FACULTY OF HEALTH SCIENCES

Postgraduate Information Booklet

Updated on 03 January 2018 by Adri Winckler

Contents

Welcome to 2018! 4

Things to remember 4

- Email address 4
- Student Self-service 4
- Vula 4
- SMS communications 5

Academic matters 5

Abridged MOU 5

Memorandum of Understanding (MOU) (this applies only to master's and doctoral students and coursework master's students who are registered for the dissertation component of their programmes) 5

Annual Progress Report (master's and doctoral students and coursework master's students registered for the dissertation components of their programmes) 6

Study Proposal (master's and doctoral students, coursework master's students registered for the dissertation components of their programmes) 6

Upgrade Procedures (from master's to PhD) 7

Intention to submit 7

Doctoral Degrees Board (DDB) 8

Other academic matters 8

General 9

Student Support 9

Postgraduate Health Science Student Council (PGHSSC) 9

Funding matters 9

Problems 9

Faculty regulations 9

General Rules for Postgraduate Students 9

General Rules for Master's Degree Studies 9

UCT General Rules 9

Guidelines for Master's and Doctoral Students 9

Fee Matters 10

UCT Banking details 10

Payment methods 10

Telegraphic transfer (Direct deposits / Internet transfers) 11

Debit and credit card payments 11

Cheque payments 11
Postgraduate Office staff contact details 13
Manager 13
Adri Winckler (Mrs) 13
Postgraduate Admissions 13
Salega Tape (Mrs) 13
Taryn-Lee Safers (Mrs) 13
Registered Students 13
Crystal August 13
Jackie Cogill 13
Dianne Pryce (Mrs) 13
Registrars, Senior Registrars and Foreign Doctors 14
Thobeka Mngaza (Mrs) 14
General Office Administration 14
Vuyiseka Mgoqi (Ms) 14
Jessica Masela (Ms) ..... **Error! Bookmark not defined.**
Forms available on Health Sciences Postgrad Site on Vula 14
Dissertation forms 14
Ethics forms 14
Fee forms 14
General Admin forms 15
Finally 15

Postgraduate Information Booklet

Welcome to 2018!

January 2018 has arrived much faster than any of us anticipated. The holidays are over and a new academic year with all its challenges awaits us. May 2018 be a very successful year. Please be assured that each member of the Postgraduate Administration will endeavour to make your administrative experience in the Faculty a pleasant one.

Things to remember

During the course of the year we receive many queries and we are very happy to deal with these. However, we feel that there are some deadlines, procedures, etc. which we should bring to your attention right in the beginning of the year to help you negotiate the hurdles you might encounter during the year.

- ### Email address

  Students are given a UCT email address as soon as they register. This is the email address that we will use to communicate with you. We do understand though that many of you have personal email addresses that you would prefer to use. That is fine, but there is one simple thing which you must do to facilitate this: you MUST use your UCT email address **once** to set up an auto-forward to the email address of your choice. By doing this you will ensure that you receive all our email communications.

- ### Student Self-service

  It is your responsibility to maintain your biographical, address and telephone details on the Student Self-Service portal. This is available from the UCT website (www.uct.ac.za) as follows:

  Click on Current students ⟶ From the drop-down menu select <Postgraduate Students> ⟶ From this menu select <Online Services and Resources>. Select <Student Administration Self-service>.

  Log in by using your UCT student number (in capital letters) and your UCT network password. You will now be able to amend/correct your personal details and will also be able to check your fees account, the courses for which you are registered, your marks after an examination, request Proof of Registration letters, etc. **Remember:** it is your responsibility to make these changes and to ensure that you are registered for the correct courses!

- ### Vula

  Vula is the UCT equivalent of Facebook. You will get some tutorials on Vula based on the courses for which you are registered; you will have access to the SRC (Students' Representative Council, and other pages. Importantly, there is also a website for Health Sciences Postgraduate Students on Vula. You automatically become a member of this site as soon as your registration for the year has been captured. It is very important that you visit

this site often as the Postgraduate Office will be posting important announcements, scholarship and bursary information, etc. to this site. We also have a spot on this website, called RESOURCES, where we keep copies of every conceivable form you might need during your studies. **Note:** at the end of this booklet is a list of all the forms available from the Resources page of the Health Sciences Postgraduate Students site on Vula.

- ### SMS communications

  From time to time we may need to make contact with you on an individual basis. We have found that SMS communications are the most effective way to communicate with students. However, we can only use this if we have your correct cell-phone number. You can ensure that we do by maintaining your number on the Student Self-service portal and by opting in for SMS communications on the Vula site. Please do this as it really is to your advantage.

Academic matters

There are a number of things which you must do as a student. I will list them one by one and explain the process briefly.

Abridged MOU

When you arrive for registration for the first time you will be given an Abridged MOU. This is a shortened version of the full MOU (see below) which must be submitted within a week of first registration.

The reason for the Abridged MOU is so that we know right from the start of your studies who your supervisors will be, what the initial supervision arrangements are and so that we have an idea of your area of research.

Memorandum of Understanding (MOU) (this applies only to master's and doctoral students and coursework master's students who are registered for the dissertation component of their programmes)

The first that time that you register at the Postgraduate Office for a dissertation/thesis you will be given a form called D2(a) – Memorandum of Understanding (MOU). This is a very important document in your life as a student and it is imperative that you and your supervisor give it due attention. In this document you will be stipulating the terms of your studentship. Make sure that you cover everything, i.e. timelines, the scope of your research, funding issues, frequency of meetings with your supervisor/co-supervisors, attendance at conferences, and leave during the year, amongst others.

Please note: Students who are doing a master's programme by coursework and dissertation must submit the MOU within six months of first registration for the dissertation component of their programmes.

A new student has six months from the date of first registration within which to complete the MOU. Once completed and signed by all relevant parties, the MOU must be submitted to the Postgraduate Office for safe-keeping. Important note: *You do not have to obtain the Dean's signature; the Postgrad Admin will do this on your behalf.*

Note: Please ensure that you use the updated version (2018) of this document, as available on Vula.

Annual Progress Report (master's and doctoral students and coursework master's students registered for the dissertation components of their programmes)

From the start of your second year of registration (or in the case of coursework master's students, the second year in which you register for the dissertation component of your programme) you will be required to submit a form D2(b) – Annual Progress and Planned Activities Report (called Progress Report in short). You should start compiling this report in conjunction with your supervisor/s by early September every academic year. Once the report has been signed off by your supervisor he/she will arrange for the head of Department to sign it and the department will arrange to have it delivered to the Postgraduate office by the end of October. You will need this Progress Report in order to be permitted to re-register at the start of the new academic year. If you failed to submit a progress report at the end of the previous academic year we will simply not register you until we have the progress report.

The Progress Report is as important as the MOU and it is vital that you complete it as comprehensively as possible.

Note: Please ensure that you use the updated version (2018) of this document, as available on Vula.

Study Proposal (master's and doctoral students, coursework master's students registered for the dissertation components of their programmes)

If you are intending to do research then you have to submit a study proposal to the Postgraduate Office within six months of first registration. Students who are doing a master's programme by coursework and dissertation must submit the study proposal within six months of first registration for the dissertation component of their programmes. There is a whole process for this as explained below:

1. You will have been assigned a supervisor who is knowledgeable in your field of interest. You and your supervisor will discuss your study proposal together and you will start doing literature reviews about the subject matter, you will develop a study design etc.
2. Once you and your supervisor are satisfied with the Study Proposal, you will submit it to your Departmental Research Committee (DRC) for approval.
3. The DRC, which consists of senior academics in your department, will assess your study proposal. If they are happy with the proposal as it stands you will be given permission to apply for ethics approval where ethics approval is needed. Alternatively the DRC may ask you to make some changes to your proposal before you will be permitted to submit it for ethics and/or Faculty Board approval.
4. Once you have received ethics approval (you will receive a formal letter from the concerned ethics committee) you may start collecting data. At the same time, HOWEVER, you must ALSO submit your study proposal to the Postgraduate Office.
5. To do that, you have to complete form D1 (Approval of Study Proposal) and form D3 (Appointment of a Supervisor). You can obtain these forms from the Resources part of the Health Sciences Postgraduate Students website on Vula.
6. Form D1 makes provision for all the signatures which you need for approval of your study proposal. You must submit D1 to the Postgraduate Office together with a copy of your study proposal, a copy of your ethics approval letter and form D3 (Appointment of a Supervisor).

Remember: You must submit a D3 in respect of your main supervisor as well as every co-supervisor.

7. MMed and MPhil (sub-speciality) students must also attach a completed form D1(a). If this document is not attached your proposal documents will not be accepted by the postgraduate office.
8. The Postgraduate Office will obtain Faculty Board approval of your study proposal by publishing it in a Dean's Circular (a Dean's Circular is like a Faculty Board meeting, but it happens electronically).
9. Once Faculty Board approval has been obtained the Postgraduate Office will inform you of it in writing.
10. Your proposal title and the particulars of your supervisor/s will be captured on the PeopleSoft system by the staff in the Postgraduate Office.
11. **REMEMBER**: You must submit your study proposal within six months of first registration for the dissertation/thesis. If you are unable to do so you must obtain permission for a late submission from the Manager of the Postgraduate Administration. Then, if an extension is granted, you will have to submit the study proposal before the end of your first academic year if an extension was granted.

Upgrade Procedures (from master's to PhD)

Sometime during the course of your research you and your supervisor may decide that your research may yield novel findings and that the research had grown beyond the scope of a master's project. In a case like this you may apply to upgrade your programme from a master's to a doctoral (PhD) programme. There is also a process for this.

1. You must approach the Chair of the DRC to arrange for a departmental seminar. The Chair of the DRC will invite a review panel to assess your proposal, first by studying your motivation and proposal, and then by attending a seminar which you will present. You may be required to answer questions.
2. Once the review panel has granted permission for such an upgrade you will have to submit the required documentation to the Postgraduate Office for processing via a Dean's Circular.
3. Please complete form D5 (get it from Vula!) – Upgrade Proposal and bring it, together with a motivation for the upgrade, your new study proposal, and ethics approval letters to the Postgraduate Office for processing.
4. Once the upgrade has been processed you will have to complete registration forms for the PhD.

Intention to submit

About a month before the date on which you are planning to submit your dissertation/thesis for examination you must inform the relevant officer.

Master's students wishing to submit must complete form D8 (Intention to submit a master's dissertation), available from the Resources page on the PG Students Site on Vula. Once completed and approved by your supervisor the form must be submitted by uploading it to PeopleSoft via Student Self-Service. At the same time, you must upload an abstract and Form D15 - Master's IP Assessment Form. A quick reference guide for uploading is available from Dianne Pryce, Crystal August or Jackie Cogill (see their contact details at the end of this booklet)

Doctoral students must please get the Intention to submit form from the DDB site: http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads or by contacting the DDB Officer, Mrs Janine Isaacs (Janine.isaacs@uct.ac.za) or the DDB Administrative Assistant, Ms Whitley Makari (whitley.makari@uct.ac.za).

Doctoral Degrees Board (DDB)

The DDB manages, *inter alia*, the doctoral examination process. Please visit the DDB site (http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads). The following are just a few of the documents available there:

- General Rules for PhD studies;
- Procedures for the DDB;
- Guidelines for the information and use of doctoral students and their supervisors;
- Publications, copyright and your thesis;

Other academic matters

1. **Change of study title or change of supervisor**: It is not simply a matter of changing your thesis/dissertation title or your supervisor – such changes must be approved by the Faculty Board. Complete the necessary form (yes, you have guessed it – it is on Vula!), have it approved by your supervisor and Head of Department (HOD) and bring it (or email it) to the Postgraduate Office for approval via a Dean's Circular.
2. **Leave of Absence**: A student may apply for Leave of Absence (LOA) ONCE only during their tenure of study. And then only if there are good reasons for that, such as illness or compassion. You may contact the Postgraduate Office if you need to apply for LOA and we will send you the necessary application forms. You must remember that Leave of Absence has financial implications. If you submit your application for LOA after the date on which changes of curriculum are permitted you will be fully liable for the fees for the year. Please ask about your fee liability BEFORE you apply for LOA.
3. **Return from Leave of Absence**: All students who have are ready to return to their studies must inform the Manager: PG administration. However, students who have been on medical leave of absence must submit various forms to the UCT Fit for Study Panel. The due date for applications for a return in the first semester of 2018 is 19 January. You are welcome to contact Ingrid Smith, the servicing officer of the Fit for Study Panel (Ingrid.smith@uct.ac.za), or you may contact the Manager of PG Admin, Adri Winckler (adri.winckler@uct.ac.za).
4. **Credit and exemption**: If you have completed a course at another university which may be credited towards your new programme (e.g. the Master of Public Health) you must apply for this by completing the correct form (Vula!). The application form must be accompanied by a certified copy of your results from the other university, and by a certified copy of the curriculum for that course. The application must be approved by your programme convener and Head of Department, and the completed form must be returned to the Postgraduate Office for processing.

General

Student Support

The Faculty has a postgraduate student support committee which looks after the interests and welfare of students. Please contact the Manager: PG Admin if you have any problems. She will provide you with the relevant contact details.

Postgraduate Health Science Student Council (PGHSSC)

Our Faculty is very proud of our PGHSSC. They are very active in the faculty and work very hard (and play very hard) for all the postgraduate students in the faculty. I would strongly recommend that you become involved with the PGHHSC's activities. For information you can contact Douglas Mushinge, the chair of the PGHSSC for 2018 (mshdou001@myuct.ac.za).

Funding matters

The PG Admin office does not handle any funding issues. Please contact the Postgraduate Funding Office at www.uct.ac.za/apply/funding/postgraduate/applications/. You can also contact them by email (pgfunding@uct.ac.za) or by telephone at: (021) 650 3622.

Problems

It is very important that you bring any problems (fees, registration, personal, etc.) to our attention as soon as possible. The longer you wait the more difficult it becomes to resolve problems. I assure you that we will do our very best to help solve any hiccups which may occur along the way.

Faculty regulations

General Rules for Postgraduate Students

Please familiarize yourself with these rules. You can find them in the 2018 Faculty Handbook which is available from the UCT website, http://www.students.uct.ac.za/students/study/handbooks/current

General Rules for Master's Degree Studies

Master's students must pay particular attention to the rules for master's students in the Faculty Handbook.

UCT General Rules

These are General Rules which each student must know. You will find them in UCT General Rules and Policy Handbook, which you can download from the UCT website:

http://www.students.uct.ac.za/students/study/handbooks/current

Guidelines for Master's and Doctoral Students

These guidelines are contained in the Faculty Handbook for 2018. The guidelines are very handy and give information about things such as:

- Registration
- Change of curriculum
- Leave of absence
- Cancellation of studies
- Supervision

- The roles and responsibilities of students and of supervisors
- Appeal
- Annual progress
- Ethics
- Submission of dissertations / theses
- Guidelines for the inclusion of publications in a doctoral thesis
- The master's dissertation / PhD thesis examination process
- Issues relating to Intellectual Ownership

Fee Matters

It is very important that you familiarise yourself with the content of the UCT Fees Booklet. I urge you to download this booklet and to read it. The Fees Booklet is available for download from the UCT website (http://www.students.uct.ac.za/students/study/handbooks/current) and contains information such as:

- Terms of payment
- Academic fees
- Other fees and levies
- Information for sponsors
- International students
- Visiting postgraduate students affiliated to UCT
- Students registering for a research master's or PhD
- Submission of doctoral and master's dissertations (rebates applicable)
- Doctorate fees
- UCT typical academic fees
- UCT course fees (by course)
- Residence fees

UCT Banking details

Payment methods

Full Degree Students

The preferred method of payment is by direct deposit at any branch of Standard Bank using the **M65 form** (see **Downloads** on the link mentioned under Fee Matters above). This should be used whenever possible to ensure prompt credit of payment to the student fees account.

Bank details for tuition fees only - **no application fees are to be paid to this account**:

Account name:	University of Cape Town, Current Account
Bank Name:	Standard Bank of South Africa
Bank Address:	Riverside Centre, Main Road, Rondebosch, 7700, South Africa
Account number:	27 068 9982

Branch Code:	Rondebosch Branch, 025009

Please ensure that the student number is entered in the reference field.

Semester Study Abroad Students

Bank details for **tuition fees** only:

Account name:	University of Cape Town, Current Account
Bank Name:	Standard Bank of South Africa
Bank Address:	Riverside Centre, Main Road, Rondebosch, 7700, South Africa
Account number:	07 148 023 4
Branch Code:	Rondebosch Branch, 025009
Swift Code:	SBZAZAJJ

Very Important: Please fax or post us a legible copy of the official bank transfer advice so that we can trace your payment on our bank statement. (Our Fax: +27 21 650 5667).

Telegraphic transfer (Direct deposits / Internet transfers)

Where payment is being made for students from outside the rand currency area, payment must be made by telegraphic transfer into the University's bank account (see details above). The Swift address is SBZA ZAJJ. Students paying International fees should consult the **International Office**. Students should allow 14 working days for such foreign payments to reach the UCT bank account.

A copy of the deposit slip/transfer form should be faxed to the Fees Office, University of Cape Town: 021 6504768.

Please ensure that you include your surname, initial and student/applicant number on the transfer advice.

Debit and credit card payments

Debit and credit card payments for student fees are accepted and payments can be made via the Cashiers Office by the card-holder or by going to the online UCT credit card facility.

Credit card payments can be made directly to the student fee account **online** (http://payonline.uct.ac.za) or by completing the Credit Card form (see **Downloads** on the link mentioned under Fee Matters above) and faxing it to the Cashiers Office on: 021 650 5093

NB! This method of payment is **not** available to Semester Study Abroad students. You must please use the bank account details above to make a direct deposit into the UCT bank account.

Cheque payments

Cheques should be crossed and made payable to the "University of Cape Town" and the student name and number written on the back of the cheque.

Postdated cheques will not be accepted and will be returned to the drawer.

A R150 administration fee will be charged on all unpaid cheques.

Postgraduate Office staff contact details

Manager

Adri Winckler (Mrs)
Manager: PG Admin
Tel (021) 406-6327
Adri.Winckler@uct.ac.za

Postgraduate Admissions

Salega Tape (Mrs)
PG Admissions Officer (deals with applications for all master's programmes, and for the Postgraduate Diploma in Nursing)
(021)406-6340
Salega.Tape@uct.ac.za

Taryn-Lee Safers (Mrs)
PG Admissions Officer (deals with applications for the honours programmes, for postgraduate diplomas (excluding nursing), and for doctoral programmes)
(021) 406-6028
Taryn-Lee.Safers@uct.ac.za

Registered Students

Crystal August
(students whose surnames start with letters H – N, and S)
PG Admin Officer
(021) 406 6115
crystal.august@uct.ac.za

Jackie Cogill
(students whose surnames start with letters O – Z, excluding S)
PG Admin Officer
(021) 406 6750
Jackie.cogill@uct.ac.za

Dianne Pryce (Mrs)
(students whose surnames start with letters A-G)
PG Admin Officer
(021) 406-6809
Dianne.Pryce@uct.ac.za

Registrars, Senior Registrars and Foreign Doctors

Thobeka Mngaza (Mrs)

PG Administrative Assistant
(Registrars and foreign doctors)
(0210 404 7768
Thobeka.Mngaza@uct.ac.za

General Office Administration

Vuyiseka Mgoqi (Ms)

(deals with all matters relating to study proposals, MOUs, Annual Progress Reports, Applications for Leave of Absence, and applications for academic credits and exemptions)
PG Senior Secretary
(021) 650 7662
Vuyi.Mgoqi@uct.ac.za

Position currently vacant

PG Secretary and Receptionist
(021) 406-3004

Forms available on Health Sciences Postgrad Site on Vula

Remember that you can find these under the Resources tab.

Dissertation forms

D1 – Approval of a Study Proposal
D2(a) – Memorandum of Understanding for first-time postgrads
D2(b) – HSF MOU – Progress Report for on-going postgrads
D3 – Appointment of a supervisor
D4 – Guidelines on the layout and style of dissertation/thesis
D5 – Upgrade from master's to PhD
D6 – Change of study proposal
D7 – Change of supervisor
D8 – Intention to submit a master's dissertation
D9 – Change of dissertation/thesis title
Declaration, and others

Ethics forms

Ethics forms may be found on the Ethics site on Vula or on the Faculty website at:

http://www.health.uct.ac.za/fhs/research/humanethics/about (for Human Research Ethics) or

http://www.health.uct.ac.za/fhs/research/animalethics/members (for Animal Research Ethics)

Fee forms

Application for a refund

General Admin forms

Change of curriculum
G1 – Application for Leave of Absence (includes procedures)
G2 – Application for External Academic credit/exemption
G3 – Cancellation of registration / discontinuation of studies
G4 – Corrections of changes to course results

Finally

We trust that you will enjoy your studies. Please be assured that the staff of the postgraduate unit will assist you to the best of our abilities.