Guide to Postgraduate Studies

Research & Technology Promotion
www.cput.ac.za/Research

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1. Introduction

This guide is intended for students who wish to register for postgraduate (master's and doctoral) studies at the Cape Peninsula University of Technology.

The Master of Technology (Magister Technologiae) (MTech) and Doctor of Technology (Doctor Technologiae) (DTech) are evaluated by the Department of Education at the level of a senior certificate plus five years' tertiary education (M+5), and a senior certificate plus six years' tertiary education (M+6), respectively. The Faculty of Education and Social Sciences offers the MEd and DEd degrees.

2. Admission requirements

2.1 MTech

A BTech or an equivalent qualification in an appropriate discipline.

2.2 DTech

An MTech or equivalent qualification in an appropriate discipline.

2.3 General requirements

The specific faculty should be approached, through the faculty research coordinator, the faculty officer or the postgraduate administrator, to determine specific faculty admission requirements.

Faculty research coordinators are:

**Faculty of Applied Sciences**
Dr James Odendaal  
Tel: (021) 460 3199  
Email: odendaalj@cput.ac.za

**Faculty of Business**
Prof André Slabbert  
Tel: (021) 460 3112  
Email: slabberta@cput.ac.za

**Faculty of Education and Social Sciences**
Prof Rajendra Chetty  
Tel: (021) 680 1532  
Email: chettyr@cput.ac.za

**Faculty of Engineering**
Prof Daniel Makinde  
Tel: (021) 959 6217  
Email: makinded@cput.ac.za

**Faculty of Health and Wellness Sciences**
Prof Ernest Truter  
Tel: (021) 959 6570  
Email: truter@cput.ac.za

**Faculty of Informatics and Design**
Prof Pieter van Brakel  
Tel: (021) 469 1015  
Email: vanbrakelp@cput.ac.za

Faculty managers and postgraduate administrators are:

**Faculty of Applied Sciences**
Mr Peter Franck (Faculty Manager)  
Tel: (021) 460 3188  
Email: franckp@cput.ac.za

**Faculty of Business (Bellville)**
Mr Llewellyn Appel  
Tel: (021) 959 6299  
Email: appel@cput.ac.za

**Faculty of Business (Cape Town)**
Ms Michelle Moller  
Tel: (021) 460 4232  
Email: mollerem@cput.ac.za

**Faculty of Education and Social Sciences**
Ms Cheryl Snyders (Faculty Manager)  
Tel: (021) 680 3920  
Email: snydersc@cput.ac.za

**Faculty of Engineering (Cape Town)**
Ms Sharon Kimber (Faculty Manager)  
Telephone: (021) 460 3032  
Email: kimbers@cput.ac.za

**Faculty of Health and Wellness Sciences**
Mr Peter le Roux (Faculty Manager)  
Tel: (021): 959 6158  
Email: lerouxp@cput.ac.za

**Faculty of Informatics and Design**
Mr Jameson Cona (Faculty Manager)  
Tel: (021)460 4236  
Email: conaj@cput.ac.za

Mr Courtley Pharaoh (Research Admin)  
Tel: (021)469 1012  
Email: pharaoh@cput.ac.za
Senate may, in exceptional cases, waive the prescribed admission requirements or treat an application as a case deserving of special merit. Faculties may also determine their own additional admission requirements.

A dissertation/thesis rejected by any other tertiary institution may not be submitted to obtain a postgraduate qualification at the Cape Peninsula University of Technology. Similarly, a dissertation or thesis which has been rejected by the Cape Peninsula University of Technology, may not be submitted to any other tertiary institution.

3. Nature and duration of course

3.1 MTech

A thesis or
A combination of course work and a dissertation. The research component (dissertation) shall comprise at least 50% of the programme content.

3.2 DTech

A thesis, which should show proof of originality, and make a definitive contribution to knowledge or the application of specialist knowledge.

3.3 Duration of studies

**MTech**

A minimum of one calendar year full-time or two consecutive calendar years part-time. Registration lapses after five years. A course-work MTech requires a minimum registration of two years.

**DTech**

A minimum of two consecutive calendar years. Registration lapses after six years.

3.4 Interruption of studies

Students who wish to interrupt their studies must apply to Senate. The interruption of studies form (HDC 1.9) is available on the Research website.

3.5 Applying at CPUT

All applicants must complete the University application form, as well as the application form for advanced studies. These forms can be obtained from the following sources:

- Postal address: Applications Office, PO Box 652, Cape Town, 8000 or
- Applications Office, PO Box 1906, Bellville, 7535.
- Physical address: Applications Office, Second floor,

Administration Building, Cape Town campus or
- Physical address: Application Office, First Floor, Administration Building, Bellville campus
- CPUT website, http://info.cput.ac.za/prospectus/

Completed forms are to be sent to the Applications Offices by post or by courier.

4. Registration procedure

4.1 Registration date and registration of topic

- Students enrolled for a course-work master's degree must comply with the registration dates as determined by the specific faculty (generally 28 April or 31 July for semester courses).
- Registration for a DTech or an MTech comprising a thesis only (no course work) and for the 50% course-work dissertation (on successful completion of the course-work component) is as follows. Where a research topic has been provisionally decided on but the complete research proposal still needs to be developed, the candidate registers as a postgraduate student, and submits form HDC 1.1 (Registration of Topic for Dissertation/Thesis) to the faculty research coordinator, the faculty officer or the postgraduate administrator for submission to the Higher Degrees Committee (HDC). The research proposal must be finalised for ratification by the HDC within six months.

4.2 Registration of research proposal

- In consultation with the supervisor, students are required to complete the form Registration of Proposal for Dissertation/Thesis (HDC 1.2). The final version must be word processed and submitted to the supervisor. This form should be accompanied by a research proposal. The research proposal will be evaluated by a team of reviewers within the faculty (HDC 1.3), tabled at the specific faculty research committee, approved by the faculty executive committee, submitted to the HDC for ratification, and finally be tabled at Senate.
- Some faculties require doctoral candidates to do an oral presentation to the faculty research committee.
- Students are urged to take great care in arriving at a scientific formulation of the proposed topic and a clear definition of the nature and objectives of the project as these are subject to scrutiny by the relevant committees.
which advise the Senate on the approval of topics. It is important to consult and follow scrupulously the Cape Peninsula University of Technology Guidelines for research proposals, and to take cognisance of faculty research ethics requirements. Bibliographic citation should be done according to the Cape Peninsula University of Technology document Research and the Harvard method of bibliographic citation: a research writing and style guide for postgraduate students, unless a faculty specifies a specific style (e.g. Vancouver). Research ethics documents and style guides are on the Research website.

- After consideration by the faculty research committee and the HDC, final approval of the project is granted by Senate.
- If a candidate will be working with confidential information, a statement to this effect with supporting evidence should be submitted. Such confidentiality will be respected by the Cape Peninsula University of Technology. A statement to this effect should be published in the dissertation/thesis.

5. Fees

- Registration fees are payable annually or per semester as determined by the specific faculty. Information regarding fees may be obtained from the specific faculty office.
- Bursaries:
  A limited number of bursaries for MTech and DTech studies are available. However candidates who qualify should apply for NRF funding before applying for a CPUT grant. Application forms are downloadable from the Research website. Contact Dr Abeda Dawood (Manager: Postgraduate Office) at Research & Technology Promotion, Room 2.805, Administration, Cape Town. Tel: (021)460 3128, email: dawooda@cput.ac.za

Cape Peninsula University of Technology staff: please note that Cape Peninsula University of Technology staff members are not eligible for these bursaries, since they qualify for Human Resources monetary incentives.

6. Where to start

6.1 The faculty research coordinator

After an initial meeting with the head of department, it is important for any prospective student undertaking postgraduate study to contact the research coordinator of the faculty as soon as possible. Students in fulltime employment are advised to discuss their proposed studies with their employers to ensure that the research project can be reconciled with their work programme, and if necessary obtain a statement of support from the employer.

6.2 The supervisor

An appropriately qualified, knowledgeable internal supervisor will be appointed by the faculty. It may be necessary to appoint an additional external supervisor outside the university to augment existing expertise. This decision rests with the faculty, which will also nominate external examiners.

After the allocation of the supervisor, the student and supervisor should discuss the proposed research topic. As an initial step, the student would generally be advised to consult the available literature on the subject.

6.3 The choice of topic/title

The choice of a topic/title is an important one. It is advisable to discuss the proposed topic with the supervisor/s and, where applicable, with the employer.

The Cape Peninsula University of Technology encourages research projects leading to practicable results. When a research topic has been identified, it should be tested against the following criteria:

- Are you really interested in researching this problem? Research may take a long time, and should you lose interest, it may become difficult to continue.
- Is the problem clearly defined? Vaguely stated problems complicate matters, while a clearly stated problem makes it easy to structure the dissertation/thesis and to report on any progress.
- Any research implies that you master new techniques, but be realistic and keep in mind your skills and abilities.
- Can the research be done with the funds and equipment at your disposal? Also ascertain whether the equipment and facilities you may need are available to you, if not at the Cape Peninsula University of Technology, then at other institutions nearby.
- Is the extent of the research such that it can be completed within a realistic period? Also ensure that the subject
of study is comprehensive enough to qualify for a postgraduate degree.

- Has this topic been researched before? Consult the following national and international bibliographies which list research in progress and completed research:
  
  o Current and completed research (national NRF database available on Sabinet).
  
  o Union catalogue of theses and dissertations of South African universities (national database of theses and dissertations completed at SA universities, available on Sabinet).
  
  o Navtech (national database of technikon research available on Sabinet).

For research to be rigorous and of international repute, especially at doctoral level, it is important to search international bibliographic control tools. The following is helpful:

Dissertation abstracts international (US) (on CPUT Library website)

A more comprehensive list may be found in Research and the Harvard method of bibliographic citation: a research writing and style guide for postgraduate students. This guide is available on the Research website.

- Also bear in mind that a faculty may require you to work within a certain CPUT/NRF niche area.

### 6.4 Collecting and recording information

The basic sources of information are:

#### 6.4.1 Cape Peninsula University of Technology Library:

**Subject librarians** are trained to assist with local and international database searches. Consult the subject librarian for your faculty.

**Books:**
Consult the Cape Peninsula University of Technology online public access catalogue (OPAC) to source general scientific and technical literature, and pay especial attention to currency, especially in fields such as technology and legislation. SACat on Sabinet indicates all material available in libraries in South Africa.

**Scientific and scholarly journals:**
A great deal of scientifically valid and comprehensive information is available in scientific and scholarly journals. These are available from the university library or through the inter-library loan service. Access to scientific and scholarly journals is obtained through, amongst others:

  o Index to South African periodicals
  o NISC
  o Wilson periodical indexes
  o EbscoHost
  o Science Direct

These are available via Sabinet and MetaLib in the library. Consult the CPUT library website.

**Calico:**
The Cape Library and Information Consortium (Calico) comprises the libraries of the four higher education institutions in the Western Cape: Cape Peninsula University of Technology, University of Cape Town, University of Stellenbosch and University of the Western Cape. All these library catalogues may be accessed from the Cape Peninsula University of Technology Library. Publications from these libraries may be ordered on inter-library loan and are generally available within 48 hours.

Should you wish to visit these libraries and make use of their facilities, fill in the appropriate form available at the issue desk at the Cape Peninsula University of Technology Library to obtain a letter of introduction from the Director: Library Services.

**Inter-library loans:**
Books, journal articles and other material not in the Cape Peninsula University of Technology library may be ordered through the inter-library loan service at the Cape Peninsula University of Technology Library. Inter-library loan request forms may be obtained from the library or downloaded from the Library Services’ Inter-library loans web page. Requests may be also be submitted using the e-form.

**Postgraduate Research Support Centre:**
An innovative new support unit exclusively for the use of postgraduate students and academic staff, the Postgraduate Research Support Centre in the Cape Town campus library incorporates an existing research information support facility (RISC) and provides dedicated computing and information services.

The Centre is conveniently situated near the library entrance.

Facilities and services include:

- 14 desktop PCs exclusively for postgraduate use
- internet, email and word-processing facilities
- online guidance
- scanning, photocopying and printing done on site
- wireless access

Research information support includes:
- the use of electronic resources for information-finding
- designing research strategies
- citing format and bibliographies
- literature review support
- database use training
- finding additional and "invisible" material online.

Contact: Rolf Proske at tel: (021)460 3156, email prosker@cput.ac.za (Cape Town).

6.4.2 Consultations

Your employer:
Your employer may be a valuable source of information. Large organisations often have specialised research and technical libraries which may be consulted.

Your supervisor/s:
Supervisors are appointed to help you - consult them about possible sources of information.

Lecturers at the university:
Consult other lecturers via your internal supervisor, especially if you are making use of techniques outside the field of specialisation of your supervisor.

Experts outside the university:
Experts in your field of study may also be consulted.

6.4.3 Own research

Postgraduate students are required to obtain information through their own research and/or fieldwork. Supervisors should guide students on the collection, organisation and processing of results.

6.4.4 Research & Technology Promotion office (see Research website)

Room 2.8, Administration, Cape Town
Prof Liz van Aswegen offers help in sourcing information, bibliographic citation, and research writing. Contact her at:
Tel: (021)460 3539
Email: vanaswegene@cput.ac.za

Dr Abeda Dawood is the Manager of the Postgraduate Office. Contact her at:
Tel: (021)460 3128
Email: dawooda@cput.ac.za

Ms Lynnemore Scheepers is the NRF grant-holder-linked bursary liaison person. Contact her at:
Tel: (021)959 6862
Email: scheepersl@cput.ac.za

6.5 Processing information

Some guidelines:
- Keep to the topic and state only relevant facts.
- Avoid verbosity and circumlocution - write as concisely as possible.
- Do not commit plagiarism. Academic integrity demands acknowledgement of sources, whether cited directly or referred to indirectly. State your own views clearly and scientifically.
- Pay careful attention to spelling, grammar and punctuation. Set your word-processing program to language (UK) or (SA).
- Good writing involves substantial proofreading, editing and rewriting.
- Adhere scrupulously to the university’s or faculty’s bibliographic style guide.

6.6 Reporting

Regularly reporting (at least once a month) to your internal supervisor regarding your progress is essential.

7. Dissertation/thesis structure

The structure of a dissertation/thesis may differ from faculty to faculty. A basic structure should include the following:

- Title page.
- Declaration by candidate that the contents of the dissertation/thesis represent his/her own work; that the opinions contained are his/hers, and not necessarily those of the university; and that the dissertation/thesis has not previously been submitted for academic examination towards any qualification.
- Abstract: this is a concise summary or synopsis of the thesis or dissertation.
- Dedication (optional).
- Acknowledgements. Include major contributors of funding, such as the NRF.
- Table of contents, including preliminary pages, chapters (with sections and sub-sections) bibliography, appendices, lists of tables and figures.
- Text (body of the thesis), containing an introduction, literature review, research methodology, analysis of results and their interpretation.
- Conclusion and recommendations.
- Bibliography or List of references.

Consult Research and the Harvard method of bibliographic citation: a research writing and style guide for postgraduate students for a full discussion and examples of the above. This document should be followed scrupulously. A thesis template is also available on the Research website.

8. Technical presentation

The following aspects should be noted:
- Preliminary pages are numbered in small Roman numerals. The title page is not numbered, although technically it is numbered i.
- Text (pages from Chapter 1) is numbered in Arabic numerals.
- Tables are numbered sequentially within each chapter in Arabic numerals, e.g. Table 2.4 or Table 2-4 (the fourth table in Chapter 2).
- Tables should be provided with concise and appropriate captions, and should be self-explanatory.
- Maps, graphs, photographs, and illustrations are referred to as figures and are also numbered sequentially (Figure 3.4 or Figure 3-4). Once again, captions should be concise and appropriate.
- Source references should be indicated in the text (see Research and the Harvard method of bibliographic citation: research writing and style guide for postgraduate students).
- Footnotes should be kept to a minimum, be brief, and numbered sequentially. A footnote is only used if the author wishes to make a comment about a matter which does not fit into the text.
- The metric system should be used throughout.
- The dissertation/thesis should be proofread and edited for correct grammar, spelling, punctuation, style and bibliographic citation.
- It should be typed in double or 1½-line spacing, on one side of A4 paper. Margins should be set at 3cm (left), and 2cm (top, right and bottom).

**NB.**
Consult Research and the Harvard guide to bibliographic citation: a research writing and style guide for postgraduate students for full details of all technical requirements. A concise version, titled Harvard for Beginners, and a Thesis Template are also available on the Research website.

9. **Date of submission of dissertation or thesis**
Candidates who wish to graduate in March/April must submit the dissertation/thesis for examination by **15 September** of the previous year. Candidates submitting after this date cannot be guaranteed graduation at the March/April graduation ceremony, but will graduate at the September ceremony.

10. **Examination**
- Students should submit **three copies** in plastic ring-binding for examination to their faculty office.
- Examination is by a panel of examiners appointed by the Cape Peninsula University of Technology.
- Names of examiners shall not be divulged to candidates, and candidates may not correspond with or contact examiners.
- Each examiner awards a mark independently of the others. A pass mark is 50%. All examiners must pass the dissertation/thesis. The degree is awarded **cum laude** if the candidate obtains a mark of 75% or higher. No percentage mark is allocated for the DTech. A course-work M Tech dissertation comprises 50% of the final mark. All the course-work modules and the dissertation must be passed. A average of 75% plus must be obtained for both the course work and for the dissertation for the candidate to be awarded a **cum laude** degree.
- Doctoral candidates may be required to defend their dissertation in a **viva voce** (oral examination).
- Before a dissertation/thesis is finally approved and the candidate is allowed to graduate, all amendments should be made to the satisfaction of the supervisor and examiners and ratified by the HDC.
- Proof of submission of a journal article is required prior to graduation.
- After examination, and after any required corrections and amendments have been made, a **minimum of four copies of the dissertation/thesis should be bound in hard cover.** The name of the author and the title should appear on the spine and front cover. (See the Harvard document for examples.)
- Binding in hard cover may be done at any bindery. Below are the details of binderies experienced in dissertations/theses:

  University of Cape Town Bindery  
  Hiddingh Hall campus  
  Orange Street  
  Cape Town  
  Tel: (021) 480 7138

  BN Bookbinders  
  Salesian Institute  
  2 Somerset Road (corner of Chiappini Street  
  Cape Town  
  Tel: (021) 4199338

Three of the four hard-bound copies are submitted to the faculty office. The remaining copy is for the candidate’s own use. Please note that a **pdf** of the thesis should be submitted to Mr Rolf Proske (Cape Town Library).

Candidates are advised to contact the research coordinator of the faculty or the supervisor in order to ascertain whether additional copies are required, for example, for co-
supervisors, or for each of the examiners.

- An examination mark will only be awarded after ratification by the HDC and Senate and after submission of the final hard-bound copies.

11. **Publication of the dissertation/thesis**

The dissertation/thesis may be published either in part (in scholarly, scientific or technical journals), or as a whole (as a monograph) after permission has been obtained from the faculty. Publication in a journal is encouraged (see Registration of Proposal for Dissertation/Thesis HDC 1.2); consult your supervisor or the Research website for lists of accredited, subsidy-generating journals. The supervisor (as co-author) and the Cape Peninsula University of Technology must be acknowledged.