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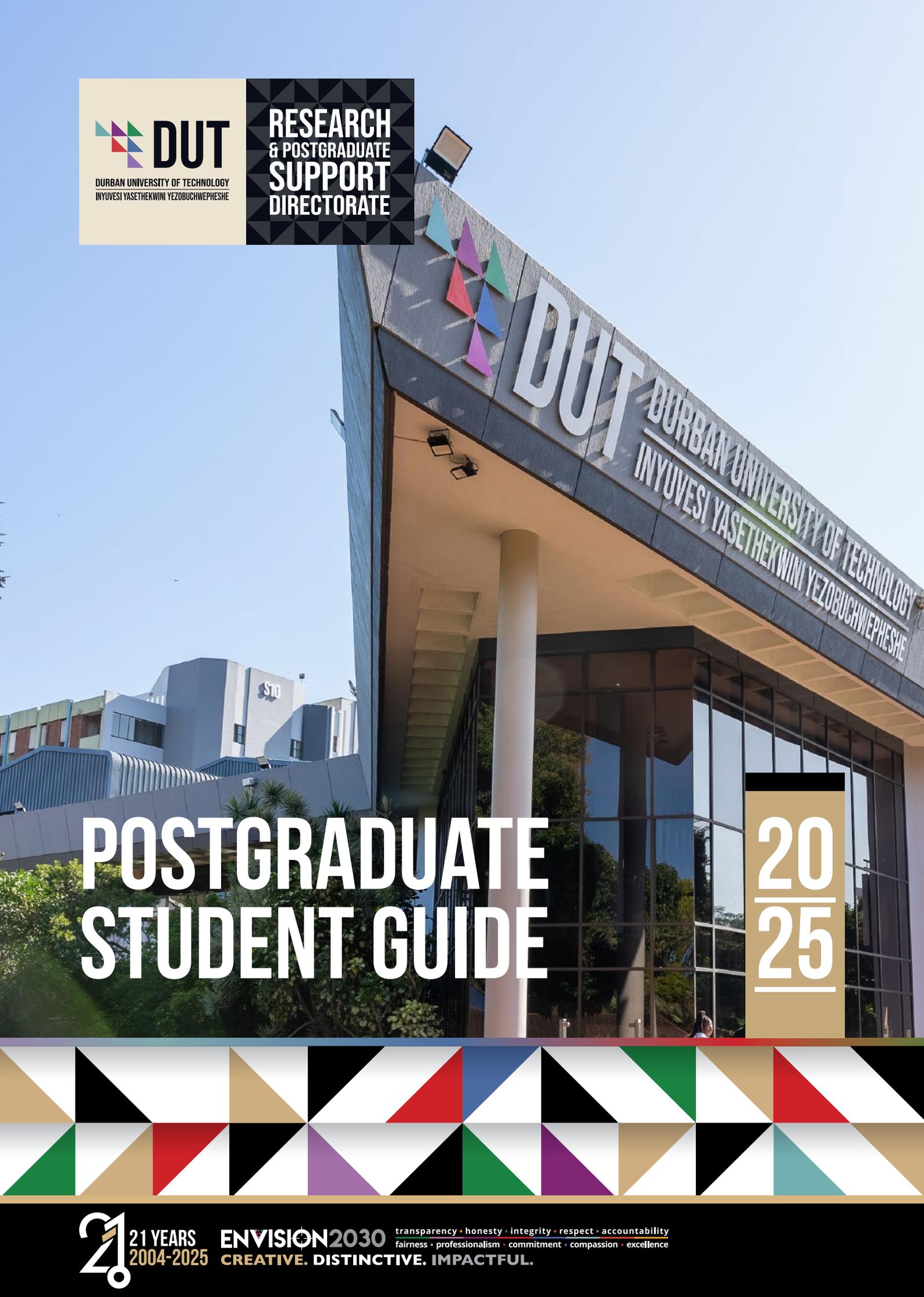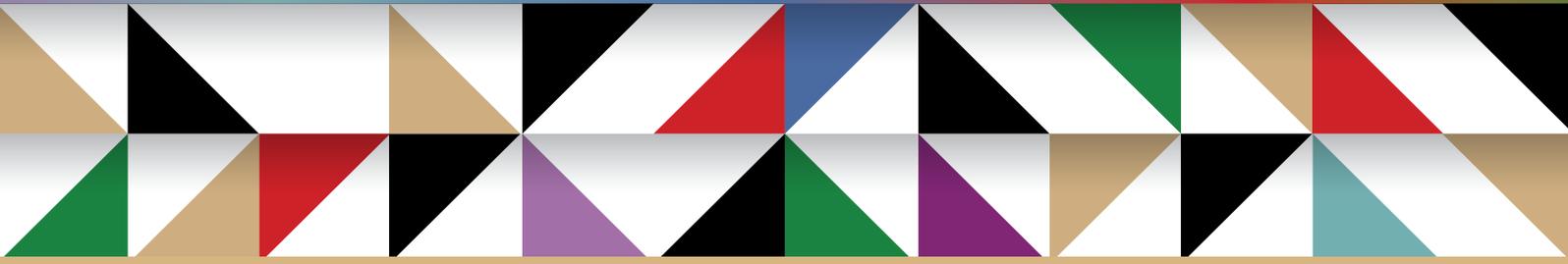INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

RESEARCH
& POSTGRADUATE
SUPPORT
DIRECTORATE

POSTGRADUATE STUDENT GUIDE

20
25

21 YEARS
2004-2025

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CONTENTS

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CRITICAL PATH FOR POSTGRADUATE QUALIFICATIONS

(This is contained in more detail in the text of the Guide.)

STUDENT'S RESPONSIBILITIES	UNIVERSITY'S RESPONSIBILITIES
1. APPLICATION FOR HIGHER DEGREE	
The prospective student approaches the DRC chair with a proposed research topic and Supervisor (if available) and completes form PG1 (Notification of Proposed Research Topic and Supervisor) together with the DRC chair. The prospective student completes the registration form and submits it, together with form PG1 and all supporting documents, to the Faculty Office. See section 3.1 for further information.	The Faculty Office processes the prospective student's registration and retains form PG1 on record after it has been noted by the FRC and signed by the Executive Dean/FRC Chair. The HoD is to update form PG1 if/as needed (e.g. when appointment of Supervisor occurs).
2. APPOINTMENT OF SUPERVISOR	
The student may accept the nominated Supervisor or request another person.	The DRC appoints a suitable Supervisor, and updates form PG1 if/as necessary. Note: The approval process is faculty specific.
3. CONTRACT AGREEMENT BETWEEN STUDENT AND SUPERVISOR	
The student negotiates a contract with the Supervisor, which is included on form PG1.	The Supervisor completes (or updates) form PG1, and the appointment is noted at the FRC.
4. SUBMISSION OF RESEARCH PROPOSAL TO FRC	
The student submits a Research Proposal, that has been reviewed and supported by DRC once suggested edits are processed (note that this does not mean that all suggestions need to be incorporated, only that they are properly considered, a 'no' is also an acceptable answer if justified), to the Supervisor on form PG2a (Research Proposal and Ethics Checklist) and prepares the Research Budget, which can be accessed after approval by the FRC1. If the nature of the research requires ethics clearance, the student attaches the documents required by the Institutional Research Ethics Committee (IREC) to the proposal in preparation for submission to IREC (i.e. after FRC approval).1 Or after IREC approval, if this is required. IREC approval now separated from FRC approval of the proposal.	The Checklist and Evaluation of Research Proposal section of PG2a must be completed and signed by a suitably qualified Reviewer prior to submission of the proposal to the FRC. A specific reviewer is now required at DRC level and must present at DRC for decision on proposal - faculties may also incorporate a primary reviewer for their FRC approval. The Supervisor then signs form PG2a and submits this via the HoD to the FRC. The FRC decides whether further ethics clearance is necessary, and, if so, submits the proposal with all necessary attachments to IREC. Note: The proposal no longer serves at HDC – the Faculty sends a summary only of proposal details to HDC. PG2C now proposed as separate Ethics application for approval.

STUDENT'S RESPONSIBILITIES	UNIVERSITY'S RESPONSIBILITIES
5. SUPERVISOR AND STUDENT PROGRESS REPORTS	
The student completes an annual progress report on form PG3a (Annual Progress Report: Student) and submits it via the DRC to the FRC. Report needs to be frank and honest about the progress to date and measured specifically against the project proposal timelines included in the Research proposal. Decisions about extensions of time are particularly scrutinized based on annual progress reports, so if there is no indication of challenges prior to the request for extension, it is likely to be declined.	The Supervisor completes an annual progress report on form PG3b (Annual Progress Report: Supervisor) and submits it via the DRC to the FRC.
6. INTERRUPTION/EXTENSION/TERMINATION OF STUDIES	
In the case of unavoidable interruptions/delays or requests for extension or termination of studies must be done as soon as possible, as these have serious consequences to maximum time, fees and possible termination of the study by the institution or permanent exclusion from the institution. The Student must complete PG4 (Application for Interruption/Extension/Termination of Studies).	The Supervisor checks completed form PG4 and submits it via the DRC to the FRC.
7. NOTIFICATION OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION	
The student submits PG5 (Notice of Intention to Submit Dissertation/Thesis for Examination) to the DRC at least 3 months in advance of the intended date of exam submission of the dissertation/thesis.	The DRC proposes possible examiner for consideration. The supervisor and any other member of the DRC can propose examiners, and the DRC as a collective makes the final decision on who to recommend to FRC.
8. NOMINATION OF EXAMINERS	
The DRC submits names to FRC for approval. HDC Ratifies the approvals. Once FRC approved examiner, Faculty Officers are to send the PG6b or PG6c forms to conclude the appointment as an external examiner. Only once a signed form is received from the examiners is the examiner considered officially appointed and may receive the examination pack.	
9. SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION	
Once the dissertation/thesis is ready for examination, the student presents an electronic copy of the dissertation/thesis to the Supervisor for approval and signature, and ensures that this is sent to the Faculty Office. The electronic WORD copy that is submitted to the Faculty Office is routed to the Postgraduate Librarians who will run an independent Turnit-in scan and return the report to the Faculty Officer. A receipt is issued on delivery, showing the date of submission.	Once the Supervisor has approved and signed the examination copy of the dissertation/thesis, PG7 (Submission of Dissertation/Thesis for Examination) is signed by the Supervisor and HoD and sent to the Faculty Office, the Faculty office then submits the to the Postgraduate Librarians and thereafter authorising the sending of the examination copy to the Examiners.
10. EXAMINATION OF DISSERTATION/THESIS	
	The Faculty Office records student and Supervisor details on PG8 (Examination of Dissertation/Thesis and sends the examination copy of the dissertation together with PG8 and requisite documents to the Examiners. The Faculty Office ensures that all items sent are received by the Examiners and that the Examiners are paid timeously for their work.

For examination of Doctoral thesis see item 3.7. |

STUDENT'S RESPONSIBILITIES	UNIVERSITY'S RESPONSIBILITIES
11. EXAMINATION RESULTS	
Examiners reports are available once submitted by the examiner to enable for any necessary corrections to take place timeously. They do not indicate the overall result as this is subject to HDC approval.	The DRC via the FRC, submits Examiners' results and recommendations to the HDC for approval on PG8 and PG9a (Submission of Final Marks for Masters Dissertation/ Doctoral Thesis to Higher Degrees Committee). The Faculty Office notifies the student of the decision after HDC approval.
12. SUBMISSION OF LIBRARY COPIES OF DISSERTATION/THESIS	
The student completes and signs PG10 (Declaration in respect of Masters Dissertation/ Doctoral Thesis submitted for Examination) to confirm that all amendments required by the Examiners have been done, and forwards it to the Supervisor. Dependent on level - corrections need to be approved by different individuals. The student then submits the electronic Library copy of the dissertation/ thesis to the Faculty Office. A receipt is issued on delivery, showing the date of submission.	PG10 is signed by the Supervisor after checking that all amendments to the dissertation/thesis have been satisfactorily completed, and then by the HoD, who forwards PG10 to the Faculty Office, thus completing the Examination Process.
13. GRADUATION – CONGRATULATIONS!	
Other requirement for graduation, such as publication, needs to be fulfilled and verified before being captured for graduation.	

1. PREFACE

The purpose of this Postgraduate Student Guide is to provide generic guidelines to you as a Masters or Doctoral student and your supervisors, as well as to provide useful information for Honours/Postgraduate Diploma students, as prospective Masters students. This Guide sets out the procedures which you, as a postgraduate student, need to follow. It brings together the University rules, the various requirements of the Higher Degrees Committee and Senate, as well as matters relating to the preparation of the final dissertation/thesis. This Guide does not purport to cover every aspect of higher degree study, and some alternate references are given at appropriate times in the Guide.

Comments or suggestions for the improvement of this Guide are welcome. Please forward any comments or suggestions to Research and Postgraduate Support Directorate – see our contact details on the inside front cover.

See the Research and Postgraduate Support webpage: https://www.dut.ac.za/research/

2. POSTGRADUATE STUDIES

2.1 Higher degrees at the University

Depending on your prior academic qualifications, you may register for one of the following higher degrees:
*   a **full research Master's degree**, which requires the completion of a substantial research dissertation;
*   a **coursework Master's degree**, which combines taught coursework with a mini-dissertation as the research component; or
*   a **Doctoral degree**, which requires the submission of an advanced and original research thesis.

All postgraduate research—whether a mini-dissertation, dissertation, or thesis—is supervised by a qualified academic supervisor or supervisory team. The nature and scope of the research component will vary by qualification type but must always be methodologically sound, ethically conducted, and clearly articulated in the submitted work.

In a **coursework Master's degree,** the mini-dissertation forms one component of the qualification and is typically more limited in scope. It is administered separately from full research degrees and often coordinated through a coursework programme structure.

In a **full research Master's degree**, the dissertation must demonstrate a deeper and more sustained engagement with research literature, methodology, and critical analysis, contributing meaningfully to scholarly understanding within the discipline.

At the **Doctoral level**, students must complete a substantial and original body of work that contributes significantly to the advancement of knowledge in their chosen field. The doctoral thesis must demonstrate conceptual sophistication, independent research capability, methodological mastery, and academic integrity. In addition, all doctoral candidates are required to undergo a **formal oral examination (viva voce)**, during which they defend their research before an academic panel that includes internal and external examiners.

Doctoral research is expected not only to advance disciplinary or interdisciplinary knowledge but also to reflect **relevance to society at large**, through policy, practice, innovation, or critical engagement with local and global challenges. Furthermore, t**he award of a higher degree may be subject to fulfilment of publication requirements**, where applicable. **For Doctoral candidates**, institutional policy requires the **acceptance of at least one article for publication** in an accredited journal or equivalent outlet. For f**ull research Master's candidates**, submission (but not acceptance) of an article is typically required prior to awarding of the degree.

2.2 What you must do to be awarded a higher degree qualification

Senate has approved the following minimum academic and scholarly standards for awarding higher degrees by dissertation or thesis. These requirements are consistent with the national qualification standards and are further detailed in the **Durban University of Technology's Policy for Master's and Doctoral Studies (RIE-001-Rev0)**, which governs the administration, supervision, and assessment of postgraduate research.

For a Coursework Master's Degree (**Mini-dissertation**):

- Ability to complete a defined and focused research project aligned to the coursework programme.
- Application of relevant research methods to address a clearly formulated research problem.
- Engagement with appropriate academic or professional literature.
- Clear, concise and academically sound presentation of findings in a mini-dissertation format.
- Compliance with research ethics and academic integrity standards.

A **Dissertation** for a Full Research Master's Degree must demonstrate:

- A comprehensive and in-depth knowledge base in the field of study.
- Critical understanding of key principles, theories, and research trends in the area of specialisation.
- Appropriate use and justification of research methods and techniques.
- Ability to analyse and respond to complex problems using evidence-based reasoning.
- Independent engagement with literature and synthesis of findings.
- Effective and professional communication of research.
- Ethical and responsible research conduct.
- **Fulfilment of any applicable publication requirements**, including the **submission of a manuscript** for publication in accordance with institutional or faculty guidelines.

A **Thesis** for a Doctoral Degree must demonstrate:

- Expertise and advanced knowledge at the forefront of a discipline or professional field.
- Mastery of complex research methodologies, including the ability to innovate or adapt research design.
- Substantial and original research that contributes meaningfully to the advancement of knowledge or practice.
- Critical engagement with scholarly literature and ability to synthesise diverse sources.
- A thesis of international standard, communicated clearly to specialist and non-specialist audiences.
- Intellectual autonomy, ethical leadership, and the capacity to manage and direct original research.
- A rigorous defence of the research through an oral examination (viva voce).
- A demonstrated contribution to society, either directly or through disciplinary, professional, or innovation pathways.
- Fulfilment of institutional publication requirements, including the acceptance of at least one article for publication in an accredited journal or equivalent outlet.

3. YOUR LIFE AS A POSTGRADUATE STUDENT

There are a number of steps leading to the attainment of a higher research degree (note that there are some programmes in which it is possible to undertake a Master's degree by coursework. This guide deals only with full research options.

3.1 Application and registration

- Contact the relevant Chair of the Department Research Committee of the Department you think is most aligned to your intended study, or

- Contact the Research and Postgraduate Office for guidance as to the relevant DRC chair depending on your previous qualifications

- If the DRC chair is satisfied that you are a suitable student for higher degree study in that programme, that the proposed research topic is viable, and that the Department can provide or facilitate adequate supervision and facilities, you will be considered by the Department's Research Committee for acceptance into the programme. If accepted, then registration will commence through the relevant Faculty Office.

Once you have been registered, you may commence your studies. Students must reregister every year and may not engage with any 'human related' research and primary data gathering without current ethics approval. Ethics approval needs to be renewed annually. New Masters or Doctoral students must register before the last working day in July. With the approval of the Faculty, a Masters or Doctoral student may be granted an extension to the date of the first registration, which shall not be later than the last working day in September. These dates are stipulated in Rules G24(2)(c)(iii) and G25(2)(c)(iii).

Once registration has been completed, the clock starts ticking. For a Masters degree, the maximum duration for completion of the programme is within three years, and for a Doctoral degree, four years. Calendar years, even if registration is only for part of that year

Please note that completion time occurs *when the examination results have been processed and the library copy of the dissertation/thesis, checked by the Supervisor, has been submitted to the Faculty Office* (please keep evidence of submission). Once you have registered, you must re-register annually thereafter until Rule G26(5) is fully complied with. Re-registration for All postgraduate students shall take place as per the dates in the annually published registration timetable which is applicable to all students. **Failure to comply will nullify the approval of your research proposal.** In addition, you and your supervisor are required on an annual basis to report on your progress to the relevant Research Committee.

In terms of the University rules:

The minimum duration for a Master's Degree shall be one academic year of registered study. If a Master's student fails to complete the qualification after three years of registered study, the Senate may refuse to renew the student's registration or may impose any conditions it deems fit. A student may apply to the Executive Committee of the Faculty Board for an extension. The first registration for a Master's Degree must take place on or before the last working day in July.

The minimum duration for a Doctoral Degree shall be two consecutive academic years of registered study. If a Doctoral student fails to complete the qualification after four years of registered study, the Senate may refuse to renew the student's registration or may renew it subject to any conditions it may deem fit to impose. A student may apply to the Executive Committee of the Faculty Board for an extension. The first registration for a Doctoral Degree must take place on or before the last working day in July.

The prescribed full fee is payable whenever a student first registers and the prescribed re-registration fee is payable for every subsequent year for which the student is permitted to continue with the requisite research.

Timeframes for completion of your degree

Master's Degree

The **minimum duration** for completing a Master's degree is **one year of formal registered study**. The maximum allowable period is **three years** from the date of first formal registration for the qualification.

If you do not complete the degree within this three-year period, **Senate may refuse to renew your registration** or may impose conditions it deems appropriate. Should additional time be required, you may submit a **formal application to the Faculty Board for an extension**. Such applications must be fully motivated and are subject to academic and administrative review.

MASTER'S DURATION

MININUM	MAXIMUM
1YEAR	**3**YEARS

Doctoral Degree

The **minimum duration** for completing a Doctoral degree is **two years of formal registered study**. The **maximum period** allowed for completion is **four years** from the date of first formal registration for the qualification.

If you do not complete the degree within four years, **Senate may decline to renew your registration** or may set additional conditions for continuation. You may apply to the **Faculty Board for an extension of your registration,** subject to review and recommendation in accordance with institutional postgraduate rules and procedures.

Progress

It is a University rule that you and your supervisor are required to submit an annual progress report (forms PG3a and PG3b) to the DRC at the end of each year detailing progress in your research project. You are not allowed to re-register until such forms have been submitted. These reports are considered by the DRC of the relevant department who brings any problems to the attention of the supervisor/Director of Research and Postgraduate Support, and then forwards the reports (on forms PG3a and PG3b) to the Faculty Research Committee (FRC) These progress reports need to include and reference the timelines contained in the approved proposal.

Interruption of studies

(Note: the required registration period does not include any period of suspension of registration)

Should there be bona fide reasons for a break of a year or more once you are formally registered, you may apply for an interruption of studies. Interruption of studies will be considered only under **exceptional** or **extenuating** circumstances, and is no longer done retrospectively. You must apply on form PG4 to the Head of Department. Approval is subject to the DRCs deliberation and HoD's recommendation to FRC. You must consider any obligation to sponsors when considering interruption of studies.

Academic Integrity, Plagiarism, and the Responsible Use of AI

Academic Integrity and Responsibility

All postgraduate students are expected to uphold the highest standards of academic integrity in all coursework, research, and publications. This includes the ethical use of sources, transparent referencing, and ensuring originality in all submissions. Academic misconduct — including plagiarism, self-plagiarism, or unacknowledged use of Generative Artificial Intelligence (GAI) — constitutes a serious violation of DUT's academic code of conduct.

Understanding and Avoiding Plagiarism

Plagiarism is the presentation of another's ideas, words, images, data, or AI-generated content as your own, without appropriate attribution. It includes, but is not limited to:
- Copying or paraphrasing without referencing.
- Submitting work generated by AI without clear acknowledgement.
- Reusing your own previously submitted or published work (self-plagiarism).
- Using paid or third-party writing services.
- Misrepresenting authorship in collaborative work.
- Failing to disclose third-party assistance or outsourced data analysis.

All work submitted must be accompanied by a signed plagiarism declaration, and supervisors must confirm that plagiarism checks have been conducted on substantive submissions.

Responsible Use of AI

Generative Artificial Intelligence tools (e.g., ChatGPT, Grammarly, Quillbot) may support aspects of academic work. However, their use must be transparent, limited, and must never replace original academic thinking.

Ensure that all academic work reflects their own original thinking, analysis, and authorship. AI tools may not be used to generate work in place of genuine academic effort.

Disclose any use of AI in an accompanying annex, clearly stating:

*   Where and why, AI was used.
*   What content was AI-generated.

Reference AI-generated content using the appropriate referencing style.

Be able to fully explain and defend all AI-supported content included in their work.

Limitations and Risks of Using AI Tools

*   Factual inaccuracies: AI tools may invent or misstate facts, quotes, and data.
*   Unsupported conclusions: AI content may appear coherent but lack scholarly rigour.
*   Faulty referencing: AI tools may fabricate or misattribute citations.
*   Superficiality: Outputs often lack depth, originality, or disciplinary insight.
*   Embedded bias: AI may reproduce cultural, gender, or ideological biases.
*   Confidentiality concerns: Uploading sensitive content to public platforms may breach ethical or legal standards.
*   Overreliance: Excessive dependence on AI can impede development of critical academic skills.

Disciplinary Process and Sanctions

All instances of plagiarism at postgraduate level, including first-time offences, are considered serious academic misconduct. Such cases are referred directly to the Registrar for disciplinary proceedings under the DUT Student Disciplinary Code.

*   Failing the assignment or module (for coursework-based studies).
*   Suspension or expulsion.
*   Withholding of research results, publication clearance, or graduati

Practical Strategies to Avoid Plagiarism

Understand and Plan
*   Start early to allow adequate time for research, writing, and reviewing.
*   Keep careful records of all sources consulted.
*   Know what must be cited: any content, idea, image, or data not your own.

Practice Good Writing Habits
*   Write in your own words and avoid copying directly.
*   Use direct quotes sparingly, with quotation marks and full citation.
*   Paraphrase thoroughly and still cite the original source.

Use the Correct Referencing Style
*   Use the Harvard referencing style, which is the standard at DUT.
*   Only students in certain engineering disciplines may use IEEE, where explicitly approved.
*   Be consistent throughout your document.

Use University Support Services
*   Attend workshops via CELT or the Library on academic writing and referencing.
*   Consult your supervisor for guidance when unsure about referencing.
*   Use similarity detection software (e.g., Turnitin) to check each draft for potential issues before formal submission. This is permitted and encouraged.
*   Ensure pre-submission drafts are not indexed to avoid inflated similarity reports later.

Build Your Academic Voice
*   Engage critically with all source material; don't just summarise — analyze.
*   Maintain your own argument and insight as the core of your submission.

ETHICS - The supervisor will initially guide on the ethics category required, but this may be subject to change once submitted for approval. The proposal and Ethics approval application serve at the same time. Copies of the proposal application accompany the ethics application and vice versa. PG2c (to be approved shortly) will need to be completed for the Ethics application.

3.2 Your research proposal

Once you have registered and your supervisor has been allocated, you will be able to begin working towards your research proposal. Your proposal must be submitted on form PG2a for support by your supervisor and the Departmental Research Committee (DRC). Your research proposal is then approved by the relevant Faculty Research Committee. A summary of all proposals approved is sent to the HDC. Depending on the level of Ethics Clearance involved, **the proposal may also need to be approved by the DUT Institutional Research Ethics Committee (IREC)**. On approving your proposal, **the FRC will decide whether DUT IREC approval is necessary**, and, if so, will forward your proposal with supporting documents to DUT IREC for ethics clearance.

For submission to IREC, see: http://www.dut.ac.za/research/institutional_research_ethics, and https://dut4lifeac.sharepoint.com/sites/DUTStaffPortal/_layouts/15/search.aspx/siteall?q=Ethics

DUT used to use a standardised template for proposal documents, but recently has taken the decision to allow faculties to formulate their own proposal documentation and process. These will align with the following institutional core principles for proposal documentation.

CORE PRINCIPLE	MASTER'S (NQF 9)	DOCTORATE / PHD (NQF 10)
Research Rationale and Problem Definition	Demonstrates a clear, focused problem situated within the research context; shows relevance for applied or practice-based inquiry.	Presents a complex, original problem embedded within scholarly debates; addresses significant unresolved issues or gaps in knowledge.
Research Aims, Objectives, and Questions	Presents achievable aims and logically derived objectives and research questions suitable for Master's scope.	Articulates advanced, layered aims and complex research questions that reflect doctoral-level originality and depth.
Scholarly Context and Theoretical Framing	Shows understanding of key literature; applies established theoretical or conceptual frameworks to guide the study.	Demonstrates critical engagement with extensive global literature; may develop, refine or critique theoretical frameworks.
Research Design, Methodology, and Ethics	Proposes appropriate and feasible methods; provides clear justification for chosen design; identifies ethical considerations in alignment with institutional requirements.	Demonstrates advanced methodological design; may include innovative, cross-disciplinary or mixed-method approaches; addresses complex ethical issues and compliance.
Contribution to Knowledge and Impact	Outlines how the study will contribute to applied knowledge, practice, or localised gaps; focuses on professional or disciplinary relevance.	Defines a clear, original contribution to the field's advancement, theory development, or methodological innovation; demonstrates broader academic and societal impact.
Realistic Planning and Project Management	Presents a credible work plan with sequenced activities; achievable within institutional timelines; accounts for all research, writing and examination requirements.	Provides a structured, detailed plan covering the full doctoral lifecycle; demonstrates advanced project management across complex phases of research, dissemination and examination.
Proposal Structure and Academic Presentation	Proposal is logically structured, technically complete, clearly written, and appropriately referenced; suitable for Master's-level assessment.	Proposal demonstrates academic rigor, complex argumentation, and advanced scholarly writing; structure and referencing meet doctoral standards.
Please enquire with your individual faculties for their proposal requirement.		

Research Ethics Checklist

This is now a part of form PG2a. In the case of Ethics Clearance being required by the FRC, the following will need to be submitted to DUT IREC:

1) Completed DUT approved format for proposal submission ensuring the following are addressed:
- Participant recruitment procedures
- Safety information
- Any payment or compensation to participants
- Ethical checklist
2) Letter of information and consent (Appendix A)
3) If required, a conflict of interest form (Appendix B)
4) Other information being supplied to participants
5) Other documentation necessary for the IREC to make an informed decision regarding the research (e.g. Gatekeeper letters)
6) An Ethics Training Certificate (this can be obtained by passing Module 1 of the course at https://elearning.trree.org/)

The IREC administrator will accept research proposals for ethical review on a rolling basis. Proposals rated at Category 3 ethics approval should be submitted within a minimum period of 10 days prior to the IREC meeting. A proposal that is scientifically and ethically sound should have an average turnaround time of 30 days. The IREC administrator will check the application, ensuring that all relevant documentation has been submitted. Should documentation be missing, it will be requested, and must be supplied before ethical review can proceed.

3.3 You and your supervisor

General principles

- The DRC approves the appointment of a supervisor potentially one or more co-supervisor(s), for each postgraduate student (included on formPG1);
- The supervisor/s appointed must be to your satisfaction as you will be working together in a close relationship. It would therefore be counterproductive to DUT's research agenda should you be dissatisfied with the supervisor/s and vice versa;
- The roles to be played by supervisor/s and yourself should be made as clear as possible and should preferably be arrived at through a process of mutual consensus (see guidelines below);
- The supervisory process must be documented so that there is a clear record of responsibilities, and whether or not these responsibilities have been complied with;
- You and your supervisor/s must negotiate a Contract Agreement relevant to the work and conditions involved in completing this particular higher degree, and document this on form PG1. This is signed by supervisor/s and yourself and submitted to FRC for noting; All deliverables, including publication of papers and any other additional requirements not covered in the Institutional or department handbook, need to be recorded in this document. The supervisor may not add additional requirements or expectations after the document is signed, unless by mutual agreement.
- Supervisor/s may choose to record the supervisory process in whatever form most suits the disciplinary context. Access to the records must be provided to you on a regular basis. The record should be signed by both yourself and your supervisor/s to indicate agreement with its contents;
- Supervisors must hold qualifications appropriate to the level of study. For Doctoral degrees, all supervisor must hold a Doctorate. In cases where justified by the research, a co-supervisor with equivalent professional experience at the Doctoral level may be appointed, subject to Faculty Research Committee (FRC) approval. For research and coursework Master's degrees, the main supervisor must hold a Doctorate. A co-supervisor with a Master's may be included if part of a team led by a Doctorate-qualified supervisor, with FRC approval. In coursework Master's programmes, a Doctorate is normally required. However, in disciplines with limited Doctorate-qualified professionals, a Master's-level supervisor may be accepted with Faculty approval. All appointments must align with institutional quality standards and approval processes; At least one of the two must have expert knowledge in the field/discipline, and one must give guidance on the research process;
- An external co-supervisor can be national or international;
- The co-supervisor may be an expert from industry/a company if none is available at DUT or other academic institutions;
- Both supervisors may be external if none is available at DUT, but the qualification level of the supervisors must comply as outlined above

Supervision Types and Approaches

The supervisory relationship is multi-dimensional and should extend beyond narrow discussions of corrections on draft chapters. Effective supervision involves a range of approaches that promote intellectual development, research capacity-building, and academic independence. Supervisors are encouraged to adopt a variety of complementary supervision models suited to the stage of research, the nature of the project, and the specific needs of the candidate.

Common types of supervision approaches may include:
*   Developmental supervision: Focuses on equipping the candidate with methodological, conceptual, and scholarly skills needed to independently conduct research.
*   Collaborative supervision: Involves regular intellectual dialogue, joint problem-solving, and shared scholarly discussions to refine research design, interpretation, and argumentation.
*   Group or cohort supervision: Where appropriate, supervisors may convene small research groups or writing circles where multiple postgraduate students share work, receive peer feedback, and benefit from cross-fertilisation of ideas.
*   Structured supervision meetings: Planned sessions with clear agendas focusing on defined research milestones, rather than only reviewing written draft corrections.
*   Mentorship and professional development supervision: Extends beyond the dissertation to include guidance on academic publishing, conference participation, career development, and networking.

Supervisors may apply different supervision modes in combination depending on the evolving needs of the student. An outdated model of supervision, limited to sporadic one-on-one sessions solely for commenting on submitted drafts, often results in delayed progress and underdeveloped research capacity. DUT strongly encourages supervisors and candidates to engage in a richer, more holistic supervisory engagement throughout the research process.

The mutually agreed supervision plan, recorded in the Supervision Contract (Form PG1), should reflect the planned supervision approach, frequency of meetings, and expectations for student development.

Your responsibilities in the supervisory relationship
As a postgraduate student at DUT, you share responsibility for the quality and progress of your research. These responsibilities are governed by the Policy for Master's and Doctoral Studies (RIE-001) and the Policy on Research Integrity, Ethics, and Authorship (RIE-002). You are expected to uphold the highest standards of academic, ethical, and professional conduct throughout your studies.

Your responsibilities in the supervisory relationship

Before the Research Begins

You are expected to:

*   Familiarize yourself with all relevant institutional policies, procedures, and degree requirements.
*   Engage with your supervisor(s) to establish clear expectations and responsibilities.
*   Ensure your proposed topic is original and does not duplicate previous work.
*   Secure funding (if applicable) and pay registration and tuition fees timeously.
*   Sign any required Intellectual Property and Confidentiality agreements.
*   Obtain ethics clearance from the appropriate DUT Ethics Committee before beginning any data collection involving human participants or sensitive data. Ethical clearance is only valid for 12 months and must be renewed annually if your research is ongoing.
*   Note that ethics clearance may not be renewed if you are not a currently registered student.
*   Comply with the Plagiarism Policy and Guidelines for the Responsible Use of AI at DUT.
*   Adopt proper referencing practices using institutional tools such as EndNote.
*   Agree to a supervision plan that outlines deliverables, timelines, and communication expectations.

During the Research

You are expected to:

*   Maintain a professional, respectful, and constructive relationship with your supervisor(s) and collaborators.
*   Engage actively with your research literature, methodology, and writing development.
*   Uphold the principles of research integrity, including accurate data reporting and proper authorship practices, in line with RIE-002.

- Acknowledge all contributions, collaborations, and resources accurately.
- Keep written records of supervisory discussions and feedback as agreed.
- Report any supervision concerns to the Head of Department, or to the Executive Dean if the supervisor is the HoD.
- Re-register every academic year until the qualification is formally awarded, and ensure your financial status is updated (or officially waived through the appropriate channels).
- Submit your Annual Progress Report (Form PG3a) in line with institutional deadlines.

At the Conclusion of the Research

You are expected to:

- Follow all procedures for the formatting, submission, and examination of your dissertation or thesis;
- Take full responsibility for the academic and stylistic quality of your final submission;
- Acknowledge all sources, collaborators, and institutional support appropriately;
- For **Doctoral degrees**, submit a **thesis** and complete an **oral examination (viva voce)** as part of the assessment;
- For **Doctoral candidates**, ensure that **at least one article has been accepted for publication** in an accredited journal prior to graduation;
- For **Master's candidates**, ensure that **at least one article has been prepared and submitted for publicatio**n in accordance with faculty requirements.

Your supervisor's responsibilities in the supervisory relationship

Supervisors at DUT play a critical role in supporting the academic, ethical, and procedural integrity of postgraduate research. Their responsibilities are governed by the Policy for Master's and Doctoral Studies (RIE-001) and the Policy on Research Integrity, Ethics, and Authorship (RIE-002). Supervisors are expected to maintain professional oversight, ensure compliance with institutional requirements, and support student success at each stage of the research journey.

Before the Research Begins

Supervisors are responsible for:

- Confirming that the student is officially registered for the qualification in the first and every subsequent academic year before supervision commences;
- Clarifying the responsibilities and roles of all members of the supervisory team;
- Initiating and agreeing on a formal supervision plan with the student;
- Advising on available institutional resources, funding opportunities, and support structures;
- Assisting the student in identifying research risks, benefits, and ethical considerations;
- Ensuring that ethical clearance is obtained before any human-related research begins and advising that clearance is valid for 12 months, requiring annual renewal while research is ongoing;
- Informing the student that ethics renewal is not permitted without current registration;
- Reviewing and signing off on the PG2a research proposal and PG2c Ethics application for DRC and FRC approval;
- Discussing project-specific requirements, including fieldwork, safety issues, or confidentiality agreements;
- Ensuring the student understands DUT's policies on Plagiarism, Intellectual Property, and the Responsible Use of AI.

During the Research

Supervisors are responsible for:

- Establishing clear expectations for timelines, deliverables, and frequency of supervisory meetings;
- Guiding the development of research questions, design, methodology, and analytical approaches;
- Ensuring that the student conducts research in compliance with disciplinary and institutional ethical standards;
- Providing prompt, detailed, and constructive feedback on all submitted work;
- Maintaining a collegial and professional supervisory relationship that encourages intellectual growth;
- Identifying and addressing instances of substandard academic work or communication early;
- Advising on the organisation, coherence, and scholarly writing of the dissertation or thesis;
- Creating opportunities for the student to receive feedback from others (e.g., seminars, conference presentations, or journal submissions);
- Managing conflict through escalation to the HoD, or to the Executive Dean if the supervisor is the HoD;
- Keeping and sharing records of all supervision sessions, signed by both supervisor and student;

- Reminding the student to submit the PG3a Annual Progress Report and submitting their Supervisor's Annual Report to the HoD.

At the Conclusion of the Research

Supervisors are responsible for:

- Ensuring that the final dissertation or thesis meets the expected academic and professional standards;
- Assisting the DRC in nominating qualified examiners, ensuring no conflict of interest;
- Submitting a written report if they do not support the submission for examination;
- Reporting to the FRC and HDC if the student has had prior contact with a nominated external examiner;
- Advising the student on all examination procedures, including timelines, submission protocols, and expectations for the assessment process;
- For Doctoral candidates, preparing the student for the oral examination (viva voce), including its structure, expectations, and evaluative criteria;
- Reviewing examiner feedback to inform and enhance future research supervision.

3.4 Your dissertation/thesis

You are encouraged to consult as many dissertations/theses as possible to get a general overview of academic material within your field of study or related disciplines. Note that the following general requirements must be met before dissertations/theses are submitted for examination:

- You are required to make your own arrangements in respect of word processing facilities for preparing your dissertation/thesis.
- You may include a line item in your budget proposal for reasonable editing costs.
- You are required to make your own arrangements for the editing and proof-reading of the examination copy of your dissertation/thesis (this should be done right at the end, and only after supervisor approval of the content and structure).
- Your supervisor must check that editing and proof-reading has been done to the required standard before examination submission of your dissertation/thesis but is not required to do the actual editing and proofreading.
- Your supervisor and HoD must approve submission of the dissertation/thesis (on form PG7).

Electronic Submission of Dissertation/Thesis for Examination

All Master's and Doctoral candidates must submit one electronic (PDF) copy of the dissertation or thesis for examination. This must be submitted to the relevant Faculty Office, accompanied by a similarity report.

The similarity report must be prepared and verified in accordance with the official institutional Similarity Report Guidelines. No submission will be accepted for examination without confirmation that the similarity check has been completed and meets institutional requirements.

For further assistance, candidates are advised to consult the relevant Faculty Office and the Postgraduate Librarian.

Final Submission of the Corrected Dissertation/Thesis

Following the completion of the examination process and the approval of examiners' recommendations, one **electronic copy in single-file PDF format** of the final corrected dissertation or thesis must be submitted to the **relevant Faculty Office.**

This submission may only occur **after all corrections recommended by the examiners have been completed and approved** by the **Supervisor, DRC chair, and/or Executive Dean**, as applicable. The electronic submission must be properly signed by supervisors and student. The electronic submission must be accompanied by a completed **Form PG10**, signed by the HoD, confirming that all examiner-mandated corrections have been satisfactorily addressed.

If the student has received financial support from a scholarship or bursary that requires submission of the final dissertation/thesis, the student must inform the **Faculty Research Officer**, who will be responsible for forwarding the approved PDF copy to the relevant funding body.

The effective date of the awarding of the qualification—Master's or Doctoral—shall be the date on which the final, approved electronic version of the dissertation/thesis is submitted to the Faculty Office, following the Higher Degrees Committee's approval of the examination outcome, and, where applicable, written confirmation that all corrections or revisions have been completed in full. (Refer to Rule G26(5).)

Preparing your electronic copy is important.

For guidelines on what you need to do to meet the specifications required, go to the address:
https://openscholar.dut.ac.za/static_files/submission_guidelines.pdf

Copyright

All authors in South Africa, including writers of dissertations/theses are bound and protected by the Copyright Act 98 of 1978, which may be consulted in the University Library. In terms of this Act, the copyright of the dissertation/thesis is vested in the writer. At the time of writing, the Copyright Amendment Bill was passed by Parliament in 2024, but is awaiting presidential assent and final promulgation. Once Promulgated, there may be changes in respect to what is stated here.

Notwithstanding this, the University has the right to make copies of the dissertation/thesis from time to time for deposit in other universities or research libraries. The University may also make additional copies of it, in whole or in part, for purposes of research. The University may, for any reason, either at the request of the student or on its own initiative, waive its rights. Electronic copies of the dissertation/thesis are archived on the University's Institutional Repository after an initial embargo period (i.e. of the full text of the dissertation/thesis) of between six months to eighteen months (this is intended to protect students and give them the opportunity to publish, but the embargo may be lifted on request). Where applicable, a total embargo on publication of the contents or part thereof may be requested for an agreed period.

Arrangement of contents

The dissertation/thesis should normally contain the following, within an outside cover page:

- Title page
- Abstract
- Declaration by student
- Dedication
- Acknowledgements
- Table of contents
- List of illustrations, list of graphs, list of tables, list of equations, list of appendices
- Introduction
- Literature review
- Research design
- Results
- Discussion
- Conclusions and recommendations
- References
- Appendices as required

Title page

The recommended format is as follows:

- Title of the dissertation/thesis
- A statement that "This work is submitted in Partial fulfilment of the requirements for the xxxx degree at the Durban University of Technology"
- Full name of the student
- Month and year in which the dissertation/thesis is submitted (Note that this date is for examination and then UPDATED for inclusion in the repository)
- Title, initial, surname of supervisor/ co-supervisor
- Date the supervisors approved the thesis/dissertation for exam (and later, library) submission (Note that this date is for examination and then UPDATED for inclusion in the repository).

Identification of clinical performance indicators in the emergency setting

Submitted in fulfilment of the requirements of the degree of Doctor of Philosophy in Health Sciences in the Faculty of Health Sciences at the Durban University of Technology

Name Surname

SEPTEMBER 2025

Supervisor:_____   Date:_____
Co-Supervisor:_____   Dater:_____

Abstract

The abstract should be about one page in length. It is an important part of the dissertation/thesis and follows immediately after the title page. The purpose of the abstract is to inform potential readers about the work. The abstract should convey the reasons for the investigation, the research approach adopted, the overall research procedure, the results and conclusions. The original contribution of the research to the body of knowledge in the field should be stated early on in the abstract. Note that it is common practice not to include references in an abstract.

Declaration of originality by student

A final dissertation/thesis must include a declaration of originality from you. You are also required to include a statement certifying that the dissertation/thesis has not been submitted for a degree at any other university, and that its only prior publication was in the form of conference papers and/or journal articles (these should be listed in bibliography format directly underneath this statement).

Reference List

Referencing
There are many different referencing conventions; DUT uses a version of the Harvard Referencing System (or IEEE for some Engineering disciplines). Students are advised to consult the latest DUT Harvard referencing style guide.

This guide explains how to cite in-text referencing and how to compile the reference list. It also aims to give a clear understanding of the method required for acknowledging sources of information in written work. The reference guide outlines the steps needed to ensure that the presentation of the references (both in-text and in the reference list) is academically presentable and correct.

For referencing guidelines, go to:
https://library.dut.ac.za/wp-content/uploads/2017/08/Referencing-Guide.pdf

EndNote
DUT has a campus wide license for EndNote. EndNote is a bibliographic citation tool that helps students to organise their citations and references as well as assisting with the relevant conventions that are followed at DUT. To download the software, go to http://library.dut.ac.za/research-support/research-tools/. This site has the software, updates and the DUT Harvard style, together with a procedure on how to add the style to your personal library. Training is offered in EndNote. These sessions are advertised on the Library and/or the Postgraduate websites.

Appendices

Each appendix must be numbered from 1 (or A) upwards.

3.5 Submission of dissertation/thesis

A dissertation/thesis may be submitted for examination once only, although in certain circumstances the examiner/s may request that a student revise and re-submit the dissertation/thesis (i.e. to the examiner/s who requested the re-submission).

A dissertation/thesis may be submitted at any time during the year, but you must indicate your intention to submit to the Faculty Research Officer at least three months prior to submission, using form PG5. Students who intend to submit a dissertation/thesis for examination should inform the Faculty Research Officer (via the DRC):

•   by 1 November in order to be considered for the Autumn graduation, and
•   by 1 April in order to be considered for the Spring graduation.

If you cannot meet the annual deadline for notification to submit, the University may be unable to ensure that the examination procedures are completed in time for the graduation ceremonies.

Your student fee account must be settled in full before the examination result/graduation certificate can be released.

Every attempt is made to complete the examination process in as short a time as possible and in time for the next graduation ceremony. However, the primary consideration is an entirely fair yet comprehensive examination of the dissertation/thesis, with emphasis on maintaining high standards. For this reason, the most appropriate and best examiners are chosen. While the University seeks to have the examination completed as quickly as possible, time is not an overriding consideration. The University is also unable to guarantee that the examiners will submit their reports by the recommended date. Generally, examiners are given six weeks to examine the dissertation/thesis, but may well take longer. process and the awarding of the degree.

3.6 Examination of a Master's Dissertation (Full Research Master's)

Notification of intention to submit a dissertation for examination

A dissertation may be submitted at any time during the year. However, you must notify the Faculty of your intention to submit at least three months prior to submission, via the Head of Department (HoD) to the Faculty Research Officer (FRO), using form PG5.

The appointment of examiners will proceed through the following approvals: - Nominations made by the Departmental Research Committee (DRC); - Approval by the Faculty Research Committee (FRC); - Noting by the Higher Degrees Committee (HDC).

Two external examiners must be appointed. Both must be external to DUT, independent, and may not have been involved in the candidate's supervision, teaching, or research project. The supervisor/co-supervisor may not serve as examiner. If the supervisor does not support the submission, they must submit a written report explaining their reservations. This report is not made available to the examiners before their independent evaluation reports are submitted. In such cases, the HoD signs off on the title page to authorize submission.

Examination Process and Evaluation Criteria

Examiners are required to evaluate the dissertation based on national and DUT policy standards, including:
•   Originality and contribution to knowledge;
•   Theoretical engagement;
•   Research problem formulation;
•   Research design and methodology;
•   Data analysis and interpretation;
•   Ethical considerations;

- Structure and organization;
- Critical thinking and synthesis;
- Conclusions and recommendations;
- Language, presentation and referencing quality.

Examiners complete both: The formal structured rubric provided (PG8a); A separate narrative report following DUT guidelines (see PG8a Annexure B).

The use of anonymous (blind) examination is not permitted. Examiner identities are disclosed once a pass recommendation is submitted.

Examiners' Recommendations

Examiners may recommend one of the following outcomes, which are standardised in the PG8a form:

Successful:
- No corrections;
- Editorial corrections only;
- Minor revision of claims/findings;
- Minor expansion of arguments/analysis (Note: this disqualifies distinction eligibility).

Unsuccessful:
- Resubmission after major revision (re-examination required; no percentage awarded at this stage);
- Outright failure (no opportunity for resubmission).

Where major revisions are required, the student may be asked to re-register for the duration of the revision and re-examination process.

Arbitration

If examiners materially disagree in their recommendations, an arbiter may be appointed by the Faculty Research Committee, subject to noting by the HDC. Arbitration procedures follow the guidelines outlined in the DUT Master's and Doctoral Policy (RIE-001-Rev0).

Dissemination of Reports

Upon receipt of examiner reports:

- The Faculty Research Officer forwards reports to the DRC Chair for collation (PG9a form).
- The FRC reviews and recommends the outcome to the HDC for final approval.
- The supervisor and student are advised of the required corrections based on the consolidated examiner feedback.

Award of the Degree with Distinction

Distinctions are awarded for Master's dissertations only, based on work of outstanding merit.

Criteria include:
- Methodological and conceptual sophistication;
- Originality and contribution to knowledge;
- Sound judgment and coherence;
- High-level scholarly writing.

The formal PG8a form now governs eligibility:
- Both examiners must award a mark of 75% or higher.
- Where one examiner recommends a distinction, but the other does not:
- The average mark must be ≥ 75%;
- The mark difference must not exceed 15%.
- If both examiners recommend distinction (≥ 75%), the distinction is automatically awarded regardless of mark difference.

A dissertation that has undergone major revision and re-examination is ineligible for distinction.

Submission Requirements

Once all corrections have been satisfactorily completed: - The final version must be submitted electronically as per DUT's official submission guidelines, available at: https://openscholar.dut.ac.za/static_files/submission_guidelines.pdf

Important Notes

- Examination processes must comply fully with the DUT Policy for Master's and Doctoral Studies (RIE-001-Rev0).
- The full research Master's requires, as part of DUT's institutional graduation requirements, either acceptance or proof of submission of a journal article, book, book chapter or creative research output. However, this requirement applies to graduation and not to eligibility for examination.

3.7 Examination of a Doctoral thesis

Notification of intention to submit a thesis for examination

A thesis may be submitted at any time during the year. However, you must notify your Faculty at least three months prior to submission, via the Head of Department (HoD) to the Faculty Research Officer (FRO), using Form PG5.

Appointment of Examiners

- The Departmental Research Committee (DRC) recommends examiners.
- The Faculty Research Committee (FRC) approves the nominations.
- The Higher Degrees Committee (HDC) ratifies the appointments.

A minimum of three external examiners are appointed for each doctoral thesis: - All must hold doctoral degrees and be external to DUT. - No two may be from the same institution. - At least one examiner must be from outside South Africa (international examiner). - Supervisors and co-supervisors may not serve as examiners. - Examiners must not have any conflict of interest, prior working relationship, or undue personal association with the candidate or supervision team. The identity of examiners remains confidential during the thesis document examination. Examiner identities are disclosed to the candidate and supervision team when the examiner's narrative report is released.

Examination Process

The doctoral examination proceeds in two distinct stages:

A. Thesis Document Examination

- Examiners independently assess the thesis against DUT policy and qualification standards, including originality, contribution to knowledge, methodological rigor, theoretical engagement, data analysis, interpretation, ethical compliance, academic writing, referencing, and critical synthesis.
- No overall examination result is awarded at this stage.
- Examiners indicate whether:
    - The candidate may proceed directly to the oral examination (viva voce); or
    - Major revisions are required prior to oral examination.
- Should major revision be required, the candidate may revise and resubmit the thesis for re-evaluation by the same examiner(s) before proceeding to the oral stage.
- The supervision team may appeal decisions that prevent progression to the oral stage under specific circumstances for arbitration.

B. Oral Examination (Viva Voce)

- All doctoral candidates must undergo an oral examination after successful completion of the thesis document stage.
- The panel for the oral examination consists of:
    - Two of the three external thesis document examiners.
    - An internal DUT academic staff member with doctoral qualification and no involvement in the candidate's research.
    - The Chair of the Faculty Research Committee (or nominee) as facilitator.
- The oral examination evaluates both the thesis document and the candidate's ability to defend and contextualize their work.
- The panel reviews all prior examiner reports in advance.
- The supervisor may observe but not participate, except to clarify factual queries.
- The panel must reach a consensus decision on the final outcome, which is submitted to HDC for final approval.

Arbitration

If consensus cannot be reached, arbitration procedures are followed:

- The FRC nominates an external arbitrator for HDC approval.
- The arbitrator reviews all documentation and may participate in a second oral defence.
- The arbitrator's decision is final and submitted to HDC for adoption.

Examination Outcomes

The final outcomes after oral examination include:

- Award of the degree (no further changes).
- Award of the degree subject to minor corrections, certified by the supervisor.
- Failure: degree not awarded.

Once a candidate has proceeded to oral examination, no further resubmission or re-examination of the thesis is permitted.

Corrections and Final Submission

- Once corrections have been completed, the supervisor certifies the revisions on Form PG10.
- An electronic copy (PDF format) of the final thesis must be submitted to the Faculty Office for archiving in the DUT Institutional Repository.
- Submission guidelines are available at: https://openscholar.dut.ac.za/static_files/submission_guidelines.pdf

Important Notes

- The doctoral examination process is governed by the DUT Policy for Master's and Doctoral Studies (RIE-001-Rev0).
- For graduation eligibility, candidates must have at least one peer-reviewed journal article accepted or published prior to graduation.

3.8 Graduation and Use of Degree Title

The Senate of the University determines all official graduation dates. The qualification is formally conferred, and the degree is awarded, only at the graduation ceremony. The title "Dr" and the degree designations (e.g., "Master's" or "PhD") may only be used after formal conferment of the qualification at graduation.

Once Senate has approved the examination outcome and the qualification award has been captured for inclusion in the next graduation ceremony, candidates may request a letter of completion from their Faculty Office. This letter confirms that the candidate has fulfilled all academic requirements and that the qualification will be formally awarded at the next scheduled graduation ceremony.

The inclusion of qualification titles (e.g., "PhD (in progress)", "MSc (pending)", "MEng (candidate)", or similar designations) in titles, email signatures, business cards, or other professional or public-facing contexts is not permitted and is not supported by the University.

However, the factual indication of current enrolment status may be reflected where appropriate in CVs, biographical statements, academic applications, or sections specifically detailing education history. For example:

- Doctoral candidate, PhD in Biotechnology, Durban University of Technology, 2023–present.
- Master's candidate, MSc in Environmental Science, Durban University of Technology, 2024–present.
- Master's candidate, MEng in Civil Engineering, Durban University of Technology, 2024–present.

Graduation information, including academic dress requirements, is communicated in advance to all successful candidates. All enquiries regarding graduation arrangements should be directed to the Faculty Office.

4. MONEY MATTERS: BUDGETS, FEES AND FUNDING SUPPORT

4.1 Research budgets

While you are developing your research proposal, you and your supervisor will also spend time determining what funds you need in order to conduct your research, and compiling a budget. The University makes a specific sum of money available, based on your research proposal budget. The relevant FRC is responsible for vetting the financial needs of the proposed research before approving the proposed budget. The budget thresholds for postgraduate programmes are:

MASTER'S	DOCTORATE
R10 000.00	R15 000.00

(These amounts are subject to change at the beginning of each year.)

Some general guidelines for building your Research Budget

Travel costs	Estimated travel costs should be based on the AA rates applicable at the time. The fluctuation of the fuel price will make this challenging therefore an estimate is required. Air travel and car hire should be planned via the respective low budget companies and students are encouraged to make these arrangements timeously to qualify for reduced prices.
Equipment	Equipment purchased from the proposal budget will remain a departmental asset upon completion of the research project. This includes laptops that may be purchased for use by student
Software	DUT has acquired site licences for the following software: 1. EndNote 2. SPSS 3. NVivo (site licence) Other individual software requirements must be included in the Research Proposal Budget.
Editing and proof-reading	The cost of editing and proof-reading may be included in the Research budget, but this service should be used for final polishing of the thesis after supervisor approval of the content and structure and before examination submission. Some departments have lists of approved proof-readers. Check with your supervisor what items need to be checked in proof-reading and ensure that the proof-reader is prepared (and able) to check these items.

Research Budgets are put into a cost centre linked to the student's name, and managed by the relevant supervisor. You gain access to these funds through Departmental Purchase Requisitions, as follows:

Purchasing items on your Research Budget

Items/services on your Research Budget may be purchased **after FRC approval** through the department in which you are registered. This means obtaining quotations (3, if a DUT "preferred supplier" is not used), and asking the Departmental Secretary to fill in a purchase requisition form, which is then signed by the HOD and Supervisor (and the Dean, if the item/service costs over R10, 000). A copy of the approved proposal budget must accompany the requisition form. This should be done well before the item/service is required, or you may have to purchase the item/service out of your own pocket and ask for a refund through the same purchase requisition process (be sure to keep copies of all receipts). DUT has particular controls about purchasing and especially reimbursement. Please confirm with your Faculty Research co-ordinator/ Finance Officer before incurring any costs you intend to claim for reimbursement. Ensure that you find out how the department processes purchase requisitions and what documents are required (make and keep copies of all documents submitted.) All service providers need to be registered with SARS as South African tax payers.

Budget requests which exceed the threshold amounts per line item approved in the proposal budget will be your responsibility. One way in which you can address these additional costs is by applying to external funding agencies/ scholarships, for example, the National Research Foundation.

4.2 Fees

The fee structure for full research postgraduate students is as follows:

Masters And Doctoral Fee Remission

All new Full-time students in 2025 will enjoy a 100% remission of fees if they complete within the allotted time. Students are required to pay their own fees, should they not complete their qualification in the allotted time.

Part-time students (for this purpose classified as persons who are working and do their studies on a part-time basis), will not qualify for this remission." (DUT Fees & Finance Rules 2025: 8).

> Students who reapply to continue their studies due to exceeding the permissible number of registrations will pay the applicable first registration fee for each year from then onward.

The respective faculty office will send the list of students whose fees are to be waived to the DUT Finance Office which will then unblock the student accounts for the academic year that the students are to register (or re-register).

International (foreign) postgraduate students at Masters and Doctoral level do not pay a foreign levy.

4.3 Funding support for Masters and Doctoral degrees

Tuition Fees and Fee Remission

All postgraduate students are personally responsible for their tuition and related fees unless otherwise specified in formal financial agreements.

For full research Master's and Doctoral degrees, DUT provides partial tuition fee remission in accordance with the institutional postgraduate fee remission scheme, see above. The remission is applied automatically to qualifying registrations, subject to compliance with institutional regulations and registration deadlines.

The detailed fee remission policy, eligibility criteria, and applicable values are outlined in DUT's official postgraduate funding guidelines. Students are advised to consult the Faculty Office or the DUT Grants Administrator for further information on fee remission procedures and entitlements.

Postgraduate Financial Assistance

Durban University of Technology provides various forms of financial support to assist postgraduate students:

Conference and Research Activity Support: Upon application, financial support may be available to assist postgraduate students with:

• Presenting papers at accredited conferences;
• Undertaking approved study visits or fieldwork;
• Supporting the publication of articles in accredited journals.

Graduate Assistantships

Full-time postgraduate students may apply for Graduate Assistant positions within their academic departments, subject to availability and departmental needs.

External Scholarships and Bursaries

Numerous scholarships and bursaries for higher degrees are available through external funding agencies, including the National Research Foundation (NRF), government departments, professional bodies, and private sector industry partners.

Financial support is limited and not guaranteed. Availability and allocation of funding are subject to institutional budgetary constraints, eligibility criteria, and external funding agency rules. Because funding availability may vary across disciplines, prospective and current postgraduate students are encouraged to consult with the DUT Grants Administrator for up-to-date information and individual funding advice.

Financial support is limited and not guaranteed. Availability and allocation of funding are subject to institutional budgetary constraints, eligibility criteria, and external funding agency rules. Because funding availability may vary across disciplines, prospective and current postgraduate students are encouraged to consult with the DUT Grants Administrator for up-to-date information and individual funding advice.
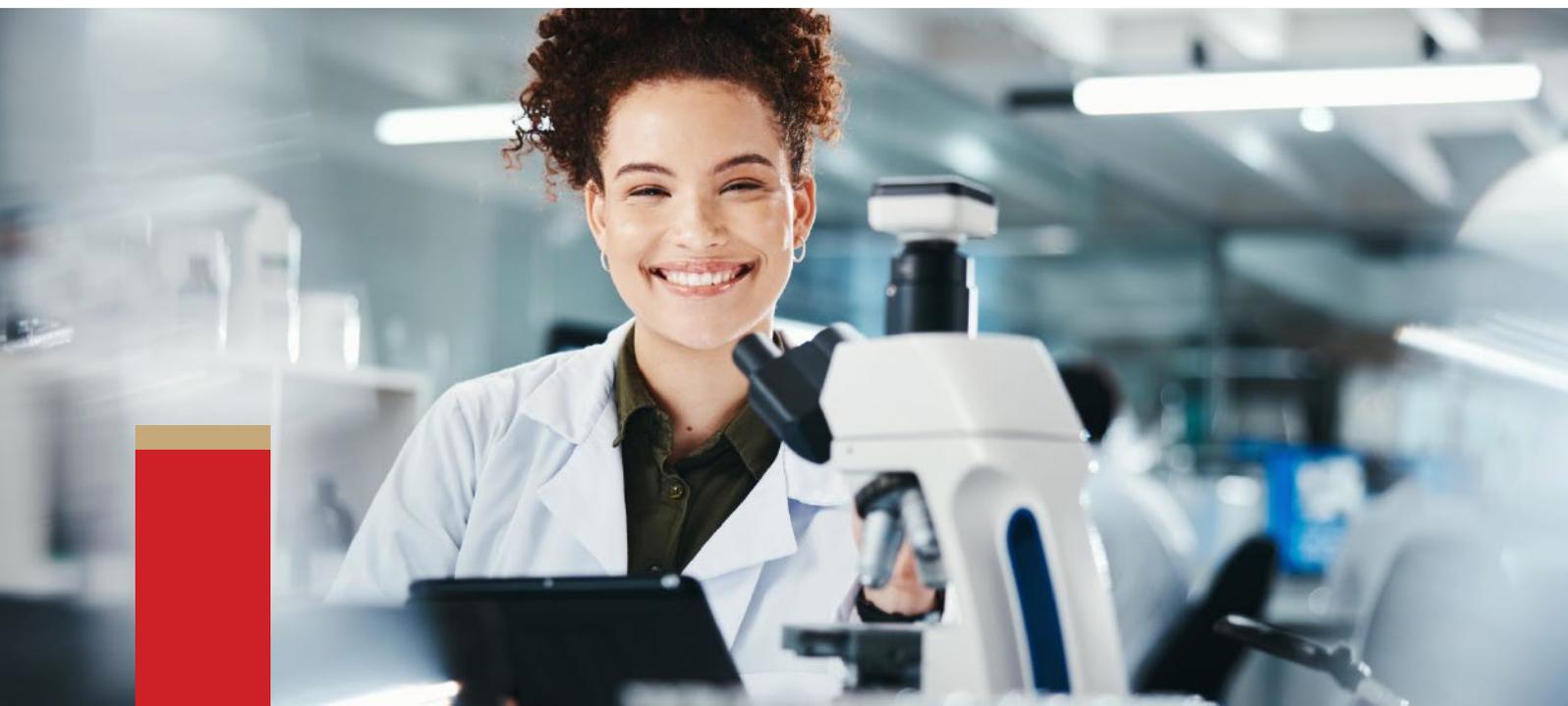
5. RESEARCH RESOURCES

Research is impossible without access to information. Additional tools such as Endnote, SPSS, NVIVO, QUESTIONPRO, all available via the library research tools webpage.

Library and information resources

The DUT Library has a large and extensive journal and book collection and it subscribes to a number of carefully selected electronic bibliographic databases and electronic journals, providing full-text access to many research articles.

For a comprehensive list of its resources and a detailed description of the services which the Library offers, visit the website at https://library.dut.ac.za. The Research Guide also provides useful information on research support services offered by the library. See https://libguides.dut.ac.za/research-support

The library provides 24 hour access to online resources from off-campus as well as via your mobile devices. To access library resources from off-campus requires you to login with your student details:

Username: (student#) e.g. 123456789@dut4life.ac.za
Password: $$Dut(+first 6 digits of id#) e.g. $$Dut770206

Subject and postgraduate librarians for each faculty provide comprehensive support and assistance in showing students how to find relevant information for their research needs.

Turnitin reports on theses/dissertations

The DUT postgraduate Turnitin classroom is administered by Edzani Nevondo (edzanin@dut.ac.za) at the Research and Postgraduate Support Directorate. Postgraduates need to contact Edzani with their details to have access to Turnitin. This is to be able to run reports prior to the official final report generated by the Postgraduate Librarians prior to sending off documents for assessment.

Information Technology Support Services

Information Technology Support Services (ITSS) provides computer and networking resources and user support to all departments and researchers at the University. A great deal of autonomy is given to researchers in setting up their own computing environment, with assistance available from the Faculty Office/ITSS, if requested.

Postgraduate computer laboratories

In addition to the above, the Research and Postgraduate Directorate, in conjunction with faculties, is identifying suitable space for postgraduate computer laboratories. As at the point of preparing this Guide, postgraduate computer facilities are available at:

• Alan Pittendrigh Library, Steve Biko Campus , Arts & Design Faculty, City Campus
• BM Patel Library, ML Sultan Campus Library, Indumiso Campus.

6. GENERAL MATTERS

6.1 Publication of research

For doctoral candidates, at least one publication is a formal requirement for graduation. The research conducted during the doctoral studies must result in a scholarly output that is either published or accepted for publication in an accredited journal or equivalent scholarly platform.

For Master's (research) candidates, submission of at least one manuscript for publication is required prior to graduation. Acceptance of the submitted manuscript is not mandatory for graduation, but submission must be verified and documented.

Co-publication with supervisors or collaborators is standard practice in many disciplines. However, the student must be the lead author and demonstrate that they are the primary contributor to the research and writing of the publication. All aspects of authorship, contribution, and ethical publication practice must comply with the provisions of the DUT RIE-002 Policy on Research Authorship and Publication.

6.2 Authorship and Ethical Publication Practice

Only individuals who have made a substantial intellectual contribution to the conception, design, execution, or interpretation of the research are eligible to be listed as authors. Routine tasks such as data collection, provision of technical assistance, or general supervision, without intellectual contribution, do not qualify for authorship but may be acknowledged in an acknowledgements section.

Unethical authorship practices are strictly prohibited, including:

- Gift authorship: Listing individuals as authors who have not made a significant scholarly contribution, often as a courtesy or professional favour.
- Ghost authorship: Omitting individuals who have made substantial contributions from the list of authors.

All authorship attributions must accurately reflect the actual contributions of each individual to ensure integrity, transparency, and accountability in scholarly publishing.

6.3 General rules

The General Rules of the University relating to postgraduate studies are contained in the General Handbook for Students, which is available for on-line viewing or can be downloaded from the DUT website. These rules should be consulted when reading this Postgraduate Student Guide.

Please also note that the provisions of the DUT Postgraduate Policies and Rules take precedence over any of the general advice provided in the Postgraduate Student Guide. If necessary, please consult your supervisor and/or DRC Chair, who can access the relevant policy on the Staff Portal at: https://dut4lifeac.sharepoint.com/sites/DUTStaffPortal/DUT%20 Approved%20Policies/Forms/AllItems.aspx

List of Faculty Research Coordinators and Officers

FACULTY	RESEARCH COORDINATOR	EMAIL	RESEARCH OFFICER/ ADMINISTRATOR	EMAIL
FACULTY OF ACCOUNTING & INFORMATICS	Ms Margaret Musuku (interim)	margaretm@dut.ac.za	Aphile Buthelezi	AphileB@dut.ac.za
FACULTY OF APPLIED SCIENCES	Ms Kameshnee Mellem	kameshneen@dut.ac.za	Ms Sandile Padayachee Mzolo	sandilem21@dut.ac.za mzolosands@gmail.com
FACULTY OF ARTS & DESIGN	Dr Dianna Moodley	diannam@dut.ac.za	Ms. Thandazo Msibi	ThandazoM@dut.ac.za
FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT	Dr Keletso Mphahlele	keletsom@dut.ac.za		
FACULTY OF HEALTH SCIENCES	Dr Dumile Gumede	dumileg@dut.ac.za	Mr Francis Khanyile Ms Thandazo Msibi	FrancisK1@dut.ac.za ThandazoM@dut.ac.za
FACULTY OF MANAGEMENT SCIENCES	Prof Dumsile Hlengwa	dumisileh@dut.ac.za	Mrs Phindokuhle Khoza	nonkululekok@dut.ac.za