

# GENERAL RULES FOR DEGREES, DIPLOMAS AND CERTIFICATES

The conditions under which the University grants degrees, diplomas and certificates are laid down in the Rhodes University Statute, the Higher Education Act (No 101, 1997) and these rules are framed in terms of Section 32 of the Higher Education Act (No 101, 1997).

## GENERAL RULES

### ADMISSION AND REGISTRATION

#### G.1

A candidate for a degree, diploma or certificate in any Faculty must comply with the conditions and meet the selection criteria set out in the University's admissions policy. The Council has the right to refuse admission to any student should it consider it to be in the interests of the University to do so.

#### G.2

Students are required, on admission, to register by signing the official registration form. Students must also pay the prescribed tuition fee. They must renew their registration and pay the prescribed fee annually as long as they continue to be students of the University; provided that students may be refused permission to renew their registration for any year of study if they fail to satisfy the prescribed minimum requirements of study. (See Rule G.7.)

#### G.3

Candidates for a degree in any Faculty must be registered as matriculated students of the University and for this purpose must be in possession of a National Senior Certificate (NSC) with endorsement for degree studies. In addition, applicants for admission may be required to have attained such minimum standard in a specified subject or subjects at the NSC or equivalent examination, or such other qualifications as may be prescribed.

#### G.4

The Senate may refuse to admit any student to a post-graduate course of study in any subject if the standard of proficiency which the student has previously attained is not, in the opinion of the Senate, sufficiently high.

#### G.5

Registered students of another higher education institution in the Republic who desire to be admitted to the University must produce a certificate, satisfactory to the Senate, as to their conduct at the other higher education institution.

#### G.6

6.1 Students may not be admitted to any course in any subject until their curricula have been approved by the Senate.

6.2 Such curricula may be modified only with the permission of the Senate.

*NB Students are responsible for ensuring that there are no timetable clashes in their proposed curriculae for each year of their registration. In selecting proposed majors, students should ensure that these subjects do not clash (including checking the timetable for subsequent years of these subjects).*

*In the rules which follow, unless otherwise specified or clear from the context, "course" means a course that extends over one academic year. Two half-courses or two semester courses are deemed to be equivalent to one course. "Qualifying courses" means courses accepted as credits towards a degree, diploma or certificate.*

#### G.7

The Senate may refuse students permission to renew registration in any Faculty if they are deemed to be unable to profit from further study, or if they have failed;

7.1 at the end of their first year of full-time attendance at this or any other university to complete two qualifying courses:

*and in the Faculties of Education and Humanities*

7.2 at the end of their second year of full-time attendance at this or any other university to complete four qualifying courses; or

7.3 at the end of their third year of full-time attendance at this or any other university to complete six qualifying courses, including two non- initial courses:

*and in the Faculty of Science*

7.4 at the end of their second year of full-time attendance at this or any other university to have obtained eight semester credits; or

7.5 at the end of their third year of full-time attendance at this or any other university to have obtained twelve semester credits, including those for two non-initial courses:

7.6 at the end of every Calendar year of study to have passed a minimum of half of the courses/semester credits for which they had been registered with the Dean's approval;

7.7 to complete the undergraduate degree within a period of five years;

*and in the Faculty of Commerce*

as full-time candidates for the BAcc, BBusSc, BCom or BEcon degrees;

7.8 at the end of their second year of full-time attendance at this or any other university to have obtained ten semester credits; or

7.9 at the end of their third year of full-time attendance at this or any other university to have obtained fourteen semester credits, including those for two non-initial courses;

7.10 at the end of every Calendar year of study to have passed a minimum of half of the courses/semester credits for which they had been registered with the Dean's approval;

7.11 to complete the undergraduate degree within a period of five years;

*and for students enrolled on the Commerce, Humanities or Science Extended Studies Programmes*

7.12 at the end of the first year of the extended programme, to have achieved an average of 60% in the courses read in order to qualify for entry into mainstream courses in the following year.

*and in the Faculty of Pharmacy*

7.13 in the year of entry into the second year of the BPharm curriculum at this or any other university to complete second year courses to the value of ten credit points, plus all courses of the first year curriculum;

7.14 in the subsequent years of full time attendance at this or any other university to complete courses to the value of ten credit points per year; or

*and in the Faculty of Law*

7.15 candidates will be excluded if they fail 75% or more of the courses for which they have been registered in that academic year, irrespective of the number of credits thus far obtained towards the degree, or if the candidates are unable to complete their degrees within two years of the minimum period of completion of their degrees.

### **G.8**

The Senate may, after the mid-year examinations in any year, cancel students' registrations for the remainder of that year, and may refuse students permission to renew registration in any Faculty if the students are unable to satisfy, by the end of the year, the minimum requirements of study prescribed by the Faculty in which they are registered, and if

they are not completing, will not be registered for more than one course in the semester following the mid-year examinations.

### **G.9**

Except with the special permission of the Senate, a student who has been excluded on account of failure to satisfy the minimum requirements of study prescribed for in one Faculty may not be admitted to any other Faculty of the University.

*NB Periods of attendance and examination results at another university are taken into account in the same manner as periods of attendance and examination results at this University.*

### **G.10**

A student may not be registered for more than one degree or diploma at the same time, or be registered as a student of another university, without the permission of the Senate.

## **ATTENDANCE AND WORK**

### **G.11**

A candidate for a degree or a diploma must attend the courses, perform the work and pass the examinations which are prescribed for that degree or diploma.

### **G.12**

Subject to any exceptions approved by the Senate, students are not deemed to have attended the University in any academic year or any semester unless they have attended for at least three-quarters of that year or that semester.

*For the purposes of these rules "academic year" and "semester" are defined in the University Calendar (Calendar page 26).*

### **G.13**

A candidate who is not a full-time student may be required to devote to the curriculum for a degree, diploma or certificate at least one year more than the normal period specified in these rules. The distribution of the courses in the curriculum of a part-time candidate is subject to the approval of the Dean of the Faculty concerned.

## **COMPLETION OF COURSES**

### **G.14**

Candidates for a degree, diploma or certificate must comply with all the requirements which Senate has approved for each subject taken by them for that degree, diploma or certificate.

### **G.15**

An undergraduate course in any subject consists of not less than sixty separate class meetings in any

year, and half-courses and semester courses consist of not less than thirty separate class meetings in any year.

**G.16**

Except as provided for in terms of Rules G.44 to G.48 or in terms of Faculty Rules, a candidate obtains credit for a course on meeting the requirements set for that course.

**G.17**

Except where otherwise provided in Faculty rules, or where in exceptional circumstances Senate waives this rule, students may not

**17.1** enter upon the work of the second or subsequent course in any subject unless they have obtained credit for the preceding course in the subject; or

**17.2** take examinations in more than one course in the same subject in a single semester.

**G.18**

Subject to any exceptions approved by the Senate, a student must have obtained a minimum number of credits in first year courses, as specified in Faculty Rules, before entering on the second course of any subject.

**ADMISSION TO EXAMINATIONS**

**G.19**

Subject to any exceptions approved by the Senate, a student may not be admitted to an examination in any course unless the Head of the Department concerned has certified that the student has satisfactorily attended the class meetings for the course under examination, and has satisfactorily performed the work of the class.

**19.1** Certification of attendance and performance under Rule G.19 (usually known as “the issue of Duly Performed (DP) certificates”) will be notified by Heads of Departments to the Registrar after the last class meeting for the course, and after the last class meeting of a Summer or Winter School.

**19.2** Students failing to present themselves at the June examinations in any non-semesterized course in which any examination is set, without a medical certificate or other reason acceptable to the Senate, shall not qualify for a DP certificate for that course. Exemption from this rule may be granted by the Senate to a department which applies therefore.

**19.3** In exceptional circumstances the Board of the Faculty, after consultation with the Head of the Department concerned, may reinstate a student’s previously withdrawn DP Certificate.

**19.4** The following exceptions to Rule G.19 have been approved by the Senate:

**19.4.1** DP certificates issued in another university may be accepted by the Board of the Faculty provided the Head of Department is satisfied that the standard and syllabus of the other university in the course concerned are equivalent to those of Rhodes University in that course;

**19.4.2** Candidates for the BA, BJourn, BCom, BEcon, BSc, BSc(InfSys) or BSocSc degree who have completed the final courses of their major subjects, have attended the university for three years, have not more than two subsidiary courses or four subsidiary semester courses outstanding for the degree, and have left the University, may write the examinations in such subsidiary courses without re-attaining DP certificates; provided that, where practical work is required, evidence must be submitted to the satisfaction of the Head of Department concerned that the candidate has received adequate practical training.

**G.20**

Subject to any exceptions approved by the Senate, certification in terms of Rule G.19 will be valid only for the examination of the year in which it is issued.

**20.1** The following exceptions to Rule G.20 have been approved by the Senate:

**20.1.1** A candidate granted a non-continuing pass may rewrite at a subsequent examination in order to obtain a continuing pass, provided that no special examination has to be set for the purpose. Students who have obtained a non-continuing pass in a course may enter for examination in that course without earning a new DP certificate, provided they already had a DP certificate.

**20.1.2** With the approval of the Board of the Faculty, the validity of the DP certificate of a student who is in attendance at the University may be extended by one year. In the Faculty of Commerce such extension will normally only be granted for subjects failed at the FI level and students would normally be required to write and perform satisfactorily in class tests and in the June examinations. An application for such an extension must normally be made within two weeks of the start of the course.

**20.1.3** In the case of students who do not return to the University in any year, the validity of their DP certificates for courses in which they failed or did not write the examination in the previous year may be extended by one year by the Dean of the Faculty after consultation with the Head of the Department

concerned. In the Faculty of Commerce such extensions will normally only be granted for subjects failed at the F1 level. Extension in terms of this rule will not be granted, however, to students who are refused readmission in terms of Rule G.7.

An application for such an extension must normally be made within two weeks of the start of the course.

**20.1.4** Candidates who have been granted either an aggregate pass or a non-continuing pass for any Legal Theory course may at any subsequent examination rewrite any part of the course that they had failed in order to obtain credit towards the LLB degree, provided that no special examination has to be set for the purpose. Such candidates must inform the Registrar of their intention to do so and need not register formally for the course. The coursework component will not be included in calculating the final result.

**G.21**

A student, before being admitted to an examination or degree, diploma or certificate shall pay such fees as may be prescribed in each case.

**G.22**

The Council may refuse to admit to an examination or to a degree, diploma or certificate a student who has failed to pay the required fees due to the University or to an affiliated institute.

**EXAMINERS**

**G.23**

An examination of the University qualifying in any subject for a degree, diploma or certificate shall be conducted by at least two examiners, of whom at least one shall be an examiner who has not been connected with the preparation of the students for that examination; provided that, in the case of an examination qualifying in a first or second year course, other than a final course for a degree, or any examination qualifying for a diploma or certificate, the Senate may waive the requirement that one of the examiners shall be a person who has not been connected with the preparation of the student for that examination; provided that if a student asks for a remark the script be examined by an examiner other than the original examiner

**23.1** Under Rule G.23 the University will appoint as one of the examiners for the examinations set out below a person who has not been connected with the preparation of the students for that examination, and who is not in receipt of any remuneration other than examiner's fees from the University or from an affiliated institute:

**23.1.1** All written examinations in final courses of degree and diploma subjects;

**23.1.2** Practical examinations in final courses of degree subjects where required by departments;

**23.1.3** All method courses for the PGCE;

**23.1.4** The written examinations for the final year of the Music Licentiate Diploma, and all instrumental, practical and oral examinations in the Department of Music and Musicology.

**G.24**

The Heads of the University Departments in which the subject under examination is taught shall, *ex officio*, act as examiners; provided that they may, with the permission of the Senate, delegate their examining duties to any member of the staff of their Departments.

**EXAMINATIONS**

**G.25**

The Senate shall be the final authority in deciding the result of an examination.

**G.26**

Subject to any exceptions approved by the Senate, the results of examinations for all courses shall be published under seven heads, four for successful candidates namely, class 1, class 2 (divisions A and B) and class 3, and three for unsuccessful candidates, namely, Failure 1, Failure 2 and Failure 3, in all cases in decreasing order of marks according to the marks obtained by the candidates.

**G.27**

The Senate may permit a student to have a re-count and re-check of all marks, calculations and transcriptions of marks in respect of the examination in any particular course, on payment of the prescribed fee, provided that applications for re-counts and re-checks are made by the date prescribed in **G.29**.

**G.28**

The Senate may permit students who are registered in the Faculties of Education, Humanities or Law to have their scripts re-examined on payment of the prescribed fee, provided that the application for the re-examination is made within three months of the date of the examination. (*Re-examination of scripts is not permitted in the Faculties of Commerce, Pharmacy or Science*).

**G.29**

Applications under Rules G.27 and G.28 in respect of the June or November examinations must reach the Registrar accompanied by the prescribed fee within three weeks of the release of results. In exceptional

circumstances Senate may permit relaxation of this rule.

**29.1** The fee under G.27 and under G.28 will be refunded if the re-examination effects a change to the students' advantage in the classification of their results.

**29.2** The result of the re-examination and/or re-count shall supersede the result of the original examination. Thus a student who applies for a re-examination may be awarded a lower mark and thereby forfeit any advantage (e.g. permission to write a supplementary examination) accruing from the original mark.

**29.3** Re-examination of scripts and/or re-count and re-check in supplementary examinations is not permitted.

**G.30**

Unless the contrary should appear from the context of these rules, an examination shall consist of such written, oral or other form of test as the Senate may prescribe in each case.

**G.31**

The examiners may require students to present themselves for *viva voce* questioning, in addition to the tests prescribed by the Senate under Rule G.30.

**G.32**

The results of an examination written in a subsequent year on an extended DP Certificate shall normally be calculated by taking into account the same component elements, and the same proportions, as those used for the examination for which the certificate was earned.

**G.33**

Students who obtain a non-continuing pass in the June or November examinations and who re-write in January/February will, if successful, receive an unclassified pass.

**G.34**

Students who obtain a non-continuing pass and who re-write the examination later than the January/February immediately after the award of the non-continuing pass, shall be placed in the class which reflects the final mark which has been achieved.

**G.35**

The final marks for students re-writing an examination in terms of G.33 and G.34 above will be calculated in accordance with Rule G.32.

**G.36**

Except as may otherwise be prescribed in these rules, ordinary examinations shall be held only at

the end of each semester; provided that the ordinary examinations for the degree of Bachelor with Honours in any subject may also be held before the beginning of the following academic year, as may be decided by the Senate; provided further that a part-time candidate for the degree of Bachelor with Honours may, on completion of two years as a registered candidate, and with the permission of the Senate, write a special examination before the beginning of the following academic year.

**36.1** Ordinary examinations will usually be held during June and November, save that examinations for the BEd(Hons) degree will be held in February.

**36.2** The Senate will permit the examinations for the Honours degree to be held before the beginning of the academic year only in exceptional circumstances.

**G.37**

The ordinary examinations may be extended by holding supplementary examinations in November and/or before the start of the next academic year.

**37.1** The results of the supplementary examinations shall be calculated by taking into account the same component elements as those used for the ordinary examinations.

**37.2** The conditions under which a candidate may be admitted to supplementary examinations shall be prescribed by the Senate.

**37.2.1** Except in circumstances provided for in this Rule or in Faculty Rules no supplementary examinations will be allowed in any second- or third-year courses.

**37.2.2** Candidates registered for first-year first-semester courses may write supplementary examinations in November if they fail the course in June but attain the required sub-minimum.

**37.2.3** Candidates in first-year courses may, on the recommendation of the relevant head of department after consulting examiners, be admitted to supplementary examinations in January/February in at most two courses (four semester-credits) in which they have failed in the ordinary examinations in November.

**37.2.4** In all cases, the number of supplementary examinations awarded and the conditions attached to the awards will be at the discretion of the Board of the Faculty in which the candidate is registered.

**37.2.5** Candidates who have passed all but one of the courses (or two semester-courses) prescribed for their degree and who have failed the examination in

such an outstanding course (or two semester-courses) may be admitted to a supplementary examination in that course (or two semester-courses), provided that, subject to any exceptions approved by the Senate, such course (or two semester-courses) is(are) not the final course(s) of a major subject. \*

In addition candidates in the Faculty of Humanities will be subject to the provisions of Rule H.3.3.

\* *Exceptions approved by the Senate are:*

*History 3, Legal Theory 3 and Politics and International Studies 3.*

**37.2.6** Candidates who have passed all but one of the courses prescribed for the BPharm degree and who have failed the examination in such an outstanding course, may be admitted to a supplementary examination in that course.

**37.3** Unless otherwise provided for in Faculty rules, candidates admitted to January/February supplementary examinations in terms of Rule G.37.2 above will, if successful, receive an unclassified pass.

**37.4** In all those subjects offered at a given level as a pair of semester-credit courses, where both credits are not obtained, an aggregate of at least 50% in the pair shall be deemed equivalent to credit in a 2-credit aggregate course for that subject.

**37.5** Students who do not obtain credit in both components, but who meet the requirements of an aggregated course, will have their academic transcripts amended to show that an aggregated continuing credit (ACR) or aggregated non-continuing credit (NCR) has been achieved in the appropriate subject, as the Department may allow.

**37.6** Credit will not be given for an aggregate course in addition to credit for one or more of its semester-credit components.

### **G.38**

Under exceptional circumstances, the Senate may admit a candidate to a special examination at any time, provided that:

**38.1** The provisions of these rules are otherwise complied with;

**38.2** The full cost of such examination is paid by the candidate.

## **AEGROTAT CASES**

### **G.39**

An aegrotat examination may be granted by the Senate to candidates who by reason of illness, duly attested by a medical certificate on the prescribed form, or who for other reason acceptable to Senate

have been unable to present themselves at an ordinary examination in any subject.

**39.1** Applications must be made within one week of the date of the examination missed.

**39.2** *Other reason* above would include the serious illness or death of a near relative at the actual time of the examination. In such a case evidence of the circumstances should be attached in support of the application.

*(Forms are obtainable at the Sanatorium and from the Student Bureau.)*

### **G.40**

Candidates who have been admitted to aegrotat examinations in terms of Rule G.39 but who are unable to write those examinations for similar reasons, may be permitted, if their previous work in that subject is deemed by the Senate to be satisfactory, to proceed to the next course in that subject and, on completing that course to be given credit for both courses. Alternatively the Senate may, subject to Rule G.39 above being complied with admit such candidates to subsequent aegrotat examinations. Such subsequent examinations, which may be in written or oral form are normally required to be held before the end of the following semester.

### **G.41**

In cases where a student has already completed part of an examination, the Dean of the Faculty will consult with the internal examiners and the Head of the Department concerned before deciding whether or not to approve the aegrotat examination. In such cases the Dean shall have the power -

**41.1.1** not to award an aegrotat; or ,

**41.1.2** to award an aegrotat in the whole examination, or

**41.1.3** to award an aegrotat in those parts which have not been completed.

**41.2** An aegrotat examination will not normally be granted to candidates who have entered the examination hall and seen any one of the papers or practicals of an examination and who subsequently report that they were ill at the time of the examination.

*(Candidates who are unwell should report immediately at the Sanatorium. If it is found on medical examination that they are unfit to write, the Sister-in-Charge will arrange for the necessary doctor's certificate to be obtained on the aegrotat application form, which should be submitted as soon as possible thereafter.)*

### **G.42**

An aegrotat examination will not be granted to a candidate who is unfit to write as a result of having taken drugs.

**G.43**

No application for aegrotat examinations will be considered unless DP certificates have been obtained in the courses concerned.

**EXEMPTIONS**

**G.44**

The Senate may accept, as part of the attendance of a student of the University qualifying for admission to a degree of Bachelor, periods of attendance as a registered matriculated student at another university or institution recognised by the Senate for the purpose, or accept examinations passed in any subject at such university or institution, or passed by an external student of the University of South Africa, or other examinations recognised by the Senate for the purpose, as granting exemption from examinations of the University in such subject.

**G.45**

Students exempted in terms of Rule G.44 shall not be admitted to the degree of Bachelor unless:

**45.1** they have attended approved courses at the University;

**45.1.1** in the case of the Faculties of Humanities, or of Science, or of Commerce, or of Pharmacy, for at least two academic years;

**45.1.2** in the case of the Faculty of Law for at least the final two years; and,

**45.1.3** in the case of the Faculty of Education for at least the final year;

**45.2** their periods of attendance at such recognised university or institution, and at the University, are together not less than the complete period ordinarily prescribed for the degree;

**45.3** they have passed such examinations of the University as the Senate may prescribe;

**45.4** they have paid such fees as the Council may prescribe;

**45.5** they have complied with any other requirements for the degree.

**G.46**

The following rules have been framed in respect of students who claim credit towards a degree of Rhodes University for subjects passed at another university -

**46.1** Credit for courses passed at another university subsequent to registration at Rhodes University is subject to approval by Senate; provided that:

**46.1.1** candidates for the BCom and BEcon degrees who have completed their major subjects may be granted credit for not more than three outstanding courses passed at other universities;

**46.2** Credit will not be given for more than half of the courses prescribed for the degree at Rhodes University;

**46.3** Candidates who have registered for a degree at Rhodes University for at least three years, who have completed at least one of their major subjects for the degree, and who leave the University, may be given credit for at most one final course of a major subject passed at another university, provided that the Head of the Department at Rhodes University is satisfied that the standard of the other university in the course concerned is equivalent to that of Rhodes University in that course;

**G.47**

Graduates in the Faculties of Humanities, Science, Commerce, or Pharmacy of the University who wish to proceed to a Bachelor's degree in another of these Faculties and who seek exemptions towards the degree in the second Faculty on the ground of having already passed in courses common to both Faculties are governed by these rules:

**47.1** Exemption may be given by the Senate in not more than half of the courses prescribed for the degree in the second Faculty.

**47.2** Exemption may be given only for first courses in any subject (the year in which such courses are required to be taken being immaterial), except in the case of three course subjects, in which exemption may be given for the first and second courses.

**47.3** Any course passed for a degree in one Faculty, for which exemption is not granted for the degree in the second Faculty, may not be taken again as a course for the degree in the second Faculty.

**47.4** The minimum period of attendance as a student in the second Faculty shall be two years.

**G.48**

In the case of a student holding the degree of Bachelor of Arts who wishes to proceed to the degree of Bachelor of Music or the degree of Bachelor of Fine Art the following rules apply:

**48.1** The Senate, on the recommendation of the Board of the Faculty of Humanities, may grant exemption from not more than two years' work towards the degree of Bachelor of Music to specially gifted or distinguished students who have obtained the BA degree with Music as a major subject.

**48.2** The Senate, on the recommendation of the Board of the Faculty of Humanities, may grant exemption

from not more than two years work towards the degree of Bachelor of Fine Art to specially gifted or distinguished students who have obtained the BA degree with Fine Art Studies as a major subject.

#### **AD EUNDEM GRADUM STUDENTS**

##### **G.49**

Persons who have graduated at another university, or who are able to give satisfactory evidence of their qualifications may be admitted as students to courses of special study and research at the University. Such persons may, on completion of such courses, be admitted to a degree of Master or Doctor; provided that they before being so admitted:

- 49.1 have paid such fees as may be prescribed;
- 49.2 have been registered as a student of the University for not less than two years;
- 49.3 have attended at the University such courses as may be prescribed;
- 49.4 have undertaken research upon a subject approved by the Senate;
- 49.5 have presented a satisfactory report, dissertation or thesis upon the research undertaken; and
- 49.6 have complied with such further conditions as may be prescribed by the Senate.

#### **DEGREE OF MASTER (ALL FACULTIES)**

##### **G.50**

Subject to the provisions of Rule G49 candidates shall not be admitted to the degree of Master in the Faculty of Humanities (except the degree of Master of Music and Master of Fine Art), or of Science, or of Commerce, until at least two years after admission to the degree of Bachelor or one year after admission to the degree of Bachelor with Honours in such Faculty, or, in the case of the degrees of Master of Education by thesis, Master of Fine Art, Master of Laws and Master of Music, until at least one year after admission to the degree of Bachelor. Special entry criteria for the degree of Master of Education by coursework and thesis are listed in the Faculty of Education Rules. Except with the permission of Senate a candidate for the degree of Master of Education by coursework and thesis will be allowed a maximum of three years' registration in which to fulfil all requirements for the degree.

**50.1** Candidates for Master's degrees should register at the beginning of the academic year. New applicants may register up to 1 May.

**50.2** Normally only students holding an honours degree will be accepted as candidates for the degrees of MA, MSc, MCom, or MSocSc. Students holding an ordinary degree will be accepted only in exceptional cases.

**50.3** Only students who have been admitted to the degree of Bachelor of Laws and who have attained a sufficiently high academic standard will be admitted as candidates for the degree of Master of Laws.

**50.4** Only students who have been admitted to the degree of Bachelor of Pharmacy and who have attained a sufficiently high academic standard will be admitted as candidates for the Master's degrees in the Faculty of Pharmacy.

**50.5** Candidates who have obtained the BPharm degree may not present their thesis for a Master's degree until at least 18 months after the date of registration for the MSc or MPharm degree.

##### **G.51**

No persons shall be admitted as candidates for the degree of Master unless they have obtained the approval of the Board of the Faculty, on the recommendation of the Head of the Department concerned.

##### **G.52**

Candidates for the degree shall be registered for and attend an approved course of study or research at the University for the period prescribed in Rule G.50: provided that the Senate may exempt candidates from such attendance or part thereof, and may instead require them to perform such work as it may prescribe during that period.

**52.1** When a candidate's subject of research has been approved, such approval will remain in force so long as the annual registration fee is paid.

##### **G.53**

The Faculty shall appoint a supervisor, or supervisors, to advise a candidate. At least one of the supervisors so appointed must be a member of staff. For the purpose of this Rule, members of associated institutes who are also members of a faculty of the University are regarded as members of staff. Candidates may be permitted to register in an associated Research Institute without requiring a co-supervisor in a related academic department, but the research proposal must be approved by the Dean after considering a recommendation from a member of a cognate department. At least one of the

supervisors for such candidates must be a member of the relevant Faculty Board.

**53.1** The Senate has decided that candidates for the degree of Master who are exempted from attendance under Rule G.52 will be required to report in person to their supervisors from time to time as directed by the latter, and that the time in which such a candidate may qualify for the award of the degree will be extended by one year (i.e. they must be registered candidates for the degree for at least two years); provided that Senate may waive the additional year in the case of candidates who are conducting full-time research under approved conditions.

**G.54**

Senate may, on the recommendation of the Board of the Faculty concerned, convert the registration of a candidate for the Master's degree by thesis to registration for the PhD degree if they consider that the work is of a standard normally expected of a doctoral student.

**G.55**

At least two months before the candidates present their theses, they shall give notice in writing to the Registrar of their intention to do so.

**55.1** Candidates must submit their theses not later than 15 December in the year preceding that in which they hope to graduate.

**G.56**

The Senate may prescribe the form in which a thesis shall be submitted, and the number of copies required.

**56.1** Such copies, when submitted, shall become the property of the University.

**56.2** The Senate requires that three suitably bound copies of the thesis be presented for examination. Additional copies may be required depending on the number of examiners. The Registrar will inform the student of the exact number of copies required.

**56.3** After the examination process has been completed, the candidate is required to submit two loose-leaf print copies and an electronic version of the final corrected thesis in PDF format for deposit in the University's digital repository, together with the Final Thesis Submission Form signed by the candidate and supervisor to the Registrar's Division. Candidates and supervisors who would like a digital holding period of between 1 and 2 years before deposit in the digital repository, or a full embargo on the print and e-versions of the thesis, must request this in the Final Thesis Submission Form. The

Library is responsible for binding the print copies of the thesis and offers assistance and training to post-graduate students for PDF conversion.

**G.57**

A thesis shall be accompanied by a declaration on the part of the candidates as to the extent to which it represents their own work. This declaration must be approved by the supervisor.

**G.58**

If, at the date of its presentation, the thesis has not been published in a manner satisfactory to the Senate, the University shall have the right to make copies of the thesis from time to time, for deposit in other universities or research libraries, and to make additional copies of it, in whole or in part from time to time, for the purposes of research. The University may, for any reason, either at the request of the candidate or on its own initiative, waive its rights.

**G.59**

Subject to any exceptions approved by the Senate, candidates may not present themselves for the examination for the degree more than twice in the same subject.

**59.1** An application to re-submit a thesis which has been rejected shall not be entertained, but the Senate may, on the advice of the examiners invite a candidate to re-submit a thesis in a revised or extended form.

**G.60**

The degree may be awarded with distinction.

**G.61**

In the case of a candidate for the degree of Master of Music, the word "thesis" includes a set of musical compositions in such form as may be prescribed by the Senate.

**DEGREE OF DOCTOR OF PHILOSOPHY (ALL FACULTIES)**

**G.62**

Subject to the provisions of Rule G.49 a candidate shall not be admitted to the degree of Doctor of Philosophy until at least three years after admission to the degree of Bachelor with Honours (in any Faculty), or of Bachelor of Laws, or of Bachelor of Education, or of Bachelor of Music, or until at least two years after admission to the degree of Master.

**G.63**

Candidates for the degree of Doctor of Philosophy in any Faculty shall be registered for and attend an approved course of special study or research at the

University for the period prescribed in Rule G.62; provided that the Senate may exempt candidates from such attendance or part thereof, and may instead require them to perform such work as it may prescribe during that period.

**63.1** Candidates for Doctor's degrees should register at the beginning of the academic year. New applicants may register up to 1 May.

**G.64**

Before registration, candidates for the degree shall obtain the approval of the Senate to the subject of special study or research which they propose to pursue.

**64.1** When a candidate's subject of research has been approved, such approval will remain in force so long as the annual registration fee is paid.

**G.65**

The Senate shall appoint a supervisor or supervisors to advise a candidate. At least one of the supervisors so appointed must be a member of staff. For the purposes of the Rule, members of associated institutes who are also members of a Faculty of the University are regarded as members of staff. Candidates may be permitted to register in an associated Research Institute without requiring a co-supervisor in a related academic department, but the research proposal must be approved by the Dean after considering a recommendation from a member of a cognate department. At least one of the supervisors for such candidates must be a member of the relevant Faculty Board.

**65.1** The candidate shall work in such association with the supervisor as the Senate may direct.

**G.66**

Candidates shall submit a thesis on the results of their study which shows evidence of originality and independent research.

**G.67**

At least two months before candidates present their theses, they shall give notice in writing to the Registrar of their intention to do so.

**67.1** Candidates must submit their theses not later than 15 December in the year preceding that in which they hope to graduate.

**G.68**

The Senate shall appoint at least three examiners for each thesis. In exceptional circumstances one examiner may be internal to the University.

**G.69**

The Senate may prescribe the form in which a

thesis shall be submitted, and the number of copies required.

**69.1** Such copies, when submitted, shall become the property of the University.

**69.2** The Senate requires that for a full thesis, four suitably bound copies of the thesis be presented for examination. Additional copies may be required depending on the number of examiners. The Registrar will inform the student of the exact number of copies needed.

**69.3** After the examination process has been completed, the candidate is required to submit two loose-leaf print copies and an electronic version of the final corrected thesis in PDF format for deposit in the University's digital repository, together with the Final Thesis Submission Form signed by the candidate and supervisor to the Registrar's Division. Candidates and supervisors who would like a digital holding period of between 1 and 2 years before deposit in the digital repository, or a full embargo on the print and e-versions of the thesis, must request this in the Final Thesis Submission Form. The Library is responsible for binding the print copies of the thesis and offers assistance and training to post-graduate students for PDF conversion.

**69.4** Every thesis must be accompanied by a double spaced typewritten abstract in English of not more than 350 words. In addition, if the thesis is in a language other than English, it must be accompanied by an abstract in the language of the thesis. No illustrative materials such as tables, graphs or charts should be included. The abstract must be approved by the supervisor of the thesis and will, in the case of successful doctoral candidates, be submitted to University Microfilms International for publication and distribution. The abstract must be bound together with the thesis and be placed immediately after the title page.

**G.70**

Candidates shall submit a declaration, satisfactory to the Senate, stating to what extent the thesis is their original work, and certifying that it has not been submitted for a degree at any other university.

**G.71**

If, at the date of the presentation, the thesis has not been published in a manner satisfactory to the Senate, the University shall have the right to make copies of the thesis from time to time, for deposit in other universities or research libraries, make additional copies of it, in whole or in part from time to time and distribute the content in whatever format it deems fit,

for the purposes of research. The University may, for any reason, either at the request of the candidate or on its own initiative, waive its rights. .

**G.72**

Candidates may be required by the Senate, if the examiners so recommend, to submit to a written or oral examination on the subject of their thesis and on the whole field of study which it covers.

**G.73**

An application to re-submit a thesis which has been rejected shall not be entertained, but the Senate may, on the advice of the examiners, invite a candidate to re-submit a thesis in a revised or extended form.

**G.74**

A thesis accepted by the University, and subsequently published in whatever form, shall bear the inscription: "Thesis approved for the degree of Doctor of Philosophy of Rhodes University", or "Thesis approved in partial fulfilment of Doctor of Philosophy of Rhodes University", as the case may be.

**G.75**

In the case of a candidate for the degree of Doctor of Philosophy in Music, the word "thesis" includes a set of musical compositions in such form as may be prescribed by the Senate.

**GENERAL RULES FOR HIGHER DEGREES**

**G.76**

Senate may suspend or cancel the registration of any candidates whose progress it considers to be unsatisfactory.

**76.1** If candidates have not completed their Master's degree within three years from first registration or their PhD degree within five years from first registration or six years if their PhD was upgraded from a Master's degree, their candidacy will lapse unless the Senate is satisfied that an extension is warranted.

**GUIDELINES FOR SENIOR DOCTORATES**

**G.77**

When applicants indicate their wish to submit work for a Senior Doctorate, the Board of the Faculty, on the recommendation of the Head of Department, supported by a full motivation, will consider recommending to Senate the acceptance of the work for examination.

**G.78**

If Senate approves the acceptance of work for a Senior Doctorate, the candidate must submit for the approval of the Senate, six copies of published work dealing with some subject falling within the scope of the studies represented in the University, or, in the case of the degree of Doctor of Music, a set of musical compositions, in such form as may be prescribed by the Senate. Normally the published work should be presented either conventionally bound, or in electronic form (in PDF format) on suitably indexed CD-ROM disks together with an explanatory synopsis. Such work shall constitute a distinguished contribution to the advancement of knowledge in that field.

**78.1** Copies so submitted shall become the property of the University.

**G.79**

The Senate shall appoint at least three examiners for each candidate. In exceptional circumstances one examiner may be internal to the University.

**G.80**

Every work submitted for the degree must be accompanied by a declaration on the part of the candidate, satisfactory to the Senate, to the effect that it has not been submitted for a degree at any other university.

*Candidates for a Senior Doctorate should communicate with the Registrar, in the first instance.*

**BREACHES OF RULES**

**G.81**

Subject to the provisions of the Higher Education Act and the Rhodes University Statute, the Senate may *ex post facto* condone any breach of the rules governing a curriculum, if it is satisfied that:

- 81.1** the students concerned are not themselves responsible for the breach of rules;
- 81.2** if the breach is not condoned the students concerned would be put to undue hardship; and
- 81.3** the rule broken is not of fundamental importance.