



**Tshwane University
of Technology**

We empower people

**FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT
DEPARTMENT OF ARCHITECTURE**

DOCTOR of ARCHITECTURE

Qualification code: To be confirmed

DArch

PROGRAMME HANDBOOK & STUDENT GUIDE

by

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i. List of ACRONYMS

DA	Departmental Administrator
DArch	Doctor of Architecture
DHET	Department of Higher Education and Training
DCRI	Departmental Committee for Research and Innovation
EXCO	Executive Committee of the Faculty
FB	Faculty Board
FCPS	Faculty Committee for Postgraduate Studies
FCRI	Faculty Committee for Research and Innovation
FEBE	Faculty of Engineering and the Built Environment
FPGF	Faculty Postgraduate Forum
FRO	Faculty Research Officer
HoD	Head of Department
IP	Intellectual Property
PGA	Postgraduate Administrator
PGF	Postgraduate Forum
PGO	Postgraduate Office
PGS	Postgraduate Studies
REC	Research Ethics Committee
RPL	Recognition of Prior Learning
SCPS	Senate Committee for Postgraduate Studies
TUT	Tshwane University of Technology
University	Tshwane University of Technology

ii. List of DEFINITIONS¹

Abstract: An abstract is a summary of about 120 words on the background, aims, rationale, methodology, and possible significance of a research project.

Examination panel: An examination panel is strictly made up of those external examiners, whose nominations were approved by Senate to examine a piece of work.

Examiner: An examiner is someone, who, based on their qualifications and/or professional experience in a discipline, is appropriately qualified to examine research and learning at a specific level.

Co-supervisor: A co-supervisor is a full-time or part-time staff member of the University, or an external person from another university, or industry, who, on account of their qualifications, professional experience and expertise, are directly involved in giving a student guidance in their studies, in respect of both academic and technical aspects, in the preparation (or compilation) of a mini-dissertation, dissertation, or thesis, in order to obtain a postgraduate qualification.

Defence of thesis: This is a formal oral examination, whereby doctoral candidates have an opportunity to “defend” their research hypotheses (if applicable), approach, methodology, findings, and recommendations (if applicable).

Doctorate or Doctoral degree: This is a postgraduate qualification, with a study period of at least two years, and a maximum of five years, based on research, which may be obtained by graduates with an appropriate Master’s degree (or its equivalent). It consists of original, creative research, the results of which are presented in a thesis.

¹ Any word in this document will have the same meaning as any other TUT policy.

EXCO: *The Executive Committee of the Faculty Board of a particular Faculty.*

External Examiner: *This is someone, who is not employed as a full-time or part-time staff member of the University, and who, on account of their qualification and professional experience and expertise in the discipline, is appointed to examine the mini-dissertation, dissertation, or thesis of a postgraduate student.*

Faculty Postgraduate Administrator: *This is an officer in Academic Administration, responsible for administering postgraduate studies in a specific Faculty.*

Faculty Research Officer: *This is an officer in the Office of the Dean of a Faculty responsible for administering research activities in the Faculty.*

Postgraduate Student: *This is a student registered on a postgraduate qualification, Master's, or Doctoral degree at the University.*

Research proposal: *This is a piece of academic writing, which presents and justifies a research project, and the practical ways in which it will be undertaken. It analyses and synthesises the existing research on a particular topic, and describes the researcher's own conception of a new study, based on the examination of gaps or issues in the research literature.*

Research committees: *This refers to the Departmental Research Committee (DRC), the Faculty Committee for Postgraduate Studies (FCPS) and Faculty Research Committee (FCR) at Faculty level, and the Senate Committee for Postgraduate Studies (SCPS) and Senate Committee for Research (SCR) at Senate subcommittee level.*

Research Ethics Committee (REC): *This is the committee that independently evaluates, monitors, and approves research that involves humans, animals, and the environment within a framework of duly recognised national and international research ethics guidelines.*

Research output: *For the purpose of this policy, research output is seen as publications in peer-reviewed books, journals, or conference proceedings, as well as Master's mini-dissertations, dissertations, and Doctoral theses completed by postgraduate students.*

Scholarly article: *This is a written research report evaluated and accepted by peer reviewers for publication in scholarly books, journals, and conference proceedings, which appear periodically, and are nationally or internationally distributed.*

Supervisor: *This is a full-time or part-time staff member of the University, or an external person from another university, or industry, who, on account of their qualifications (NQF level 10), professional expertise, and/or experience in the discipline, are directly involved in giving student guidance in their studies, in respect of both academic and technical aspects, in order to obtain a postgraduate qualification.*

Thesis: *This is a written, scholarly report on original research, which is one of the requirements for a Doctorate. (Consult the relevant Faculty guidelines for specific guidelines on the volume of work [e.g. word/page ranges] expected to be accomplished for a Doctoral thesis).*

1. INTRODUCTION

This PROGRAMME HANDBOOK & STUDENT GUIDE serves as a guide for post-graduate students studying for the degree Doctor of Architecture (DArch) in the Faculty of Engineering and the Built Environment (FEBE) of the Tshwane University of Technology (TUT). The PROGRAMME HANDBOOK & STUDENT GUIDE provides practical information and recommendations to make the Doctoral students' time at the Tshwane University of Technology as successful and rewarding as possible. This guide is also meant for the members of the study panel [supervisor and co-supervisor(s)].

This document summarises the requirements of the DArch course as legislated by the Tshwane University of Technology (TUT), in the Faculty of Engineering, and the Built Environment (FEBE). It also lists pertinent Departmental rules and regulations and provides detail on the structure of the course and procedures and requirements for this degree.

The Doctorate is an advanced qualification based on research, with a study period of at least two (2) years, and a maximum of five (5) years. The Doctorate consists of an original and creative research project, with a research proposal, thesis, at least one (1) conferences/symposia presentation and at least two (2) journal publications being the major components.

The DArch builds on previously accumulated skills and competencies. The purpose of this qualification is the advancement of knowledge through research. This high level research should make a significant and original to the built environment in general and architecture in specific.

A successful candidate:

- Demonstrates the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity;
- Demonstrates a systematic understanding of the selected field using advanced research skills and methods;
- Demonstrates intellectual independence while advancing knowledge and/ or solving problems at the forefront of the selected research area, in an ethical and accountable manner, clearly communicating the results to specialist and non-specialist audiences using the full resources of academic or professional discourse;
- Is capable of critical analysis, evaluation and synthesis of new and complex ideas;
- Is able to communicate with their peers, the larger scholar community and with society in general about the areas of expertise;
- Is able to promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge-based society, and
- Makes a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication.

2. VISION, VALUES & MISSION

2.1 Tshwane University of Technology

As a University of Technology in the 21st Century, the vision of the Tshwane University of Technology (TUT) is to be pioneering, enterprising and transformative in its scholarship.

To attain its vision, the staff and students of TUT are committed to:

- Social accountability
- Duty of care
- Non-discrimination
- Greening the environment

In fulfilling its vision, TUT will support its students to achieve their highest potential in a safe, enabling and conducive environment by:

- Fostering a scholarship of teaching and learning
- Providing relevant and competitive academic programmes with seamless articulation pathways
- Investing in state-of-the-art technology

- Conducting relevant research and promoting innovation, engagement and social enterprise

For detailed information on the goals and objectives of TUT, see the following document:



2.2 Faculty of Engineering and the Built Environment

The Faculty of Engineering and the Built Environment (FEBE) aims to provide relevant quality-driven professional career education of an international standard. We also strive to be student and stakeholder-centred and quality driven in everything we do. We offer a portfolio of relevant, recognised and career-focused programmes that are locally relevant and internationally recognised.

We produce well-rounded and socially responsible graduates attuned to the needs of the industry and the economy in an environment conducive to teaching and learning with technology. Being a research and innovation hub, we are responsive to challenges of the country and continent in clearly defined areas of strength. Our faculty generate, integrate and apply knowledge to stimulate socio-economic development by partnering with communities and industries in sustainable development.

For detailed information on the FEBE and information for first time students at TUT, see the following document:



2.3 School of Architecture

Aligned within the broader vision of TUT and the FEBE, the vision of the School of Architecture (or Department) operates from the premise that architecture should impact positively on habitation. The mission of the Department of Architecture is to provide an environment and instill an ethos for the learning of architecture in an ever changing society, climate and world, by acknowledging that:

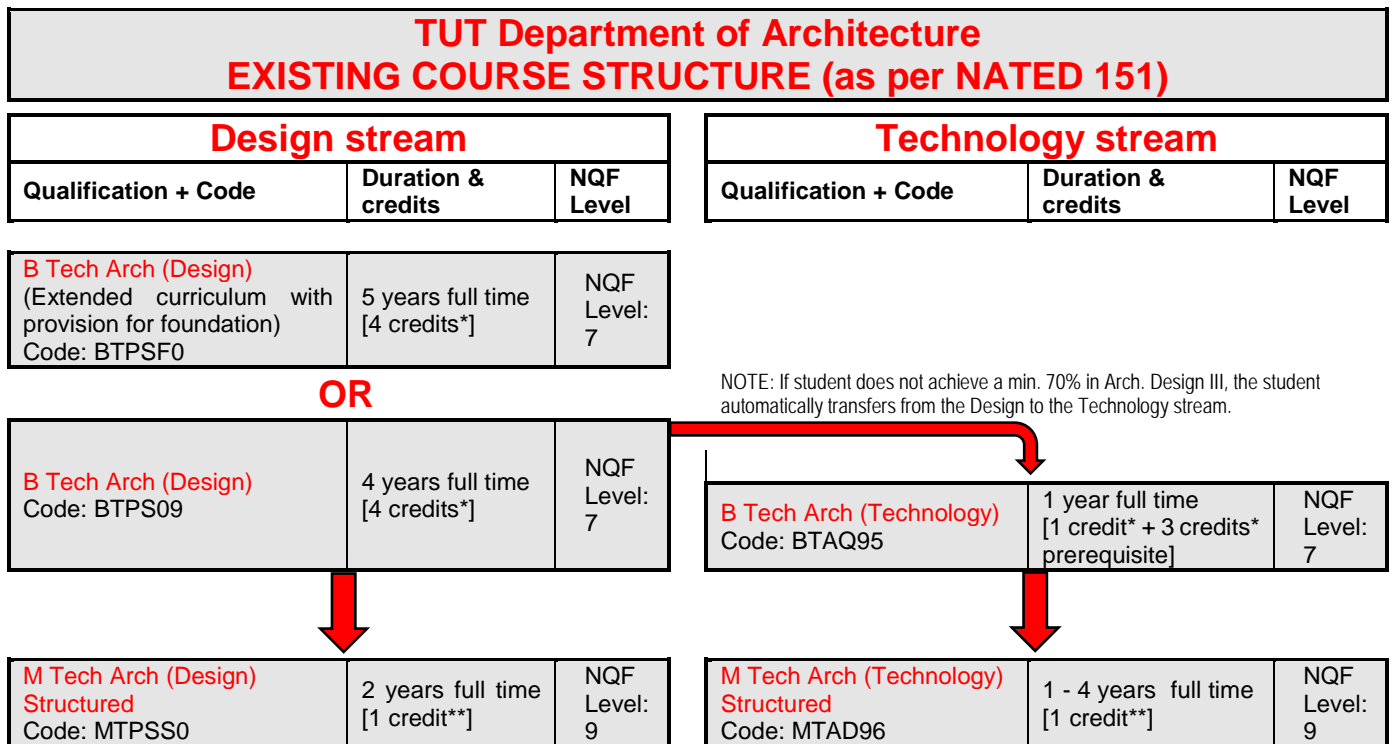
- Architecture is an integrated design discipline
- Cultural, social, aesthetic, technical and managerial knowledge is essential to practice
- The study of architectural precedent is essential to nurture an understanding of the variety and complexity of form, function, and architectural typologies
- Specialised skills are required to manipulate and resolve complex three dimensional architectural problems.

To realise the above, architectural education at the Tshwane University of Technology should develop the personality, character and intellectual and creative potential of their students through:

- Developing an open minded inquiring mind-set that is sensitised to the humanities, sciences and their interrelated activities of creativity and scholarship
- Developing a sensitivity to social issues, places, space and form in context
- Developing the skills to explore, to learn, to order to reason and to communicate in a scholarly manner
- Developing powers of creativity, invention, technological prowess and design
- Developing interpersonal, managerial and communicative skills.

3. DEGREE COURSES

The following table illustrates the existing courses structure at the TUT Department of Architecture (as per the NATED 151).



Note:

When using credits as a measure of the volume of learning, the current credits used by TUT are equal to the following HEQSF credits:

TUT	HEQF
* 1 credit	= 120 credits
** 1 credit	= 180 credits

Currently, the Department of Architecture is in the process of phasing in the HEQSF aligned programmes. The following table (using the HEQSF credit system) illustrates the envisioned degree structure of the Department. It is expected that the respective B-degrees (NQF level 8) shall be implemented in 2017 and the Honours degrees (with its accompanying specialisation fields of design and technology) in 2018. Ideally, the Masters degrees and proposed doctoral degree should be in place for the 2018 academic year.

TUT Department of Architecture
Proposed NEW COURSE STRUCTURE as per HEQSF
 2017: Envisioned implementation of ALL Bachelors – degrees
 2018: Envisioned implementation of ALL Masters – degrees
 2018: Envisioned implementation of DArch

**SACAP
 Registration
 Category**

Design stream	Technology stream
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HCert (Architecture) Higher Certificate in Architecture Code: To be confirmed	1 year (min) full time [120 credits]	NQF Level: 5
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Professional Architectural Draughtsperson [PrArchDraught]
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BArch Bachelor of Architecture (Extended curriculum with provision for foundation) Code: To be confirmed	4 years (min) full time [360 credits]	NQF Level: 7
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Professional Architectural Technologist [PrArchT]
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OR		
BArch Bachelor of Architecture Code: To be confirmed	3 years (min) full time [360 credits]	NQF Level: 7

Based on option selected by student and/or academic performance,
 specialisation should happen at this point

BArchHons (Design) Bachelor of Architecture Honours in Design Code: To be confirmed	1 year (min) full time [120 credits]	NQF Level: 8
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BArchHons (Technology) Bachelor of Architecture Honours in Technology Code: To be confirmed	1 year (min) full time [120 credits]	NQF Level: 8
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Professional Senior Architectural Technologist [PrSArchT]
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MArch (Design) Master of Architecture (Design) Structured (Coursework and mini-dissertation) Code: To be confirmed	2 years (min) full time [180 credits]	NQF Level: 9
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MArch (Technology) Master of Architecture (Technology) Structured (Coursework and mini-dissertation) Code: To be confirmed	1 year (min) full time [180 credits]	NQF Level: 9
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<ul style="list-style-type: none"> • MArch (Design) Professional Architect [PrArch] • MArch (Technology) Professional Senior Architectural Technologist [PrSArchT]
--

DArch Doctor of Architecture Code: To be confirmed	Full time: min 2 years, max 5 years [360 credits]	NQF Level: 10
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Not applicable

4. SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with the relevant requirements of the South African Qualifications Authority (SAQA), the Doctor Architecture (DArch) is the highest academic degree offer by the Department of Architecture in the FEBE of TUT. It is awarded on successful completion of research which makes a substantial and original contribution to the body of knowledge related to the built environment, encourages and supports pursuance of related research-based enquiry and promotes the dissemination of previously-unpublished information

The DArch is focused on the built environment and/ or other fields related to physical planning and construction.

4.1 Purpose of the qualification

The principal purposes of the qualification are to

- i. provide advanced training in research methods and procedures
- ii. facilitate appropriate, advanced study;
- iii. produce qualified persons
 - o who are capable of undertaking research at an advanced level
 - o whose work will be to the advantage of the national economy
 - o with the capacity to work independently on advanced research projects
 - o who are competent to work as educators and researchers in institutions of higher learning
 - o with the capacity to work in teams appointed to conduct advanced research
 - o for employment in fields of economic activity related to the built environment

The following table illustrates the relationship between the DArch and the National Qualifications Framework (NQF):

NQF PRINCIPLE	DOCTOR of ARCHITECTURE
Recognition of Prior learning	Allows for Recognition of Prior Learning as a means of career advancement
Articulation/Progression	Forms part of a learning pathway incorporating a range of qualifications in Architecture and related disciplines
Life-Long learning	Produces qualifying candidates who are prepared for and understand the principles of <ul style="list-style-type: none"> • life-long learning • critical citizenship • lateral, critical and creative thinking • a wide range of issues which are crucial to the welfare of the society

4.2 Credits and learning components

A minimum of 360 credits is assigned to the DArch, which is awarded for the successful completion of a research thesis. Since the DArch is a (specialised) post-graduate qualification, all the credits belong to elective learning. Fundamental and core learning is assumed to be in place

4.3 Access to the qualification

Application for admission to any Doctoral degree in the FEBE is subject to evaluation. Based on the following conditions, prospective doctoral students should apply in person at the Department of Architecture:

a. Admission requirement(s):

A relevant Masters degree in Architecture, or closely related field, obtained from an accredited South African University. (Depending on the nature of the Masters qualification, the completion of certain additional subjects may be required).

or

Appropriate prior learning, skills / competence and experience which has been evaluated and assessed by TUT in accordance with the Recognition of Prior Learning policy defined in the South African Qualifications Framework (SAQA) Act 1998 (No 58 of 1998).

or

Holders of foreign qualifications may be considered. This is subject to an evaluation by the South African Qualifications Authority (SAQA) of the specific qualifications accompanying the application for admission. It is the responsibility of the applicant to obtain a Certificate Evaluation from SAQA before lodging an application.

Note:

The relevant committees of the Architecture Department and the Faculty of Engineering and the Built Environment reserve the right to assess the qualifications and/or suitability of any applicant for admission to the programme.

b. Selection criteria:

Each candidate has to submit the following to the School of Architecture:

- an updated curriculum vitae, including all contact details;
- a typed motivation for wishing to study for the Doctorate in Architecture;
- a short description of the proposed research topic;
- an academic record that includes all previous marks; and
- a five-page summary of previous research conducted by the applicant.

After submitting these documents, the candidate will be requested to prepare a proposal, based on a study theme provided by the School of Architecture.

The candidate will be invited for an interview to present the proposal to the Departmental Research and Innovation Committee and possible supervisors.

The outcome of the application will be communicated within fifteen (15) working days.

Applications are recommended by the appointed study panel and approved by the Head of Department (HoD).

4.4 Recognition of Prior Learning

Where the prospective doctoral student is not in possession of the required and /or appropriate Master's degree, an application for Recognition of Prior Learning (RPL) may be submitted for the rendering of status.

This application is submitted to the TUT office for RPL, from where it is referred to the relevant academic department. After being approved by the HoD and Departmental Committee for Research and Innovation (DCRI) of the department concerned, it is referred to the Faculty Board for consideration. A successful application is then referred to the Senate Committee for RPL, where it will be recommended, or not. Recommendations are then submitted to Senate/Senex for final approval, or not.

The above-mentioned process has to be finalised before any of the steps listed under Item 4.3 can be initiated.

4.5 Learning assumptions

- A qualification at Master's level, or equivalent
- Prior experience in research
- Demonstrable competence for analytical thought at a level appropriate to conducting advanced independent research and advanced study
- Good communication skills

4.6 Exit level outcomes and associated assessment criteria

There are no interim exit levels. The qualification is awarded on completion of the programme. Qualifying candidates are competent to demonstrate

- a thorough grounding in epistemological issues and research methods
- a thorough familiarity with the relevant literature
- their capacity for independent execution of the following research tasks:
 - writing a research proposal
 - using literature to identify the theoretical issues pertaining to the proposal
 - formulating precise research questions
 - selecting or devising appropriate research methods
 - executing the research
 - critical analysis of the results and findings emanating from the research
 - writing up the research
- competence in carrying out research of a quality suitable for publication in international peer-reviewed journals (i.e. research that significantly contributes to knowledge).

The associated assessment criteria are demonstrated by the qualifying candidates by

- understanding of epistemological and methodological issues in drafting a research thesis
- thorough and critical familiarity with the relevant literature
- competence in conducting advanced research, related to
 - writing a research proposal
 - conducting a critical literature review
 - structuring precise research questions
 - selecting or devising appropriate research methods
 - executing the research
 - application of recognised referencing methods
 - critical analysis of the results emanating from the research
 - writing up the research thesis
- excellent linguistic skills, including correct spelling, grammar, text formatting and presentation
- that their work meets the prerequisite standards for publication in international peer-reviewed journals (serving as proof that the research significantly contributes to the existing body of knowledge).

4.7 International comparability

An accepted doctoral thesis is expected to be of a standard and rigour comparable with international benchmarks. The required quality is assured by the design of an external examination system for the doctoral degree programme.

4.8 Integrated assessment

The evaluation of a doctoral thesis

- is formative in character
- synoptically assesses all outcomes

Examiners submit formal reports on the thesis, which are made available to the candidate.

4.9 Recognition of prior learning (RPL)

Persons desiring entrance to the programme leading to the DArch qualification are

- advised, assisted and supported (portfolio compilation, orientation to required levels of competence, substantiation of their claims regarding prior skills / experience, planning of progression)
- evaluated and assessed in accordance with their claims regarding prior skills and experience gained (portfolio review, implementation of assessment / evaluation methods, recommendations arising from the assessment / evaluation processes)
- provided with quality management / assurance objectives to support the achievement of competence leading to the award of the Qualification (assessment of competence in respect of required outcomes, auditing, approval, recommendation, reporting)

4.10 Articulation possibilities

The DArch is the highest academic qualification attainable at TUT in architecture, and articulation possibilities do not apply. Based on the quality of the work executed during Master's degree qualifications, candidates may apply for permission to change their respective candidatures to those for a DArch award.

4.11 Criteria for the registration of assessors

Examiners / assessors are appointed in a manner which is consistent with the quality assurance system of TUT.

4.12 Moderation options

Doctoral theses are examined by at least one internal (the study leader, promotor and/or supervisor(s) may not be appointed for this role) and at least two external examiners. External examiners / assessors and the internal academic staff members are all appointed in accordance with official TUT policy.

4.13 Nature of contribution

An original contribution to knowledge is a fundamental requirement of a doctoral programme and no work will be accepted which has been accepted by another academic institution for the purpose of obtaining a qualification. The examination consists of assessments of the written thesis by both internal and external examiners. A thesis may not be submitted more than twice for examination.

5. GRADUATE ADMINISTRATION

5.1 Course Coordinator

Prof **Jacques Laubscher** (PhD: Architecture) PrArch
Office: Building 11, Ground floor, Room 11-G74
E-mail: laubscherj@tut.ac.za
Secretary tel no: 012 382 5252
Office tel no: 012 382 6489
Mobile: 072 226 4579 (for emergencies only)
Consulting hours: Thursdays 10:00 – 13:00

5.2 Departmental student administrator

Ms **Lemária Labuschagne**
Office: Building 11, Reception.
Phone: +27 12 382-5252
Fax: +27 12 382-5036
E-mail: LabuschagneMM@tut.ac.za

5.3 Faculty Research Officer

In the FEBE, Ms. **Adri Coetzer** is the Faculty Research Officer. Ms. Coetzer is responsible for administering research activities in the Faculty. Ms. Coetzer's office is situated in Building 3 room 610. She can be contacted on +27 (0)12 382 5256 or coetzera@tut.ac.za.

5.4 Faculty Postgraduate Administrator

For the FEBE, Ms. **René Jansen van Vuuren** is the officer in Academic Administration, responsible for administering postgraduate studies. Ms. Jansen van Vuuren's office is situated in Building 21, Room 21-G20. She can be contacted on +27 (0)12 382-5887 / 5257 jansenvanvuuren@tut.ac.za.

5.5 Research committees

This refers to the Departmental Committee for Research and Innovation (DRCI), the Faculty Committee for Postgraduate Studies (FCPS) and Faculty Committee for Research and Innovation (FCRI) at Faculty level, and the Senate Committee for Postgraduate Studies (SCPS) and Senate Committee for Research (SCR) at Senate subcommittee level.

5.6 Research Ethics Committee

This is the committee that independently evaluates, monitors, and approves research that involves humans, animals, and the environment within a framework of duly recognised national and international research ethics guidelines.

5.7 Student Representative(s)

At the beginning of each academic year the graduate students elect a representative for each Masters' programme and the DArch degree. It is the graduate representative's responsibility to represent the concerns of the student body and express them formally.

6. STAGES of the DOCTORAL RESEARCH PROJECT

In an attempt to provide a clear roadmap of the research project leading to the doctoral degree, the journey was broken down into different stages. The listed stages or milestones should guide the process to ensure the successful completion of the research project. The sequence may be changed to better align with a specific discipline, the particular study and/or circumstances of the doctoral student. **The stages indicated in red are the responsibility of the academic and administrative staff of TUT.** The following stages serve as general outline of the journey:

- Stage 1:** The prospective doctoral student should arrange an interview with the HoD, before
31 January (for enrolment in the first semester), or
31 July (for enrolment in the second semester).
- Stage 2:** The closing dates for registration for the Doctorate in Architecture are as follows:
- Academic year of January to November: 28 February
 - Academic year of July to June: 31 August
- Stage 3:** During the first interview with the HoD, the prospective doctoral student has to present
- a comprehensive CV
 - full academic record, and
 - a research proposal.
- During this meeting, the HoD, plus a specialist in the field of study, evaluate the applicant for admission to the proposed postgraduate degree. The admission requirements for the doctoral degree have to be discussed in detail with the applicant.
- Stage 4:** Following the first interview, the HoD and DCRI should complete an audit of:
- The highest qualification of the prospective student (in order to establish equivalence).
 - Availability of a suitable project.
 - Availability of staff (permanent or temporary) with appropriate qualifications and expertise.
 - Teaching and/or supervision load(s) of staff.
 - Availability of the relevant infrastructure/equipment.
 - Availability of adequate funding for the research project (if applicable).
 - The number of postgraduate students in the specific academic unit.
- If an applicant offers a qualification, which could be considered equivalent to the specified admission requirements, they should apply for granting of equivalence/status (separate process), and pay the fee, as required.
- Stage 5:** Within fifteen (15) working days, the prospective doctoral student is informed in writing about the results of the first interview.
- The result of the above process is final and no correspondence will be entered into.
- The results are either successful, conditional², or unsuccessful³.
- Stage 6:** If the application was successful, a second interview follows as soon as possible. The prospective doctoral student is introduced to the potential supervisor and the proposed research project is discussed in greater detail.
- After this meeting, the prospective doctoral student should prepare the following document and submit it to the supervisor via e-mail;
- a provisional project title,
 - the project summary (approximately 150 words), and
 - other information that might be required.
- Stage 7:** The HoD, supervisor and DCRI should ensure that;
- the prospective student meets the registration requirements and where relevant equivalence/status was granted provisionally by the FCPS,

² If granting of equivalence/status applies, the guidelines for granting of equivalence/status/RPL/ should be followed. A completed application form for Granting of Equivalence/Status/RPL (and supporting documents) should be submitted by the HoD to the Dean's Office for submission to the Faculty EXCO for approval.

³ The process is terminated.

- funding is available for the project(s),
- the necessary facilities, infrastructure and equipment are available, and
- the prospective doctoral student was advised on scholarship opportunities.

Stage 8: Form PGS 00 (APPLICATION FOR PROVISIONAL TITLE, PROVISIONAL STUDY PANEL AND CLEARANCE TO REGISTER) should be completed by the supervisor and prospective doctoral student, including

- a preliminary title for the research project,
- a short description of the project,
- the provisional study panel, and
- the signed confidentiality agreement (if required).

Stage 9: Form PGS 00 is submitted by the supervisor to the DCRI, and then the FCPS, for approval.

- If the application for approval of study field and study panel is not successful: the application is referred back to the relevant HoD.
- If the application for approval of study field and study panel is successful: the form (signed by the Chair of the FCPS) is sent by the Faculty Secretariat to the Architecture Department, and the Admissions Office, as confirmation that the student may now be officially registered. The student will be notified by the Admissions Office.

Stage 10: The prospective student may now register provisionally for the doctoral degree. The student completes the application form for postgraduate studies, hands it in at the Admissions Office, and pays the registration fee (registration deposit).

Stage 11: Provisional registration, pending approval of the research proposal by the SCPS, implies the following:

- The student has six months to get the proposal approved by the FCPS. The student is registered for a non-subsidised offering type, for a single semester.
- The student gets a registration card and access to the same TUT facilities as other registered students.
- The HoD submits a report on the progress with the research proposal to the Executive Dean after six (6) months (from registration date).

Successful research proposal

- If a successful research proposal is submitted by the student, the DCRI submits it to the Faculty Secretariat, who submits it to the FCPS for approval.
- If the research proposal is approved by the FCPS, confirmation (signed by the Chair of the FCPS) is sent to the Admissions Office, who changes the non-subsidised offering type to a subsidised offering type, and the semester registration, to a year registration.
- The student is notified by the Postgraduate Office of the Faculty.

Unsuccessful research proposal

- Students, who fail to meet the requirements within the allotted time, may not be allowed to proceed with official registration, and may forfeit their payments (registration deposit) for provisional registration.
- In qualifying circumstances, the student could apply for an extension to the HoD. If recommended by the HoD, the application is submitted to the Executive Dean for consideration.

Stage 12: Depending on possible gaps identified by the supervisor(s) and the student, certain research focused tutorials, specialist training, seminars, presentations and workshops may be required. Among others, they may include one or more of the following; Information access, Research Methodology, Research Ethics and Statistics. After consultation with the student, independent self-study, and/or structured workshops, and/or presentations etc. should be undertaken by the student. The lessons learnt (and accompanying applications) should be formally presented to the supervisor(s) and a selected audience for feedback, at regular intervals.

Stage 13: Upon the HoD's recommendation, the applicant completes a registration form, and registers by paying the appropriate fee.⁴

- The applicant receives proof of registration.
- A student is required to re-register for each academic year (conditions apply).

Stage 14: From now on, the supervisor is the doctoral student's contact and he/she should address all enquiries to the supervisor. Depending on the nature of the project, a co-supervisor (or co-supervisors) are appointed. The main function of a co-supervisor is to give the necessary expert guidance directly related to the research project.

Stage 15: In consultation with the supervisor, the doctoral student should attend approved courses / seminars/ workshops in Information Access, Research Methodology, Statistics, Ethics and/or other area(s) that the supervisor may deem necessary. The student should prove his/her attendance and successful completion of the required courses.

Stage 16: The supervisor(s) and the student draft an agreement between them to regulate the entire research process. Issues to be addressed may include the following:

- Target dates for the submission of completed work, or sections of the work.
- Time allowed for supervisors to comment on work submitted.
- Submission of progress reports (and frequency).
- Scheduled meetings between supervisor(s) and student, etc.
- Other expectations/requirements, such as the presentation of findings/results, conference attendance/presentations, publications, etc.

Stage 17: Within a maximum of three (3) months after official registration, the doctoral student should submit a full research plan to the supervisor. The purpose of the research plan is to define the main research problem and the associated sub-problems with accompanying hypotheses. A time frame is an essential component of the research plan, enabling both the doctoral student and the supervisor to determine the nature and scope of the project. The time frame and/or programme may be reviewed as the work progresses.

Stage 18: Within a maximum of six (6) months after official registration, Form PGS01- DCRI (EVALUATION OF PROJECT PROPOSAL BY THE ACADEMIC DEPARTMENT / DCRI)⁵ should be submitted by the doctoral student to the supervisor for DCRI consideration. This submission includes;

- the final title (7-9 key words maximum that have been edited by a professional language practitioner),
- the summary, or abstract (150-250 words),
- the research proposal, and
- an ethics clearance application, the associated the protocol and questionnaires (if applicable to the study).

The DCRI evaluates the research proposal and prepares a summary of the result (rejection, possible possible improvements, and/or approval). This is communicated to the student by the HoD, and recorded in the minutes of the DCRI meeting.

The DCRI confirms;

- the final study panel,
- that funding is available for the project(s),and
- that the necessary facilities, infrastructure and equipment are available.

Stage 19: Within a maximum of eight (8) months after registration, Form PGS 01 (APPLICATION FOR APPROVAL OF PROJECT PROPOSAL AND CONFIRMATION OF STUDY PANEL)⁶ should be completed by the supervisor and doctoral student, including

- the final title,

⁴ In cases where prerequisite subjects are required for granting of equivalence/status, the student should register for these subjects as stipulated, either prior to registering for the degree, or simultaneously (depending on the conditions attached to the granting of status).

⁵ In exceptional circumstances, amendments to the project title, study panel and/or examiners may be made. This should be should be submitted as soon as possible on Form PGS03 (APPLICATION FOR AMENDMENT OF PROJECT TITLE / STUDY PANEL / EXAMINERS). A full motivation should accompany the request.

⁶ See foot note 1.

- the full project proposal (edited by a professional language practitioner),
- the project summary, or abstract (edited by a professional language practitioner)
- ethics clearance (if required)⁷,
- the final study panel,
- the signed confidentiality agreement (if required),
- the DCRI evaluation form , and
- if Intellectual Property (IP) issues are associated with the study, the submission to the IP Office for IP disclosure.

Form PGS 01 has to be approved by the HoD/ Chairperson of DCRI, after which it is submitted to the FCPS for approval (via the Faculty Research Officer).

Stage 20: The Faculty Research Officer will inform the doctoral student and the supervisor once the research project received FCPS approval. Thereafter the Faculty Research Officer submits the documentation to the SCPS for approval.

- **If the Research Proposal is approved by the SCPS:**

The TUT Secretariat sends the final document, typed in the correct format, to Academic Administration for processing. A letter is sent by the Faculty Postgraduate Office to the student and supervisor(s), informing them of the outcome of the decision.

The TUT Secretariat submits the document to the FB for notification, and to Senate, for ratification.

- **If the Research Protocol is not approved by the SCPS:**

Refer back to the FCPS for further discussion and improvement.

Stage 21: The doctoral student undertakes the research work under the guidance of the supervisor(s). The doctoral student presents their research findings/results at conferences and seminars relevant to their field of research, in consultation with their supervisor(s).

Stage 22: Supervisory progress report

Supervisors submit at least one formal report per year on the students' progress to the FEBE Associate Dean: Postgraduate Studies, Research & Innovation.

Stage 23: First Year Report

After 12 months, the student has to submit a body of written work for assessment. The purpose of this exercise is to determine whether the candidate is suited to the demands of completing the doctorate and to effectively manage any concerns. The assessors have to be satisfied that the work is feasible as a doctoral thesis and that it is progressing at an appropriate rate to a successfully complete the thesis within the allotted time period.

The student has to undertake an oral examination of at least an hour with at least two assessors, neither of whom may be the supervisor. The assessment report will focus on;

- the outcome of the assessment,
- progress,
- recommendation and
- any feedback they wish to provide to the student and the supervisor(s).

The First Year Report should not exceed 10,000 words. The report should be bound, with the title, the words "First Year Report", your name, the date of submission and a word count on the front. A copy of the logbook signed off by your Supervisor forms part of this submission.

The following content is recommended, although the exact format depends on the the research, the student and the supervisor(s);

- A concise but descriptive (draft) title for the study
- An outline of the specific research focus and methodology
- A description of the general topic area explaining why the work is being undertaken and its potential significance
- A brief summary of your qualifications and ability to carry out and complete the work

⁷ If the project has not received ethics clearance at the time of submission, the SCPS must be notified immediately by the SCRE of the outcome of the research ethics assessment of the protocol.

- The issues that the research will seek to explore or answer – including a summary of the objectives and a brief list of the research questions that you will investigate
- A review of the literature you have already read setting out your understanding of past and current work in the subject area both here and abroad
- An outline of the research methods you anticipate using; that is, the sources of the evidence or data that you anticipate using to answer your research questions, the means by which you will inspect and/or acquire this evidence, and the analyses to which you will subject the evidence or data. This may include; fieldwork, laboratory work, archival work, case studies, interviews or surveys and should identify how you will gain the necessary access and permissions, including problems that may arise and how you will deal with them
- A description of the resources and/or facilities that are needed to carry out and complete the work, and confirmation that they are available within the Department
- A brief description of what you expect to find and its impact on scholarship and/or knowledge including, if appropriate, identification of who is likely to benefit from your work and how
- A programme or timetable showing the main phases of the research and the timescale within which you plan to undertake them
- A draft chapter may also be included.

Stage 24: Second Year Presentation

At the end of the second year, the student has to give a short presentation of their work to the FEBE Associate Dean: Postgraduate Studies, Research & Innovation, the supervisor(s) and any other appropriate assessor approved by the supervisor. The presentation is followed by questions and discussion. The presentation should be a concise summary of the research to date, explaining the main issues and argument of the dissertation and its contribution to the field of study. It should conclude with an outline of the proposed thesis with chapter headings as a table of contents, and a proposed timetable for the remaining years of research. Students are also required to present their signed off logbooks.

The Second Year Presentation is intended to help candidates structure their ideas and provide feedback on their work and a proposed timetable for completion.

Stage 25: Third Year Meeting

The purpose of this review is to ensure that candidates are on track. At this meeting students present a one-page summary of their dissertation, a table of contents, draft chapters and a proposed programme for the completion of the thesis. Students also submit their logbooks which should be signed off by their Supervisor beforehand.

Stage 26: Fourth Year Review

The purpose of this review is to ensure that candidates are on track to submit by the end of the fifth year of study at the very latest. At this meeting students present a one-page summary of their dissertation, a table of contents, draft chapters and a proposed programme for the completion of the thesis. Students also submit their logbooks which should be signed off by their Supervisor beforehand.

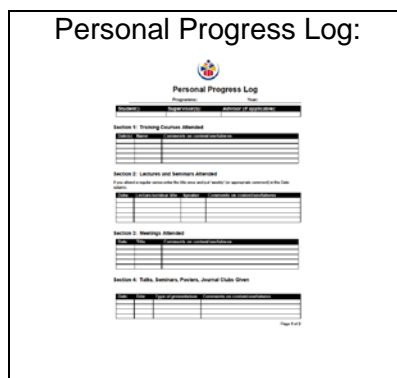
Stage 27: Logbook

Every doctoral student should keep a logbook⁸ in which they record a personal programme of training each year. The logbook is also be used to detail the student's aims and objectives, the dates of meetings with supervisors, any conferences, lectures, classes, or courses which they attend, and the skills which they have acquired.

Doctoral students should file the logbook electronically (with regular backups) apart from the pages which the supervisor needs to sign, which should be printed before every supervision meeting. Supervisors should be reminded to sign these pages after each meeting, to ensure that regular meetings take place, and to keep a record of what is covered on each occasion. At the end of each year you will be asked to print out the complete logbook, attach the signed supervision pages, and submit it for review. The logbook must be completed on a regular basis, as students must complete

⁸ The use of a logbook originates from the Department of Architecture at the University of Cambridge, see <http://www.arct.cam.ac.uk/graduate-updates/personal-progress-logbook.docx/view>.

one in order to formally proceed to their degree. It also serves as a useful repository of your research activity for your curriculum vitae.



Stage 28: Once the research project is completed to the satisfaction of the supervisor(s), the research results and preliminary findings should be successfully presented to a panel of experts, before the thesis can be submitted for assessment. A colloquium is convened, where;

- the experts test the doctoral students' work; and
- the student respond to any comments and/or questions from the experts.

It is the responsibility of the supervisor(s) to protect the doctoral student against unreasonable questions, or against questions that fall outside the scope of the research field.

The session is open to the public and an invitation will be circulated campus wide.

Stage 29: Following the colloquium, the supervisor(s) should conclude whether the work of the doctoral student is adequate. If it is not satisfactory, the supervisor(s) may give the doctoral student further instructions. A second colloquium may be scheduled.

Stage 30: After a successful colloquium and subsequent review by the supervisor, Form PGS 02 (APPROVAL OF FINAL TITLE, APPOINTMENT OF EXAMINER, AND CONFIRMATION THAT THESIS IS READY FOR ASSESSMENT)⁹ should be completed by the supervisor, in consultation with the HoD, and submitted to the DCRI for recommendation.

- Since any research opens up previously little known areas of knowledge, it might be necessary to deviate slightly from the original course as the project progresses. An amendment to the title might be necessary to describe the project more accurately. The final decision on the title is usually made when the external examiners are appointed.
- At least three (3) examiners are recommended and their full CV's should be attached to the form. It is preferable that at least one (1) examiner is from an overseas institution.
- When there is an examiner that has not previously served on a panel, this form should be submitted to the FCPS for recommendation, and to the SCPS for approval

This form should be completed within a maximum of five (5) years after first registration for the doctoral degree.

Stage 31: The completed thesis should provide sufficient proof that the doctoral student is capable of;

- original and creative thinking;
- that he/she has mastered complex problem solving techniques; and
- that he/she is making an essential contribution to solving a particular problem in the selected research field.

Stage 32: The doctoral student should inform the supervisor(s) three (3) months ahead of his/ her intention to hand in the thesis.

- The editorial and technical features as well as the typing, printing and binding of all the copies of the thesis are the responsibility of the doctoral student.
- The thesis should comply with the general technical requirements and rules regarding its scope, quality and layout.
- The length of the doctoral thesis is limited to 80 000 words. Special approval of the FEBE Dean is required if this limit is to be exceeded. Applications to exceed the limit should be

⁹ See foot note 1.

endorsed by the supervisor and the Head of Department. The application should be addressed to the FEBE Dean and submitted via the FEBE postgraduate committee.

- Before submission the thesis has to be proof read by a professional language practitioner. (Certification is required).
- Before submission the thesis has to be submitted to an approved plagiarism detection program. (Certification is required).

Stage 33: The supervisor(s) provide(s) a list of nominated assessors to the HoD. The HoD, in consultation with the supervisor(s), and on the approval of the DCRI, selects:

- The assessors; and,
- The final project title (in consultation with the student).

Stage 34: The HoD, in consultation with the supervisor(s), completes and submits the “Submission of Mini-Dissertation, Dissertation or Thesis for Assessment and Approval of Final Title and Appointment of Assessors” form (with the relevant CVs) to the Faculty Secretariat for submission to the FCPS (for approval).

- **If the application is approved by the FCPS:**
The Faculty Secretariat sends the final document, typed in the correct format, to the SCPS for approval.
- **If the application is not approved by the FCPS:**
Refer back to the relevant HoD for further discussion and improvements.

Stage 35: Assessors (with a minimum qualification of a Doctorate) are appointed. The Faculty PGO sends a letter of appointment to the assessors. The Faculty PGO submits the relevant documents to the TUT Secretariat for submission to the FB (for notification), and to Senate (for ratification).

Stage 36: The doctoral student submits one **soft (electronic) copy** and/or one (1) **ring-bound, soft cover documents** to the supervisors(s). Although the softcover format is acceptable at this stage, the thesis should in every respect be the final version and be ready for examination.

Stage 37: The supervisor(s)¹⁰ should check the thesis against the norms and refer it back to the doctoral student, if necessary. If the supervisor is satisfied, the appropriate form should be signed by the supervisor, and the HoD. The supervisor submits the documents to the Faculty PGO¹¹ for quality control.

Stage 38: On the return of comments, the supervisor discusses corrections with the student. The student prepares final assessment copies, and submits the requested soft-bound copies to the supervisor (one copy for each member of the assessment panel, plus one additional copy).

Stage 39: When the comments are returned, the supervisor discusses corrections with the student. The student prepares final assessment copies, and submits the requested soft-bound copies to the supervisor (one copy for each member of the assessment panel, plus one additional copy).

Stage 40: The FEBE Postgraduate Administrator circulates the copies to the appointed examiners together with detailed instructions, the prescribed format for the report etc. The examiners have one-and-half (1½) months, or six (6) weeks, to scrutinise and evaluate the thesis.

Among others, the following aspects are evaluated by the examiners:

- Argument
 - Research plan
 - Theme
 - Formulation of research problem, aim and objectives
 - Postulation of hypothesis (if applicable)
 - Research methods and scientific approach
 - Study and processing of literature
 - Content and body of work
 - Summary, conclusions and recommendations

¹⁰ If a student is of the opinion that they are ready to hand in their work, but are being delayed by their supervisor, for whatever reason, such a student may submit an appeal to the Executive Dean of the Faculty to resolve the issue.

¹¹ The quality check is done by a senior FEBE staff member, or a staff member of the Faculty appointed by the FCPS.

- Expansion of knowledge and contribution to the discipline
- In-depth and insightful
- Document
 - Linguistic and technical composition
 - Editing and rounding off
 - Order and logic of the structure
 - Comprehensive appropriate recent
 - Correct integration

Stage 41: The supervisor submits all the copies for members of the assessment panel to the HoD, who submits them to the Faculty PGO, which will then forward these to the assessor(s). The assessment panel are expected to return their recommendations, within no more than six (6) weeks, to the Faculty PGO.

The Assessment Panel may only make ONE of the following recommendations to Senate:

- That the thesis is passed and no further corrections/revisions are required.
- That the thesis is passed, provided that the corrections/revisions indicated are made prior to finalisation.
- That the thesis be resubmitted for evaluation, provided that the corrections/revisions indicated are made.
- That the thesis be rejected, and that the qualification not be awarded.

In cases where one or more of the assessors differ(s) on the academic status of the thesis ("accept" or "reject", with their variations), the assessment panel will resolve the matter during the oral defence of the thesis.

Stage 42: While waiting for the examiners to complete their individual assessments, the doctoral student should submit at least two (2) papers in Department of Higher Education and Training (DHET) accredited and/ or peer reviewed journals, if this had not been done previously.

- It is preferable that one (1) of the journals is an international publication.
- In order to comply with one (1) of the degree requirements, the doctoral student has to submit proof that the papers have been accepted for publication.
- The supervisor(s) have to be cited as the 2nd author to the respective papers.

Stage 43: The FEBE Postgraduate Administrator reminds the examiners on a fortnightly basis of the reports.

Stage 44: After receiving the examiners' reports and/or comments, the Administrator collate them and forward a comprehensive report to the supervisor(s), HoD and FEBE Research Officer.

The result of that examination will determine whether the thesis should be accepted, referred back or rejected.

Stage 45: The supervisor(s) and HoD discuss the report in detail with the doctoral student.

Stage 46: The FEBE Executive Dean, in consultation with the HoD, the supervisor, and the external assessors, should arrange a defence of thesis meeting.

The defence of the thesis (*Viva Voce*) is a formal oral examination, whereby the doctoral student "defend" the research hypotheses (if applicable), approach, methodology, findings, and recommendations (if applicable).

The HoD extends invitations to this event that is hosted by the academic department.

- The panel consists of an independent chairperson, the supervisor(s), at least one (1), but preferably all external assessors, the FEBE Dean (ex officio) and the HoD (if not already included).
- If one (1) or more of the external assessors are living outside South Africa, a video conference should be arranged to save cost and to ensure that all external assessors can take part in the meeting.
- The HoD, supervisor/s and the student may agree to invite additional persons as observers to the meeting [on condition that they are fully familiar with the project and the content of the thesis].
- The chairperson of the panel, who is appointed by the FEBE Dean, should be a professor or an experienced researcher in possession of a Doctorate.

The thesis defence takes place *in camera*.

Directly after the thesis defence, a public presentation is made to academia and members of the public.

Stage 47: Changes, as agreed by the doctoral candidate and members of the assessment panel, are made after the oral defence.

The corrections required have to be completed within a maximum of three (3) months after the date of the thesis defence. The supervisor(s) should check the thesis against the prescribed norms and standards. The document is referred back to the doctoral student, if necessary.

Stage 48: The final submission has to be made within a maximum of four (4) months after the date of the thesis defence.

Stage 49: The supervisor(s) should check the thesis against the prescribed norms and standards. The document is referred back to the doctoral student, if necessary. If the supervisor(s) are satisfied, the doctoral candidate should submit a copy of the final thesis to the Faculty PGO for a final quality check. Particular attention must be paid to the contents of the title page (layout; correct title; date; name of degree; Department; and, supervisors).

Stage 50: If in order, the doctoral candidate should prepare a CD and five (5) hard cover copies using the prescribed format.

Stage 51: The doctoral student should submit the final hard bound copies to the FEBE Postgraduate Administrator before 30 April for the graduation ceremony in September, or before 31 October for the graduation ceremony in May.

Stage 52: Following the successful public defence and the subsequent submission of the hard-bound documents to the Postgraduate Administrator, the supervisor(s) should complete Form PGS 05 (APPROVAL OF FINAL RESULT (DOCTORAL DEGREE) clearly stating that:

- The final title is linguistically correct.
- A public defence of the thesis took place.
- The doctoral student has made the changes and corrections (if any) recommended by the external Examiners.
- The required journal papers have been accepted for publication.
- At least on paper was presented at conferences/symposia.
- The student has made an original contribution, as required
- In the opinion(s) of the supervisor(s) the thesis exceeds the minimum standards laid down by the Tshwane University of Technology.
- The student complies with all the requirements set for the qualification and we therefore recommend that the degree be awarded.

Stage 53: The Faculty PGO compiles the assessment panel's reports and submits them to the Faculty Secretariat.

Stage 54: The Faculty Secretariat submits the assessment panel's reports, with all the supporting documents (including at least one copy of the final mini-dissertation, dissertation, or thesis) to the FCPS.

- **When approved:** The Faculty Secretariat sends the final document, typed in the correct format, to the SCPS for notification and approval.
- **When not approved:** Refer back to the HoD with recommendations.
- **When approved by the SCPS:** The TUT Secretariat sends the final document, typed in the correct format, to the Senate (for ratification), and to the FB (for notification).
- **When not approved by the SCPS:** Refer back to the FCPS with recommendations.

Stage 55: The Faculty Postgraduate Office enters the mark/assessment level on the ITS system, and the student's academic report is printed.

Stage 56: The academic record, and a cover letter, are mailed to the student.

Stage 57: Academic Administration informs the Graduation Ceremonies Office that the student meets all the requirements for the qualification to be formally awarded¹².

Stage 58: Graduation


- Academic Administration sends a letter, with the student's mark/status, date of issue, names of supervisors, and the final title, to the Graduation Ceremonies Office.


¹² The date noted on the degree certificate will be the date when the results were ratified by Senate.

- For Doctorates, an abbreviated CV of the candidate, and a brief description (not an abstract) of the merit and contribution of the thesis (150 – 200 words, provided by the Faculty Secretariat), based on the results of the research are included.
- The Graduation Ceremonies Office invites students to the ceremony. Academic Administration receives hard cover copies.
- Hard cover copies, and a cover letter, are sent to:
 - Library Services (2)
 - Supervisor (1)
 - Co-supervisor (1)
 - FEBE Executive Dean's Office (1)
 - An electronic copy is submitted to Library Services.

7. POSTGRADUATE STUDY POLICIES



 2016 1 PGS policy edited for submssio

 2016 2 addendum A ed.pdf

 2016 3 Adendum C ed.pdf


 2016 4 Addendum D ed.pdf


8. POSTGRADUATE STUDENT FORMS

 PGS00 Clearance to register.docx

 PGS01 Application for approval of proje

 PGS02 Approval of final title, appointm

 PGS03 Application for amendment of ti

 PGS05 Approval of Final Results Doctorfor the upgrade of r

 PGS06 Application for the upgrade of r

9. ROLES and RESPONSIBILITIES

9.1 Supervisor(s)

A supervisor is the main person appointed to oversee and help the doctoral student with his/her study. This is a full-time or part-time staff member of the University, or an external person from another university, or industry, who, on account of their qualifications, professional expertise, and/or experience in the discipline, are directly involved in guiding the doctoral student in general and the study in particular.

The supervisory role focuses on the academic and technical aspects during the preparation of the thesis, in order to obtain the Doctorate. The supervisor will formally report on the progress of the doctoral student. Co-supervisors may also be appointed to a study. The role of the co-supervisor is to provide the expert guidance that is directly related to the student's project.

In accepting the supervisory role of a doctoral student, the supervisor(s) undertake to:

9.1.1 Provide an academic framework, by:

- setting up a regular schedule of meetings with doctoral students (not less than once every two (2) weeks) to allow for regular interaction and information flow;
- reaching an agreement with the doctoral student on indicators of progress being made and dates for submission of interim and final reports; and
- providing regular and prompt feedback on progress to doctoral students (including written feedback on written work within two (2) weeks unless the written work is extensive).

9.1.2 Provide academic guidance, by:

- providing scholarly direction;
- encouraging doctoral students in their academic work;

- ensuring that appropriate timetables for the completion of each phase of the work are established;
- ensuring that doctoral students are given timely advice about style requirements and about the mechanics of presenting a thesis;
- ensuring compliance with any legal, professional, ethical or safety guidelines associated with the research project; and
- identifying and helping doctoral students acquire any missing skills for their research.

9.1.3 Act as a journey master to the doctoral student, by:

- assessing the quality of a doctoral student in order to permit provisional registration;
- assessing doctoral students' skills before the end of provisional registration and where possible ensure that any gaps are filled;
- providing written reports to doctoral students at six-monthly (6) intervals;
- ensuring that doctoral students are made aware of inadequate progress or inadequate work and suggesting ways of addressing such problems; and
- guiding the work of doctoral students in the light of likely expectations on the part of examiners.

9.1.4 Facilitate administrative compliance, by:

- being knowledgeable about and helping doctoral students comply with all statutes and policies and other regulations and guidelines governing the administration of the degree (e.g. suspension, study overseas, change of status, selection of examiners, examination procedures, etc.);
- organising the presentation of six-monthly (6) reports; and
- aiding with applications to the Ethics Committee of TUT.

9.1.5 Take responsibility for all the administrative duties relating to the specific doctoral student and research project, by:

- convening the colloquium of experts during the early phase of the project;
- monitoring the doctoral student's progress and updating the file containing all documentation about his/ her progress (this file is kept in the general filing system of the academic department concerned);
- liaising with and between the doctoral student, HoD and Dean; and
- liaising with and between the academic department concerned and Academic Administration.

9.1.6 Provide the doctoral student guidance in the:

- successfully planning the project;
- formulating the problem;
- postulating the underlying principle of the problem;
- analysing the problem; and
- solving the problem.

9.1.7 Act as a guide to University facilities, by:

- encouraging doctoral students to take part in the academic life of the university, faculty, department, school and/or unit by attending social and academic functions, etc.;
- being aware of and, when necessary, referring doctoral students to the relevant guidance and support facilities within TUT; and
- encouraging doctoral students to seek appropriate financial support for the research project from TUT and other funding sources.

9.1.8 Guide the doctoral student into wider contacts as appropriate to the discipline, by:

- encouraging seminar and conference presentations;
- helping doctoral students make contact with other scholars in the field; and
- helping doctoral students publish their work as and when appropriate.

9.2 Doctoral student

In essence, a doctoral student is a mature and independent student. After being accepted into the programme, the doctoral student undertakes to:

9.2.1 Plan and actively pursue the research, by:

- planning and executing the research project within the expected time period;
- devoting sufficient time to the course of study;
- being committed to the research, and avoiding activities which will interfere with satisfactory completion within the allocated time limit;
- attending regular meetings, as agreed with supervisors, and by using their best endeavours to achieve agreed milestones; and
- reaching an agreement with the supervisor(s) about progress indicators as well as the timing and submission of appropriate written work, reports or research results.

9.2.2 Identify and deal with problems, by

- taking the initiative in raising any problems or difficulties experienced with the project with the supervisors; and
- becoming informed about the problem-solving mechanisms that exist for supervisor-student difficulties, and utilising them if necessary.

9.2.3 To facilitate administrative compliance¹³, by

- becoming familiar with, and abiding by all official, university, faculty, department and school statutes and policies and any other written guidelines and regulations *for the degree*;
- *becoming familiar with the administrative requirements of the FEBE and the Department of Academic Administration*;
- *adopting safe working practices at all times relevant to the field of research; and*
- *complying with any institutional occupational health and safety policies.*

9.2.4 To meet ethical guidelines, by

- becoming familiar with all relevant ethical guidelines for research conduct; and
- ensuring that the necessary ethical approval(s) are obtained for the research.

9.2.5 To take responsibility for the final form of the thesis, by

- accepting the final responsibility for the academic content of the thesis;
- taking full responsibility for the content, style, presentation, production and binding of the thesis that is finally submitted;
- giving three (3) months' notice to the principal supervisor of the expected submission date of the thesis in order to allow early selection of examiners; and
- promptly addressing any required amendments after examination.

9.2.6 To participate in university intellectual life, by

- taking all reasonable steps to participate in the opportunities offered by the university, faculty, department, school and/or unit to be part of the intellectual community by attending seminars;
- presenting one's work and interacting with the staff and other postgraduate students;
- becoming involved, where appropriate, in academic activities associated with the chosen research field (including attendance of relevant seminars at institutions and participating in academic conferences, finances and resources permitting).

10. THESIS EXAMINATION

The DArch degree is awarded subject to the successful examination of the thesis in two stages: namely scrutiny by both internal and external examiners, and an oral examination.

The thesis has to be examined by at least one internal examiner (the study leader, promotor and/or supervisor(s) may not be appointed for this role) and at least two external examiners. Wherever possible, at least one of the external examiners should be from an overseas university. The doctoral candidate has to complete at least two journal articles and submit these for publication in an accredited peer-reviewed journal as a pre-exam requirement.

¹³ The final responsibility to ensure understanding and compliance with the all the statutes, regulations of the University lies with the doctoral student.

Before recommending the award of the DArch Degree, the examiners must satisfy themselves that the dissertation:

- is clearly written
- takes due account of previously published work on the subject
- represents a significant contribution to learning, for example through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views; and
- approved in the light of what it is reasonable to expect a student to complete within two years full-time (five years part-time) research.

The limitations implied by the above advice are intended to apply to the scale and scope of the work presented in the thesis, but not to its quality.

The final thesis must be a connected account of research written by the candidate. The dissertation must not simply consist of a collection of unconnected or unrelated papers published or otherwise. However, it may include published or publishable work provided it is part of a connected argument and is uniform in presentation and format with the remainder of the dissertation. It may also include appendices which are relevant to the material contained in the dissertation but do not form part of the connected argument. You will need to make sure that you have your supervisor's permission to include an appendix.

Illustrative actions and criteria for assessment for this course are based on a series of lower to higher order thinking skills (cognitive domains). The characterisation of the cognitive domains is given in the following table (Bloom and Krathwohl, 1984):

COGNITIVE DOMAIN	DEFINITION	TYPICAL ACTION VERBS
1. Knowledge	Remembering previously learnt information	Arrange, define, describe, identify, label, list, match, name, outline
2. Comprehension	Understanding information	Classify, discuss, estimate, explain, give example(s), identify, predict, report, review, select, summarise, and interpret, "in your own words".
3. Application	Using the information appropriately in different situations	Apply, calculate, demonstrate, illustrate, interpret, modify, predict, prepare, produce, solve, use, manipulate, put into practice.
4. Analysis	Breaking down the information into the component parts and seeing the relationships	Analyse, appraise, calculate, compare, criticise, derive, differentiate, choose, distinguish, examine, subdivide, organise, deduce
5. Synthesis	Putting the components together to form new products and ideas.	Assemble, compose, construct, create, design, determine, develop, devise, formulate, propose, synthesise, plan, discuss, support
6. Evaluation	Making judgements of an idea, theory, opinion, etc., based on criteria	Appraise, assess, compare, conclude, defend, determine, evaluate, judge, justify, optimise, predict, criticise.

11. BEST RESEARCH PRACTICE

The Tshwane University of Technology is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.

To maintain the high standards of research practice at TUT, the University expects all researchers, be they staff, students or visitors to the University, to abide by national and international standards of research integrity. Among others, it include:

- Honesty in all aspects of research
- Scrupulous care, thoroughness and excellence in research practice:
- Transparency and open communication:
- Care and respect for all participants in and subjects of research

Researchers should also ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.

11.1 Plagiarism

Plagiarism (the passing off of the work of others as your own), is, depending on the intention of the writer, either poor scholarship or cheating. In either case, the work of both the student and the original author is severely devalued and, if plagiarism is detected by the examiners, the outcome of the examination will be in serious doubt. Cheating by deliberately plagiarising or by falsifying data is an offence against University discipline and will be treated very seriously.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include copying (using another person's language and/or ideas as if they are a candidate's own), by:

- quoting verbatim another person's work without due acknowledgement of the source;
- paraphrasing another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the internet to make a pastiche of online sources;
- submitting someone else's work as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks', 'paper mills' or other commercial 'ghost-writing' services, or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (that is; where collaboration is concealed or has been forbidden).

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code and so on;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students' work.

A candidate should always include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work. Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Clarification should be sought from the supervisor as appropriate.

Suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Tribunals. The Tribunals have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University reserves the right to require the submission of work in both electronic and paper format and to submit work to examination with plagiarism detection software.

Information on what constitutes plagiarism and how to avoid it, together with guidance for examiners on how to deal with cases of suspected plagiarism can be found on the University's webpages on plagiarism:

Students are required to comply with these conventions. Ignorance of the rules will not be accepted as a defence, unless it is demonstrated that the relevant information has not been made available.

11.2 Compulsory workshops

The doctoral student should attend approved courses / seminars/ workshops in Information Access, Research Methodology, Statistics, Ethics and/or other area(s) that the supervisor may deem necessary. The student should prove his/her attendance and successful completion of the required courses.

12. SUPPORT

The TUT School of Architecture offers support programs to ensure the success of the Doctoral student. The following activities are designed to support Doctoral students in their studies, give students opportunities to interact with one another, receive critical feedback on their work from fellow students and academics beyond the supervisor(s), and provide forums for intellectual and emotional support in the research journey.

12.1 Research degrees weekends

The School runs two (2) research weekends dedicated to post-graduate students. Each student is encouraged to present on their research at least once a year, throughout the duration of their study. The presentations provide the student with the opportunity to discuss research in progress, listen to ideas and views from peers and other faculty who are not normally conversant with the specific students' work.

12.2 Student reading groups

Students are encouraged to participate in these voluntary reading support groups which are designed to help students make sense of the various philosophical and theoretical perspectives in social sciences research.

13. INTERNATIONAL STUDENTS

To obtain a student visa to study in South Africa, international students must enrol full time and on campus. South African student visa regulations also require international students studying on student visas to complete the course within the standard full-time duration. Students can extend their courses only in exceptional circumstances.