

**CENTRE FOR AFRICA STUDIES  
POLICY AND PROCEDURES FOR POSTGRADUATE ADMISSIONS,  
TEACHING AND RESEARCH**

**ADMISSION TO THE STRUCTURED (COURSEWORK) MASTER'S**

**1. What do we expect of applicants doing a structured Master's?**

The student must meet the level descriptors of NQF Level 9, namely:

**Scope of knowledge:**

- Specialist knowledge to enable engagement with and critique of current research or practices;
- an advanced scholarship or research in a particular field, discipline or practice.

**Knowledge literacy:**

- an ability to evaluate current processes of knowledge production and to choose an appropriate process of enquiry for the area of study or practice.

**Method and Procedure:**

- a command of and ability to design, select and apply appropriate and creative methods, techniques, processes or technologies to complex practical and theoretical problems.

**Problem solving:**

- an ability to use a wide range of specialised skills in identifying, conceptualising, designing and implementing methods of enquiry to address complex and challenging problems within a field, discipline or practice;
- an understanding of the consequences of any solutions or insights generated within a specialised context.

**Ethics and professional practice:**

- an ability to make autonomous ethical decisions which affect knowledge production, or complex organizational or professional issues, an ability to critically contribute to the development of ethical standards in a specific context.

**Accessing, processing and managing information:**

- an ability to design and implement a strategy for the processing and management of information, in order to conduct a comprehensive review of leading and current research in an area of specialisation to produce significant insights.

**Producing and communicating information:**

- an ability to use the resources of academic, professional/occupational discourses to communicate and defend substantial ideas that are the products of research or development in an area of specialisation<sup>7</sup>;
- a range of advanced and specialised skills and discourses appropriate to a field/discipline/practice, to communicate to a range of audiences with different levels of knowledge/expertise.

**Context and systems:**

- an ability to make interventions at an appropriate level within a system, based on an understanding of hierarchical relations within the system, and the ability to address the intended and unintended consequences of interventions.

**Management of learning:**

- an ability to develop own learning strategies which sustain independent learning and academic or professional development, and can interact effectively within the learning or professional group as a means of enhancing learning.

**Accountability:**

- an ability to operate independently and take full responsibility for own work, and where appropriate accountability for leading and initiating processes and implementing systems, ensuring good resource management and governance practices.

**2. Admission requirements**

- The Research Methodology module (ACS701) is compulsory. In exceptional cases - if students can prove sufficient knowledge and suitable qualifications - they may be exempted.
- The Programme Directorate may allow students in possession of an Honours degree or equivalent qualification in a discipline related to Africa Studies.
- If the Honours degree was obtained more than four (4) years prior to the application for admission, an oral examination on a prescribed reading list is required.
- Honours degree must preferably include a research component.
- Minimum of 65% for Honours mini-dissertation serves as a guideline for admission (a copy of the latter must be provided, if relevant).
- In cases where the Honours degree had no research essay RPL considerations may come into effect, provided there is sufficient evidence.
- Admission is subject to approval by the Programme Directorate.

**3. Procedures for application**

Applications should be sent to the programme officer (Ms Kamo Dipico, dippicokk@ufs.ac.za).

The following documentation must be completed:

- University application form
- DV3 form (registration form) (if the student was registered at the UFS the previous year)
- Centre application form
- Deposit slip of application fees (in the case of new students)
- 2 ID/passport Photo's
- ID document/passport (certified)
- CV

- Certified copies of certificates
- Academic record (certified)
- Essay in the proposed area of specialisation (see Centre application form for guidelines)
- Motivation for applying for this Master's option
- Copy of Honours mini-dissertation (if relevant)
- Submission of RPL portfolio (where relevant)

Students are notified of acceptance and a timetable of contact times (blocs during January, May, July and October) is circulated. Registration takes place. A mixed model of contact and self-study is adopted. Lectures and workshops (facilitation) typify the contact sessions. Proposals are collectively presented to the Programme Directorate and/or expert panel during the May session. **Attendance of contact sessions is compulsory. Study material will be obtained during the contact sessions.**

#### **4. Student support and academic development**

Students undergo language testing when they come for the first contact session. Although Master's study requires autonomy of learning and writing, the Centre and Faculty do offer some support, by referring students (where necessary) to various methodological, writing and language development facilities on campus such as UDRAW. In an attempt to improve throughput rates the Centre expects students to present their research proposals during the May/July contact sessions. Seminars may also be scheduled periodically on specific topics to facilitate student progress and to provide value-adding skills.

#### **5. Assessment**

Assignments are graded according to standardised Centre guidelines (see orientation portfolio). Extended mini-dissertations are also assessed according to standardised criteria (see portfolio). All assignments are internally moderated and all exam papers are externally moderated. The mini-dissertation is assessed by one internal and one external assessor.

Courses which may be required as part of the admissions requirements are for non-degree purposes and are not evaluated as part of the final degree.