



**Handbook for Master of Commerce in the Fields of  
Inequality Studies (CCA01) (50% Coursework)**

**With an accompanying document containing Research  
Report Guidelines**

**Southern Centre for Inequality Studies  
and  
Division of Economics  
School of Economics and Finance (SEF)**

**Faculty of Commerce, Law and Management  
University of the Witwatersrand  
Johannesburg**

**2025**

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The present *Handbook* is drafted by the Southern Centre for Inequality Studies and the Division of Economics within SEF in order to integrate the *Rules and Syllabuses of Commerce, Law and Management* and the rules contained in the “Application for Postgraduate/Further Study” in regards to the **50% coursework** Masters of Commerce offered in the Field of Inequality Studies (CCA01).

The Southern Centre for Inequality Studies prides itself on the diversity of interests and fields of its researchers. The faculty is actively involved in research and publication activities, and is active in national and international professional societies.

The research interests of staff within the Southern Centre for Inequality Studies are both applied and theoretical, including conceptual and methodological dimensions of inequality, economics, development, gender, the future of work, sociology, public economics and wealth inequality.

## Teaching and assessments

In 2025, most teaching and learning will take place on campus in face-to-face lectures and seminars. Most assessments will be conducted in person in a specified venue to be communicated closer to the time and depending on the course.

The core courses for the MCom in Inequality Studies, ECON7070A, ECON7071A and ECON7069A. ECON7070A and ECON7071A are delivered by in-person lectures in 2025. ECON7069A is the research report module which includes a set of compulsory research and writing workshops. The lectures and workshops are held at the Southern Centre for Inequality Studies, at the Wits Parktown Management Campus.

The mode of delivery for each of the electives may vary. Each course will have its own dedicated course tab/site on Ulwazi and further communication on each course will be provided to you by the lecturer concerned. Assessments will either be online or conducted in person in a specified venue to be communicated closer to the time and depending on the course. Note that students will not have the option to choose the form of assessment they prefer; all students will write the same assessments.

## Computer facilities available to Masters students

Registered Inequality Studies students have access to the postgraduate computer lab in the New Commerce Building, located on the 2<sup>nd</sup> floor. Should you have problems regarding access to the lab, please contact Mr Lehlohonolo Mokoatle in NCB136 or on email: [Lehlohonolo.mokoatle@wits.ac.za](mailto:Lehlohonolo.mokoatle@wits.ac.za).

## Communication

There are two main forms of communication, Wits student email and Ulwazi. Students are advised to check both these channels regularly. Whenever it is possible, we will notify students about changes or events via email&/Ulwazi. **Please note that it is your responsibility to ensure that your student email address is activated and checked frequently for any information.**

Ulwazi can be found at <https://ulwazi.wits.ac.za>. During the first few weeks of the first semester, a programme site tab will be added to Ulwazi which will be used for important notices, writing and research tips, as well as to advertise jobs and bursaries available. Please ensure that you have access to this programme tab as well as the course tabs for each of the courses you are registered for.

## 1. Application Requirements and Deadlines

- a. If the applicant has achieved an average of at least 65% for Honours in Economics/Economic Science/Applied Development Economics (ADE), or an appropriate Honours degree in the social sciences, [or equivalent, as defined below in (1.b) and in the *Rules and Syllabuses of Commerce, Law and Management*], their “Application for Postgraduate/Further Study” must be received by the Admissions Office of the Faculty of Commerce, Law and Management by **October 31** in order to be considered for the First Semester of the upcoming Academic Year. Note that the 65% requirements in Honours or equivalent is merely a minimum condition for application and per se does not guarantee automatic admission.
  - i. All applications for “Postgraduate/Further Study” are managed centrally within the university through the “Student Enrolment Centre”. This allows applicants to submit an online application, and go to the self-service portal to: (a) upload supporting documents *and* (b) check the status of the application.
  - ii. Further queries on the applications can be addressed to the Postgraduate Admissions Officer of the School of Economics and Finance in the New Commerce Building, West Campus ([pgqueries.sef@wits.ac.za](mailto:pgqueries.sef@wits.ac.za)) as well as to the Postgrad Faculty Officer/s of the Faculty of Commerce, Law and Management, in the Faculty of Commerce, Law and Management Building, West Campus.
- b. International applicants and South African applicants who do not hold South African university degrees must have their degrees assessed by the South African Qualifications Authority (SAQA) before applying. The SAQA evaluation must then be included in the “Application for Postgraduate/Further Study”; an “Application” without a SAQA evaluation will be dismissed a priori. Ideally, the applicant should apply for SAQA assessment **at least 3 months** before applying to the Faculty of Commerce, Law and Management. SAQA application forms are available from SAQA’s website: [www.saqa.co.za](http://www.saqa.co.za).

## 2. Duration of study

- a. If the student is **full-time**:
  - i. They **must** successfully complete all the Masters requirements within **12 months**.
- b. If the student is **part-time**:
  - i. They **must** successfully complete all the Masters requirements within **24 months**.
- c. Exceptions may be made as to the total duration of study for students by the Masters Course Coordinator in Inequality Studies – see, for example, (5c) below.

## 3. Pass/Fail Definitions, University Subminimum, and Maximum Number of Courses that Can Be Repeated: General Rules

- a. A Masters student passes a course (core or otherwise) **if and only if** they obtain a final mark of 50% or above.
- b. A Masters student fails a course (core or otherwise) and is eligible for repeating the course (or another in the case of electives) only once **if and only if** they obtain a final mark between 35% and 49%.
- c. A Masters student who fails a course (core or otherwise) with a final mark below 35% will have their registration cancelled forthwith.
- d. A Masters student is allowed to repeat a maximum of three (3) courses (core or otherwise) during their period of study.
- e. Supplementary examinations are determined by the Board of Examiners (BoE) at the end of each semester.

#### 4. For-credit Coursework Requirements

- a. The MCom in the Field of Inequality Studies (CCA01) requires the successful completion of **six, for- credit** courses. Of the **six, three are** core courses:

|           |                                        |
|-----------|----------------------------------------|
| ECON7070A | Introduction to Inequality Studies     |
| ECON7071A | Inequality Studies: Theory and Methods |
| ECON7069A | Research Report in Inequality Studies  |

- b. Two electives are to be selected from the 2025 approved list below. Students should note that some of the electives require an honours in economics:

| Codes      | Course Title                                | Prerequisites        |
|------------|---------------------------------------------|----------------------|
| ECON7015A  | The Economics of Competition and Regulation | Honours in Economics |
| ECON7016A  | Development                                 | None                 |
| ECON7074A  | Political Economy of Development            | None                 |
| ECON7035A  | Public Economics                            | None                 |
| ECON7072A  | Advanced Macroeconomics for Policy          | None                 |
| ECON7037A* | Applied Econometrics                        | See below            |
| ECON7054A  | Introduction to Health Economics            | Honours in Economics |
| ECON7057A  | Gender Economics                            | Honours in Economics |
| ECON7073A  | Microeconomics & Industrial & Trade Policy  | None                 |
| ECON7062A  | Environmental Economics and Policy          | Honours in Economics |
| ECON7063A  | Energy Economics                            | Honours in Economics |

\* Candidates can enrol for Applied Econometrics (ECON7037A) on condition they have completed econometrics at the Honours level OR econometrics at the third-year level, *as long as they achieved a minimum mark of 65% in that course* (for example, in Econometrics III, or Econometrics for Development (ECON4065A), or an equivalent course).

- c. One elective to be selected from the 2025 approved list below

| Codes     | Course Title                                             |
|-----------|----------------------------------------------------------|
| POLS7006A | Development Theories, Issues, Problems and Strategies    |
| POLS7044A | Democratic Theory                                        |
| SOCL7039A | Social Transitions                                       |
| SOCL7012A | Global Institutions and Economic Restructuring           |
| SOCL7010A | Economic Sociology                                       |
| SOCL7043A | Sociology of Land and Agrarian Reform in Southern Africa |
| SOCL7011A | Environmental Sociology                                  |
| SOSS7021A | Labour & Development                                     |

|           |                                      |
|-----------|--------------------------------------|
| SOCL7009A | Development as Ideology and Practice |
| SOSS7042A | The Sociology of Health and Illness  |
| SOSS7101A | Current Epidemics in SA              |
| SOSS7075A | Race                                 |
| SOSS7036A | Feminist Theory                      |

*NB: Not all electives will be offered every year. Students may take another elective, not listed here, with written permission from the programme convenor.*

PLEASE REFER TO **APPENDIX 2** FOR THE FULL-TIME AND PART-TIME COURSE STRUCTURE AND SEMESTER TIMETABLING

### **5. For-credit Coursework Requirements: Core**

- a. For both taught core courses - ECON7070A and ECON7071A - the *minimum* passing mark of 50% is required.
- b. In the event of (5.a) not being satisfied, the student is allowed to repeat the failed core requirement **only one time** in order to achieve (5.a). If this option is granted to the student by the Masters Course Coordinator in Inequality Studies, exceptions may be made as to the total duration of study.
- c. Core courses may each be repeated **only one time** to achieve (5.a).
- d. In case (5.a) is not achieved even after repetition, the student must abandon the Masters programme.

### **6. For-credit Coursework Requirements: Electives**

- a. As specified in (4.b), the student enrolled in CCA01 must complete three electives.
- b. If a student fails an elective with a final mark between 35% and 49% they can choose to repeat that elective or another one, but only once.
- c. The electives which can be selected are given above in (4.b) and may change each year, depending on availability of staff.

### **7. Missed Assessments**

Absence from a class test, **or** failure to submit an essay/assignment on the due date **or** absence from the final examination will result in an outcome of Failed Absent (FABS) on the statement of academic record unless granted a deferred assessment.

### **Class Tests/Essays/Assignments**

A deferred test/essay/assignment application (*course applicable – to be enquired with the lecturer*) must be **uploaded on the relevant Ulwazi course site** within **3 days** of the assessment, **no later**, with supporting documents to be considered.

- The lecturer will create an assignment “deferred test/essay/assignment application” on their course site after a test/essay/assignment which allows students to submit applications **within 3 working days of the assessment date, no later**, with supporting documents to be considered.
- After the closing date, the lecturer will make a decision on the application and communicate the outcome and logistics for writing the deferred test/essay/assignment to students (via Ulwazi). Deferred tests are usually held within a week of the first test.
- [Deferred Application Form](#)

#### **Final Assessments (Examinations)**

A deferred examination may be granted under special circumstances to students who are unable to write the final examination. Applications for **deferred assessments (exams)** must be **submitted through the student self-service portal** within **3 days of the scheduled exam, no later**, to the Faculty Office of CLM for consideration.

### **8. Research Report Requirement**

- a. The student must enrol for ECON7069A (Research Report).
- b. The full requirements, timeframes, and templates with respect to the Research Proposal and the Research Report are provided in the attached document “Inequality Studies Masters Research Report Guidelines”.
- c. These Guidelines are binding and timely submission of all components is required.
- d. The student must obtain a **minimum of 50%** on the Research Report.

### **9. Summary of Requirements for the Successful Completion of CCA01**

- a. Sign the Form contained in Appendix 1 by the first week of class; this is a fundamental prerequisite.
- b. Obtain a minimum of at least 50% for all compulsory core courses.
- c. Obtain a minimum of at least 50% for all elective courses.
- d. Submit a “Research Report Topic Selection Form” by the prescribed deadline.
- e. Submit a “Research Proposal” by the prescribed deadline.
- f. Submit a “Research Report” by the prescribed deadline.
- g. Obtain a minimum of 50% for the Research Report.

- h. Obtain a minimum of 50% overall average for the above-mentioned courses and Research Report in order to be awarded the degree.
- i. Provided they obtain a failure mark between 35% and 49%, the student may repeat the failed course (or another one in the case of electives) only once, so long as the maximum courses (core or otherwise) repeated during the period of study do not exceed three (3).
- j. If a student fails a course (core or otherwise) with below 35%, then he or she must abandon the Masters programme.
- k. In general, we recommend that our students attend the school research seminars.

PLEASE REFER TO **APPENDIX 2** FOR THE STUDENT CODE OF CONDUCT AND GRIEVANCE PROCESSES.

## APPENDIX 1

### FULL-TIME PROGRAMME STRUCTURE

#### Master of Commerce in the field of Inequality Studies(CCA01)

| <i>1<sup>st</sup> Semester</i>                  | <i>2<sup>nd</sup> Semester</i>                                                                                                                               |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ECON7070A Introduction to Inequality Studies    | Elective                                                                                                                                                     |
| ECON7071A Inequality Studies Theory and Methods | Elective                                                                                                                                                     |
| ECON7069A Research Report                       | Submission of final Research Proposal and Research Report                                                                                                    |
| Elective                                        | To successfully finish coursework by the 4th block Semester (12 months) and submit the Research Report by its deadline (end of February the following year). |

### PART-TIME PROGRAMME STRUCTURE

#### Master of Commerce in the field of Inequality Studies CCA01)

*Note: This scheduling of part-time courses might change on a yearly basis depending on whether the specific course's lectures are held during the day or evening. Please consult the timetable and the Postgraduate Administrator for further guidance.*

| <i>1<sup>st</sup> Semester, 1<sup>st</sup> Year</i> | <i>2<sup>nd</sup> Semester, 1<sup>st</sup> Year</i> |
|-----------------------------------------------------|-----------------------------------------------------|
| ECON7070A Introduction to Inequality Studies        | Elective                                            |
| Elective                                            | Elective                                            |

| <i>1<sup>st</sup> Semester, 2<sup>nd</sup> Year</i> | <i>2<sup>nd</sup> Semester, 2<sup>nd</sup> Year</i>                                                                                               |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| ECON7071A Inequality Studies: Theory and Methods    | Elective (if 3 electives not yet complete)                                                                                                        |
| ECON7069A Research Report                           | Submission of final Research Proposal and Research Report                                                                                         |
| Elective (if 3 electives not yet complete)          | To successfully finish coursework by 2nd Semester, 2nd Year (24 months) and Research Report by its deadline (end of February the following year). |

## **APPENDIX 2**

### **Procedures for the grievances of postgraduate students<sup>1</sup>**

#### **1. Guiding principles**

- The University commits itself to providing an environment in which the rights and dignity of its postgraduate students are upheld. Students should not feel that their grievances will be ignored or trivialized.
- Staff of the University are required to take appropriate action in accordance with this policy when the grievances of postgraduate students are drawn to their attention.
- Grievances will be taken seriously, investigated promptly and rigorously, and treated in confidence.
- Every effort should be made to resolve grievances through frank, informal discussion between the student and the staff member(s) concerned, before invoking formal procedures.
- Wherever possible, grievances should initially be addressed at School-level, and referred to Faculty-level only if they cannot be resolved. Appeal to the Deputy Vice-Chancellor (Academic) should be regarded as a last resort, when a student feels that resolution has not been achieved by all of the preceding processes.
- If it is found that a student has lodged an unwarranted grievance with malicious intent, the University reserves the right to invoke the appropriate disciplinary procedures.

#### **2. Objectives**

The objectives of this policy and these procedures are:

- to ensure the fair and equitable treatment of postgraduate students;
- to ensure that the grievances of postgraduate students are dealt with fairly and expeditiously;
- to ensure the fair and equitable treatment of members of staff against whom such grievances may be laid;
- to articulate clearly those procedures which postgraduate students should follow in seeking to have a grievance addressed.

#### **3. Types of grievances**

The procedures described in this document aim to assist postgraduate students in resolving grievances relating to their registration, with specific reference to:

- working relations with members of staff;
- aspects of their academic performance;
- the outcome of examinations of coursework and research;
- administrative processes and the provision of student services.

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<sup>1</sup> These procedures were extracted from the University Grievance Policy for Postgraduate Studies (SS2009/2163a). The entire document is attached in the appendix.

#### 4. Procedures for dealing with grievances against members of staff

- (a) If a student has a grievance concerning an academic or administrative decision, or the behaviour of a member of staff, this grievance should initially be discussed with the staff member concerned. Grievances against supervisors relate particularly (but not exclusively) to alleged failures to honour the terms set out in the 'Statement of Principles for Postgraduate Supervision', as well as any accompanying agreement.
- (b) If the grievance cannot be resolved, it should be referred to the appropriate Postgraduate Course Co-ordinator within the School. The student is entitled to be assisted by the School's Postgraduate Representative, if he/she so wishes. **Kindly note that if a student has an administrative query/complaint it should be firstly directed to the Postgraduate Administrator rather than the Postgraduate Course Co-ordinator.**
- (c) If the grievance still cannot be resolved, it should be submitted in writing to the Head of Economics Division who may escalate the grievance to the Head of School. The student is entitled to be assisted by a representative of the University's Postgraduate Association, if he/she so wishes.
- (d) If the grievance remains unresolved, it should be referred to the appropriate Assistant Dean in the Faculty (usually the Assistant Dean for Graduate Studies), who has the discretion to seek advice from the Faculty's Graduate Studies Committee and/or the Dean.
- (e) As a last resort, an appeal may be made to the Deputy Vice-Chancellor (Academic), whose decision on the matter will be final.
- (f) If the staff member against whom a grievance has been lodged is a Head of School, the grievance should be referred to the Dean. The student is entitled to be assisted by a member of the University's Postgraduate Association, as in (c).
- (g) If the staff member against whom a grievance has been lodged is a Dean, the grievance should be referred to the Deputy Vice-Chancellor (Academic), whose decision will be final. The student is entitled to representation by a member of the University's Postgraduate Association, as in (f).

## **Student Code of Conduct <sup>2</sup>**

### **CONTEXT / BACKGROUND**

The University of the Witwatersrand seeks to foster its reputation for excellence in teaching, learning and research and for service to the intellectual, professional and educational needs of its staff and students, and of society beyond the University. A university is a community where knowledge is sought and imparted. A university can consequently flourish only in an environment which fosters freedom of thought and expression, and respects the rights of all. It is the function of university discipline to protect this environment. The University's system of discipline, in line with these principles, will be administered fairly and reasonably.

This Code of Conduct reflects the core values of the University and should be read in conjunction with the rules and disciplinary codes of the University. The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Hence, the University community requires a commitment from every student to act ethically, respectfully, responsibly and diligently.

## **2. PRINCIPLES**

### **2.1. Ethical Conduct**

#### **1. Promoting:**

- a. in letter and in spirit the rules of the University and laws of the country
- b. ethical treatment of people, animals and the environment
- c. ethical use of resources and property
- d. ethical practices including fulfilling obligations of teaching, learning, fair and accountable assessment, research and supervision

#### **2. Preventing:**

- a. plagiarism and all forms of intellectual dishonesty
- b. favouritism and nepotism
- c. violation of confidentiality

### **2.2. Respectful Conduct**

#### **1. Promoting:**

- a. human rights and social responsibility
- b. equity and equal opportunity
- c. academic freedom and freedom of expression
- d. trustworthiness

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<sup>2</sup> [Wits Policy Document - C2017/626A]

- e. integrity
- f. fairness
- g. courtesy

## 2. Preventing:

- a. discrimination on the basis of race, gender, religion, disability, sexual orientation, HIV status or any category as defined in the Constitution
- b. the abuse of power
- c. sexual, racial or other forms of harassment
- d. disrespect for persons and property

## **2.3. Responsible Conduct**

### 1. Promoting

- a. Transparency
- b. Inclusivity
- c. Accountability
- d. good practice
- e. mutual responsibility for maintenance of an ethos and environment conducive to safety, security, health and wellbeing

### 2. Preventing:

- a. misuse of personal and University information and property and the name of the University
- b. improper financial dealings and improper conflicts of interest
- c. practices threatening safety, security, health or wellbeing
- d. actions which impinge on the rights of others

## **3. GENERAL RULES FOR STUDENT CONDUCT**

### 1. Every student is subject to the Rules.

### 2. Misconduct may result in disciplinary action. It is defined thus:

Misconduct comprises behaviour within or without the precincts of the University, or whilst on official business of or representing the university, without just excuse, which

- 1) constitutes a breach of any statute, regulation or rule of the University; or
- 2) constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules; or
- 3) constitutes a failure or refusal to obey a lawful order; or

- 4) constitutes conduct that tends to bring the University or any part of it or a member of its staff or a student or any part of its student body into contempt or disrepute; or
- 5) interferes with the governance and proper administration of the University; or
- 6) interferes with the conditions necessary for teaching, learning or research.

3. Subject to limitations in the Constitution, protest does not constitute misconduct.

4. A student shall not perform or participate in the performance of, or attempt to perform, or incite, instigate, command, advocate, advise or encourage the performance by any other person of any of the following acts or conduct within the precincts of the University:

- a. Racist or sexist behaviour;
- b. Assaults on or threats to any person;
- c. Disruption of classes, meetings or any other activity of the University, unless such conduct is reasonably directed toward the exercise of the right to assemble, to demonstrate, to picket and to present petitions, peacefully and unarmed;
- d. Taking weapons or dangerous objects into meetings.

5. In any confidential information or matter that relates to the affairs or business (whether educational or otherwise) of the University, or any of its constituent parts, is conveyed, transmitted or otherwise disclosed to a student by any officer or employee of the University, or by any other student in the pursuance of any duty to convey, transmit or otherwise disclose such information or matter, that student shall not further convey, transmit or otherwise disclose that information or matter unless it is in the public interest or is otherwise permitted by law to do so.

6. Student must at all times when within the \* precincts of the University carry his or her official University student card and produce it when called upon to do so by a member of staff. The card is required to gain access to precincts of the University and is for the sole use of the student to whom it has been issued.

7. A student shall not:

- a. Bring any alcoholic beverage within the precincts of the University except with the written permission of the Registrar or, in the case of a hall of residence, the Residence Hall Coordinator.
- b. Damage, either intentionally or negligently, or attempt to damage University property.
- c. Smoke – In a place where smoking is prohibited by the University;

- d. Within the precincts of the University have in his or her possession, supply to any other person, consume or be under the influence of any illegal substance which alters behaviour, except for a substance prescribed for that student by a registered health professional.

8. No student shall bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any person within the precincts of the University, any object which is capable of being used, and is intended by such student to be used, for the infliction of bodily harm.