UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

POSTGRADUATE ADMISSION AND REGISTRATION

POLICY NUMBER	RI P7	POLICY OWNER	DVC: Research and Innovation	
OVERSEEING COMMITTEE(S)		Higher Degrees Committee →Registrar's Committee → Senate → Council		
APPROVAL DATE	02 October 2013	REVISION DATE	02 October 2018	

POLICY STATEMENT
This policy provides guidelines regarding the registration of postgraduate students

REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	**RI P7**	**SENATE NUMBER(S):**	S01/13
DATE OF APPROVAL BY THE HIGHER DEGREES COMMITTEE:			
DATE OF SENATE APPROVAL:		17 April 2013	
DATE OF COUNCIL APPROVAL:		02 October 2013	
EFFECTIVE DATE FOR IMPLEMENTATION:		02 October 2013	
NEXT REVISION DATE:		02 October 2018	

APPROVAL HISTORY			
DATE OF FIRST APPROVAL:		02 October 2013	
POLICY NUMBER	**SENATE NUMBER(S)**	**SENATE / MANCO REVISION DATE**	**COUNCIL APPROVAL DATE**

RELATED POLICIES	
POLICY NUMBER	**NAME OF POLICY**
	Conferment of equivalent status
	Higher Degrees Guide
	University Calendar

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SECTION A: POLICY

1   INTRODUCTION

This Policy provides guidelines and direction to the University of Zululand ("the University") regarding the rules and procedures to be followed in the admission and registration of postgraduate students. It will ensure a unified, coherent and consistent approach to postgraduate admission and registration as well as identifying those persons and committees responsible for implementing and reviewing this Policy. This Policy must be read in conjunction with the general rules applicable to all postgraduate degrees, and the specific general rules applicable to Honours degrees, Master's degrees and Doctoral degrees as well as all relevant faculty rules.

2   OBJECTIVE

The objective of the Policy is to provide guidelines regarding the admission and registration of full-time and part-time postgraduate students for Honours, Master's and Doctoral degrees.

3   DEFINITIONS

Admission
The process or act in terms of which it is determined whether or not a prospective postgraduate candidate should be allowed to register for the proposed postgraduate degree, bearing in mind the suitability of the candidate, the nature of the proposed research and the availability of resources. Admission is the first stage of the academic registration process and involves an academic decision by the Head of Department and the Dean of Faculty. Once admitted, a candidate can then proceed to be formally registered as a student.

Coursework Master's
A Master's degree examined and obtained through the completion of coursework and a mini-dissertation.

Registration
The formal process or act in terms of which a postgraduate candidate who has been admitted, or a candidate who has previously been registered becomes a student in a particular year. Registration is the second stage of the academic registration process and involves an administrative decision by the Registrar. Once registered, a candidate has all the rights, privileges and obligations of a student.

Research Master's

A Master's degree examined and obtained entirely through the completion of a dissertation. This does not preclude any requirement that a candidate should complete particular courses during the course of the degree, but such courses do not constitute examinable material towards attaining the degree.

4   THE APPLICABLE RULES

4.1   The rules for admission and registration of postgraduate students are contained in the University Calendar and the relevant faculty handbooks, as amended from time to time.

4.2   In interpreting the rules guidance should be sought from this Policy or any other policy applicable to postgraduate students.

SECTION B: PROCEDURES

5   INITIAL PROCEDURES FOR CANDIDATES WHO HAVE NOT BEEN AWARDED THE PRE-REQUISITE QUALIFICATION AT THE UNIVERSITY OF ZULULAND

5.1   Candidates who have been awarded the pre-requisite qualification for admission to the qualification from an institution located outside the borders of South Africa must apply to SAQA for a certificate that indicates that their pre-requisite qualification is equivalent to the South African pre-requisite qualification.

5.2   Candidates in possession of a SAQA certificate and candidates who have been awarded the pre-requisite qualification from an institution within the borders of South Africa must complete the Conferment of Equivalent Status form (available from the Research Office) and then approach the academic department hosting the qualification.

6   HONOURS AND COURSEWORK MASTER'S DEGREES (See Annexure A)

6.1   Admission

6.1.1   Prospective Honours and Coursework Master's students apply for admission to the academic department hosting the qualification.

6.1.2   The Head of Department which hosts the degree (HOD) will assess the academic suitability of the prospective candidate and either admit the applicant or reject the application.

6.2   Registration

6.2.1   After admission to the qualification is approved by the HOD, the candidate submits the application form (together with the SAQA certificate and/or the Conferment of Equivalent Status form, if applicable) to the Admissions Office in the Registrar's Division together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.

6.2.2   On registration the candidate will pay the registration fee and complete a registration form.

6.2.3   Candidates may also complete a tuition fee waiver form. This fee waiver form will be used to determine the amount of fees that may be waived in respect of the candidate, and the candidate must settle the balance within the prescribed time frames.

6.2.4   The registration form must be signed by the HOD and it is then submitted to the Dean's Office for finalisation.

6.2.5   On completion of the abovementioned process the candidate is academically registered.

7   RESEARCH MASTER'S AND DOCTORAL DEGREES (See Annexure B)

7.1   Admission

7.1.1   While admission into any postgraduate programme is determined by the relevant rules and policies, admission into postgraduate study at the research Master's and Doctoral level is significantly influenced by the processes of pre-definition and work prior to formal application.

7.1.2   All candidates must first discuss their intended topic informally with the HOD and prospective supervisor.

7.1.3   If the HOD holds a preliminary view that the candidate meets the minimum academic requirements for admission and has the necessary academic maturity to enroll for the degree, that the proposed topic is suitable and that supervision capacity and other resources exist in the Department, the HOD will request the candidate to submit a statement of intent.

7.1.4   A statement of intent is not a research proposal but rather a preliminary document that assists the HOD in determining whether a candidate and the proposed research topic are suitable and whether the candidate can proceed to the proposal writing stage. It provides a brief background and contextualisation of the intended study as well as some evidence that the candidate has knowledge of research methodology at the appropriate level.

7.1.5   A statement of intent shall contain:
(a)   A preliminary title
(b)   The field of study
(c)   The purpose of and rationale for the study
(d)   An indication of the preliminary work that has been done to determine the suitability of the proposed topic for further in-depth research
(e)   Broad time frames for the research
(f)   Reasons why the candidate is suitable for conducting the type of research proposed
(g)   Any other information that the candidate considers relevant in determining whether the intended research should proceed.

7.1.6   On receipt of the candidate's statement of intent, the HOD shall refer the statement to a prospective supervisor(s) with a view to determining whether:
(a) Suitable supervision capacity exists in terms of expertise and experience
(b) Potential supervisors are willing and able to accommodate the supervision within their current workloads and in compliance with institutional policy
(c) The nature and extent of the proposed research render the topic suitable for research towards the proposed postgraduate degree
(d) The candidate has the necessary motivation and academic background and/or experience in the field of study to undertake the proposed research

7.1.7   To assist in the decision, an HOD may, where appropriate, request a candidate to present the letter of intent to a departmental meeting or seminar.

7.1.8 The HOD shall approve the statement of intent only if the criteria mentioned in Clause 7.1.5 above have been met. In appropriate circumstances, where the failure to meet the criteria is not material, the HOD may request that the statement of intent be reworked and resubmitted.

7.2 Registration

7.2.1 On approval of the statement of intent, the candidate submits an application form (together with the SAQA certificate and/or the Conferment of Equivalent Status form, if applicable) to the Admissions Office together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.

7.2.2 On registration the candidate will pay the registration fee and complete a registration form.

7.2.3 Candidates may also complete a tuition fee waiver form. The fee waiver form will be used to determine the amount of fees that may be waived for the candidate, and the candidate must settle the balance within the prescribed time frames.

7.2.4 The registration form must be signed by the HOD and it is then submitted to the Dean's Office for finalisation.

7.2.5 On completion of the abovementioned process the candidate is registered academically.

7.2.6 The deadline for registration is the date stipulated in the University Calendar.

7.3 Deregistration

7.3.1 Underpinning the process of registration is the understanding that a postgraduate candidate will be required to develop an acceptable dissertation or thesis proposal to enable final academic registration. The format and requirements of such a proposal are set out in the Higher Degrees Guide.

7.3.2 Normally research proposals should be completed and accepted by the respective Faculty structures and ultimately by the appropriate Senate committees (the Higher Degrees Committee and the Research Ethics Committee) within the following time frames:

(a) A full-time Master's candidate should submit a research proposal within 4 months of registration and gain acceptance within 6 months

(b) A full-time Doctoral candidate should submit a research proposal within 6 months of registration and gain acceptance within 8 months

(c) A part-time Master's or Doctoral candidate (and a Coursework Master's candidate) should submit a proposal within 8 months of registration and gain acceptance within 12 months of first registration

7.3.3 The date of acceptance of a proposal is the date upon which approval of both the Higher Degrees Committee and the Research Ethics Committee has been obtained.

7.3.4 Should the time frames stipulated in Clause 7.3.2 not be met, the supervisor shall report the delay to the HOD, give reasons for the delay and suggest appropriate action to be taken in the matter. The HOD shall in turn report the matter to the committee charged with overseeing postgraduate degrees in the Faculty.

7.3.5 The relevant faculty committee shall consider the HOD's report and take appropriate action. Normally such action shall be de-registration of the candidate, but in appropriate circumstances the deadlines may be extended for no more than three months. No further extensions will be permitted.

7.3.6 A candidate whose proposal has not been accepted within the time frames set out in Clause 7.3.2 or any extended period granted in terms of Clause 7.3.5 shall be deregistered.

8 IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES

8.1 The project owner of this Policy is the Deputy Vice-Chancellor, Research and Innovation, who shall oversee compliance and ensure that the Policy is presented for revision and review at the appropriate time.

8.2 The Registrar and the Deans of Faculty shall ensure that the Policy provisions are implemented.

8.3 Senate has overarching oversight responsibility.

9 POLICY REVIEW

9.1 Council shall review the Policy on a five-yearly cycle.

9.2 On recommendation of the Higher Degrees Committee, Senate may review and amend Section B at any time, in which event the amendments take effect on the date of the Senate approval.

9.3 The policy owner may review and amend annexures to this Policy at any time.

9.4 Nothing in this clause shall prevent Council from reviewing this Policy at any time prior to the stipulated five-year cycle, in which event a new cycle shall commence from the date of such review.

ANNEXURE A: DIAGRAM FOR POSTGRADUATE REGISTRATION
(Honours and Coursework Master's Degrees)

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│                 │      │                 │      │                 │
│  International   │      │  South African  │      │ UNIZULU         │
│  candidates     │      │  candidates     │      │ candidates      │
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│ Equivalent      │      │ Equivalent      │               │
│ status (5.2)    │      │ status (5.2)    │               │
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│           Registration process (6.2.1 – 6.2.5)                   │
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│                    Academically registered                       │
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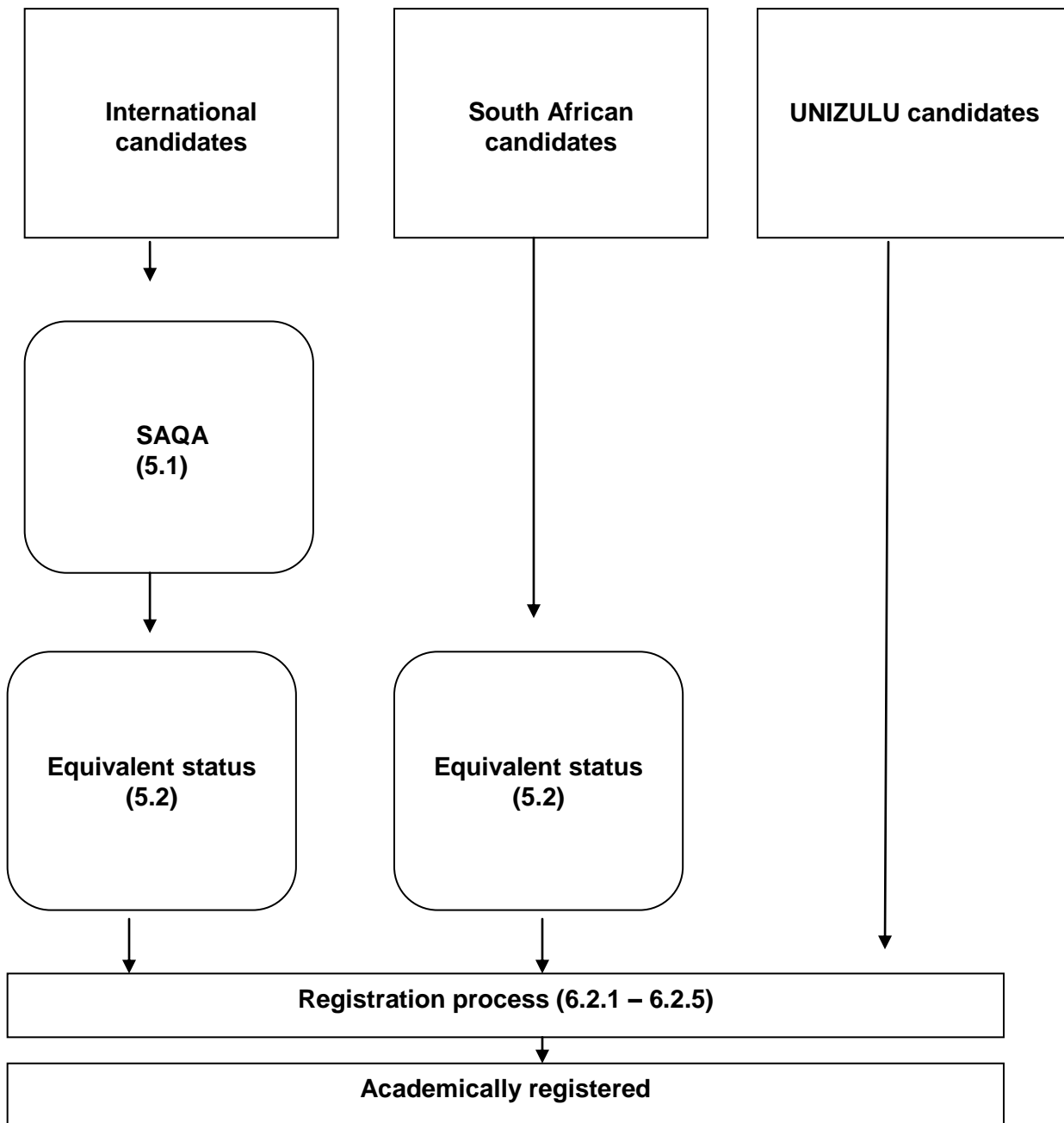
ANNEXURE B: DIAGRAM FOR POSTGRADUATE REGISTRATION
(Master's and Doctoral degrees)

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┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│  International    │   │  South African   │   │ UNIZULU          │
│  candidates      │   │  candidates      │   │ candidates       │
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│  SAQA            │           │                      │
│  (5.1)           │           │                      │
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│ Equivalent status│   │ Equivalent status│           │
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┌──────────────────────────────────────────────────────────┐
│          Statement of intent (7.1.1 – 7.1.8)             │
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│          Registration process (7.2.1 – 7.2.6)            │
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│               Academically registered                    │
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│               Proposal (7.3.1 – 7.3.5)                   │
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│     Proposal not accepted: Deregistered (7.3.6)          │
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