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HANDBOOK

TABLE OF CONTENTS

CRITICAL PATH FOR POSTGRADUATE QUALIFICATIONS

I PREFACE

2 POSTGRADUATE STUDIES

- 2.1 Higher degrees at the University
- 2.2 What you must do to be awarded a higher degree qualification

3 YOUR LIFE AS A POSTGRADUATE STUDENT

- 3.1 Application and registration
- 3.2 Your research proposal
- 3.3 You and your supervisor
 - General principles
 - Your responsibilities in the supervisory relationship
 - Your supervisor's responsibilities in the supervisory relationship
- 3.4 Your dissertation/thesis
 - Number of copies
 - Copyright
 - Arrangement of contents
- 3.5 Submission of dissertation/thesis
- 3.6 Examination of a Masters dissertation
 - Notification of intention to submit dissertation for examination
 - Examiners' recommendations
 - Examiners' reports
- 3.7 Examination of a Doctoral thesis
 - Notification of intention to submit a thesis for examination
 - Examiners' reports
 - Corrections
- 3.8 Graduation

4 MONEY MATTERS: BUDGETS, FEES AND FUNDING SUPPORT

- 4.1 Research budgets
- 4.2 Fees
- 4.3 Funding support for Masters and Doctoral degrees

5 RESEARCH RESOURCES

6 GENERAL MATTERS

- 6.1 Publication of research
- 6.2 General rules

7. POSTGRADUATE QUALIFICATION PER FACULTY

- 7.1 Faculty of Accounting and Informatics
- 7.2 Faculty of Applied Sciences
- 7.3 Faculty of Arts and Design
- 7.4 Faculty of Engineering and the Built Environment
- 7.5 Faculty of Health Sciences
- 7.6 Faculty of Management Sciences

CRITICAL PATH FOR MASTERS AND DOCTORATE QUALIFICATIONS

IMPORTANT NOTICE

The rules and guidelines in this handbook must be read in conjunction with the University of Technology's General Rules contained in the current General Handbook for Students.

ABOUT DUT

DUT~ has approximately 33 000 students, the Durban University of Technology (DUT) is the first choice for higher education in KwaZulu-Natal (KZN). It is located in the beautiful cities of Durban and Pietermaritzburg (PMB). As a University of Technology, it prioritises the quality of teaching and learning by ensuring its academic staff possess the highest possible qualification that they can get.

The Durban University of Technology is a result of the merger in April 2002 of two prestigious technikons, ML Sultan and Technikon Natal. It was named the Durban Institute of Technology and later became the Durban University of Technology in line with the rest of the universities of technology.

DUT, a member of the International Association of Universities, is a multi-campus university of technology at the forefront of higher education, technological training, research, and innovation. In alignment with DUT's strategy ENVISION 2030, the University would like to see its people (staff, students etc) become entrepreneurial and innovative.

In 2020, DUT was ranked amongst the Top 500 Universities globally, and 10th for citations globally and 5th Nationally.

DUT has six Faculties, Accounting and Informatics, Applied Sciences, Management Sciences, Engineering and the Built Environment, Health Sciences and Arts& Design.

I. PREFACE

The purpose of this Handbook is to provide generic guidelines to the postgraduate students registered for postgraduate qualifications including Masters or Doctoral students. It will be useful to supervisors to provide useful information to students who require guidance on how best to navigate their studies with DUT. The handbook includes procedures which a postgraduate student needs to follow when embarking on their journey with the institution. It brings together the University rules, the various requirements of the Higher Degrees Committee and Senate, as well as detailed information on each step of the Masters and Doctorate student requirements at each phase of enrolment. This includes matters relating to the preparation of the final dissertation/thesis.

2. POSTGRADUATE STUDIES

2.1 Higher degrees at the University

DUT offers the following qualifications Advanced Diploma, Postgraduate Diploma, Bachelor Honours Degrees, Masters and Doctorate Degrees. There is Masters by research and coursework depending on the Faculty and field of study chosen for study, you may register for an appropriate full research **Masters** degree, which requires a completed dissertation, or a **Doctoral** degree, which will require the completion of a thesis. Masters and Doctoral students' research and dissertations are overseen by a *supervisor*.

When undertaking to enrol for a Master or Doctorate Degrees the candidate must demonstrate that they understand the purpose of the research and have developed as well as used appropriate methodologies or techniques. In addition, Doctoral students must demonstrate novelty in their research findings, which should contribute to *new* knowledge.

2.2 What you must do to be awarded a Master or Doctorate degree

Senate has set the following guidelines for the award of higher degrees by dissertation/thesis:

A dissertation for the **Masters degree** must show that you have the following:

- A comprehensive knowledge base in a discipline/field and a depth of knowledge in some areas of specialisation.
- A coherent and critical understanding of the principles and theories of a discipline/field; the ability to critique objectively current research and scholarship in an area of specialisation; the ability to make sound judgements based on evidence; and the ability to apply knowledge.
- An understanding of research methods, techniques and technologies and an ability to select these appropriately for a particular research problem in an area of specialisation.
- The ability to identify, analyse and deal with complex and/or real world problems/challenges/issues using evidence-based solutions and arguments.
- Efficient and effective information retrieval and processing skills; the identification, critical analysis, synthesis and independent evaluation of quantitative and/or qualitative data; and the ability to engage with current research and scholarly or professional literature in a discipline/field.
- The ability to present and communicate academic work effectively and professionally.
- The capacity to demonstrate personal responsibility and initiative.
- The capacity to conduct research professionally and ethically.

A thesis for the **Doctoral** degree must show that you have the following:

- A comprehensive knowledge base in a discipline/field with expertise and specialist knowledge in an area at the forefront of the discipline, field or professional practice.
- A critical understanding of research methodologies, techniques and technologies in a discipline/field; the ability to participate in scholarly debates at the cutting edge of an area of specialisation; and the ability to apply knowledge, theory and research methods creatively to complex practical, theoretical and/or real world problems.
- Substantial, independent research and advanced scholarship resulting in the (re) interpretation and expansion of knowledge.
- Advanced information retrieval and processing skills; the ability to undertake independently a study and evaluation of the literature and current research in an area of specialisation.
- The ability to present and communicate the results of his/her research and opinions effectively and professionally to specialist and non-specialist audiences using the full resources of an academic/professional discourse, as well as the ability to compile a thesis which meets international standards of scholarly/professional writing.
- Intellectual independence and research leadership through managing advanced research and development in a field professionally and ethically.
- The capacity to evaluate one's own and others' work critically on the basis of independent criteria.
- The capacity to make a new contribution to the existing knowledge base within a specific field/discipline.

3. YOUR LIFE AS A POSTGRADUATE STUDENT

There are a number of steps leading to the attainment of a higher research degree, taking into consideration that there are some programmes in which it is possible to undertake a Masters degree by coursework. In this document the full research options are focused on.

In terms of the University rules:

A student registering formally for the first time for a **Masters degree** must do so on or before the last working day in March, in order for the current academic year to count towards the minimum duration referred to in Rule G24(2)(a). Such a student may register at any stage after this date but will then also be required to re-register for the whole of the next academic year in order to comply with Rule G24(2)(a). 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. **No late registration penalty fee is levied.**

A student registering formally for the first time for a **Doctoral degree** must do so on or before the last working day of the University in March, in order for the current academic year to count towards the minimum duration referred to in Rule G25(2)(a). Such a student may register at any stage after this date, but will then also be required to re-register for the whole of the next two consecutive years in order to comply with Rule G25(2)(a).

3.1 Application and registration

If you wish to undertake postgraduate studies at the University, you have three points of enquiry:

- contact the relevant Head of Department if you know your field of study, or
- contact the Faculty Office
- Masters and Doctorate candidates can also contact the Research and Postgraduate Office for guidance.

The HoD of the Academic Department that offers postgraduate qualifications make the decision as to which candidates can be enrolled. This is based on the applications received, number of candidates that can be accommodated and availability of resources particularly for specialised niche areas of study. The relevant forms along with the required supporting documents are carefully evaluated during the decision-making process.

If the HoD is satisfied that you are a suitable candidate for higher degree study in that programme you will be provided with the relevant paperwork to proceed with the enrolment process. For, masters and doctorate candidates it is also evaluated whether the proposed research topic is viable, and that the Department can provide or facilitate adequate supervision with the available facilities. Once the selection process had been finalised the registration process is done in collaboration with the relevant Faculty Office with the aid of online registration platforms.

New students may register at any time throughout the year, once registered they may commence their studies. Please note that registration after the 31st of March means that the year is not counted as part of the minimum duration of your degree, as stipulated in Rule G25(2)(a).

Once registration has been completed the clock starts ticking for a Masters degree the expected completion time is within two years, and for a Doctoral degree, three years. Re-register must take place each year until the completion of the postgraduate degree. The closing date for re-

registering Masters and Doctoral students is the last working day in March. **Failure to re-register before the last working day in March might require you to re- apply for admission to the degree.** Re-registration requires the submission of progress reports by both your supervisor and yourself (**i.e. before the end of the previous year**).

Duration

Advanced Diploma, Postgraduate Diploma and the Bachelor Honours takes 1 year when enrolled full time and can take 2 year if enrolment is part time.

The minimum time to complete a Masters degree is one year of formal registered study and the maximum period allowed is three years. If you do not obtain your Masters degree within three years after first formally registering for the qualification, Senate may refuse to renew your registration or may impose any conditions it deems fit. You may apply to the Faculty Board for an extension of your studies if necessary.

For a Doctoral degree, the minimum duration is two years of formal registered study and the maximum period allowed is four years. If you do not obtain your Doctoral degree within four years after first formally registering for the qualification, Senate may refuse to renew your registration or may impose any conditions it deems fit. You may apply to the Faculty Board for an extension, if necessary.

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 HoD 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 HoD 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).

Interruption of studies

Should there be *bona fide* reasons for a break of a year or more once you are formally registered, you may apply for a suspension of registration. Your registration may be suspended only under **exceptional circumstances**, and is rarely done retrospectively. You must apply on form PG4 to the Head of Department. Approval is subject to the HoD's recommendation and the application serves at FRC. You must consider any obligation to sponsors when considering suspension of registration.

*Note: the required registration period does not include any period of suspension of registration.

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 approval by your supervisor and the Head of Department/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 Institutional Research Ethics Committee (IREC)**. On approving your proposal, **the FRC will decide whether IREC approval is necessary**, and, if so, will forward your proposal with supporting documents to IREC for ethics clearance (see http://www.dut.ac.za/research/institutional_research_ethics, as well as

<http://staffportal/3/researchandpostgrad/ethics/SitePages/Home.aspx> for details of the submission).

Form PG2a is used for submitting your Research Proposal. The Research Proposal should not be more than 20 pages in entirety (i.e. including attachments), unless Ethics Clearance is required.

*Copies of all PG forms are available on the DUT student and staff portals.

PG2a

1. Field of Research and Provisional Title

In this section you should provide the field of research and the provisional title of the research project, with a brief description, if the title is not self-explanatory. This is a provisional working title. The title should be descriptive enough to inform the reader what the research is about. There are a number of conventions regarding the title:

- Use only sentence case (i.e. the only words to have an initial capital letter are the first word of the title and any proper nouns);
- Do not use any abbreviations in the title (i.e. all words must be in full);
- Do not use any acronyms in the title.

2. Context of the Research

This section should provide the general information regarding the research that will be undertaken and should make it clear why the problem is worth addressing. You should sketch the background and, where appropriate, should provide a brief theoretical framework within which the problem is to be addressed. You should address the questions: What motivates the research? Why is it being undertaken? How will the results add to the body of knowledge? Where research arises out of problems encountered in personal, social, economic, historical, political or literary contexts, these problems should be briefly stated.

3. Research Problem and Aims

This section should either set out the specific question(s) to which you hope to find an answer, or the research problem which is to be solved. In the case of open-ended topics, it should outline the subject/area/field to be critically investigated. It should indicate clearly what the aims of your research are.

4. Literature Review

This section includes a brief review of the main seminal literature sources (mainly scholarly journals, but text books, media articles, Internet and other sources can be used). Use the Harvard Method of referencing (see more about this later). Show clearly how the literature is linked to your topic, the problem statement and the research objectives.

5. Research Methodology

In this section you state the research paradigm; qualitative/quantitative or both. The research approach/strategy will also need to be stated. For example:

Qualitative: Action research, developmental research, case study research, ethnographic research, grounded theory research, etc.

Quantitative: Mathematical, modelling and simulation, experimenting, testing, etc.

6. Plan of Research Activities

In this section you should provide a summarised work plan for each year of the project, giving information for each research activity per year, under the following headings:

- Activity
- Timeframes (target dates for the duration of the project)

7. Structure of Dissertation / Thesis Chapters

In this section you should briefly state the proposed content of each chapter in one clear sentence per chapter.

8. Potential outputs

In this section you should provide details on envisaged measurable outputs (e.g. publications, patents, students, etc.)

- Expected national and/or international acclaim for the research and contribution of research outputs to building the knowledge base;
- Exploitability of outputs, e.g. applicability to community development, improved products, processes, services in SA, region and/or continent;
- Expected effects of research results.

9. Key references

In this section you should list a maximum of 20 key references which have been cited in the above sections using the Harvard or IEEE referencing style. Consult the latest reference guide available through the DUT Library for guidelines on the Harvard referencing style. A version of the DUT referencing style is available on the EndNote program, which can be downloaded from the DUT Library website.

*Funding for editing and proofreading can be included in the Proposal budget.

After these sections there is a section on Ethics, followed by declarations by:

- The student
- The supervisor
- The HoD

Before submission to the FRC, the HoD will have your proposal checked and approved by a suitably qualified reviewer (which must *not* be your supervisor or co-supervisor) or the DRC. Form PG2a (with any necessary attachments) is signed by the Chair of the FRC once the proposal has been approved by the FRC.

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 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

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 HoD approves the appointment of a supervisor and one or more co-supervisor(s), for each postgraduate student (included on form PG1);
- 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 should 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 PGI. This is signed by supervisor/s and yourself and submitted to FRC for noting;
- 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;
- In the case of a Masters or Doctoral degree both the supervisors must have doctorates (in exceptional cases, one of the Masters supervisors may not have a doctorate, provided that this is motivated for by the FRC. The co-supervisor may be the expert in the field and may be external to the University;
- 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;
- Exceptions to the above may be considered in discussion with the Director of Research and Postgraduate Support.

Your responsibilities in the supervisory relationship before the project begins it is

your responsibility:

- To be fully informed about the degree requirements and procedures at the University;
- To discuss with your supervisor/s the relevant responsibilities of each party, as set out below;
- To ensure that the proposed research project will not duplicate previous research;
- To arrange financial support for the project, where appropriate, and pay the required fees;
- To be willing to work with your supervisor/s;
- To sign confidentiality agreements where appropriate to the project concerned;
- To comply with the University's Policy on Plagiarism;
- To comply with the procedures for Referencing (referencing guide and EndNote software are available from the DUT Library and the DUT Library website);
- To sign the Intellectual Property (IP) form (available at the Faculty Office);
- To sign a company confidentiality agreement (if applicable).

**Note that the appointment of the supervisor must be to the satisfaction of the student.*

During the **course of the project** it is your responsibility:

- To maintain a professional attitude to, and relationship with, your supervisor/s sponsors and any other members of the research group;
- To negotiate with your supervisor/s mutually acceptable arrangements regarding the sequence of tasks to be undertaken, target dates, submission of work for scrutiny and the schedule of meetings between supervisor and yourself;

- To meet obligations made during the supervisory contact;
- To make positive suggestions to your supervisor about the next stage of the work;
- To become familiar with the relevant literature in the field;
- To take responsibility for your research to ensure that there is conformity with the University regulations, on the advice of your supervisor;
- To record and report observations honestly and to examine experimental approaches critically;
- To acknowledge accurately all sources of information used and assistance received, and to ensure that all material complies with the University's Policy on Plagiarism;
- To consult with your Head of Department about the adequacy of supervision or about any complaints and other matters affecting your research (where your supervisor is the Head of Department, you should consult with the Executive Dean of the Faculty);
- To bring cases of conflict between your supervisor and yourself to the attention of your Head of Department, or where your supervisor is the Head of Department, to the attention of the Executive Dean of the Faculty;
- To keep accurate records of the supervisory process by methods arrived at by mutual consent with your supervisor;
- To submit an annual progress report PG3a to the Head of Department;
- To re-register timeously every year and to pay the fees in time (or to ensure, at each registration, that Student Fees has been officially informed of the relevant fee waivers: contact the Research and Postgraduate Support Directorate for further information).

At the **conclusion** of the project it is your responsibility:

- To follow the procedures laid down for preparation, submission and examination of the dissertation/thesis;
- To take responsibility for stylistic presentation of the dissertation/thesis, including grammar, spelling, punctuation and referencing. Your supervisor should not be expected to check grammar, spelling, typographical errors and corrections of references;
- To acknowledge accurately all sources of information used and information received.

Your supervisor's responsibilities in the supervisory relationship Before the project

begins it is the responsibility of your supervisor/s to:

- Identify the specific roles and responsibilities of each team member in the supervision process;
- Initiate discussion of the supervisory contract;
- Advise on resources and support systems;
- Discuss and plan to address risks and benefits of the proposed research;
- Approve the submission of the PG2a to the DRC and then to the FRC;
- Guide you, where possible, to obtain financial support for the research project;
- Inform you, before the research begins, of any risks involved in the project, e.g. possible unavailability of data;

- Where appropriate, clearly indicate to you what may be expected of you in terms of field trips, use of hazardous chemicals, etc.;
- Where appropriate, indicate to you that you may be required to sign confidentiality agreements;
- Bring to your attention the University's Policy on Plagiarism.
- Bring to your attention the University's Policy on Intellectual Property (IP).

During the course of the research project it is the responsibility of your supervisor/s to:

- Negotiate with you mutually acceptable arrangements regarding the sequence of tasks to be undertaken, target dates, submission of work for scrutiny and the setting up of a schedule of meetings between supervisor and you;
- Give guidance on the formulation of the research proposal to ensure that you are conversant with the relevant research methods and techniques, and where necessary, to help you to acquire and develop the relevant research skills;
- Ensure that your research complies with commonly accepted ethical standards for research in the discipline;
- Be available for guidance and discussion and to be prompt and comprehensive in response to stages of work completed, in accordance with mutually agreed arrangements as above;
- Motivate and encourage you, and endeavour to maintain a positive attitude to you and the research;
- Alert you to the academic requirements, the standard of language required, and any special conventions necessary in the presentation of a dissertation/thesis;
- Ensure at all times that you are aware of inadequate or sub-standard work in order to avoid misdirection and wasted effort. This responsibility includes alerting you to sub-standard linguistic ability;
- Advise on the organisation and style of the dissertation/thesis;
- Provide the opportunity for your work to be critically assessed by others with expertise in the field of study (e.g. the research project should be presented, in seminar form, to your peers and academic staff, and you should be encouraged to give paper presentations at conferences and submit articles to relevant journals while your work is in progress);
- Bring cases of conflict between your supervisor and you to the attention of the Head of Department or, where the supervisor is the Head of Department, to the Executive Dean of the Faculty;
- Keep accurate records of the supervision process. The method of recording this process should be arrived at by mutual consent;
- Provide you with access to the record of the supervisory practice on a regular basis. This record should be signed by both you and your supervisor;
- Remind you to submit an annual progress report, and to submit a supervisor's annual report to the HoD.

At the conclusion of the project it is the responsibility of your supervisor/s to:

- Ensure, as far as the supervisor is able, that the dissertation/thesis will meet the standards likely to be required by the external examiners locally and internationally;

- Assist the HoD with the nomination of examiners for the Masters and Doctoral degrees, as/when required;
- Submit a report if the supervisor does not approve the submission of the dissertation/thesis;
- Report to the FRC and the HDC if ongoing interaction is known to have occurred between you and an external examiner nominated by the FRC;
- Take careful note of the reports of external examiners so that future research and supervision can be improved.

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 and printing facilities for preparing your dissertation/thesis.
- 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).

*For an online repository of DUT theses and dissertations go to <http://ir.dut.ac.za>

Number of copies

The number of copies required by the University for examination depends on the number of examiners appointed. For each Masters dissertation or Doctoral thesis at least two examiners (three for a doctorate) are appointed by the FRC. The Faculty Officer will advise the student of the number of copies required. These copies should be soft bound. A pdf copy of the dissertation/thesis should also be submitted with the soft bound copies, as well as the Turnitin report on the final examination copy (this should be carried out of the *body* of the thesis only (see p.18 for assistance with submission of electronic copies of the dissertation/thesis).

Upon completion of the examination procedure, at least one hard bound copy and one electronic copy in a single file pdf format must be submitted to the relevant Faculty Office. These copies should be produced only after all of the Examiner's corrections have been made and approved by the relevant supervisor/HoD/Executive Dean.

*Preparing your electronic copy is important. Go to the address: openscholar.dut.ac.za/static/20181210_submission_guidelines.pdf for guidelines on what you need to do to meet the specifications required.

Bound and electronic copies must be accompanied by form PG10 signed by the HoD, stating that all corrections recommended by the examiners have been carried out satisfactorily.

Each Faculty may require additional copies of the dissertation/thesis as per the Faculty's particular requirements.

Certain scholarships and bursaries require that a copy of the dissertation/thesis be submitted to the funding body. Such additional copies must be submitted to the relevant Faculty Officer (i.e. after any corrections required by the examiners have been made and approved).

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.

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 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
- Title, initial, surname of supervisor/ co-supervisor
- Date the supervisors approved the thesis/ dissertation for exam (and later, library) submission.



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

Academic Wannabee

SEPTEMBER 2023

Supervisor: _____ Date: _____

Co-Supervisor: _____ Date: _____

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 Engineering). 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.

Go to <http://library.dut.ac.za> for referencing guidelines.

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 I (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 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 Officer (via the HoD):

- by 1 November in order to qualify for the April graduation, and
- by 1 April in order to qualify for the September 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.

Interference in the examination process in any way could invalidate the entire examination process and the awarding of the degree. This includes the nomination of examiners, which will not be discussed with, or disclosed to you. Only when a decision has been made about the

award of the degree, will the names of the examiners be made known to you, provided the examiners have given their consent. Similarly, after a decision has been made, all or part of an examiner's report may be made known to you, provided the examiner has given his/her consent.

3.6 Examination of a Masters dissertation

Notification of intention to submit a dissertation for examination

A dissertation may be submitted at any time during the year, but you must indicate your intention to submit by writing via the HoD to the Faculty Officer *at least three months prior to submission*, using form PG5. At least two examiners, both of whom are external, and neither of whom may be the supervisor/co-supervisor, are appointed by the HoD, approved by the FRC, and ratified by the HDC. If the supervisor does not approve the submission of the dissertation, he/she is required to submit a report. This report will normally not be made available to the examiners and definitely not before they have submitted their independent reports on the dissertation. In this case the HoD should sign off the Title page of the thesis for examination submission.

Examiners' recommendations

The recommendations open to examiners include:

- Acceptance "as is" of the dissertation and awarding of the degree (distinctions are awarded only for Masters degrees).
- Acceptance of the dissertation once minor revisions have been made to the satisfaction of the supervisor.
- Requirement of major revisions to the dissertation and re-examination of the revised dissertation (this may require the student to re-apply for registration).
- Rejection of the dissertation without opportunity of re-submission (i.e. the student fails).

Examiners' reports

The Faculty Officer will forward the examiners' reports to the HoD, who will collate the results on form PG9 for formal recommendation of the examination result to the HDC. The examiner may request that his/her identity be withheld from the student and/or the whole or part of the report on good cause.

Unanimous acceptance by examiners

If there is unanimous acceptance by examiners, the Chair of the FRC, through the HoD, recommends the approval of results and the Faculty Officer submits these (on forms PG8 and 9) to the HDC for final approval of the awarding of the degree. The Faculty Officer then informs you and your supervisor of the approval of the award of the degree, which may be dependent upon changes being made to the satisfaction of the HoD or the supervisor.

Lack of agreement by examiners

If the examiners disagree on the awarding of the degree, an arbiter may be appointed by the FRC and approved by the HDC.

Dissertation referred back for revision

A dissertation referred back for revision may fall into the following categories:

- Minor corrections to be done in accordance with the examiners' reports and to the satisfaction of the supervisor.
- The dissertation may be accepted subject to certain amendments or corrections being made. Where the corrections required are more extensive than typographical ones, the award of the degree may be approved subject to the required amendments or corrections having been made. The corrections are usually to be made to the satisfaction of the supervisor.
- The dissertation is to be re-examined after major revision, in which case the examiner is required to indicate clearly, to the satisfaction of the HDC, what has to be done by the student. The examiner is required to re-examine the dissertation after major revision. If the dissertation is to be revised and re-examined, the student may be required to re-register for the duration of the process.

Copies of the examiners' reports will be sent to the supervisor and HoD by the Faculty Officer to specify the corrections to be made by the student. Please read the brochure, "Guidelines for e- dissertation/thesis submission on the Durban University of Technology Institutional Repository", available at: openscholar.dut.ac.za/static/20181210_submission_guidelines.pdf. This brochure outlines the procedures and requirements relevant to submitting an electronic copy of the dissertation.

Award of the degree with distinction

Criteria for the award of a distinction

The University reserves the award of a distinction for work of outstanding merit for Masters degrees only. When recommending a distinction, examiners are asked to look for evidence of real methodological and conceptual skills, clarity in exposition and development of argument, sound judgment, originality of approach and some contribution to knowledge, but not necessarily to expect total coverage of a major problem or a substantial breakthrough in a new area. The dissertation must also reflect literary skills appropriate to the subject. Examiners are asked to motivate for the award of a distinction in the section of their written report headed "Overall impression" (see p. 3 of form PG8).

Procedure for the award of a distinction

If all examiners agree that the degree be awarded with distinction, the recommendation is forwarded to the HDC via the FRC for final approval. If the examiners disagree, a recommendation will be made by the HoD and FRC and will be referred to the HDC for approval.

In the case of one examiner disagreeing on the awarding of a distinction, a distinction will be awarded only if *both* of the following criteria are met:

- The average mark is 75% or above.
- The difference between the two marks is not more than 15%.
- If both marks are 75% and above, that is, both examiners award a distinction, then it is a distinction irrespective of the difference in marks that may occur.

Revised dissertation

A distinction will not be awarded to a Masters degree student if the dissertation has been re-examined after revision.

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, but you must indicate your intention to submit by writing via the HoD to the Faculty Officer *at least three months prior to submission*, using form PG5.

The following procedures are followed once the notification has been received:

- Three examiners from different institutions are appointed by the HoD for a doctoral thesis, approved by the FRC, and ratified by the HDC. All examiners must hold a doctoral degree and be external to the University. At least one examiner from outside South Africa should be appointed. The most appropriate examiners are chosen and with particular care when the thesis is multi-disciplinary, or has some local applicability. Supervisors and co-supervisors are excluded from examining except under exceptional circumstances approved by the HDC. More than one examiner from the same institution should not be appointed. If ongoing interaction is known to have occurred between a student and an external examiner nominated by a supervisor, this must be reported to the Executive Dean via the HoD. The nomination of examiners should not be discussed with or disclosed to the student.
- The HoD submits the names of examiners to the FRC for approval, and to the HDC for ratification. After approval by the FRC and HDC for the appointment of examiners, the Faculty Research Officer administratively handles the appointment process and informs the examiners.
- When external examiners are invited to act as examiners, they are informed that, should they accept the invitation, contact with both the supervisor and the student is not permitted for the duration of the examination.
- In the event that an external examiner is unable to act, the FRC will require further nominations from the HoD.

Examiners' reports

Examiners will be asked for a recommendation on the thesis by indicating one of the following:

- The student is awarded the degree and no corrections need be made to the thesis;
- The student is awarded the degree, but minor corrections (e.g., spelling, typing, references, etc.) should be made, to the satisfaction of the supervisor (the student is awarded the degree only *after* the changes identified have been made to the satisfaction of the supervisor);
- If the thesis does not meet the required standard, the student is required to undertake further work, and revise and resubmit the thesis for re-examination by the relevant examiner/s;
- The degree should not be awarded to the student (i.e. the student fails).

In addition, examiners will be asked to write a formal report on the thesis which should be sufficiently detailed to allow the HDC to reach an informed judgment.

In instances where your supervisor has not approved the submission of the thesis for examination, examiners are informed, at the conclusion of the examination process, that the submission of the thesis does not necessarily mean that it has been submitted with the supervisor's approval.

From the outset of the examination process, the examiners are informed that their identity and reports will normally be revealed to the student at the end of the examining process. The examiner may request that his/her identity be withheld and/or the whole or part of the report on good cause.

The HoD collates the examiners' reports on form PG9, and forwards these via the FRC to the HDC for approval of the examination results.

The HoD, via the FRC, recommends to the HDC one of the following outcomes, that:

- The degree be awarded;
- The student should be awarded the degree subject to completing any specified changes to the thesis, to the satisfaction of the HoD in consultation with the supervisor.
- The degree should not be awarded to the student (i.e. the student fails).
- In the case of a doctoral thesis, where one examiner passes the thesis and two examiners fail the thesis, this will be considered as a fail. The FRC, should in all cases, consider all 3 reports from the examiners and make a recommendation to the HDC. With three examiners, there is no option of appointing an arbiter in the case of a doctoral candidate. The recommendation/decision of the HDC will be taken as the final decision.

Form PG9, together with the examiners' reports, is submitted by the FRC to the HDC for final approval of the examination results. Neither the results nor the names of examiners are given to students until the HDC has taken a final decision. Students who are required to make minor corrections to their theses must do so prior to submission of the required library copies to the Faculty Office.

Corrections

Copies of the examiners' reports are sent to the supervisor and HoD by the Faculty Officer so that you may do the required corrections. When these corrections have been satisfactorily completed, the supervisor certifies this on form PG10 via the HoD to the Faculty Officer.

If the HDC requires minor changes, revision or re-submission, you should supply a table of corrections indicating your response to each of the examiners' suggestions item by item, and your reasons for not accepting a suggestion (as supported by your supervisor) should be given.

After the corrections have been approved you must submit the required number of bound copies of the dissertation/thesis to the Faculty office. A bound copy of the dissertation/thesis is housed in the University Library, and an electronic copy is archived on the University's Institutional

Repository.

Please read the brochure, “Guidelines for e-dissertation/thesis submission on the Durban University of Technology Institutional Repository”, available at: openscholar.dut.ac.za/static/20181210_submission_guidelines.pdf. This brochure outlines the procedures relevant to submitting an electronic copy of the thesis.

3.8 Graduation

Senate sets the graduation dates. The title “Dr” and the letters of the degree (e.g. “Masters” or “PhD”) may be used only after graduation. Full particulars about graduation, including academic dress, are forwarded to successful students well in advance of graduation. All enquiries about graduation should be directed to the Faculty Office.

4. BUDGETS, FEES AND FUNDINGSUPPORT

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

Masters
R10 000.00

Doctorate
R15 000.00

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.
Software	DUT has acquired site licences for the following software: <ol style="list-style-type: none">1. EndNote2. SPSS3. NVivo (30 user 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). Ensure that you find out how the department processes purchase requisitions and what documents are required (make and keep copies of all documents submitted.)

Budget requests which exceed the threshold amounts 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:

All full-research postgraduate students will be granted full remission of fees for two years for a Masters and three years for a Doctorate, after which an annual fee will be charged for subsequent registrations. Contact your Faculty Officer for any updates on this rule.

*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 Doctorate level do not pay a foreign levy.

4.3 Funding support for Masters and Doctoral degrees

DUT partially covers tuition fees for full research Masters and Doctoral degrees by means of the fee remission (see above). Support is also available for postgraduate students, on application, to attend conferences, to present papers, to undertake study visits, or to assist with the publication of articles in journals. For full time postgraduate students, there is also the possibility of taking up a Graduate Assistantship in your department. Scholarships and bursaries are available from external sources for higher degree study. Various other forms of assistance are available from a variety of funding agencies and sources such as the National Research Foundation (NRF) and industry. Because these differ widely for the various disciplines, the DUT Grants Administrator is best placed to advise you about possible sources of financial assistance.

5. RESEARCH RESOURCES

Research is impossible without access to information.

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 <http://library.dut.ac.za>. The Research Guide also provides useful information on research support services offered by the library. See <http://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

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 writing centre is available to assist with guidelines on how to interpret (if/as necessary) the Turnitin reports on theses/dissertations.

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. Postgraduate computer facilities are available at:

Ian Pittendrigh Library, Steve Biko
Campus Arts & Design Faculty, City
Campus
BM Patel Library, ML Sultan Campus
Health Sciences Faculty, Ritson
Campus Indumiso Campus
Riverside Campus

6. GENERAL MATTERS

6.1 Publication of research

One of the guidelines for the doctoral degree is that the thesis should show that the student has made a substantial and original contribution to knowledge in the discipline, the substance of which is worthy of publication in a scholarly journal or book.

DUT encourages the publication of work done for higher degrees (with the supervisor as joint author, where appropriate). Every attempt should thus be made to publish as much of the dissertation/thesis material as possible.

6.2 General rules

The General Rules of the University relating to postgraduate studies are contained in the General Handbook for Students, available on the DUT website the Faculty office is available to assist further in this regard. These rules should be consulted when reading this Postgraduate Student Guide.

*Please note that the provisions of the DUT Postgraduate Policies take precedence over any of the general advice provided in the Postgraduate Student Guide or Handbook.

The details of each postgraduate qualifications offered are available in the relevant Faculty and Academic Departmental Handbook.

If necessary, please consult your supervisor and/or HoD, who can access the relevant policy on the Staff Portal at: [Research-Ethics-Policy-.pdf \(dut.ac.za\)](#)

7. POSTGRADUATE QUALIFICATIONS PER FACULTY

FACULTY OF ARTS AND DESIGN		
CODE	DESCRIPTION	DEPARTMENT
ADACEI	ADVANCED DIPLOMA IN ADULT AND COMMUNITY EDUCATION AND TRAINING TEACHING	SCHOOL OF EDUCATION
ADDRAI	ADVANCED DIPLOMA IN DRAMA	DRAMA AND PROD STUDIES
ADFARI	ADVANCED DIPLOMA IN FINE ART	FINE ART & JEWELLERY DESIGN
ADFSDI	ADVANCED DIPLOMA IN FASHION DESIGN	FASHION & TEXTILES
ADINDI	ADVANCED DIPLOMA IN INTERIOR DESIGN	VISUAL COMMUNICATION DESIGN
ADITVT	ADVANCED DIPLOMA IN TEACHING AND VOCATIONAL TEACHING	SCHOOL OF EDUCATION
ADJDMI	ADVANCED DIPLOMA IN JEWELLERY DESIGN AND MANUFACTURING	FINE ART & JEWELLERY DESIGN
ADLPRI	ADVANCED DIPLOMA IN LANGUAGE PRACTICE	MEDIA LANG & COMMUNICATION
ADTVTI	ADVANCED DIP IN TECHNIC AND VOCATIONAL TEACHING	SCHOOL OF EDUCATION
BDVCD2	BACHELOR OF DESIGN HONOURS IN VISUAL COMMUNICATION	VISUAL COMMUNICATION DESIGN
BEDHET	BACHELOR OF EDUCATION HONOURS IN TECHNOLOGY EDUCATION	SCHOOL OF EDUCATION
BEHTEI	BACHELOR OF EDUCATION HONOURS IN TECHNOLOGY EDUCATION	SCHOOL OF EDUCATION
BHASAT	BACHELOR OF APPLIED ARTS SCREEN ARTS AND TECHNOLOGY HONOURS	VIDEO TECHNOLOGY
BHJURN	BACHELOR OF JOURNALISM HONOURS	MEDIA LANG & COMMUNICATION
BJRNSM	BACHELOR OF JOURNALISM HONOURS	MEDIA LANG & COMMUNICATION
DEEDUI	DOCTOR OF EDUCATION	SCHOOL OF EDUCATION
DPLPRI	DOCTOR OF PHILOSOPHY IN LANGUAGE PRACTICE	MEDIA LANG & COMMUNICATION
DPVPAI	PhD in VISUAL AND PERFORMING ARTS	FACULTY OFFICE-ARTS & DESIGN
MAFSHI	MASTER OF APPLIED ARTS IN FASHION	FASHION & TEXTILES
MAGDSI	MASTER OF APPLIED ARTS IN GRAPHIC DESIGN	VISUAL COMMUNICATION DESIGN
MAINTI	MASTER OF APPLIED ARTS IN INTERIOR DESIGN	VISUAL COMMUNICATION DESIGN
MAPHTI	MASTER OF APPLIED ARTS IN PHOTOGRAPHY	VISUAL COMMUNICATION DESIGN
MEACEI	M ED IN ADULT AND COMMUNITY EDUCATION	SCHOOL OF EDUCATION
MSFARI	MASTER OF FINE ART	FINE ART & JEWELLERY DESIGN
MSJRNI	MASTER OF JOURNALISM	MEDIA LANG & COMMUNICATION
MSLPRI	MASTER OF LANGUAGE PRACTICE	MEDIA LANG & COMMUNICATION
PDFSHI	POSTGRADUATE DIPLOMA IN FASHION	FASHION & TEXTILES
PDIFDI	POSTGRADUATE DIPLOMA IN FASHION DESIGN	FASHION & TEXTILES
PDITDI	POSTGRADUATE DIPLOMA IN INTERIOR DESIGN	VISUAL COMMUNICATION DESIGN
PGACEI	PGRAD DIP IN ADULT AND COMMUNITY EDUCATION AND TRAINING	SCHOOL OF EDUCATION
PGDFAR	POSTGRADUATE DIPLOMA IN FINE ART	FINE ART & JEWELLERY DESIGN
PGDHEI	POSTGRADUATE DIPLOMA IN HIGHER EDUCATION	SCHOOL OF EDUCATION
PGDIDI	POSTGRADUATE DIPLOMA IN INTERIOR DESIGN	VISUAL COMMUNICATION DESIGN
PGDJDM	POSTGRAD DIPLOMA IN JEWELLERY DESIGN AND MANUFACTURING	FINE ART & JEWELLERY DESIGN
PGDLPR	POSTGRADUATE DIPLOMA LANGUAGE PRACTICE	MEDIA LANG & COMMUNICATION

FACULTY OF ACCOUNTING AND INFORMATICS

CODE	DESCRIPTION	DEPARTMENT
ADBIMI	ADVANCED DIPLOMA IN BUSINESS AND INFORMATIION	INFORMATION AND CORPORATE MGMT
ADBINI	ADVANCED DIPLOMA IN BUSINESS AND INFORMATION	FINANCE AND INFO MANAGEMENT(PMB)
ADIAUI	ADVANCED DIPLOMA IN INTERNAL AUDIT	AUDITING AND TAXATION
ADICTI	ADVANCED DIPLOMA IN INFORMATION AND COMMUNICATION	INFORMATION TECHNOLOGY
ADLISI	ADVANCED DIPLOMA IN LIBRARY AND INFORMATION SYSTEMS	INFORMATION SYSTEMS
ADMACI	ADVANCED DIPLOMA IN MANAGEMENT ACCOUNTING	MANAGEMENT ACCOUNTING
ADPACI	ADVANCED DIPLOMA IN ACCOUNTING	FINANCIAL ACCOUNTING
ADTAXI	ADVANCED DIPLOMA IN TAXATION	AUDITING AND TAXATION
BICTHI	BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY HONOURS	INFORMATION TECHNOLOGY
DOICTI	DOCTOR OF INFORMATION AND COMMUNICATION	INFORMATION SYSTEMS
DPACCI	DOCTOR OF PHILOSOPHY IN ACCOUNTING	FINANCIAL ACCOUNTING
DPBIMI	DOCTOR OF PHILOSOPHY IN BUSINESS AND INFORMATION MANAGEMENT	INFORMATION AND CORPORATE MGMT
DPBINI	DOCTOR OF PHILOSOPHY IN BUSINESS AND INFORMATION MANAGEMENT	FINANCE AND INFO MANAGEMENT(PMB)
DPINFI	DOCTOR OF PHILOSOPHY IN INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY
DPLISI	DOCTOR OF PHIL IN LIBRARY AND INFO SCIENCE	INFORMATION SYSTEMS
DRICTI	DOCTOR OF INFORMATION AND COMMUNICATIONS TECH	INFORMATION TECHNOLOGY
MAICTI	MASTER OF INFORMATION AND COMMUNICATION	INFORMATION SYSTEMS
MICMTI	MASTER OF INFO AND COMMUNICATIONS TECHNOLOGY	INFORMATION TECHNOLOGY
MMAIMI	MASTER OF MANAGEMENT SCIENCES IN ADMINISTRATION AND INFORMATION MANAGEMENT	INFORMATION AND CORPORATE MGMT
MMAINI	MASTER OF MANAGEMENT SCIENCES IN ADMINISTRATION AND INFORMATION MANAGEMENT	FINANCE AND INFO MANAGEMENT(PMB)
MMLISI	MASTER OF MANAGEMENT SCIENCES IN LIBRARY AND INFORMATION SCIENCE	INFORMATION SYSTEMS
MSACCI	MASTER OF ACCOUNTING	FINANCIAL ACCOUNTING
MSACMI	MASTER OF ACCOUNTING (COST AND MANAGEMENT ACCOUNTING)	MANAGEMENT ACCOUNTING
MSAFAI	MASTER OF ACCOUNTING (FINANCIAL ACCOUNTING)	FINANCIAL ACCOUNTING
MSAIAI	MASTER OF ACCOUNTING (INTERNAL AUDITING)	AUDITING AND TAXATION
MSATXI	MASTER OF ACCOUNTING (TAXATION)	AUDITING AND TAXATION
PDBIMI	POSTGRADUATE DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT	INFORMATION AND CORPORATE MGMT
PDBINI	POSTGRADUATE DIPLOMA IN BUSINESS AND INFORMATION MANAGEMENT	INFORMATION AND CORPORATE MGMT
PGDACI	POSTGRAD DIPLOMA IN MGNT ACCOUNTING	MANAGEMENT ACCOUNTING
PGDACC	POSTGRADUATE DIPLOMA IN ACCOUNTING	MANAGEMENT ACCOUNTING
PGDFAC	POSTGRAD DIPLOMA IN FIN ACCOUNTING	FINANCIAL ACCOUNTING
PGDIAI	POSTGRADUATE DIPLOMA IN INTERNAL AUDITIN	AUDITING AND TAXATION
PGDITI	POSTGRADUATE DIPLOMA IN TAXATION	AUDITING AND TAXATION
PGDLIS	POSTGRAD DIP LIBRARY AND INFORMATION SCIENCES	INFORMATION SYSTEMS
PGDMAI	POSTGRAD DIPLOMA IN MGNT ACCOUNTING	MANAGEMENT ACCOUNTING
PGDMAC	POSTGRAD DIPLOMA IN MANAGEMENT ACCOUNTING	MANAGEMENT ACCOUNTING

FACULTY OF MANAGENT SCIENCES

CODE	DESCRIPTION	DEPARTMENT
ADAPLI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	APPLIED LAW
ADBADI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	APPLIED MANAGEMENT (MIDLANDS)
ADCTMI	ADVANCED DIPLOMA IN CATERING MANAGEMENT	HOSPITALITY AND TOURISM
ADDRMI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT AND ECONOMICS
ADECTI	ADVANCED DIPLOMA IN ECOTOURISM	ECOTOURISM
ADHRMI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	HUMAN RESOURCE MANAGEMENT
ADHRSI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	APPLIED MANAGEMENT (MIDLANDS)
ADHSPI	ADVANCED DIPLOMA IN HOSPITALITY MANAGEME	HOSPITALITY AND TOURISM
ADIRMI	ADVANCED DIPLOMASTERIN PUBLIC ADMINISTRATION	PUBLIC MNGT AND ECONOMICS
ADLGMI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT LAW AND ECONMCS (PMB)
ADLOGI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT AND ECONOMICS
ADMBLI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES (BUSINESS LAW)	APPLIED LAW
ADMBSI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	ENTREPRENEURIAL STUDIES AND MGMT
ADMKTI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	MARKETING AND RETAIL MNGT
ADMSCI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	OPERATIONS AND QUALITY MANAGEMNT
ADMSCA	ADVANCED DIPLOMAIN MGNT SCI BUSINESS ADMINISTRATION	BUSINESS STUDIES UNIT
ADMSCB	ADVANCED DIPLOMAIN MGNT SCI BUSINESS ADMINISTRATION	BUSINESS STUDIES UNIT
ADOPMI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	OPERATIONS AND QUALITY MANAGEMNT
ADPMAI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT LAW AND ECONMCS (PMB)
ADPMNI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	APPLIED MANAGEMENT (MIDLANDS)
ADPRMI	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	PUBLIC RELATIONS MANAGEMENT
ADPUMI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT AND ECONOMICS
ADQUAI	ADVANCED DIPLOMA IN MANAGEMENTS SCIENCES	OPERATIONS AND QUALITY MANAGEMNT
ADRTL I	ADVANCED DIPLOMA IN MANAGEMENT SCIENCES	MARKETING AND RETAIL MNGT
ADSCMI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT LAW AND ECONMCS (PMB)
ADSUCI	ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	PUBLIC MNGT AND ECONOMICS
ADTRSI	ADVANCED DIPLOMA IN TOURISM	HOSPITALITY AND TOURISM
DPBADI	DOCTOR OF PHILOSOPHY MAN SCIENCES (BUS AD)	ENTREPRENEURIAL STUDIES AND MGMT
DPBLWI	DOCTOR OF PHILOSOPHY MAN SCIENCES (BUSINESS LAW)	APPLIED LAW
DPBSLI	DOCTOR OF PHILOSOPHY MAN SCIENCES (BUSINESS LAW)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPBSMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (BUS AD)	APPLIED MANAGEMENT (MIDLANDS)
DPCTGI	DOCTOR OF PHILOSOPHYMANAGEMENT SCIENCES (HOSP - CATERING)	HOSPITALITY AND TOURISM
DPCTRI	DOCTOR OF PHILOSOPHYMANAGEMENT SCIENCES (HOSP - CATERING)	ECOTOURISM
DPDRMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-DIS RSK)	PUBLIC MNGT AND ECONOMICS
DPDSRI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-DIS RSK)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPECFMI	DOCTOR OF PHILOSOPHYMANAGEMENT SCIENCES (HOSP - ECO/ENV)	ECOTOURISM
DPEEMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (HOSP - ECO/ENV MAN)	HOSPITALITY AND TOURISM
DPHEDI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-HGH ED)	PUBLIC MNGT AND ECONOMICS
DPHGEI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-HGH ED)	PUBLIC MNGT LAW AND ECONMCS (PMB)

DPHOSI	DOCTOR OF PHILOSOPHY MANAGEMENT SCIENCES (HOSP-HOSPITALITY)	ECOTOURISM
DPHRMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (HUMASTERRES)	HUMAN RESOURCE MANAGEMENT
DPHRSI	DOCTOR OF PHILOSOPHY MAN SCIENCES (HUMASTERRES)	APPLIED MANAGEMENT (MIDLANDS)
DPHSPi	DOCTOR OF PHILOSOPHY MANAGEMENT SCIENCES (HOSP-HOSPITALITY)	HOSPITALITY AND TOURISM
DPLDSI	DOCTOR OF PHILOSOPHY MAN SCIENCES (LEADERSHIP)	ENTREPRENEURIAL STUDIES AND MGMT
DPLGMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-LOC GOV)	PUBLIC MNGT AND ECONOMICS
DPLGVI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-LOC GOV)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPLSPI	DOCTOR OF PHILOSOPHY MAN SCIENCES (LEADERSHIP)	APPLIED MANAGEMENT (MIDLANDS)
DPMEVI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-MON EVL)	PUBLIC MNGT AND ECONOMICS
DPMKGI	DOCTOR OF PHILOSOPHY MAN SCIENCES (MARKETING)	APPLIED MANAGEMENT (MIDLANDS)
DPMKTI	DOCTOR OF PHILOSOPHY MAN SCIENCES (MARKETING)	MARKETING AND RETAIL MNGT
DPMLCI	DOCTOR OF PHILOSOPHY MAN SCIENCES (L/SHIP AND COMPLEXITY)	ENTREPRENEURIAL STUDIES AND MGMT
DPMNEI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-MON EVL)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPMSCI	DOCTOR OF PHILOSOPHYIN MANAGEMENT SCIENCES (NON-SUB)	FACULTY OFFICE-MGMT SCIENCES
DPPCSI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-PCE STD)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPPMGI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER- PUB MAN)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPPMNI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER- PUB MAN)	PUBLIC MNGT AND ECONOMICS
DPPRLI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PR AND COMMAS-TERMAN)	APPLIED MANAGEMENT (MIDLANDS)
DPPRMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PR AND COMMAS-TERMAN)	PUBLIC RELATIONS MANAGEMENT
DPPSTI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-PCE STD)	PUBLIC MNGT AND ECONOMICS
DPQMNI	DOCTOR OF PHILOSOPHY IN QUALITY MANAGEMENT	OPERATIONS AND QUALITY MANAGEMNT
DPRETI	DOCTOR OF PHILOSOPHY MAN SCIENCES (RETAIL)	MARKETING AND RETAIL MNGT
DPRTL I	DOCTOR OF PHILOSOPHY MAN SCIENCES (RETAIL)	APPLIED MANAGEMENT (MIDLANDS)
DPSCHI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-SUP CHN)	PUBLIC MNGT LAW AND ECONMCS (PMB)
DPSCMI	DOCTOR OF PHILOSOPHY MAN SCIENCES (PUB ADMAS-TER-SUP CHN)	PUBLIC MNGT AND ECONOMICS
DPTRMI	DOCTOR OF PHILOSOPHYMANAGEMENT SCIENCES (HOSP - TOURISM)	HOSPITALITY AND TOURISM
DPTRSI	DOCTOR OF PHILOSOPHY MANAGEMENT SCIENCES (HOSP - TOURISM)	ECOTOURISM
MBABSI	MASTER OF BUSINESS ADMINISTRATION	BUSINESS STUDIES UNIT
MBABUI	MASTER OF BUSINESS ADMINISTRATION	BUSINESS STUDIES UNIT
MBADMI	MASTER OF BUSINESS ADMINISTRATION	BUSINESS STUDIES UNIT
MBBAD I	MASTER OF BUSINESS ADMINISTRATION	BUSINESS STUDIES UNIT
MMBAD I	MASTERMANAGEMENT SCIENCES (BUS ADMIN)	ENTREPRENEURIAL STUDIES AND MGMT
MMBLWI	MASTER MANAGEMENT SCIENCES	APPLIED LAW
MMBSLI	MASTER MANAGEMENT SCIENCES (BUSINESS LAW)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMBSMI	MASTER MANAGEMENT SCIENCES (BUS ADMIN)	APPLIED MANAGEMENT (MIDLANDS)
MMCTGI	MASTER MANAGEMENT SCIENCES (HOSP - CATERING)	HOSPITALITY AND TOURISM
MMCTRI	MASTER MANAGEMENT SCIENCES (HOSP - CATERING)	ECOTOURISM
MMDRMI	MASTER MANAGEMENT SCIENCES (PUB ADMAS-TER-DIS RSK)	PUBLIC MNGT AND ECONOMICS

MMDSRI	MASTER MANAGEMENT SCIENCES (PUB ADMAS-TER-DIS RSK)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMECM I	MASTER MANAGEMENT SCIENCES (HOSP - ECO/ENV)	ECOTOURISM
MMEEM I	MASTER MANAGEMENT SCIENCES (HOSP - ECO/ENV)	HOSPITALITY AND TOURISM
MMHED I	MASTER MANAGEMENT SCIENCES (PUB ADMAS-TER-HGH ED)	PUBLIC MNGT AND ECONOMICS
MMHGE I	MASTER MANAGEMENT SCIENCES (PUB ADMAS-TER-HGH ED)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMHOS I	MASTER MANAGEMENT SCIENCES (HOSP-HOSPITALITY)	ECOTOURISM
MMHRM I	MASTERMANAGEMENT SCIENCES (HUMAS-TERRES)	HUMAN RESOURCE MANAGEMENT
MMHRS I	MASTERMANAGEMENT SCIENCES (HUMAS-TERRES)	APPLIED MANAGEMENT (MIDLANDS)
MMHSP I	MASTERMANAGEMENT SCIENCES (HOSP-HOSPITALITY)	HOSPITALITY AND TOURISM
MMLDS I	MASTERMANAGEMENT SCIENCES (LEADERSHIP)	ENTREPRENEURIAL STUDIES AND MGMT
MMLGM I	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-LOC GOV)	PUBLIC MNGT AND ECONOMICS
MMLGV I	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-LOC GOV)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMLSPI	MASTERMANAGEMENT SCIENCES (LEADERSHIP)	APPLIED MANAGEMENT (MIDLANDS)
MMMEV I	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-MON EVL)	PUBLIC MNGT AND ECONOMICS
MMMKG I	MASTERMANAGEMENT SCIENCES (MARKETING)	APPLIED MANAGEMENT (MIDLANDS)
MMMKT I	MASTERMANAGEMENT SCIENCES (MRKTING)	MARKETING AND RETAIL MNGT
MMMNE I	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-MON EVL)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMPCS I	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-PCE STD)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMPMGI	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-PUB MAN)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMPMNI	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-PUB MAN)	PUBLIC MNGT AND ECONOMICS
MMPRI I	MASTERMANAGEMENT SCIENCES (PUB REL)	APPLIED MANAGEMENT (MIDLANDS)
MMPRMI	MASTERMANAGEMENT SCIENCES (PUB REL)	PUBLIC RELATIONS MANAGEMENT
MMPST I	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-PCE STD)	PUBLIC MNGT AND ECONOMICS
MMRETI	MASTERMANAGEMENT SCIENCES (RETAIL)	MARKETING AND RETAIL MNGT
MMRTL I	MASTERMANAGEMENT SCIENCES (RETAIL)	APPLIED MANAGEMENT (MIDLANDS)
MMSCHI	MASTERMANAGEMENT SCIENCES (PUB ADMAS-TER-SUP CHN)	PUBLIC MNGT LAW AND ECONMCS (PMB)
MMSCIE	MASTER OF MANAGEMENT SCIENCES (NON-SUB)	FACULTY OFFICE-MGMT SCIENCES
MMSCMI	MASTERMANAGEMENT SCIENCES (PUB ADM-SUP CHN)	PUBLIC MNGT AND ECONOMICS
MMTRMI	MASTERMANAGEMENT SCIENCES (HOSP - TOURISM)	HOSPITALITY AND TOURISM
MMTRS I	MASTERMANAGEMENT SCIENCES (HOSP - TOURISM)	ECOTOURISM
MPQMN I	MASTER OF PHILOSOPHY IN QUALITY MAN	OPERATIONS AND QUALITY MANAGEMNT
MSQMN I	MASTER OF QUALITY MANAGEMENT	OPERATIONS AND QUALITY MANAGEMNT
PDMSBA	POSTGRADUATEDIPLOMAIN MGNT SCI IN BUS ADMIN	BUSINESS STUDIES UNIT
PDMSBE	POSTGRADUATEDIPLOMAIN MGNT SCI IN BUS ADMIN	ENTREPRENEURIAL STUDIES AND MGMT
PDMSHR	POSTGRADUATEDIPLOMA IN MGNT SCI HUMAN RES	APPLIED MANAGEMENT (MIDLANDS)
PDMSPM	POSTGRADUATE IN MGNT SCI IN PUB RELAT COMAS-TERAND MGNT	PUBLIC MNGT LAW AND ECONMCS (PMB)
PDPALI	POSTGRADUATE PUBLIC ADMIN (LOC GOV MGTNT)	PUBLIC MNGT AND ECONOMICS
PDPMD I	POSTGRADUATE PUBLIC ADMIN (DISAST AND RISK)	PUBLIC MNGT AND ECONOMICS
PDPMS I	POSTGRADUATE PUBLIC ADMIN (SUPPLY CHAIN)	PUBLIC MNGT AND ECONOMICS
PGDBMI	POSTGRADUATEDIPLOMA IN BUSINESS MANAGEMENT	ENTREPRENEURIAL STUDIES AND MGMT
PGDETI	POSTGRADUATE DIPLOMA IN ECOTOURISM	HOSPITALITY AND TOURISM
PGDHMI	POSTGRADUATEDIPLOMAIN HOSPITALITY MANAGEMENT	HOSPITALITY AND TOURISM
PGDHRI	POSTGRADUATEDIPLOMAIN MGNT SC IN HUMAS-TERRESOURCES	HUMAN RESOURCE MANAGEMENT
PGDMBA	POSTGRADUATEDIPLOMAIN MGNT SCI IN BUS ADMIN	PUBLIC MNGT LAW AND ECONMCS (PMB)
PGDMBL	POSTGRADUATEDIPLOMAIN MGNT SCIENCES BUS LAW	APPLIED LAW

PGDMKI	POSTGRADUATEDIPLOMA IN MGNT SCI MARKETING	MARKETING AND RETAIL MNGT
PGDMPC	POSTGRADUATEIN MGNT SCI IN PUB REL AND COMASTERMGNT	PUBLIC RELATIONS MANAGEMENT
PGDMQI	POSTGRADUATEIN MGNT SCI IN OPERATIONS MANAGEMENT	OPERATIONS AND QUALITY MANAGEMNT
PGDMSI	POSTGRADUATEDIPLOMAIN MGNT SCIENCES (QUALITY)	OPERATIONS AND QUALITY MANAGEMNT
PGDMSA	POSTGRADUATEDIPLOMAIN MGNT SCI IN BUS ADMIN	BUSINESS STUDIES UNIT
PGDMSC	POSTGRADUATE PUBLIC ADMIN (SUPPLY CHAIN) PM	PUBLIC MNGT LAW AND ECONMCS (PMB)
PGDOMI	POSTGRADUATEIN MGNT SCI IN OPERATIONS MANAGEMENT	OPERATIONS AND QUALITY MANAGEMNT
PGDPMI	POSTGRADUATE DIPLOMAIN PUBLIC ADMIN (PUBC MGN)	PUBLIC MNGT AND ECONOMICS
PGDPMP	POSTGRADUATE DIPLOMAIN PUBLIC ADMIN (PUBC MGN)	PUBLIC MNGT LAW AND ECONMCS (PMB)
PGDQMI	POSTGRADUATEDIPLOMAIN MGNT SCIENCES QUALITY MGNT	OPERATIONS AND QUALITY MANAGEMNT
PGDRMI	POSTGRADUATEDIPLOMA IN MGNT SCI RETAIL MGNT	MARKETING AND RETAIL MNGT
PGDSMI	POSTGRADUATEDIPLOMA IN MANAGEMENT SCIENCES	OPERATIONS AND QUALITY MANAGEMNT
PGDTRI	POSTGRADUATE DIPLOMA IN TOURISM	HOSPITALITY AND TOURISM
PGMSBA	POSTGRADUATEDIPLOMAIN MGNT SCI IN BUS ADMIN	ENTREPRENEURIAL STUDIES AND MGMT

FACULTY OF APPLIED SCIENCES		
CODE	DESCRIPTION	DEPARTMENT
ADAPT I	ADVANCED DIPLOMA IN APPAREL TECHNOLOGY	CLOTHING AND TEXTILE STUDIES
ADBIO I	ADVANCED DIPLOMA IN BIOTECHNOLOGY	BIOTECHNOLOGY AND FOOD SCIENCE
ADCHE I	ADVANCED DIPLOMA IN CHEMISTRY	CHEMISTRY
ADCHE2	ADVANCED DIPLOMA IN CHEMISTRY	CHEMISTRY
ADCLMI	ADVANCED DIPLOMA IN APPAREL TECHNOLOGY	CLOTHING AND TEXTILE STUDIES
ADCSFI	ADVANCED DIPLOMA IN CONSUMER SCIENCES IN	FOOD AND NUTRIT CONSUMER SCIENCE
ADFSCI	ADVANCED DIPLOMA IN FOOD SCIENCE	BIOTECHNOLOGY AND FOOD SCIENCE
ADMARI	ADVANCED DIPLOMA IN MARINE ENGINEERING	MARITIME STUDIES
ADMREI	ADVANCED DIPLOMA IN MARINE ENGINEERING	MARITIME STUDIES
ADNAUI	ADVANCED DIPLOMA IN NAUTICAL STUDIES	MARITIME STUDIES
ADSHLI	ADVANCED DIPLOMA IN SHIPPING AND LOGISTICS	MARITIME STUDIES
ADSUHI	ADVANCED DIPLOMA IN SUSTAINABLE HORTICUL	HORTICULTURE
ADTXTI	ADVANCED DIPLOMA IN TEXTILE TECHNOLOGY	CLOTHING AND TEXTILE STUDIES
BASHBI	BACHALOR OF APPLIED SCIENCES HONOURS IN BIOTECHNOLOGY	BIOTECHNOLOGY AND FOOD SCIENCE
BASHTX	BACHELOR OF APPLIED SCIENCES HONOURSIN TEXTILE SCIENCES	CLOTHING AND TEXTILE STUDIES
BSSHI	BACHELOR OF SPORT SCIENCE HONOURS	SPORT STUDIES
BSSHNI	BACHELOR OF SPORT SCIENCE HONOURS	SPORT STUDIES
BSSMHI	BACHELOR OF SPORT SCIENCE AND MANAGEMENT HONOURS	SPORT STUDIES
DFSCTI	DOCTOR OF FOOD SCIENCE AND TECHNOLOGY	BIOTECHNOLOGY AND FOOD SCIENCE
DPBTCI	DOCTOR OF PHILOSOPHY BIOTECHNOLOGY	BIOTECHNOLOGY AND FOOD SCIENCE
DPCMSI	DOCTOR OF PHILOSOPHY CHEMISTRY	CHEMISTRY
DPFNTI	DOCTOR OF PHILOSOPHY FOOD AND NUTRITION	FOOD AND NUTRIT CONSUMER SCIENCE
DRASCI	DOCTOR OF APPLIED SCIENCES	PHYSICS
DRFDNT	DOCTOR OF FOOD AND NUTRITION	FOOD AND NUTRIT CONSUMER SCIENCE
MSBTCI	MASTER OF SCIENCE IN BIOTECHNOLOGY	BIOTECHNOLOGY AND FOOD SCIENCE
MSCMSI	MASTER OF APPLIED SCIENCE IN CHEMISTRY	CHEMISTRY
MSFNTI	MASTER OF SCIENCE IN FOOD AND NUTRITION	FOOD AND NUTRIT CONSUMER SCIENCE
MSFSTI	MASTER OF SCIENCE IN FOOD SCIENCE AND TECHNOLOGY	BIOTECHNOLOGY AND FOOD SCIENCE
PDISHI	POSTGRADUATE DIPLOMA IN INTERNATIONAL SHIPPING	MARITIME STUDIES
PGDCHI	POSTGRADUATE DIPLOMA IN CHEMISTRY	CHEMISTRY
PGDFNI	POSTGRAD DIPLOMA IN FOOD AND NUTRITION	FOOD AND NUTRIT CONSUMER SCIENCE
PGDSHI	POSTGRAD DIP IN SUSTAINABLE HORTICULTURE	HORTICULTURE
PGDXTX	BACHELOR OF APPLIED SCIENCES HONOURS IN TEXTILE SCIENCES	CLOTHING AND TEXTILE STUDIES

FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

CODE	DESCRIPTION	DEPARTMENT
ADPPTI	ADVANCED DIPLOMA IN PULP AND PAPER TECHN	CHEMICAL ENGINEERING
BEHCEI	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CHEMICAL ENGINEERING	CHEMICAL ENGINEERING
BEHCMI	BACH OF ENGINEERING HON CONSTRUCT MANAGEMENT	CIVIL ENG AND GEOMATICS(DURBAN)
BEHQSI	BACHELOR OF THE BUILT ENVIRONMENT HONOURS IN QUANTITY SURVEYING	CONST MNGT AND QUANT SURVEYING
BETHEE	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN ELECTRONIC ENGINEERING	ELECTRONIC AND COMPUTER ENG
BETHII	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS (INDUSTRIAL ENGINEERING)	INDUSTRIAL ENGINEERING
BETHIE	BACHELOR HONOURS INDUSTRIAL ENGINEERING	INDUSTRIAL ENGINEERING
BETHME	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN MECHANICAL ENGINEERING	MECHANICAL ENGINEERING
BHCVEU	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CIVIL URBAN ENGINEERING	CIVIL ENG AND GEOMATICS(DURBAN)
BHCVSE	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CIVIL ENGINEERING STRUCTURES	CIVIL ENG AND GEOMATICS(DURBAN)
BHCVTW	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CIVIL WATER	CIVIL ENG AND GEOMATICS(DURBAN)
BHCVUE	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CIVIL URBAN ENGINEERING	CIVIL ENG AND GEOMATICS(DURBAN)
BHCVWE	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN CIVIL WATER	CIVIL ENG AND GEOMATICS(DURBAN)
BHECV	BACHELOR HONOURS INDUSTRIAL ENGINEERING	INDUSTRIAL ENGINEERING
BHECVI	BACHELOR HONOURS CIVIL ENGINEERING	CIVIL ENG AND GEOMATICS(DURBAN)
BHTPWE	BACHELOR OF ENGINEERING TECHNOLOGY HONOURS IN POWER ENGINEERING	ELECTRICAL POWER ENGINEERING
BHURPI	BACHELOR OF THE BUILT ENVIRONMENT HONOURS IN URBAN AND REGIONAL PLANNING	TOWN AND REGIONAL PLANNING
DNCHMI	DOCTOR OF ENGINEERING (CHEMICAL)	CHEMICAL ENGINEERING
DNCVEI	DOCTOR OF ENGINEERING (CIVIL)	CIVIL ENGINEERING(MIDLANDS)
DNCVLI	DOCTOR OF ENGINEERING (CIVIL)	CIVIL ENG AND GEOMATICS(DURBAN)
DNELCI	DOCTOR OF ENGINEERING (LIGHT CURRENT)	ELECTRONIC AND COMPUTER ENG
DNEPEI	DOCTOR OF ENGINEERING (ELECTRICAL POWER)	ELECTRICAL POWER ENGINEERING
DNINDI	DOCTOR OF ENGINEERING (INDUSTRIAL)	INDUSTRIAL ENGINEERING
DNMCHI	DOCTOR OF ENGINEERING (MECHANICAL)	MECHANICAL ENGINEERING
DPARCI	DOCTOR OF PHILOSOPHY IN ARCHITECTURE	ARCHITECT TECHNOLOGY
DPBENI	DOCTOR OF PHILOSOPHY IN THE BUILT ENVIRONMENT	CONST MNGT AND QUANT SURVEYING
DPBEVI	DOCTOR OF PHILOSOPHY IN THE BUILT ENVIRONMENT	CIVIL ENG AND GEOMATICS(DURBAN)
DPSRVI	DOCTOR OF PHILOSOPHY IN SURVEYING	CIVIL ENGINEERING(MIDLANDS)
DPSURI	DOCTOR OF PHILOSOPHY IN SURVEYING	CIVIL ENG AND GEOMATICS(DURBAN)
DPTRPI	DOCTOR OF PHILOSOPHYIN THE BUILT ENVIRONMENT	TOWN AND REGIONAL PLANNING
MBARCI	MASTER OF THE BUILT ENVIRONMENT (ARCHITECTURE)	ARCHITECT TECHNOLOGY
MBCSMI	MASTER OF THE BUILT ENVIRONMENT (CONSTRUCTION)	CONST MNGT AND QUANT SURVEYING
MBQTSI	MASTER OF THE BUILT ENVIRONMENT (QUANT)	CONST MNGT AND QUANT SURVEYING
MBSRVI	MASTER OF THE BUILT ENVIRONMENT (SURVEY)	CIVIL ENGINEERING(MIDLANDS)
MBSURI	MASTER OF THE BUILT ENVIRONMENT (SURVEY)	CIVIL ENG AND GEOMATICS(DURBAN)
MBTRPI	MASTER OF THE BUILT ENVIRONMENT (TOWN AND REGIONAL PLANNING)	TOWN AND REGIONAL PLANNING
MNCHMI	MASTER OF ENGINEERING (CHEMICAL)	CHEMICAL ENGINEERING
MNCSMI	MASTER OF THE BUILT ENVIRONMENT (CONSTRUCTION)	CONST MNGT AND QUANT SURVEYING

MNCVEI	MASTER OF ENGINEERING (CIVIL)	CIVIL ENGINEERING(MIDLANDS)
MNCVLI	MASTER OF ENGINEERING (CIVIL)	CIVIL ENG AND GEOMATICS(DURBAN)
MNELCI	MASTER OF ENGINEERING (ELECTRONIC)	ELECTRONIC AND COMPUTER ENG
MNEPEI	MASTER OF ENGINEERING (ELECTRICAL POWER)	ELECTRICAL POWER ENGINEERING
MNINDI	MASTER OF ENGINEERING (INDUSTRIAL)	INDUSTRIAL ENGINEERING
MNMCHI	MASTER OF ENGINEERING (MECHANICAL)	MECHANICAL ENGINEERING
MNQTSI	MASTER OF THE BUILT ENVIRONMENT (QUANTITY SURVEYING)	CONST MNGT AND QUANT SURVEYING
MNSURI	MASTER OF THE BUILT ENVIRONMENT (SURVEY)	CIVIL ENG AND GEOMATICS(DURBAN)

FACULTY OF HEALTH SCIENCES		
CODE	DESCRIPTION	DEPARTMENT
ADSOMI	ADVANCED DIPLOMA IN SOMATOLOGY	SOMATOLOGY
DPEMCI	DOCTOR OF PHILOSOPHY IN EMERGENCY MEDICAL CARE	EMERG MEDICAL CARE AND RESCUE
DPHLCI	DOCTOR OF PHILOSOPHY IN HEALTH SCIENCES	FACULTY OFFICE-HEALTH SCIENCES
DPHSCI	DOCTOR OF PHILOSOPHY HEALTH SCIENCES	FACULTY OFFICE-HEALTH SCIENCES
DRCHRI	DOCTOR OF CHIROPRACTIC	CHIROPRACTIC
DRDNTI	DOCTOR OF DENTAL TECHNOLOGY	DENTAL SCIENCES
DREVHI	DOCTOR OF ENVIRONMENTAL HEALTH	COMMUNITY HEALTH STUDIES
DRHOMI	DOCTOR OF HOMOEOPATHY	HOMEOPATHY
DRMCS	DOCTOR OF MEDICAL CLINICAL SCIENCES	BIOMED AND CLINICAL TECHNOLOGY
DRMCSI	DOCTOR OF MEDICAL CLINICAL SCIENCES	BIOMED AND CLINICAL TECHNOLOGY
DRMLSI	DOCTOR OF MEDICAL LABORATORY SCIENCE	BIOMED AND CLINICAL TECHNOLOGY
DRNRSI	DOCTOR OF NURSING	NURSING
DRRAD I	DOCTOR OF RADIOGRAPHY	RADIOGRAPHY
MHCLTI	MASTER OF HEALTH SCIENCES IN CLINICAL TECHNOLOGY	BIOMED AND CLINICAL TECHNOLOGY
MHCYCI	MASTER OF CHILD AND YOUTH CARE	COMMUNITY HEALTH STUDIES
MHDNTI	MASTER OF HEALTH SCIENCES IN DENTAL TECHNOLOGY	DENTAL SCIENCES
MHEMCI	MASTER OF HEALTH SCIENCES IN EMERGENCY MEDICAL CARE	EMERG MEDICAL CARE AND RESCUE
MHEVHI	MASTER OF HEALTH SCIENCES IN ENVIRONMENTAL HEALTH	COMMUNITY HEALTH STUDIES
MHMLSI	MASTER OF HEALTH SCIENCES IN MEDICAL LABORATORY SCIENCE	BIOMED AND CLINICAL TECHNOLOGY
MHNRSI	MASTER OF HEALTH SCIENCES IN NURSING	NURSING
MHRADI	MASTER OF HEALTH SCIENCES IN RADIOGRAPHY	RADIOGRAPHY
MHSCHI	MASTER OF HEALTH SCIENCES IN HOMOEOPATHY	HOMEOPATHY
MHSCRI	MASTER OF HEALTH SCIENCE IN CHIROPRACTIC	CHIROPRACTIC
MHSICI	MASTER OF HEALTH SCIENCE IN CHIROPRACTIC	CHIROPRACTIC
MHSOMI	MASTER OF HEALTH SCIENCES IN SOMATOLOGY	SOMATOLOGY
MSHSCI	MASTER OF HEALTH SCIENCES	FACULTY OFFICE-HEALTH SCIENCES
PDSOMI	POSTGRADUATEDIPLOMA IN SOMATOLOGY	SOMATOLOGY
PGDCYC	POSTGRADUATEDIPLOMA IN CHILD AND YOUTH CARE	COMMUNITY HEALTH STUDIES
PGDHSM	POSTGRADUATEDIPLOMA IN HEALTH SERVICE MGNT	NURSING
PGDNHS	POSTGRADUATEDIPLOMA NURSING HEALTH SERV MGNT	NURSING
PGDOHN	POSTGRADUATEDIPLOMA IN OCCUPATIONAL HEALTH NURSING	NURSING
PGDPCN	POSTGRADUATEDIPLOMA IN PRIMARY CARE NURSING	NURSING
PGNRSN	POSTGRADUATE DIPLOMA IN NURSING	NURSING

CRITICAL PATH FOR MASTERS AND DOCTORATE QUALIFICATIONS (This is contained in more detail in the text of the Guide.)	
STUDENT'S RESPONSIBILITIES	UNIVERSITY'S RESPONSIBILITIES
1. APPLICATION AND REGISTRATION FOR HIGHER DEGREE	
The prospective student approaches the HoD with a proposed research topic and Supervisor (if available) and completes form PG1 (<i>Notification of Proposed Research Topic and Supervisor</i>) together with the HoD. 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. <i>The HoD is to update form PG1 if/as needed (e.g. when appointment of Supervisor occurs).</i>
2. APPOINTMENT OF SUPERVISOR	
The student may accept the nominated Supervisor or request another person.	The HoD 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 to the Supervisor on form PG2a (<i>Research Proposal and Ethics Checklist</i>) and prepares the Research Budget, which can be accessed after approval by the FRC ¹ . 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.	The <i>Checklist and Evaluation of Research Proposal</i> section of PG2a must be completed and signed by a suitably qualified Reviewer prior to submission of the proposal to the FRC. 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.
5. SUPERVISOR AND STUDENT PROGRESS REPORTS	
The student completes an annual progress report on form PG3a (<i>Annual Progress Report: Student</i>) and submits it via the HoD to the FRC.	The Supervisor completes an annual progress report on form PG3b (<i>Annual Progress Report: Supervisor</i>) and submits it via the HoD to the FRC.
6. INTERRUPTION/EXTENSION/TERMINATION OF STUDIES	
In the case of unavoidable interruptions/delays or requests for extension or termination of studies, the student must complete PG4 (<i>Application for Interruption/Extension/Termination of Studies</i>).	The Supervisor checks completed form PG4 and submits it via the HoD to the FRC.
7. NOTIFICATION OF INTENTION TO SUBMIT THESIS/DISSERTATION FOR EXAMINATION	

The student submits PG5 (<i>Notice of Intention to Submit Dissertation/Thesis for Examination</i>) to the HoD <i>at least 3 months in advance</i> of the intended date of exam submission of the dissertation/thesis.	The HoD, in consultation with the Supervisor, should identify suitably qualified Examiners <i>at least 3 months in advance</i> of the anticipated submission date. The HoD is to forward PG5 to the Faculty Office.
8.	NOMINATION OF EXAMINERS
	The HoD, in consultation with the Supervisor, submits names of suitable Examiners to the FRC for approval on form PG6 (Nomination of Examiners).
9.	SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION
Once the dissertation/thesis is ready for examination, the student presents the requisite number of soft bound copies to the Supervisor for approval and signature, and ensures that these are delivered to the Faculty Office. A receipt is issued on delivery, showing the date of submission.	Once the Supervisor has approved and signed examination copies of the dissertation/thesis, PG7 (Submission of Dissertation/Thesis for Examination) is signed by the Supervisor and HoD and sent to the Faculty Office, authorising the posting of the examination copies to the Examiners.
10.	EXAMINATION OF DISSERTATION/THESIS
	The Faculty Office records student and Supervisor details on PG8 (<i>Examination of Dissertation/Thesis</i> and posts examination copies of the dissertation/thesis together with PG8 and requisite documents to the Examiners. The Faculty Office ensures that all items posted are delivered to the Examiners and that the Examiners are paid timeously for their work.
11.	EXAMINATION RESULTS
The student may not see the Examiners' reports until after HDC approval, but may undertake any amendments as may be recommended by examiners before submitting the prescribed number of print and electronic Library copies to the Faculty Office.	The HoD, via the FRC, submits Examiners' results and recommendations to the HDC for approval on PG8 and PG9 (<i>Submission of Final Marks for Masters Dissertation/Doctoral Thesis to Higher Degrees Committee</i>). 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 (<i>Declaration in respect of Masters Dissertation/ Doctoral Thesis submitted for Examination</i>) to confirm that all amendments required by the Examiners have been done, and forwards it to the Supervisor. The student then submits the prescribed number of print and electronic Library copies 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.
GRADUATION – CONGRATULATIONS!	