

University of Cape Town



School of Education

2018

Master of Education Handbook

From application to graduation

For students, course lecturers and dissertation
supervisors

Contents

2018 Masters in Education Year Plan	3
2018 Masters in Education Timetable	4
Masters Programme contact details	6
1. Introduction	7
2. Application	8
2.1 Specific requirements: Masters by Dissertation Only	9
2.3 Specific requirements: Occasional student	10
3. Registration	11
3.1 Specific requirements: Initial registration for Masters by Coursework and Minor Dissertation (MCMD)	12
3.2 Specific requirements: subsequent registration – coursework	12
3.3 Specific requirements: subsequent registration – Advanced Research Design and/or minor dissertation	13
3.4 Specific requirements: subsequent registration minor dissertation	14
3.5 Specific requirements: Masters by Dissertation Only (MDO) registration and subsequent registration	14
3.6 Specific requirements: Occasional student registration	15
4. Examination	16
4.1 Examination of coursework	16
4.2 Examination of minor or full dissertation	16
4.2.1 Intention to submit	16
4.2.2 Appointment of examiners	17
4.2.3 Submission of the thesis	17
4.2.4 The examination and the reports	18
4.2.5 Conveying the MDEC decision to the student	19
4.2.6 Providing the library with a copy of the thesis	19
4.2.7 Some important additional notes	20
5. Additional information	21
5.1 Ethics	21
5.2 Western Cape Education Department (WCED) permission	21
5.3 Student support	22
5.4 Changing registration status	24
5.3 Using Vula	25
5.4 Using Turnitin	25

2018 Year Plan

8 February	Registration
19 February – 30 March	Teaching weeks 1-6
2 April – 6 April	Vacation
9 April – 24 May	Teaching weeks 7 - 13
18 June – 22 July	Vacation
23 July – 7 September	Teaching weeks 1 - 6
10 September – 16 September	Vacation
17 September – 26 October	Teaching weeks 8 - 13

2018 Masters in Education Timetable

SEMESTER 1	DATES	TIME	VENUE
MONDAY			
EDN5502F Key Traditions in Adult Education Research (Linda Cooper)	19 FEB - 14 MAY	4:00 – 6:30 PM	Alex 5.18
TUESDAY			
EDN4504F Learning & Teaching in Higher Education (Kasturi Behari-Leak)	20 FEB – 22 MAY	4:00 – 6:30 PM	CHED Boardroom
EDN5506F Pedagogy, Knowledge & Society (Ursula Hoadley)	20 FEB - 8 MAY	4:00 – 7:00 PM	Alex 3A
EDN5517F Language & Literacy in Theory & Practice (Cathy Kell)	20 FEB – 22 MAY	4:00 – 6:30 PM	Alex 5.18
EDN5526F School Leadership & Change in Context (Azeem Badroodien)	20 FEB - 8 MAY	4:00 – 7:00 PM	Alex 1E
EDN5522F Research in Mathematics Education: Curriculum (Shaheeda Jaffer)	20 FEB – 8 MAY	4:00 – 7:00 PM	SDU Boardroom (Level 4)
WEDNESDAY			
EDN5501F Advanced Research Design (Ursula Hoadley & stream lecturers)	21 FEB – 3 MAY	4:00 – 7:00 PM	Alex 5.02
EDN5514F Knowledge & Curriculum in HE (Kathy Luckett & Kasturi Behari-Leak)	21 FEB – 3 MAY	4:00 – 7:00 PM	TBC By Allan
EDN5527F Primary School Learning & Development (Eddie Muthivhi)	21 FEB – 3 MAY	4:00 – 7:00 PM	SDU Boardroom Lev 4 (except on 14 March will be in LS6D)
EDN5012F Psychology and pedagogy (Eddie Muthivhi)			
THURSDAY			
EDN5518F Language in Multilingual Schools (TBA)	22 FEB – 3 MAY	4:00 – 6:30 PM	5a?
EDN5511F Researching Higher Education (Alan Cliff & Cheryl Hodgkinson-Williams)	22 FEB – 17 MAY	3:30 -	PD HAHN Building, Lev 7, Room 7.63
EDN5524F Education Development & Reform (Yunus Omar)	22 FEB – 3 MAY	4:00 – 7:00 PM	SDU except on March 15 TBC

BLOCK SCHEDULED MODULES			
EDN5529F Learning Science Education & Teaching (Rudi Laugksch)	29 MAR, 3-4 & 6-8 APRIL	8:30 – 3:30 PM daily	Huma Boardroom (Lev 4)
EDN5530S Contemporary Issues in Science Education (Annemarie Hattingh)	27-29 JUN & 2-4 JUL	8:30 – 3:30 PM daily	Alex 3A

SEMESTER 2	DATES	TIME	VENUE
MONDAY			
EDN5519S Early Literacy in School & at Home (Xolisa Guzula)	23 JUL – 8 OCT	4:00 – 7:00 PM	Huma Boardroom (Lev 4)
EDN5525S Education Policy & Change (Azeem Badroodien & Yunus Omar)	23 JUL – 27 AUG	4:00 – 7:00 PM	Alex 3A
EDN5503S Adult Learning for Social Change (Salma Ismail)	23 JUL – 8 OCT	4:00 – 7:00 PM	SDU Boardroom (Lev 4)
TUESDAY			
EDN5505S Changing Frameworks of Curriculum Policy (Ursula Hoadley)	24 JUL – 28 AUG	4:00 – 7:00 PM	Alex 3A
EDN5521S Literacy at Work & in Adult Education (Cathy Kell)	24 JUL – 16 OCT	4:00 – 6:30 PM	Alex 5.02
WEDNESDAY			
EDN5501S Advanced Research Design (Zain Davis & stream lecturers)	25 JUL – 3 OCT	4:00 – 7:00 PM	Alex 5.02
THURSDAY			
EDN5523S Research in Mathematics Education: Teaching & Learning (Zain Davis)	26 JUL – 26 OCT	4:00 – 7:00 PM	Alex 5.18
EDN5525S Education Policy & Change (Azeem Badroodien & Yunus Omar)	26 JUL – 28 AUG	4:00 – 6:30 PM	Alex 3A
EDN5505S Changing Frameworks of Curriculum Policy (Ursula Hoadley)	26 JUL – 28 AUG	4:00 – 7:00 PM	SDU Boardroom (Lev 4)
EDN5520S Academic Literacies (Bongi Bangeni)	26 JUL – 11 OCT	4:00 – 6:30 PM	CHED Board Room, Level 6, Hoerikwaggo Building.
FRIDAY			
EDN5528S Teaching in the Primary School (Joanne Hardman)	27 JUL – 4 OCT	3:00 – 6:00 PM	Alex 3A
EDN5013- Cognitive development and developmental learning			

Masters Programme contact details

Please note that email correspondence is preferred.

Masters programme coordination School of Education

Masters Programme convenor	Ursula Hoadley	Uk.hoadley@uct.ac.za	0216503998
Head of Department	Cathy Kell	Catherine.kell@uct.ac.za	0216503821
Department and Masters administrator	Thembakazi Rala	Thembakazi.rala@uct.ac.za	0216502772
Ethics	Karin Murriss	Karin.murriss@uct.ac.za	0216502757

Masters programme coordination Humanities Faculty

Deputy Faculty Manager	Musa Gcilitshana	musa.gcilitshana@uct.ac.za	0216504414
Senior administrative officer	Mzwandile Ntamo	mntamo@uct.ac.za	0216504414
Administrative Officer application, registration, examination	Ncumisa Mdingi-Nunu	ncumisa.mdingi-nunu@uct.ac.za	0216502692
Administrative Assistant	Mandy Sampie	Mandy.sampie@uct.ac.za	0216504539

Masters Stream coordination

Adult Education	Linda Cooper	Linda.cooper@uct.ac.za	0216503999
Applied Language and Literacy Studies	Cathy Kell	Catherine.kell@uct.ac.za	0216502757
Curriculum	Ursula Hoadley	Uk.hoadley@uct.ac.za	0216503998
Education Policy, Leadership & Change	Azeem Badroodien	Azeem.badroodien@uct.ac.za	0216503287
Educational Technology	Dick Ng'ambi	Dick.Ng'ambi@uct.ac.za	0216504760
Higher Education Studies	Alan Cliff	Alan.Cliff@uct.ac.za	0216505027
Mathematics Education	Zain Davis	Zain.Davis@uct.ac.za	0216502775
Primary Education	Eddie Mutivhi	azwihangwisi.muthivhi@uct.ac.za	0216503371
Science Education	Rudi Laugksch	Rudiger.Laugksch@uct.ac.za	0216502777
Masters by Dissertation Only	Ursula Hoadley	Uk.hoadley@uct.ac.za	0216503998

1. Introduction

Welcome to both new and returning students and staff to the 2018 Masters in Education programme. We wish you a challenging and fulfilling year.

This booklet is intended to provide detailed information on all administrative aspects of the programme, from application to graduation. At each stage of the process of moving through the degree the booklet provides information on what you as a student need to do; what lecturers/supervisors need to do; what the faculty needs to do; the rules and procedures; the forms required; and additional information. The booklet covers three main processes: application, registration and examination.

The requirements and rules of the MEd programme are also contained in the 2018 *Faculty of Humanities Graduate School Student Handbook*. Please study the *Handbook* carefully (available on the School of Education website – www.education.uct.ac.za).

2. Application

During the application process, prospective students for all degrees offered by the Faculty apply for admission to the Masters in Education programme and a chosen stream of study by completing an application form. Each stream within the School of Education can then accept or decline an applicant based on that stream's assessment of his / her application.

Rules and process

Candidates will be admitted to the Masters at the discretion of the stream convenor and HOD even if an average mark of 65% at the Honours level has been achieved.

The criterion of a 65% average in an Honours degree is a minimum requirement for entry into the Masters and assessments of each applicant's writing and previous experience are also made. Interviews with applicants might also be requested.

Students whose previous degree is not from a South African University are required to have their qualifications approved by the South African Qualifications Authority (SAQA). This is the responsibility of the student. Help can be sought at the Humanities Faculty Office who have a data-base of SAQA recognized qualifications.

Links to online application information and links are provided below. An applicant will know if a programme is still offered if it appears on the drop-down menu on the online application.

Applying to UCT Postgraduate overview: <https://www.uct.ac.za/apply/applications/forms/>
Online application page: <http://applyonline.uct.ac.za/>
Step-by-step process to follow:
https://www.uct.ac.za/downloads/uct.ac.za/apply/forms/pg_applicant_guide.pdf

To whom are queries directed regarding an application?

Student queries concerning online applications should be directed at the Admissions Office on (021) 650 2128 or Admissions-pg@uct.ac.za- one of the staff members will be able to talk the applicant through the process.

Should staff require information regarding applications in general or a specific application they should contact the Admissions Office on (021) 650 2128 or Admissions-pg@uct.ac.za. If staff want an **Application Status Report (ASR)** (with applicant's biographical and educational information as well as the degrees they have applied for) they can contact Mzwandile Ntamo Admin Manager: System and Records (021) 650 2715.

Other links:

Humanities Handbook: <http://www.uct.ac.za/apply/handbooks/>

Fees: <http://www.uct.ac.za/apply/fees/>

Funding: <http://www.uct.ac.za/apply/funding/postgraduate/applications/>

What is the deadline for applications from prospective students?

Generally, students wishing to begin their studies in February 2018 must have submitted completed application forms to the University by 31 October 2017. If space is available, late applications may be accepted. The Masters Programme Convenor (Ursula Hoadley) must be contacted in these cases for approval of a late application. The deadline for application to study a Masters in Education in 2019 is 31 October 2018 for MEd by coursework and Dissertation, and throughout the year for Masters by dissertation only.

2.1 Specific requirements: Masters by Dissertation Only

Admission to the Masters by dissertation occurs in exceptional circumstances, where a student has undertaken an excellent Honours research project or has a well-developed research interest appropriate for pursuing in a full dissertation. Considerable academic background in Education is generally required for admission into this programme. There also needs to be a suitable supervisor in the School who is able and willing to undertake supervision of the applicant. The application is first considered by the MDO convenor (Ursula Hoadley), who then approaches potential supervisors in the School who consider the application and their availability.

The motivation

Thus for a Masters by Dissertation Only application, a more detailed description of the research that the applicant intends undertaking is required with the application. At this point the research interest may be expressed in broad terms, and the applicant may use the following questions to structure a short (1-2 pages) motivation: Why are you interested in this topic? What about the topic interests you? Do you have some idea of how you might do the research? Have you thought about or read any other research or any theory that you think might relate to your research in some way? Are you hoping to draw or build on your prior studies - perhaps in the B Ed Honours, and if so what and how?

2.2 Specific requirements: Recognition of Prior Learning

In cases where an applicant does not have the formal academic background required for admission to a qualification/course, they may be considered for admission via Recognition of Prior Learning (RPL). The RPL route is aimed at those who have no formal academic background, to facilitate access to higher education by recognising expertise gained by any skilled individual in non-academic contexts. Additionally, the support of the department is required, based on their assessment of the supporting information submitted by the candidate, as indicated below. Please note that a departmental Higher Degrees Committee may recommend a candidate for admission via RPL, but the final decision is the ambit of the Dean/his nominees.

In order for an applicant to be considered for admission on the basis of RPL, the following documentation would need to be submitted to the Faculty –

1. the completed RPL screening form;

2. the candidate's CV, including a record of relevant activities and projects that provide evidence of capacity to fulfill the demands of study at the required level.
3. a motivation letter from the department, who should assess and provide motivation for accepting the candidate on the basis of RPL (this would involve the department carrying out an assessment that shows that the candidate has attained an equivalent level of learning via work and life experiences for admission to the programme/course).
4. In certain cases written tasks (usually reading and discussing an article) forms part of the RPL assessment.

Point 3. Above takes place at the stream level. In other words, the relevant stream leader must provide motivation for admitting the candidate.

The RPL application with the motivation must be sent to the Faculty Office (this can be via e-mail, as scanned/ electronic copies), where it will be reviewed by the Deputy Dean.

2.3 Specific requirements: Occasional student

An applicant wishing to apply as an occasional student (applying for a course/s only, rather than the Masters programme as a whole) puts in a general online application for postgraduate occasional studies (HZ002DOH01). Once the application is submitted, the applicant will receive an automated e-mail instructing them to indicate which courses they would like to enrol for. Once they have indicated which course/s they would like to apply for, their application is sent to the appropriate department for a decision on whether or not to accept. Most often, students are admitted as occasional students as a condition for their admission to the Masters course. In these cases, students need to achieve a specified result in the course that they enroll in as an occasional student in order to qualify for admission to the Masters. Courses completed as an occasional student may not be credited towards a Masters degree should a student go on to register for the Masters.

3. Registration

During the registration process, students who have been accepted for their chosen course of study formally enroll in the Faculty of Humanities, as well as in specific stream. At UCT, application and registration are two separate processes. For the MEd programme there are two ways of registering; by Masters by Coursework and Minor Dissertation and by Masters by Dissertation Only. Each entails different requirements for registration with each year of registration.

When does registration take place?

The **main registration** date for the MEd is **Thursday 8 February 2018**. Ideally students should register in person on this date, but all new and returning students may register up to the last day prior to the commencement of the First Semester (Friday 16 February 2018). Registration for second semester courses must take place before the commencement of the second semester, i.e. up to and including Friday 21 July 2018. Registration after Friday 16 February 2018 or Friday 21 July 2018 will incur late registration fees for the student.

Students may register for the first time in the second semester. In other words, students may commence the Masters course in July 2018, with special permission of the stream convenor and Masters programme convenor.

For **Masters by Dissertation Only**, students may initially register anytime during the course of the year, and will be liable for fees for the semester in or before which the registration is made. For subsequent registrations, MDO students must register before the start of the First Semester, preferably on the main registration date of **Thursday 8 February 2018**.

Occasional Students must register within the first two weeks of the relevant semester.

Communication with students

On registration, students are automatically issued with a UCT email address. All official communication is to this address. Students are responsible for checking this address, or forwarding it to their preferred address. It is the student's responsibility to make sure s/he receives emails. Should a student wish to change their email, they must do so on PeopleSoft (not VULA) to ensure that their email is changed for all official communication. For information on how to change an official UCT email address to a personal one see

http://www.sss.uct.ac.za/sites/default/files/image_tool/images/152/Student_Help_Docs/Viewing%20and%20Updating%20Personal%20Student%20Information_30September%202015.pdf

3.1 Specific requirements: Initial registration for Masters by Coursework and Minor Dissertation (MCMD)

Rules

In total students will complete THREE coursework modules, the Advanced Research Design course and a minor dissertation for the MCMD. Initially, students must register and complete at least two courses in the first two semesters of registration or they will not be permitted to renew their registration for a second year, except with permission of the HOD.

Students may not register for more than two courses in a single semester
Each stream requires core course/s be taken, some streams core course/s and elective/s.

Registration process

The following documents will be required at registration:

- a) Registration form – to be completed and signed by the student;
- b) Curriculum form – to be completed and signed by the student, stream convenor and HOD.

These forms will be sent from the Faculty Office to the Masters programme convenor who will distribute them to stream convenors who will then make them available at registration to students. Each stream will have a table at registration where the student will meet a representative of the Stream in which he or she seeks to register. An academic member of staff will advise the student regarding her/his curriculum and will need to sign the student's completed curriculum form to indicate their consent. These forms are retained by the Stream representative who then ensures that they are sent to the Humanities Faculty Office.

3.2 Specific requirements: subsequent registration – coursework

Following the first year of registration, students will register in the subsequent year/s either for additional coursework or for the Minor Dissertation (see below). All returning students need to re-register on the main registration date, **Thursday 8 February 2018**.

Rules

A candidate who fails a core course will not be permitted to renew his/her registration for that Programme (i.e. the Masters in Education).

A candidate who fails an elective course may register for an alternative elective if one is

available, *once only*.

Students must register and complete at least two courses in the first two semesters of registration or they will not be permitted to renew their registration for a second year, except with permission of the HOD.

Students may not register for more than two courses in a single semester

Each stream requires core course/s be taken, some streams core course/s and elective/s.

3.3 Specific requirements: subsequent registration – Advanced Research Design and/or minor dissertation

Advanced Research Design (EDN5501F/S)

Students are required to register for the Advanced Research Design course (EDN5501F/S) on completion of the coursework. Once the Advanced Research Course has been completed students are required to register for the Minor Dissertation (EDN5500W).

The Advanced Research Design course is a non-credit bearing, compulsory course. The outcome of this course is a research proposal for the dissertation. Students have to obtain a pass in this course in order to proceed to the dissertation. Students may not register for the Minor Dissertation unless the Advanced Research Design course has been completed and passed by the Advanced Research Design course convenors. The course result is communicated to the supervisor by way of email, which, if a pass, must be appended to the proposal at the time of registering for the Minor Dissertation.

Minor Dissertation (EDN5500W)

On registration for the dissertation, students must append three documents:

1. The passed proposal from the Advanced Research Design course
2. A Memorandum of Understanding (MOU) completed and signed by the student and the supervisor [available on SOE website or from Thembakazi Rala]
3. An ethics approval form [SOE website or Karin Murriss]

If conducting research in schools, students also require official permission from the WCED. See section 5 for further information on ethics approval and WCED permission.

Note: Please take the MOU very seriously. It is a legal document, and serves to set out a plan for thesis completion, but also serves to protect both student and/or supervisor should conflict over the supervision process arise. See <http://www.digitalservices.lib.uct.ac.za/dls/rdm-policy> for what to include in MoU.

A data management plan is also required in your MOU. Ask your supervisor for further details regarding this. NRF grantees and scholarship awardees especially require this plan.

3.4 Specific requirements: subsequent registration minor dissertation

Students and supervisors must complete a progress report (sent to students from the Humanities Faculty Office) in order for the student to be allowed subsequent registration for dissertation. At registration (or before) an updated MOU must be completed.

Students who have submitted their Minor Dissertation on the last day prior to the commencement of the First Semester (Friday 16 February 2018) *do not* need to re-register. Students who require an additional short time beyond this date to complete their dissertation will receive a 75% fee rebate if they submit by noon, 30 March 2018, a 50% rebate if they submit by noon 26 June 2018, and a 25% rebate if they submit by noon 7 September 2018.

3.5 Specific requirements: Masters by Dissertation Only (MDO) registration and subsequent registration

Students may register initially for the MDO at any time in the year. A supervisor is formally allocated at point of registration through the MDO convenor.

The student has 6 months to complete a proposal

The proposal is sent to two critical readers (the supervisor nominates some names, and generally at least one taken from the supervisor's list of names).

The proposal is sent by the MDO convenor to the critical readers and the comments are – initially – received by MDO convenor and sent on to supervisor and student. Typically the critical readers make suggestions for improvements and the MDO convenor with the supervisor advises the student as to whether these are to be seen as advice or obligatory changes.

The supervisor guides the student if necessary in the reworking of the proposal to take account of reviewer comments. This is to be done to the satisfaction of the supervisor. Once changes are made the revised proposal is sent to the MDO convenor who then indicates via email that the student qualifies to register in the relevant year.

An MDO student may not reregister without a passed proposal.

3.6 Specific requirements: Occasional student registration

Students registering for courses as occasional students must meet the course entry requirements for that particular stream in which the course is located as stipulated per course in the handbook. The student must register within the first two weeks of the relevant semester.

4. Examination

4.1 Examination of coursework

For each coursework module a student will receive either one assignment or a number of smaller assignments and a major assignment.

Course presenters should pay attention to formative assessment, structuring tasks that allow for the early identification of problems that require remediation.

Students should seek support from their lecturers in drafting essays. Communication with the course presenter around the requirements and deadlines for the submission and discussion of drafts is encouraged.

Students may also seek support from the Writing Centre (see section 5 below). In particular, students should seek assistance if necessary in the appropriate use of sources.

Once the assignment has been handed in it is given a mark by the course presenter and then it is sent to an external examiner. At this time, the assignment is *under examination* and the presenter and students may not discuss the marks awarded. The external examiner confirms / adjusts marks. The mark may only be released after the departmental examination meetings have taken place. Comments can then also be made available to students but scripts must be retained by the department.

4.2 Examination of minor or full dissertation

4.2.1 Intention to submit

Approximately 4-6 weeks before you submit your dissertation/thesis for examination, you need to notify UCT of your intention to do so by uploading an 'intention to submit' form. This will let the University know that examiners need to be secured for you. If you do not upload the 'intention to submit' form in good time, it potentially delays your examination. The intention to submit form is on the Masters VULA site under 'forms' and can also be downloaded from the Humanities Faculty website, www.humanities.uct.ac.za.

In addition to the 'intention to submit' form all students are to upload an abstract. The file must be in pdf format and should be named as follows: Abstract-open.pdf

Complete the 'intention to submit' form and then log in to the PeopleSoft Student Administration Self Service. Select 'Self-service' and navigate to the 'Research Activities' section.

Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. On the next screen choose 'Intention

to submit' as the request type. Select the Request Subtype appropriate to you, taking particular note of which degree (PhD or Master's) and the faculty in which you are registered, and upload your completed 'intention to submit' form and your abstract as separate PDF documents. You may also view what you have uploaded to confirm that all is in order and may add any additional notes in the 'Comment' section if you so wish, but this may be left blank. Once your form has been successfully uploaded, click the 'Submit' button.

Once your form has been submitted and processed, you will receive an acknowledgement of receipt via e-mail. You may also log in to PeopleSoft Student Administration Self Service to check the status of the service request.

4.2.2 Appointment of examiners

Examiners are appointed by the supervisor and HOD once the student has given intention to submit i.e. at least 1 month before dissertation submission date. The duly completed nomination of examiners form is submitted to Faculty – preferably via e-mail AND before their student has submitted their dissertation.

Examiners should be affiliated to an academic institution.

Examiners must hold a qualification at least equivalent to that of the candidate whose dissertation they are to examine and should be research active.

Examiners should themselves not be UCT students, albeit for a higher qualification, nor UCT staff members.

Both examiners cannot be from the same institution.

Appropriate examiners based in or outside of SA can be nominated.


Normally examiners are expected to have had no contact with the candidate whose work they are examining. If there has been contact, please detail the extent of this contact.

- Submit their dissertation by the *guideline* dates (provided by the Faculty office).
- Submit their dissertation according to the Faculty guidelines (**These details are covered in regulation FM7 in the Humanities Postgraduate Handbook**).

4.2.3 Submission of the dissertation

Students will need to submit the following documents:

3.1 **Thesis:** Once you are ready to submit your dissertation/thesis for examination save it as a PDF file type. The file must be named as follows:

 **Thesis.pdf**

(This name is to be used by both PhD and Master's students).

3.2 **Abstract:** All students must again upload an abstract (it may have changed since it was first uploaded at the 'intention to submit' stage).

Turnitin originality report: All Masters students who submit their dissertations/theses for

examination must include a plagiarism report from Turnitin-also known as an Originality Report-with their submission. **The onus is on you as the student to ensure that the Turnitin Originality Report is signed off by your supervisor and included in your submission.** Please see guidance on how to access Vulain order to obtain a Turnitin Originality Report on page 6.

3.4 The submission declaration/word count form

3.5 If applicable, the **OpenUCT suppression form**, where the supervisor supports a delay in making the dissertation/thesis available via *OpenUCT* to enable publication.

Log in to the PeopleSoft Student Administration Self Service. Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. Then choose 'Upload Thesis/ Dissertation for Examination' as the request type.

Please choose the Request Subtype, taking particular note of which degree (Masters) and the faculty in which you are registered, and upload your dissertation/thesis for examination, along with the additional documents listed above.

You may view what you have uploaded to confirm that the correct file will be submitted. Type the following confirmation statement in the comment section:

"I confirm that the uploaded document is the dissertation/thesis to be examined." and then click 'Submit'.

Once your dissertation/ thesis has been submitted and processed, you will receive an acknowledgement.

You can check the progress of your submission on PeopleSoft.

In cases where a submission is incomplete it will be rejected, and you are required to upload the incorrect or missing document/s as a **new** service request (if you add them to the existing service request, the Faculty Office is not made aware that new/additional documents have been uploaded).

Please note: In the event that any of your external examiners request a hard copy of your dissertation/ thesis, you will be required to supply this. The Faculty Office will inform you should this be necessary.

4.2.4 Data management plan

See <http://www.digitalservices.lib.uct.ac.za/dls/rdm-policy> for what to include in MoU. NRF grantees and scholarship awardees already requires this RDM, as you'll know.

4.2.5 The examination and the reports

Once the Postgraduate Office receives the dissertation, and examiners have been formally appointed, copies are sent to the two examiners at the top of the approved list. They are asked to examine the work and return their reports within six weeks. Each examiner classifies the dissertation, gives it a mark, and justifies their decision in a written report. The classification involves ticking a box to show whether the dissertation: is considered acceptable without any changes; needs small (usually typographical) changes; needs more substantial changes that must be made to the satisfaction of the supervisor or of the examiner (i.e. 'revise and resubmit'); or is unacceptable. The examiners are also expected to indicate whether – if they awarded a high mark but not a first class pass ($\geq 75\%$) – they would agree to a first being awarded if the other examiner so recommended. They also mention whether or not they'd approve of their name and report

being given to the student.

Both reports go to the Head of Department who makes a recommendation of a mark based on the reports and in conjunction with the supervisor. This recommendation may be to average the two marks, in a case where the examiners have proposed very similar marks; it may also make suggestions about the revision process. In instances where the examiners' marks diverge substantially (say across a class threshold – one giving 65% and the other 73%, perhaps), the recommendation is likely to be that an assessor is called upon to make a recommendation based on an assessment of the two examiners' reports.

The Head of Department's recommendation goes to the Humanities Faculty's Master's Dissertation Examinations Committee (MDEC). The MDEC determines whether the Head of Department's recommendation is acceptable and if an assessor is required. If appointed, an assessor writes a comprehensive report on the two examiners' reports. An assessor is sometimes also appointed to help settle issues that are not directly marks related. In either case, the examination process is extended.

The MDEC takes the final decision.

4.2.5 Conveying the MDEC decision to the student

Once the MDEC has taken its decision, the Postgraduate Office sends the examiners' reports to the supervisor (and not to the student). The supervisor meets with the student to hand over the reports and discuss the recommendations and a programme of correction and revision where appropriate. If necessary a certificate of corrections needs to be completed (can be found on Masters Vula site under 'Forms'). Whether or not the examiners' reports carry the names of the examiners depends on the examiners' wishes; the examiners are given the option of remaining anonymous or not. When the result is 'revise and re-submit', all examiners' names are held back until after the final completion of the examination process.

4.2.6 Providing the library with a copy of the thesis

Once you have received the result of the examination of your dissertation/ thesis, you will be required to upload a final corrected copy as a PDF file type for the library in order to be eligible for graduation.

To do this, log in to the PeopleSoft Student Administration Self Service. Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. Then choose 'Library Copy – upload final Thesis/Dissertation for Library' as the request type.

Choose the Request Subtype, taking particular note of which degree (Masters) and the faculty in which you are registered (Humanities) and upload your corrected dissertation/thesis for the library.

All students must again upload an abstract in PDF format (it may have changed after being examined).

You may view what you have uploaded to confirm that the correct file will be submitted. Once confirmed, click 'Submit'. You need to insert a statement in the comment section confirming that the uploaded files are the correct versions for the Library/ *OpenUCT*.

Once your dissertation/thesis has been submitted and processed, you will receive an acknowledgement of receipt.

4.2.7 Some important additional notes

At no point during the thesis examination process may the student be told of developments or expected outcomes. The reasons for this are clear and they have to do with avoiding prejudice, influence, distorted expectations and unsustainable precedents in a situation where the interests of students and of their examiners must be protected.

The student may not know who the examiners are until the announcement of the final examination results and then only if the examiners have agreed to be identified. While it stands to reason that there will be no communication between the student and the examiners, it must be emphasised that neither the Head of Department nor the supervisor may communicate with the examiners about the examination. If there is need for the supervisor or Head of Department to have clarification from an examiner, it must be requested through the Postgraduate Office. There is no exception to this university rule.

Depending on various factors in the academic calendar, and on how the examination proceeds, it could take as little as two months from the moment that the dissertation is submitted to the announcement of the result. This is extremely rare! Delays may arise in the appointment of examiners, in the examiners' submission of their reports, in the Department's deliberations about the reports, in the time required for an assessment or in the schedule of MDEC meetings. One or more of these delays can lead to a long wait for the student.

The length of time taken to examine a Master's dissertation should not be taken as an indication of the likely result.

5. Additional information

5.1 Ethics

All researchers at the university need to apply for ethics clearance. Ethics applications are submitted at the same time or before the proposal and no data collection may begin until ethics clearance is obtained from the committee. Researchers also need to understand what ethical research entails, and make sure that they act ethically in the field. For students, graduation is not possible without ethics clearance.

NOTE: We will be moving to an online submission system this year. Please check the School of Education website before you complete your ethics application.

Process

1. Read the UCT code of ethics; the School of Education Research Ethics document as well as the application form (available on the SoE website under resources: <http://www.education.uct.ac.za/edu/resources>)
2. Meet with your supervisor to discuss ethical issues and requirements in relation to your proposed research.
3. Complete the UCT Ethics application form and draft information sheets and consent letters to your supervisor's satisfaction. Your supervisor is the first reviewer of your application and must sign your form along with you before you submit it.
4. Submit the following documents electronically & in hard copy:
 - Completed research proposal
 - Completed UCT SoE Ethics application form

If research involves human participants:

- Information letter for participants
- Consent form/s for participants
- Copies of interview questions (or guide) if appropriate
- Copy of questionnaire (if appropriate)

NOTE: If you are conducting research in a government school that falls under WCED, you will need to get ethical clearance from the School of Education BEFORE making that application.

Applications must be submitted electronically to karin.murriss@uct.ac.za and copied (cc) to Thembakazi.Rala@uct.ac.za as well as in hard copy to karin.murriss@uct.ac.za.

5.2 Western Cape Education Department (WCED) permission

Should you intend conducting research in schools, you need to apply for permission from the

WCED. The following documents are required in your application:

- A complete research proposal
- A copy of any data collection instruments, questionnaires, interview schedules etc.
- For students, a letter from your supervisor stating that you are a registered student at UCT
- A completed research permission form (which can be found on the Masters VULA site under Forms and on the SOE website).

All documents must be emailed to Dr Audrey Wyngaard, Directorate Research - Audrey.wyngaard@westerncape.gov.za. Her contact number for further enquiries is 021 467 9272.

5.3 Student support

Financial support

Your first avenue is the Postgraduate Funding Office. Information on the closing dates for bursary and scholarship applications (which differ from award to award) can be found on the Bursaries and Scholarships webpage.

National Research Foundation (NRF) bursaries may be available from your supervisor.

Master's programme students are eligible for the **Faculty International Student Bursary**. For more information, see the Humanities faculty website.

Academic support

UCT Libraries: [The Chancellor Oppenheimer Library](#) is the main library on campus however there are nine other branch libraries located on UCT's various campuses. The entrance to the main library is located inside the Otto Beit Building, next to Jameson Hall on upper campus. All of these libraries offer a rich array of study and research material both in print and electronic format. Ingrid Thomson is the librarian that oversees education as a field specifically. She has been at UCT for many years, is very knowledgeable and available to assist you.

The Writing Centre: located within the Language Development Group, this is a student-orientated space which aims to provide mediation in the process of academic writing. Students may engage in the one-on-one consultancy services offered. The Writing Centre is located at Level 6, Steve Biko Building, North Lane, Upper Campus. The Centre is open Monday - Friday from 09h00 to 16h00. Contact the centre on 021 6505021.

Weekly Shut up and Write! Sessions Quoting from the 'thesiswhisperer'

<http://thesiswhisperer.com/shut-up-and-write/>: "Shut up and Write! turns writing from a solitary, to a social experience. The concept is simple: meet up with others [...] and write. The concept originated in the San Francisco Bay Area, amongst creative writers, but, thanks to social media, has spread amongst research students around the world. The idea is to make

the act of writing fun and relaxing, as the San Francisco group puts it: ‘No critiquing, exercises, lectures, ego, competition or feeling guilty’.”

We use the pomodoro technique <<http://pomodorotechnique.com/>> and write in two –three 25min sprints with brief breaks in between. Rules are silence and no emails, social media, phones etc during the 25min periods of writing. You can be working on any kind of academic writing – abstracts, proposals, chapters, articles etc.

Shut up and Write! Thula Ubhale sessions run every Friday morning from 9.00-11.00am. A weekly email confirms the venue. Please contact Carolyn.mckinney@uct.ac.za to be added to the mailing list.

PhD Research Seminars The School of Education runs three PhD Friday-Saturday seminars a year where PhD students present their research and workshops are offered to support the research and writing process. All Masters students are also welcome to attend these events. Email invitations giving details of the event are sent ahead of the time.

The Postgraduate commons The Postgraduate commons is a workspace situated in the Neville Alexander Building and it is accessible to all the Humanities Postgraduate students, 24 hours a day, 7 days a week. It has 74 Dell Optiplex workstations, a laptop station, breakaway rooms, a tea room and lounge. It offers a good space to work and also to break the isolation of individual study.

The Masters Dissertation Poster session

Every year we hold a Masters poster session for all students who are registered for the Minor Dissertation (EDN5501W) or the Full Dissertation (EDN6000W). Students’ posters should reflect where they are in the research process. For example, those right at the beginning of the process may focus their poster on the literature relevant to their research problem/questions. Or, if nearly completed, students’ posters may focus on research conclusions. Students should seek the support and advice of their supervisors in preparing the posters. Further detail around preparing posters can be found on the Masters VULA site. Please note that this event is *compulsory* for all students registered for the minor or full dissertation, regardless of where they are in the process. 2018 poster session: 24 May 2018.

Personal support

Postgraduate study can be very isolating so it is important to maintain regular contact with your peers. You can learn a lot from each other. In addition support is available from the Postgraduate Affairs office and from your course lecturers / supervisors. Try to attend seminars, the PhD conferences and events organized specifically for your stream or for the Masters programme as a whole.

5.4 Changing registration status

Changing a course or withdrawing from a course

In order to change a course or withdraw from a course a student needs a change of curriculum form. The deadlines for changes to courses are found at the back of the form. The form must be signed by the programme convenor and returned to the Humanities Faculty office. The form can be found on the Masters VULA site under 'Forms'.

If you intend to withdraw from a course and do not do so, you will continue to be registered for the course and will be deemed to have failed the course at the end of the year. It is therefore extremely important to make sure that you have withdrawn from any courses that you do not intend to complete and make sure that you have evidence that you have withdrawn from the course.

Leave of absence

Should a student need to withdraw from the programme for a period longer than a semester, they need to apply for a leave of absence. A student may apply for a leave of absence on the following grounds:

- Compassionate grounds in the sense that an extreme personal trauma has recently been experienced, such as family death etc. Some kind of documentary evidence is needed;
- Medical grounds for which a medical certificate spelling out the nature of ill health and especially likely period of incapacity is required. This can include psychological ill health – with supporting documentation;
- Studying abroad (non-IAPO exchange) for a period before returning to complete your UCT degree;
- Work-related reasons – for postgraduate **coursework** students only.

A leave of absence form (which includes the rules) must be completed by the student and submitted to the HOD along with supporting documentation. The HOD in consultation with the supervisor or stream convenor will consider the application. Should it be approved the leave of absence form will be signed and sent on to the Dean for consideration. The Faculty will inform the student of the outcome of the application. The leave of absence form can be found on the Masters Vula site under 'Forms'.

Cancelling registration of the Masters programme

There is no closing date for the cancellation of registration of the programme. A cancellation of registration form must be completed. The date of submission to the faculty office is taken as the date of cancellation

5.3 Using Vula

Vula is UCT's online collaboration and learning environment, used to support UCT courses as well as other UCT-related groups and communities. Your course lecturers will generally use VULA to post readings and announcements. There are also various group sites, the Masters VULA site being one of them. All assignments need to be submitted via VULA.

Accessing VULA

1. Open an internet browser and type <http://vula.uct.ac.za> into the address bar. Alternatively, go to the UCT homepage at <http://www.uct.ac.za> and use the Vula quick link1.
2. Login (UCT Login) by entering your UCT Student Number and Password in the top right hand corner
3. Click 'Login'
4. Once logged in to Vula you will find yourself in My Workspace
5. Along the top of the screen you will see a series of tabs of the Vula sites you are a member of.

See also online videos at <http://tinyurl.com/vula-video-tutorials>. For further assistance, please contact help@vula.uct.ac.za.

5.4 Using Turnitin

Turnitin is an originality checking and plagiarism prevention service used by UCT. Turnitin encourages best practices for using and citing other people's written material. All assignments must be submitted via Turnitin which is accessed via the VULA site.

To access Turnitin

- Send an email to help@vula.uct.ac.za to request access to the Turnitin 2018 Vula tab.
- Once you receive confirmation that you have been granted access to the tab, click the tab called "Turnitin 2018" to enter the site. Follow the instructions on the screen.

Go to https://xerte.uct.ac.za/play.php?template_id=46 for further information on Turnitin. Contact the *Vula* helpdesk for assistance help@vula.uct.ac.za 021-650-5500.

