# Table of Contents

1. Introduction .............................................................................................................................4

2. Admission Requirements .........................................................................................................4
   MTech .....................................................................................................................................4
   DTech ....................................................................................................................................4
   Master’s Degrees .....................................................................................................................4
   Doctoral Degrees.....................................................................................................................4

3. Faculty contact details and information can be obtained at: ..................................................4
   Faculty of Applied Sciences......................................................................................................4
   Faculty of Business and Management Sciences: .......................................................................4
   Faculty of Education.................................................................................................................4
   Faculty of Engineering and the Built Environment .................................................................4
   Faculty of Health and Wellness Sciences .................................................................................4
   Faculty of Informatics and Design............................................................................................4

4. Fees ..........................................................................................................................................4
   Bursaries:..................................................................................................................................4

5. Nature and duration of course ..................................................................................................5
   MTech/Masters............................................................................................................................5
   Duration ....................................................................................................................................5
   Academic Block ........................................................................................................................5
   DTech/Doctorate.........................................................................................................................5
   Duration ....................................................................................................................................5
   Academic Block ........................................................................................................................5
   Interruption of studies ...............................................................................................................5

6. Applying at CPUT.......................................................................................................................5

7. Registration procedure .............................................................................................................6
   Registration dates ....................................................................................................................6
   Appointment of a principal supervisor .....................................................................................6

8. Registration on the HDC Digital portal.....................................................................................6

9. Registration of Topic ..................................................................................................................6

10. Student Supervisor Agreement (SSA) ....................................................................................7

11. Approval of research proposal and of ethics application........................................................7

11. Collecting and recording information ..................................................................................9
   CPUT Libraries .......................................................................................................................9
   Extensive resources..................................................................................................................9
   Postgraduate Research Information Support Centre: .............................................................9

12. Centre for Postgraduate Studies: Software Support .............................................................9
   Reporting.................................................................................................................................9

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Date of Submission of dissertation or thesis</td>
</tr>
<tr>
<td>15</td>
<td>Examination</td>
</tr>
<tr>
<td>16</td>
<td>Post-Examination</td>
</tr>
<tr>
<td>17</td>
<td>Publication of the dissertation/thesis</td>
</tr>
<tr>
<td>18</td>
<td>Centre for Postgraduate Studies</td>
</tr>
<tr>
<td>19</td>
<td>Website</td>
</tr>
</tbody>
</table>
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. 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, and likewise a dissertation or thesis which has been rejected by the Cape Peninsula University of Technology may not be submitted to any other tertiary institution.

2 Admission Requirements

MTech
A BTech or an equivalent four-year qualification in an appropriate discipline. Candidates should contact the faculty, or consult the faculty website for faculty-specific requirements especially in terms marks obtained in the previous degree.

DTech
An MTech or equivalent Master’s qualification in an appropriate discipline. Candidates should contact the faculty, or consult the faculty website for faculty-specific requirements especially in terms marks obtained in the previous degree.

Master’s Degrees
An HEQSF aligned level 8 qualifications or an equivalent in an appropriate discipline. Candidates should contact the faculty, or consult the faculty website for faculty-specific requirements especially in terms marks obtained in the previous degree. For pre-HEQSF aligned qualifications also please consult the relevant faculty prospectus and handbooks for articulation options into the new Masters qualifications.

Doctoral Degrees
An HEQSF aligned level 9 qualification or equivalent qualification in an appropriate discipline. Candidates should contact the faculty, or consult the faculty website for faculty-specific requirements especially in terms marks obtained in the previous degree. For pre-HEQSF aligned qualifications also please consult the relevant faculty prospectus and handbooks for articulation options into the new Masters qualifications.

3 Faculty contact details and information can be obtained at:

The information about research areas and supervisors can be found on http://www.cput.ac.za/study/research-areas-and-supervisors. The general information for each faculty can be found on the following webpages:

Faculty of Applied Sciences
Website: http://www.cput.ac.za/academic/faculties/appliedsciences

Faculty of Business and Management Sciences:
Website: http://www.cput.ac.za/academic/faculties/business

Faculty of Education
Website: http://www.cput.ac.za/academic/faculties/educations

Faculty of Engineering and the Built Environment
Website: http://www.cput.ac.za/academic/faculties/engineering

Faculty of Health and Wellness Sciences
Website: http://www.cput.ac.za/academic/faculties/healthwellness

Faculty of Informatics and Design
Website: http://www.cput.ac.za/academic/faculties/informaticsdesign

4 Fees
Registration fees and subject fees (in this case, the dissertation or thesis) are payable annually or per semester as determined by the specific faculty. Information regarding fees may be obtained from the specific faculty office. It is imperative that students re-register at the start of each academic year.

Bursaries:
A limited number of bursaries are available for masters and doctoral studies. Calls for application are made regularly and published on the website. Acceptance into the degree programme does not guarantee a bursary.

Staff of the Cape Peninsula University of Technology enrolled for postgraduate studies are not eligible for these bursaries, since they qualify for Human Resources monetary incentives.
5 Nature and duration of course

Refer to the faculty websites, faculty prospectus, faculty handbooks and PG prospectus for more information on the nature and duration of a course. In general, the duration of Master’s and Doctoral qualifications are as follows:

MTech/Masters

Duration
- Full-Time Course work: A minimum of one (1) calendar year and a maximum of three (3) years
- Part-time Course work: A minimum of two (2) consecutive calendar years and a maximum of four (4) years;
- Full-time 100% Research: A minimum of one (1) calendar year and a maximum of three (3) years
- Part-time 100% Research: A minimum of one (1) calendar year and a maximum of four (4) years

Academic Block
Coursework Full-time Masters: Students that have completed less than 50% of coursework after year one, or have not completed and do not have an approved proposal at the end of year 2 will be academically blocked, or thesis not submitted for examination at the end of year three (3) will be academically blocked.

Coursework Part-time Masters: Students that have completed less than 50% of coursework after year one, or have not completed all coursework after year two (2), or have not completed and do not have an approved proposal at the end of year three (3), or thesis not submitted for examination at the end of year four (4) will be academically blocked.

100% Full-time Masters: Students that do not have an approved topic after six (6) months or do not have an approved proposal at the end of year one (1), or thesis not submitted for examination at the end of year two (2) will be academically blocked.

100% Part-time Masters: Students that do not have an approved topic after six (6) months or do not have an approved proposal at the end of year one (1), or shows no progress on experimental/lab/field work at the end of year two (2), or thesis not submitted for examination at the end of year four (4) will be academically blocked.

DTech/Doctorate

Duration
- Full-time: A minimum of two (2) consecutive calendar years and a maximum of four (4) years
- Part-time: A minimum of 4 years and a maximum of six (6) years

Academic Block
Full-time Doctorate: Students that do not have an approved topic after one (1) year or do not have an approved proposal at the end of year two (2), or thesis not submitted for examination at the end of year four (4) will be academically blocked.

Part-time Doctorate: Students that do not have an approved topic after one (1) year or do not have an approved proposal at the end of year two (2), or no progress on experimental/lab/field work after years three, four or five (3/4/5), or thesis not submitted for examination at the end of year six (6) will be academically blocked.

Interruption of studies
Students who wish to interrupt their studies must apply to the Faculty and Institutional Higher Degrees Committees. The form for interruption of studies (HDC 1.9) is available on the website of the Centre for Postgraduate Studies at http://www.cput.ac.za/research/postgraduate/hdc. Interruption of studies may not be applied for, and will not be granted, retrospectively.

6 Applying at CPUT
All applicants must complete the University online application at http://www.cput.ac.za/study/postgraduate-applications.
IMPORTANT: Prospective postgraduate students for full thesis studies must first identify a research topic and supervisor before applying.
Information on the fields/areas of study can be obtained from Departmental Representatives as given at http://www.cput.ac.za/study/research-areas-and-supervisors.
Students from outside South Africa should contact the Applications and Registration Centre (ARC) in respect of recognition of their qualifications. Also visit our website for more information on international applications: http://www.cput.ac.za/study/international-applicants.

To start the Application process go to: http://www.cput.ac.za/study/apply

7 Registration procedure

Registration dates

- Students enrolled for a course-work Master's degree must comply with the registration dates as determined by the specific faculty. For first-time Master's and doctoral registrations for the 100% thesis, the final date for application is 15 March 2020 and the final date for registration is 29 May 2020. For all returning Master’s and doctoral students, the final date for registration is 2 March 2020.

- Postgraduate students must register annually during the set registration periods and pay the prescribed registration fee until they fulfill the requirements towards their qualification.

Appointment of a principal supervisor

Faculties should allocate a principal supervisor to the candidate during the application process, prior to registration. Faculties can appoint internal or external co-supervisors.

An appropriately qualified internal principal supervisor, knowledgeable in the area of the student’s topic, will be appointed within the faculty and by the head of department prior to registration. It may be necessary to appoint an additional external supervisor outside the university to augment existing expertise. This decision rests with the faculty.

After the allocation of the supervisor, the student and supervisor should discuss the proposed research topic. This initial discussion between intended supervisor and the candidate is highly recommended. As an initial step, the student would generally be advised to consult the available literature on the subject.

The supervisor can also be identified by the candidate due to an interest in their research.

In the event of change of principal supervisor required – comprehensive reasons must be provided for that change and current supervisor must have input on digital system and can’t be a limited routing.

An external principal supervisor can be recommended in exceptional circumstances but this must be strongly motivated by the HOD to FHDC and HDC for approval. Exceptional circumstances could include but is not limited to:

- Retirement or resignation of an existing staff member and principal supervisor
- The student is at a critical path toward completing the thesis and expert advice, as received from the supervisor, is required.
- The principal supervisor is a subject expert in the field and someone else in the department/faculty could not fulfill the role of principal supervisor for the student.
- The relationship between the current principal supervisor and student has broken down to the extent that it cannot be reconciled and there is no alternative internal supervisor available.
- Limited supervision capacity within a department severely limits and impacts on the number of PG student enrolments

Supervisors with a Master's degree can only be appointed to co-supervise a Master's student under the mentorship of an experienced supervisor with a suitable doctoral qualification in the field, and should at least co-supervise two Master's students to the completion of their studies. To become an independent supervisor with only a Master's degree, you need to show evidence of successful publication of research work.

Doctoral supervisors should have supervised at least four Masters studies and co-supervised at least two doctoral studies before embarking on independently supervising a doctoral study.

8 Registration on the HDC Digital portal

All students registered are required to log into the system at http://hdcdocs.cput.ac.za/ and update their details. No hard copy HDC documentation for students will be accepted any longer.

All postgraduate students are required to activate their digital accounts after registration to allow for the HoDs to see the class list in their departments and link the student to the relevant supervisor. Please refer to the website (http://www.cput.ac.za/research-technology-and-innovation/postgraduate/digital) for the guidelines: All guides and instructions are available on the HDC Digital website.
9 Registration of Topic
The approved research topic must be uploaded onto the HDC online system by the student, together with the Academic Record of previous qualifications.

The research topic must be finalised for approval by the HDC
- within twelve (6) months of first registration for a 100 % full-time or part-time Master’s study
- within eighteen (18) months of first registration of full-time coursework Master’s study
- within two (2) years of first registration of part-time coursework Master’s study
- within twelve (6) months of first registration for a full-time Doctoral study
- within two (2) years of first registration for a part-time Doctoral study

10 Student Supervisor Agreement (SSA)
The SSA (replacing form HDC 1.1A) must be completed by the candidate and supervisor on the HDC Digital platform within the first six months of first registration.
The SSA should include the following items
- Frequency and duration of meetings between student and supervisor
- Meeting scheduling and agenda responsibility
- Email communication expectations
- Proposed project plan
- Progress reports expectations
- Expectations regarding submission of work (proposal, chapters, thesis draft)
- Expectations regarding feedback and revision of work
- Expected output (other than thesis, e.g. number of journal articles/conference papers)
- Expectations regarding skills and knowledge (need to have and need to acquire)
- Expectation regarding work in the faculty (opportunities/expectations)
- Ground rules (that student need to be aware of)
- Expectation regarding co-supervisor’s role (appointment of examiners)

11. Approval of research proposal and of ethics application
The final version of the research proposal must be word processed and submitted to the supervisor. The research proposal will be evaluated by a team of reviewers within the faculty, or external, as well as by the faculty ethics committee, tabled at the specific faculty research and faculty ethics committees, approved by the faculty executive committee. Proposals for masters' studies will be approved by the FRC/FHDCs and proposals for Doctorate studies will be approved by the HDC.

Research may not commence prior to ethics approval.

In consultation with the supervisor, students are required to upload the following documents onto the HDC digital system, as these become approved by the various committees:
- Proposal
- Review forms
- Supervisor and Student Agreement
- Ethics application document by student
- Ethics clearance certificate by the faculty ethics committee
- Some faculties require doctoral candidates to do an oral presentation of their proposal to the faculty research committee.
- 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. Research ethics documents and style guides are on the websites of the Research Directorate and Centre for Postgraduate Studies.
- After consideration by the faculty research committee, faculty ethics 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 added to the research proposal when submitted to the faculties’ research and ethics committees. Such confidentiality will be respected by the Cape Peninsula University of Technology. A statement to this effect should be published in the dissertation/thesis.
- The research proposal must be finalised for approval by the HDC
- within twelve (12) months of first registration for a 100 % full-time or part-time Master’s study
- within eighteen (18) months of first registration of full-time coursework Master’s study
- within two (2) years of first registration of part-time coursework Master’s study
- within twelve (12) months of first registration for a full-time Doctoral study
- within two (2) years of first registration for a part-time Doctoral study
11 Collecting and recording information
The basic sources of information are:

CPUT Libraries

Extensive resources
The CPUT library has extensive resources that can assist postgraduate students with information. The following can be found on the CPUT Library webpage.
- Research Guides and assistance: https://www.cput.ac.za/lib/research
- Library Guides: https://www.cput.ac.za/lib/guides
- Faculty librarians: https://www.cput.ac.za/lib/services/faculty-librarians
- Books: https://www.cput.ac.za/lib
- Scientific and scholarly journals: https://www.cput.ac.za/lib/databases
- The Cape Library and Information Consortium (Calico): https://www.cput.ac.za/students/life/157-library/library/5248-calico
- Inter-library loans: https://www.cput.ac.za/lib/services/ill

Postgraduate Research Information Support Centre:
This support unit, exclusively for the use of postgraduate students and academic researchers, is located in both the Bellville and Cape Town libraries, and incorporates a Research Information Support Centre (RISC) facility and provides dedicated information and computing services. The online platform of the RISC can be found at: http://libguides.library.cput.ac.za/research

Facilities and services include:
- networked PCs with internet, mail and word-processing facilities
- scanning, photocopying and printing on site
- information support service
- wireless access

Research information support includes:
- guidance in the use of electronic resources for information-finding
- designing research strategies
- literature citation format and bibliographies
- literature review support
- database use training
- training in the use of bibliographic software

Contact:
(021) 460 3006 (District Six): Adhil Parker
(021) 959 6324 (Bellville): Nico Gertse

12 Centre for Postgraduate Studies: Software Support
The CPGS holds site licenses for CPUT for the following software packages: STATISTICA, SPSS and ATLAS.ti. These are used for statistical data analysis.

The Centre also holds a license to the online similarity detection platform Turnitin which is used to test if any submitted work has been presented elsewhere before. Postgraduate students must be registered on the Turnitin system as soon as they have submitted a topic on the HDC system. This registration must be done by the student’s supervisor.

Reporting
Regularly reporting (at least once a month) to your internal supervisor regarding your progress is essential. The SSA outlining the duties and responsibilities of both student and supervisor must include this. The Supervisor report on student progress must be completed once per semester. This progress report will be used to determine the progression of the student.

13 Dissertation/thesis structure
The structure of a dissertation/thesis may differ from faculty to faculty. A guide to the structure of the theses can be found at: http://www.cput.ac.za/files/images_folder/cpgs/Thesis%20template%281%29.doc

The CPUT bibliographic style guide for theses and dissertations should be followed scrupulously. A thesis template is also available on the CPGS website: http://www.cput.ac.za/files/images_folder/cpgs/Harvard.pdf.

Prior to submission for examination, theses and dissertations must be free of various forms of errors. These works require to be edited for accuracy especially as they are placed for public scrutiny in the library.
14 Date of Submission of dissertation or thesis

Candidates who wish to graduate in 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 April graduation ceremony, but will graduate at the December ceremony.

Candidates wishing to graduate in December should submit by 15 June of the same year. Candidates submitting after this date cannot be guaranteed graduation at the December graduation ceremony, but will graduate at the April ceremony of the following year.

NB: Candidates who graduate in April, will be responsible for fees for the previous calendar year. Candidates who graduate in December, will be responsible for fees for the current calendar year.

15 Examination

- Dissertations and theses may not be submitted for examination without the supervisor’s signed approval as on HDC 1.11.

- Students should submit two copies (Master’s study) and three copies (doctoral study) in plastic ring-binding for examination to their faculty research administrator.

- Examination is by a panel of external examiners appointed by the HDC of the Cape Peninsula University of Technology. Two external examiners will examine the Master’s and three the doctoral degree. For the Master’s, three examiner names may be submitted for approval to the faculty and Institutional HDCs, of which two will be immediately appointed by the HDC. For the doctoral, four examiner names may be submitted of which three will be immediately appointed. This will prevent a delay of the examination process in case of the possibility of one appointed examiner withdrawing during the examination process when another examiner will have to be appointed. In the case of doctoral examination at least one of the examiners should be an international person. If more than one international examiners are selected, they may not be from the same country. If two or more local examiners are nominated, they cannot be from the same university in South Africa.

- To examine a Master’s study, an experienced examiner has examined 10 or more Master’s and 2 or more PhD theses.

- To examine a Doctoral study, an experienced examiner has examined 10 or more Master’s and more than 5 PhD theses.

- In the case of selecting an inexperienced examiner, there must be evidence of at least 6 recent publications in the same field as the theses to be examined.

- Names of examiners shall not be divulged to candidates, and candidates may not correspond with or contact examiners.

- The examination process is handled by the faculty research administrator. Supervisors may not contact examiners until all examiners’ reports have been received by the faculty research administration office and have served at the faculty research committee.

- 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 where the minimum mark must be at least 70%. A degree is awarded summa cum laude if both examiners awarded a mark of 75% or higher. No percentage mark is allocated for the doctorate. A course-work Master’s dissertation comprises 50 percent of the final mark. All the course-work modules and the dissertation must be passed. An average of 75 percent plus must be obtained for both the course-work and for the dissertation for the candidate to be awarded a cum laude degree.

- An examiner may require resubmission of a dissertation or thesis after amendments have been made. A dissertation/thesis may not be submitted for examination more than twice.

- 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 DHET-accredited journal article or a paper presented at a peer reviewed conference, in conjunction with the internal supervisor, is required for Master’s prior to graduation. Proof of final acceptance of a DHET-accredited journal article, in conjunction with the internal supervisor, is required for doctorate prior to graduation.

16 Post-Examination

- After examination, and after any required corrections and amendments have been made, the final thesis must be sent in PDF format to the supervisor. The supervisor will check that all the examiner’s recommendations were applied and when satisfied will forward the copy to the postgraduate administrator in the faculty. The postgraduate administrator will upload the thesis to the library’s space allocated to the faculty (MEDIATUM)

- No student will graduate if there is no submission of the thesis by the supervisor, via the postgraduate administrator, to the Library. The submission and acceptance of theses at the Library is 3 weeks prior to graduation.

- Candidates are advised to contact the research coordinator of the faculty or the supervisor in order to ascertain whether hard-cover 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 thesis to the library.

- Students must note that the Library list will be used by the Examinations Office to compare with the faculty lists and to prepare the graduation list.

17 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) only after permission has been obtained from the University.

- Publication in an DHET accredited scholarly journal is mandatory (see above under Graduation); See http://www.dhet.gov.za/SitePages/UniversityEducation.aspx or http://www.dhet.gov.za/Policy%20and%20Development%20Support/DHET%20Accredited%20Journal%20lists%20for%20publications%20to%20be%20made%20in%202018.xls

- The supervisor (as co-author) and the Cape Peninsula University of Technology must be acknowledged. The student’s name must appear as first author and the supervisor’s name second.

- Please note the copyright statement which should appear on the title page of the dissertation/thesis. Candidates wishing to publish their thesis in book format must obtain permission from the University.

18 Centre for Postgraduate Studies

The CPGS offices are located in Bellville at Library Extension. The main telephone number is 021 953 8456.

19 Website

The CPGS website with all contact details is http://www.cput.ac.za/research/postgraduate.

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