

# A GUIDE FOR MASTERS & DOCTORAL STUDENTS AT RHODES UNIVERSITY

HIGHER  
DEGREES  
GUIDE

2016



**RHODES UNIVERSITY**

*Where leaders learn*

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## 1

# PREFACE

The purpose of this *Higher Degrees Guide* is to provide a ready reference for Masters and Doctoral candidates and their supervisors and also provide useful information for Honours students. It contains material which is essential reading for postgraduate candidates, as well as, it is hoped, much other useful information. Importantly, the guide sets out the procedures which must be followed by postgraduate candidates in that it brings together the University rules, the requirements of the Committee of Assessors and various Senate requirements (such as the guidelines for the supervision of higher degrees). Although it is anticipated that this guide will prove to be a sufficiently comprehensive guide to the procedures and rules for higher degrees to meet the needs of candidates and supervisors alike, it must be emphasised that the Senate itself remains the authority on all questions relating to the rules as set out in the University Calendar.

This is a *guide* to higher degree study. It does not purport to cover every aspect of the process of earning a degree. For instance, the professional relationship between a candidate and a supervisor cannot be adequately characterised in a guide such as this. Many candidates come to appreciate their supervisors as mentors and it is not uncommon to find candidates maintaining contact with their supervisors throughout their careers. Furthermore, this makes no attempt to deal in depth with the actual process of writing a thesis. Since the requirements of different disciplines are varied and there are numerous guides to style and thesis writing unique to each Faculty, it is impossible to cover such material in this guide.

This guide has been revised and expanded a number of times since the first edition, then called *A Brief Guide for Thesis Writers*, was compiled by Reuben Musiker (Deputy Librarian 1961-1972) in 1970. Various revised editions appeared since under the auspices of the Research Office. Changes in supervision policy, procedures for the submission of theses and examination of Masters and Doctoral theses, research ethical requirements and updates from the Registrar's office have led to the need for a further revision. This guide includes much of the material contained in the previous editions (often importing whole passages and sections verbatim) and is thus heavily indebted to the work of Musiker, Brown, Scott, Fourie and others.

The Editor is grateful for the comments and material supplied by colleagues, particularly the Registrar and his Division, the Deans of Faculties, the Research Office, and others. Comments or suggestions for the improvement of this *Guide* are welcome.

An online version of this guide can be found at: <http://www.ru.ac.za/postgraduategateway/>

Editor: Lynette Louw Professor in Management, Commerce Faculty

**Dr Peter Clayton**

Deputy Vice-Chancellor: Research & Development

## 2

# HIGHER DEGREE STUDIES

## 2.1 Higher Degrees at Rhodes University

Depending upon their current qualifications, candidates may register for an appropriate *Masters* degree (which may require the completion of course-work, or a thesis, or both), the degree of *Doctor of Philosophy* (PhD), *Pharmacy D* or a *Senior Doctorate* (e.g. *Doctor of Science*, “DSc”). The PhD degree is normally obtained by means of research work and the subsequent presentation of a thesis. Senior Doctorates are awarded to scholars of international stature whose published works constitute a distinguished contribution to the advancement of knowledge in their field. Variations to the PhD degree are indicated below:

A PhD candidate in Music and Musicology is required to submit either a thesis or a set of compositions. Where compositions are submitted, they must consist of three original compositions and the candidate must also submit an explanatory statement referring to any important aspects of the scores including, in particular, a description of the form or forms employed and of any contrapuntal, harmonic and orchestrational devices used.

A PhD in Psychotherapy is a course-work programme in two parts. The first part consists of four written papers and a case study, the second of a thesis.

## 2.2 *Ad eundem gradum* candidates

Where a candidate has extensive experience and/or is judged to have considerable potential as a researcher, but lacks the formal qualifications normally required for registration for a Masters degree, admission to a research programme as an *ad eundem gradum*<sup>1</sup> candidate may be possible. *Ad eundem gradum* students should submit a full motivation for their admission with supporting documentation to the Head of Department. The application should normally be submitted for consideration to the Higher Degrees Committee of all Faculties and to the Dean in the Faculty of Science. The supervisor and the Head of the Department (HOD) will ultimately advise the candidate, on the basis of the progress made, whether the work should be submitted for a Masters degree or a Doctorate. Such a recommendation is subject to the approval of Senate and it should be noted that *ad eundem gradum* students are initially registered for a Masters degree. Guidelines for the admission of *ad eundem gradum* students is provided in Appendix A (G.49).

## 2.3 Criteria for the award of a higher degree by thesis

Senate has set the following guidelines for the award of higher degrees by thesis.

### 2.3.1 A thesis for the degree of Master

The primary purposes of Masters Degree<sup>2</sup> are to educate and train researchers who can contribute to the development of knowledge at an advanced level, or prepare graduates for advanced and specialised professional employment. A Masters Degree must have a significant research component.

1 “To the same level”.

2 Higher Education Qualifications Sub-Framework. 2013. Notice No. 549, Government Gazette No. 36721. 2 August, Pp. 36-39.

A thesis for the degree of Master must show that the candidate:

- a) is sufficiently acquainted with the appropriate methods and techniques of research;
- b) is sufficiently acquainted with the relevant literature;
- c) has both satisfactorily understood the nature of the problem or topic and assessed the significance of the findings; and
- d) has satisfactorily presented the results of independent research for the award of the degree in a manner which is satisfactory as to literary style and presentation, and free from grammatical and typographical errors.

Furthermore, a thesis for the degree of Master must show that the candidate is able to:

- a) deal with complex issues both systematically and creatively;
- b) make sound judgements using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences;
- c) demonstrate self-direction and originality in tackling and solving problems;
- d) act autonomously in planning and implementing tasks at a professional or equivalent level; and
- e) continue to advance their knowledge, understanding and skills.

When the award of the degree *with distinction* is under consideration, examiners are asked to look for evidence of real methodological and conceptual skills, clarity of exposition and development of argument, sound judgement, originality of approach, and some contribution to knowledge, and require that the thesis should reflect literary skills appropriate to the subject.

### 2.3.2 A thesis for the degree of Doctor of Philosophy

A Doctoral Degree<sup>3</sup> requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. Course work may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. This degree requires a minimum of two years' full-time study, usually after completing a Masters Degree. A graduate must be able to supervise and evaluate the research of others in the area of specialisation concerned.

A thesis for the degree of Doctor of Philosophy must show that the candidate:

- (a) is sufficiently acquainted with the appropriate methods of research;
- (b) is sufficiently acquainted with the relevant literature;
- (c) has satisfactorily presented the results of independent research for the award of the degree;
- (d) has made a substantial and original contribution to knowledge in the discipline, the substance of which is worthy of publication in a scholarly journal or book. (A Doctoral thesis differs from a Masters thesis particularly in respect to this point).

In addition, the thesis must be satisfactory as to literary style and presentation. A PhD thesis cannot be merely a collection of published papers. Where published papers and other materials are included in the thesis there should be integrating material of a nature that ensures that one coherent document is submitted for examination that meets all the requirements of the PhD as stated above.

There are some variations on the above as indicated in Section 2.1.

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3 Higher Education Qualifications Sub-Framework. 2013. Notice No. 549, Government Gazette No. 36721. 2 August, Pp. 40-41

## 3

# THE HIGHER DEGREE PROGRAMME

There are a number of steps leading to the attainment of a higher degree.

## 3.1 Requirements for admission

### 3.1.1 Masters degrees

The minimum admission requirement is a relevant Bachelor Honours Degree in a relevant subject or a satisfactory pass in a four-year degree such as BPharm, BFineArt, etc. A “professional” Bachelors Degree with a minimum of 96 credits at level 8 or a Postgraduate Diploma may also be recognised as meeting the minimum entry requirement to a cognate Masters Degree programme. The requirements for candidates for a higher degree in Law are provided in the footnote<sup>4</sup>. Candidates are required to verify the minimum admission requirements to the Department in which they will be applying by consulting the website of the respective department.

A Masters Degree may be earned in either of two ways: (1) by completing a single advanced research project, culminating in the production and acceptance of a thesis or dissertation, or (2) by successfully completing a course work programme requiring a high level of theoretical engagement and intellectual independence and a research project, culminating in the acceptance of a dissertation. In the latter case, a minimum of 60 credits at NQF level 9 must be devoted to conducting and reporting research. In the case of a course work professional masters degree the research or technical project component comprises at least a quarter of the total credits at the NQF level 9<sup>5</sup>.

*Ad eundem gradum* students should submit a full motivation for their admission with supporting documentation to the Head of Department. Please refer to the policy on the recognition of prior learning for more details, available at <https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/RPL%20POLICY%202007.pdf>

### 3.1.2 Doctoral degrees

A candidate wishing to apply for admission to a PhD programme must have: (i) a recognised Masters degree, or (ii) a recognised Honours, or a four-year Bachelor's degree plus at least one year's registration for an approved Masters degree, or (iii) a recognised three-year Bachelor's degree plus at least two years' registration for an approved Masters degree, or (iv) in special

4 Candidates for the higher degree in Law normally have obtained at least 65% aggregate for their final year of LLB. The Law Higher Degrees Committee may deviate from the aggregate requirement in appropriate cases. If applicants do not qualify on aggregate, then the Committee may request the candidate to be interviewed. An LLB dissertation (research essay) may be indicative of a student's capability to do research since the Faculty currently only offers the LLM by thesis. Admission to postgraduate study in Law is furthermore dependent on supervision capacity. See Rule L.16

5 Higher Education Qualifications Sub-Framework. 2013. Notice No. 549, Government Gazette No. 36721. 2 August, Pp.36 & 38.

circumstances, at the discretion of Senate, an approved Bachelor's degree or qualification recognised by the Senate as equivalent.

In practice, most PhD candidates have a Masters degree. However, Senate may, on the recommendation of the Faculty concerned, convert the registration of a candidate for the Masters degree to registration for a PhD degree. Such conversions require the Head of Department and supervisor to be satisfied that the student's completed work is of a standard normally expected of a doctoral student, that the student is capable of completing a doctoral degree and that the project is of a level and scope expected of a PhD study. Applications for conversion should normally be submitted for consideration to the Higher Degrees Committee of all Faculties and, in the Faculty of Science, to a Committee of Assessors chaired by the Dean of Science, between 12 to 18 months after first registration for the Masters degree. **Please note:** The relevant Higher Degrees Committee and Committee of Assessors, in the Faculty of Science, should be consulted for information on specific rules and criteria that may apply to upgrades in that Faculty.

## 3.2 Registration

### 3.2.1 Registration

Candidates for a higher degree should apply for admission to the University towards the end of the academic year before the one in which they intend to register for the first time. Applications are made through the Registrar's Office. The online application form for Masters and Doctoral degrees (Appendix B) can be accessed at <http://www.ru.ac.za/postgraduategateway/>

The closing date for applications is 1 May of each year. Candidates who miss the closing date of 1 May, are deemed to have the next academic year as their year of first registration for the qualification even if they begin their research immediately. Registration between 1 May and before 15 September in the current year would require special permission from the Registrar. A pro-rata amount of the annual fee will be charged for those students registering after 1 May. Students whose applications are finalised after 15 September will only be permitted to register in the following year.

Applications must be supported by the candidate's full academic record and certified copies of all degree certificates. Academic records usually come in the form of an "academic transcript", listing the courses and degrees which you have completed, and the marks obtained. To facilitate the process of producing high quality research, applicants are encouraged to engage with prospective supervisors in discussion before the application forms are completed and submitted. In particular, the topic of research must be clearly defined. Students should also consult the relevant Departmental website to ascertain whether additional submissions are required such as the submission of a preliminary proposal prior to or with the formal application forms. Applicants in the Faculty of Pharmacy should take note of the procedure in the footnote<sup>6</sup>.

Applicants must submit an application form and supporting documentation to the Registrar's office, who in turn, will send the application form and supporting documents to the Head of Department and the Dean for consideration. In the case of an on-line application, the application form and supporting documentation will automatically be sent to the Registrar's office and to the Head of Department for their recommendation to the Dean. If the Head of Department or the relevant Dean is not prepared to accept the applicant, the Registrar will be informed and asked to convey this decision to the applicant. If the Head of Department and Dean are satisfied that the applicant is a suitable candidate for higher degree study, that the proposed research topic

<sup>6</sup> Candidates in the Faculty of Pharmacy should consult the Dean and the Faculty research brochure for further details concerning application and acceptance for higher degrees



is viable, and that the Department can provide adequate supervision and facilities, the application will be recommended for approval. The appropriate Faculty Board, in the case of a Masters degree, or the appropriate Faculty Board and Senate, in the case of a Doctoral degree must then approve the candidate's registration and the proposed research topic, and appoint a supervisor(s). The candidate will then be registered for a higher degree. The Registrar will inform the candidate that he or she has been accepted for the degree. Students registering for the first time for postgraduate studies and their supervisors must sign a statement, provided on the application for Masters and Doctoral degrees form, to the effect that they agree and will abide by the principles and rules of the Higher Degrees Guide. Students seeking to undertake postgraduate studies in the Faculties of Science and Pharmacy are expected to have discussed a research project and have the support of a supervisor at Rhodes. As such, an application for postgraduate studies in Science and Pharmacy will be approved and signed by the supervisor and the Head of Department before it is sent to the Dean. The supervisor in these Faculties needs to complete the "prospective supervisor's form", which refers to pages 6 and 7 in the Masters and Doctoral application form as shown in Appendix B.

All full-time, in attendance postgraduate candidates shall normally report in person to their Department on or before 15 February each year.

### 3.2.2 Retrospective registration

Except by permission of Senate, retrospective registration for a higher degree will not be allowed. Senate will only entertain an application for retrospective registration in exceptional circumstances.

### 3.2.3 Commencement of studies

Once candidates have been registered they may commence their studies. Normally this takes effect from the start of a calendar year, but new candidates may start later (if after May, a pro rata amount of the annual fee will be charged). Candidates in the Faculties of Humanities, Commerce and Education are required to submit research proposals within the first year of study, preferably within three to six months of registration for consideration by the relevant Faculty Higher Degrees Committee which recommends acceptance or otherwise to the relevant Faculty Board. Supervisors must attend the Higher Degrees Committee whenever a proposal of one of their students is evaluated.

Candidates who have been registered provisionally in the Faculty of Law for LLM or PhD degrees must submit detailed proposals. The proposals will be scrutinised and approved by the prospective supervisors. Supervisors may require candidates to redraft their proposals until the requisite detail and depth have been required. Candidates are then required to submit research proposals, as soon as possible, within the first six months after registration (LLM) or year (PhD) for consideration by the Law Faculty Higher Degrees Committee which will recommend acceptance or otherwise to the Faculty Board. Supervisors must attend the Higher Degrees Committee whenever a proposal of one of their students is evaluated. Candidates registering in the Faculty of Pharmacy should refer to the Faculty specific requirements.

The Faculty of Science does not have a Higher Degrees Committee. Candidates registering in the Faculty of Science are however required to submit their research proposals to their supervisors for approval within three to six months of registration. In addition, candidates are usually required to present this research proposal in the form of a formal departmental seminar.

### 3.2.4 Re-registration

All higher degree candidates are required to re-register each year, before 15 February, until the completion of the degree. Normally candidates who are 'not in attendance' would complete the re-registration form (Appendix C), available online at: <http://www.ru.ac.za/postgraduategateway/>

before the 15th February each year. Normally 'in attendance' candidates would register in person at the Student Bureau. Failure to re-register before 15 February in a given year will result in the cancellation of registration and such a defaulter may be required to re-apply for admission as a candidate for the degree *ab initio*.

Candidates who require a student card each year should request these from the Student Bureau. Proof of identity will be required at the time.

In terms of the University policy on supervisory practice (section 3.4) candidates are required to submit an annual progress report on a standard form (Appendix D), available online at: <http://www.ru.ac.za/postgraduategateway/>, to the Registrar by the 15th February each year detailing progress in their research. The report is required each year and at the end of the supervisory process. Failure to submit the report by 15 February will lead to a late registration that will incur a late registration penalty. The report will be considered by the Dean of the relevant Faculty who will bring any problems to the attention of the supervisor/Head of Department/Research Office as appropriate. *Where the Dean is a supervisor the relevant report will be submitted to the DVC for consideration.*

### 3.2.5 Suspension of registration

Should there be *bona fide* reasons for a break in registration for higher degree research; a candidate may apply for a suspension of registration. Registration may only be suspended under exceptional circumstances, and is rarely done retrospectively. An application must be made to the Head of Department and is subject to the HOD's recommendation, that of the Dean, and the approval of the Faculty Board, and the Senate in the case of a PhD. Any obligation to sponsors should be taken into account when considering suspension of registration. Candidates wishing to discontinue or suspend their registration must give notice in writing to the Registrar before 15 February. Suspension of registration can be applied for, for one year, in the first instance, by completing the application form (Appendix E) available at <http://www.ru.ac.za/postgraduategateway/>

### 3.2.6 Minimum period of registration for a higher degree

The minimum period that a candidate may be registered for a Masters degree is set out in Rules G.50 and G.53: a full-time Masters candidate may obtain the degree one year after being awarded an Honours degree or a four-year degree such as the BPharm. Part-time Masters candidates must be registered for two years before they can graduate.

The minimum period for which a candidate may be registered for the PhD degree is set out in Rule G.62: this is three years if the candidate holds an Honours degree (or a LLB or BMus), or two years if the candidate holds a Masters degree.

It should be noted, however, that the required registration period does not include any period of suspension of registration. The Registrar will inform each higher degree candidate, on request, of the earliest date at which the candidate may graduate.

### 3.2.7 Maximum period of registration for a higher degree

In terms of Rule G.76.1, candidates are expected to have completed a Masters degree within three years from first registration and a PhD within five years from first registration or six years if their PhD was upgraded from a Masters degree. Given these timelines, Senate may suspend or cancel the registration of a candidate if they are not satisfied that an extension is warranted. Consequently, candidates should apply to Senate for the extension of their registration period. It is thus important that milestones should be agreed on and progress monitored by the supervisor.

### 3.3 The formal research proposal

A research proposal should be typed in one-and-a-half spacing on A4 paper and in 12-point font size. All proposals should be presented with a front page indicating the following:

- (a) Name of the candidate and the student number.
- (b) The degree for which the proposal is being submitted.
- (c) The Department in which the candidate will be carrying out the research and the subject or specific field in which research is to be carried out, unless this is implied by the name of the Department.
- (d) The title of the thesis or the field of research.
- (e) The type of thesis (whether a full thesis or thesis in partial fulfilment of the requirements for the degree).
- (f) The name(s) of the supervisor(s).
- (g) The estimated date of submission.

The length and format of the proposal differs between Faculties and postgraduate candidates should consult their Faculty guidelines.

#### 3.3.1 Submission of the research proposal to Faculty Higher Degrees Committees

In the Faculties of Humanities, Commerce, Education, Pharmacy and Law a research proposal is considered initially by the Higher Degrees Committee (HDC) of the Faculty, and then recommended for approval by the relevant Faculty Board (for Masters degrees) and Senate (for a PhD). Before submission to the Faculty HDC, candidates must obtain the endorsed recommendation and/or approval of their research proposal from the supervisor (s) and the Head of the relevant Department (or Departmental HDC) and consult the Rhodes University Ethical Standards website at <http://www.ru.ac.za/research/research/ethics> on when and how ethical clearance should be obtained.

#### 3.3.2 Dispute resolution mechanism in respect of proposal submission to Faculty Higher Degrees Committee

The oversight role of the Faculties of Humanities, Commerce, Education, Pharmacy and Law HDC is to make recommendations to the relevant Faculty Boards regarding students' intended research. This role is intended to protect the integrity of the research project and university's academic reputation.

As indicated in the previous section, prior to the submission of a proposal for consideration by the Faculty HDC, the candidate must obtain approval for the proposal from his or her supervisor(s) and the Head of the relevant Department (or Departmental HDC). In the event where the supervisor(s) and/or Head of the relevant Department or departmental HDC refuse to endorse the student's research proposal for submission to the Faculty HDC, the student and/or his or her supervisor, may approach the Dean of the Faculty with a request to place the proposal before the Faculty HDC for its consideration. Upon receiving such a request, the Dean of the Faculty must consult with the Head of the relevant Department and the supervisor(s) as to the reason for not endorsing the proposal and attempt to facilitate an agreement between the parties to the process to be followed in respect of the proposal. The Dean may involve the Director of Postgraduate Studies in the mediation process. In the event where the Dean is unable to facilitate a mutually acceptable process agreement between the parties within two weeks of receiving the request, the Dean may place the proposal before the Faculty HDC for consideration at its next meeting.

#### 3.3.3 Referencing Websites

Candidates who make use of resources on the Internet must cite the bibliographic reference

along with the URL or website address and the date the item was accessed. Candidates should keep in mind that should they be required to provide evidence of any content taken from the internet they would have to do so for a period of five years after submission of the thesis. In the case of clinical research and health related research the period is at least 15 years. It is thus recommended that candidates immediately save a screen-shot of the website onto a word document or a print PDF copy of website at the time of access for storage for the required period.

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In the case of online articles, candidates should reference the “permanent link” or DOI which is visible on the screen at the time of access as this is a reliable link back to the article

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### 3.3.4 Research Ethics

The Rhodes University Ethical Standards Committee is registered with the National Health Research Ethics Council (Registration Number REC-241114-045) and permitted to review research proposals according to the National Health Act No. 61 of 2003. This Committee shall ensure that all research activities involving humans or animals are performed responsibly and meet the highest ethical standards. As such any research in which humans or animals are involved must have prior clearance from either the Rhodes University Ethical Standards Committee or the Rhodes University Animal Ethics Committee. Candidates must access the Rhodes University Ethical Standards website at <http://www.ru.ac.za/research/research/ethics> on when and how ethical clearance should be obtained.

Two important aspects should be noted:

- a) Data may not be collected prior to the approval from the respective Ethics Committees.
- b) Data for non-clinical and non-public health research projects should be kept for a period of no less than 5 years or at least 2 years post-publication, otherwise this is 15 years post publication.

## 3.4 Supervision

Senate appoints at least one, and occasionally more than one supervisor, for each post graduate candidate. If more than one supervisor is appointed, one of the supervisors will be designated as the principal supervisor. Because approaches to supervision differ from Department to Department and from individual to individual, candidates and their supervisors should discuss the question of supervision early on in the project. Senate has, however, set out the University's general policy in matters relating to the supervision of postgraduate candidates which can be found at: <http://www.ru.ac.za/postgraduategateway/> These guidelines may be supplemented by more detailed guidance issued by individual Faculties or Departments.

Sections 3.4.1 and 3.4.2 also provide guidelines of the general responsibilities expected of supervisors and candidates respectively.

**Please note:** In terms of the University policy of supervisory practice records of the supervisory process should be kept, for example by having minutes of meetings, entries into a diary, email communication, feedback on the candidate's written work.

### 3.4.1 The responsibilities of the supervisor

Before the project begins it is the responsibility of the supervisor:

- a) to discuss with the candidate the responsibilities of supervisor and candidate as set out in this document;
- b) to become familiar with the administrative regulations pertaining to Higher Degrees and with the *Higher Degrees Guide* and to direct the candidate accordingly;

- c) to become acquainted with support services available at the University such as the library and to ensure that the candidate is aware of such services and makes use of them where appropriate;
- d) to choose candidates carefully with regard to the abilities of the candidate, the facilities and expertise available in the Department, and with a realistic assessment of the time which the supervisor will be able to devote to the supervision of the project;
- e) to assist the candidate where possible to obtain financial support for the research project;
- f) to inform the candidate of any areas in which the supervision may be lacking in the expertise necessary for proper supervision and to recommend co-supervision where appropriate;
- g) to inform the candidate, before the research begins, of any known risks involved in the project, e.g. possible unavailability of data;
- h) where appropriate, to clearly indicate to candidates what may be expected of them in terms of field trips, use of hazardous chemicals, etc.
- i) where appropriate, to indicate to candidates that they may be required to sign confidentiality agreements; and
- j) to bring to the candidate's attention the implications of plagiarism and refer candidates to the Common Faculty Policy and Procedures on Plagiarism, which is available at the following link: <http://www.ru.ac.za/postgraduategateway/>

During the course of the project it is the responsibility of the supervisor:

- a) to negotiate with the candidate mutually acceptable arrangements regarding the sequence of tasks to be undertaken, target dates, submission of work for scrutiny and to set up a schedule of meetings between supervisor and candidate;
- b) to give guidance in the formulation of the research proposal, to ensure that the candidate is conversant with the relevant research methods and techniques and, where necessary, to help the candidate to acquire the relevant research skills;
- c) to ensure that the research conducted by the candidate complies with commonly accepted ethical standards for research in the discipline;
- d) to be available for guidance and discussion and to be prompt and comprehensive in response to stages of work completed, in accordance with mutually agreed arrangements in terms of (a) above;
- e) to motivate and encourage the candidate and to endeavour to maintain a positive attitude to the research and the candidate;
- f) to alert the candidate to the academic requirements, the standard of language required, and any special conventions necessary in the presentation of a thesis;
- g) to ensure at all times that the candidate is aware of inadequate or sub-standard work in order to avoid misdirection and wasted effort. This responsibility would include alerting the candidate to substandard linguistic ability;
- h) to advise on the organisation and style of the thesis, alerting the candidate to issues of academic integrity and plagiarism. The responsibility of the supervisor does not extend to the correcting of grammar, spelling and punctuation throughout the thesis;
- i) to provide the opportunity for the candidate's work to be critically assessed by others with expertise in the field of study (for example, the research proposal should be presented, in seminar form, to the candidate's peers and interested academic staff and the supervisor should encourage the candidate to present papers at conferences and, where appropriate, to submit articles to relevant journals while their work is in progress);
- j) to bring cases of conflict between the supervisor and the candidate to the attention of the Head of Department or, where the supervisor is the Head of Department, to the Dean of the Faculty;

- k) to keep accurate records of the supervision process. The method(s) of recording this process should be arrived at by mutual consent;
- l) to remind the candidate to submit an annual progress report to the Registrar;
- m) to ensure, as far as the supervisor is able, that the thesis will meet the standards likely to be required by the external examiners.

At the conclusion of the project it is the responsibility of the supervisor:

- a) to impress on the candidate the need to check drafts of the thesis for possible errors and instances of possible plagiarism before the thesis is copied and bound. Candidates are encouraged to use text-matching software provided by the university in order to avoid inadvertent instances of plagiarism. (Poorly presented work reflects adversely on the candidate, the supervisor, the Department and the University);
- b) to approve the abstract of the thesis in terms of Rule G.69.4.;
- c) to nominate external examiners. The nomination is approved by the Dean of the Faculty and serve at Faculty Board meetings.
- d) to submit a report if required to the Registrar on the manner in which the research was conducted. In cases where the supervisor does not approve the submission of the thesis, the supervisor is required to submit a report;
- e) in the case of Doctoral candidates, to decide whether it is necessary to make any additional statement on the project or candidate to the Committee of Assessors (Where ongoing interaction is known to have occurred between the candidate and an external examiner nominated by the supervisor, this must be reported to the COA);
- f) to act critically as an internal examiner, when required (this will be required only under exceptional circumstances);
- g) to take careful note of the reports of external examiners so that future research and supervision can be improved.

#### 3.4.2 The responsibilities of the candidate

Before the project begins it is the responsibility of the candidate:

- a) to be fully informed about the degree requirements and procedures at Rhodes University;
- b) to discuss with the supervisor the responsibilities of supervisor and candidate as set out in this document;
- c) to prepare thoroughly for the research project;
- d) to ensure that the proposed research project will not duplicate previous research;
- e) to arrange financial support for the project, where appropriate, and pay the required admission and registration fees;
- f) to make the necessary plans around personal, work and financial responsibilities to enable smooth progress;
- g) to be satisfied that the supervisor is capable of performing the supervision at the required level;
- h) to suggest to the supervisor that a co-supervisor be appointed where the candidate deems it necessary;
- i) to sign confidentiality agreements where appropriate to the project concerned; and
- j) to be fully informed about the Common Faculty Policy and Procedures on Plagiarism.

During the course of the project it is the responsibility of the candidate:

- a) to maintain a professional attitude to, and relationship with, the supervisor(s), sponsors and any other members of the research group;
- b) to negotiate with the supervisor mutually acceptable arrangements regarding the sequence



of tasks to be undertaken, target dates, submission of work for scrutiny and the schedule of meetings between supervisor and candidate;

- c) to not expect the supervisor to be available without an appointment or prior arrangement;
- d) to be fully prepared for such supervisory meeting (e.g. leaving or emailing written material such as thesis chapters with the supervisor well in advance of meetings to discuss such material);
- e) to take the initiative in making and maintaining contact with the supervisor and in bringing to the supervisor's attention any research related problems which the candidate may be experiencing;
- f) to make positive suggestions to the supervisor about the next stage of the work;
- g) to become familiar with the relevant literature in the field;
- h) to be aware that while the responsibility for the research rests ultimately with the candidate who must ensure that there is conformity with the University regulations, the advice of the supervisor concerning ethical issues within the research design and procedure, and the use of special apparatus and materials, should not be ignored;
- i) to record and report observations honestly and to examine experimental approaches critically;
- j) to acknowledge accurately all sources of information used and assistance received and to ensure that all material complies with the Common Faculty Policy and Procedures on Plagiarism (see (d) below);
- k) to consult with the Head of Department if the candidate has a complaint about the adequacy of supervision or about any other matters affecting research (where the supervisor is the Head of Department, the candidate should consult with the Dean of Faculty);
- l) to keep accurate records of the supervisory process by a method arrived at by the mutual consent with the principal supervisor;
- m) to submit an annual progress report to the Registrar; and
- n) to register timeously every year and to pay the fees on time.

**At the conclusion of the project it is the responsibility of the candidate:**

- a) to follow the procedures laid down for preparation, submission and examination of the thesis;
- b) to take responsibility for stylistic presentation of the thesis, including grammar, spelling and punctuation. The supervisor should not be expected to check grammar, spelling, typographical errors, corrections of references, etc;
- c) to acknowledge accurately all sources of information used and information received;
- d) to check the thesis with text-matching software in order to avoid inadvertent instances of plagiarism.

## 3.5 The thesis

It is impossible, in a brief guide, to cover the actual writing of a thesis. There are diverse requirements for different disciplines and there are many guides (of varying quality) to the writing process. The supervisor and library references should be consulted for guidance. The Centre for Higher Education Research, Teaching and Learning (CHERTL) provides supervision related support to staff and the Centre for Postgraduate Studies provides support to candidates regarding the writing and research process.

### 3.5.1 Format and arrangement of contents

Candidates are required to make their own arrangements in respect of word processing facilities for preparing their theses.

Even though the University does not lay down any regulation regarding format, it is recommended that the A4 page size should be used and that the text should be prepared using one-and-a-half line spacing. Faculties and departments within Faculties may have their own preferred practice of the format and how the contents in a thesis should be arranged and this should be ascertained by the postgraduate candidate well in advance of preparation of the final version. It is thus essential that candidates discuss the format of their thesis with their supervisor(s) and that they consult recent theses submitted in their Department at the beginning of their research process. If the thesis is set out in a way which differs from the arrangement outlined below the rules should be carefully checked (for example, the placing of the abstract immediately after the title page is required).

A thesis normally consists of the following components:

(a) Preliminaries

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Title-page

The recommended form is as follows:

Title of the thesis.

A statement that the work is submitted in fulfilment/partial fulfilment (in the case of half theses) of the requirements for the appropriate degree of Rhodes University.

Full name of the candidate.

Month and year in which the thesis is submitted.

*(Examples of a title page are provided in Appendix F)*

Abstract

Every thesis must be accompanied by a double-spaced typewritten abstract in English of typically one page or normally not more than 350 words. If the thesis is in a language other than English, it must in addition be accompanied by an abstract in the language of the thesis. Neither references nor illustrative materials such as tables, graphs or charts should be included in the abstract. The abstract must be approved by the supervisor(s) of the thesis and on acceptance of the thesis will be submitted to the University's digital repository for publication and distribution.

The abstract **must** be placed immediately after the title page.

Table of contents

List of tables, figures, illustrations, plates.

Preface. This may include acknowledgements, if desired, and if acceptable to the candidate's department.

(b) Text

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Introductory chapter.

The text, appropriately divided into chapters, sections, and/or parts.

Conclusion.

(c) Reference materials

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Appendices.

References

Index

If a thesis is published as a book after its acceptance by the University, an index will almost certainly be necessary, but a candidate will rarely need to provide one at the examination stage.



### 3.5.2 Numbering of pages

It is usual to number the preliminary pages with lower-case Roman numerals (i, ii, iii, etc), counting the abstract as the first page, even though this must not bear a number. The rest of the thesis should be numbered in one sequence of Arabic numerals (1, 2, 3, etc).

### 3.5.3 Length of a Masters degree thesis

Except in exceptional circumstances approved by the Senate, the normal upper limit for Masters degree theses and the Master of Education degree by research is 50 000 words of text (approximately 150 A4 pages of one-and-a-half spaced typing excluding footnotes, illustrative material and appendices).

### 3.5.4 Style guides, footnotes/endnotes and reference list

A candidate *must* follow a consistent and recognised style for the layout, footnotes/endnotes, referencing method and reference list. Departments may require candidates to adopt the style of a particular professional journal or to conform to the practice laid down by the department. All thesis writers should ascertain such requirements at the start of their research project to avoid unnecessary revision of work.

If a candidate's department does not specify a preferred style, the candidate should adopt an appropriate style from professional journals or guides to thesis writing.

Candidates who require assistance with aspects of thesis writing or production should consult their supervisor(s), Heads of Department or the Librarians.

## 3.6 Policies and Procedures for cases of plagiarism

In establishing this policy for Rhodes University, the faculties recognise that plagiarism by students in the preparation of assignments, practical reports and research projects is a longstanding problem. This problem is one that has in recent times been exacerbated both by the ease of access to information from the Internet and by a lack of understanding on the part of our incoming students about how to use the works of others in an academic context. At Rhodes University, a university which measures itself against the highest international standards of academic and professional practice, we need a clear statement regarding what is and is not acceptable, which serves as a common policy across all faculties. "*Plagiarism*, in an academic, university context, may be defined as taking and using the ideas, writings, works or inventions of another, from any textual or internet-based source, as if they were one's own. This definition covers a wide range of misdemeanours such as: using the direct words of another without using quotation marks (even if the passage is referenced); the unacknowledged copying of a sentence or two of text; copying more extensive blocks of text; the syndication of a single piece of work by more than one student (unless the assignment task is a legitimate group assignment); the borrowing and using of another person's assignment (with or without their knowledge and permission); stealing an entire essay from another student or from the Internet; or infringing copyright."<sup>7</sup>

Please refer to the Common Faculty Policy and Procedures on Plagiarism for a breakdown of the policies and procedures for dealing with cases of plagiarism at the postgraduate level. An online version of this Policy and Procedures can be found at the following link:

<http://www.ru.ac.za/postgraduategateway/>

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7 Extract from the University's Common Faculty Policy and Procedures on Plagiarism, page 3.

## 3.7 Submission and examination

### 3.7.1 Submission forms and examination process

A thesis may be submitted at any time during the year, but candidates must indicate their intention to submit a thesis by completing the “Intention to submit” form (Appendix G) at least two months prior to submission for Masters and for Doctoral theses. This form is available at: <http://www.ru.ac.za/postgraduategateway/> Candidates who intend to submit a thesis for examination for consideration of the award of the degree at an April graduation ceremony must submit their thesis to the Registrar not later than the second Friday in December in a given year, or 1 July in the case of the MBA.

If a candidate cannot meet the annual deadline for submission, the University may be unable to have the examination completed in time for the next set of graduation ceremonies, which normally takes place in April each year.

It is the responsibility of candidates to decide when they are ready to submit their theses for examination (subject, of course, to the rule concerning the period of registration). In general, a candidate will be expected to submit the thesis only when their supervisor(s) agrees to its submission, but the University will not insist on the approval of the supervisor before accepting submission of the thesis for examination. The “Exam entry and supervisor’s statement form” should be completed in which it is indicated whether the thesis was submitted with or without the approval of the supervisor (Appendix H), available at: <http://www.ru.ac.za/postgraduategateway/> It must be noted, however, that a thesis may be submitted for examination only once, though in certain circumstances the examiners may invite a candidate to revise and re-submit the thesis. The candidate is also responsible for completing the the “Declaration form of own work” (Appendix I) when submitting the thesis for external examination. These forms are available at: <http://www.ru.ac.za/postgraduategateway/>. The declaration form or own work should not be bound into the thesis itself. Further details about the declaration form of own work is given in section 3.7.3.

At the time of submission for external examination, any pro-rata fees due (see section 5.1 below) will be debited to the candidate’s account. The candidate’s student fee account must be settled in full before the examination result can be released.

Every attempt is made to complete the examination process in as short a time as possible and in time for the next set of graduation ceremonies. However, the primary consideration is an entirely fair yet comprehensive examination of the thesis, with emphasis on the maintenance of high standards. For this reason, the most appropriate and best examiners are chosen. So, while the University seeks to have the examination completed as quickly as possible, time is not an overriding consideration. The University is also unable to guarantee that the examiners will submit their reports by the recommended date. Examiner’s reports should be received two weeks prior to the published deadline of when the final Library copy is required for the student to graduate in that year. Should examiners reports arrive after this deadline, they would be held by the Registrar’s Division until after Graduation.

The Registrar will contact candidates immediately the outcome of the examination process is known and it must be stressed that **the University does not undertake to reach a decision on the award of a degree by any specific date.**

Interference in the examination process in any way could invalidate the entire examination and the award of the degree. The nomination of examiners will not be disclosed to candidates. Only when a decision has been made about the award of the degree, will the names of the examiners be made known to candidates, and then only if the outcome is a positive one and provided the

examiners have given their consent. The names of the examiners will not be released if the outcome is negative. Similarly, after a decision has been made, all or part of an examiner's report may be made known to candidates only if the examiner agrees to this.

It should be noted that there are specific rules for submission and the examination of the Master of Fine Arts. The relevant postgraduate candidates should consult with their supervisors and the guidelines of the Department of Fine Art.

### 3.7.2 Number of copies submitted for external examination

The number of copies required by the University for examination depends on the number of examiners appointed. For Masters theses at least two examiners are appointed and Senate requires that at least three examiners be appointed for a PhD. Normally three copies will be required for a Masters degree and four for a PhD. The Registrar will advise the candidate of the number of copies required. These copies should be suitably bound. Ring binding is the norm. An electronic version of the thesis should be submitted to the supervisor.

### 3.7.3 Declaration of originality

A thesis must be accompanied by a declaration on the part of the candidate as to the extent to which it represents their own work. Candidates are also required to submit a statement certifying that the thesis has not been submitted for a degree at any other university. A standard form for this purpose will be issued when candidates inform the Registrar that a thesis is to be submitted for examination. This form should be completed and returned when the thesis is submitted for examination. It should not be bound into the thesis itself. The declaration form of own work (Appendix I) is available at: <http://www.ru.ac.za/postgraduategateway/>

### 3.7.4 Final thesis submission requirements

Upon completion of the examination procedure, the library requires an electronic version (in PDF format) of the final corrected thesis for depositing in the University's digital repository. Depending on Faculty or Departmental requirements, you may be requested to submit additional bound print copies. These copies should only be produced once all corrections have been made and approved as agreed upon by the Faculty Board or the Committee of Assessors. To submit your final version complete the "Thesis Final Submission" form (Appendix J) which is available at: <http://www.ru.ac.za/postgraduategateway/> The Thesis Final Submission form must be signed by the principal supervisor and/or Head of Department, stating that the electronic version of the thesis is a full and final version of the thesis. The PDF version of the thesis should:

- consist of a single file containing all the pages in correct order, including all annexures.
- not be encrypted or password protected.
- be the final corrected version of the thesis as submitted for degree purposes. Supervisors are encouraged to store a copy of the final version for at least a period of one-year, in the event that it is required.
- be submitted on a CD/DVD with the student details indicated on the cover.
- be submitted with the Final thesis submission form completed in full and signed by all parties.

The CD/DVD and Final thesis submission forms which should all be secured in an A5 size envelope, with a copy of the title page affixed to the front of the envelope, should be submitted to the Registrar's office two weeks prior to graduation in order to graduate.

### 3.7.5 Copyright

All authors in South Africa, including writers of theses, are bound and protected by the Copyright Act 98 of 1978, which may be consulted in the University Library. In terms of this Act, the copyright

of the thesis is vested in the writer.

However, according to Rules G.58 and G.71 if 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. The University may also make additional copies of it, in whole or in part, 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. The conditions of access to a thesis are clearly indicated on the Thesis Final Submission form, which includes the following options: unrestricted open access; restricted/limited access for a maximum of two years or full embargo of the entire thesis for an agreed period.

### 3.8 Publication

One of the guidelines for the candidates is that the thesis should show that the candidate has made a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication<sup>8</sup> in a scholarly journal or book.

The University encourages the publication of work done for higher degrees, both at the Masters and Doctoral levels (with the supervisor as joint author, where appropriate). There is little point in doing research unless the findings of the research are communicated to other workers in the field for their information and assessment. Every attempt should thus be made to publish as much of the thesis material as possible.

Some theses may be suitable for publication in full as books. More often, papers will have to be prepared from suitably edited sections of the thesis. Where papers are submitted for publication in journals, every attempt should be made to have the papers published in recognised and accredited journals on the Department of Higher Education and Training (DHET) list of approved South African Journals, ISI Web of Science database, Science Citation Index Expanded, Social Science Index, Scopus, Scielo, the Norwegian Journal list, and the International Bibliography of Social Sciences (IBSS). A list of accredited journals may be found at the following link: <http://www.ru.ac.za/research/research/publicationguidelines/>

It is the responsibility of the supervisor to encourage publication and work is often published jointly under the names of the candidate and the supervisor. In most departments it is accepted that if the research is not published by the candidate within a reasonable period the supervisor is entitled to publish the data and be cited as the first author.

A Doctoral thesis, accepted by the University and subsequently published in whatever form, must bear the inscription: "Thesis approved for the degree of Doctor of Philosophy of Rhodes University", or "Thesis approved in partial fulfilment of the degree of Doctor of Philosophy of Rhodes University", as the case may be. Similarly, an example of the inscription for a Masters thesis would be: "Thesis approved for the Master of Arts degree of Rhodes University".

Besides publication the University expects candidates to present papers at conferences. Postgraduate candidates should consult their supervisors in this regard and preferably deliver papers at DHET accredited conferences.

8 Higher Education Qualifications Sub-Framework. 2013. Notice No. 549, Government Gazette No. 36721. 2 August, Pp. 40-41.

### 3.9 Graduation

Graduation ceremonies normally take place during the short vacation in April each year. (The title 'Dr' and the letters MA, MSc, PhD, etc, may only be used after graduation either *in praesentia* or *in absentia*.)

Full particulars about graduation, including academic dress, are forwarded to successful candidates from February through March, following the letter from the Registrar announcing approval of the award of the degree. All enquiries about graduation should be directed to the Registrar's Office.

To be permitted to graduate at the next ceremony candidates should have completed their corrections and have submitted the corrected (library) electronic copy of their thesis by a date published by the Registrar. The final submission date is usually 2 weeks prior to graduation. Submitting after this deadline means that the candidate would graduate the following year.

## 4

# RESEARCH RESOURCES AVAILABLE

Research is impossible without access to information. Rhodes University offers three primary ways of doing so: through use of the Library, by means of the computing facilities available to candidates and the Centre for Post Graduate Studies.

## 4.1 The Library

The Rhodes library has the largest and most extensive library collection in the Eastern Cape and subscribes to many electronic collections.

The library has full-text access to a large number of electronic journals via subscriptions and various databases, and it makes use of a wealth of evaluated resources which are available on the Internet.

For a comprehensive list of its resources and a detailed description of the services which the library offers, visit their homepage at: <http://www.ru.ac.za/library/>

Off-campus access is available to authorized Rhodes users, provided they have registered at the Library for the current year. For off-campus access, you will need to provide your Rhodes borrower barcode NUMBER, which is the 8-digit number that appears on the reverse side of your Rhodes Library / Student / Staff card, and PIN to access these resources. (Set up a PIN under the Catalogue Option: [My Library Record](#) on OPAC). If any problems are experienced, contact the Faculty librarians or telephone (046) 603-8463. It is important to note that the candidate's name and student number should be quoted when seeking assistance. Some databases may be accessed on-campus only due to publisher licensing restrictions.

[Prospective postgraduate candidates](#) are required to register before they are entitled to Library privileges.

## 4.2 Information Technology

The Information Technology Division is responsible for providing and supporting the University's Internet connection, internal network, and central resources such as email, file and print services, learning management systems, computer labs, etc. It also provides computer resources and user support to all departments and researchers at the University.

The University is connected to the South African National Research Network (SANReN), a Department of Science and Technology (DST) initiative to provide high-speed Internet access to research and education sites. All staff and students are able to access the Internet at no additional charge, subject to usage quotas.

There are a number of public computer laboratories on campus from which students can access the network, several of which are open 24 hours a day. The Library also has extensive computing resources available to students, with some reserved specifically for postgraduate use.

The Student Network service provides a way for both undergraduate and postgraduate students to connect their privately owned devices (computers, laptops, phones, etc) to the University's network and to the Internet. It is available in all residences rooms, selected private flat complexes close to campus, and at wireless hotspots throughout the campus. The service also provides access to eduroam, a world-wide wireless roaming service for research and education.

In addition, with the consent of their department, postgraduate students may register their personal devices for use in their department, a privilege that is not generally afforded to undergraduates.

### 4.3 Centre for Postgraduate Studies

The Centre for Postgraduate Studies (CPGS) has been established to strengthen quality, throughput and access to postgraduate studies. It provides additional support to postgraduate scholars in areas of research design, academic writing, and in other areas of postgraduate life and scholarship. Annually the CPGS will offer a series of enrichment workshops on issues relevant to postgraduate scholars, including academic writing courses. Details of events and programmes on offer can be found on the Centre for Postgraduate Studies website, available at [www.ru.ac.za/cpgs](http://www.ru.ac.za/cpgs). All postgraduate scholars at RU are free to attend the courses and the programmes on offer in the CPGS.

The CPGS does not deal with registration, examination and graduation related matters for postgraduates, as these are dealt with by the Registrar's division. Additionally, the CPGS does not deal with supervision or discipline specific academic matters as these are dealt with by Departments and Faculties. Scholarships are dealt with by the Research Office.

## 5

# FINANCIAL MATTERS

## 5.1 The costs involved

There is an annual fee for a higher degree which includes the cost of examination. These fees change annually. The current fee information may be obtained from the Student Fees webpage available at: <http://www.ru.ac.za/studentfeesandfinancialaid/>

Candidates must pay the annual registration fee each year until the completion of the degree *even if they make no call on a supervisor's time in any particular year.*

Masters and Doctoral candidates do not have to pay the registration fee but must ensure that the tuition fee is paid by the end of May. Alternatively, the fee may be paid by debit order over ten months from January each year. Candidates who wish to pay by debit order should contact the Student Fees Office. Please also note that the re-registration of returning Masters and Doctoral candidates can only be processed if there is no outstanding balance on the fees account from the previous year. A late registration fee will be charged from 15 February.

If, in their final year, Masters and Doctoral candidates fail to make the deadline for the submission of the thesis, a pro-rata amount of the annual registration fee is charged, provided the thesis is handed in before the end of June the following year. (For example, if a Doctoral thesis is handed in during March the registration fee for the year will be a quarter of the annual registration fee.) If the thesis is handed in after the end of June the full annual registration fee is payable. **It must be noted that this paragraph relates to financial penalties only: if the official deadline for submission is not met, there is a strong possibility that the thesis may not be examined in time for graduation at the following round of graduation ceremonies.**

## 5.2 Funding for Masters and Doctoral degrees

Rhodes University has set up several scholarship programmes in order to attract excellent students and researchers to further their studies at postgraduate level. The Atlantic Philantropies, Allan Gray Senior Scholarships, Henderson Scholarships and the Rhodes University Postgraduate Scholarships are the cornerstone of this programme. Scholarships from the the Andrew Mellon Foundation Scholarships are linked to research projects led by staff.

Smaller bursaries are on offer and are on a merit and/or financial need basis. Students can also apply for a study loan or Rhodes University Council loan. Sureties are required for the loans and 'needs tests' are required. These loans are available to those students who are registering full-time and would normally not be able to study if it were not for the assistance of these loans to assist with their tuition costs.

Further funding for postgraduate study is made available through external organisations such as: National Research Foundation, Water Research Council, Medical Research Council and other funding bodies by way of individual bursaries or project linked bursaries.

Information on funding opportunities can be obtained from: <http://www.ru.ac.za/research/postgraduates/funding/> and enquires can be directed to [pgfunding@ru.ac.za](mailto:pgfunding@ru.ac.za).



## 6

# THE EXAMINATION OF A MASTERS DEGREE THESIS

The examination procedure for a Masters degree differs from that for a Doctoral degree. This section sets out the procedure for Masters degrees, and, so far as students are concerned, is given for information only. Candidates are not in any way involved with the examination process. The guidelines for the examination of Masters degrees are provided in Appendices K and L.

## 6.1 Appointment of examiners

### 6.1.1 Full theses

In all cases the most appropriate examiners should be chosen, and with particular care when the thesis is multidisciplinary, or has some local applicability. The nomination of examiners may not be disclosed to the candidate.

Two examiners, external to the University, are appointed by the Faculty Board for each candidate. Normally two examiners from the same institution should not be appointed; at least one of the examiners should be a member of academic or research staff at a University or recognised research institute and, preferably and where appropriate, at least one should be from outside South Africa or have demonstrated an international research standing.

The supervisor(s) shall be excluded from examining.

Previous postgraduate students and members of staff of Rhodes University should not be appointed as examiners within three years of having graduated from or left the staff of Rhodes University.

Normally examiners should not have had any previous collaborative research or supervisory interaction with the candidate in the context of the study being examined. Where such interaction is known to have occurred between the candidate and an examiner, this must be reported to the Dean of the Faculty who shall determine whether or not the examiner should be appointed in that particular instance.

Examiners who are in a current or past close relationship of a family, personal, business, or serious conflict nature with either the candidate or supervisor(s), are automatically excluded. Where there is any doubt about such a relationship precluding the eligibility of an examiner, this should be reported to the Dean.

Examiners should have no communication with the candidate, relating to the thesis or examination thereof, until the process is complete and the candidate has been officially informed of the outcome.

### 6.1.2 Half theses

In the case of a Masters degree undertaken by coursework and half thesis, normally two examiners, external to the University, are appointed by the Faculty Board for each candidate. In some Faculties one of the examiners may be internal to the University. Other conditions relating to the appointment of examiners for full theses are as above.

### 6.1.3 Confidentiality of examiners

From the outset of the examination process, the examiners will be informed that their identity and reports will normally be revealed to the candidate at the end of the examining process. The examiner may request otherwise, and the Dean in consultation with the Vice-Chancellor, may agree to withhold the identity of the examiner and/or the whole or part of the report on good cause.

## 6.2 Supervisor's report

At the time of submission of a thesis, the supervisor is required to indicate whether the thesis has been submitted with his/her approval. If the supervisor does not approve the submission of the thesis, the supervisor is required to submit a report to the Registrar, at the time of the thesis submission. This report is intended to document the circumstances of the submission, the reason(s) for declining approval for submission, and to protect the reputations of the supervisor and the institution. It will be used as detailed in 6.4 below, but will not normally be made available to the examiners, and certainly not before they have submitted their independent reports on the thesis. If required, at the end of the examination process, the examiners may be informed whether the thesis was submitted with or without the approval of the supervisor. This will normally be done in a case where the thesis has been criticised in some significant way by an examiner or examiners.

## 6.3 Recommendations open to examiners

The recommendations open to examiners include:

- (a) Acceptance of the thesis and award of the degree, with or without distinction the candidate, and that no corrections need to be made to the thesis.
- (b) The candidate be awarded the degree, but minor corrections (e.g. spelling, typing, references) should be made to the satisfaction of the supervisor and/or Head of Department.
- (c) The candidate should be awarded the degree after identified changes have been made to the satisfaction of the supervisor and/or Head of Department.
- (d) Although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners.
- (e) The candidate should submit to an oral or written examination on the subject of his or her thesis and/or on the whole field of study which it covers.
- (f) The degree should not be awarded to the candidate.

In addition, examiners will be asked for a formal report on the thesis which should be sufficiently detailed to allow the Dean to reach an informed judgement.

## 6.4 Collation of examiners' reports

Normally the Head of Department will collate the examiners' reports and the supervisor's report (if applicable), and make a formal recommendation to the Dean on the result of the examination. Where the Head of Department is directly involved (as a supervisor and/or examiner), the Dean (or the Deputy Dean if the Dean is directly involved), or the Deputy Vice-Chancellor: Research & Development, or a senior member of the department nominated by the Dean (normally in that order of selection) will perform this task, so ensuring that the responsibility does not fall to someone who has acted as supervisor or examiner. The recommendation will be forwarded to the Dean or Deputy Dean of the Faculty. In a case where the thesis has been submitted without the approval of the supervisor, the Registrar will also alert the Dean or Dean's nominee to this fact, and furnish him/her in confidence with a copy of the supervisor's report.

## 6.5 Procedure to be followed by the Dean (or Deputy Dean)

### 6.5.1 Following unanimous agreement by the examiners

#### 6.5.1.1 Thesis not referred back to the candidate

If there is unanimity amongst the examiners and no reason to refer the thesis back to the candidate for revision, the Dean (or Deputy Dean if the Dean is the supervisor) of the Faculty may accept the recommendations and approve the award of the degree, with or without distinction (see 6.6), on behalf of the Faculty Board. Such decisions shall be submitted to the next meeting of the Faculty Board for noting. The Registrar then immediately informs the successful candidate and the supervisor of the approval of the award of the degree.

#### 6.5.1.2 Thesis referred back to the candidate for minor correction and/or revision

If there is unanimity amongst the examiners that the degree should be awarded and no reason to refer the thesis back to the candidate for major revision, but some minor correction or revision has been suggested, the Dean (or Deputy Dean if the Dean is the supervisor) of the Faculty may accept the recommendations, subject to the candidate considering the examiners' suggestions and making the appropriate changes to the satisfaction of one of the following: (a) the supervisor; (b) the supervisor and/or Head of Department; (c) the Head of the Department; (d) the examiners. (The most frequent recommendation is that corrections be made to the satisfaction of the both the supervisor and the Head of Department.)

After being assured that the appropriate changes have been made, the Dean or Deputy Dean shall approve the award of the degree, with or without distinction (see 6.4), on behalf of the Faculty Board. Such decisions shall be submitted to the next meeting of the Faculty Board for noting. The Registrar shall then immediately inform the successful candidate and the supervisor of the approval of the award of the degree.

#### 6.5.1.3 Thesis referred back to candidates for major revision

If the examiners indicate that the degree should not be awarded and that it be referred back to the candidate for major revisions, the Dean (or Deputy Dean if the Dean is the supervisor) of the Faculty will advise the Registrar accordingly. The Registrar will send letters clearly indicating that revisions are required to the candidate, the Head of Department and the supervisor.

The candidate may be required to re-register for the duration of the process (a pro rata fee will be charged where appropriate). Once completed, the original examiners may be required to re-examine the thesis after revision, or new ones may be appointed, and the thesis will once again be examined following normal procedures.

After the corrections have been approved the candidate must submit one electronic copy (on CD or DVD) in PDF format of the thesis to the Registrar by a date published each year in order to graduate that year. The electronic copy will be deposited in the University's digital repository to enable world-wide access. Failure to submit a revised copy of the thesis by the date published means that the candidate would graduate the following year. The number of copies of the revised thesis required by the Department in each Faculty should be clarified with the supervisor.

#### 6.5.1.4 Thesis Rejected (failed)

In cases where the examiners recommend rejection of the thesis, General Rule 59.1 states that an application to resubmit a Masters thesis which has been rejected (failed) shall not be allowed, but that Senate may, on the advice of the examiners, invite a candidate to re-submit a thesis in a revised or extended form. Candidates taking up the offer to resubmit need to inform the Registrar in writing of their anticipated date of handing in the revised thesis and complete the relevant forms afresh.

#### 6.5.2. Following a lack of agreement amongst examiners

If there is lack of agreement among the examiners, the Dean (or Deputy Dean if the Dean is the Supervisor) and the Deputy Vice-Chancellor: Research & Development shall, after consultation

with the Head of Department and the Supervisor, determine whether or not the degree should be awarded or whether further negotiation with the examiners is necessary. If the Dean and the Deputy Vice-Chancellor: Research & Development agree that further negotiations are not necessary, the Dean shall recommend the award or rejection of the degree in terms of the procedures outlined in 6.5.1. Should the Dean and the Deputy Vice-Chancellor: Research & Development fail to agree, an arbiter may be appointed by the Faculty Board, or by the Dean or Deputy Dean acting on behalf of the Faculty Board. The arbiter shall receive a copy of the thesis and of all the reports, and shall be required to make a recommendation as to whether or not the degree should be awarded. The Dean or Deputy Dean shall make the final decision, which normally shall follow the arbiter's recommendation. In the event of the Dean or Deputy Dean declining to follow the arbiter's decision, the matter shall be referred to the Vice-Chancellor, whose decision shall be final.

## 6.6 Award of the degree with distinction

### 6.6.1 Specific criteria for the award of a distinction

The University reserves the award of a distinction for work of outstanding merit, while recognising that the Masters degree represents not more than one or two years' full-time research, and is, in many instances, the first research experience of the candidate. When recommending a distinction, examiners are asked to look for evidence of real methodological and conceptual skills, clarity in exposition and development of argument, sound judgment, originality of approach and some contribution to knowledge, but not necessarily to expect total coverage of a major problem or a substantial breakthrough in a new area. The thesis must also reflect literary skills appropriate to the subject.

### 6.6.2 Procedure for the award of a distinction

If all examiners agree that the degree be awarded with distinction, the recommendation forwarded to the Dean or Deputy Dean (see section 6.2) shall be accepted accordingly. Normally if one examiner objects to the award of a distinction, no distinction will be considered. However, where one examiner recommends a distinction and the other indicates that he or she would not object to a distinction being awarded, the Dean (or Deputy Dean if the Dean is the Supervisor) shall, after consultation with the Head of Department and the Supervisor, determine whether or not the degree should be awarded with distinction or whether further negotiation with the examiners is necessary to reach consensus. If the Dean and the Head of Department agree that further negotiations are not necessary, the Dean shall recommend the award of the degree with or without the distinction, as per their agreement. Should the Dean and the Head of Department fail to agree, an arbiter shall be appointed by the Faculty Board, or by the Dean or Deputy Dean acting on behalf of the Faculty Board. The arbiter shall receive a copy of the thesis and of all the reports, and shall be required to make a recommendation as to whether or not the degree should be awarded with distinction. The Dean or Deputy Dean shall make the final decision, which normally shall follow the arbiter's recommendation. In the event of the Dean declining to follow the arbiter's decision, the matter shall be referred to the Vice-Chancellor, whose decision shall be final.

For a distinction to be awarded in the case of half theses, the candidate should have obtained a sub-minimum of 70% for the course work, and 75% or more for the research. The combined mark should be 75% or more.

### 6.6.3 Revised thesis

A Masters degree will normally not be awarded with distinction to a candidate whose thesis has been re-examined after revision.

## 6.7 Subsequent Procedures

The Registrar shall advise the examiners of the outcome and, where the Vice-Chancellor decides this should be done, the reasons for the decision.

## 7

# THE EXAMINATION OF DOCTORAL THESIS

The guidelines for examiners for the degree of Doctor of Philosophy are provided in Appendix M.

## 7.1 Appointment of examiners

- (a) The Registrar will call for the nomination of at least three examiners, external to the University, for approval by the Senate.

In all cases the most appropriate examiners should be chosen, and with particular care when the thesis is multidisciplinary, or has some local applicability. The nomination of examiners should not be disclosed to the candidate.

Normally two examiners from the same institution should not be appointed; at least two of the examiners should be members of academic or research staff at a University or recognised research institute and, preferably and where appropriate, at least two should be from outside South Africa or have demonstrated an international research standing. Preferably there should be a spread in the selection of examiners over a three year period in a particular department i.e. it is preferable that supervisors do not use the same examiners within a three year period unless with the permission of the Dean.

Supervisors shall be excluded from examining.

Previous postgraduate students and members of staff of Rhodes University should not be appointed as examiners within three years of having graduated from or left the staff of Rhodes University.

Normally examiners should not have had any previous collaborative research or supervisory interaction with the candidate in the context of the study being examined. Where such interaction is known to have occurred between the candidate and an examiner, this must be reported to the Registrar who, together with Dean of the Faculty, shall determine whether or not the examiner should be appointed in that particular instance.

Examiners who are in a current or past close relationship of a family, personal, business, or serious conflict nature with either the candidate or supervisor(s), are automatically excluded. Where there is any doubt about such a relationship precluding the eligibility of an examiner, this should be reported to the Dean.

Examiners should have no communication with the candidate, relating to the thesis or examination thereof, until the process is complete and the candidate has been officially informed of the outcome.

- (b) The Registrar will submit the names of examiners to the appropriate Faculty and to Senate Executive and Senate for approval.
- (c) When examiners are invited to act they will be informed that if they accept the invitation any contact with other examiners or the Head of Department must take place only through the Registrar.

- (d) In the event that an examiner is unable to act, the Registrar will require further nominations from the supervisor.

#### 7.1.1 Confidentiality of examiners

From the outset of the examination process, the examiners will be informed that their identity and/or reports will normally be revealed to the candidate at the end of the examining process. The examiner may request otherwise, and the Chair of the COA in consultation with the Vice-Chancellor, may agree to withhold the identity of the examiner and/or the whole or part of the report for good cause.

## 7.2 Supervisor's report

At the time of submission of a thesis, the supervisor is required to indicate whether the thesis has been submitted with his/her approval. If the supervisor does not approve the submission of the thesis, the supervisor is required to submit a report to the Registrar, at the time of the thesis submission. This report is intended to document the circumstances of the submission, the reason(s) for declining approval for submission, and to protect the reputations of the supervisor and the institution. It will be used as detailed in 7.4 below, but will not normally be made available to the examiners, and certainly not before they have submitted their independent reports on the thesis. If required, at the end of the examination process, the examiners may be informed whether the thesis was submitted with or without the approval of the supervisor. This will normally be done in a case where the thesis has been criticised in some significant way by an examiner or examiners.

## 7.3 Report form for examiners

Examiners will be asked for a recommendation on the thesis by indicating one of the following:

- (a) that the candidate be awarded the degree and no corrections need be made to the thesis;
- (b) that the candidate should be awarded the degree after minor corrections and/or specified changes have been made to the satisfaction of the supervisor and/or Head of Department;
- (c) although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners;
- (d) the degree should not be awarded to the candidate.

In addition, examiners will be asked for a formal report on the thesis which should be sufficiently detailed to allow the COA to reach an informed judgement.

## 7.4 Committee of assessors and procedure on receipt of examiners' reports

The Dean of the relevant Faculty shall approve a Committee of Assessors (COA) for each candidate immediately after the external examiner reports have been submitted.

The COA shall consist of:

- (i) The relevant Dean (or nominee of the Dean) who shall chair the COA.
- (ii) Two or three chosen by the Dean from a permanent group of core members. These permanent members should be academic staff from the relevant Faculty with proven experience as supervisors and examiners, and are to be elected by each Faculty normally for three-year, renewable terms of office. In the case of the Faculty of Science, the members of the COA are not permanent and are drawn from different departments that can be considered to be cognate to the department from that of the thesis being examined. COA members should have proven experience as supervisors and examiners.

- (iii) The Head of Department (HOD), or if the HOD is a core member, a nominee of the HOD.
- (iv) If required, one or two members with experience in the subject area of the thesis.

The supervisor may be present for discussion in portions of meetings, and may participate in the discussion, if required, but should not be a voting member of the COA.

When all the examiners' reports have been received, the Registrar will collate and send them to the relevant Dean or Dean's nominee who shall forward the reports to the COA for their recommendation. In a case where the thesis has been submitted without the approval of the supervisor, the Registrar will also alert the Dean or Dean's nominee to this fact, and furnish him/her in confidence with a copy of the supervisor's report.

A formal meeting of the COA must be constituted if there is any major disagreement by the members of the COA in terms of these recommendations.

The COA should report to the Registrar and Vice-Chancellor within two weeks of receipt of the examiners' reports. The report must list one of the following recommendations:

- (a) the degree be awarded;
- (b) the degree be awarded but that minor corrections be made to the thesis. Those corrections should not delay the award of the degree;
- (c) the candidate should be awarded the degree subject to completing any specified changes to the thesis, to the satisfaction of the relevant supervisor and/or Head of Department with the final approval by the Chair of the COA;
- (d) although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit for re-examination by the examiners; (it must be pointed out to the candidate that this may be done only once);
- (e) the degree should not be awarded to the candidate.

In the event of major disagreement between the examiners, the Chair of the COA should explore the possibility of reaching consensus, if necessary by sending all the unnamed examiners' reports to each examiner for further consideration. If consensus appears unlikely, the COA may recommend one or more of the following procedures, but when the examiners disagree and at least one examiner recommends (d) or (e), the COA shall recommend one or more of the following procedures:

- (a) the appointment of a fourth examiner, who would be invited in the usual manner;
- (b) the appointment of an external assessor who would read the thesis and all the (unnamed) examiners' reports and would report on the thesis;
- (c) the candidate should submit to an examination on the subject of their thesis and on the whole field of study which it covers;
- (d) that the thesis be revised and re-examined by the dissenting examiner(s);
- (e) the degree not be awarded.

In a case where the thesis has been submitted without the approval of the supervisor, and a supervisor's report has been prepared as outlined in section 7.2, a formal meeting of the COA must be constituted unless all examiners are unanimous that the degree be awarded, and recommend either option (a) or (b). The chair of the COA should not circulate the supervisor's report prior to the meeting of the COA, or reveal that the thesis was submitted without the approval of the supervisor until such time as the COA has had an opportunity to reach an initial consensus or a clear deadlock on the appropriate way forward for the thesis. As an additional



step, the chair of the COA will circulate the supervisor's report, and give the COA an opportunity to revise its view in the light of the report, since the report will possibly contain insights into how the examination process might have been influenced by the disagreement between the supervisor and candidate about the quality or substance of the thesis.

The report of the COA should be sufficiently comprehensive to convey to the Vice-Chancellor the reasons for the recommendation of the COA and, where the examiners disagree, or submission of the thesis has been without the approval of the supervisor, shall include a formal record of the COA meeting.

The report, together with the examiners' reports must be submitted by the Registrar to the Vice-Chancellor for approval on behalf of Senate or put to a meeting of Senate for its consideration.

Neither the result nor the names of examiners should be given to candidates until Senate has taken a final decision. Examiners' names and their reports, edited where appropriate, may be revealed where applicable to candidates. Candidates should submit an electronic copy of their corrected thesis by the due date, as published by the Registrar, to graduate at the next graduation ceremony.

## 7.5 Procedures for dealing with corrections

A letter clearly indicating that revisions are required will be sent to the candidate by the Registrar. Copies will be sent to the Head of Department or Head of Department and supervisor depending on who is required to approve the corrections.

The person appointed by the COA to supervise corrections will liaise with the candidate to indicate which corrections or amendments to the thesis are necessary.

In the case of (c) recommendations by the COA:

- (c) **Award of degree subject to minor corrections and/or specified changes**  
Relevant sections of the examiners' reports should be extracted by the person/s appointed to supervise such corrections. When these corrections have been satisfactorily completed, the appointed person/s certifies this to the Chair of the COA and thence to the Vice-Chancellor who will then approve the award of the degree on behalf of Senate. Only at this stage may examiners' names be revealed, as noted above.
- (d) **Thesis to be revised and resubmitted**  
By extracting relevant sections of the examiners' reports, the appointed person/s should convey to the candidate the nature of the revisions required. As the dissenting examiner(s) will normally be re-examining the revised thesis, it is essential that anonymity of examiners be preserved.

If the COA recommendation requires either major changes, or revision and re-submission, the COA may recommend that the candidate be requested to supply the COA (and Senate at the time of re-submission) with a statement indicating the candidate's response to each of the examiners suggestions item by item. Reasons for not accepting a suggestion should be given. The request to supply such a statement does not detract from the prime importance of the candidate answering the external examiners' criticisms with the altered thesis. The statement is for the use of the COA and may be sent to an examiner at the discretion of the Vice-Chancellor.

After the corrections have been approved the candidate must submit one electronic copy (on CD or DVD) in PDF format of the thesis to the Registrar by a date published each year in order to graduate that year. The electronic copy will be deposited in the University's digital repository to enable world-wide access. Failure to submit a revised copy of the thesis by the date published



means that the candidate would graduate the following year. The number of copies of the revised thesis required by the Department in each Faculty should be clarified with the supervisor.

## 7.6 Subsequent procedures

The Registrar shall advise the examiners of the outcome and, where the Vice-Chancellor decides that this should be done, the reasons for the decision as well.

## 8

## WHAT NEXT?

### 8.1 Postdoctoral studies

On successfully completing a Doctoral degree, researchers may wish to broaden their research experience by spending a year or more as a Postdoctoral Fellow at Rhodes University or elsewhere. There are many opportunities to do this and supervisors can often arrange such a position through their professional contacts. Contact the Research Office for details of the grants available and access the application for post doctoral studies at:

<http://www.ru.ac.za/postgraduategateway/postdoctoralfellowships/>

### 8.2 Senior Doctorates

A senior doctorate from Rhodes University may be awarded to a scholar of international<sup>9</sup> stature whose published works constitute a distinguished contribution to the advancement of knowledge in a field falling within the scope of the studies represented in the University. Such distinguished contribution will normally have resulted in the candidate having established a long-held and substantial international reputation in the field.

Candidates for a senior doctorate at Rhodes should hold a degree from Rhodes, or have served on the academic staff at Rhodes for a significant period. In exceptional circumstances the Senate may invite other persons to register for a senior doctorate but in such cases the request to Senate must be initiated by an academic department at Rhodes and should not originate from the candidate.

Prospective candidates or academic departments should refer to the Rules for senior doctorates (G.77 - G.80: reproduced below) and follow the administrative guidelines which follow:

1. The HoD should communicate with the Registrar in the first instance.
  - 1.1 In the case of an individual, the person should submit his/her curriculum vitae; a list of the published works (or other material) that would be submitted for examination and a statement detailing how and in what respects the works constitute a distinguished contribution to the advancement of knowledge in the field.
 

In certain disciplines the published works may include multi-authored publications. Where this is the case candidates are expected to indicate their role in the publications.

    - 1.1.1 The Registrar must submit the material referred to above to the relevant Head of Department at Rhodes who, after consultation within the Department, should decide whether or not to recommend to the Faculty Board the acceptance of the work for examination.
    - 1.1.2 If the Head of Department's recommendation is favourable, the Registrar will place the matter on the agenda of the next Faculty Board together with a full motivation from the Head of Department. If the recommendation is not favourable the Registrar must inform the candidate that the University declines to accept the works for examination.

<sup>9</sup> International stature or an international reputation implies an acknowledged reputation among the leading scholars within the global context of the broad field of study represented and not just in the South African context.

- 1.2 In the case of a Department wanting to invite a person to submit published works for examination the Head of Department must submit a recommendation to the Faculty Board, via the Registrar, supported by a full motivation.
2. The Faculty Board must recommend approval or otherwise to the Senate.
3. If the Senate approves, the Registrar must invite the candidate or nominee to register by:
  - 3.1 signing a registration form;
  - 3.2 paying the prescribed fee;
  - 3.3 submitting up to six copies of published works accompanied by an original first "chapter" which introduces the works and places them in context within the field as well as a final "chapter" that draws the work together;
  - 3.4 a declaration that none of the works has been submitted for a degree at any other university.

If the Senate does not approve the Registrar must inform the candidate (but not a nominee) that the University declines to accept the works for examination.

4. On receipt of a registration form the Registrar must call for the nomination of at least three, but usually four, examiners and follow the same approval process as that for PhD examiners.
5. The examiners must be asked to write a report indicating whether or not in their considered opinion the material submitted for examination demonstrates that the candidate has made a distinguished contribution to the advancement of knowledge in that field, and that the candidate has a substantial international reputation in the field.
6. The Registrar must forward the reports to the Dean who must convene the Faculty Committee of Assessors. The COA must make a recommendation on the award of the degree to the Vice-Chancellor who will award the degree, if appropriate, on behalf of Senate. The Registrar must report the award to Senate.

# A APPENDIX

## General rules

The following is an extract from the 2016 Calendar of the University. It is part of the section headed General Rules for Degrees, Diplomas and Certificates.

### *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 specially exempted from the Matriculation Examination of the Matriculation Board, and 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 subscribed;
- 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 G.49 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 Masters 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 Masters degrees in the Faculty of Pharmacy.
- 50.5 Candidates who have obtained the BPharm degree may not present their thesis for a Masters 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 Masters 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 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 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 of the thesis, must request this in the Final Thesis Submission Form.

#### 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 Rules 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 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 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 of the thesis, must request this in the Final Thesis Submission Form.

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 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.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 Masters 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 Masters 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 suitably bound 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.

# B

# APPENDIX

## Applications for Masters and Doctoral degrees (Thesis or Coursework/Thesis)



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### APPLICATION FOR ADMISSION TO MASTERS AND DOCTORAL DEGREES

Other than Pharm D, MBA or degrees in Psychology (for which separate forms are available).  
<http://www.ru.ac.za/administrative/registrar/forms/>

\*Science and Pharmacy faculty applicants - must see page 6 for additional instructions

Have you ever been registered at Rhodes?  Yes  No

Student No.:

Year of Admission:

LAST NAME:

FIRST NAMES (in full):

MAIDEN NAME (if applicable):

TITLE (Mr, Ms, Miss, etc):

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INITIALS:

Population group (required for statistical purposes):  African  Coloured  Indian  White

Home language:

Are you a South African citizen?  Y  N  If "No", are you a permanent resident? Y  N

If not a South African citizen, state nationality:

South African Identity No./National Passport No.:

Date of Birth: Day:   Month:   Year:

Are any of your immediate family Old Rhodians? (e.g. mother, father siblings, etc)  Yes  No

Name: \_\_\_\_\_ Student No.:

Name: \_\_\_\_\_ Student No.:

Are any of your *immediate* family currently registered at Rhodes?  Yes  No

If "Yes" please give their student number(s): Student No.:

Student No.:

Please indicate any disability:

|                                              |                                                               |                                                                         |
|----------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> A Diabetic          | <input type="checkbox"/> B Blind                              | <input type="checkbox"/> C Cerebral Palsy                               |
| <input type="checkbox"/> D Deafness          | <input type="checkbox"/> E Behavioural/Psychological          | <input type="checkbox"/> H Partial Hearing                              |
| <input type="checkbox"/> I Partially sighted | <input type="checkbox"/> L Intellectual (Learning Difficulty) | <input type="checkbox"/> P Paraplegic                                   |
| <input type="checkbox"/> Q Quadriplegic      | <input type="checkbox"/> S Speech Defect                      | <input type="checkbox"/> T Communication (Talking/Listening)            |
| <input type="checkbox"/> W Wheelchair        | <input type="checkbox"/> Y Dyslexia                           | <input type="checkbox"/> Z Physical ( <i>Moving/Standing/Grasping</i> ) |
| <input type="checkbox"/> U Unspecified       | <input type="checkbox"/> M More than one disability           |                                                                         |

*You are required to provide this information about your disability at the time of your application.  
If you do not, the University cannot undertake to provide reasonable assistance.*

**PROPOSED REGISTRATION**

Full-time   Part-time

In attendance?  Yes  No

Choice of degree (e.g. MA) \_\_\_\_\_ in the Department of \_\_\_\_\_

Subject \_\_\_\_\_

Degree by  Research Thesis  Coursework & thesis/research project  Coursework only

Proposed Supervisor (if you have one): \_\_\_\_\_

Proposed field of research or thesis title: \_\_\_\_\_



## CHECK LIST

Have you enclosed the following with your application form?

### Your application fee is R100

Please enclose a cheque or postal order. **DO NOT ENCLOSE CASH.**

**ONLY SOUTH AFRICAN POSTAL ORDERS ARE ACCEPTED.**

1. Have you enclosed your academic transcript?
2. Have you signed the declaration on the last page of the applications?
3. If you have not previously attended an English Medium University, please contact our offices to request information with regards to the English proficiency requirements or provide any certificates of English Proficiency that you currently have.

**PLEASE NOTE:** All postgraduate applicants are required to submit with the application form a full official academic transcript reflecting the detailed results, including percentage marks, of all previous qualifications and the award of degree(s). Copies of degree certificates do NOT constitute an academic transcript.

Applicants who at the time of application are completing a degree requisite for admission, should submit all available academic results on application, with submission of the full/final academic transcript as soon as this is available. Rhodes students do not need to submit Rhodes transcripts. Married women: where your previous qualifications are in your maiden name, please supply a copy of your marriage certificate for record purposes.

**RETURN BY EMAIL TO:**  
registrar@ru.ac.za

**RETURN BY FAX TO:**  
046 603 8300

**RETURN BY POST TO:**  
PO Box 94  
Grahamstown  
6140

### BANKING DETAILS FOR RHODES UNIVERSITY

|                 |                                  |
|-----------------|----------------------------------|
|                 | FNB Bank Grahamstown             |
| Account Name:   | Rhodes university                |
| Account Number: | 62145504553                      |
| Branch Code:    | 210-717                          |
| Swift Code:     | FIRNZAJJ                         |
| REFERENCE:      | SURNAME, INITIAL (in that order) |

Attach a copy of the Deposit Slip to this Application Form.

| FOR OFFICE USE ONLY | DATE | SIGN |
|---------------------|------|------|
| 1. Captured         |      |      |
| 2. Form Checked     |      |      |

## DECLARATION AGREEMENT

I/We, the undersigned, hereby declare that:

To the best of my/our knowledge and belief the information furnished in this application is true and correct and that if it be found to be false, and misleading in any respect, this application may be invalidated and the applicant's registration terminated; and further agree:

That I/We accept liability for damage to University property howsoever caused by the Applicant and indemnify the University against and loss or damage howsoever caused in respect of property left at the University by the Applicant. I/We also indemnify the University against any claim whatsoever for damages howsoever caused or arising which the Applicant may sustain whilst registered as a student at the University, acknowledging that the Applicant's participation in any sporting or other activity at the University or conveyance of the Applicant in any University vehicle, shall be at the Applicant's sole and absolute risk. This indemnity shall be binding on the Applicant's Executors and Heirs.

That I/We acknowledge that a registration fee is required by mid-January each year, including the first year of study, unless satisfactory arrangements have been made with the University. Details of the fee will be included in future correspondence with the applicant.

That a statement signed by the Registrar (Finance) shall represent the amount owing to the University by me/us, and further that in the event of such amount being handed over for collection I/we shall pay all legal charges incurred on the attorney and client scale.

That I/we will pay interest on all overdue fees, and disbursements at a rate published in the annual fees booklet and on the website and calculated from the first day of each month following the date by which final payment of all fees and disbursements must be made.

That I/we shall abide by all regulations of the University - and further that the applicant shall, if accepted, be under the disciplinary control of the University as from the date on which he/she takes up residence at the University or the day on which he/she commences studies or attends an orientation week or summer school or similar function or registers as a student, whichever is earliest, until the University accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date, whichever is the later.

That I/we accept and understand that the University keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The University shall at all times be entitled to utilise such documents in electronic format for whatever purpose required and I/we agree that the electronically generated documents shall replace the originals signed by me.

That although the University does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalised), academic performance or any other matters relating to the student, the University may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the University deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the University may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the University undertaking any legal obligation to do so.

Signature of applicant: \_\_\_\_\_

Signature of person responsible for fees (if not applicant): \_\_\_\_\_

Date: \_\_\_\_\_



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**FACULTY OF SCIENCE OR PHARMACY  
MASTER & DOCTORAL DEGREE**

Applicant's Title, Initials and Surname: .....

Student Number: ..... Degree: .....

Subject: .....

**Statement by Supervisor**

I recommend/do not recommend that acceptance of this candidate subject to the following conditions:

.....

Signature: ..... Date: .....

Name of Supervisor (Title, Initial, Surname): .....

Email: .....

Name of co-supervisor/s (Title, Initial, Surname - include affiliation if not a Rhodes staff member): .....

.....

Email address/es of co-supervisor/s: .....

.....

**Statement by Head of Department**

I recommend/do not recommend that acceptance of this candidate subject to the following conditions:

.....

If recommended by HOD please indicate (  ) ( ) Full-time ( ) Part-time  
( ) In attendance ( ) Not in attendance  
By: ( ) Thesis only ( ) Coursework & Thesis ( ) Coursework only

Topic of Research (in a sentence of two): .....

Signature: ..... Date: .....

**Statement by the Dean of the Faculty**

I approve/do not approve that acceptance of this candidate on behalf of the Faculty Board subject to the following conditions: .....

.....

Signature: ..... Date: .....



# C

# APPENDIX

## Masters & Doctoral candidates registration form



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### MASTERS & DOCTORAL CANDIDATES REGISTRATION FORM - ONLY for students NOT IN ATTENDANCE

Please complete in BLACK INK and in BLOCK LETTERS. Note: If the declaration is not signed you will not be registered. Please attach a copy of your ID or Passport.

Please return this form to the Registrar BY 15 FEBRUARY in order to complete your yearly registration. Applications received AFTER 15 FEBRUARY will incur a late registration fee.

|                 |                       |                  |                |
|-----------------|-----------------------|------------------|----------------|
| Student Number: | Degree:               | Faculty:         | Year of Study: |
| Surname:        | First Names:          | ID/Passport No.: | Citizenship:   |
| Race:           | Gender (Male/Female): |                  |                |

#### ADDRESS DETAILS

Home Postal Address:

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NB: ALL future correspondence will be sent to your email address. Hard copies of specific correspondence will be supplied on request. It is essential that you keep the University informed of your current email address.

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| Title, initials & last name of next of kin: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |                                 |                                  |                                |                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |                                                                                                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                               |  |  |  |  |  |  |  |  |  |  |                                                                                                                               |  |  |  |  |  |  |  |  |  |  |
| Next of kin (Physical Address)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                                 | Dialing Code:                    | Telephone No.:                 |                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |                                                                                                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                               |  |  |  |  |  |  |  |  |  |  |                                                                                                                               |  |  |  |  |  |  |  |  |  |  |
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**NB: DO NOT FORGET TO SIGN THIS DECLARATION  
DECLARATION AND AGREEMENT**

### DECLARATION AGREEMENT

I/We, the undersigned, hereby declare that:

To the best of my knowledge and belief the information furnished in this application is true and correct and that if it be found to be false, and misleading in any respect, this application may be invalidated and my registration terminated; and further agree:

That I accept liability for damage to University property howsoever caused by me and indemnify the University against and loss or damage howsoever caused in respect of property left at the University by me. I also indemnify the University against any claim whatsoever for damages howsoever caused or arising which I may sustain whilst registered as a student at the University, acknowledging that the my participation in any sporting or other activity at the University or my conveyance, in any University vehicle, shall be at my sole and absolute risk. This indemnity shall be binding on my Executors and Heirs.

That a statement signed by the Director (Finance) shall represent the amount owing to the University by me, and further that in the event of such amount being handed over for collection I shall pay all legal charges incurred on the attorney and client scale.

That I will pay interest on all overdue fees, and disbursements at a rate published in the annual fees booklet and on the website and calculated from the first day of each month following the date by which final payment of all fees and disbursements must be made.

That I shall abide by all regulations of the University - and further that I shall be under the disciplinary control of the University as from the date on which I take up residence at the University or the day on which I commence studies or attend an orientation week or summer school or similar function or register as a student, whichever some first.

That I accept and understand that the University keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The University shall at all times be entitled to utilise such documents in electronic format for whatever purpose required and I agree that the electronically generated documents shall replace the originals signed by me.

I undertake to pay all fees and other charges levied by the University and I accept that the Registrar may decline to accept a thesis for examination if fees are outstanding. I note that annual fees will not be charged if I formally withdraw before 15 February of any year and that thereafter a pro rata rate will be charged upon withdrawal until end of June. I acknowledge and accept the requests for the reduction of outstanding fees on the basis of a de facto withdrawal before a formal withdrawal notice is accepted will not be entertained. Should I withdraw, I undertake to retain the withdrawal acknowledgement from the Registrar as proof of withdrawal and if such acknowledgement is not received within two working days from submission of the withdrawal notice I will follow up.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# D

# APPENDIX

## Annual Progress Report - Postgraduate student

The online form can be found at the following web link:

<https://scifac.ru.ac.za/student.cgi>

E

# APPENDIX

## Suspension of registration



**RHODES UNIVERSITY**

*Where leaders learn*

**SUSPENSION OF REGISTRATION REQUEST**  
Please type or write clearly in BLOCK LETTERS

Please submit this form by fax to 046 603 8104 or email to academicadmin@ru.ac.za. Please note that the Registrar's Division has adopted email as their primary method of communication with students. We will use @campus.ru.ac.za email addresses for this purpose, and students using other addresses (yahoo, etc.) are advised to ensure that their campus email address will forward to other addresses. (Hard copies of such correspondence can be supplied on request to our office).

**INFORMATION**

Student Name: .....  
*First Name*                      *Middle name/s or initial*                      *Surname*

Student No: ..... Contact Telephone No.: .....

Email address: .....

Degree: ..... Department: .....

Name of Supervisor (Title, Initial, Surname): .....

Supervisor's email: .....

**MOTIVATION/REASON FOR SUSPENSION**

I hereby request to suspend my registration for the ..... Academic Year.

.....

*\* Please attach any relevant medical certificates or supporting documents to this form.*

Signature of Student: ..... Date: .....

**FOR OFFICE USE ONLY:**

Delete whichever does not apply i.e. APPROVED/~~NOT APPROVED~~

Supervisor's recommendation (APPROVED | NOT APPROVED) Signature: .....

HOD's recommendation (APPROVED | NOT APPROVED) Signature: .....

Dean's recommendation (APPROVED | NOT APPROVED) Signature: .....

Comments/Notes: .....

# F

# APPENDIX

## Examples of title pages

### PROGESTIN RECEPTOR HETEROGENEITY IN A BREAST CANCER CELL LINE

A thesis submitted in fulfilment of the  
requirements for the degree of

DOCTOR OF PHILOSOPHY

of

RHODES UNIVERSITY

By

ANITA LVEY

December 2015

### AN ANALYSIS OF THE APPLICATION OF TOTAL QUALITY MANAGEMENT PRINCIPLES IN SCHOOLS

A thesis submitted in fulfilment of the  
requirements for the degree of

MASTERS IN EDUCATION

of

RHODES UNIVERSITY

By DAVID WALTERS

January 2016

# G

# APPENDIX

## Intention to submit a thesis for examination



**RHODES UNIVERSITY**  
*Where leaders learn*

### INTENTION TO SUBMIT A THESIS FOR EXAMINATION Please type or write clearly in BLOCK LETTERS

Please note that on the strength of your intention to submit, examiners will be approached and appointed and will expect to receive the thesis shortly after the date you have specified. Should there be any delay or change in your plans, please inform your supervisor immediately.

The due date for submission of Masters theses and PhD theses is the second Friday of December (with the exception of MBA half theses and MACW)\*. Students should note that although theses submitted after this date will be accepted for processing, the chances of the examination process being completed and corrections being in sufficient time for inclusion on the graduation programme is significantly reduced.

#### INFORMATION

Student Name: .....  
*First Name*
*Middle name/s or initial*
*Surname*

Student No: ..... Contact Telephone No.: .....

Email address: ..... Alt email address: .....

Degree: .....

Name of Supervisor (Title, Initial, Surname): .....

Supervisor's email: .....

If applicable: Name of Co-Supervisor: .....

Co-Supervisor's email: .....

#### SUBMISSION DATE

I hereby confirm that I wish to submit my thesis for examination by the following date: .....

Signature of student: ..... Date: .....

Please submit this form by fax to 046 603 8104 or email to [academicadmin@ru.ac.za](mailto:academicadmin@ru.ac.za). Please note that the Registrar's Division has adopted email as their primary method of communication with students. We will use @campus.ru.ac.za email addresses for this purpose, and students using other addresses (yahoo, etc.) are advised to ensure that their campus email address will forward to other addresses. (Hard copies of such correspondence can be supplied on request to our office).

\* The due date for submission of MBA half thesis is 1 July and for submission of the MACW is mid November.

# H APPENDIX

## Examination entry form and supervisor statement



**RHODES UNIVERSITY**  
*Where leaders learn*

### EXAMINATION ENTRY FORM

To be completed by ALL students submitting a thesis  
Please type or write clearly in BLOCK LETTERS

#### STUDENT INFORMATION

Student No: ..... Student Title (e.g. Mr/Mrs/Prof/Dr): .....

Student Name: .....  
*First Name Middle name/s or initial Surname*

#### THESIS INFORMATION

Degree for which submitted: ..... Department: .....

Thesis Title: .....

#### CONTACT DETAILS

Postal Address (where you would like your results to be sent): .....

..... Postal Code: .....

Telephone No.: (w) ..... (h) .....

Email (not your campus address): .....

Signature of student: ..... Date: .....

#### SUPERVISOR'S STATEMENT

Name of Supervisor: .....

I confirm that the thesis of the candidate above has been submitted WITH/WITHOUT my approval.  
(\*Delete whichever does not apply). Please note that your supervisor's approval to submit your thesis  
does not imply that the examination process will be successful.

Signature of Supervisor: ..... Date: .....



# I APPENDIX

## Declaration of own work



**RHODES UNIVERSITY**

*Where leaders learn*

### DECLARATION FORM

To be completed by ALL students submitting a thesis  
Please type or write clearly in BLOCK LETTERS

Declaration submitted by a candidate presenting a thesis for examination.

#### INFORMATION

Student No: ..... Student Title (e.g. Mr/Mrs/Prof/Dr): .....

Student Name: .....  
*First Name Middle name/s or initial Surname*

#### THESIS INFORMATION

Thesis Title: .....

The thesis which I now submit for the degree of: .....

\* (a) has been published/accepted for publication in: .....

*(quote full name of publication(s): use separate sheet if necessary)*

Volume: ..... Part: ..... Year: .....

**OR**

\* (b) is not being published and I hereby grant to Rhodes University permission to make additional copies of it, in whole or in part, for the purposes of research.

\* Delete (cross out) which ever does not apply

I certify that this thesis has not been submitted for a degree in any other university and that it is my original work, except as follows:

.....  
Signature of Student: ..... Date: .....

# J

# APPENDIX

## Thesis final submission form



**RHODES UNIVERSITY**

*Where leaders learn*

**THESIS FINAL SUBMISSION (LIBRARY COPY)**  
To be completed by ALL students submitting a thesis  
Please type or write clearly in BLOCK LETTERS

You are required to submit an electronic version (in PDF format) of your thesis. The e-version will be deposited in the University's digital repository to enable world-wide access to your research.

PLEASE SUBMIT THE FORM TOGETHER WITH THE ELECTRONIC COPY OF THE REGISTRAR'S DIVISION.

### SECTION A: STUDENT INFORMATION

Student Name: .....  
*First Name Middle name/s or initial Surname*

Student No: ..... Contact telephone number: .....

Email address: .....

Alternate Email Address: .....

May your email address be made available on the Rhodes University digital repository website? Yes/No

### SECTION B: THESIS INFORMATION

Degree: ..... Graduation Date (MM/YY): .....

Department: ..... Faculty: .....

Supervisor: ..... Email: .....

Co-supervisor: ..... Email: .....

Title of Thesis: .....

I hereby submit 1(one) electronic copy on ..... (number of) CDs, DVDs or other: .....  
(CDs/DVDs should be labelled clearly with your name, degree, department and date of graduation)

I declare that the electronic copy submitted is the full and final version of my thesis, i.e. the same as the final copy approved by the examiners; and an accurate representation of the thesis; I have checked the disc(s) for corruption.

SECTION C: COPYRIGHT

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of any third-party copyrighted material in my thesis, for example visual images.

I undertake to be bound by Rule G 71 of the University's General Rules for Degrees, Diplomas and Certificates:

*"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 part from time to time and distribute the content in whatever format it deems fit, for the purpose of research. The University may for any reason, either at the request of the candidate or on its own initiative, waive its rights".*

Signature of Student: ..... Date: .....

SECTION D: ACCESS

We the student and supervisor, request the following conditions of access (tick only ONE option below):

- 1. Unrestricted Open Access: The thesis will be deposited in the University's digital repository immediately for free open access worldwide;
- 2. Full Embargo: of the electronic thesis for a period of:
  - 1 Year
  - 2 Years

NOTE: The request for an embargo must be accompanied by a supporting letter, addressed to the Registrar, from the Head of Department. The Registrar will contact the Head of Department once the request has been considered. The Library undertakes to inform the Head of Department at least 30 days before the expiry date of the requested embargo period to confirm that no further embargo is required, or to extend the period for a further 12 months.

We understand that after the embargo period that the e-version will be deposited in the digital repository for worldwide access.

Signature of Student: ..... Date: .....

Signature of Supervisor: ..... Date: .....

SECTION E: SUPERVISOR AGREEMENT

Name of Supervisor: .....

May your email be available on the Rhodes University digital repository website? YES/NO

I hereby verify that all the necessary changes as requested/indicated by the examiners have been made and am satisfied that this copy is the final electronic copy.

I hereby verify that I have reviewed the final electronic version and have determined that it is an accurate representation of the thesis.

Signature of Supervisor: ..... Date: .....

SECTION F: TO BE COMPLETED BY THE REGISTRAR'S DIVISION

I am satisfied that all sections A - E have been completed. The student has provided 1 (one) electronic copy on..... (number of) CDs, DVDs or other ..... The request for an embargo on the e-version has been approved? YES/NO.

Signature of Registrar: ..... Date: .....

## K

## APPENDIX

## Guidelines for examiners of Masters degrees

The following requirements for the degree of Master are quoted for the information of examiners, except for the Masters in Fine Arts:

### 1. The Rule G.50 of the Rhodes University Calendar

Subject to the provisions of Rule G.49 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.

*NB. Rule 50.5 of the Rhodes University Calendar states that a candidate who has obtained the BPharm degree may not present their thesis for a Masters degree until at least 18 months after the date of registration for the MSc or MPharm degree.*

### 2. Regulations

#### 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 purposes of this Rule, members of associated institutions 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.

#### G.60

Degree may be awarded with distinction.

### 3. Guidelines for Candidates

#### G.53

*These Guidelines are additional to the Rules governing the degree of Master as laid down in Rhodes University Calendar.*

A thesis for the degree of Master must show that the candidate:

- (a) is sufficiently acquainted with the appropriate methods and techniques of research.
- (b) is sufficiently acquainted with the relevant literature.

- (c) has both satisfactorily understood the nature of the problem or topic and assessed the significance of the findings; and
- (d) has satisfactorily presented the results of independent research for the award of the degree in a manner which is satisfactory as to literary style and presentation, and free from grammatical and typographical errors.

Except in exceptional circumstances approved by Senate, the upper limit for Masters degrees and the Master of Education degree by research is 50 000 words of text (approximately 150 A4 pages of one-and-a-half spaced typing excluding footnotes, illustrative material and appendices). Master of Education thesis in a coursework degree should not under any circumstances exceed 30 000 words.

## 4. Reports

The examiners appointed are each required to complete the report form independently and write a report on the thesis. The report should clearly state whether in the view of the examiner, the thesis/mini-thesis/dissertation:

1. The candidate should be awarded the degree and that NO corrections need to be made to the thesis.
2. The candidate should be awarded the degree, but minor corrections, usually of a stylistic, linguistic or bibliographic nature which are clearly documented by the examiner, and are to be implemented at the discretion of the supervisor and/or Head of Department.
3. The candidate should be awarded the degree after identified changes have been made to the satisfaction of the supervisor and/or Head of Department.
4. The thesis does not meet the required standard, the candidate should be invite to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners.
5. The candidate should submit to an oral or written examination on the subject of his or her thesis and/or on the whole field of study which it covers.
6. The degree should not be awarded to the candidate.

The report form and report are to be returned directly to the Academic Administration Office as soon as possible, preferably scanned (legible quality) and emailed to [academicadmin@ru.ac.za](mailto:academicadmin@ru.ac.za). Examiners report should be received two weeks prior to the published deadline of when the final Library copy is required for the student to graduate in that year. Should examiners reports arrive after this deadline, they would be held by the Registrar's Division until after Graduation.

On receipt of all the examiner's reports, the Academic Administration Office will transmit the relevant documentation to the Head of Department, who will collate all the reports and return them with his/her recommendation to the Academic Administration office.

In the event of a significant disagreement between the reports, the Dean will in the first instance attempt to gain consensus by giving each examiner sight of the other examiner's report. Should no consensus be reached, the Dean shall, on the recommendation of the Head of Department, appoint an arbiter who shall be given sight of the thesis, the initial examiners' reports, any further correspondence from the examiners, and the Head of Department's collaboration and recommendation. Upon receipt of the arbiter's report, the Dean will make a decision on behalf of Faculty.

## 5. Confidentiality

From the outset examiners are asked on the report form whether they are prepared to be identified to a successful candidate and to indicate which section(s) of their report, if any, may be revealed to the candidate. Normally information permitted to be disclosed will be communicated to the candidate, but with the approval of the Dean. The Heads of Departments may, at their discretion, withhold part

of the information sanctioned by the examiners.

(Please be aware that it is normally the practice for the examiner's reports, and the identity of the examiner, to be made known to the candidate at the end of the examination process. If an external examiner, or the Dean, has a reason for not complying with this practice, this must specifically be requested of the Vice-Chancellor to act on behalf of Senate).

## 6. Award of the Degree with Distinction

(a) *Specified criteria for the award of a distinction:*

The University reserves the award of a distinction for work of outstanding merit, while recognizing that the Masters degree represents not more than one or two years' full-time research, and is in many instances, the first research experience of a candidate. Examiners are asked to look for evidence of real methodological and conceptual skills, clarity in exposition and development of argument, sound judgement, originality of approach and some contribution to knowledge, but not necessarily to expect total coverage of a major problem or a substantial breakthrough in a new area. The thesis must also reflect literary skills appropriate to the subject.

(b) *Award of a distinction for degree by thesis only:*

If all examiners agree that the degree be awarded with distinction, the Head of Department shall normally recommend accordingly. If after consultation, referred to in 4 above, one examiner should still remain opposed to a distinction, the Head of Department may, after consultation with the Dean, recommend the award of the degree with distinction. The Dean may accept such recommendation or may refer the issue to an arbiter.

L

# APPENDIX

## External examiner's report form Masters degree



**RHODES UNIVERSITY**  
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**EXTERNAL EXAMINER'S REPORT FORM  
MASTERS DEGREE  
(By Full Thesis)**

Report By: ..... On the Thesis presented by  
the Candidate: .....

For the Degree of Master of: .....

Each examiner is required to complete and sign this form and to return it, together with a more detailed report, to the Academic Administration Office.

*It should be stressed that Rhodes University regards such detailed reports as crucial to the examination process, and it is normal (but not obligatory) practice to supply them to students as good examples of "peer review", from which they can learn and draw benefit as they embark on their research careers. Although it is common that these reports draw attention to typographical errors and other editorial blemishes, examiners are urged not to confine themselves to simply listing these, but should report on the main features of the thesis, its merits and weaknesses, and draw attention to any aspects of particular interest or importance (suggestions of how the thesis or parts of it could be revised in article form for a reputable journal would be welcome). While no stipulation can be made as regards the length of the report, it is suggested that it might run to between three and five pages.*

**CRITERIA**

1. Has the candidate adequately identified and described the research problem/question and goal?  
.....
2. Does the thesis show that the candidate is sufficiently acquainted with the appropriate methods and techniques of research for the award of the degree?  
.....



3 Does the thesis show that the candidate has sufficient acquaintance with the current and other relevant literature? (Bibliography)

4. Does the thesis show that the candidate has both satisfactorily understood the nature of the problem or topic and assessed the significance of the findings?

5. Has the thesis satisfactorily presented the results of independent research for the award of the degree in a manner which is satisfactory as to literary style and presentation?

RECOMMENDATION

1. Do you recommend that: *Please choose ONE only*

1.1 the candidate be awarded the degree and that no corrections need be made to the thesis  
OR

1.2 the candidate be awarded the degree, but minor corrections (e.g. spelling, typing, references) should be made to the satisfaction of the supervisor and/or Head of Department  
OR

1.3 the candidate should be awarded the degree after identified changes have been made to the satisfaction of the supervisor and/or Head of Department  
OR

1.4 although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners  
OR

1.5 the candidate should submit to an oral or written examination on the subject of his or her thesis and/or on the whole field of study which it covers  
OR

1.6 the degree should not be awarded to the candidate

2. Do you recommend that the degree be awarded with/without distinction?

*When the award of the degree with distinction is under consideration, examiners are asked to look for evidence of real methodological and conceptual skills, clarity of exposition and development of argument, sound judgement, originality of approach, and some contribution to knowledge, and require that the thesis should reflect literary skills appropriate to the subject.*

3. In the event of your not recommending that the degree be awarded with a distinction, would you object if, in light of other examiners' reports, a distinction is awarded?

Are you prepared to be identified to the candidate, if the degree is awarded and are you prepared to allow the candidate to read your report in whole or part?

*(Please be aware that it is normally the practice for examiner's reports, and the identity of the examiner, to be made known to the candidate at the end of the examination process. If an external examiner, or the Dean, has reason for not complying with this practice, this must specifically be requested of the Vice-Chancellor to act on behalf of Senate.)*

Date:..... Signature:.....

Name (BLOCK LETTERS): .....



**RHODES UNIVERSITY**

*Where leaders learn*

**EXTERNAL EXAMINER'S REPORT FORM  
MASTERS DEGREE  
(By Full Thesis) - Science**

Report By: ..... On the Thesis presented by  
the Candidate: .....

For the Degree of Master of: .....

Each examiner is required to complete and sign this form and to return it, together with a more detailed report, to the Academic Administration Office.

*It should be stressed that Rhodes University regards such detailed reports as crucial to the examination process, and it is normal (but not obligatory) practice to supply them to students as good examples of "peer review", from which they can learn and draw benefit as they embark on their research careers. Although it is common that these reports draw attention to typographical errors and other editorial blemishes, examiners are urged not to confine themselves to simply listing these, but should report on the main features of the thesis, its merits and weaknesses, and draw attention to any aspects of particular interest or importance (suggestions of how the thesis or parts of it could be revised in article form for a reputable journal would be welcome). While no stipulation can be made as regards the length of the report, it is suggested that it might run to between three and five pages.*

**CRITERIA**

1. Has the candidate adequately identified and described the research problem/question and goal?  
.....
2. Does the thesis show that the candidate is sufficiently acquainted with the appropriate methods and techniques of research for the award of the degree?  
.....
3. Does the thesis show that the candidate has sufficient acquaintance with the current and other relevant literature? (Bibliography)  
.....
4. Does the thesis show that the candidate has both satisfactorily understood the nature of the problem or topic and assessed the significance of the findings?  
.....
5. Has the thesis satisfactorily presented the results of independent research for the award of the degree in a manner which is satisfactory as to literary style and presentation?  
.....

RECOMMENDATION

1. Do you recommend that: *Please choose ONE only*

- 1.1 the candidate be awarded the degree and that no corrections need be made to the thesis  
OR
- 1.2 the candidate be awarded the degree, but minor corrections (e.g. spelling, typing, references) should be made to the satisfaction of the supervisor and/or Head of Department  
OR
- 1.3 the candidate should be awarded the degree after identified changes have been made to the satisfaction of the supervisor and/or Head of Department  
OR
- 1.4 although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners  
OR
- 1.5 the candidate should submit to an oral or written examination on the subject of his or her thesis and/or on the whole field of study which it covers  
OR
- 1.6 the degree should not be awarded to the candidate

2. Do you recommend that the degree be awarded with/without distinction?

*When the award of the degree with distinction is under consideration, examiners are asked to look for evidence of real methodological and conceptual skills, clarity of exposition and development of argument, sound judgement, originality of approach, and some contribution to knowledge, and require that the thesis should reflect literary skills appropriate to the subject.*

Are you prepared to be identified to the candidate, if the degree is awarded and are you prepared to allow the candidate to read your report in whole or part?

*(Please be aware that it is normally the practice for examiner's reports, and the identity of the examiner, to be made known to the candidate at the end of the examination process. If an external examiner, or the Dean, has reason for not complying with this practice, this must specifically be requested of the Vice-Chancellor to act on behalf of Senate.)*

Date:..... Signature: .....

Name (BLOCK LETTERS): .....



**RHODES UNIVERSITY**  
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**INTERNAL & EXTERNAL EXAMINER'S REPORT  
 MASTERS DEGREE  
 (By Half Thesis/Research Projects)  
 Except Masters in Business Administration or Education**

Candidate: .....

 HALF THESIS

 RESEARCH PROJECTS

Examiners are required to complete and sign this form and return it, together with a more detailed report, to the Academic Administration Office (Registrar's Division). The examiner should report on the main features of the research product, merits and weaknesses, and draw attention to any particular areas of interest or importance.

While length is not itself a criterion, examiners may find it useful to think of a half thesis as a small-scale study of about 20 - 30 000 words, and "projects" as (at least) 3 items totalling about 20 - 30 000 words, excluding appendices and reference lists. (By contrast, a Masters degree by full thesis would probably involve a substantive study of about 40 - 50 000 words.)

When the award of the degree with distinction is under consideration, examiners are asked to look for evidence of exceptional methodological and conceptual skills, clarity of exposition and argument, sound judgement, originality of approach, and some contribution to knowledge.

The following criteria may prove useful in assessing the research product. In situations where multiple small projects are assessed it is unlikely that all of these criteria will apply to each individually, but they would apply to the product as a whole. The projects therefore need to be assessed globally, rather than individually. Candidates should produce a rationale providing links among projects.

| CRITERIA                                                                                                                                                            | YES | NO | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 1. Has the candidate adequately identified and described the research problem/question and goal within a clearly identified field?                                  |     |    |     |
| 2. Is the candidate sufficiently acquainted with the relevant literature?                                                                                           |     |    |     |
| 3. Is the candidate sufficiently skilled at using appropriate research methods and techniques, as revealed in the analysis and interpretation of data and findings? |     |    |     |
| 4. Has the candidate presented the material in a logical, clear and systematic way?                                                                                 |     |    |     |
| 5. Has the candidate presented the material in a linguistically and stylistically accepted way?                                                                     |     |    |     |

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES | NO | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 6. Has the candidate provided evidence of critical reflection on the research process?                                                                                                                                                                                                                                                                                                                                                                |     |    |     |
| 7. (For research projects only) Is there evidence that learning has taken place through the research process? The rationale accompanying the projects should draw attention to this aspect.                                                                                                                                                                                                                                                           |     |    |     |
| 8. Do you recommend the candidate be awarded the degree?                                                                                                                                                                                                                                                                                                                                                                                              |     |    |     |
| 9. In the event of your recommending the candidate be awarded the degree do you recommend:                                                                                                                                                                                                                                                                                                                                                            |     |    |     |
| <ul style="list-style-type: none"> <li>• No corrections</li> <li>• Editorial corrections</li> <li>• Revisions (improvements)</li> <li>• Extensions (additions)</li> </ul>                                                                                                                                                                                                                                                                             |     |    |     |
| If any of these are required, should they be to the satisfaction of the (choose one):                                                                                                                                                                                                                                                                                                                                                                 |     |    |     |
| <ul style="list-style-type: none"> <li>• The supervisor</li> <li>• The Head of Department</li> <li>• The external examiner</li> <li>• The internal examiner</li> </ul>                                                                                                                                                                                                                                                                                |     |    |     |
| 10. Do you recommend a distinction?                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |     |
| 11. In the event of your not awarding a distinction, would you object if, in light of other examiners' reports, a distinction is awarded?                                                                                                                                                                                                                                                                                                             |     |    |     |
| 12. Are you prepared to be identified to the candidate if the degree is awarded?                                                                                                                                                                                                                                                                                                                                                                      |     |    |     |
| 13. Are you prepared to allow the candidate to read your report in whole or part? (Please be aware that it is normally the practice for examiner's reports, and the identity of the examiner, to be made known to the candidate at the end of the examination process. If an external examiner, or the Dean, has reason for not complying with this practice, this must specifically be requested of the Vice-Chancellor to act on behalf of Senate.) |     |    |     |
| 14. (For reports only) Please indicate a percentage.                                                                                                                                                                                                                                                                                                                                                                                                  |     |    |     |
| 15. Please provide any additional comments.                                                                                                                                                                                                                                                                                                                                                                                                           |     |    |     |

Suggested guidelines for mark allocation to be used at the discretion of the examiner in respect of degree by coursework and thesis. Marks are allocated for a half thesis and not a full thesis.

| % MARK        | These guidelines may be used in all areas of consideration                                                                                                                                |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 86 - 100      | This candidate's work is in the top 10% of all Masters theses / mini-theses / dissertations that I have encountered, and is publishable in its present form                               |
| 75 - 85       | This candidate has met all the criteria extremely effectively and shows remarkable potential. There are large sections of the work that are publishable. This is a distinction candidate. |
| 65 - 74       | This is a highly competent effort. This candidate has a solid understanding of all that is required of him/her in the area under consideration.                                           |
| 55 - 64       | This candidate has met the criteria, but has not progressed much beyond that position.                                                                                                    |
| 50 - 54       | This is borderline work.                                                                                                                                                                  |
| 40 - 49       | This thesis / mini-thesis / dissertation requires extensive reworking.                                                                                                                    |
| 30 - 39       | This candidate has misconstrued the requirements completely, but has made an effort.                                                                                                      |
| Less than 30% | Less than 30% - this thesis / mini-thesis / dissertation is completely below standard.                                                                                                    |

While not binding, the weighting of marks reflected in the table below may be useful for structuring the evaluation of the thesis / dissertation / mini thesis. This may assist the examiner in justifying the mark allocated for the work.

| Areas of Consideration                                                                 | WEIGHTING  | MARK GIVEN |
|----------------------------------------------------------------------------------------|------------|------------|
| Contextualisation, problem definition, planning                                        | 10         |            |
| Methodological considerations and procedures                                           | 10         |            |
| Knowledge of the field, the discipline and subject being researched (literature study) | 20         |            |
| Ability to develop and sustain an argument; strategic follow-through; focus etc        | 30         |            |
| Validity and formulation of conclusions                                                | 15         |            |
| Style and Presentation                                                                 | 15         |            |
| <b>TOTAL</b>                                                                           | <b>100</b> |            |

Date: ..... Signature: .....

Name (BLOCK LETTERS): .....



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**INTERNAL & EXTERNAL EXAMINER'S REPORT  
 MASTERS IN EDUCATION**

Candidate: ..... Student No.: .....

|                                      |                                      |                                            |
|--------------------------------------|--------------------------------------|--------------------------------------------|
| <input type="checkbox"/> FULL THESIS | <input type="checkbox"/> HALF THESIS | <input type="checkbox"/> RESEARCH PROJECTS |
|--------------------------------------|--------------------------------------|--------------------------------------------|

Examiners are required to complete and sign this form and return it, together with a more detailed report, to the Academic Administration Office. The examiner should report on the main features of the research product, merits and weaknesses, and draw attention to any particular areas of interest or importance.

While length is not itself a criterion, examiners may find it useful to think of the *full thesis* as a substantive study of about 40 - 50 000 words, the *half thesis* as a small-scale study of about 20 - 30 000 words, and the *projects* as (at least) 3 items totalling about 20 - 30 000 words, excluding appendices and reference lists.

When the award of the degree *with distinction* is under consideration, examiners are asked to look for evidence of exceptional methodological and conceptual skills, clarity of exposition and argument, sound judgement, originality of approach, and some contribution to knowledge.

The following criteria may prove useful in assessing the research product. In the case of the *research projects* it is unlikely that all of these criteria will apply to all three projects, but they would apply to the product as a whole. The projects therefore need to be assessed globally, rather than individually. Candidates should produce a rationale providing links among projects.

| CRITERIA                                                                                                                                                            | YES | NO | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 1. Has the candidate adequately identified and described the research problem/question and goal within a clearly identified field?                                  |     |    |     |
| 2. Is the candidate sufficiently acquainted with the relevant, current literature?                                                                                  |     |    |     |
| 3. Is the candidate sufficiently skilled at using appropriate research methods and techniques, as revealed in the analysis and interpretation of data and findings? |     |    |     |
| 4. Has the candidate presented the material in a logical, clear and systematic way?                                                                                 |     |    |     |
| 5. Has the candidate presented the material in a linguistically and stylistically accepted way?                                                                     |     |    |     |



| CRITERIA                                                                                                                                                                                    | YES | NO | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 6. Has the candidate provided evidence of critical reflection on the research process?                                                                                                      |     |    |     |
| 7. (For research projects only) Is there evidence that learning has taken place through the research process? The rationale accompanying the projects should draw attention to this aspect. |     |    |     |
| PLEASE RESPOND TO THESE QUESTIONS                                                                                                                                                           | YES | NO |     |
| 8. Do you recommend the award of the degree?                                                                                                                                                |     |    |     |
| 9. In the event of your awarding the degree do you recommend:                                                                                                                               |     |    |     |
| <ul style="list-style-type: none"> <li>• Editorial corrections</li> <li>• Revisions (improvements)</li> </ul>                                                                               |     |    |     |
| If any of these are required, should they be to the satisfaction of the (choose one):                                                                                                       |     |    |     |
| <ul style="list-style-type: none"> <li>• The supervisor</li> <li>• The Head of Department</li> <li>• The external examiner</li> <li>• The internal examiner</li> </ul>                      |     |    |     |
| 10. Do you recommend a distinction?                                                                                                                                                         |     |    |     |
| 11. In the event of your not awarding a distinction, would you object if, in light of other examiners' reports, a distinction is awarded?                                                   |     |    |     |
| 12. Are you prepared to be identified to the candidate if the degree is awarded?                                                                                                            |     |    |     |
| 13. Are you prepared to allow the candidate to read your report?                                                                                                                            |     |    |     |
| 14. Please indicate a percentage (for half-thesis and projects only).                                                                                                                       |     |    |     |

Suggested guidelines for mark allocation to be used at the discretion of the examiner in respect of degree by coursework and thesis (half-thesis only). No marks are given for a full thesis.

| % MARK        | These guidelines may be used in all areas of consideration                                                                                                                                |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 86 - 100      | This candidate's work is in the top 10% of all Masters theses / mini-theses / dissertations that I have encountered, and is publishable in its present form                               |
| 75 - 85       | This candidate has met all the criteria extremely effectively and shows remarkable potential. There are large sections of the work that are publishable. This is a distinction candidate. |
| 65 - 74       | This is a highly competent effort. This candidate has a solid understanding of all that is required of him/her in the area under consideration.                                           |
| 55 - 64       | This candidate has met the criteria, but has not progressed much beyond that position.                                                                                                    |
| 50 - 54       | This is borderline work.                                                                                                                                                                  |
| 40 - 49       | This thesis / mini-thesis / dissertation requires extensive reworking.                                                                                                                    |
| 30 - 39       | This candidate has misconstrued the requirements completely, but has made an effort.                                                                                                      |
| Less than 30% | Less than 30% - this thesis / mini-thesis / dissertation is completely below standard.                                                                                                    |

While not binding, the weighting of marks reflected in the table below may be useful for structuring the evaluation of the thesis / dissertation / mini thesis. This may assist the examiner in justifying the mark allocated for the work.

| Areas of Consideration                                                                 | WEIGHTING  | MARK GIVEN |
|----------------------------------------------------------------------------------------|------------|------------|
| Contextualisation, problem definition, planning                                        | 10         |            |
| Methodological considerations and procedures                                           | 10         |            |
| Knowledge of the field, the discipline and subject being researched (literature study) | 20         |            |
| Ability to develop and sustain an argument; strategic follow-through; focus etc        | 30         |            |
| Validity and formulation of conclusions                                                | 15         |            |
| Style and Presentation                                                                 | 15         |            |
| <b>TOTAL</b>                                                                           | <b>100</b> |            |

Date: ..... Signature: .....

Name (BLOCK LETTERS): .....



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## MASTERS OF BUSINESS ADMINISTRATION (MBA) INTERNAL & EXTERNAL EXAMINER'S LETTER & REPORT

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Dear Examiner

On behalf of the Rhodes Business School we would like to thank you for making yourself available to examine a Master of Business Administration (MBA) research paper.

The MBA is a Masters-level degree by coursework and dissertation. As such the dissertation needs to be examined at the Masters level, but significantly less work is required compared to that of a Masters degree by full thesis. The MBA dissertation counts for 30% of the total MBA mark, with the course work component making up the balance. As a coursework degree, a mark needs to be awarded to the dissertation. An examiner's report is enclosed for this purpose, and should supplement a more detailed narrative report.

Excluding preliminary pages, references and appendices, the body of the research report should be approximately 15 000 words (+70 pages) in length.

It is recognised that the length and format restrictions could affect the candidate's ability to make a substantial contribution to the field. Furthermore, the nature of the MBA degree often encourages research that is more applied in nature rather than theoretical, and typically candidates conduct the research in their own organisation, addressing organisationally relevant problems. In the light of these unique conditions, the following guidelines are offered in examining:

- Is the candidate sufficiently acquainted with the relevant literature to use it as a theoretical basis for the study? In other words, whilst a comprehensive review of the literature is beyond the scope of study, the candidate should be familiar with seminal, current and relevant theoretical contributions that inform the study.
- Is the candidate sufficiently acquainted with the appropriate methods and techniques of conducting the research and analysing the results? That is, the research has been conducted with sufficient rigour to place confidence in the results, while also recognising the limitations of the scope of the study and its contribution.
- Taking the scale of the research into account, its applied nature and limited scope, has the research made some contribution to practice or theory?
- Is the research presented in a satisfactory way? That is, the report should adopt a formal style, be appropriately structured, free of spelling, typographical and grammatical errors, and properly referenced, with a consistent referencing style applied.

I trust that these guidelines assist in clarifying your role as an examiner and we look forward to receiving your assessment and report in due course.

Professor Owen Skae  
Director



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**INTERNAL & EXTERNAL EXAMINER'S REPORT  
 OF THE MBA DISSERTATION**

Report by:..... on the Dissertation presented by  
 the candidate: .....  
 for the Degree of Master of Business Administration.

Each examiner is required to complete and sign this form and return it, together with a more detailed report, to the Registrar's Office. The examiner should report on the main features of the Dissertation, its merits and weaknesses, and draw attention to any aspects of particular interest or importance. The report should clearly set out the corrections and/or revisions that the student is expected to make. As this is a Masters Degree by coursework and dissertation, a mark has to be awarded.

Suggested guidelines for mark allocation to be used at the discretion of the examiner.

| % MARK        | These guidelines may be used in all areas of consideration                                                                                      |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 86 - 100      | This candidate's work is in the top 10% of all MBA dissertations that I have encountered, and is publishable                                    |
| 75 - 85       | This candidate has met all the criteria extremely effectively and shows remarkable potential. This is a distinction candidate.                  |
| 65 - 74       | This is a highly competent effort. This candidate has a solid understanding of all that is required of him/her in the area under consideration. |
| 55 - 64       | This candidate has met the criteria, but has not progressed much beyond that position.                                                          |
| 50 - 54       | This is borderline work.                                                                                                                        |
| 40 - 49       | This dissertation requires extensive reworking.                                                                                                 |
| 30 - 39       | This candidate has misconstrued the requirements completely, but has made an effort.                                                            |
| Less than 30% | This dissertation is completely below standard.                                                                                                 |

While not binding, the weighting of marks reflected in the table below may be useful for structuring the evaluation of the dissertation. This may assist the examiner in justifying the mark allocated for the work.

| Areas of Consideration                                                                 | WEIGHTING  | MARK GIVEN |
|----------------------------------------------------------------------------------------|------------|------------|
| Contextualisation, problem definition, planning                                        | 10         |            |
| Methodological considerations and procedures                                           | 10         |            |
| Knowledge of the field, the discipline and subject being researched (literature study) | 20         |            |
| Ability to develop and sustain an argument; strategic follow-through; focus etc        | 30         |            |
| Validity and formulation of conclusions                                                | 15         |            |
| Style and Presentation                                                                 | 15         |            |
| <b>TOTAL</b>                                                                           | <b>100</b> |            |

Please indicate which one of the following you recommend:

|                                                                                           | YES/NO |
|-------------------------------------------------------------------------------------------|--------|
| No corrections need to be made to the Dissertation                                        |        |
| Minor corrections should be made                                                          |        |
| Further work should be done to revise and then resubmit for a re-examination              |        |
| Further work should be done to extend the research and then resubmit for a re-examination |        |

Should corrections, revisions or extensions be required, please indicate if they should be done to the satisfaction of the:

|                    | YES/NO |
|--------------------|--------|
| Supervisor         |        |
| Head of Department |        |
| Examiner           |        |

Would you recommend that a distinction be awarded to the Dissertation? (Yes/No)

In the event of you not recommending that a distinction be awarded to the Dissertation, would you object if, in the light of other examiner's reports, a distinction is awarded? (Yes/No)

Are you prepared to be identified to the candidate, if the degree is awarded? (Yes/No)

Date: ..... Signature: .....

Name (BLOCK LETTERS): .....



---

MASTERS IN FINE ARTS (MFA)  
GUIDELINES FOR EXAMINERS OF MASTERS OF FINE ART DEGREES

---

## 1. Regulations

### G.53

The Faculty shall appoint a supervisor, or supervisors, to advise the candidate. At least one of the supervisors so appointed must be a member of staff. For the purposes of this Rule, members of associated institutions who are also members of a Faculty of the University are regarded as members of staff.

### G.60

Degree may be awarded with distinction.

## 2. Guidelines for Candidates

*These Guidelines are additional to the Rules governing the degree of Master as laid down in Rhodes University Calendar.*

The exhibition of artwork submitted for the degree of Master of Fine Art must show that the candidate:

- (a) Has explored a coherent set of issues or ideas.
- (b) Has produced works which are in essence original even though they may be to some degree influenced by the art of others.
- (c) Has produced works which have contemporary relevance, i.e. which show alertness to some aspect of contemporary art discourse.
- (d) Has acquired sufficient technical skills to realise his or her ideas satisfactorily.
- (e) Has presented his/her work satisfactorily.

The mini-thesis submitted for the degree of Master of Fine Art must show that the candidate:

- (a) Has been able to elucidate the artwork he or she has produced by discussing theories and works by other artists which have guided his or her thinking.
- (b) Is sufficiently acquainted with the appropriate methods and techniques of research.
- (c) Is sufficiently acquainted with the relevant literature.
- (d) Has both satisfactorily understood the nature of the topic and assessed the significance of the findings.
- (e) Has used a satisfactory literary style, and that his or her study is free from grammatical and typographical errors.
- (f) Has included appropriate and complete references
- (g) Has included satisfactory illustrations of art discussed as well as his or her work.

The thesis should be between 12 000 and 15 000 words of text, excluding footnotes, illustrative material and appendixes.

### 3. Reports

The external examiner is required to write a report which focuses on both the professional art submission and the mini thesis, and should offer a single recommendation for both. The second report, written by the supervisor of the professional art practice, must have attached a short commentary (normally a page) on the mini dissertation that is written the supervisor of that component of the study. Each examiner must indicate whether, in his or her view, the submission:

- (1) should be accepted in its present form
- (2) should be accepted in its present form with minor changes to the mini-thesis, usually of a stylistic, linguistic or bibliographic nature. (These must be clearly documented by the examiner, and are to be implemented at the discretion of the supervisor of the mini-dissertation.)
- (3) should not be rejected but referred back to the candidate for revision and reworking before resubmission; or
- (4) should be rejected

Examiners should assume a research process in which candidates devoted 65% of their time to the production of the exhibition and 35% to the mini-thesis.

On receipt of both examiners' reports, the Academic Administration Office will transmit the relevant documentation to the Head of Department, who will collate all the reports and return them with his/her recommendation to the Academic Administration office. In the event of a significant disagreement between the reports, the Dean will in the first instance attempt to gain consensus by giving each examiner sight of the other examiner's report. Should no consensus be reached, the Dean shall, on the recommendation of the Head of Department, appoint an arbiter who shall be given sight of the mini-thesis, documentation of the exhibition, the initial examiners' reports, any further correspondence from the examiners, and the Head of Department's collation and recommendation. Upon receipt of the arbiter's report, the Dean will make a decision on behalf of the Faculty.

### 4. Confidentially

From the outset the external examiner is asked:

- (a) Whether he/she is prepared to be identified to a successful candidate.
- (b) To indicate which section(s) of his/her report, if any, may be revealed to the candidate. Normally information permitted to be disclosed will be communicated to the candidate, but with the approval of the Dean. The Head of Department may, at his/her discretion, withhold part of the information sanctioned by the examiners.

### 5. Award of the Degree with Distinction

- (a) *Specified criteria for the award of distinction*

The University reserves the award of a distinction for work of outstanding merit. Examiners are asked to look for evidence of real creative, methodological and conceptual skills. The art exhibition should be of a highly professional standard, and should demonstrate excellence in terms of its concept and realisation. The mini-thesis will also provide an outstanding elucidation of theories and ideas that have underpinned the making of the art exhibition.

- (b) *Processes of making the award*

If both examiners agree that the degree be awarded with distinction, the Head of Department shall normally recommend accordingly. If after consultation referred to in 3 above, one examiner should still remain opposed to the distinction, the Head of Department may, after consultation with the Dean, recommend the award of the degree with distinction. The Dean may accept such recommendation or may refer the issue to an arbiter.



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**INTERNAL & EXTERNAL EXAMINER'S  
LETTER & REPORT**

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Template for letter to examiners of MFA degrees - to the external examiner

Name and address:.....  
.....

Dear [Name of examiner].....

Examination of MFA submission by [name of candidate].....

I understand you have indicated a willingness to examine the MFA submission by the above candidate. I have pleasure in confirming that Senate has appointed you as an examiner. Thank you very much for agreeing to act as examiner.

The mini-thesis which forms part of the candidate's submission has been given to you by the Head of Department before you have undertaken your examination of the candidate's art exhibition. Also enclosed is a copy of the candidate's declaration, notes for the guidance of examiners of MFA degrees as well as a form for claiming payment of your fees in due course. Examiners retain their copy of the thesis with the compliments of the University.

I would appreciate your endeavouring to let me have your report as soon as possible. If you are not able to complete your report within four weeks of your visit to Rhodes to do this external evaluation, I would be grateful if you would inform me of this.

Your report may be submitted to me in hard copy (see above address) or it may be e-mailed to [academicadmin@ru.ac.za](mailto:academicadmin@ru.ac.za)

With kind regards,





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## GUIDELINES FOR EXAMINERS OF MASTERS OF MUSIC DEGREES (COMPOSITION PORTFOLIO)

---

### 1. Regulations

#### G.56

The Faculty shall appoint a supervisor, or supervisors, to advise the candidate. At least one of the supervisors so appointed must be a member of staff. For the purposes of this Rule, members of associated institutions who are also members of a Faculty of the University are regarded as members of staff.

#### G.63

Degree may be awarded with distinction.

### 2. Guidelines for Candidates

*These Guidelines are additional to the Rules governing the degree of Master as laid down in Rhodes University Calendar.*

The composition portfolio submitted for the degree of Master of Music (either a full portfolio, or constituting 40% or 33% of the degree as defined in the Rhodes University Calendar) must show that the candidate has:

- (a) explored a coherent set of musical ideas
- (b) produced works which are in essence original even though they may to some degree be influenced by the compositional style or expressive idiom of others
- (c) produced works which have contemporary relevance, i.e. which show alertness to some aspect(s) of contemporary compositional musical discourse and expression
- (d) acquired sufficient technical skills to realise his or her ideas satisfactorily
- (e) presented his/her work satisfactorily in a professional format.

The accompanying reflexive document should show awareness of:

- (a) theories and works by other composers which have guided his or her thinking
- (b) appropriate methods and techniques of research and academic writing
- (c) literary style, and that his or her reflexive commentary is free from grammatical and typographical errors
- (d) Has included appropriate and complete references
- (e) Has included satisfactory notational illustrations from the literature and the portfolio to showcase important points within the portfolio.

### 3. Reports

The external examiner is required to write a report which focuses on both the submission as an entity: compositions and reflexive commentary, and should offer a single recommendation for the portfolio.

Each examiner must indicate whether, in his or her view, the portfolio:

- (1) should be accepted in its present form
- (2) should be accepted in its present form with minor changes (These must be clearly documented by the examiner, and are to be implemented at the discretion of the supervisor.)
- (3) should not be rejected but referred back to the candidate for revision and reworking before resubmission; or
- (4) should be rejected

On receipt of both examiners' reports, the Academic Administration Office will forward the relevant documentation to the Head of Department, who will collate all the reports and return them with his/her recommendation to the Academic Administration office. In the event of a significant disagreement between the reports, the Dean will in the first instance attempt to gain consensus by giving each examiner sight of the other examiner's report. Should no consensus be reached, the Dean shall, on the recommendation of the Head of Department, appoint an arbiter who shall be given sight of the initial examiners' reports of the portfolio, any further correspondence from the examiners, and the Head of Department's collation and recommendation. Upon receipt of the arbiter's report, the Dean will make a decision on behalf of the Faculty.

#### 4. Confidentially

From the outset the external examiner is asked:

- (a) Whether he/she is prepared to be identified to a successful candidate.
- (b) To indicate which section(s) of his/her report, if any, may be revealed to the candidate. Normally information permitted to be disclosed will be communicated to the candidate, but with the approval of the Dean. The Head of Department may, at his/her discretion, withhold part of the information sanctioned by the examiners.

#### 5. Award of the Degree with Distinction

a. *Specified criteria for the award of distinction*

The University reserves the award of a distinction for work of outstanding merit. Examiners are asked to look for evidence of real creative, musically imaginative and conceptual skills. The portfolio should be of a highly professional standard, and should demonstrate excellence in terms of its concept and realisation.

b. *Processes of making the award*

If both examiners agree that the degree be awarded with distinction, the Head of Department shall normally recommend accordingly. If after consultation referred to in 3 above, one examiner should still remain opposed to the distinction, the Head of Department may, after consultation with the Dean, recommend the award of the degree with distinction. The Dean may accept such recommendation or may refer the issue to an arbiter.



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**EXAMINER'S LETTER & GUIDELINES  
FOR MMUS COMPOSITION PORTFOLIO**

---

Name and address:.....

.....

Dear [Name of examiner] .....

Examination of MMUS submission portfolio by [name of candidate]

I understand you have indicated a willingness to examine the MMus submission by the above mentioned candidate. I have pleasure in confirming that Senate has appointed you as an examiner. Thank you very much for agreeing to act as examiner.

The portfolio comprises a set of compositions with an accompanying reflexive commentary. Also enclosed is a copy of the candidate's declaration, notes for the guidance of examiners of composition portfolios at the Masters level, a short supervisor's report, as well as a form for claiming payment of your fees. Examiners retain their copy of the thesis with the compliments of the University.

I would appreciate your endeavouring to let me have your report as soon as possible. If you are not able to complete your report within six weeks I would be grateful if you would inform me of this delay.

Your report may be submitted to me in hard copy (see above address) or it may be e-mailed to [academicadmin@ru.ac.za](mailto:academicadmin@ru.ac.za)

With kind regards,



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## GUIDELINES FOR EXAMINERS OF MASTER OF MUSIC DEGREE (COMPOSITION PORTFOLIO)

---

Submitted in partial fulfilment for the degree MMus

The following guidelines apply to the composition portfolio component of the degree Master of Music awarded on completion of two public recitals (60%) and the submission of a short composition portfolio (40%), as specified under 'Degree of Master of Music', subsection iv, in the Rhodes University Calendar 2014, page 229.

### **I) Length**

**Western art music:** In the case of portfolios of work composed in the Western Art Music idiom, the portfolio must be at least 25 minutes long, and should not exceed 30 minutes.

**Popular music and jazz:** In the case of portfolios drawing on popular and/or jazz styles that feature improvisation, are typically not through-composed, and feature cyclical musical structures, the portfolio will consist of:

- a) FIVE original pieces, presented in the form of lead sheets
- b) for TWO of the original pieces, an arrangement for small ensemble of four to nine players
- c) TWO arrangements of popular and/or jazz 'standards' for small ensemble of four to nine players
- d) TWO extended arrangements of original pieces or 'standards' for a large ensemble of ten or more players, OR THREE shorter arrangements of original pieces or 'standards' for ten or more players.

### **II) Structure**

**Western art music:** In the case of portfolios of work composed in the Western Art Music idiom, the portfolio must include no less than three and no more than seven separate pieces.

**Popular music and jazz:** In the case of portfolios drawing on popular and/or jazz styles that feature improvisation, are typically not through-composed, and feature cyclical musical structures, the portfolio will consist of:

- a) FIVE original pieces, presented in the form of lead sheets
- b) for TWO of the original pieces, an arrangement for small ensemble of four to nine players
- c) TWO arrangements of popular and/or jazz 'standards' for small ensemble of four to nine players
- d) TWO extended arrangements of original pieces or 'standards' for a large ensemble of ten or more players, OR THREE shorter arrangements of original pieces or 'standards' for ten or more players.

### **III) Content**

The portfolio must include works for a variety of instruments and instrument combinations. It is recommended that works for solo instruments, small ensemble as well as larger ensemble (sextet and larger) should be included.

### **IV) Submission**

In addition to the score, all pieces should either be recorded or be submitted in midi sound files.



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**MASTERS DEGREE IN CLINICAL OR COUNSELLING PSYCHOLOGY  
EXTERNAL EXAMINER'S LETTER AND REPORT**

---

Dear External Examiner,

Thank you for agreeing to act as external examiner for the enclosed research report. This research report is submitted in **partial fulfilment** of a Masters degree in Clinical or Counselling Psychology.

Examination for this degree is by coursework and a research report of approximately 50 pages. Candidates are expected to complete this report by the end of their second year of Masters with their first year devoted to completing their coursework, and their second year devoted to completing an internship. It is therefore incumbent on the student and supervisor to conceptualise and conduct a research project that is of a limited scope (certainly a smaller project than what is expected of a Masters by thesis only) and we would like you to bear this in mind when assessing the candidate's work. Nevertheless, while the scope of the project is expected to be circumscribed, students are expected to produce work that fulfils the technical requirements of a Masters level research report. This includes an adequate literature review, a sound understanding of methodology and a cogent and plausible analysis of research findings. Originality is not expected at Masters level, but this should be taken into account in the decision to award a distinction.

Yours sincerely

Department of Psychology, Rhodes University.

## M

## APPENDIX

# Guidelines for examiners for the degree of Doctor of Philosophy

1. The following requirements for the degree of Doctor of Philosophy are quoted for the information of Examiners:

## Rules

### 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 or status 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.

### 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.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.

*(Note: the declaration is to be sent to the external examiners with the thesis)*

### 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.

## 2. Guidelines for Candidates

*These Guidelines are additional to the Rules governing the degree of Doctor of Philosophy as laid down in the University Calendar.*

A thesis for the degree of Doctor of Philosophy must show that the candidate:

- 2.1 demonstrates high-level research capability;
- 2.2 is sufficiently acquainted with the appropriate methods of research;
- 2.3 is sufficiently acquainted with the relevant literature;
- 2.4 has satisfactorily presented the results of independent research for the award of the degree;
- 2.5 has made a substantial and original contribution to knowledge in the discipline, the substance of which is worthy of publication in a scholarly journal or book.

In addition, such thesis must be satisfactory as to literacy style and presentation. A PhD thesis cannot be merely a collection of published papers, nor may such published papers be included as annexures or inserts.

The PhD degree is normally obtained by means of research work and the subsequent presentation of the thesis. Senior Doctorates are awarded scholars of international stature whose published works constitute a distinguished contribution of the advancement of knowledge in their field. Variations of the PhD are indicated below:

A PhD in **Psychotherapy** is a course-work programme in two parts. The first part consists of four written papers and a case study, the second of a thesis.

A PhD candidate in **Music and Musicology** is required to submit either a thesis or set of compositions and the candidate must also submit an explanatory statement referring to any important aspects of the scores including, in particular, a description of the form or forms employed and of any contrapuntal, harmonic and orchestration devices used.

PhD candidates in **Science** must, in addition show that they understand the purpose of the Investigation and that they have developed, or adapted, and used the appropriate methods and techniques.

## 3. Reports

- (a) The external examiners are each required *independently* to complete a report form, and to write a report on the thesis. The report form and detailed report can be sent to Academic Administration by email [academicadmin@ru.ac.za](mailto:academicadmin@ru.ac.za) as soon as possible. Examiner's reports should be received two weeks prior to the published deadline of when the final Library copy is required for the student to graduate in that year. Should examiners reports arrive after this deadline, they would be held by the Registrar's Division until after Graduation.
- (b) The supervisors may, if they so wish or at the request of the external examiner, render a *factual report* to the external examiners, containing any facts about the preparation of the thesis which is deemed advisable to communicate to the external examiners. This should be returned by the external examiner together with the examiner's report to the Registrar.
- (c) On receipt of the examiners' reports, Academic Administration shall collate the forms and report to the relevant Dean, who will consult the Committee of Assessors who are required to make a recommendation. The Dean will make a recommendation directly to the Vice-Chancellor for action on behalf of Senate. If the examiners agree that a revision and re-submission is required, the Dean may so recommend without consulting Faculty.

## 4. Confidentiality

From the outset external examiners should be asked:

1. whether or not they are prepared to be identified to a successful candidate for the degree of Doctor of Philosophy; and/or
2. to indicate which sections(s) of their reports, if any, may be revealed to a candidate.

Please be aware that it is normally the practice for examiner's reports, and the identity of the examiner, to be made known to the candidate at the end of the examination process. If an external examiner, or the Dean, has reason for not complying with this practice, this must specifically be requested of the Vice Chancellor to act on behalf of Senate (examiners can indicate this on the report form).

## 5. Thesis referred back for revision and re-examination

If any examiner insists that the thesis be referred back to the candidate for correction as a condition for the award of the degree, the examiner shall be required to indicate clearly, to the satisfaction of the Dean, what has to be done by the candidate; and in the case of major revision, or correction, or extension, the examiners may be required to re-examine the thesis once this has been done





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**EXTERNAL EXAMINER'S REPORT FORM  
DEGREE OF DOCTOR OF PHILOSOPHY**

Report by:..... on the Thesis presented by  
the candidate: .....

for the Degree of Doctor of Philosophy.

Each examiner is required to complete and sign this form and to return it, together with a more detailed report, to the Academic Administration Office.

*It should be stressed that Rhodes University regards such detailed reports as crucial to the examination process, and it is normal (but not obligatory) practice to supply them to students as good examples of "peer review", from which they can learn and draw benefit as they embark on their research careers. Although it is common that these reports draw attention to typographical errors and other editorial blemishes, examiners are urged not to confine themselves to simply listing these, but should report on the main features of the thesis, its merits and weaknesses, and draw attention to any aspects of particular interest or importance (suggestions of how the thesis or parts of it could be revised in article form for a reputable journal would be welcome). While no stipulation can be made as regards the length of the report, it is suggested that it might run to between three and five pages.*

**CRITERIA**

1. Has the candidate adequately identified and described the research problem / question and goal?  
.....
2. Does the thesis show that the candidate is sufficiently acquainted with the appropriate methods and techniques of research for the award of the degree?  
.....
3. Does the thesis show that the candidate has sufficient acquaintance with the current and other relevant literature? (Bibliography)  
.....
4. Is the thesis satisfactory as regards literary presentation? (Systematic, documented, etc  
.....
5. Does it constitute an original contribution?  
.....
6. Is the substance of the thesis worthy of publication?  
.....

RECOMMENDATION

1. Do you recommend that: *Please choose ONE only*

- 1.1 the candidate be awarded the degree and that no corrections need be made to the thesis  
OR
- 1.2 the candidate be awarded the degree, but minor corrections (e.g. spelling, typing, references) should be made to the satisfaction of the supervisor and/or Head of Department  
OR
- 1.3 the candidate should be awarded the degree after identified changes have been made to the satisfaction of the supervisor and/or Head of Department  
OR
- 1.4 although the thesis does not meet the required standard, the candidate should be invited to do further work if necessary, revise and resubmit the thesis for re-examination by the examiners  
OR
- 1.5 the candidate should submit to an oral or written examination on the subject of his or her thesis and/or on the whole field of study which it covers  
OR
- 1.6 the degree should not be awarded to the candidate

Are you prepared to be identified to the candidate, if the degree is awarded and are you prepared to allow the candidate to read your report in whole or part?

*(Please be aware that it is normally the practice for examiner's reports, and the identity of the examiner, to be made known to the candidate at the end of the examination process. If an external examiner, or the Dean, has reason for not complying with this practice, this must specifically be requested of the Vice-Chancellor to act on behalf of Senate.)*

Date: ..... Signature: .....

Name (BLOCK LETTERS): .....

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