

POLICY/BELEID

Document name <i>Dokument naam</i>	Policy on Masters and Doctoral Studies <i>Beleid vir Magister- en Doktorale Studie</i>
Co-ordinating Exco member <i>Koördinerende UBD-lid</i>	Vice-rector: Research <i>Viserektor: Navorsing</i>
Status/Status	Final version / <i>Finale weergawe</i>
Approved by	Higher Degrees Committee/ <i>Hoër Grade Komitee</i>
Goedgekeur deur	Executive Committee of Senate/ <i>Uitvoerende Komitee van die Senaat</i>
Date approved/ <i>Datum goedgekeur</i>	23 August 2016 / 23 Augustus 2016
Date last amended/ <i>Laaste datum aangepas</i>	
Date for next review/ <i>Datum vir volgende hersiening</i>	August 2021 / Augustus 2021
Related policies/ <i>Verwante beleide</i>	• UFS Strategic Plan
	• Policy on the Prevention of Plagiarism, and Dealing with Academic Writing Misconduct • Policy on the Protection, Exploitation, and Commercialisation of Intellectual Property • Guidelines for the Assessment of Dissertations and Theses • UFS Strategic Plan • 2016 General Rules for First Qualifications, Postgraduate Diplomas, Bachelor Honours Degrees, Masters degrees, Doctoral Degrees, Higher Doctoral Degrees, Honorary Degrees and Convocation • Policy on the Prevention of Plagiarism, and Dealing with Academic Writing Misconduct • Policy on the Protection, Exploitation, and Commercialisation of Intellectual Property • Guidelines for the Assessment of Dissertations and Theses • 2016 General Rules for First Qualifications, Postgraduate Diplomas, Bachelor Honours Degrees, Masters degrees, Doctoral Degrees, Higher Doctoral Degrees, Honorary Degrees and Convocation • UFS Strategic Plan

1. DEFINITION OF TERMS

Applying for admission

The process by which a potential student indicates his/her interest in enrolling in a programme/qualification offered at the UFS. It entails the capturing of personal and other data of the applicant in the university's database.

Arbiter

A third party appointed by the university in case of conflictive views with regards to the outcome of the examination of a thesis or dissertation.

Co-supervision

A situation in which another supervisor is appointed together with the main supervisor to oversee the writing of a thesis or dissertation.

Dissertation/Mini-dissertation

The supervised research component of all masters' degrees, whether those degrees comprise supervised research only, or a combination of coursework and research. The mini-dissertation usually comprises between 20 000 and 30 000 words or one publishable or published article, and the dissertation between 30 000 and 50 000 words or two publishable articles.

Doctoral Degree and Doctoral Degree (Professional)

A doctoral degree is the highest formal academic qualification at a university and calls for advanced research in a specific field of study that makes an original and significant contribution to that particular field of study. A doctorate is offered at NQF-level 10 and consists of a minimum of 360 credits.

1. DEFINISIE VAN TERME

Aansoek om toelating

Die proses waardeur 'n potensiele student sy/haar belangstelling aandui om vir 'n program/kwalifikasie wat deur die UV aangebied word, in te skryf. Dit behels die vaslegging van persoonlike en ander inligting omtrent die aansoeker in die universiteit se databasis.

Arbiter

'n Derde party wat deur die universiteit aangestel word in geval van teenstrydige sienings oor die eksamenuitslag van 'n proefskrif of verhandeling.

Medestudieleiding

'n Situatie waarin 'n ander studieleier saam met die hoofstudieleier aangestel word om oor die skryf van 'n proefskrif of verhandeling toesig te hou.

Verhandeling/Miniverhandeling

Die gekontroleerde navorsingskomponent van alle meestersgrade, hetsy daardie grade slegs uit gekontroleerde navorsing bestaan, of 'n kombinasie is van kursuswerk en navorsing. Die miniverhandeling beslaan gewoonlik tussen 20 000 en 30 000 woorde of een publiseerbare of 'n gepubliseerde artikel, en die verhandeling beslaan tussen 30 000 en 50 000 woorde of twee publiseerbare artikels.

Doktorsgraad en Doktorsgraad (Professioneel)

'n Doktorsgraad is die hoogste formele akademiese kwalifikasie aan 'n universiteit en benodig gevorderde navorsing in 'n spesifieke studieveld wat 'n oorspronklike en betekenisvolle bydrae tot daardie spesifieke vakgebied lewer. Die doktorsgraad word op NKR-uitreevlak 10 aangebied en bestaan uit 'n minimum van 360 krediete.

The same requirements pertain in respect of a Doctoral Degree (Professional), e.g. D.Ed, but with greater emphasis on researching ways to solve the professional problems that feature in the training and research reports of a specific field.

Doctoral Thesis

A doctoral thesis is the sole research component of a doctorate. It must demonstrate that the candidate has made a specific contribution to the enhancement of knowledge in the chosen field, while providing evidence of independent critical ability. A doctoral thesis ought, either in part or in its entirety, to be published in a suitable journal or book. A doctoral thesis generally comprises between 70 000 and 100 000 words, or three publishable articles.

External assessor

An academic or professional who is recognised for his/her expertise in a given field and who is appointed to examine the research work of a master's or doctoral candidate. An external assessor should not have any past or present affiliation with the University of the Free State. A person who has accepted an honorary appointment or an appointment as research associate, or a person who is actively involved in a research project and/or who was employed at the University and has since left the University's employ is considered as having an affiliation with the University. This may be reconsidered by the University after a period of 5 years.

Full-time student /Part-time student

A student is considered to be a full-time student if she/he is registered for an annual full credit load as defined in the faculty rules in each year of study. Part-time students are registered for less than the annual full credit load.

Dieselfde vereistes geld vir 'n doktorsgraad (Professioneel), bv. D.Ed, maar met groter klem op navorsing met betrekking tot die maniere om professionele probleme wat in die opleiding en navorsingsverslae van 'n spesifieke vakgebied voorkom, op te los.

Doktorale Proefskrif

'n Doktorale proefskrif is die enigste navorsingskomponent van 'n doktorsgraad. Dit moet bewys dat die kandidaat 'n bepaalde bydrae tot die vermeerdering van kennis in die gekose vakgebied gemaak het, terwyl dit bewys van onafhanklike kritiese vaardigheid verskaf. 'n Doktorale proefskrif behoort hetsy gedeeltelik of in sy geheel in 'n geskikte vaktydskrif of boek gepubliseer te word. 'n Doktorale proefskrif bestaan gewoonlik uit tussen 70 000 en 100 000 woorde, of uit drie publiseerbare artikels.

Eksterne assessor

'n Akademikus of professionele persoon wat erkenning vir sy/haar kundigheid in 'n gegewe vakgebied geniet en wat aangestel word om die navorsingswerk van 'n meesters- of doktorale kandidaat te kontroleer. 'n Eksterne assessor moet nie enige vorige of huidige affiliasie met die Universiteit van die Vrystaat hê nie. 'n Persoon wat 'n ere-aanstelling of 'n aanstelling as navorsingsgenoot aanvaar het, of 'n persoon wat aktief betrokke is by 'n navorsingsprojek en/of in die universiteit se diens was en sedertdien die universiteit se diens verlaat het, word beskou as geaffilieer met die universiteit. Dit kan ná 'n tydperk van 5 jaar deur die universiteit heroorweeg word.

Voltydse student/Deeltydse student

'n Student word as 'n voltydse student beskou indien sy/hy vir 'n jaarlikse volle kredietlading geregistreer is soos in die fakulteitsreëls vir elke studiejaar beskryf. Deeltydse studente is vir minder as die jaarlikse volle kredietlading geregistreer.

Internal assessor

A person in the employ of the University of the Free State who has not been involved in teaching or guiding the master's or doctoral candidate and is appointed to examine the dissertation (mini-dissertation) or thesis submitted by the student. The internal assessor cannot in any way be a relative, a research partner or business associate of the supervisor and/or co-supervisor.

Interne assessor

'n Persoon in diens van die Universiteit van die Vrystaat wat nie by die onderrig of leiding van die meesters- of doktorale kandidaat betrokke was nie, en aangestel word om die verhandeling (miniverhandeling) of proefskrif wat deur die student voorgelê word, te kontroleer. Die interne assessor mag op geen manier 'n familielid, 'n navorsingsvennoot of sakegenoot van die studieleier en/of medestudieleier wees nie.

International student

A person who is not a South African citizen and does not have a permanent residential permit.

Internasionale student

'n Persoon wat nie 'n Suid-Afrikaanse burger is nie en nie 'n permanente verblyfpermit het nie.

Master's Degree and Master's Degree (Professional)

A master's degree is a postgraduate qualification offered at NQF level 9 and consists of 180 credits. A master's degree enables a student to be proficient in the principles of theory and research methodology while in the process of investigating a problem in a particular field of study, and in terms of which the student makes a modest contribution.

Meestersgraad en Meestersgraad (Professioneel)

'n Meestersgraad is 'n nagraadse kwalifikasie wat op NKR-vlak 9 aangebied word en bestaan uit 180 krediete. 'n Meestersgraad stel 'n student in staat om vaardig te wees in die beginsels van teorie en navorsingsmetodologie terwyl 'n probleem in 'n bepaalde studieveld ondersoek word, in terme waarvan die student 'n beskeie bydrae maak.

The same requirements pertain in respect of a professional master's degree (e.g. MBA), but there is an added emphasis on researching and solving the professional problems reflected in the training and research reports of a specific field.

Dieselfde vereistes geld vir 'n professionele meestersgraad (bv. MBA), maar daar is bykomende klem op navorsing en die oplossing van die professionele probleme wat in die opleiding en navorsingsverslae van 'n spesifieke vakgebied weerspieël word.

Master's degree by coursework

A master's degree by coursework includes a research project comprising a minimum of 60 credits at NQF Exit Level 9. The research component entails writing a mini-dissertation, which comprises between 20 000 and 30 000 words, or a publishable article. It contains a justifiable argument that is based on research of a limited scope.

Meestersgraad deur middel van kursuswerk

'n Meestersgraad deur middel van kursuswerk behels 'n navorsingsprojek wat uit 'n minimum van 60 krediete op NKR-uitreevlak 9 bestaan. Die navorsingskomponent behels die skryf van 'n mini-verhandeling, wat uit tussen 20 000 en 30 000 woorde bestaan, of 'n publiseerbare artikel. Dit bevat 'n regverdigbare argument wat op navorsing van 'n beperkte omvang gegrond is.

Master's degree by research

A master's degree by research entails writing a master's research dissertation comprising between 30 000 and 50 000 words or at least two interrelated publishable articles and containing a justifiable argument that does not necessarily make an original contribution. The dissertation or article(s) counts 100% of the achievement mark.

Publishable manuscript

A publishable article is a manuscript that is ready for submission for publication in an academic journal or similar scholarly publication. This means that the content of the article has been supervised extensively and that the text has been edited and formatted according to the specifications of the particular publication. "Publishable" further implies that the article has not yet been circulated for the usually required double-blind peer review process that accredited academic publications subscribe to in their normal functioning. This implies that there is no guarantee that the submitted article will be accepted for publication.

Supervisor

Supervisor is the person appointed by a Faculty to oversee the research development of a masters and or doctoral student based on his/her expertise and recognition in a particular field of study. Supervisors must not in any way be related to their students. Spouses, relatives and individuals involved with the postgraduate candidate in any form that could be regarded as conflict of interest cannot be appointed as supervisors.

2. BACKGROUND

This document sets out the policy of the University of the Free State on master's and doctoral studies. The broad purpose of this

Meestersgraad deur middel van navorsing

'n Meestersgraad deur middel van navorsing behels die skryf van 'n meestersnavorsingsverhandeling bestaande uit tussen 30 000 en 50 000 woorde of ten minste twee publiseerbare artikels met 'n onderlinge verband en wat 'n regverdigbare argument bevat wat nie noodwendig 'n oorspronklike bydrae lewer nie. Die verhandeling of artikel(s) tel 100% van die prestasiepunt.

Publiseerbare manuskrip

'n Publiseerbare artikel is 'n manuskrip wat gereed is om vir publikasie aan 'n akademiese vaktydskrif of soortgelyke wetenskaplike publikasie voor te lê. Dit beteken dat die inhoud van die artikel omvattend gekontroleer is en dat die teks geredigeer en geformateer is volgens die spesifikasies van die betrokke publikasie. 'Publiseerbaar' impliseer verder dat die artikel nog nie gesirkuleer is vir die vereiste dubbelblinde portuurbeoordelingsproses wat deur geakkrediteerde akademiese publikasies in hulle normale funksionering onderskryf word nie. Dit beteken dat daar geen waarborg is dat die artikel wat voorgelê is, vir publikasie aanvaar sal word nie.

Studieleier

Studieleier is die persoon wat deur 'n fakulteit aangestel is om oor die navorsingsontwikkeling van 'n meesters- en/of doktorale student toesig te hou, gegrond op sy/haar kundigheid in 'n bepaalde studieveld. Studieleiers moet onder geen omstandighede verwant wees aan hulle studente nie. Gades, familieledes en individue wat in enige vorm by die kandidaat betrokke is wat as botsende belange beskou kan word, kan nie as studieleiers aangestel word nie.

2. AGTERGROND

Hierdie dokument sit die beleid van die Universiteit van die Vrystaat oor meesters- en doktorale studies uiteen. Die algemene doel van

policy is to establish a common set of standards for masters and doctoral degrees across all faculties of the university. It outlines general expectations for all UFS masters and doctoral degrees, including master's degrees by coursework. The policy takes as points of departure the vision, mission, and values of the UFS. This policy is subject to changing national policies and laws affecting postgraduate studies.

3. GUIDING PRINCIPLES OF THE POLICY

These guidelines should be read in the context of the needs, structures, and practices of individual faculties, which may develop their own implementation procedures and can include professional body requirements. However, the benchmarks outlined should not be relaxed, though they may be tightened by discipline and faculty-specific regulations.

4. POLICY ON MASTERS AND DOCTORAL DEGREES

4.1 Admissions

All admissions to postgraduate study programmes are subject to the general institutional rules of the UFS. Students who wish to register at the UFS for the first time for the master's or doctoral degree, as well as students who interrupted their studies for at least one year, must apply for admission in the prescribed way and before the closing date determined by the university each year. No student can be registered for a postgraduate degree without submitting a formal application and receiving a formal letter of acceptance. All students must register annually and pay the annual prescribed fees. No retrospective registration will be considered by the university. Students must also adhere to additional discipline-specific requirements of faculties and academic departments.

hierdie beleid is om 'n gemeenskaplike stel standarde vir meesters- en doktorsgrade oor alle fakulteite van die universiteit heen te vestig. Dit sit algemene verwagtinge vir alle UV-meesters- en doktorsgrade uiteen, waaronder meestersgrade deur middel van kursuswerk. Die beleid gebruik die visie, missie en waardes van die UV as uitgangspunt. Hierdie beleid is onderhewig aan veranderende nasionale beleid en wette wat op nagraadse studie betrekking het.

3. RIGLYNE VAN DIE BELEID

Hierdie riglyne moet gelees word in die konteks van die behoeftes, strukture en praktyke van individuele fakulteite, wat hulle eie prosedures vir inwerkingstelling kan ontwikkel en bepalings deur professionele liggame kan insluit. Die gestelde standarde moet egter nie verslap word nie, maar kan eerder deur middel van vak- en fakulteitspesifieke regulasies verskerp word.

4. BELEID OOR MEESTERS- EN DOKTORSGRADE

4.1 Toelatings

Alle toelatings tot nagraadse studieprogramme is onderhewig aan die algemene institusionele reëls van die UV. Studente wat vir die eerste keer vir 'n meesters- of doktorsgraad aan die UV wil registreer, asook studente wat hulle studies vir ten minste een jaar onderbreek het, moet op die voorgeskrewe manier en voor die sluitingsdatum wat elke jaar deur die universiteit vasgestel word, om toelating aansoek doen. Geen student kan vir 'n nagraadse graad geregistreer word sonder dat 'n formele aansoek ingedien is en sonder dat 'n formele brief van aanvaarding ontvang is nie. Alle studente moet registreer en die voorgeskrewe jaarlikse gelde betaal. Geen terugwerkende registrasie sal deur die universiteit oorweeg word nie. Studente moet ook aan bykomende vakspesifieke vereistes van

fakulteite en akademiese departemente voldoen.

4.1.1. Admission requirements

The general standard for acceptance into a master's degree is 60% in an Honours degree or equivalent qualification. The general standard for acceptance into doctoral studies is 65% in a master's degree. Departments might have specific entrance criteria based on interviews, tests, and/or the submission of an essay in which the applicant describes the focus of the envisaged study. There might be upward or downward exceptions to the admission standard in certain disciplines, but these exceptions must be approved at Faculty Board level and may not contradict the General Rules of the university.

International students must submit their certificates/degrees to the South African Qualifications Authority (SAQA) (www.saqa.org.za) for assessment prior to applying to the UFS. The SAQA evaluation certificate – as well as certified copies of degrees/certificates – must accompany students' applications.

4.1.2. Selection process

The selection process and criteria to be admitted in to a master's or doctoral degree will differ according to faculties and departments. Staff with experience of the research area or with experience of postgraduate research supervision should be involved in the selection process.

Selection criteria adopted by faculties and departments must ensure that students admitted to particular postgraduate programmes are adequately prepared to satisfy the demands of the degree. Equity and access considerations must be responsibly built into selection criteria and protocols.

4.1.1. Toelatingsvereistes

Die algemene standaard vir toelating tot 'n meestersgraad is 60% in 'n honneursgraad of gelykwaardige kwalifikasie. Die algemene standaard vir toelating tot doktorale studie is 65% in 'n meestersgraad. Departemente mag spesifieke toelatingskriteria hê wat op onderhoude, toetse en/of die voorlegging van 'n opstel gegrond is waarin die aansoeker die fokus van die beplande studie beskryf. Daar kan opwaartse of afwaartse uitsonderings in die toelatingstandaarde van sekere vakgebiede wees, maar hierdie uitsonderings moet op fakulteitsraadvlak goedgekeur word en mag nie in stryd wees met die algemene reëls van die universiteit nie.

Internasionale studente moet hulle sertifikate/grade vir assessering aan die Suid-Afrikaanse Kwalifikasie-owerheid (SAKO) (www.saqa.org.za) voorlê voordat hulle by die UV aansoek doen. Die SAKO-evaluasiesertifikaat – asook gesertifiseerde afskrifte van grade/sertifikate – moet studente se aansoeke vergesel.

4.1.2. Keuringsproses

Die keuringsproses en kriteria vir toelating tot 'n meesters- of doktorsgraad sal wissel na gelang van fakulteite en departemente. Personeel met ervaring van die navorsingsgebied of met ervaring van nagraadse navorsingstudieleiding moet by die keuringsproses betrokke wees.

Keuringskriteria wat deur fakulteite en departemente aanvaar word, moet verseker dat studente wat tot bepaalde nagraadse programme toegelaat word, voldoende voorbereid is om aan die eise van die graad te voldoen. Gelykheids- en toegangsoorwegings moet verantwoordelik in keuringskriteria en protokol ingebou word.

4.1.3. Interdisciplinary degrees

The UFS allows and encourages interdisciplinary approaches to the study of complex human, social, and scientific problems. This policy makes provision for the registration of students in more than one department and/or faculty/school.

In such a case, students must report to the dean of the faculty in which his/her last qualification was conferred. The Executive Committee of the Senate, on recommendation of the dean, will decide which other faculty/faculties has/have an interest in the study, and will request the joint appointments of supervisors/promoters from the relevant faculties and departments.

The qualification that will be conferred will be interdisciplinary and the names of the disciplines involved will appear on the degree certificate.

4.1.4. Joint degrees

As per the university's policy regarding joint degrees, the university allows for a split-degree arrangement, in which students take at least 50% or more of their coursework or supervision at the UFS and the remaining coursework and/or supervision at an accredited university outside South Africa with which the UFS has a formal agreement. Students are required to satisfy the admission requirements at both the UFS and the partner institution.

4.1.5. Registration of dissertation/thesis subject

After registration, students are required to register the title of the dissertation/thesis by completing the prescribed process. On recommendation by the supervisor(s) and head of department or programme director concerned, the title of the dissertation/thesis will be approved and registered by the faculty board. Within the specific needs of each faculty, the title registration to be preceded by a rigorous

4.1.3. Interdisiplinêre grade

Die UV maak voorsiening vir en moedig interdisiplinêre benaderings tot die studie van komplekse menslike, sosiale en wetenskaplike probleme aan. Hierdie beleid maak voorsiening dat studente in meer as een departement en/of fakulteit/skool geregistreer kan word.

In so 'n geval moet 'n student by die dekaan van die fakulteit waar sy/haar laaste kwalifikasie toegeken is, aanmeld. Die Uitvoerende Komitee van die Senaat sal op aanbeveling van die dekaan besluit watter ander fakulteit/fakulteite belang by die studie het, en sal die gesamentlike aanstelling van studieleiers/promotors uit die betrokke fakulteite en departemente versoek.

Die kwalifikasie wat toegeken word, sal interdisiplinêr wees en die name van die betrokke vakgebiede sal op die graadsertifikaat verskyn.

4.1.4. Gesamentlike grade

Volgens die universiteit se beleid oor gesamentlike grade maak die universiteit voorsiening vir 'n gedeelde graadreëling waarin studente ten minste 50% of meer van hulle kursuswerk en/of studieleiding by 'n geakkrediteerde universiteit, waarmee die UV 'n formele ooreenkoms het, buite Suid-Afrika doen. Daar word van studente verwag om aan die toelatingsvereistes van sowel die UV as die vennootinstelling te voldoen.

4.1.5.Registrasie van 'n verhandeling/proefskrif-onderwerp

Na afloop van registrasie word daar van studente verwag om die titel van die verhandeling/proefskrif te registreer deur die voorgeskrewe proses te voltooi. Die titel van die verhandeling/proefskrif sal op aanbeveling van die betrokke studieleier(s) en departementshoof of programdirekteur deur die fakulteitsraad goedgekeur en geregistreer word. Die registrasie van die titel sal binne die

proposal formulation and assessment of the candidate's potential to complete his/her studies.

spesifieke behoeftes van elke fakulteit, deur 'n streng voorstelformulering en beoordeling van die kandidaat se potensiaal om sy/haar studies te voltooi, voorafgegaan word.

4.2. Period of study

4.2.1. Full-time and part-time students

For full-time students, the minimum period of enrolment is usually one year for a master's degree, and usually two years for a doctoral degree. Students are generally expected to complete their studies within three years for a master's degree and within four years for a doctoral degree.

For part-time students, the minimum period of enrolment is usually two years for a master's degree, and usually four years for a doctoral degree. Part-time students are generally expected to complete their studies within four years for a master's degree and within six years for a doctoral degree.

4.2.2. Extensions to study

The periods allowed under the regulations are sufficient in most circumstances for students to complete their research. There are, however, instances when students may apply for an extension or leave of absence.

Students who are within their prescribed period of study may obtain a leave of absence in the case of serious illness, personal/professional reasons, or extraordinary job requirements. A student who applies for a leave of absence must be unable to work on the dissertation/thesis for a significant period. The leave of absence is usually limited to a maximum of one year. The student must inform the supervisor/promoter and head of department/programme director in writing of his/her intention, and must receive written confirmation of leave of absence by the faculty.

4.2. Studietydperk

4.2.1. Voltydse en deeltydse studente

Vir voltydse studente is die minimum tydperk van inskrywing gewoonlik een jaar vir 'n meestersgraad en gewoonlik twee jaar vir 'n doktorsgraad. Daar word gewoonlik van studente verwag om hulle studies vir 'n meestersgraad binne drie jaar te voltooi en vir 'n doktorsgraad binne vier jaar.

Vir deeltydse studente is die minimum tydperk van inskrywing gewoonlik twee jaar vir 'n meestersgraad en gewoonlik vier jaar vir 'n doktorsgraad. Daar word gewoonlik van deeltydse studente verwag om hulle studies vir 'n meestersgraad binne vier jaar te voltooi en vir 'n doktorsgraad binne ses jaar.

4.2.2. Verlenging van studie

Die tydperke wat volgens die regulasies toegelaat word, is in die meeste gevalle vir studente voldoende om hulle navorsing te voltooi. Daar is egter gevalle waar studente om uitstel of afwesigheidsverlof kan aansoek doen.

Studente wat binne hulle voorgeskrewe studietydperk is, kan verlof kry om in die geval van ernstige siekte, persoonlike/professionele redes, of buitengewone werksvereistes afwesig te wees. 'n Student wat om afwesigheidsverlof aansoek doen, moet vir 'n beduidende tydperk nie in staat wees om aan die verhandeling/proefskrif te werk nie. Die afwesigheidsverlof is gewoonlik tot 'n maksimum van een jaar beperk. Die student moet die studieleier/promotor en departementshoof/programdirekteur skriftelik van sy/haar voorneme verwittig en moet skriftelike bevestiging omtrent afwesigheidsverlof van die fakulteit ontvang.

Extensions are applicable after completing the prescribed period of study where dissertation/thesis completion has been delayed due to unforeseen difficulties. Extensions will only be granted in exceptional circumstances, and require the approval of the head of department and the dean and ratification by the Faculty Board.

Uitstel is van toepassing nadat die voorgeskrewe studietydperk verstryk het en waar die voltooiing van die verhandeling/proefskrif weens onvoorsiene probleme vertraag is. Uitstel sal slegs in buitengewone omstandighede toegestaan word en vereis die goedkeuring van die departementshoof en die dekaan, asook bekragtiging deur die fakulteitsraad.

A written application for extensions or leave of absence is usually made to the relevant dean by the student, but may be made by a principal supervisor or programme coordinator on behalf of a student in exceptional circumstances (for example, where a student is physically or mentally incapable of doing so).

'n Skriftelike aansoek om uitstel of afwesigheidsverlof word gewoonlik deur die student aan die betrokke dekaan gerig, maar kan in buitengewone omstandighede (waar 'n student byvoorbeeld fisiek of geestelik nie in staat is om dit te doen nie) deur 'n hoofstudieleier of programkoördineerder namens 'n student gedoen word

Should the study not be completed after four years for master's students and six years for doctoral students, comprehensive reasons for further registration must be addressed to the research supervisor. The dean in collaboration with the head of the department and research supervisor can approve an extension of the study.

Indien die studie nie ná vier jaar vir meesterstudente en ses jaar vir doktorsale studente voltooi is nie, moet uitvoerige redes vir verdere registrasie aan die navorsingstudieleier gerig word. Uitstel vir die studie kan deur die dekaan, in oorleg met die departementshoof en navorsingstudieleier, goedgekeur word.

Failure to submit a dissertation or thesis either at the end of the regular period or the extended period (if an extension has been formally approved by the dean) will result in the registration being automatically annulled by the university.

Versuim om aan die einde van die normale tydperk of die verlengde tydperk 'n verhandeling of proefskrif in te dien (indien uitstel formeel deur die dekaan goedgekeur is) sal daartoe lei dat die registrasie outomaties deur die universiteit nietig verklaar word.

4.3. Supervision

A student's dissertation/thesis is written under the guidance of a supervisor and/or a supervisor and joint co-supervisor. Supervision of masters and doctoral students varies considerably, depending on the subject area, the background and needs of the student, and the work patterns and personalities of the student and supervisor(s).

4.3. Studieleiding

'n Student se verhandeling/proefskrif word onder leiding van 'n studieleier en/of 'n studieleier en gesamentlike medestudieleier geskryf. Studieleiding van meesters- en doktorsale studente wissel aansienlik, afhangend van die vakgebied, die agtergrond en behoeftes van die student, asook die werkspatrone en persoonlikhede van die student en studieleier(s).

All postgraduate research students should benefit from high quality supervision whether they have one or more than one supervisor. Formal reporting on student progress should be provided to the Postgraduate School via the faculty relevant committee/office.

4.3.1. Supervisor appointments and credentials

Faculties must determine the selection and appointment criteria of supervisors and co-supervisors.

The main supervisor is the key point of contact with the student and, in general, between the student and the UFS. The main supervisor will generally be a member of academic staff at the department within which the student is enrolled, but, where permitted by a faculty, the main supervisor/promoter may also come from another department or institution. External supervisors/promoters and/or interdisciplinary supervision may be allowed by agreement with the dean of the relevant faculty when there is insufficient expertise in the department concerned. In this instance, it is generally expected that a co-supervisor/co-promoter from within the relevant department at the UFS be appointed to facilitate the student's activities and administrative processes within the university.

At master's level, the supervisor should preferably hold a doctoral degree. In exceptional cases where the supervisor of a masters student only holds a master's degree, the normal quality assurance processes at departmental and faculty level should ensure the quality of the research.

Provision can be made for the criteria for acceptance of a supervisor/promoter to be varied under exceptional circumstances, as may be appropriate to a particular faculty. In

Alle nagraadse navorsingstudente moet baat vind by hoëgehalte-studieleiding, hetsy hulle een of meer as een studieleier het. Formele verslagdoening oor studente se vordering moet via die betrokke fakulteitskomitee/kantoor aan die Nagraadse Skool voorsien word.

4.3.1. Aanstelling en geloofwaardigheid van studieleier

Fakulteite moet die keurings- en aanstellingskriteria vir studieleiers en medestudieleiers bepaal.

Die hoofstudieleier is die belangrikste kontakpunt met die student, asook tussen die student en die UV oor die algemeen. Die hoofstudieleier sal gewoonlik 'n lid van die akademiese personeel in die departement wees waar die student ingeskryf is, maar waar dit deur 'n fakulteit toegelaat word, kan die hoofstudieleier/promotor ook van 'n ander departement of instelling wees. Eksterne studieleiers /promotors en/of interdisiplinêre studieleiding kan by wyse van ooreenkoms met die dekaan van die betrokke fakulteit toegelaat word indien daar onvoldoende kundigheid in die betrokke departement beskikbaar is. In hierdie geval word daar gewoonlik verwag dat 'n medestudieleier/medepromotor uit die betrokke departement aan die UV aangestel word om die student se bedrywighede en administratiewe prosesse binne die universiteit te koördineer.

Op meestersvlak moet die studieleier verkieslik 'n doktorsgraad hê. In uitsonderlike gevalle waar die studieleier slegs 'n meestersgraad het, moet die normale gehalteversekeringsprosesse op departementele en fakulteitsvlak die gehalte van die navorsing verseker.

Voorsiening kan gemaak word dat die kriteria vir die aanvaarding van 'n studieleier/promotor onder buitengewone omstandighede wissel, soos dit in 'n bepaalde fakulteit van toepassing

professional fields such as Architecture, in which there are generally few PhDs, an external supervisor with a PhD must be appointed. There could also be more stringent faculty requirements – for example, the Faculty of Law requires that a judge with a master's degree and extensive experience should act as a supervisor for a PhD student.

It is recommended that supervisors have experience of supervision. In the case of inexperienced supervisors of either masters or doctoral students, co-supervision and participation in supervision mentoring and training are required as a capacity-building mechanism.

Any supervisor who may have a conflict of interest or a perceived conflict of interest (for example, due to family connection, personal relationship, or business relationship with the student) is excluded from serving as a supervisor of the student. Should such a conflict of interest arise during the course of the research, the supervisor is required to immediately declare such interest to the faculty and another supervisor must then be appointed.

4.3.2. Supervisory allocation

A student will be assigned a supervisor by the faculty (on recommendation from the department and in consultation with the student) within one month of admission to the programme. Students can make proposals to the department for a particular supervisor, but the final decision rests with the department.

4.3.3. Supervisory relationship/arrangement

The success of a student's research may depend on the degree of contact and discussion between the supervisor and student.

mag wees. In professionele vakgebiede soos Argitektuur waar daar gewoonlik min PhD's is, moet 'n eksterne studieleier met 'n PhD aangestel word. Daar moet ook strenger fakulteitsvereistes wees – die Fakulteit Regsgeleerdheid vereis byvoorbeeld dat 'n regter met 'n meestersgraad en uitgebreide ervaring as studieleier vir 'n PhD-student optree.

Daar word aanbeveel dat studieleiers ervaring van studieleiding sal hê. In die geval van onervare studieleiers vir hetsy meesters- of doktorsale studente, word medestudieleiding en deelname aan studieleidingmentorskap en -opleiding as 'n kapasiteitsboumeganisme vereis.

Enige studieleier wat botsende belange of oënskynlike botsende belange mag hê (byvoorbeeld as gevolg van familiebande, persoonlike verhouding of sakeverhouding met die student), word nie toegelaat om as studieleier vir die student te dien nie. Indien so 'n botsing van belange gedurende die loop van die navorsing ontstaan, word daar van die studieleier verwag om onmiddellik sodanige belang aan die fakulteit te verklaar en 'n ander studieleier moet dan aangestel word.

4.3.2. Toekenning van studieleiding

Die fakulteit (op aanbeveling van die departement en in oorleg met die student) sal binne 'n maand ná toelating tot die program vir die student 'n studieleier aanwys. Studente kan voorstelle vir 'n bepaalde studieleier aan die departement maak, maar die uiteindelijke besluit berus by die departement.

4.3.3. Studieleiding-verhouding/reëlins

Die sukses van 'n student se navorsing kan afhang van die mate van kontak tussen die studieleier en die student.

Students and their supervisors should establish mutually agreed means of communication and contact with one another. The frequency of meetings should be agreed in advance by the supervisor/co-supervisor and student, and will be determined by the nature and extent of the work required and the stage of development of the student's research. All faculties, however, expect both full-time and part-time students to interact with their supervisors on at least a monthly basis.

There should be a clear understanding of an agreement on the roles and responsibilities of students and supervisors. It is expected that students and supervisors adhere to a supervision agreement which must be signed by both parties as soon as a supervisor has been appointed for a masters or a doctoral candidate. The agreement is considered to be an indication of the importance of research training to – and a commitment by – all parties.

It is the student's responsibility to ensure that any barriers to the progress of his/her research or any issues of concern that would delay progress are raised with the supervisor as soon as possible.

The relationship between student and supervisor is important. If it is unsatisfactory, this can significantly and negatively impact on the educational experience. If difficulties develop in this relationship, these should be dealt with as swiftly as possible. Every effort should be made to resolve grievances through frank, informal discussion between the student and the staff member(s) concerned, before invoking formal procedures. Wherever possible, grievances should initially be addressed at Departmental level, and referred to Faculty level only if they

Studente en hulle studieleiers moet oor wedersydse metodes van kommunikasie en kontak met mekaar ooreenkom. Daar moet vooraf oor die gereeldheid van vergaderings tussen die studieleier/medestudieleier en die student ooreengekom word, wat bepaal sal word deur die aard en omvang van die werk wat gedoen moet word, asook die ontwikkelingstadium van die student se navorsing. Alle fakulteite verwag egter dat sowel voltydse as deeltydse studente ten minste op 'n maandelikse grondslag met hulle studieleiers wisselwerking het.

Daar moet 'n duidelike begrip met betrekking tot die rolle en verantwoordelikhede van studente en studieleiers wees. Daar word verwag dat studente en studieleiers aan 'n studieleiding-ooreenkoms sal voldoen wat deur albei partye onderteken moet word sodra 'n studieleier vir 'n meesters- of 'n doktorsale kandidaat aangestel is. Die ooreenkoms word beskou as 'n aanduiding van die belangrikheid van navorsingsopleiding vir – en 'n verbintenis tot – alle partye.

Dit is die student se verantwoordelikheid om te verseker dat alle struikelblokke tot die vordering van sy/haar navorsing of enige belangrike kwessies wat vordering sal vertraag, so gou moontlik met die studieleier opgeneem sal word.

Die verhouding tussen die student en studieleier is belangrik. Indien dit nie bevredigend is nie, kan dit 'n wesenlike en negatiewe invloed op die opvoedkundige ervaring hê. Indien probleme in hierdie verhouding ontstaan, moet dit so spoedig moontlik hanteer word. Alles moontlik moet gedoen word om griewe deur middel van openhartige, informele gesprek tussen die student en die betrokke personeel(lide) op te los voordat daar tot formele prosedures oorgegaan word. Waar moontlik, moet griewe op departementele vlak hanteer word en slegs

cannot be resolved. Appeal to the Deputy Vice-Chancellor (Academic) should be regarded as a last resort, when a student/staff member feels that resolution has not been achieved by all of the preceding processes.

na fakulteitsvlak verwys word indien dit nie opgelos kan word nie. Appèl tot die Adjunk-visekanselier (Akademies) moet as 'n laaste uitweg beskou word indien 'n student/personeellid voel dat 'n beslissing nie deur die voorafgaande prosesse bereik is nie.

The Head of Department or Programme Director is responsible for ensuring that mediation is offered to the supervisor and student to reach agreement and resolution. Mediation may be carried out by the Head of Department or Programme Director in collaboration with the Director of the Postgraduate School or any other suitable person who may be mutually agreed upon. In the event of an amicable resolution not being reached, the Head of Department/Programme Director can recommend that the supervisor be replaced. All such changes must be approved by the dean.

Dit is die departementshoof of programdirekteur se verantwoordelikheid om te verseker dat bemiddeling aan die studieleier en student verskaf word ten einde ooreenstemming en 'n beslissing te bereik. Bemiddeling kan deur die departementshoof of programdirekteur, in samewerking met die direkteur van die Nagraadse Skool of enige ander geskikte persoon waaroor daar wedersyds ooreengekom is, hanteer word. Indien 'n vriendskaplike oplossing nie gevind kan word nie, kan die departementshoof/programdirekteur aanbeveel dat die studieleier vervang word. Alle sodanige veranderinge moet deur die dekaan goedgekeur word.

4.3.4. Progress review

It is the supervisor's responsibility to keep a record of the student's progress and to report on this progress to the department every six months. The supervisor should guide and encourage the student to work within a planned timeframe. Supervisors are required to alert a student at any stage if her/his progress is unsatisfactory, as well as to help the student identify any areas or issues affecting her/his progress and suggest ways of addressing them. Where a student's progress has been identified as unsatisfactory, the report should identify reasons for lack of progress and propose a mutually agreed-upon work plan.

4.3.4. Beoordeling van vordering

Dit is die studieleier se verantwoordelikheid om rekord te hou van die student se vordering en om elke ses maande oor hierdie vordering aan die departement verslag te doen. Die studieleier moet die student lei en aanmoedig om binne 'n beplande tydraamwerk te werk. Studieleiers moet 'n student waarsku indien sy/haar vordering te enige tyd onbevredigend is, en moet die student help om enige areas of probleme te identifiseer wat sy/haar vordering beïnvloed, asook maniere voorstel om dit te hanteer. Waar vordering as onbevredigend geïdentifiseer is, moet die verslag redes aanvoer vir die gebrek aan vordering en 'n werksplan aanbeveel waaroor daar wedersyds ooreengekom is.

If progress continues to be unsatisfactory, the matter should be discussed with the departmental team, and the student should be formally notified in writing. Should progress

Indien vordering steeds nie na wense is nie, moet die saak met die departementele span bespreek word en die student moet formeel skriftelik in kennis gestel word. Indien vordering

continue to be unsatisfactory, and if the departmental team finds that there are insufficient mitigating circumstances, the departmental team will make recommendations regarding re-registration the following year.

Students should note that there is no automatic progress from one year to the next, but that continuation of the degree will be determined by the progress made during the preceding year. The university reserves the right to terminate an enrolment where sufficient progress has not been achieved.

4.4. Postgraduate support

The UFS places high value on expanding postgraduate students' research and employment-related skills. The Postgraduate School was established to promote excellent postgraduate education by developing an empowering environment for researchers and postgraduate students. It is part of the university's campus-wide commitment to academic excellence and its orientation towards becoming a research-led institution. The School is also an advocate for postgraduate issues at the university.

The Postgraduate School encourages masters and doctoral students to participate in development and training opportunities offered. All masters and doctoral students must complete an orientation programme presented by the Postgraduate School in collaboration with Faculties and are encouraged to participate in online and face-to-face courses, seminars, presentations, conferences, demonstrations, and teaching and discussion groups as agreed with the supervisor (or programme coordinator) and the Postgraduate School. Students are also encouraged to form part of this postgraduate community as part of broader learning and growth opportunities offered at the university.

voortduur om onbevredigend te wees, en indien die departementele span vind dat daar nie voldoende versagterende omstandighede is nie, sal die departementele span aanbevelings omtrent registrasie vir die volgende jaar maak.

Studente moet daarop ag slaan dat daar geen outomatiese vordering van een jaar na die volgende is nie, maar dat voortsetting van die graad bepaal sal word deur die vordering wat gedurende die voorafgaande jaar gemaak is. Die universiteit behou die reg om 'n inskrywing te beëindig waar voldoende vordering nie gemaak is nie.

4.4. Nagraadse ondersteuning

Die UV heg groot waarde aan die ontwikkeling van nagraadse studente se navorsings- en indiensnemingsverwante vaardighede. Die Nagraadse Skool is gestig om uitnemende nagraadse opleiding te bevorder deur 'n bemagtigende omgewing vir navorsers en nagraadse studente daar te stel. Dit is deel van die universiteit se kampuswye verbintenis tot akademiese uitnemendheid en sy strewende om 'n navorsingsgedrewe instelling te word. Die skool is ook 'n kampvegter vir nagraadse kwessies by die universiteit.

Die Nagraadse Skool moedig meesters- en doktorale studente aan om deel te neem aan ontwikkelings- en opleidingsgeleenthede wat aangebied word. Alle meesters- en doktorale studente moet 'n oriënteringsprogram voltooi wat deur die Nagraadse Skool in samewerking met fakulteite aangebied word. Hulle word ook aangemoedig om deel te neem aan aanlyn en van-aangesig-tot-aangesig kursusse, seminare, aanbiedings, konferensies, demonstrasies en onderrig- en besprekingsgroepe soos met die studieleier (of programkoördineerder) en die Nagraadse Skool ooreengekom. Studente word ook aangemoedig om deel te vorm van hierdie nagraadse gemeenskap as deel van die groter

leer- en groeigeleenthede wat by die universiteit aangebied word.

4.4.1. Registration at the Postgraduate School

All masters and doctoral students are required to register as members of the Postgraduate School within four weeks of registration as a student of the university. This is not the same as the normal academic registration, and is free of charge. On registration as members, postgraduate students will receive the postgraduate newsletter, notices of postgraduate resources, funding, workshops, and other development opportunities offered by the School.

(http://postgraduate.ufs.ac.za/dl/Userfiles/Documents/00000/1361_eng.pdf)

4.5. Intellectual property rights

Copyright in students' scripts (mini-dissertations, dissertations, theses) vests in the University. The University encourages the publication of derivative works of such scripts, preferably in subsidy bearing publications. Copyright (including associated risks and benefits) in derivative works of scripts shall vest in the student. However, the prior approval of the Directorate Research Development of the University is required in the three cases below:

Contract research: The publication of derivatives of scripts that were developed as part of contract research conducted by the University may be subject to certain contractual conditions.

Patents: Some script may contain patentable or protectable subject matter with potential commercial benefits.

Legislative requirements: The National Environmental Management: Biodiversity Act, (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and

4.4.1. Registrasie by die Nagraadse Skool

Alle meesters- en doktorale studente moet binne vier weke nadat hulle as studente van die universiteit geregistreer het, as lede van die Nagraadse Skool registreer. Dit is nie dieselfde as die normale akademiese registrasie nie en is gratis. Wanneer hulle as lede registreer, sal nagraadse studente die nagraadse nuusbrief, kennisgewings van nagraadse hulpbronne, finansiering, werksessies en ander ontwikkelingsgeleenthede wat deur die skool aangebied word, ontvang.

(http://postgraduate.ufs.ac.za/dl/Userfiles/Documents/00000/1361_afr.pdf)

4.5. Intellektuele eiendomsregte

Kopiereg van studente se manuskripte (miniverhandelings, handelings, proefskrifte) berus by die universiteit. Die universiteit moedig die publikasie van afgeleide werke uit sodanige manuskripte aan, verkieslik in subsidiedraende publikasies. Kopiereg (waaronder gepaardgaande risiko's en voordele) in afgeleide werke uit manuskripte sal by die student berus. Die voorafgoedkeuring van die universiteit se Direkoraat Navorsingsontwikkeling word egter in die drie gevalle hieronder vereis:

Kontraknavorsing: Die publikasie van afleidings uit manuskripte wat ontwikkel is as deel van kontraknavorsing wat deur die universiteit gedoen word, mag aan sekere kontraktuele voorwaardes onderhewig wees.

Patente: Sommige manuskripte mag patenteerbare of beskermbare vakmateriaal met potensiële kommersiële voordele bevat.

Wetlike vereistes: Die Wet op Nasionale Omgewingsbestuur: Biodiversiteit, (Wet no. 10 van 2004) of die Wet op Intellektuele Eiendomsregte uit Openbaar-gefinansierde

Development Act, (Act No. 51 of 2008) may impose limitations upon the University to grant certain rights to students.

The UFS may commercially draw on the benefits of patents, plant breeders' rights, and models emanating from a student's dissertation/thesis. As further outlined in the University's intellectual property policy, organisations that provide bursaries to students must agree contractually in advance with the UFS about the ownership of intellectual property that may arise from the student's studies at the UFS. In the event that there was no prior agreement, the intellectual property shall be owned by the UFS.

Should a student intend to submit a dissertation/thesis that corresponds to a commission of his/her employer, the student must disclose her/his intention to the UFS and his/her employer on registration or as soon as possible after she/he becomes aware of the commission. The UFS and the employer shall then negotiate copyright ownership and confidentiality related to the student's dissertation/thesis. The copyright in the dissertation/thesis and publications shall, however, be owned by the UFS.

4.6. Ethics

The university places a high value and emphasis on ethical conduct in all aspects of postgraduate student research, recognising that ethics and intellectual honesty are important in scholarship and university life. To this end, the university has established Research Ethics Committees which consider all ethical matters related to research at the university.

Faculties must ensure that all students are advised of the necessity to adhere to good practice in research, of the need for ethical

Navorsing en Ontwikkeling, (Wet no. 51 van 2008) mag beperkings op die universiteit lê om sekere regte aan studente te verleen.

Die universiteit mag kommersieel voordeel trek uit patente, planttelersregte en modelle wat uit 'n student se verhandeling/proefskrif voortvloei. Soos verder in die universiteit se intellektuele-eiendomsbeleid uiteengesit, moet organisasies wat beurse aan studente verskaf, vooraf met die UV kontraktueel ooreenkom oor die eienaarskap van intellektuele eiendom wat uit die student se studies aan die UV mag voortspruit. Indien daar geen vorige ooreenkoms bestaan nie, sal die intellektuele eiendom deur die UV besit word.

Indien 'n student van voorneme is om 'n verhandeling/proefskrif in te dien wat by 'n opdrag van sy/haar werkgever aansluit, moet die student sy/haar voorneme so spoedig moontlik aan die UV bekendmaak nadat hy/sy van die opdrag bewus word. Die UV en die werkgever sal dan oor die eienaarskap van die kopiereg en vertroulikheid met betrekking tot die student se verhandeling/proefskrif onderhandel. Die kopiereg in die verhandeling/proefskrif en publikasies sal egter by die UV berus.

4.6. Etiek

Die universiteit heg groot waarde aan en beklemtoon etiese gedrag in alle aspekte van nagraadse studentonavorsing, wat erkenning gee aan die feit dat etiek en intellektuele eerlikheid belangrik is in navorsing en die universiteitslewe. Met die oog hierop, het die universiteit Navorsingsetiek-komitees gevestig om alle etiese sake met betrekking tot navorsing by die universiteit te oorweeg.

Fakulteite moet seker maak dat alle studente ingelig word oor die noodsaaklikheid om te voldoen aan goeie navorsingspraktyk, die behoefte aan etiese gedrag, asook oor die

conduct, and of the penalties attached to research misconduct, including plagiarism.

If a student is in any doubt regarding ethical issues relating to research, he/she should seek advice from her/his supervisor or Head of Department.

All students' research proposals must be assessed for ethical risks by their departmental and faculty committee of title registration and all studies considered to be of moderate and high risk should be referred to the relevant Research Ethics Committee. All students in the Faculty of Health Sciences have to submit their proposals to the Ethics Committee of the faculty. Supervisors need to ensure that students are aware of the requirements for ethical clearance of their research. It is also the responsibility of the supervisor(s) to advise the student to include within the dissertation/thesis acknowledgment of ethical approval that has been sought and granted.

As highlighted in the university's Policy on the Prevention of Plagiarism and Dealing with Academic Writing Misconduct, a particular ethical issue of concern is plagiarism, which refers to duplicating someone else's work and claiming authorship. This includes inadequately acknowledging sources of data, analyses and ideas, and includes direct copying of passages of text. Plagiarism is regarded as a serious transgression and is subject to strict corrective actions. All theses and dissertations must be checked with the Turnitin software to detect plagiarism prior to be send out for examination. Students who are found to have knowingly plagiarised their work will be given nought and will be subject to an enquiry on academic misconduct.

strawwe wat met navorsingswangedrag, waaronder plagiaat, gepaardgaan.

Indien daar by 'n student twyfel bestaan oor enige etiese kwessies met betrekking tot navorsing, moet hy/sy die raad van sy/haar studieleier of departementshoof vra.

Alle studente se navorsingsvoorstelle moet tydens titelregistrasie vir etiese risiko deur hulle departementele en fakulteitskomitee beoordeel word en alle studies wat as matige of hoë risiko beskou word, moet na die betrokke navorsingsetiek-komitee verwys word. Alle studente in die Fakulteit Gesondheidswetenskappe moet hulle voorstelle aan die etiekkomitee in die fakulteit voorlê. Studieleiers moet seker maak dat studente bewus is van die vereistes vir etiese klaring van hulle navorsing. Dit is ook die studieleier(s) se verantwoordelikheid om die student daaraan te herinner om erkenning van etiese goedkeuring waarvoor aansoek gedoen en verleen is, by die verhandeling/proefskrif in te sluit.

Soos beklemtoon in die universiteit se Beleid oor die Voorkoming van Plagiat en die Hantering van Wangedrag in Akademiese Skryfwerk, is plagiaat 'n bepaalde etiese kwessie wat verwys na die duplisering van iemand anders se werk wat jy as jou eie aanbied. Dit behels onvoldoende erkenning van broninligting, ontledings en idees, asook regstreekse kopiëring van teksgedeeltes. Plagiat word as 'n ernstige oortreding beskou en is aan streng korrektiewe maatreëls onderhewig. Alle proefskrifte en verhandelings moet met die Turnitin-sagteware gekontroleer word om plagiat op te spoor voordat dit vir eksaminering uitgestuur word. Waar daar bevind word dat studente wetend plagiat gepleeg het, sal hulle 'n nulpunt ontvang en onderhewig wees aan 'n ondersoek op grond van akademiese wangedrag.

At the time of submission, all masters and doctoral students are required to make a written declaration that the submitted work is their own, which should be included in the dissertation/thesis.

4.7. Research output

Master's (research) and doctoral students will usually deliver a mini-dissertation, dissertation or thesis as the final product of their studies. Alternatively, permission may be granted by the relevant Head of Department for a portfolio of publishable manuscripts to be presented as a final product for these degrees. In these cases, the dissertation/thesis presented will include publishable manuscripts as separate chapters. The research presented should be coherent with an introduction, statement of dissertation/thesis, and a final concluding chapter. The dissertation/thesis must show acceptable academic style, consistent formatting, and scholarly content.

Alternatively, students may be required to prepare a critical discussion paper which summarises: the aims, methods, and results of the work in the portfolio; how these manuscripts form a coherent body of work; the extent of the contribution of the student; and the significance of the submission for the expansion of knowledge. This critical discussion should be between 3 000 and 10 000 words in length. Additionally, an abstract must be provided.

Where multi-authored manuscripts are included, the contribution of the student should be distinguished and clearly stated. Additionally, supervisors/promoters are required to countersign a statement confirming the contributions of the student and co-authors in

Ten tyde van indiening word daar van alle meesters- en doktrale studente verwag om skriftelik te verklaar dat die werk wat voorgelê word hulle eie is, en hierdie verklaring moet by die verhandeling/proefskrif ingesluit word.

4.7. Navorsingsuitsette

Meesters- (navorsing) en doktrale studente sal gewoonlik 'n miniverhandeling, verhandeling of proefskrif as die finale produk van hulle studies lewer. Alternatiewelik kan toestemming deur die betrokke departementshoof verleen word vir 'n portefeulje van publiseerbare manuskripte wat as finale produk vir hierdie grade aangebied kan word. In hierdie geval sal die verhandeling/proefskrif wat aangebied word, publiseerbare manuskripte as afsonderlike hoofstukke insluit. Die navorsing wat aangebied word, moet samehangend wees, met 'n inleiding, stelling van die verhandeling/proefskrif en 'n finale slothoofstuk. Die verhandeling/proefskrif moet aanvaarbare akademiese styl, konstante formatering en vakkundige inhoud aan die dag lê.

Alternatiewelik kan daar van studente verwag word om 'n besprekingsdokument voor te berei wat die volgende opsom: die doelwitte, metodes en resultate van die werk in die portefeulje; hoe hierdie manuskripte 'n samehangende oeuvre vorm; die omvang van die student se bydrae; en die betekenis van die voorlegging vir die uitbreiding van kennis. Die lengte van hierdie kritiese bespreking moet tussen 3 000 en 10 000 woorde wees. Daarbenewens moet 'n abstrak ook voorsien word.

Waar manuskripte met verskillende skrywers ingesluit is, moet die bydrae van die student onderskei en duidelik verklaar word. Daarbenewens word daar van studieleiers/promotors verwag om 'n kontramerk te verklaar wat die bydraes van die

the introductory section of the dissertation/thesis.

4.8. Submission of theses/dissertations

At the conclusion of his or her supervised research, a student shall submit an electronic or hard copy of the dissertation/thesis for assessment to the Postgraduate Student Academic Services. All theses and dissertations must be submitted with the approval of the supervisor and the signature of the Head of Department/Programme Director.

No dissertation/thesis which comprises the same work as used previously by the student in a master's dissertation or a doctoral thesis for a different qualification may be submitted.

Once a dissertation/thesis has been submitted, it cannot be withdrawn and the assessment process will commence. Students can submit their manuscripts to Postgraduate Student Academic Services throughout the year.

4.8.1. Format

There is no standard format for submission of a dissertation or thesis: formatting is at the candidate's discretion. Reasonable width margins (2–2.5 cm) and one-and-a-half spacing are desirable to ensure comfortable reading of the text. Consistent referencing should be applied, and there may be departmental variations in the referencing system requirements.

4.8.2. Length

Discipline specific guidelines will determine the length of dissertations and theses, therefore the following limits serve as a general norm. Significant deviations from these guidelines must be approved at departmental level. It is

student en mede-outeurs in die inleidende gedeelte van die verhandeling/proefskrif bevestig.

4.8. Voorlegging van proefskrifte/verhandelings

Aan die einde van sy of haar navorsing onder studieleiding, moet 'n student 'n elektroniese of harde kopie van die verhandeling/proefskrif vir assessering by die Nagraadse Akademiese Studentedienste indien. Alle proefskrifte en verhandelings moet met die goedkeuring van die studieleier en die handtekening van die departementshoof/programdirekteur voorgelê word.

Geen verhandeling/proefskrif wat dieselfde werk bevat wat voorheen deur die student in 'n meestersverhandeling of 'n doktorsale proefskrif vir 'n ander kwalifikasie gebruik is, mag ingedien word nie.

Sodra 'n verhandeling/proefskrif ingedien is, kan dit nie onttrek word nie en die assesseringsproses sal begin. Studente kan hulle manuskripte deur die loop van die jaar by Nagraadse Akademiese Studentedienste indien.

4.8.1. Formaat

Daar is geen standaardformaat vir die indiening van 'n verhandeling of proefskrif nie: formatering berus by die kandidaat. Redelike kantlynwydte (2–2.5 cm) en een en 'n halwe spasiëring is wenslik om gemaklike lees van die teks te verseker. Konsekwente verwysing moet gebruik word en daar mag departementele variasies in die vereistes vir die verwysingstelsel wees.

4.8.2. Lengte

Vakspesifieke riglyne sal die lengte van verhandelings en proefskrifte bepaal, dus dien die volgende perke as 'n algemene norm. Beduidende afwykings van hierdie riglyne moet op departementele vlak goedgekeur word. Daar

expected that a masters by research dissertation should generally be a maximum of 50 000 words. A masters by research articles requires two publishable articles. A coursework master's dissertation generally comprises between 20 000 and 30 000 words or one publishable article. In general, a doctoral thesis may not exceed 100 000 words, and is usually between 70 000 and 90 000 words, excluding the bibliography and appendices. A PhD by publication requires three publishable articles. A summary of no more than 600 words each must be included at the front of the dissertation/thesis, together with approximately ten key terms describing the subject of the dissertation/thesis.

word verwag dat 'n meestersverhandeling deur middel van navorsing oor die algemeen 'n maksimum van 50 000 woorde sal wees. 'n Meestersartikel deur middel van navorsing vereis twee publiseerbare artikels. 'n Kursuswerk-meestersverhandeling bestaan oor die algemeen uit tussen 20 000 en 30 000 woorde of een publiseerbare artikel. 'n Doktorale proefskrif mag gewoonlik nie meer as 100 000 woorde wees nie en bestaan normaalweg uit tussen 70 000 en 90 000 woorde, sonder die bibliografie en bylaes. 'n PhD deur middel van publikasie vereis drie publiseerbare artikels. 'n Opsomming van nie meer nie as 600 woorde elk moet aan die begin van die verhandeling/proefskrif ingesluit word, tesame met ongeveer tien sleuteltermen wat die onderwerp van die verhandeling/proefskrif beskryf.

4.8.3. Submission of theses/dissertations for assessment

As per the General Institutional Rules for Advanced and Postgraduate Qualifications, students must submit their dissertation/thesis for assessment purposes no later than the first working day of February with a view to graduating at the Winter graduation ceremony, and no later than the first working day of July with a view to graduating at the Summer graduation ceremony.

Students who intend to hand in their dissertations/theses with a view to graduating at the Winter graduation ceremony must inform the Registrar of their intent in writing via their supervisor before the end of October of the previous year and students who intend to hand in their dissertations/theses with a view to graduating at the Summer graduation ceremony must inform the Registrar of their intent in writing via their supervisor before the first working day of April.

4.8.3. Voorlegging van proefskrif/verhandeling vir assessering

Volgens die Algemene Institusionele Reëls vir Gevorderde en Nagraadse Kwalifikasies, moet studente hulle verhandelings/proefskrifte vir assesseringsdoeleindes nie later nie as die eerste werksdag van Februarie indien met die oog op graduering tydens die Wintergradeplegtigheid, en nie later nie as die eerste werksdag van Julie met die oog op graduering tydens die Somergradeplegtigheid.

Studente wat van voorneme is om hulle verhandelings/proefskrifte in te dien met die oog op graduering tydens die Wintergradeplegtigheid, moet die Registrateur skriftelik via hulle studieleier in kennis stel voor die einde van Oktober van die vorige jaar en studente wat van voorneme is om hulle verhandelings/proefskrifte in te dien met die oog op graduering tydens die Somergradeplegtigheid, moet die Registrateur skriftelik via hulle studieleier in kennis stel voor die einde van die eerste werksdag van April.

The supervisor/promoters must ensure that the title of the dissertation is registered correctly and the assessors are appointed.

4.8.4. Submission of final copies (after assessment)

Once a dissertation/thesis is passed, students are required to submit the required number of copies of the dissertation/thesis to the Student Academic Services Department.

In addition, each student must submit an electronic copy of the dissertation/thesis to the library in the format specified by the library and the faculty. The theses/dissertations will be included in the UFS library's database of theses and dissertations.

4.9. Assessment procedures

4.9.1. Assessment criteria

Faculties must clearly communicate to students the assessment criteria and/or an explicit account of the quality of research achievement required, on commencement of studies.

4.9.2. Assessment panel

The assessment panel must be appointed by departments before the student gives notice of submission of his/her work for assessment. The assessment panel of masters by research and doctoral students should consist of three members. External assessors must always form the majority of the assessment panel. External assessors must be recognised experts in their fields and must not have any association with the UFS. Except in extraordinary circumstances, one of the assessors of doctoral candidates must be an expert of recognised international standing as approved by the faculty board. The assessment panel of a coursework masters mini-dissertation must consist at least of an external assessor and an internal assessor (who must not be either the supervisor or co-supervisor).

Die studieleier/promotor moet seker maak dat die titel van die verhandeling korrek geregistreer is en dat die assessors aangestel is.

4.8.4. Voorlegging van finale kopieë (na assessering)

Sodra 'n verhandeling/proefskrif aanvaar is, moet studente die vereiste aantal kopieë van die verhandeling/proefskrif by die Departement Akademiese Studentedienste indien.

Daarbenewens moet elke student 'n elektroniese kopie van die verhandeling/proefskrif by die biblioteek indien in die formaat soos deur die biblioteek en die fakulteit gespesifiseer. Die proefskrifte/ verhandelings sal opgeneem word in die UV-biblioteek se databasis van proefskrifte en verhandelings.

4.9. Assesseringsprosedures

4.9.1. Assesseringskriteria

Fakulteite moet by aanvang van studies die assesseringskriteria en/of 'n uitdruklike beskrywing van die gehalte van navorsingsprestasië wat verwag word, aan studente oordra.

4.9.2. Assesseringspaneel

Die assesseringspaneel moet deur departemente aangestel word voordat die student kennis gee van indiening van sy/haar werk vir assessering. Die assesseringspaneel vir navorsingsmeester- en doktorale studente moet uit drie lede bestaan. Eksterne assessors moet altyd die meerderheid van die assesseringspaneel vorm. Eksterne assessors moet erkende kundiges op hulle gebied wees en moenie enige verbintenis met die UV hê nie. Behalwe in buitengewone omstandighede, moet een van die assessors van doktorale kandidate 'n kundige van internasionale aansien wees soos deur die fakulteitsraad goedgekeur. Die assesseringspaneel vir 'n kursuswerk-meestersminiverhandeling moet uit ten minste 'n eksterne assessor en 'n interne assessor

bestaan (wat nie die studieleier of medestudieleier mag wees nie).

Faculties/departments need to provide clear written guidelines/criteria to the assessment panel before assessing dissertations/theses on the standard/quality of research achievement required.

Fakulteite/departemente moet duidelike skriftelike riglyne/kriteria oor die standaard/gehalte van die navorsingsprestasië wat vereis word, aan die assesseringspaneel voorsien voordat verhandelings/proefskrifte geassesseer word.

Any person who may reasonably be expected to lack sufficient objectivity in the assessment of a dissertation/thesis is excluded from acting as an assessor. This includes, for example, relatives or dependants of students.

Enige persoon waarvan redelikerwys verwag kan word om nie oor voldoende objektiwiteit in die assessering van 'n verhandeling/proefskrif te beskik nie, word uitgesluit van diens as assessor. Dit behels byvoorbeeld familieledes of afhanklikes van studente.

The supervisor/promoter and co-supervisor/co-promoter(s) of a thesis/dissertation cannot form part of the final assessment panel.

Die studieleier/promotor en medestudieleier/medepromotor(s) van 'n proefskrif/verhandeling kan nie deel vorm van die finale assesseringspaneel nie.

4.9.3. Assessment results

To pass a dissertation, students must obtain a final mark of at least 50% from each of the assessors. To pass a masters dissertation with distinction, a final mark of at least 75% has to be earned. All assessors' marks are taken into account to calculate the final mark. Doctorates are awarded if each of the assessors recommended that the degree be awarded; doctorates are not awarded with distinction.

4.9.3. Asseseringsresultate

Om 'n verhandeling te slaag, moet studente 'n finale punt van ten minste 50% van elkeen van die assessors ontvang. Om 'n meestersverhandeling met onderskeiding te slaag, moet 'n finale punt van ten minste 75% behaal word. Al die assessors se punte word in aanmerking geneem om die finale punt te bereken. Doktorsgrade word toegeken indien elk van die assessors aanbeveel dat die graad toegeken word; doktorsgrade word nie met onderskeiding toegeken nie.

The assessment panel is required to recommend one of the following outcomes:

- That the dissertation/thesis be passed without the need for corrections and the degree be awarded;
- That the dissertation/thesis be passed and the degree be awarded only after specified changes have been made to the satisfaction of the supervisor; or

Die assesseringspaneel moet een van die volgende resultate aanbeveel:

- Dat die verhandeling/proefskrif aanvaar word sonder die nodigheid vir regstellings en dat die graad toegeken word;
- Dat die verhandeling/proefskrif aanvaar word en dat die graad toegeken word slegs nadat sekere veranderinge tot die studieleier se bevrediging aangebring is; of

- That the dissertation/thesis be passed and the degree be awarded only after specified changes have been made to the satisfaction of the examiners; or
- That the candidate be given the opportunity to revise and resubmit the dissertation/thesis.
- That the dissertation/thesis be rejected, and the degree not be awarded.
- Dat die verhandeling/proefskrif aanvaar word en dat die graad toegeken word slegs nadat sekere veranderinge tot die eksaminators se bevrediging aangebring is; of
- Dat die kandidaat die geleentheid gegun word om die verhandeling/proefskrif te hersien en weer in te dien.
- Dat die verhandeling/proefskrif verwerp word en dat die graad nie toegeken word nie.

The assessment panel may require a student to take a written or an oral assessment on the topic of his/her thesis, or the entire field of study that has been selected.

Die assesseringspaneel mag van 'n student vereis om 'n skriftelike of 'n mondelinge assessering oor die onderwerp van sy/haar proefskrif te doen, of oor die hele studieveld wat gekies is.

If the assessors are not unanimous on the assessment results, an arbiter is appointed to assess the dissertation/thesis and make a final recommendation.

Indien die assessors nie eenstemmig is oor die assesserings nie, word 'n arbiter aangestel om die verhandeling/proefskrif te assesseer en 'n finale aanbeveling te maak.

The assessment panel must provide the Registrar with the assessment report within sixty calendar days after receiving a dissertation/thesis.

Die assesseringspaneel moet die Registrateur binne sestig kalenderdae nadat 'n verhandeling/proefskrif ontvang is, van 'n assesseringsverslag voorsien.

If a student is required to make changes or improvements, the supervisor/promoter must inform the Registrar in writing when all requirements, as set by the assessors, have been met. Only once this has been done will the result be confirmed to the student.

Indien 'n student veranderinge of verbeterings moet aanbring, moet die studieleier/promotor die Registrateur skriftelik in kennis stel wanneer al die vereistes soos deur die assessors gestel, nagekom is. Eers wanneer dit gedoen is, sal die resultate aan die student bevestig word.

Faculties take responsibility for the final evaluation of the assessment reports and twice a year they submit a report on the process and outcomes of postgraduate assessment to the Higher Degrees Committee. The Vice Rector Academic can request assessment reports and theses as a quality assurance spot check.

Fakulteite neem verantwoordelikheid vir die finale evaluering van die assesseringsverslae, en twee keer per jaar dien hulle 'n verslag by die Hoërgrade-komitee in oor die proses en resultate van nagraadse assessering. Die Viserektor Akademies kan assesseringsverslae en proefskrifte aanvra as 'n gehalteversekering-steekproef.

Assessment decisions should be made transparently and students must be afforded reasonable access to such information. Assessment reports are de-identified and made available to students, but the contents can be made known to the student orally or in writing by the supervisor/promoter at his/her discretion.

4.9.4. Appeals process

Appeals against an examiner's decision, including a decision not to award a degree, may be made. However, no appeal can be lodged in relation to recommendations from the examiners, or in relation to inadequacy of supervision. Any issues regarding supervision should be addressed directly at the time with the supervisor, head of department or faculty/school.

An appeal should be addressed to the Head of Department/Programme/Faculty, who will seek to resolve the issue. If the matter is not resolved, the appeal will be forwarded to the Vice-Rector (Academic), who will appoint a person or panel to investigate and provide a report. The Vice-Rector (Academic) will then make a decision based on the report and other relevant information.

Appeals should contain the following information:

- Brief summary of the matter or decision being appealed;
- Full name of complainant;
- Contact details of the complainant (including email contact);
- Statement of the details that are relevant to the matter;
- List of attached relevant documents (if appropriate); and
- Signature of the complainant and the date.

Assesseringsbesluite moet deursigtig wees en studente moet redelike toegang tot sodanige inligting gegun word. Assesseringsverslae word gedeïdentifiseer en aan studente beskikbaar gestel, maar die inhoud kan mondeling of skriftelik volgens die diskresie van die studieleier/promotor aan die student bekendgemaak word.

4.9.4. Appèlproses

Appèl kan aangeteken word teen 'n eksaminator se besluit, waaronder 'n besluit om nie 'n graad toe te ken nie. Geen appèl kan egter aangeteken word met betrekking tot die aanbevelings van die eksaminators of die ontoereikendheid van studieleiding nie. Enige probleme met studieleiding moet tydens die studietydperk regstreeks met die studieleier, departementshoof of fakulteit/skool bespreek word.

'n Appèl moet aan die hoof van die departement/program/fakulteit gerig word, wat sal poog om die probleem op te los. Indien die saak nie opgelos word nie, sal die appèl na die Viserektor (Akademies) verwys word, wat 'n persoon of paneel sal aanstel om ondersoek in te stel en 'n verslag op te stel. Die Viserektor (Akademies) sal dan 'n besluit neem op grond van die verslag en ander toepaslike inligting.

'n Appèl moet die volgende inligting bevat:

- Kort opsomming van die saak of besluit waarteen appèl aangeteken word;
- Volle name van klaer;
- Kontakbesonderhede van die klaer (waaronder e-poskontak);
- Verklaring van die besonderhede met betrekking tot die saak;
- Lys van aangehegte relevante dokumente (indien van toepassing); en
- Handtekening van die klaer en die datum.

4.10 Publication of a thesis/dissertation

A student and the university may conclude an agreement regarding the publication of an essay, a dissertation, thesis, and/or draft article for publication.

If authorisation for publication has been obtained, the following information must appear on the title page:

- “Dissertation/thesis approved for the qualification Master ... in the Faculty ... Department ... of the University of the Free State.”
- Name of the supervisor and, if applicable, that of the joint supervisor.
- Any reservations or any other wording which the Head of Department sees fit to have mentioned on the title-page.

4.11 Conversion of degrees

It is possible for a master's degree to be upgraded to a doctorate on recommendation of the supervisor to the Head of Department concerned and the Research Committee of the faculty. In this instance, the supervisor will need to motivate the case if the student has made good progress, has shown suitable potential, and there is scope within the study to lead to a higher qualification. This would normally occur at the start of the second year of master's registration, and, at the latest, must occur by the end of the second year of master's registration. Following admission to the PhD degree, at least two years must elapse before the PhD degree can be conferred. The period of study for the degree will therefore be at least three years.

Examiners of master's dissertations can also indicate in their reports that they regard the study as being of such quality, originality, and scope that the student should be given the opportunity to convert it into to a doctoral dissertation and resubmit it later as a PhD. In

4.10 Publikasie van 'n proefskrif/verhandeling

'n Student en die universiteit kan 'n ooreenkoms aangaan met betrekking tot die publikasie van 'n opstel, verhandeling, proefskrif en/of konsepartikel vir publikasie.

Indien magtiging vir publikasie verkry is, moet die volgende inligting op die titelblad verskyn:

- “Verhandeling/proefskrif goedgekeur vir die kwalifikasie Meester ... in die Fakulteit ... Departement ... aan die Universiteit van die Vrystaat.”
- Naam van die studieleier en, indien van toepassing, dié van die gesamentlike studieleier.
- Enige voorbehoude of ander bewoording wat die departementshoof raadsaam ag om op die titelblad genoem te word.

4.11 Omskakeling van grade

Dit is moontlik vir 'n meestersgraad om op aanbeveling van die studieleier aan die betrokke departementshoof en die navorsingskomitee van die fakulteit, na 'n doktorsgraad opgegradeer te word. In hierdie geval sal die studieleier motivering moet verskaf indien die student goeie vordering gemaak het, geskikte potensiaal getoon het en indien daar ruimte binne die studie is om na 'n hoër kwalifikasie te lei. Dit sal gewoonlik aan die begin van die tweede jaar van meestersregistrasie en op die laaste aan die einde van die tweede jaar van meestersregistrasie gebeur. Ná toelating tot die PhD-graad, moet daar ten minste twee jaar verloop voordat die PhD-graad toegeken kan word. Die studietydperk vir die graad sal dus ten minste drie jaar wees.

Eksaminators van meestersverhandelings kan ook in hulle verslae aandui dat hulle die studie beskou as van sodanige gehalte, oorspronklikheid en omvang dat die student die geleentheid gegun moet word om dit in 'n doktorale proefskrif te omskep en later as 'n PhD in te dien. In so 'n geval moet hulle verslae

such a case, their reports should provide a clear motivation for such a recommendation.

'n duidelike motivering vir so 'n aanbeveling verskaf.

In the case of doctoral research, a master's degree can be conferred upon the student in the following instances:

If the student, in consultation with his/her supervisor withdraws candidature for the PhD degree;

If the student cancels his/her candidature for the PhD degree and re-registers for a master's degree; or

If the student's thesis does not meet the requirements for the doctoral degree.

In die geval van doktorale navorsing, kan 'n meestersgraad in die volgende gevalle aan die student toegeken word:

Indien die student, in oorleg met sy/haar studieleier, kandidatuur vir die PhD-graad onttrek;

Indien die student sy/haar kandidatuur vir die PhD-graad kanselleer en vir 'n meestersgraad herregistreer; of

Indien die student se proefskrif nie aan die vereistes vir die doktorsgraad voldoen nie.

4.12 Termination of studies

The Senate, through the Executive Committee of the Senate, and on recommendation of the Faculty Board, may terminate the studies of a student for reasons of discipline or failure to progress in line with the regulations for the degree.

4.12 Beëindiging van studies

Die Senaat mag, deur middel van die Uitvoerende Komitee van die Senaat en op aanbeveling van die fakulteitsraad, die studies van 'n student beëindig ter wille van dissiplinêre redes of versuim om in ooreenstemming met die regulasies van die graad te vorder.

A student who plans to withdraw from her/his studies for personal reasons should consult with his/her supervisor. If the student intends to withdraw, he/she should notify the Head of Department/Programme Director, in writing, of her/his intent to withdraw. The student may reapply within two years of that withdrawal by following the readmission procedure.

'n Student wat beplan om weens persoonlike redes van sy/haar studies te onttrek, moet sy/haar studieleier raadpleeg. Indien die student beplan om te onttrek, moet hy/sy die departementshoof/programdirekteur skriftelik van sy/haar voorneme om te onttrek, verwittig. Die student kan binne twee jaar van hierdie onttrekking heraansoek doen deur die hertoelatingsprosedure te volg.