

University of Cape Town



School of Education

2023

Master's of Education Handbook

From application to graduation

For students, course lecturers and dissertation
supervisors

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2023 Year Plan

25-27 January	Registration
13 February – 24 March	Term 1
25 March – 2 April	Vacation
3 April – 15 June	Term 2
16 June – 23 July	Mid-year vacation
24 July – 1 September	Term 3
2 September – 10 September	Vacation
11 September – 22 December	Term 4

Master's Programme Timetable – Semester 1, 2023

SEMESTER 1	DATES	TIME	VENUE (TBC)
MONDAY			
EDN5012F Psychology and Pedagogy (Warren Lilley)	13 Feb –	4:00 – 7:00 PM	
EDN5502F Key Traditions in Adult Education Research (<i>Not offered in 2023</i>)			
TUESDAY			
EDN4504F Learning & Teaching in Higher Education (Kasturi Behari-Leak)	14 Feb –	4:00 – 6:30 PM	
EDN5517F Language & Literacy in Theory & Practice (Carolyn McKinney)	14 Feb –	4:00 – 6:30 PM	
EDN5522F Research in Mathematics Education: Curriculum (Shaheeda Jaffer)	14 Feb –	4:00 – 7:00 PM	
EDN5526F School Leadership & Change in Context (Azeem Badroodien)	14 Feb –	4:00 – 7:00 PM	
WEDNESDAY			
EDN5501F Advanced Research Design (TBC)	15 Feb –	4:00 – 7:00 PM	
EDN5506F Curriculum Theory and Research (<i>Not offered in 2023</i>)			
THURSDAY			
EDN5507F Emerging Technologies and Educational Practices (Dick Ng'ambi)	11 Apr – 2 Jun	4:00 – 7:00 PM	
EDN5508F Research in Educational Technologies (Dick Ng'ambi)	16 Feb – 31 Mar	4:00 – 7:00 PM	
EDN5511F Researching Higher Education (Daniella Gachago)	16 Feb –	4:00 – 6:30 PM	
EDN5518F Language in Multilingual Schools (Carolyn McKinney)	16 Feb –	4:00 – 6:30 PM	
EDN5524F Education Development & Reform (Yunus Omar)	16 Feb –	4:00 – 7:00 PM	
BLOCK SCHEDULED MODULES			
EDN5529F Learning Science Education & Teaching (Rudi Laugksch)	20 & 21 Mar; 1, 4 & 6 Apr	8:30 – 3:30 PM daily	
EDN5530S Contemporary Issues in Science Education (Annemarie Hattingh)	12-14 July & 2-3 Oct	8:30 – 3:30 PM daily	

Provisional

Master's Programme Timetable – Semester 2, 2023

SEMESTER 2	DATES (TBC)	TIME	VENUE (TBC)
MONDAY			
EDN5519S Early Literacy in School & at Home (Xolisa Guzula)	24 Jul -	4:00 – 7:00 PM	
EDN5503S Adult Learning for Social Change (<i>Not offered in 2023</i>)			
EDN5505S Changing Frameworks of Curriculum Policy (<i>Not offered in 2023</i>)			
TUESDAY			
EDN5532S Digital Literacies Across the Lifespan (Cathy Kell)	25 Jul -	4:00 – 6:30 PM	
EDN5523S Research in Mathematics Education: Teaching & Learning (Zain Davis)	25 Jul -	4:00 – 7:00 PM	
WEDNESDAY			
EDN5501S Advanced Research Design (TBC)	26 Jul -	4:00 – 7:00 PM	
EDN5514S Knowledge and Curriculum in HE (Kasturi Behari-Leak)	26 Jul -	4:00 – 6:00 PM	
THURSDAY			
EDN5509S Learning with Technologies (Glenda Cox & Daniella Gachago)	19 Jul – 2 Sep	4:00 – 7:00 PM	
EDN5510S Research Design & Methodology (Dick Ng'ambi)	11 Sep – 20 Oct	4:00 – 7:00 PM	
EDN5525S Education Policy & Change (Yunus Omar)	27 Jul -	4:00 – 7:00 PM	
EDN5520S Academic Literacies (Abongwe Bangeni)	27 Jul -	4:00 – 7:00 PM	
FRIDAY			
EDN5013S Developmental Learning (Jo Hardman)	28 Jul -	3:00 – 6:00 PM	

Master's Programme contact details

Please note that email correspondence is preferred.

Master's programme coordination in the School of Education

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1. Introduction

Welcome to both new and returning students and staff to the 2023 Master's in Education programme. We wish you a challenging and fulfilling year!

This booklet is intended to provide detailed information on all administrative aspects of the programme, from application to graduation. At each stage of the process of moving through the degree the booklet provides information on what you as a student need to do; what lecturers/supervisors need to do; what the faculty needs to do; the rules and procedures; the forms required; and additional information. The booklet covers three main processes: application, registration and examination.

The requirements and rules of the MEd programme are also contained in the 2023 *Faculty of Humanities Graduate School Student Handbook*. Please study the *Handbook* carefully (available on the School of Education website – www.education.uct.ac.za).

2. Application

During the application process, prospective students for all degrees offered by the Faculty apply for admission to the Master's in Education programme and a chosen stream of study by completing an application form. Each stream within the School of Education can then accept or decline an applicant based on that stream's assessment of his / her application.

Rules and process

Candidates will be admitted to the Master's at the discretion of the stream convener and HOD even if an average mark of 65% at the Honours level has been achieved.

The criterion of a 65% average in an Honours degree is a minimum requirement for entry into the Master's and assessments of each applicant's writing and previous experience are also made. Interviews with applicants might also be requested.

Students whose previous degree is not from a South African University are required to have their qualifications approved by the South African Qualifications Authority (SAQA). This is the responsibility of the student. Help can be sought at the Humanities Faculty Office who have a database of SAQA recognized qualifications. Contact Charlton Esterhuizen (ce.esterhuizen@uct.ac.za) in the Humanities Faculty to obtain a NARIC certificate which indicates degree equivalence.

Links to online application information and links are provided below. An applicant will know if a programme is still offered if it appears on the drop-down menu on the online application.

Applying to UCT Postgraduate overview: <https://www.uct.ac.za/apply/applications/forms/>

Online application page: <http://applyonline.uct.ac.za/>

Step-by-step process to follow:

https://www.uct.ac.za/downloads/uct.ac.za/apply/forms/pg_applicant_guide.pdf

To whom are queries directed regarding an application?

Student queries concerning online applications should be directed at the Admissions Office on (021) 650 2128 or Admissions-pg@uct.ac.za - one of the staff members will be able to talk the applicant through the process.

Should staff require information regarding applications in general or a specific application they should contact the Admissions Office on (021) 650 2128 or Admissions-pg@uct.ac.za.

Other links:

Humanities Handbook: <https://uct.ac.za/students/study-uct-handbooks/handbooks>

Fees: https://uct.ac.za/sites/default/files/media/documents/uct_ac_za/49/Fees_Handbook_2023.pdf

Funding: <https://uct.ac.za/students/fees-funding-postgraduate-degree-funding/postgraduate-degree-funding-overview>

What is the deadline for applications from prospective students?

Students wishing to begin their studies in February 2023 must have submitted completed application forms to the University by 31 October 2022. While the deadline for application to study a Master's in Education by Coursework and Minor Dissertation is 31 October 2023, applications may be made throughout the year for Master's by Dissertation Only.

2.1 Specific requirements: Master's by Dissertation Only

Admission to the Master's by Dissertation Only occurs in exceptional circumstances, where a student has a well-developed research interest appropriate for pursuing in a full dissertation. Considerable academic background in Education is generally required for admission into this programme. The MDO is thus generally only appropriate for students who a) have extensive PRIOR experience of educational research, b) have a very good idea of what they wish to research and HOW to do this, and c) need minimal 'hand-holding' in the completion of the degree. (It is NOT an appropriate option for students who can't attend coursework lectures!) There also needs to be a suitable supervisor in the School who is able and willing to undertake supervision of the applicant. The application is first considered by the MDO convener (Rudi Laugksch), who then approaches potential supervisors in the School who consider the application and their availability.

The motivation

For a Master's by Dissertation Only application, a more detailed description of the research that the applicant intends undertaking is required with the application. Here details of the planned research need to be outlined.

2.2 Specific requirements: Recognition of Prior Learning

In cases where an applicant does not have the formal academic background required for admission to a qualification/course, they may be considered for admission via Recognition of Prior Learning (RPL). The RPL route is aimed at those who have no formal academic background, to facilitate access to higher education by recognising expertise gained by any skilled individual in non-academic contexts. Additionally, the support of the department is required, based on their assessment of the supporting information submitted by the candidate, as indicated below. Please note that a departmental Higher Degrees Committee may recommend a candidate for admission via RPL, but the final decision is the ambit of the Dean/his nominees.

In order for an applicant to be considered for admission on the basis of RPL, the following documentation would need to be submitted to the Faculty –

1. The completed RPL screening form.
2. The candidate's CV, including a record of relevant activities and projects that provide evidence of capacity to fulfill the demands of study at the required level.
3. A motivation letter from the department, who should assess and provide motivation for accepting the candidate on the basis of RPL (this would involve the department carrying out an assessment that shows that the candidate has attained an equivalent level of learning via work and life experiences for admission to the programme/course).
4. In certain cases, written tasks (usually reading and discussing an article) form part of the RPL assessment.

Point 3. Above takes place at the stream level. In other words, the relevant stream leader must provide motivation for admitting the candidate.

The RPL application with the motivation must be sent to the Faculty Office (this can be via e-mail, as scanned/ electronic copies), where it will be reviewed by the Deputy Dean.

2.3 Specific requirements: Occasional student

An applicant wishing to apply as an occasional student (applying for a course/s only, rather than the Master's programme as a whole) puts in a general online application for postgraduate occasional studies (HZ002DOH01). Once the application is submitted, the applicant will receive an automated e-mail instructing them to indicate which courses they would like to enroll for. Once they have indicated which course/s they would like to apply for, their application is sent to the appropriate department for a decision on whether or not to accept. Most often, students are admitted as occasional students as a condition for their admission to the Master's course. In these cases, students need to achieve a specified result in the course that they enroll in as an occasional student in order to qualify for admission to the Master's. Courses completed as an occasional student may not be credited towards a Master's degree should a student go on to register for the Master's.

3. Registration

During the registration process, students who have been accepted for their chosen course of study formally enroll in the Faculty of Humanities, as well as in specific stream. At UCT, application and registration are two separate processes. For the MEd programme there are two ways of registering; by *Master's by Coursework and Minor Dissertation* and by *Master's by Dissertation Only*. Each option entails different requirements for registration with each year of registration.

When does registration take place?

Remote registration for the 2023 academic term will be completed ONLINE via PeopleSoft.

The registration date for the MEd is between **25-27 January 2023**.

STUDENTS MUST REGISTER ON THE DATES STIPULATED!

Registration for second semester courses must take place before the commencement of the second semester, that is, up to and including Friday 21 July 2023. Registration after Friday, 10 February 2023, or Friday, 21 July 2023, will incur late registration penalty of R2000 for the student.

Students may NOT register for the first time in the second semester. In other words, students may NOT commence the Master's programme in July 2023.

For the Master's by Dissertation Only (MDO), students may initially register ONLINE anytime during the course of the year and will be liable for fees for the semester in which the registration is made. For subsequent registrations, MDO students must register ONLINE before the start of the First Semester, that is, in 2023 preferably on the main registration dates of 25-27 January 2023, but certainly by 10 February 2023.

Occasional Students must register within the first two weeks of the relevant semester.

PLEASE SEE THE HUM FACULTY REGISTRATION GUIDELINES, appended to this document.

Communication with students

On registration, students are automatically issued with a UCT email address. All official communication is to this address. Students are responsible for checking this address or forwarding it to their preferred address. It is the student's responsibility to make sure s/he receives emails. Should a student wish to change their email, they must do so on PeopleSoft (not VULA) to ensure that their email is changed for all official communication.

For information on how to change an official UCT email address to a personal one see http://www.sss.uct.ac.za/sites/default/files/image_tool/images/152/Student_Help_Docs/Viewing%20and%20Updating%20Personal%20Student%20Information_30September%202015.pdf

3.1 Specific requirements: Initial registration for Master's by Coursework and Minor Dissertation (MCMD)

Rules

In total students will complete THREE coursework modules, the Advanced Research Design course (EDN5501F/S) and the Minor Dissertation (EDN5500W) for the MCMD. Initially, students must register and complete at least two courses in the first two semesters of registration or they will not be permitted to renew their registration for a second year, except with permission of the HOD.

Students may not register for more than two courses in a single semester.
Each stream requires core course/s to be taken; some streams require core course/s and elective/s.

Registration process

As registration in 2023 will occur online, please see the Faculty of Humanities Postgraduate Registration Notice for Students (appended to this document).

3.2 Specific requirements: subsequent registration – coursework

Following the first year of registration, students will register in the subsequent year/s either for additional coursework or for the Minor Dissertation (see below). All returning students need to re-register on the main registration dates, 25-27 January 2023.

Rules

A candidate who fails a core course will not be permitted to renew his/her registration for that Programme (i.e., the Master's in Education).

A candidate who fails an elective course may register for an alternative elective if one is available, *once only*.

Students must register and complete at least two courses in the first two semesters of registration or they will not be permitted to renew their registration for a second year, except with permission of the HOD.

Students may not register for more than two courses in a single semester.

Each stream requires core course/s be taken, some streams core course/s and elective/s.

3.3 Specific requirements: subsequent registration – Advanced Research Design and/or Minor Dissertation

Advanced Research Design (EDN5501F/S)

Students are required to register for the Advanced Research Design course (EDN5501F/S) on completion of the coursework. Once the Advanced Research Course has been completed, students are required to register for the Minor Dissertation (EDN5500W).

The Advanced Research Design course is a non-credit bearing, compulsory course. The outcome of this course is a research proposal for the dissertation. Students have to obtain a pass in this course in order to proceed to the dissertation. Students may not register for the Minor Dissertation unless the Advanced Research Design course has been completed and passed by the Advanced Research Design course convener/s. The course result is communicated to the supervisor by way of email, which, if a pass, must be appended to the proposal at the time of registering for the Minor Dissertation.

Minor Dissertation (EDN5500W)

On registration for the dissertation, students must have three documents:

1. The passed proposal from the Advanced Research Design course;
2. A Memorandum of Understanding (MOU) completed and approved by the student and the supervisor and HoD via PeopleSoft; and
3. An ethics approval form [SOE website].

If conducting research in schools, students also require official permission from the WCED. See section 5 for further information on ethics approval and WCED permission.

Note: Please take the MOU very seriously. It is a legal document and serves to set out a plan for thesis completion, but also serves to protect both student and/or supervisor should conflict over the supervision process arise. See <http://www.digitalservices.lib.uct.ac.za/dls/rdm-policy> for what to include in MoU.

A data management plan is also required in your MOU. Ask your supervisor for further details regarding this. NRF grantees and scholarship awardees especially require this plan.

3.4 Specific requirements: subsequent registration Minor Dissertation

Students and supervisors must complete a progress report (sent to students from the Humanities Faculty Office) in order for the student to be allowed subsequent registration for dissertation. At registration (or before) an updated MOU must be completed.

Students who have submitted their Minor Dissertation by the last day prior to the commencement of the First Semester (i.e., by Friday 10 February 2023) *do not* need to re-register BY THEMSELVES – the Faculty Office will do this for them automatically. Students who require an additional time beyond this date to complete their dissertation will receive the following *retrospective* rebates depending on when they submit their Minor Dissertation (in each case BEFORE 12h00 on the stipulated date):

3 April 2023	75% rebate of fees
24 July 2023	50% rebate of fees
11 September 2023	25% rebate of fees

3.5 Specific requirements: Master's by Dissertation Only (MDO) registration and subsequent registration

Once formally accepted, students may register initially for the MDO at any time in the year, although registration by 1 May is strongly encouraged. A supervisor is formally allocated at point of registration through the MDO convener.

The student has 6 months to complete an approved research proposal.

The proposal is sent to two critical readers (the supervisor nominates some names, and generally at least one is taken from the supervisor's list of names).

The proposal is sent by the MDO convener to the critical readers and the comments are – initially – received by MDO convener and sent on to supervisor and student. Typically, the critical readers make suggestions for improvements, and the MDO convener with the supervisor advises the student as to whether these are to be seen as advice or obligatory changes.

The supervisor guides the student, if necessary, in the reworking of the proposal to take account of reviewer comments. This is to be done to the satisfaction of the supervisor. Once changes are made, the revised proposal together with a list of changes made is sent to the MDO convener who then indicates via email that the student has a Departmentally approved proposal. The proposal is then sent to the Faculty for approval by the HoD, together with the completed HUM *Proposal Approval Form*, available from Ms Mdingi-Nunu (ncumisa.mdingi-nunu@uct.ac.za).

An MDO student may not proceed to collect data without a Faculty-approved proposal and ethics clearance.

3.6 Specific requirements: Occasional student registration

Students registering for courses as occasional students must meet the course entry requirements for that particular stream in which the course is located as stipulated per course in the handbook. The student must register within the first two weeks of the relevant semester.

4. Examination

4.1 Examination of coursework

For each coursework module a student will receive either one assignment or a number of smaller assignments and a major assignment.

Course presenters should pay attention to formative assessment, structuring tasks that allow for the early identification of problems that require remediation.

Students should seek support from their lecturers in drafting essays. Communication with the course presenter around the requirements and deadlines for the submission and discussion of drafts is encouraged.

Students may also seek support from the Writing Centre (see section 5 below). In particular, students should seek assistance, if necessary, in the appropriate use of sources.

Once the assignment has been handed in it is given a mark by the course presenter and then it is sent to an external examiner. At this time, the assignment is *under examination* and the presenter and students may not discuss the marks awarded. The external examiner confirms / adjusts marks. The mark may only be released after the departmental examination meetings have taken place. Comments can then also be made available to students, but scripts must be retained by the department.

4.2 Examination of minor or full dissertation

4.2.1 Intention to submit

Approximately 4-6 weeks before you submit your dissertation/thesis for examination, you need to notify UCT of your intention to do so by uploading an 'intention to submit' form. This will let the University know that examiners need to be secured for you. If you do not upload the 'intention to submit' form in good time, it potentially delays your examination. The intention to submit form is on the Master's VULA site under 'forms' and can also be downloaded from the Humanities Faculty website, www.humanities.uct.ac.za.

In addition to the 'intention to submit' form all students are to upload an abstract. The file must be in pdf format and should be named as follows: Abstract-open.pdf

Complete the 'intention to submit' form and then log in to the PeopleSoft Student Administration Self Service. Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'.

On the next screen choose 'Intention to submit' as the request type. Select the Request Subtype appropriate to you, taking particular note of which degree (PhD or Master's) and the Faculty in which you are registered, and upload your completed 'intention to submit' form and your abstract as separate PDF documents. You may also view what you have uploaded to confirm that all is in order and may add any additional notes in the 'Comment' section if you so wish, but this may be left blank. Once your form has been successfully uploaded, click the 'Submit' button.

Once your form has been submitted and processed, you will receive an acknowledgement of receipt via e-mail. You may also log in to PeopleSoft Student Administration Self Service to check the status of the service request.

4.2.2 Appointment of examiners

Examiners are appointed by Faculty once the student has given intention to submit (i.e., at least 6 weeks before dissertation submission date). The HOD completes nomination of examiners form which is submitted to Faculty – preferably via e-mail AND before the student has submitted their dissertation.

Examiners should be affiliated to an academic institution.

Examiners must hold a qualification at least equivalent to that of the candidate whose dissertation they are to examine and should be research active.

Examiners should themselves not be UCT students, albeit for a higher qualification, nor UCT staff members.

Both examiners cannot be from the same institution.

Appropriate examiners based in or outside of SA can be nominated.

Normally examiners are expected to have had no contact with the candidate whose work they are examining. If there has been contact, please detail the extent of this contact.

- Submit their dissertation by the *guideline* dates (provided by the Faculty office).
- Submit their dissertation according to the Faculty guidelines (These details are covered in regulation FM7 in the Humanities Postgraduate Handbook).

4.2.3 Submission of the dissertation

Students will need to submit the following documents:

3.1 Thesis: Once you are ready to submit your dissertation/thesis for examination save it as a PDF file type. The file must be named as follows:

Student No_Thesis.pdf (This name is to be used by both PhD and Master's students).

3.2 Abstract: All students must again upload an abstract (it may have changed since it was first uploaded at the 'intention to submit' stage).

3.3 Turnitin originality report: All Master's students who submit their dissertations/theses for examination must include a plagiarism report from Turnitin-also known as an Originality Report-with their submission. The onus is on you as the student to ensure that the Turnitin Originality Report is signed off by your supervisor and included in your submission. Please see guidance on how to access Vula in order to obtain a Turnitin Originality Report on page 6.

3.4 The submission declaration/word count form

3.5 If applicable, the OpenUCT suppression form, where the supervisor supports a delay in making the dissertation/thesis available via *OpenUCT* to enable publication.

Log in to the PeopleSoft Student Administration Self Service. Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. Then choose 'Upload Thesis/ Dissertation for Examination' as the request type.

Please choose the Request Subtype, taking particular note of which degree (Master's) and the faculty in which you are registered, and upload your dissertation/thesis for examination, along with the additional documents listed above.

You may view what you have uploaded to confirm that the correct file will be submitted. Type the following confirmation statement in the comment section:

"I confirm that the uploaded document is the dissertation/thesis to be examined." and then click 'Submit'.

Once your dissertation/ thesis has been submitted and processed, you will receive an acknowledgement.

You can check the progress of your submission on PeopleSoft.

In cases where a submission is incomplete it will be rejected, and you are required to upload the incorrect or missing document/s as a new service request (if you add them to the existing service request, the Faculty Office is not made aware that new/additional documents have been uploaded).

Please note: In the event that any of your external examiners request a hard copy of your dissertation/ thesis, you will be required to supply this. The Faculty Office will inform you should this be necessary.

4.2.4 Data management plan

See <http://www.digitalservices.lib.uct.ac.za/dls/rdm-policy> for what to include in the MoU. Seek assistance from your supervisor in completing this.

4.2.5 The examination and the reports

Once the Postgraduate Office receives the dissertation, and examiners have been formally appointed, copies are sent to the two examiners at the top of the approved list. They are asked to

examine the work and return their reports within six weeks. Each examiner classifies the dissertation, gives it a mark, and justifies their decision in a written report. The classification involves ticking a box to show whether the dissertation is considered acceptable without any changes; needs small (usually typographical) changes; needs more substantial changes that must be made to the satisfaction of the supervisor or of the examiner (i.e. 'revise and resubmit'); or is unacceptable. The examiners are also expected to indicate whether – if they awarded a high mark but not a First Class pass ($\geq 75\%$) – they would agree to a first being awarded if the other examiner so recommended. They also mention whether or not they'd approve of their name and report being given to the student.

Both reports go to the Head of Department who makes a recommendation of a mark based on the reports and in conjunction with the supervisor. This recommendation may be to average the two marks, in a case where the examiners have proposed very similar marks; it may also make suggestions about the revision process. In instances where the examiners' marks diverge substantially (say across a class threshold – one giving 65% and the other 73%, perhaps), the recommendation is likely to be that an assessor is called upon to make a recommendation based on an assessment of the two examiners' reports.

The Head of Department's recommendation goes to the Humanities Faculty's Master's Dissertation Examinations Committee (MDEC). MDEC determines whether the Head of Department's recommendation is acceptable and if an assessor is required. If appointed, an assessor writes a comprehensive report on the two examiners' reports. An assessor is sometimes also appointed to help settle issues that are not directly marks related. In either case, the examination process is extended.

MDEC takes the final decision.

4.2.5 Conveying the MDEC decision to the student

Once the MDEC has taken its decision, the Postgraduate Office sends the examiners' reports to the supervisor (and not to the student). The supervisor meets with the student to hand over the reports and discuss the recommendations and a programme of correction and revision where appropriate. If necessary, a certificate of corrections needs to be completed (this can be found on the Master's Vula site under 'Forms'). Whether or not the examiners' reports carry the names of the examiners depends on the examiners' wishes; the examiners are given the option of remaining anonymous or not. When the result is 'revise and re-submit', all examiners' names are withheld until after the final completion of the examination process.

4.2.6 Providing the library with a copy of the thesis

Once you have received the result of the examination of your dissertation/ thesis, you will be required to upload a final corrected copy as a PDF file type for the library in order to be eligible for graduation.

To do this, log in to the PeopleSoft Student Administration Self Service. Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. Then choose 'Library Copy – upload final Thesis/Dissertation for Library' as the request type.

Choose the Request Subtype, taking particular note of which degree (Master's) and the faculty in which you are registered (Humanities) and upload your corrected dissertation/thesis for the

library.

All students must again upload an abstract in PDF format (it may have changed after being examined).

You may view what you have uploaded to confirm that the correct file will be submitted. Once confirmed, click 'Submit'. You need to insert a statement in the comment section confirming that the uploaded files are the correct versions for the Library/ *OpenUCT*.

Once your dissertation/thesis has been submitted and processed, you will receive an acknowledgement of receipt.

4.2.7 Some important additional notes

At no point during the thesis examination process may the student be told of developments or expected outcomes. The reasons for this are clear and have to do with avoiding prejudice, influence, distorted expectations and unsustainable precedents in a situation where the interests of students and those of their examiners must be protected.

The student may not know who the examiners are until the announcement of the final examination results and then only if the examiners have agreed to be identified. While it stands to reason that there will be no communication between the student and the examiners, it must be emphasised that neither the Head of Department nor the supervisor may communicate with the examiners about the examination. If there is need for the supervisor or Head of Department to have clarification from an examiner, it must be requested through the Postgraduate Office. There is no exception to this university rule.

Depending on various factors in the academic calendar, and on how the examination proceeds, it could take as little as two months from the moment that the dissertation is submitted to the announcement of the result. This is extremely rare! Delays may arise in the appointment of examiners, in the examiners' submission of their reports, in the Department's deliberations about the reports, in the time required for an assessment or in the schedule of MDEC meetings. One or more of these delays can lead to a long wait for the student.

The length of time taken to examine a Master's dissertation should not be taken as an indication of the likely result.

5. Additional information

5.1 Ethics

All researchers at the university need to apply for ethics clearance. Ethics applications are submitted at the same time or before the proposal and no data collection may begin until ethics clearance is obtained from the committee. Researchers also need to understand what ethical research entails, and make sure that they act ethically in the field. For students, graduation is not possible without ethics clearance.

Process

The School of Education Research Ethics committee is chaired by A/Professor Joanne Hardman. Applications for ethics clearance need to be emailed to joanne.hardman@uct.ac.za in consultation with your supervisor.

Note that there is a two-week turnaround time on ethics approval. Please bear this in mind when applying for ethical clearance.

5.2 Western Cape Education Department (WCED) permission

Should you intend conducting research in schools, you need to apply for permission from the WCED. The following documents are required in your application:

- A complete research proposal
- A copy of any data collection instruments, questionnaires, interview schedules etc.
- For students, a letter from your supervisor stating that you are a registered student at UCT
- A completed research permission form (which can be found on the Master's VULA site under Forms and on the SOE website).

All documents must be emailed to Meshack Kanzi: Directorate Research
meshack.kanzi@westerncape.gov.za

5.3 Department of Higher Education and Training (DHET) permission

Should you intend conducting research in public colleges, you need to apply for permission from the DHET. To guide you in this application please read the Higher Education and Training Information Standard: Approval to Conduct Research in Public Colleges, which

stipulates the processes that researchers need to follow when they plan to undertake research in public colleges (this can be found on the Master's VULA site under Forms and on the SOE website). Point 5. of this document provides specific instructions on the application procedure.

The following documents are required in your application:

- A completed research proposal
- Ethics Clearance Letter issued by a University Ethics Committee
- Complete the DHET Application form for students to conduct research in Public Colleges (DHET 004 Appendix 1 of the Higher Education and Training Information Standard).

All documents must be emailed to to Johny Rachidi - rachidi.j@dhet.gov.za – CC: Renay Pillay (DHET Director: Policy, Research and Evaluation) - pillay.r@dhet.gov.za – and Rakal Govender - govender.r@dhet.gov.za

5.4 Student support

Financial support

Your first avenue is the Postgraduate Funding Office. Information on the closing dates for bursary and scholarship applications (which differ from award to award) can be found on the Bursaries and Scholarships webpage.

National Research Foundation (NRF) bursaries may be available from your supervisor.

Master's programme students are eligible for the Faculty International Student Bursary. For more information, see the Humanities faculty website.

Academic support

UCT Libraries: [The Chancellor Oppenheimer Library](#) is the main library on campus however there are nine other branch libraries located on UCT's various campuses. The entrance to the main library is located inside the Otto Beit Building, next to Jameson Hall on upper campus. All of these libraries offer a rich array of study and research material both in print and electronic format. Ingrid Thomson is the librarian that oversees education as a field specifically. She has been at UCT for many years, is very knowledgeable and available to assist you.

The Writing Centre: located within the Language Development Group, this is a student-orientated space which aims to provide mediation in the process of academic writing. Students may engage in the one-on-one consultancy services offered. The Writing Centre is located at Level 6, Steve Biko Building, North Lane, Upper Campus. The Centre is open Monday - Friday from 09h00 to 16h00. Contact the Centre on 021 6505021.

Weekly Shut up and Write! Sessions Quoting from the 'thesiswhisperer'
<http://thesiswhisperer.com/shut-up-and-write/>: "Shut up and Write! turns writing from a solitary, to a social experience. The concept is simple: meet up with others [...] and write. The

concept originated in the San Francisco Bay Area, amongst creative writers, but, thanks to social media, has spread amongst research students around the world. The idea is to make the act of writing fun and relaxing, as the San Francisco group puts it: ‘No critiquing, exercises, lectures, ego, competition or feeling guilty.’”

We use the pomodoro technique <<http://pomodorotechnique.com/>> and write in two – three 25min sprints with brief breaks in between. Rules are silence and no emails, social media, phones etc. during the 25min periods of writing. You can be working on any kind of academic writing – abstracts, proposals, chapters, articles etc.

Shut up and Write! Thula Ubhale sessions run every Friday morning from 9.00-11.00am. A weekly email confirms the venue. Please contact Carolyn.mckinney@uct.ac.za to be added to the mailing list.

PhD Research Seminars The School of Education runs three PhD Friday-Saturday seminars a year where PhD students present their research and workshops are offered to support the research and writing process. All Master’s students are also welcome to attend these events. Email invitations giving details of the event are sent ahead of the time.

The Master’s Dissertation Poster session

Every year we hold a Master’s poster session for all students who are registered for the Minor Dissertation (EDN5501W) or the Full Dissertation (EDN5001W). Students’ posters should reflect where they are in the research process. For example, those right at the beginning of the process may focus their poster on the literature relevant to their research problem/questions. Or, if nearly completed, students’ posters may focus on research conclusions. Students should seek the support and advice of their supervisors in preparing the posters. Further details around preparing posters will be added to the Master’s VULA site in due course. Please note that this event is *compulsory* for all students registered for the minor or full dissertation, regardless of where they are in the process. The date for the 2023 Master’s poster session will be announced in due course.

Personal support

Postgraduate study can be very isolating, and so it is important to maintain regular contact with your peers. You can learn a lot from each other. In addition, support is available from the Postgraduate Affairs office and from your course lecturers / supervisors. Try to attend seminars, the PhD conferences and events organized specifically for your stream or for the Master’s programme as a whole. In addition, students have access to the Student Wellness Service which provides a professional health and counselling service to students at a primary health care level. More information is obtainable from Student Wellness Service (<http://www.dsa.uct.ac.za/student-wellness/about-student-wellness>). You can also contact the UCT Student Careline on 0800 24 25 26 or SMS 32312.

5.5 Changing registration status

Changing a course or withdrawing from a course

To change a course or withdraw from a course a student needs a Change of Curriculum form. The deadlines for changes to courses are found at the back of the form. The form must be signed by the programme convener and returned to the Humanities Faculty office. The form can be downloaded from the Humanities Faculty website <http://forms.uct.ac.za/studentforms.htm>.

If you intend to withdraw from a course and do not do so, you will continue to be registered for the course and will be deemed to have failed the course at the end of the year. It is therefore extremely important to make sure that you have withdrawn from any courses that you do not intend to complete and make sure that you have evidence that you have withdrawn from the course.

Leave of Absence (LoA)

LoA will not ordinarily be approved after week 9 of the semester. You have the option of a LoA for S1, S2 or both. Please note that LoA is only given for very specific reasons, and you need to let your supervisor know that you are applying for this.

To apply, a student must complete an ACA38 form (postgraduate studies) and submit it on PeopleSoft by creating a service request, together with any supporting documents and approvals. There is a link to a help guide that is at the top of the ACA38 form, which is found here: <https://forms.uct.ac.za/studentadmin/aca38.docx>.

A student may apply for a leave of absence on the following grounds:

- Compassionate grounds in the sense that an extreme personal trauma has recently been experienced, such as family death, etc. Some kind of documentary evidence is needed.
- Medical grounds for which a medical certificate spelling out the nature of ill health and especially likely period of incapacity is required. This can include psychological ill health – with supporting documentation.
- Studying abroad (non-IAPO exchange) for a period before returning to complete your UCT degree.
- Work-related reasons – for postgraduate coursework students only.

Cancelling registration of the Master's programme

There is no closing date for the cancellation of registration of the programme. A Cancellation of Registration form must be completed. The date of submission to the Faculty Office is taken as the date of cancellation. The form can be downloaded from the UCT website at <https://forms.uct.ac.za/aca08.pdf>

5.6 Using Vula

Vula is UCT's online collaboration and learning environment, used to support UCT courses as well as other UCT-related groups and communities. Your course lecturers will generally use VULA to post readings and announcements. There are also various group sites, the Master's VULA site being one of them. All assignments need to be submitted via VULA.

Accessing VULA

1. Open an internet browser and type <http://vula.uct.ac.za> into the address bar. Alternatively, go to the UCT homepage at <http://www.uct.ac.za> and use the Vula quick link1.
2. Login (UCT Login) by entering your UCT Student Number and Password in the top righthand corner
3. Click 'Login'
4. Once logged in to Vula you will find yourself in My Workspace
5. Along the top of the screen you will see a series of tabs of the Vula sites you are a member of.

See also online videos at <http://tinyurl.com/vula-video-tutorials>. For further assistance, please contact help@vula.uct.ac.za.

5.7 Using Turnitin

Turnitin is an originality checking and plagiarism prevention service used by UCT. Turnitin encourages best practices for using and citing other people's written material. All assignments must be submitted via Turnitin which is accessed via the VULA site.

Accessing Turnitin in Vula Faculty sites

All registered Masters and PhD students should have access to a faculty Turnitin Vula site. Students are welcome to submit draft copies of their theses or dissertations to the faculty Turnitin Vula site, to which they should have membership. The Turnitin report obtained via these sites should be discussed between you and your supervisor

To find your faculty Turnitin Vula site, please follow the steps below:

1. Go to **Vula** at <http://vula.uct.ac.za>.
2. Choose **UCT Login** and enter your UCT student number and password. For password issues, please use the Password Self Service (<https://password.uct.ac.za>) or contact the ICTS Help Desk (http://www.icts.uct.ac.za/managing_password#help).
3. Once logged into Vula, you will find yourself in your Vula **Home** page.
4. Go to the Worksite Setup tool in the left-side menu and search for *Turnitin*. You should find a Turnitin faculty site, e.g., Turnitin 2020: Humanities. Alternatively, click on the appropriate

link below to navigate to your faculty site:

- [Turnitin 2020: Humanities](#)

5. Further instructions are available on the site. Please note:

- Files submitted need to be less than **40 MB**. Files of larger size can be reduced by removing non-text content (pictures, graphs, etc.) or submitted by chapter or in sections.
- A Turnitin report can take between an hour and 24 hours to generate. To view the report, you need to navigate back to the assignment in the Turnitin site in which you submitted the file.
- Please ensure that you only submit your drafts and final copy to the faculty Turnitin Vula site. If you submit to assignments in other Vula sites, matches will occur between the documents submitted to the sites.

END/
Jan 2023

UNIVERSITY OF CAPE TOWN

FACULTY OF HUMANITIES POSTGRADUATE REGISTRATION 2023

OVERVIEW

Registration/enrolment for the 2023 academic term will be completed online via PeopleSoft. Different modes of registration have been assigned to specific programmes. It is therefore important to familiarise yourself with the different modes of registration that are outlined in this guideline.

KEY DATES

Registration will formally commence on the 23 January 2023. The detailed Humanities Postgraduate Registration Schedule may be reviewed via the links provided below:

<https://www.uct.ac.za/students/current-students/registration>

[Humanities Postgraduate Registration Schedule 2023](#)

CURRICULUM ADVICE

It is imperative that you consult the Humanities Postgraduate Handbook to review your curriculum structure and course requirements prior to reaching out to your programme convenor for curriculum advice. You may access the handbook via:

<https://uct.ac.za/students/study-uct-handbooks/handbooks>

Postgraduate curriculum advice can generally be sought via email, telephonically via online meetings (Skype, Zoom, MS Teams, Google Hangouts) or in person.

It is best to contact your programme convenor/ department via email first to establish their availability and preferred mode of communication. The email address of your programme convenor and departmental administrator is hyperlinked in the registration guideline. You may start to liaise with your department about this from the 17th January 2023 onwards.



IMPORTANT NOTICES

- **International and SADC students:** All new and returning international and SADC students must report to the International Academic Programmes Office (IAPO) via prereg@uct.ac.za and obtain pre-registration clearance by presenting their proof of payment of fees, passport, study visa and proof of medical insurance prior to registering.
- **Outstanding Fees:** Students with fee debts must produce a fee clearance letter prior to registration. These are obtainable from the Fees Office (fnd-feeenq@uct.ac.za)
- **Masters by research (100% dissertation) and PhD students – new and returning:** Master's and PhD students registering for a dissertation/thesis must complete their MoU/Progress and Planned Activity report prior to registering. Returning Students registering for research degrees must register no later than 28th February 2023.
- **New and returning PG Diploma, Honours and Coursework Masters students registering for coursework degrees** must do so by the dates stipulated in in the registration schedule.
- **Late registration:** A late registration fee of R2000 will automatically be charged to your fee account if you register after the dates specified below. Only the Dean can waive the late registration penalty and only in exceptional circumstances which must be fully motivated in writing.
- **General queries:** You may direct general registration related queries to hum-postgrad@uct.ac.za

*Unless specified otherwise in the registration schedule.



MODE OF REGISTRATION

The mode of registration for your specific programme is indicated in the registration schedule

- **Blank Shopping Cart:** You will receive a system generated activity guide which replaces the need for a registration form. Once the activity guide is complete it will be possible for you to complete your course selection via your registration task (in consultation with an advisor) and submit it via Peoplesoft. Your curriculum selection will be routed to the relevant approver and redirected to you to confirm your enrolment.
- **Programme Enrolment (PE) & Pre-populated Curriculum Cart (PPC)** – These functions are assigned to all PhD, MA by dissertation only Masters, and structured Honours and PGDip programmes. Given that the course selections are strictly defined for these programmes; the specific courses you required to register for are automatically configured into your registration task.

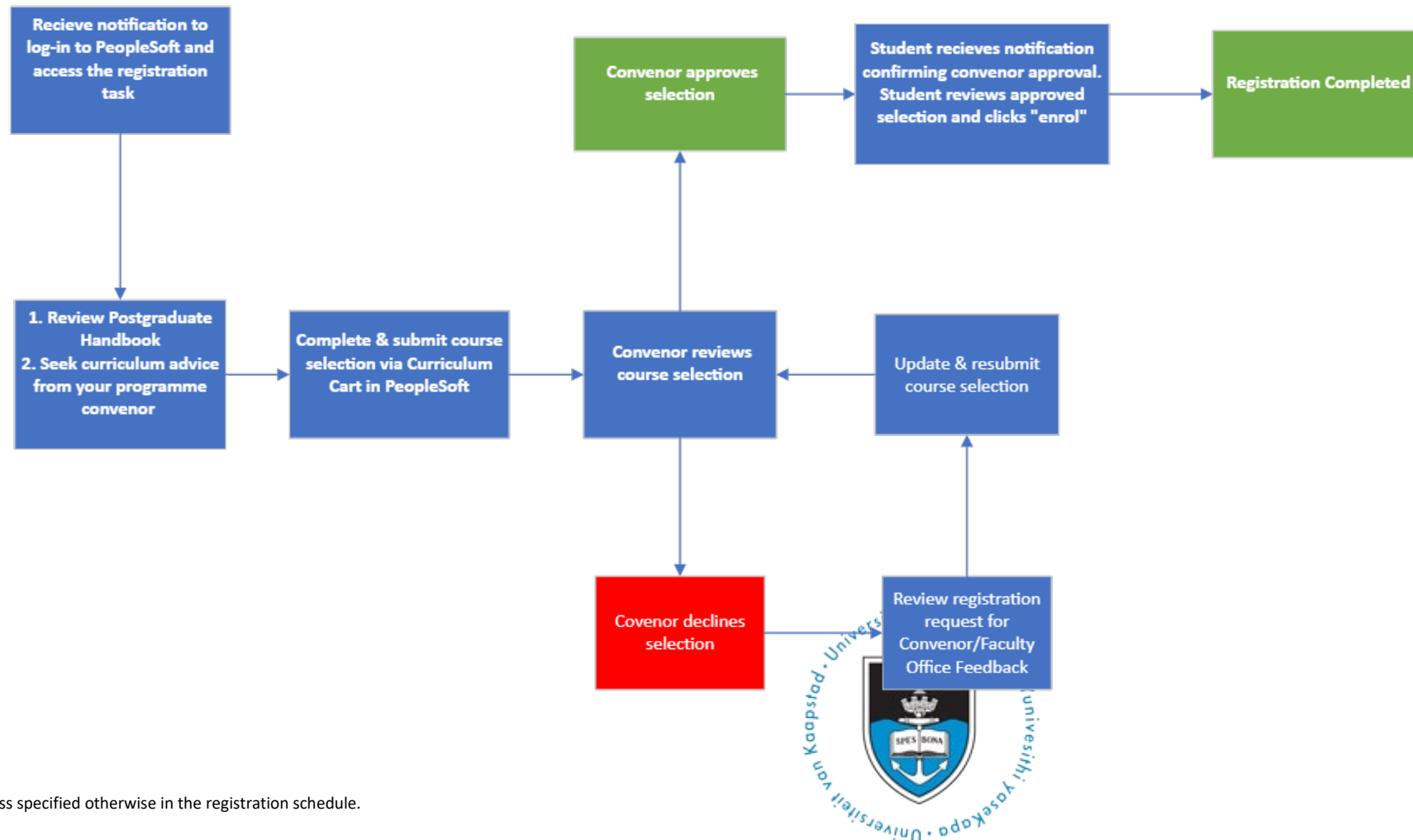


*Unless specified otherwise in the registration schedule.

THE REGISTRATION PROCESS

The below process will apply if you are registering using the Blank Shopping Cart Method for:

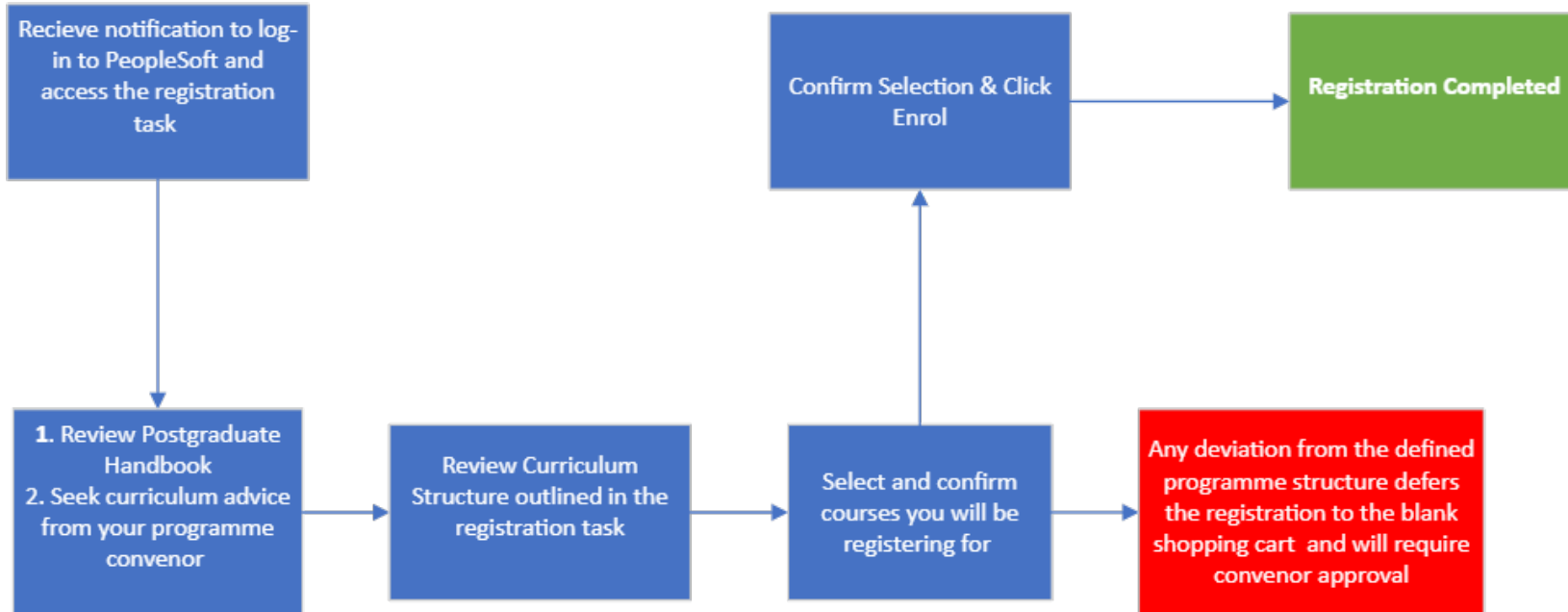
- **Postgraduate Diploma**
- **Honours**
- **Masters Coursework**



*Unless specified otherwise in the registration schedule.

Programme Enrolment & Pre-populated Curriculum Cart

This method applies to MA, Honours & PG Dip programmes that have strictly defined curriculum structures

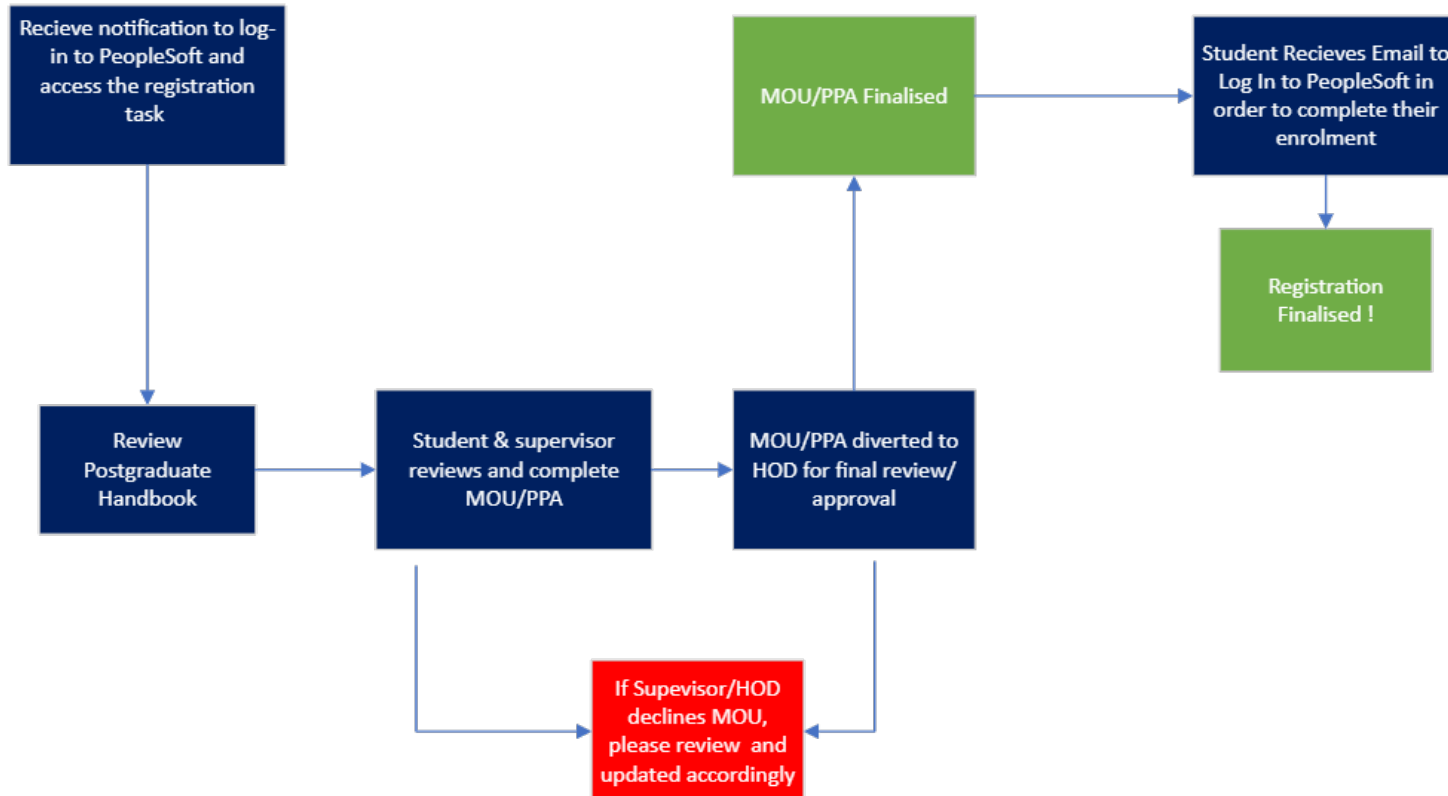


*Unless specified otherwise in the registration schedule.



PhD and Research Masters (By Dissertation Only) Students

All returning Doctoral and Masters by Dissertation only students are required to complete their Memorandum of Understanding (MOU) or Planned Progress & Activity (PPA) with their supervisor and obtain HOD approval prior to completing their registration.



*Unless specified otherwise in the registration schedule.

