Postgraduate Studies @ CPUT

2015

Centre for Postgraduate Studies
www.cput.ac.za
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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 Higher Education and Training (DHET) 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 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.

2.2 **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.

2.3 **General requirements**

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

Students from outside South Africa should contact the **Office of International Affairs** in respect of recognition of their qualifications.

**Faculty research coordinators are:**

**Faculty of Applied Sciences**

Dr Simphiwe Nelana  
Tel: (021) 460 8333  
Email: NelanaS@cput.ac.za

**Faculty of Business**

Dr Michael Twum-Darko  
Tel: (021) 460 3112  
Email: MichaelDarko@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 Mellet Moll  
Tel: (021) 959 6897  
Email: mollcm@cput.ac.za

**Faculty of Health and Wellness Sciences**

Prof Penelope Engel-Hills  
Tel: (021) 959 6562  
Email: engelhillsp@cput.ac.za

**Faculty of Informatics and Design**

Prof Retha de la Harpe  
Tel: (021) 469 1015  
Email: delaharper@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
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 specific 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 percent 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 (1) calendar year full-time or two (2) consecutive calendar years part-time and a maximum of five (5) years, after which the candidate will not be allowed to re-register or continue with his/her studies. A course-work MTech requires a minimum registration of two years. Year 1: course work; Year 2: dissertation.

DTech

A minimum of two (2) consecutive calendar years and a maximum of six (6) years, both for fulltime and for part-time registration. Beyond six years the candidate will not be allowed to re-register or continue with his/her studies.

3.4 Interruption of studies

Students who wish to interrupt their studies must apply to Senate. 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.

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 at specific times.

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. For first-time master’s and doctoral registrations, the final date for registration is 31 May. For returning master’s and doctoral students, the final date for registration is 28 February.

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

- Faculties should allocate a supervisor to the candidate prior to registration.

- 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 by the candidate and the appointed supervisor, 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, via the supervisor for submission to the Faculty Research Committee (FRC) before recommendation to the Higher Degrees Committee (HDC).

NOTE: The HDC process is becoming digital since 2014 and all students registered in 2014 and after are required to log into the system at http://hdcdocs.cput.ac.za/ and update their details. No hard copy HDC documentation for these students will be accepted.

4.2 Memorandum of Understanding (MoU)

Within four (4) weeks of registration, an MoU (HDC 1.1A) must be completed by the candidate in consultation with the supervisor. The MoU must be signed off and kept as a monitoring tool within the faculty.

4.3 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, as well as by the faculty ethics committee, 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.

- Research may not commence prior to ethics/site of data collection approval.
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 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 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.

The research proposal must be finalised for ratification by the HDC within six (6) months of registration.

### 5. 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 reregister at the start of each academic year.

Bursaries: A limited number of bursaries for MTech and DTech studies are available. Application forms are downloadable from the website of the Centre for Postgraduate Studies (CPGS). 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 are not eligible for these bursaries, since they qualify for Human Resources monetary incentives.

### 6. Where to start

#### 6.1 The faculty research coordinator

The faculty research coordinator is able to advise prospective postgraduate students, and refer them to the relevant academic department and head of department.

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 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, 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.

The supervisor can also be identified by the candidate due to an interest in their research. In this instance the candidate and supervisor will initiate the study. This initial discussion between intended supervisor and the candidate is highly recommended.

It is at this stage that the MoU must be discussed and a common understanding of expectations agreed as this will assist in alleviating challenges that might arise at a later stage.
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:
  - Current and completed research (national NRF database available on Sabinet).
  - Union catalogue of theses and dissertations of South African universities (national database of theses and dissertations completed at SA universities, available on Sabinet).
  - 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:

- Dissertations and Theses (ProQuest) (US) (on CPUT Library website under databases).
- WorldCat Dissertations and Theses (on CPUT Library website under databases).

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 websites of the Research Directorate, Centre for Postgraduate Studies and RISC (Research Information Support Centre) in the Libraries of the University.

- Candidates must bear in mind that a faculty may require them to work within a certain CPUT or NRF research niche area or research group.

6.4 Collecting and recording information

The basic sources of information are:

6.4.1 CPUT Libraries

Faculty librarians:
The Librarians are trained to assist with local and international database searches. Candidates are advised to consult the faculty librarian for your specific faculty.

Books:
Consult the Cape Peninsula University of Technology online public access catalogue (OPAC) to source general scientific and technical literature, and pay special 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, a variety of databases which may be accessed via the 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 candidates wish to visit these libraries and make use of their facilities, they must 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 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.

Facilities and services include:
- 18 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 3156 (Cape Town): Lara Skelly or Nathan Kalam
(021) 959 6910 (Bellville): Robert Makonjwa

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 Centre for Postgraduate Studies: Academic Support
Ms Corrie Uys offers advice on quantitative research and statistics to postgraduate students.
Tel: (021): 4690 3258 (Cape Town)
Email: uysc@cpit.ac.za

Prof D Khalil offers advice on qualitative research to postgraduate students.
Tel: (021): 464 7253 (Cape Town)
Email: khalild@cpit.ac.za
6.4.5 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 similarity detection software Turn-it-in which is used to test if any submitted work has been presented before elsewhere.

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. The dissertation/thesis requires a statement to the effect that the work is the candidate’s own, and is free from plagiarism.
- 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. Employ an accredited editor, if necessary.
- 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. The MoU outlining the duties and responsibilities of both student and supervisor must include this. Also, the Supervisor report on student progress (HDC 1.3) is completed.

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.
- CPUT copyright declaration.
- 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 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 is the CPUT bibliographic style guide for theses and dissertations, and should be followed scrupulously. A thesis template is also available on the CPGS 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 number 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 Directorate and Centre for Postgraduate Studies websites.

9. 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 September ceremony.

Candidates wishing to graduate in September should submit by 15 March of the same year. Candidates submitting after this date cannot be guaranteed graduation at the September 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 September, will be responsible for fees for the current calendar year.

10. Examination

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

- Examination is by a panel of examiners appointed by the HDC of the Cape Peninsula University of Technology.

- 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. No percentage mark is allocated for the DTech. A course-work MTech dissertation comprises 50 percent of the final mark. All the course-work modules and the dissertation must be passed. A 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.

- In some cases, 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 (for master) and proof of acceptance (for doctorate) of a DHET-accredited journal article is required prior to graduation.

11. Post-Examination

- 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 the binding of dissertations/theses:
Three of the four hard-bound copies and an electronic copy are submitted to the Faculty Research Coordinator or Administrator. One of the hard copies remains with the supervisor while the second one is sent to the Assessment and Graduation Centre (AGC) for processing for graduation. The third hard copy and the electronic copy are sent to the Library to formulate a list that should collate to that of AGC. The remaining copy is for the use of the student.

No student will graduate if there is no submission to the Library. The form “Thesis Submission Process” is at http://www.cput.ac.za/research/postgraduate/information and is used for this. 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 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 to the Examinations Office.

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.

12. 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 a scholarly journal is mandatory (see Registration of Proposal for Dissertation/Thesis HDC 1.2); consult your supervisor or the Research Directorate website for lists of accredited, subsidy-generating journals. The supervisor (as co-author) and the Cape Peninsula University of Technology must be acknowledged.

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.

13. Centre for Postgraduate Studies

The CPGS offices are located in Cape Town at the CCE/CPGS Building and in Bellville at Library Extension. The main telephone number is 021 953 8600.

14. Website

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

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