



UF BUSINESS SCHOOL

# **PHD RULES AND PROCEDURES**

**2022**

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The UFS Business School rules and procedures are subject to the General Rules of the University of the Free State.

## **ADMINISTRATIVE RULES AND PROCEDURES**

# 1 ADMISSION

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- 1.1 Admission for Postgraduate Programmes is done through the Business School.
- 1.2 Admission to the programmes will be according to the information in the Business School brochure and the UFS General Rules.

# 2 REGISTRATION

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- 2.1 Registration for the Postgraduate Programme is done through the Business School.
- 2.2 Unless otherwise specified, the general rules of the UFS about registration apply to all postgraduate students.
- 2.3 There will be only one intake per year based on the availability of supervisors in the proposed research field.
- 2.4 The student is at all times responsible for the payment of the pre-registration amount where applicable for the year or for a part of the academic year (January – December) before any registration will be processed. (See UFS website for registration prepayments).
- 2.5 The general registration procedures of provisional registration do not apply to the Business School.

## 2.6 Incorrect registration and discontinuation of studies

- 2.6.1 It is at all time the responsibility of the student to ensure that his/her registration is correct.
- 2.6.2 All registrations/corrections/changes/discontinuations should be done in writing via email and submitted to the relevant postgraduate office before the dates as determined by the University. (See UFS website for registration dates).
- 2.6.3 All information related to corrections and discontinuations must be done in writing to the appropriate administrator in the relevant postgraduate office.
- 2.6.4 Where a student participates in a module for which he/she may/is not registered, class attendance and marks obtained will not be considered.
- 2.6.5 If a student cancels all his/her modules before the dates determined by the University, he/she will be held liable for the minimum cost charged.
- 2.6.6 Where a student discontinued studies for a year (12 months) or more, he/she has to re-apply for admission and participate in the selection process where applicable. Contact the relevant postgraduate office for further information.

- 2.6.7 A PhD student may apply for a 12 month abeyance during the course of their studies. After the 12 months the student need to register again in order continue with his/her PhD. Contact the PhD office for the relevant information.
- 2.6.8 For PhD students who previously discontinues her/his studies for at least one (1) academic year must apply for readmission
- 2.7 It is at all times the responsibility of the student to ensure that he/she has access to registered modules on Blackboard.

### **3 STUDENT CARDS**

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- 3.1 Student cards are compulsory for official university identification on campus and access to the campus, library and computer lab.
- 3.2 Student cards are available at the UFS Student Card Division on the Thakaneng Bridge.
- 3.3 An amount will be payable for the replacement of lost or damaged student cards.

### **4 PARKING DISC**

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- 4.1 Every student must complete the necessary documentation so that a parking disc can be issued to the student by the relevant postgraduate office during the first contact session.
- 4.2 A student who parks on campus without a parking disc or in a reserved or undercover space is guilty of a transgression of University regulations and will be fined by the Protection Services on the UFS.

### **5 FINANCES**

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#### **5.1 For registration and tuition fees one of the following payment procedures may be followed**

- 5.1.1 In cash or credit card at the UFS cashier, Thakaneng Bridge, Student Centre.
- 5.1.2 Electronic payment via the internet or direct deposit into your student account using the UFS banking details. (See UFS website at <https://www.ufs.ac.za/kovsielife/student-finance> for the banking details).
- 5.1.3 In terms of the UFS rules, no cash may be handled at the Business School.

## 5.2 Fees payable

- 5.2.1 Fees are payable in full, irrespective of whether any services rendered by the University are disrupted by circumstances beyond the University's control – such as strikes, student boycotts, public unrest or any other disruption on campus.

## 5.3 Payment dates

- 5.3.1 Tuition fees are calculated per semester.
- 5.3.2 All fees must be paid, regardless of whether an account was received or not.
- 5.3.3 Account statements are emailed to students to their ufs4life email addresses. The student then has to forward the account to the person(s) responsible for paying the account.
- 5.3.4 It is the responsibility of the student to supply the Business School with his/her correct details and to make enquiries if he/she does not receive an account.
- 5.3.5 Arrangements for payment in monthly instalments may be made with the University's class fees department in writing, but interest on outstanding accounts will still be added.
- 5.3.6 **Payment dates for South African students:**
- (a) First semester: all fees for the first semester are payable on/before 31 March.
  - (b) Second semester: all fees for the second semester are payable on/before 31 August.
- 5.3.7 **Payment dates for international students:**
- (c) First semester: all fees for the first semester are payable on/before 31 March.
  - (d) Second semester: all fees for the second semester are payable on/before 30 June, regardless of any other date that may appear on account statements.

## 5.4 Interest charged on overdue accounts

- 5.4.1 Failure to pay on the set dates shall entitle the University, irrespective of the exercising of any other rights, to charge interest on the outstanding fees at an interest rate equal to the prime bank rate levied by ABSA Bank +2%, calculated from the date on which each amount is payable up to the date of payment.

## 5.5 Fees in arrears

- 5.5.1 If a student is in arrears with the payments on any of his/her accounts at the University, the University has the right, notwithstanding any arrangements that the student may have made for an extension of time or otherwise, to refuse to mark any examination papers and/or withhold study records, certified timetables and results until the amounts in arrears have been paid to the University.

- 5.5.2 Conduct certificates, certified declarations, and certificates for degrees/diplomas will only be issued once all outstanding fees owed to the University, irrespective of the nature or origin thereof, have been paid to the University.

## **5.6 Re-registration**

- 5.6.1 If a student did not settle his/her account with the University for the previous year in full, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse his/her re-registration, unless the account in question has been settled in the meantime.

## **5.7 Conferment of a degree**

- 5.7.1 Unless a student's account with the University has been settled in full at least 21 days before a graduation ceremony, the University may, irrespective of whether the student has arranged for extension of time otherwise, refuse to confer the degree at such a ceremony.
- 5.7.2 Such a student's degree may be withheld until the account is settled in full.

## **5.8 Default of payment**

- 5.8.1 If a student fails to settle his/her account with the University, the University shall, notwithstanding any other rights, be entitled to hand over the account to any attorney for collection.

## **5.9 Disciplinary measures**

- 5.9.1 A student remains liable financially even if prevented by any regulation or rule of the University from continuing his/her studies for a degree /diploma/certificate or to take individual courses.

## **5.10 Refund credit**

- 5.10.1 If a student's tuition fees account shows a credit balance, the student should apply in writing for a refund with the Finance Department.
- 5.10.2 If, after a period of 12 months, no application for the refund has been received, it will be forfeited.

# **6 ENQUIRIES**

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- 6.1 Postgraduate students should make all enquiries with regard to their studies directly to the relevant postgraduate office at the Business School.
- 6.2 All information and notices will only be communicated via the UFS4life email address.

- 6.3 It is the responsibility of the student to familiarise himself/herself with the content thereof.
- 6.4 It is the responsibility of the student to inform the relevant postgraduate office of any changes in contact details.

## **ACADEMIC RULES AND PROCEDURES**

## 7 SELECTION

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- 7.1 The validity period of a successful postgraduate selection is two (2) years for a returning student. Should the student have interrupted his/her studies for two (2) years or longer, the student will be subjected to the selection process when re-applying for admission to the programme.
- 7.2 The waiting period of an unsuccessful postgraduate selection is two (2) years. Should a student that previously was not selected wish to re-apply, he/she will be eligible to do so only after two have passed since his/her last attempt.

## 8 PHD PROGRAMME REQUIREMENTS

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### 8.1 Graduate research Management System (GRM)

- 8.1.1 Graduate Research Management (GRM) enables the process of monitoring and evaluation of postgraduate students through all postgraduate processes, from the first registration to graduation, through the functionality of the current PeopleSoft System.
- 8.1.2 It is the students' responsibility to ensure he/she has access to the GRM system and to sign the supervision agreement with the supervisor on the GRM system.

### 8.2 Research proposal and title registration

- 8.2.1 Once admitted into the PhD program, the student must complete a research proposal within twelve months of first registration.
- 8.2.2. If no research proposal has been approved after the first year of registration, the student cannot continue with the PhD without the Director of the Business School's approval.
- 8.2.3 The student should follow the advice of the SUPERVISOR/ co-SUPERVISOR and take ownership of his/her own research. To assist the student, the SUPERVISOR/ co-SUPERVISOR should provide quality guidance to the student in the preparation of the proposal and should advise the student on additional skills that the student need to develop during the PhD Process.
- 8.2.4 Internal presentations are held at the Business School for students to present their research topic. These proposals are evaluated by a PhD panel of experts.
- 8.2.5 The proposal must be 9 000 words (excluding reference list) structured as follows:
- a. Introduction and Background (including the contextualization of the study);
  - b. Problem statement and rationale for the study (not more than 3 paragraphs);
  - c. Research objectives (including the research questions);
    - i. Primary research objective (identify one primary objective);
    - ii. Secondary research objectives;
  - d. Preliminary literature review;
  - e. Research Methodology – Method to be employed;
    - i. Research design;
    - ii. Sampling design;
    - iii. Data collection;
    - iv. Ethical considerations;

- f. Contribution of the study;
  - g. Conclusion, including an outline and timeline
- 8.2.6 Once the internal presentations are finalized and the student receive a report from the PhD evaluation panel indicating that the student can continue to title registration.
- 8.2.7 Title registration presentations are done at the EMS Faculty Research Committee meeting scheduled by the research coordinator.
- 8.2.8 The supervisor initiates title registration workflow on GRM which will be routed to the PhD coordinator/research coordinator for consideration at the EMS Research Committee meeting.
- 8.2.9 The Faculty Research Committee may approve or reject the title. A student can only present their proposal to the EMS Research Ethics committee twice. If the student is unsuccessful after the second attempt, the student either need to deregister or change their topic and start writing a proposal on a new topic.

### **8.3 Ethical clearance**

- 8.3.1 Once the research title is approved and the student has an approved and finalized data collection instrument, a student must apply for ethical clearance in order to do her/his fieldwork.
- 8.3.2 The data collection and research instruments, and research methodology must undergo a separate internal scientific review before submitting ethical clearance. Internal scientific reviews are only considered at the formal internal proposal presentation dates, and student must plan accordingly.
- 8.3.3 Ethical clearance can be obtained from the General Human Research Ethics Committee (GHREC)
- 8.3.4 It is the responsibility of the student to prepare data collection and research instruments.
- 8.3.5 Upon the data collection and research instrument's approval by the study leader, the student should submit the documentation to the PhD coordinator for internal scientific review.
- 8.3.6 The following documentation needs to be submitted:
  - Proposal (which include abbreviated literature review);
  - The detail on research methodology;
  - Data collection instruments (clearly linked to literature);

If the study differs significantly from the proposal approved by the EMS Research Committee during Title Registration, proof that the Research Committee has been informed of the changes should accompany the submission.
- 8.3.7 The PhD coordinator will distribute the documentation to the evaluation panel.
- 8.3.8 After the evaluation panel's scientific review, the PhD coordinator will forward the scientific review report to the SUPERVISOR/co-SUPERVISOR and student with comments and recommendations.
- 8.3.9 Refer to the *EMS Faculty Research Ethics Guide* document for detail on the ethical application process, different types of ethics applications, as well as documentation needed for all applications. The guide also includes a checklist to be followed before and during the completion of the Research Information Management System (RIMs) process.

Refer to the *EMS Abbreviated Ethics Guide* that includes the important dates as well as a checklist that applicants can use before and during the application process to ensure complete applications.

Students can contact their supervisors for guidance or to the PhD coordinator should they require more information on the process of obtaining Ethical Clearance.

- 8.3.10 A student may only begin with data collections once the Ethical Clearance numbers has been issued by the GHREC.

## **8.4 Change in Title, significant change in research methods or data collection instruments**

- 8.4.1 If the research title changes after the title was approved by the EMS Research Committee, the supervisor must motivate the change in title. The motivation must be submitted to the EMS research Committee meeting at least six (6) months before the submission of the thesis for examination.
- 8.4.3 If there are any changes in the research methods since ethical clearance was provided, the student needs to apply for internal scientific review and after approval by the PhD panel. Apply for an amendment on the RIMS system.
- 8.4.4 If there are any changes to the data collection instrument that was approved during the ethical clearance process, the student needs to apply for apply for internal scientific review and after approval by the PhD panel. Apply for an amendment on the RIMS system

## **8.5 Annual progress reports**

- 8.5.1 Supervisors will keep the Business School informed of progress made during a particular year.
- 8.5.2 An annual progress report needs to be completed by both the student and the supervisor via the GRM/ link provided by the post-graduate school. Students need to liaise with their supervisor before completing the forms.
- 8.5.3 A student will only be permitted to continue in a subsequent year if sufficient progress has been made in the current year.

## **8.6 Appointment of examiners**

- 8.6.1 According to the General Rules of the University, all examiners are nominated by the academic head or the programme director of the department/school and approved by the faculty board in accordance with the *Quality Assurance Policy*.
- 8.6.2 The appointment of the examiners will only be done once the student indicates that she/he is going to submit the research for assessment and at LEAST six (6) months before intended submission. Once the promoter approves submission on the GRM system and on the signed Notice of submission document, the examiners will be nominated and approved by the EMS Faculty Research committee and subsequently the EMS Faculty Board.
- 8.6.3 Students are not allowed to be in contact with the examiners.

## 8.7 Submission of thesis for examination

- 8.7.1 A student who intends to submit a thesis for assessment must submit the request on the GRM system as an *intent to submit*, and on the prescribed form *Notice of Submission (form)* and with the approval of the promoter and co-promoter. The SUPERVISOR/co-SUPERVISOR must inform the PhD office/PhD coordinator of the approval of the submission.
- 8.7.2 A student must submit the research in accordance with the dates determined by Senate for assessment.
- 8.7.3 Once a thesis is submitted for assessment, it may not be withdrawn and the assessment must proceed.
- 8.7.4 The student needs to be registered until such a time that the final examination reports have been received and all corrections have been made in accordance with these reports.

## 8.8 Pass requirements for a thesis

- 8.8.1 Examiners reports can provide one of the following results:
- The thesis should be accepted without any corrections or revisions.
  - The thesis should be accepted, provided certain minor corrections and revisions are carried out to the satisfaction of the Supervisor.
  - This thesis should be accepted provided substantive corrections and revisions are carried out to the satisfaction of the Supervisor.
  - This thesis requires substantive corrections and revisions and must be re-submitted for examination.
  - The thesis should be rejected outright.
- 8.8.2 If the examiners are not unanimous regarding the result – that is, as regards a pass or essential corrections, the Dean must internally appoint an arbitrator, on the recommendation of the promoter and the programme director and/or the academic head of department, nominate an arbitrator with written notification to the Registrar.
- 8.8.3 The decision of the arbitrator in respect of a pass or essential corrections regarding the examination of the original work and the recommendation reports received from all examiners will be final.
- 8.8.4 If the student fails, she/he must once again apply for admission and the same research that was previously assessed may not again be submitted for assessment.

## 8.9 Assessment reports

- 8.9.1 Examiners are given 45 days to assess the thesis. Thereafter the evaluation of all the assessment reports is done by the Dean on the programme director or the academic head of the department, subsequent to which the Dean will confirm the final result.

## 8.10 Qualification

- 8.10.1 Qualification certificates are only awarded at an official graduation ceremony or subsequently mailed to the student.
- Students will receive an SMS confirmation that their qualification has been awarded from the Student Records.

- Queries related to the awarding of your qualification and the related communication must be directed to the Student Records division by emailing [studentadmin@ufs.ac.za](mailto:studentadmin@ufs.ac.za)
- Please also contact Student Records 051 401 9666 should you require an official letter.

## 8.11 Plagiarism

- 8.11.1 A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.
- 8.11.2 Students are able to submit their own Turnitin assignment on Blackboard. A Turnitin assignment setup manual is available upon request from the PhD office.
- 8.11.3 Acceptable percentage for PhD similarity check is 10%.

## 8.12 Intellectual property

- 8.12.1 Students are encouraged to read the Policy on the Protection, Exploitation, and Commercialization of Intellectual Property document.
- 8.12.2 In cases where research results can potentially be commercialized, the Dean must grant written permission beforehand, subsequent to consultation with the designated Director: Research Commercialization and with written notification to the Registrar, to record the said permission on the student's record.

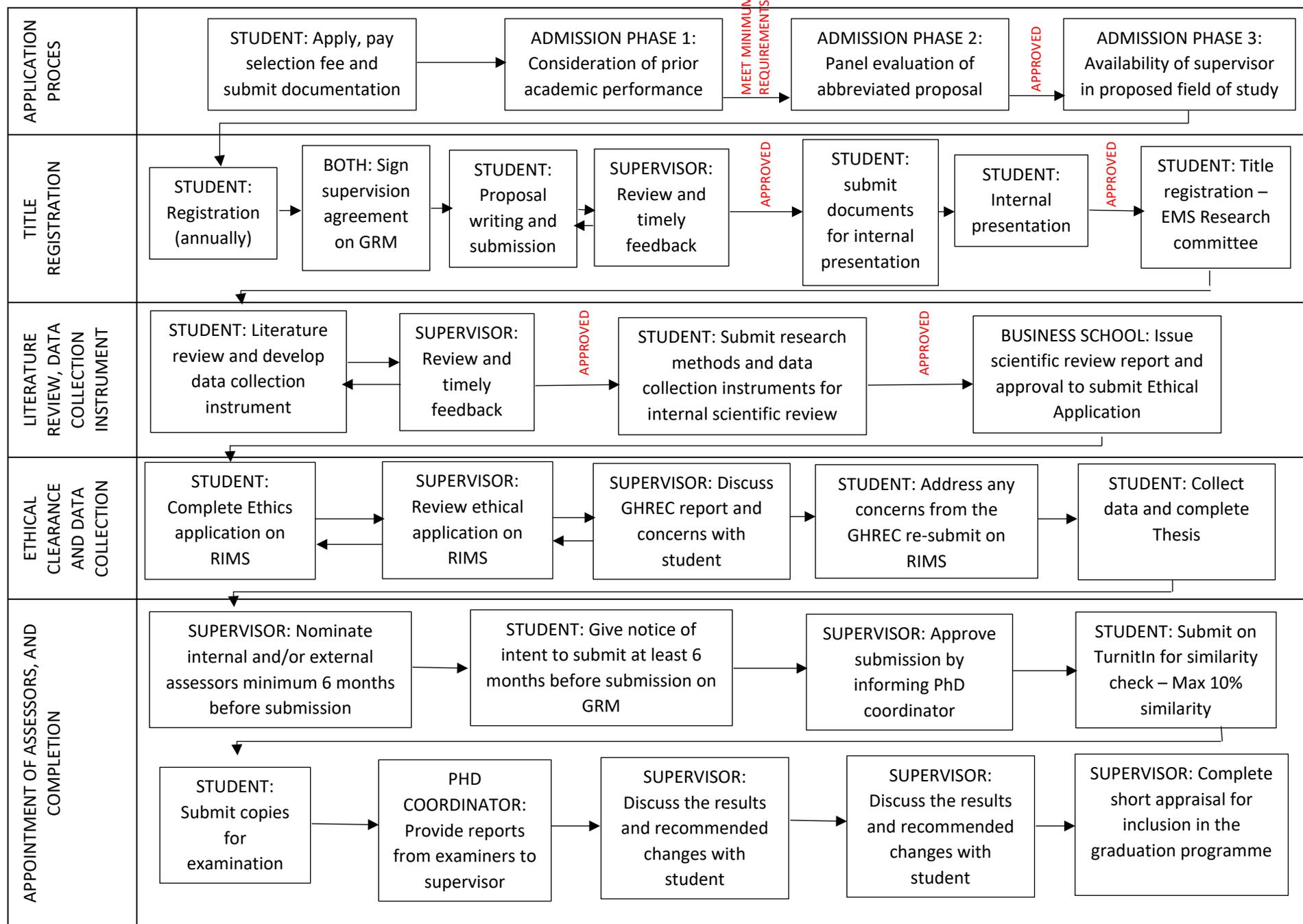
## 8.13 Language editing

- 8.13.1 It is important to note that proposal needs to be language edited by a language practitioner.
- 8.13.2 A list of language editors can be made available by the PhD coordinator upon request.

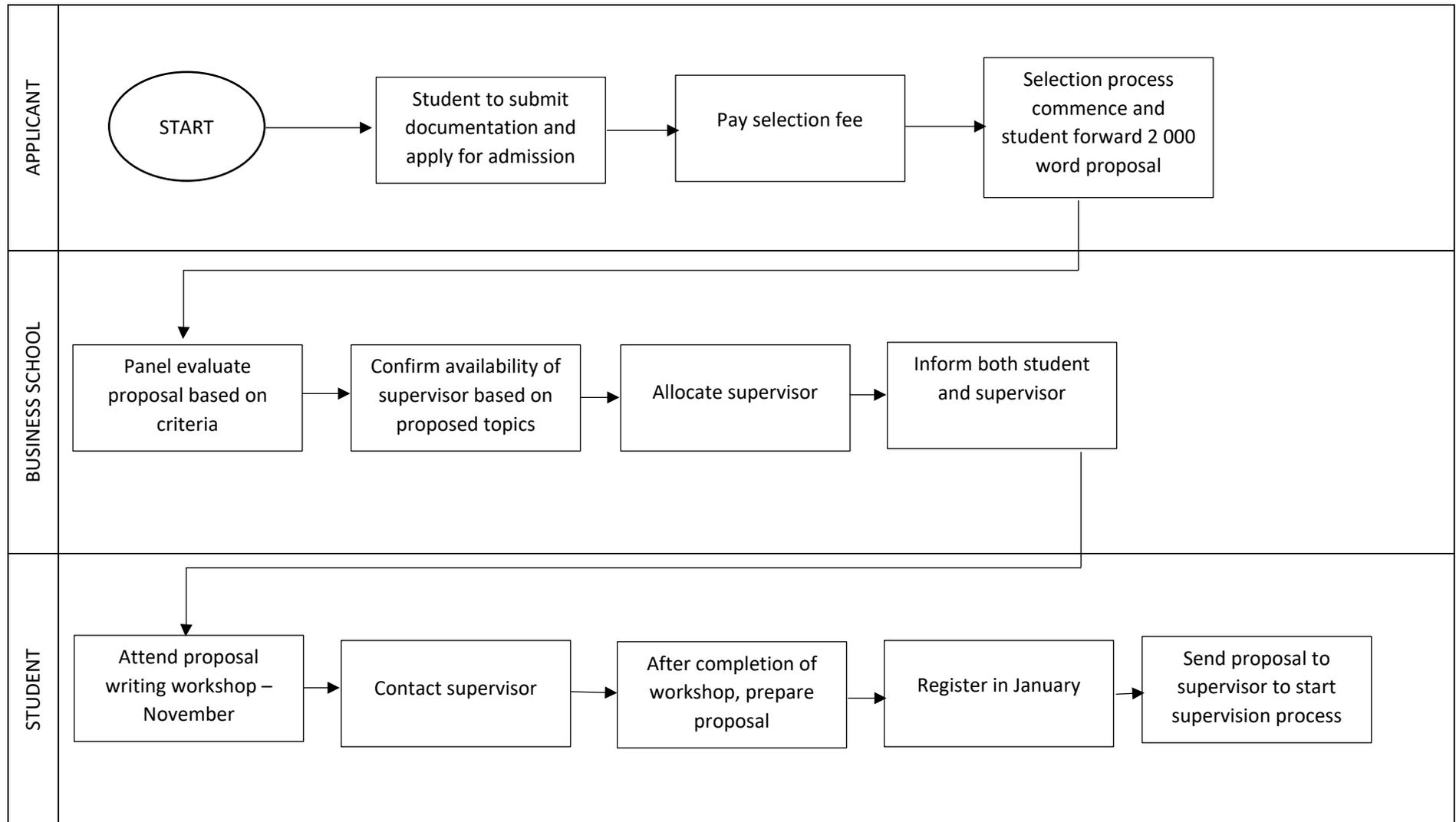
Students may also contact the Postgraduate School in order to access the list of accredited language editors and translators on 051 401 7161 email [postgrad@ufs.ac.za](mailto:postgrad@ufs.ac.za)

Figures 1, 2 and 3 explains the PhD process as a whole, PhD application process, as well as the Ethical Clearance application process.

## PHD PROCESS FROM BEGINNING TO END



## PHD APPLICATION PROCESS



## PHD ETHICAL CLEARANCE PROCESS

