



Department of Criminology

Application for master's/doctoral degree

Student number:

Title, initials and surname:

Qualifications completed:

Telephone: (Home)

(Cell)

Email address:

Degree applying for:

Parttime or fulltime:

Research title or topic (provisional):

Signature

Date

Admission requirements for master's degrees

Subject to the requirements and conditions set by the department, students may be admitted to the master's degree in Criminology if they have obtained an honours degree in Criminology with a minimum average of 60% and if they have obtained a mark of at least 65% in the research report (CRIM 6800) or in an equivalent extended research report.

Admission is subject to departmental approval based on high academic standards at undergraduate and honours levels and, in cases where more than two years have elapsed since the awarding of the preliminary qualification, to selection criteria determined by the department.

Candidates must apply for admission: UFS students with uninterrupted study records must apply to the head of the department; UFS students who have interrupted their studies and students from other universities must apply directly to UFS administration (Department of Student Services).

Admission requirements for doctoral degrees

Subject to the requirements and conditions set by the department, students may be admitted to the doctorate in Criminology if they have obtained a master's degree in Criminology with a mark of at least 65%.

Admission is subject to departmental approval based on sustained high academic standards or any other selection criteria determined by the department.

Candidates must apply for admission: UFS students with uninterrupted study records must apply to the head of the department; UFS students who have interrupted their studies and students from other universities must apply directly to the UFS administration (Department of Student Services).

Application procedure

1. Applications for master's and doctoral degrees must be submitted by 30 September.
2. Applicants must submit the completed application form, a complete student record and a research proposal of approximately ten pages in length (excluding the cover page and reference list). See the department's guidelines for the writing of a research proposal.
3. Applicants are encouraged to make an appointment with the head of the department to discuss the application and registration process, as well as their proposed research themes and the research proposal guideline. However, the research proposal is written independently, thus without the guidance of a study supervisor.
4. Research proposals are anonymously assessed by two reviewers and the outcome is communicated to prospective candidates by 31 October.
5. Proposals are assessed in terms of: the research topic; a clear indication of the research need; feasibility of the study and the proposed research methods; scholarly writing abilities; and capacity to accommodate the study in the department.
6. A study supervisor, and if needed a co-supervisor, will be appointed when the application is approved by the head of the department after which study guidance can proceed. Applicants may indicate their wish for a specific supervisor, although the appointment of supervisors depends on availability, capacity, specialised expertise in the field of research, or specific methodological elements of the proposed study.
7. Successful candidates proceed with the official (online) application of the applicable postgraduate programme by 30 November.
8. Applicants should consult the relevant university, faculty and departmental rules and policies regarding the application process.

Post-application procedure

1. Postgraduate students register officially at the beginning of the academic year before the end of March (also for all subsequent years of study). The supervisor must ensure that the student is registered before any supervision occurs. Students must email proof of registration to the departmental administrator and supervisor after which the student and supervisor will be linked on the GRM system.
2. Following registration, the postgraduate student and supervisor must complete the agreement/contract that stipulates the milestones of and timeframes for the research. The planning should indicate the nature of the dissertation or thesis (traditional or article format) and must be signed on the GRM system.

3. The research proposal is finalised under supervision. The supervisor will secure two colleagues (on of whom may be from another department) to critically evaluate the proposal, after which necessary changes have to be made.
4. Together with other relevant documents, the proposal must be submitted to the faculty's scientific and research ethics committees as outlined on the RIMS system. Master's degree students must complete this process in the first semester following registration and doctoral students must complete the process in their first year of registration.
5. The study's title must be submitted to the faculty's *Committee for Title Registration* for approval.
6. Research supervision takes place on a continuous and timely basis, and students and their supervisors report quarterly on the progress of the research.
7. Full-time master's degree students must complete the degree in one to three years, and part-time students must do so in two to four years. Full-time doctoral students must complete the degree in two to four years, and part-time students must do so in four to six years.
8. In the event of exceptional circumstances, registered master's and doctoral student may, with the support of their supervisors and permission of the dean, place their studies in abeyance for no more than one year.
9. At least three examiners must be appointed for the assessment of master's and doctoral degrees. For doctoral degrees, at least one examiner must be of international standing.
10. Students will have to reregister for the degree if the submission for examination is after the deadline. Reregistration might also be needed if a student has to do extensive revisions after receiving the examiners' reports.
11. The postgraduate coordinator in the dean's office must be notified, on the prescribed form, on or before the first working day in September (for submission in November) and on or before the last working day in April (for July submission).
12. For examination and graduation, master's dissertations and doctoral theses must be submitted on or before the last working day in July (for graduation in December) on or before the last working day in November (for the April graduation the next year).
13. A master's by research dissertation should be a maximum of 50 000 words (excluding the list of references and appendices), and a master's by research articles requires two publishable/published articles. A doctoral thesis should be 70 000 to 90 000 words (excluding the list of references and appendices), and a doctoral by publication requires three publishable/published articles. For both degrees, at least one article must have been submitted to a reputable journal at the time of submission.

of examination.