for the degree to be awarded. The other four modules carry one sixth each.

Publishable article

Submit to your supervisor an article ready for publication in a journal. This is a Faculty rule and applies to all MA by CW students.

The article should be submitted to your supervisor **in the SIX WEEKS after you have submitted your thesis or research essay**. Should your supervisor deem your article to be of sufficient quality, he/she will advise you on whether/how to submit your article to a journal to be considered for publication. This is a great opportunity for you to a) acquire a vital academic skill, and b) make R 20 000 if your article does get published. See § 8 below for more on this.

Late submission of work

Late submission of any assessed work carries a penalty of 10% plus 10% per 24 hour period elapsed since the deadline.

The rules that apply for requests for an extension on an Essay in the Honours programme apply in the Master's programme as well. Please refer to the section on the Honours programme.

If the research essay is not submitted by 31 October in the first year, the student will have to register again for the research essay module in next year. Note that permission to register again needs to be granted by the department, and is not automatic.

Assessment

The pass mark across all components is 50%. The mark for commendation is 65%. The mark for distinction is 75%.

The following marking scheme includes standard criteria used by external examiners marking your Minor and Major Assignments and your Minor Dissertation. It is advisable you keep these in mind when writing your Assignments and Dissertation.

Mark (%)	Significance	Criteria
50 and below	Fail American equivalent: F	50 is the pass mark. Work scoring less than 50 is not of Master's level. It demonstrates no more than a basic grasp of the topic, no more than a basic knowledge of elementary texts or ideas, incoherent reasoning, or other serious shortcomings which prevent it from satisfying the criteria for a pass.
50-64	Low pass: Insufficient for admission to Doctoral study American equivalent: E = 50-60 D = 60-64	A pass mark at Master's indicates that the student has achieved more than a basic understanding of the material, and has critically and convincingly evaluated the material. Work at the lower end of this category will show reasonable competence with the material, will be reasonably well organized, and will mount some good arguments, but will get little further than this. The arguments may not be well explored, a full range of objections may not be considered, and obvious gaps in the treatment may remain. Work at the higher end of this category may show some merits that would warrant a higher mark but suffer from defects in other respects that prevent awarding one. For example, it may show some original thought and good ideas, but lack rigour; or it may show good understanding and command of the literature, but lack a sufficiently convincing or thorough critical or evaluatory component, or suffer from some confusion in direction or flaws in organization.
65-74	High pass: Sufficient for admission to Doctoral study American equivalent: C = 65-69 B = 70-74	A mark of 65 or more indicates the potential to continue to Doctoral level research. Work in this bracket range is very good. It will be clearly structured, it will cover a suitable range of literature, it will evaluate and criticise as well as describe the material it discusses; it will be generally rigorous and exact, and it may show signs of fruitful independent thinking. This independence need not be a new idea or theory, but can include the development of a novel critique of existing ideas, a new interpretation, an extension of an existing argument, a new reply on behalf of an existing position or author, or a comparative exercise which yields something new. Work at the higher end of this range will either be very competent without quite distinguishing itself, or else will be of distinction level in some respects but marred by defects in others, for example by failing to consider an obvious line of objection, or by being suboptimally structured, or by being very thorough but too pedestrian for distinction.
75 and above	Distinction American equivalent: A	A mark of 75 or more indicates distinction level work. It will be clearly structured, thorough, well-argued, and may display a degree of originality as defined above. It may also display a degree of intellectual confidence either absent from or unwarranted in work of lower standard. One test for distinction level work is whether it is memorable (for the right reasons). Another is whether it provokes thought or questions in the mind of the reader. At Master's level, work in the 75-79 range will suggest the potential for publication, while a mark of 80 or suggests material that is already close to publishable standard, with the requisite format modifications.

4.3 Master's by Dissertation

Programme code: M7040Q

In addition to the Coursework Master's, the Department also offers a Master's by Dissertation. The normal route for Master's study is the Coursework Master's, and admission to the Dissertation programme is exceptional, i.e. **only students who have an average of at least 75% or more for their previous degree are eligible to apply.** In addition, an applicant usually needs to convince the Department that she has the necessary research skills and background philosophical knowledge to conduct self-directed study, that she has identified a suitable topic, that she has identified a suitable and willing supervisor, and that she is likely to complete the dissertation within two years.

Dissertation

Examiners are expected to read 40 000 words of the dissertation, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system)

Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them. The Faculty Office will apply a 10% upward margin in accepting theses, and **will not accept those above 44 000 words in length** (excluding appendices). As a guideline, Master's dissertations will usually need to exceed 35,000 words to achieve the necessary scope and depth.

Master's students are expected to have completed the majority of their supervised work by 30 June of their second year (third year if part time), and to use the period 30 June - 29 October as a "final touches" period. During this time, the focus is typically on writing rather than reading, and contact with the supervisor is typically less frequent.

If a student has not completed by the 31st of October 2023, then an assessment must be made whether the student is likely to complete in the fifth registered semester (seventh if part time). Only in exceptional circumstances will a student be permitted to continue past a fifth (or seventh) semester. Accordingly students who are not likely to complete in their fifth (or seventh) semester should de-register with a view to re-registering when whatever issues are causing delay have been addressed.

Publishable article

The faculty requires that all students who have completed a Master's by dissertation produce one publishable article **before the degree may be conferred.** Please ensure that you discuss this with your supervisor and complete the article once you have submitted your dissertation for examination.

The article should be submitted to your supervisor in the two months after you have submitted your thesis or research essay. Should your supervisor deem your article to be of sufficient quality, he/she will advise you on whether/how to submit your article to a journal to be considered for publication. This is a great opportunity for you to a) acquire a vital academic skill, and b) make R 20 000 if your article does get published.

4.4 Doctorate

Programme code: P7021Q

Thesis

Doctoral assessment is by submission of a thesis or by a thesis comprised of articles. In the case of a thesis, examiners are expected to read 80 000 words of the thesis, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system). Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them. The Faculty Office will apply a 10% upward margin in accepting theses, and **will not accept those above 88 000 words in length** (excluding appendices). Candidates are advised that shorter theses will not be penalized: assessment is based on the scope and quality of work, not its length. As a guideline, doctoral theses will usually need to exceed 60,000 words to achieve the necessary scope and depth.

Doctoral students are expected to have completed the majority of their supervised work by 30 June of their third year (fourth year if part time), and to use the period 1 July - 31 October as a “final touches” period. During this time, the focus is typically on writing rather than reading, and contact with the supervisor is typically less frequent.

If a student has not completed by 31 October then an assessment must be made whether the student is likely to complete in the seventh registered semester (ninth if part time). Only in exceptional circumstances will a student be permitted to continue past a seventh (or ninth) semester. Accordingly students who are not likely to complete in their seventh (or ninth) semester should de-register with a view to re-registering when whatever issues are causing delay have been addressed.

Publishable articles

Submit to your supervisor **two (2) articles** ready for publication in a journal. This is a Faculty rule and applies to all PhD students.

The articles should be submitted to your supervisor **in the three months after you have submitted your thesis or research essay**. Should your supervisor deem your article/s to be of sufficient quality, he/she will advise you on whether/how to submit your article/s to a journal to be considered for publication. This is a great opportunity for you to a) acquire a vital academic skill, and b) make R 20 000 if your article does get published. See more about this in § 8 below.

The Viva

All students are expected to defend their PhD at a *Viva Voce*, after they submit. This is an oral exam during which your examiners ask you questions about the thesis that they feel need further clarification or defence. Some extracts from the policy:

Assessors will be required to submit independent preliminary written reports to the Faculty Officer who then submits these reports to the non-assessing chair (NAC) **before the viva**. These reports must make a recommendation as to the result, but this recommendation may be tentative and provisional.

Present at the viva (whether online or face-to-face, or a hybrid of these) will be:

- a. The PhD candidate
- b. The NAC who acts as chair
- c. All examiners

The supervisor may or may not attend (it is optional). Should the supervisor be present, they are observers unless invited to offer a viewpoint or point of clarification.

The viva consists of questions and discussions of any nature that the examiners deem appropriate to

- a. Ascertain that the student is the author of the work,
- b. Determine what the student meant or intended by any part of the work,
- c. Determine whether the work is of an acceptable quality,
- d. Give the student the opportunity to reply to any concerns, which, therefore, must be put to the student if they are to be relied upon as reasons to withhold the degree or recommend revisions,
- e. Explore points of interest for their own sake, and
- f. Offer guidance and advice to the student for further development of this work and/or of the student's career.

The Viva should not take longer than 60 minutes.

Students are permitted to bring any materials they wish with them to the viva, including but not limited to a copy of their thesis. However, they are not permitted to communicate with anyone outside the room by any means during the viva.

After the viva, the student and supervisor leave the room, and the NAC chairs a discussion on the merits of the candidate's work in light of the discussion. The NAC is responsible for producing a report for submission to the FHDC on this discussion, indicating whether the examiners were able to agree on a joint recommendation or not.

More details [Humanities Viva Voce Process](#)

Policy on Postgraduate Assessment

Faculty of Humanities

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Preamble

This policy provides Faculty-specific additions to the UJ Higher Degrees Policy, as contemplated there, in relation to

- Word limits,
- Oral defence,
- Submission of articles accompanying dissertations or theses, and
- Doctorate by collection of essays or articles.

Word Limits

A clear upper word limit is necessary because

- There is a limit to what examiners can be expected to read,
- There is a limit to what students can be reasonably expected to write at the necessary level of quality within the time envisioned for the degree, and
- Vague guidelines do not assist a student, supervisor or examiner in doubt as to whether their work is of an acceptable length.

A lower word limit is not necessary because

- If the academic requirements for the degree are met, the number of words in which they are met is irrelevant, and
- Merely producing more words is not in itself any kind of academic achievement – on the contrary it is more impressive and requires more skill to complete the same task in fewer words.

It is necessary to approach word limits in a rational way, such that students at lower levels are not required to produce more words than students at higher levels. It is also necessary to bear in mind that a balance must be struck between quality and quantity, with fewer words permitting more time to focus on honing those words.

National and international benchmarking for doctoral degrees has been conducted and the word limits below are line with international standards. National standards have a tendency to be higher, but it is not clear that there is any good reason for this. National standards also tend to violate the principle of rationally apportioning fewer words to lower degrees in light of the shorter timeframe for their completion.

Doctorate

- Examiners are expected to read 80 000 words of the thesis, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system)

- Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them
- The Faculty Office will apply a 10% upward margin in accepting theses, and will not accept those above 88 000 words in length (excluding appendices)

Masters (Research)

- Examiners are expected to read 40 000 words of the dissertation, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system)
- Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them
- The Faculty Office will apply a 10% upward margin in accepting theses, and will not accept those above 44 000 words in length (excluding appendices)

Masters (Coursework)

- Examiners are expected to read 20 000 words of the minor dissertation, including footnotes and endnotes but excluding references (this makes it generally preferable to use an author-date referencing system)
- Material may be included in Appendices for reference, and these may be any length, but examiners are not required to read them
- The Faculty Office will apply a 10% upward margin in accepting theses, and will not accept those above 22 000 words in length (excluding appendices)

Viva Voce Examination (Oral Defence)

The Academic Regulations make provision for a viva voce examination or oral defence in the case of both Masters dissertations and Doctoral theses, but in different circumstances. Faculties are intended to propose their own regulations to govern vivas.

Doctoral Viva

Subsection 16.6.1 of the Academic Regulations pertains to assessment of doctoral degrees and states, in part:

The Faculty Rules and Regulations, approved by Senate, however may determine that an oral defense or Viva Voce may form part of the academic requirements for the qualification.

This Policy constitutes the Faculty's rules and regulations in this regard.

At doctoral level a viva is mandatory in the Faculty of Humanities and is governed by the following rules.

1. When looking for assessors, the Supervisor/s (SV/s), or NAC if that is the normal procedure in a Dept., must inform the potential assessors that a viva is part of the process and that it will take place shortly after the submission deadline (assessors have 6 weeks to assess a thesis and the viva will likely take place in week 7 or 8). At the point of appointing the four assessors (3 + back-up 1), the faculty office must indicate to the assessors, in a standard letter, that they will be required to participate in a viva as part of the examination process.

2. The NAC is responsible for ensuring that the viva occurs, is procedurally correct, and completed in a timely manner (see point 4 below about Departmental involvement).
3. Due to the global COVID-19 pandemic, Skype, Zoom, etc. will be used instead of fully in-person vivas.
4. The NACs will contact the assessors, individually, at point of student submission to arrange a time, up to (but not later than) 1-2 weeks after receipt of all assessors' reports, for the viva. Departmental Office Managers are responsible for the logistics of the viva (that is, obtaining a venue for the viva [if necessary], and arranging Skype or Zoom (etc.) requirements with IT). The NAC must be cc'd in on all plans.
5. Assessors will be required to submit independent preliminary written reports to the Faculty Officer who then submits these reports to the NAC **before** the viva. These reports must make a recommendation in terms of 16.6.91 in order to assist in cases of disagreement but this recommendation may be tentative and provisional. The assessors' (anonymised) narrative reports are to be made available to the candidate prior to the viva.
6. The NAC compiles their own summary of the assessors' reports (as is the norm) and meets with the assessors 30 minutes prior to the viva where the NAC will outline common themes among the assessor reports (highlight salient positives and negatives) and agree with the assessors on the agenda for the viva.
7. Present (online) at the viva will be:
 - a. the PhD candidate
 - b. the NAC, who acts as chair; and
 - c. all assessors.
 - d. The supervisor may or may not attend (it is optional). Should the supervisor be present, they are observers unless invited to offer a viewpoint or point of clarification. Under normal circumstances supervisors will be included in the viva. Exceptions might include cases where students submitted without the supervisors' approval, where supervisors are incapacitated, and where students feel more comfortable not having their supervisors present. Such cases would be rare and exceptional.
 - e. If an assessor or the student is unable to attend the viva on the arranged date, due to exceptional circumstances, they must inform the Faculty Officer and NAC in writing within a reasonable timeframe and a new viva date, as close to the original date as possible, will be sought.
 - f. One additional observer may also attend the viva, but only with the permission of the SV and student to do so.
8. The viva consists of questions (a maximum of three per assessor) and discussions of any nature that the assessors deem appropriate to
 - a. ascertain that the student is author of the work,
 - b. determine what the student meant or intended by any part of the work,
 - c. determine whether the work is of an acceptable quality,
 - d. give the student the opportunity to reply to any concerns, which, therefore, must be put to the student if they are to be relied upon as reasons to withhold the degree or recommend revisions,
 - e. explore points of interest for their own sake, and
 - f. offer guidance and advice to the student for further development of this work and/or of the student's career.
9. The viva should generally not take longer than 60 minutes.

10. Students are permitted to bring any offline materials they wish with them to the viva, including but not limited to a copy of their thesis. However, they are not permitted to utilise, in real time, any online resources, or communicate with anyone outside the (virtual) room by any means during the viva.
11. After the viva, the student and supervisor(s) leave the (virtual) room, and the NAC chairs a discussion on the merits of the candidate's work in light of the discussion. The NAC is responsible for producing a report for submission to the FHDC on this discussion, indicating:
 - a. whether the examiners were able to agree on a joint recommendation in terms of 16.6.9, in which case,
 - i. what it was,
 - ii. the reasons for the recommendation, and
 - b. any other important points arising in the discussion.
 - c. If the examiners were unable to arrive at a joint recommendation,
 - i. whether any examiner wished to adjust their provisional individual recommendation, and
 - ii. what the main points of disagreement were.
 - d. At this point if any assessor wishes to update or change their report and is happy to indicate as such in the viva, they will update their assessor form, or may permit the NAC to do so on their behalf (as long as the assessor signs off on this) and may also submit an updated narrative report to the NAC (and the original Faculty Officer). The revised documents must be submitted within 7 days to the relevant Faculty Officer.
12. If a joint recommendation is arrived at then there is no need for the FHDC to invoke any procedure to resolve an impasse as contemplated in 16.6.10 and the FHDC may proceed to recommend the degree to SHDC, provided that it is satisfied with the fairness of the process and the rationality of the outcome.
13. If no joint recommendation is arrived at, then in terms of 16.6.10 and 16.6.11 the FHDC may invoke one of the appropriate procedures to resolve the impasse.
14. The outcome of the assessment process is not settled until the SHDC has decided upon the recommendation it receives. Provided this is clearly indicated to the student, the examiners and/or NAC may at their individual discretion share the outcome of the viva process with the student and supervisor informally.
15. It is not permitted to indicate to the student at the outset or during the viva whether the thesis is deemed worthy of a doctorate, although naturally qualitative assessments of the work ("very impressive", "rather confusing", etc.) and its component parts may and often will be offered.

Masters Viva

Subsection 15.7.1 of the Academic Regulations pertains to assessment of masters degrees and states, in part:

In the case of a research master's programme, the Faculty Rules and Regulations determine whether the successful completion of a research dissertation is the sole academic requirement for the qualification, or whether the successful completion of both a research dissertation and an oral assessment opportunity is required.

This Policy constitutes the Faculty's rules and regulations in this regard.

At masters level a viva is optional in the Faculty of Humanities and is governed by the following rules.

1. The NAC may call for a viva upon receipt of the examiners reports if s/he deems it advisable to do so, for example if there is
 - a. A borderline situation,
 - b. Disagreement about both substance and recommendation,
 - c. Agreement about substance but differing recommendations,
 - d. Agreement about recommendations but differing views on substance,
 - e. Apparently irrational recommendations,
 - f. Incomplete, very brief, or otherwise unsatisfactory assessors' reports,
 - g. Allegations of plagiarism or other academic misconduct, or
 - h. Any other reason to call a viva.
2. The NAC is responsible for this decision but may consult student and supervisor in making this decision.
3. If the NAC calls a viva then this is a mandatory obligation on examiners, who will not be paid and must be replaced if they do not agree to the request for a viva from the NAC.
4. In all other respects (besides the circumstances in which the viva is called for), the rules for holding a viva are identical for Masters and Doctoral degrees, *mutatis mutandis*.

Submission of Articles Accompanying Dissertation or Thesis

All Masters and Doctoral degrees require the submission of one or more article suitable for submission to an accredited journal, to the satisfaction of the supervisor, but not for assessment. The relevant provisions are as follows.

Doctorate

5.2.5 *In addition, each doctoral candidate must have submitted to the supervisor at least two pieces of work in a format suitable for submission to a peer reviewed publication, with a view to possible publication. Authorship of such articles is guided by Guidelines Authorship: Research Output.*

Research Masters

4.2.9 *In addition to the dissertation, each master's candidate must submit to the supervisor at least one piece of work in a format suitable for submission to a peer reviewed publication, with a view to possible publication. Authorship of such an article is guided by the UJ Guidelines Authorship: Research Output.*

Coursework Masters

4.3.8 *In addition to the minor dissertation and completion of coursework modules, each master's candidate must have submitted to the supervisor at least one piece of work in a format suitable for submission to a peer reviewed publication, with a view to possible publication. Authorship of such an article is guided by the Guidelines Authorship: Research Output. Faculty exemptions may be permitted subject to the approval of Faculty Boards although subject to approval by Senate.*

In order to ensure proper record-keeping, and that the requirements for the degree are satisfied, the following provisions apply.

1. The requisite number of articles must be submitted to the Faculty Office prior to the final assessment results being approved.
2. The articles will not be assessed nor made available to examiners but they will be kept on file.
3. Book chapters of comparable quality will also be acceptable.
4. Creative works of comparable quality will also be acceptable.
5. Essay reviews, replies, commentaries, editorials, and other potentially non-subsidy-bearing works will be acceptable provided they demonstrate an acceptable level of academic contribution, through providing original argumentation, analysis or points, of suitable weight. (We do not hold ourselves hostage to the DHET evaluation system.)
6. Normal (non-essay) book reviews, brief editorials, and other work that amounts to light commentary or summary of other work are not acceptable.
7. Pieces of work submitted in this regard, whether articles, creative work, or other pieces, must be in the same disciplinary area as the minor dissertation / dissertation / thesis, but need not be on the same topic. (For example, a Sociology doctoral candidate cannot submit a sitcom script in satisfaction of this requirement, since Sociology is not funny.)
8. A dissertation or thesis by essay or article automatically meets the requirements in relation to submission of article(s).

Dissertation or Thesis by Essay or Article

On 9 September 2015 Senate approved “Guidelines on Theses or Dissertations in Article or Essay Format” for the University as a whole. The purpose of these Guidelines is as follows:

2. Purpose of the Guidelines. The purpose of these guidelines is to provide a framework for individual faculties to develop more detailed requirements as may be relevant in a specific discipline.

This document provides the Faculty of Humanities specific guidelines, augmenting but not replacing or deviating from the University Guidelines (which must therefore be read with the Humanities Guidelines). The University Guidelines are clear, concise, and comprehensive, and require minimal augmentation for implementation in the Faculty of Humanities. There is no need to deviate from the University Guidelines.

Format and Publication Venue

In subsections 4.4 and 4.5 the University Guidelines envisage Faculty specific guidelines concerning:

- the specific journals or conference proceedings that are acceptable as a place of publication (for example, specifying whether non-accredited journals or book chapters count);
- the minimum number of articles required, which may not be less than 2 for Masters and 4 for Doctorate.

The Humanities Guidelines are hereby presented and recorded as follows.

1. Any article or essay prepared for publication in and/or submitted to and/or accepted in and/or published in any accredited venue (accredited journal, edited volume, accredited conference proceeding, or any other accredited venue) which would or probably would attract DHET subsidy on publication will be acceptable as a component of a dissertation or

thesis by article or essay (provided that all other requirements are met as envisaged in the University Guidelines).

2. Any article or essay not acceptable under 1 above will be acceptable if and only if EITHER
 - a. Would generally be recognized as academically substantive yet which fails to qualify for DHET subsidy for technical rules, e.g. a substantial Essay Review, an Editorial containing original argumentation, a Reply/Response containing original argumentation, an Introduction containing useful overview material and/or original argumentation, or other pieces falling into this category; OR
 - b. Where it does not clearly fall within the category indicated in 2a above, its inclusion has been approved by the Department Higher Degrees Committee.
3. The minimum number of articles shall be as specified by the University Guidelines ss. 4.5 (2 for Masters, 4 for Doctorate).
4. As envisaged in the University Guidelines (ss. 4.6), the length, format, referencing system, and other details of the articles will be as required by the specific journals or other venues where the articles or essays appear or would appear if accepted.
5. The standard Faculty word limits apply to dissertations/theses by article/essay.

Informal Guidance for Students and Supervisors

Section 4.6 of the University Guidelines gives very comprehensive guidance on how one might formulate a dissertation or thesis by article or essay, including how to manage the connecting material, the introduction and conclusion, and so forth.

The Guidelines leave the exact structure of the dissertation/thesis open. This is appropriate given the absence of any strong intellectual reason to impose restriction; any structure serving the fundamental requirements for a masters/doctoral thesis is acceptable.

One possible structure for such a dissertation by article might be as follows (for a thesis, one would add two more articles).

1. Introduction/introductory chapter: a substantial chapter, contextualizing the study and explaining the intellectual project/journey that the articles represent together
2. Literature review (if appropriate)
3. Article
 - a. Introductory material reminding the reader of the place of this article in the intellectual journey of the dissertation/thesis as a whole
 - b. Article
 - c. Postscript indicating possible or actual objections, developing points not fully developed, updating the argument in light of developments in the literature, or similar, ending with a brief segue to the next chapter/article
4. Article
 - a. Introductory material reminding the reader of the place of this article in the intellectual journey of the dissertation/thesis as a whole
 - b. Article

- c. Postscript indicating possible or actual objections, developing points not fully developed, updating the argument in light of developments in the literature, or similar, ending with a brief segue to the next chapter/article
- 5. Conclusion
 - a. Synopsis of main themes
 - b. Main conclusions
 - c. Connections and tensions – further points of conclusion or of tension that might arise when considering the pieces together, if any
 - d. Objections and further work

Another possible structure might be as follows.

1. Introduction/introductory chapter: a substantial chapter, contextualizing the study and explaining the intellectual project/journey that the articles represent together
2. Literature review (if appropriate)
3. Methods (if appropriate) – making any methodological points that need to be considered in advance of or alongside the articles themselves (for example, if the methods sections of those articles are compressed for publication)
4. Separate indication/discussion of data, if there is a common pool of data from which multiple pieces draw, and if it makes sense to introduce the dataset in advance
5. Article
 - a. Introductory material reminding the reader of the place of this article in the intellectual journey of the dissertation/thesis as a whole
 - b. Methodological supplement (if necessary) indicating methodological points not required or compressed in a published piece
 - c. Article
 - d. Summary of main findings that are significant for the dissertation/thesis as a whole
6. Article
 - a. Introductory material reminding the reader of the place of this article in the intellectual journey of the dissertation/thesis as a whole
 - b. Methodological supplement (if necessary) indicating methodological points not required or compressed in a published piece
 - c. Article
 - d. Summary of main findings that are significant for the dissertation/thesis as a whole
 - e.
7. Conclusion
 - a. Summary of main findings
 - b. Further discussion arising from considering the papers together
 - c. Objections and further work

Deviations and developments of these structures are permitted as are entirely difference structures. These are merely suggestions.

4.5 Proposal phase: Pre-registration

MA Research and PhD candidates have the following option:

The student formally registers for the proposal phase: pre-registration to qualify for research supervision. Thereafter, master's students have six and doctoral students nine months to complete their research proposals to the standards required by the relevant Faculty and University policy. During this time, they have access to the University resources that they require to formulate their research proposals. Students may not undertake any data collection or any activities related to data collection prior to ethical clearance and the acceptance of the proposal by the relevant structure within the Faculty.

Although master's proposals should be ready within six months of registration for the master's degree and doctoral proposals within nine months of registration for the doctoral degree, proposals must serve at the FHDC within the first year of registration (excluding the proposal phase: pre-registration period).

All 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, and (2) how they intend to complete the degree within the maximum period permitted (see § 5 below). This motivation must be supported by the supervisor.

Note: Registering for the MA/ PhD proper in the semester after the pre-registration is subject to availability of places at the Faculty. That is, a student may do their pre-registration in year X, but only be permitted to properly registered the year after X due to insufficient places.

5. Maximum periods of study permitted and Abeyance

MA: full time – 2 years; part time – 3 years

PhD: full time – 4 years; part-time – 5 years

Note: If a student exceeds the maximum period of his or her degree he or she **cannot obtain a distinction** no matter how good her mark.

Rule: The Philosophy Department requires that **if you are working more than 17 hours a week** (e.g., as a tutor, or any other job), you **must register part-time**.

Important regulations from: Senate **Higher Degrees Administration Policy [approved March 2019]**

4.4 Permission to register beyond the permissible maximum time requires motivation by the supervisor, recommendation by the HoD and approval by the Executive Dean. Permission will only be granted in exceptional circumstances and will in general be limited to 12 months.

4.5 Abeyance may be granted in exceptional circumstance, for a maximum of six months, and only once during the period of study. Motivation is based upon the student having become **incapacitated, due to medical reasons**. The period of abeyance will be counted into the maximum period of study. The application has to be supported by the supervisor, recommended by HoD and approved by FHDC.

4.6 A change in registration from full time to part time may only be done before the maximum time for full time registration has been reached and with permission by the Dean or his designate.

6. Annual Progress Review and Proposal Presentation

Annual Reviews

The Department annually reviews the progress of all Master's and Doctoral students. This exercise takes place in the first two weeks of August. Check the calendar in this handbook for details of the dates. Your supervisor will prepare you for this event.

This process is intended to ensure that you are on track to graduate on time, and to discuss any issues with your research programme that may have arisen over the past months.

One week before you are scheduled to undergo the review meeting with your supervisor and at least one other member of the department, you will be required to send the following documents to your supervisor and the member/s of your committee via e-mail:

- 1) A very short summary of your research project (i.e. a shortened version of your proposal)
- 2) A chapter from your research project for the committee members to comment upon
- 3) Your plan towards completion indicating what you've already completed indicating any problems you are experiencing/foresee

The purpose of this exercise is to develop the oral and presentational skills of 1st year Master's and Doctoral students and receive feedback from staff and peers on the arguments and ideas they have developed in their 1st year of research.

2nd and 3rd year Doctoral students submit one chapter and an outline or plan for completion to their supervisor and one other permanent member of academic staff. All three then meet to discuss. The student is required to minute the discussion and any decisions taken during the meeting. The supervisor and member of the review board jointly report back to the Department on the state of the project, the prospects for timely completion, and the quality of the work. The Review Report Form should be completed and signed by all present.

This is an opportunity to obtain feedback from someone other than the supervisor, and ought not to worry the conscientious student. Nonetheless, it is a formal assessment exercise and inadequate progress may result in the suspension or discontinuation of studies.

Proposal Presentations

First year Master's and Doctoral students submit their research proposal to the Postgraduate Coordinator who circulates it to the Department as per deadlines set previously in this guide. Students then complete a 10-minute presentation of their proposal to the members of the departmental higher degrees committee (DHDC) and other graduate students. (For dates, see Timetable above.)

No proposal will be considered by the DHDC without an accompanying letter/email from the supervisor that they approve the proposal for submission.

7. Submitting Work – Requirements

The following standard guidelines apply to **all submitted work** unless directed otherwise.

All submissions must be submitted to Turnitin

All module essays, research essays (Hons and MA), theses and dissertations must be submitted to Turnitin, for plagiarism purposes. If you want to test your work for plagiarism, go to Blackboard Module CM0226 (UJ Postgraduate Philosophy Community)

[CM0226 17PHL8X01-PHL9x11-PHL10X1-PHL10X2 - UJ PHILOSOPHY POSTGRADUATE COMMUNITY.](#)

Research essays, theses and dissertations must be accompanied by a plagiarism report.

Formatting

ALL submitted work (including research essays and proposals) should be formatted in 12 point font, Times New Roman or similar standard font, with double spaced lines, and margins of at least 2.5cm on all sides. Pages should be clearly numbered. If the work includes multiple chapters then a table of contents should be included, showing at least the starting page of each chapter.

Referencing

The **Harvard Method of referencing** is the preferred method at the department. Note that the rule is that if you are referencing a direct quote, you must provide the page number when your reference (example: (Reed 2002: 12)). If you are paraphrasing, it is advisable to also **include the page number** in your reference. See § III, 3. How to Reference below.

Statement

All submitted work should include the following statement directly after the title page: “This [Essay/Research Essay/Dissertation/Thesis] is the result of my own work and includes nothing which is the outcome of work done in collaboration except where specifically indicated in the text.” If any part of the work has been previously published or is based on work that has previously been published, this should be mentioned on the same page, and the reference given.

All submitted work should include the following statement below the above: “This [Essay/Research Essay/Dissertation/Thesis] contains X words including footnotes and appendices but excluding reference material.”

Abstract

All submitted work should include an abstract of the thesis. UJ policy: ‘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.’

Copies

An electronic copy must always be submitted by email to the supervisor or else as directed in MS Word-readable format, for plagiarism detection, word count, and other checks.

In addition, the following requirements apply.

7.1 Master's Dissertation

Submissions should be sent directly to your supervisor.

All students who intend to submit their research for assessment should submit the following checklist items/meet the following criteria:

- 1) You must have formally registered for your research degree (dissertations/theses)/the research component of your degree (minor dissertations).
- 2) The assessors for your research examination must have been approved.
- 3) If the title or line of your research has changed, approval must have been granted by the Higher Degrees Committee prior to you submitting for assessment.
- 4) If you have change of supervisor(s) approval, this must have been granted by the Higher Degrees Committee prior to you submitting for assessment.
- 5) Should you have required Ethics, your formal ethics clearance should be included in your submission.
- 6) The formal Humanities One-Stop-Form must be completed and signed off as part of your submission for assessment; please ensure that it is the most recent version.
- 7) A digital copy of your minor dissertation/dissertation/thesis in PDF format. Students will be informed by their supervisor whether hard copies are required by external examiners.
- 8) The Affidavit for Master's and Doctoral Students, signed by you in the presence of a Commissioner of Oaths (which confirms the work is your own);
- 9) The Permission to Submit form, signed by your supervisor in PDF format.
- 10) A full Turnitin report downloaded from Turnitin.

All forms can be obtained from the Faculty website:

<https://www.uj.ac.za/faculties/humanities/Pages/Post-Graduate-Information-for-Students-and-Staff.aspx>

If your supervisor is not willing for you to submit, then there is a procedure by which you may still do so without permission. Contact the PG Co-ordinator, the Head of Department, or the Faculty for details. Please note that if a supervisor does not grant his/ her consent that means that there is a serious problem with the thesis, and **the student is taking a big risk in submitting it.**

For the Final submission of a MA, subsequent to receiving examiners' reports, and completing the viva (if a viva is completed), you need to submit:

- **Final/corrected version of the research, approved by your supervisor/s
- **One-stop form with final version of research
- **Signed affidavit
- **Report on corrections made (even if no corrections were required, that must be stated)

**Library submission form

**Copies of the article to be submitted for publication from the research

The faculty requires that all students who have completed a Master's by dissertation produce one publishable article before the degree may be conferred. Please ensure that you discuss this with your supervisor and complete the article once you have submitted your dissertation for examination.

7.2 Doctoral Thesis

Submissions should be sent directly to your supervisor.

The following check list items should be met by all students who intend to submit their research for assessment:

- 1) You must have formally registered for your research degree (dissertations/theses)/the research component of your degree (minor dissertations).
- 2) The assessors for your research examination must have been approved.
- 3) If the title or line of your research has changed, approval must have been granted by the Higher Degrees Committee prior to you submitting for assessment.
- 4) If you have change of supervisor(s) approval, this must have been granted by the Higher Degrees Committee prior to you submitting for assessment.
- 5) Should you have required Ethics, your formal ethics clearance should be included in your submission.
- 6) The formal Humanities One-Stop-Form must be completed and signed off as part of your submission for assessment; please ensure that it is the most recent version.
- 7) A digital copy of your minor dissertation/dissertation/thesis in PDF format. Students will be informed by their supervisor whether hard copies are required by external examiners.
- 8) The Affidavit for Master's and Doctoral Students, signed by you in the presence of a Commissioner of Oaths (which confirms the work is your own);
- 9) The Permission to Submit form, signed by your supervisor in PDF format.
- 10) A full Turnitin report downloaded from Turnitin.

All forms can be obtained from the Faculty website:

<https://www.uj.ac.za/faculties/humanities/Pages/Post-Graduate-Information-for-Students-and-Staff.aspx>

If your supervisor is not willing for you to submit, then there is a procedure by which you may still do so without permission. Contact the PG Co-ordinator, the Head of Department, or the Faculty for details. Please note that if a supervisor does not grant his/her consent that means that there is a serious problem with the thesis, and **the student is taking a big risk in submitting it.**

For the Final submission of a doctorate, subsequent to receiving examiners' reports, and completing the viva, you need to submit:

- **Final/corrected version of the research, approved by your supervisor/s
- **One-stop form with final version of research (and cv/laudatio boxes checked in the case of a D)
- **Signed affidavit
- **Report on corrections made (even if no corrections were required, that must be stated)
- **Library submission form
- **Copies of the articles to be submitted for publication from the research
- **Viva report (in the case of a D)
- **Abbreviated CV and laudatio (no more than 150 words for either one) (in the case of a D)

The requirements for successfully completing a PhD at UJ include a candidate submitting two publishable papers to his/her supervisor in addition to the thesis itself. All PhD students need to attend the course on 1) "Publishing an article" that will be presented every year and 2) submit TWO articles for publication within no more than one year after submission of the thesis for examination. Proof of submission needs to be sent to the supervisor.

II. Support

1. Key Contacts

PG Co-ordinator:

Dr Asheel Singh

Email address: asheels@uj.ac.za

Tutor Co-ordinators:

Ms Dimpho Takane Maponya

Email address: dimphot@uj.ac.za

Ms Devon Bailey

Email address: devonb@uj.ac.za

Head of Department:

Prof Chad Harris

Email address: cmhharris@uj.ac.za

Departmental Administrator:

Mrs Nicolene Marks

Email address: nmarks@uj.ac.za

Phone number: 011 559 2337

Faculty Administrators:

Theunissen, Sune : stheunissen@uj.ac.za

Jordaan, Rene: rjordan@uj.ac.za

2. Forms and Documents

<https://www.uj.ac.za/faculties/humanities/Pages/Post-Graduate-Information-for-Students-and-Staff.aspx>

3. General Financial Assistance

If you encounter financial difficulties that threaten your studies, you should always talk to your Supervisor or the PG Co-ordinator.

General information on sources of financial assistance is available at

<https://www.uj.ac.za/faculties/humanities/fees-and-bursaries/>

4. Tutoring at the Department

The department sports an excellent and very lively tutoring programme at all undergraduate levels.

Application calls for tutorships are usually issued at the end of each year.

Our Tutor co-ordinators are Ms Dimpho Takane Mapoya and Ms Devon Bailey. Their contact details are listed above.

5. Lecturing at the Department

The department sometimes offers temporary lecturing positions. The route to them is as follows:

- 1) You must have worked as a tutor;
- 2) You must have indicated willingness to do guest lectures;
- 3) You must apply to attend UJ opportunities for training young lecturers.

You should speak with your supervisor if you need more information.

6. Printing Costs

Please note that due severe budget cuts, the department cannot do any printing for students.

Supervisors/administrative staff are not permitted to print the examination/final copies of theses and dissertations for our postgraduate students. Students are required to bear these costs themselves, so please budget for this.

Supervisors/administrative staff are not permitted to print research material (book chapters/articles) for our postgraduate students. Please print your own documents at the UJ facilities provided for students.

7. Travel Bookings Procedures for PGs and PDRFs

The department has some limited funding for supporting postgrads to attend conferences. Please note that funding is not guaranteed, and travel is limited during the Covid-19 pandemic.

- 1) Discuss your plans to present a paper at a conference with your supervisor and get his/her approval.
- 2) Obtain acceptance of your paper for presentation from the organizers of the conference where applicable.
- 3) Email the departmental post-graduate coordinator:
 - (a) a motivation for the proposed travel
 - (b) evidence of an invitation to present a paper at a conference
 - (c) a budget, attaching quotations.

Your budget should include all costs that you expect to incur, for example, air travel, airport transfers, visa application costs, accommodation, and conference fees (remember that PG students can often apply to conference organisers to have this cost waived due to their PG status).

- 4) Get your own quotations, make your bookings and pay using your own credit card.
- 5) Present your talk to the department for approval and feedback.
- 6) Once you have received confirmation from the PG coordinator that the department/your supervisor/the Faculty will be able to fund your travel, take careful note of the restrictions on that confirmation.
- 7) In order for you to claim, submit the following documents to the department:
 - (a) Invoice
 - (b) Proof of payment (bank or credit card statement)
 - (c) UJ Payment Requisition Form (available from the departmental office manager).
Remember to sign as the applicant on that form.
 - (d) A completed UJ Travel Application Checklist
 - (e) A supporting memorandum plus supporting documents as required on the checklist (again, you will need to ask your supervisor/PG coordinator to provide the financial statement of the cost centre from which the funds must come).
 - (f) A report on the conference, including a description of:
 - how you talk went;
 - what sort of feedback you got and what you learnt from it;
 - what other talks you went to and what you learnt from them.

Please note, due to the 2016-2023 budget cuts:

- we can no longer guarantee financial assistance to all students;
- we are unlikely to be able to assist with international conferences.

8. How to Claim Money from the Faculty for Publications

In case you publish an essay in an accredited journal, you are entitled to a certain amount of money from the Faculty.

NOTE: A student/research associate/post-doctoral fellow must claim for a DHET accredited published article *in the year in which it appears in print*. Claims submitted after this period will not be entertained.

To claim this money, you will need to follow these steps:

- (a) Simply load your publications onto [Research Output System](#) (your supervisor will be able to do that for you if you do not have access), and wait for the Research Officer to contact you. If the research officer does not contact you within a couple of weeks after the close of the relevant call, please contact the postgraduate coordinator.
- (b) The Humanities Faculty Accountant will provide you with a FINPG-1 Form to complete your UJ account details. This form needs to be stamped and signed by the Vice Dean Research before returning it to the Humanities Faculty Accountant.
- (c) Submit the stamped and signed FINPG-1 Form to one of the cashiers in the Student Finance Office, who will credit your UJ account.
- (d) Once the money is reflected in your UJ account, complete the UJ Refund Form; it appears that this is now entirely online:
https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

In previous years, these (additional) documents were required: ID, proof of personal banking details, plus a memo from the Vice Dean of Research stating that you are eligible for the Refund.

Further, you were required to submit the Refund Form to one of the cashiers in the Student Finance Office.

These procedures may have changed, so please see [here](#) and [here](#) for updates.

9. Study Facilities

Should you wish to work on site, it is possible to **use a desk in the Philosophy Post-Graduate Centre**. Keys must be signed in and out from the Office manager every day, and all Covid-19 regulations should be adhered to, including the wearing of a mask.

Alternatively, the University has a Postgraduate School, located in A-parking on APK Campus. You can find workspace and photocopying facilities there. The library on APK also provides workspaces for postgraduate students that can be reserved.

The Department also has **one laptop to loan to graduate students**. You should enquire with the Office Manager. Note that the laptop can only be used within the Department and may on no account be taken off the premises.

10. Problems

Lawyers say, "Delay defeats equity." If you encounter a problem that affects your study then you must let your Supervisor, your Lecturer or the Postgraduate Co-ordinator know *as soon as possible*. If you don't, then the chance of successful resolution falls sharply. Make an appointment with your Supervisor or Lecturer to discuss any issues that might affect your work. If you do not feel able to talk to your Supervisor or Lecturer then contact the PG Co-ordinator or the Head of Department.

11. Grievances

If you have any kind of grievance you should always raise it as soon and as calmly as possible. In the first instance you should seek to discuss it **with the individual concerned**, if you feel able to do so. If that is not satisfactory then you should approach the PG Co-ordinator or the Head of Department for advice and information on the formal grievance procedures available within the Faculty and University. It is a precondition of formal grievance procedures that less formal approaches have been exhausted, so avoid the temptation to "leapfrog" to the highest available arbiter unless you have compelling reasons to think that a more local resolution is impossible or undesirable.

12 Etiquette - working with a supervisor

1. Choosing a supervisor

Arrange a meeting with a prospective supervisor. Don't be late for this meeting. Take notes and ensure you have prepared any questions you may have. Once you have concluded the meeting, be explicit about your meeting with other prospective supervisors. Once you have made your decision, let the supervisor with whom you would like to work know, so that s/he can confirm whether this is still feasible. Once this is confirmed, let the other lecturers you consulted know of your decision not to work with them. Their feelings will not be hurt if you don't decide to work with them, but they will think you have bad manners if you don't let them know of your decision.

2. Emailing your supervisor

Most lecturers prefer to be contacted by email rather than a phone call or a drop in due to their busy schedules. All lecturers are very good at replying. If you've heard nothing within two full [working](#) days, try again. Please note that you may not receive responses over weekends or holidays.

3. Communicating with your supervisor

Your supervisor should not have to hound you for work. If you are encountering a problem, or anticipate missing a deadline, send your supervisor an e-mail immediately. Read the student-supervisor agreement again.

III. How To...

1. How to Read Philosophy

Reading philosophy is not like reading a novel, a newspaper article, or an email. Most philosophical writing is difficult to read. Even great philosophers find philosophy difficult to read: Ludwig Wittgenstein is supposed to have called it “a kind of agony”. So if you struggle, don’t worry: you are in illustrious company.

It is therefore useful to be aware of a few techniques you can use to get the most out of reading a philosophical text. The following steps are not intended as a prescription for everyone, or for every text, but they might help you.

1. **Skim first.** Start by skimming through the whole thing, not reading carefully, but just trying to get an idea of the “gist”. Sometimes the point of a piece is to be found on the final page, and if you spend hours exhausting yourself on the first half then you might miss it.
2. **Realise not all pages are created equal.** When you have finished skimming, revisit those passages that appear to you to be particularly important. This requires you to think first about which passages are important, and this is a key step towards understanding. It also ensures you spend your time on the important parts. You may need to go over some paragraphs several times; others will require only a single reading; and others will be somewhere in between. In general, once you have got an idea of the overall gist, you should feel free to jump around in the text. You should not feel that you have to plough through from beginning to end in the way that you would with a novel.
3. **Ask questions.** When you are studying a paragraph in detail, ask: Why does the author believe that? Does this follow? Is this meant to be an argument, or is the author expecting that I will agree without an argument? Why has the author spent so much time on this point, or so little? How does this fit with other things the author has said elsewhere in this piece, or in other pieces I have encountered?
4. **Construct counterexamples.** See if you can dream up examples of things which would prove the author wrong. For example, if the author claims that humans are rational animals, see if you can think of things that would count as human but are not rational. Be as inventive and fantastical as you like with this process: many great philosophical examples are thoroughly fantastical.
5. **Be charitable.** If there are two things that an author might have meant, and one of them is ridiculous, then you should assume that they meant the other one. Similarly, if it seems to you that what an author is saying is ridiculous, then see if you can reinterpret it or supplement it with assumptions or arguments so that it is as strong as possible. Proper criticism requires ideas to have a fair hearing, and since the author is not there to speak for what they have written, you have to play the role of advocate before you criticise.
6. **Know when to stop.** If you don’t understand something after thinking about it hard and reading it several times, you should consider the possibility that the author has written something which does not make sense. Philosophy is as hard to write as it is to read, and much great philosophy is arguably unintelligible. It could be that your failure to understand is not a failure at all, but a reflection of the difficulty of the underlying philosophical question. If you suspect this is the case, then you should see whether the lecture answers your questions, and if not you should ask your Lecturer or Tutor.

2. How to Write Philosophy

Philosophy is a discipline where linguistic precision is vital. Many of our students, including many of our best, do not have English as a mother tongue. Nonetheless, when they write they produce clear, grammatical, well-structured prose. You, too, are expected to write English well, whether or not English is your mother tongue. If this is a challenge for you then you must avail yourself of the services of the UJ Writing Centre.

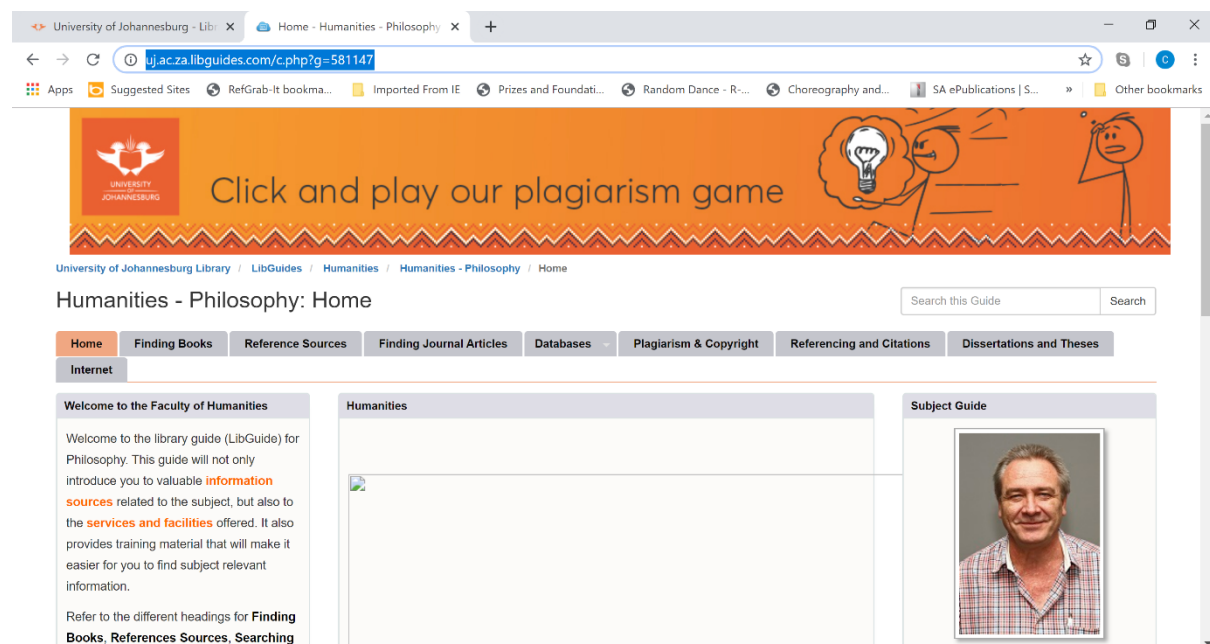
The following piece by Peter Lipton contains excellent and widely-used advice, but you can also consult other guides here:

<http://dailynous.com/2021/01/15/write-philosophy-paper-online-guides/>

3. How to find readings

Our subject specialist librarian is Mrs Theresa Vukeya You can reach her at +27 11 559 3192 or theresav@uj.ac.za

If you can't make an appointment to meet with her in person, have a look at the philosophy library guide page created by our former subject specialist librarian, Mr Jacobs: <https://uj.ac.za.libguides.com/c.php?g=581147>



4. How to publish

UJ provides much support to postgraduate students to help them publish their work. Speak with your supervisor and consult <https://www.uj.ac.za/library/research-support/Pages/research-tools.aspx>

5. How to ask for a reference

- Ensure that you approach persons who know you and your work well, e.g. your supervisor/a lecturer who has taught multiple courses you have excelled in.
- Ensure that you actually ask them (don't just add their name to your application), and that you

- ask them well ahead of time (at least a month is ideal).
- Ensure that you provide them with a deadline, your updated CV, your student record, the details of the person to whom they should send the reference, and a copy of the scholarship/bursary conditions. They may ask for additional documentation.
- Share the result of your application with your references and thank them for their efforts. It takes many hours to write the letters and so you should certainly appreciate the time and effort made on your behalf.


6. How to choose a supervisor




You can choose a supervisor from our fabulous staff members, including our postdoctoral fellows, should they be available.




Remember that your first choice of supervisor might be unavailable for the year and so may have to decline to supervise your work. They will advise you on alternative persons to approach in cases like these. You may also want to combine the expertise of two persons in the department, and so have one person as a supervisor and another as a co-supervisor. It is also possible to combine supervisors from multiple departments if your project is an interdisciplinary one.


For some great advice on choosing a supervisor:

<https://www.newscientist.com/article/mg19726442-500-the-phd-journey-how-to-choose-a-good-supervisor/>

	Name	Specialisation
	Dr C. Harris Senior Lecturer and Head of Department B Ring 704, APK +27 (0) 11 559 3840	Philosophy of Science, Philosophy of Social Science.

	Name	Specialisation
	<u>Prof C.F. Botha</u> Professor B Ring 708, APK +27 (0) 11 559 3403	Philosophy of Art and Culture, with a special focus on 19th and 20th C European Philosophy, hermeneutics, phenomenology, philosophy of art, philosophy of dance, philosophy of technology, environmental ethics, ethics and aesthetics of AI.
	<u>Prof. R. Winkler</u> Professor B Ring 704A, APK +27 (0) 11 559 4244	19th and 20th century European philosophy, phenomenology, hermeneutics, deconstruction, and philosophy of identity and difference.
	<u>Prof. B Smart</u> Director, The Centre for Philosophy of Epidemiology, Medicine, and Public Health. B Ring 703, APK +27 (0) 11 559 4940	AOS: philosophy of medicine, philosophy of public health, metaphysics of science AOC: philosophy of mind, philosophy of science, philosophy of sport, philosophy of biology, biomedical ethics, philosophy of time

	Name	Specialisation
	<p><u>Prof. V Mitova</u> Professor B Ring 707, APK +27 (0) 11 559 3133</p>	<p>Specialisation: Epistemology, Metaethics, Philosophy of Action. Focus: Epistemic Injustice, Evidence, Reasons for Action and Belief, Epistemic Responsibility. Competence: Decolonising Knowledge, Philosophy of Race, Literature, Language, Mind.</p>
	<p>Mrs <u>Devon Bailey</u> Assistant Lecturer Bring 709, APK 011 559 2729</p>	<p>Feminist theory, aesthetics, African Philosophy, the Philosophy of Art and Dance, and the Philosophy of Mind.</p>
	<p><u>Ms Dimpho Takane Maponya</u> Assistant Lecturer B Ring 709, APK 011 559 2729</p>	<p>African Philosophy, Feminism, Gender and Sexuality, Decolonisation.</p>

	Name	Specialisation
	Dr A Singh Senior Lecturer and PG Coordinator B Ring 703A, APK +27 (0) 11 559 4940	Applied ethics, bioethics (transhumanism/human enhancement), population ethics (anti-natalism), environmental ethics, meaning in life; AOI: African philosophy (esp. metaphysics), Eastern philosophical approaches (esp. Indian), some Nietzsche.