Welcome to the Faculty of Health Sciences and to an exciting and successful Postgraduate Experience!

Thank you for choosing the Faculty of Health Sciences, University of the Witwatersrand (Wits) at which to undertake your postgraduate degree. The Wits Faculty of Health Sciences encompasses a community of outstanding students, esteemed and dedicated staff, accomplished alumni and extraordinary affiliated research institutions. It has distinguished itself both locally and internationally as a leader in interdisciplinary education, engaging postgraduate students at multiple levels and specialisations.

The Wits Faculty of Health Sciences has excellent postgraduate supervisors who participate in national and globally competitive cutting edge research, whether in the clinical, applied and/or basic sciences, and are thus able to guide and support you during your engagement with research. This has created a stimulating and thought-provoking environment in the Faculty which encourages innovation and promotes excellence in health research.

The Health Sciences Research Office coordinates and offers highly relevant workshops, courses and symposia with the aim of assisting you to build your knowledge on a sound basis of research methodology and ethics. In addition, our Postgraduate and Research Offices are manned by highly skilled individuals who will assist you in your endeavours to attain your postgraduate degree. I encourage you to use the resources available and I am sure that you will find the period of your postgraduate study exciting and fulfilling.

The purpose of this booklet is to introduce postgraduate students to processes in the Faculty of Health Sciences and to assist local and international students with work, study and social environments. The booklet will also be useful to supervisors and other members of staff. I hope it will provide you with most of the information that you need to succeed in your studies.

Make a difference!

Professor Maria Papathanasopoulos
Assistant Dean: Research and Postgraduate Support
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The Faculty of Health Sciences offers a number of postgraduate programmes through its seven schools which are:

- Anatomical Sciences ([www.wits.ac.za/anatomicalsciences](http://www.wits.ac.za/anatomicalsciences))
- Clinical Medicine ([www.wits.ac.za/clinicalmed](http://www.wits.ac.za/clinicalmed))
- Oral Health Sciences ([www.wits.ac.za/oralhealthsciences](http://www.wits.ac.za/oralhealthsciences))
- Pathology ([www.wits.ac.za/pathology](http://www.wits.ac.za/pathology))
- Physiology ([www.wits.ac.za/physiology](http://www.wits.ac.za/physiology))
- Public Health ([www.wits.ac.za/publichealth](http://www.wits.ac.za/publichealth))
- Therapeutic Sciences ([www.wits.ac.za/therapeuticsciences](http://www.wits.ac.za/therapeuticsciences))

### POSTGRADUATE PROGRAMMES

The following postgraduate programmes are offered:

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Health Sciences Honours (BScHons) in the following fields:</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>- Anatomical Pathology, Bioethics and Law, Biokinetics, Biomedical Sciences, Forensic Science, Human Biology, Medical Cell Biology, Molecular Medicine, Pharmacology, Physiology.</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Diploma in Child Health in Community Paediatrics</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Postgraduate Diploma in Child Health in Neurodevelopment</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Postgraduate Diploma in Health Science Education</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Diploma in Health Services Management</td>
<td>2 years part time</td>
</tr>
<tr>
<td>Diploma in Occupational Health</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Diploma in Public Health (DPH) in the following fields:</td>
<td>6 months full-time or 1 year part-time</td>
</tr>
<tr>
<td>Diploma in Tropical Medicine and Hygiene (DTM&amp;H)</td>
<td>2 years part-time</td>
</tr>
<tr>
<td>Postgraduate Diploma in Occupational Therapy (PGDipOT)</td>
<td>1 year full-time</td>
</tr>
<tr>
<td>Postgraduate Diploma in Physiotherapy (PGDipPhysio)</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Diploma in Advanced Nursing (DAdvNursing) in the following fields:</td>
<td></td>
</tr>
<tr>
<td>- Advanced Psychiatric Nursing, Community Health Nursing, Child Nursing, Forensic Nursing, Genetics Nursing, Infection Control, Intensive Care Nursing, Nephrology Nursing, Nursing Management, Occupational Health Nursing, Oncology and Palliative Care, Operating Theatre Nursing, Ophthalmic Nursing, Orthopaedic Nursing, Trauma and Emergency Nursing</td>
<td></td>
</tr>
</tbody>
</table>
Masters Degrees by Coursework and Research Report

Master of Science in Dentistry (MScDent) in the following fields:
- Community Dentistry, Maxillo Facial and Oral Surgery, Oral Pathology, Orthodontics, Periodontics and Oral Medicine, Prosthodontics

Master of Science in Medicine (MScMed) in the following fields:
- Applied Physiology, Bioethics and Health Law, Biokinetics, Child Health, Emergency Medicine, Forensic Pathology, Genetic Counselling (2 years part-time), Haematology, Immunology, Medical Microbiology, Nuclear Medicine, Pharmaceutical Affairs (part-time only), Pharmacology, Pharmacotherapy (part-time only), Sports Medicine, Sports Science, Tropical Diseases, Virology

Master of Science in Epidemiology (MScEpi) in the following fields:
- Biostatistics and Epidemiology, Population-based Field Epidemiology, Infectious Diseases Epidemiology, Implementing Science, Research Data Management, Biostatistics

Master of Science in Occupational Therapy (MScOT)

Master of Science in Physiotherapy (MScPhysio)

Master of Science in Nursing (MScNursing) in the following fields of study:
- Infection Control, Intensive Care Nursing, Child Nursing, Trauma and Emergency Nursing, Nephrology Nursing, Oncology and Palliative Care Nursing, Occupational Health Nursing, Nursing Education

Master of Pharmacy (MPharm)


Master of Dentistry (M.Dent) in the following fields:
- Community Dentistry, Maxillo Facial and Oral Surgery, Oral Pathology, Orthodontics, Periodontics and Oral Medicine, Prosthodontics

Master of Medicine (M.Med) in the following fields:
- Anaesthesia, Anatomical Pathology, Cardio-Thoracic Surgery, Chemical Pathology, Clinical Pathology, Community Health (Public Health Medicine and Occupational Medicine), Dermatology, Diagnostic Radiology, Family Medicine, Forensic Pathology, Haematology, Internal Medicine, Medical Genetics, Neurology, Neurosurgery, Nuclear Medicine, Microbiology, Obstetrics and Gynaecology, Plastic and Reconstructive surgery, Psychiatry, Radiation Oncology, Surgery, Urology, Virology

Masters in Health Science Education

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

18 months full-time or 3 years part-time

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

1 year full-time or 2 years part-time

3 or 4 years full-time depending on field

3 to 5 years full-time depending on field

1 year full-time or 2 years part-time
Masters Degree by Research Work

Master of Science degree (by research work and submission of dissertation) in any field approved by the departments where supervisors or the respective students are based and by the Graduate Studies Committee

Doctorate Degrees by Research Work

Doctor of Philosophy (PhD) degree in any field approved by the relevant Department and by the Graduate Studies Committee

Doctor of Science (Medicine or Dentistry) by submission of published work

Doctor of Medicine

1 year full-time or 2 years part-time

2 years full-time or 4 years part-time
Application: Online or download form + return with accompanying documents
https://www.wits.ac.za/applications/

Faculty Admissions Officer (FAO) to check, capture and complete application on SIMS

Schools to assess applications and capture decisions

School decisions are reviewed and (final) Faculty decisions are captured

If successful, applicant receives an Offer letter with further information on registration

Applicant must obtain clearance from Fees Office (fee quotation required for International students)
http://www.wits.ac.za/postgraduate/student-finance/

International applicants must further obtain clearance from Wits International Students Office (ISO) (accompanying documents required)
http://www.wits.ac.za/internationalstudents/

Applicant receives notice upon receipt and if document(s) outstanding

Applicant can track their application using the online Self-Service portal functionality

Student receives letter confirming outcome of application

If unsuccessful, applicant receives Faculty letter which includes reason(s) for the application being unsuccessful

Student registration is permitted – May be processed online (Student Self-Service portal) or at Faculty (in person or via email)
http://www.wits.ac.za/registration/

Student receives confirmation of registration letter
PhD and Masters programmes by dissertation

Applicants are invited to submit application forms for the above-mentioned Postgraduate programmes in the Faculty of Health Sciences. The faculty works on a full-year academic calendar which comprises two semesters. These are Jan to Jul and Aug to Dec. Admissions and enrolments can only be planned for the same year. If someone does not enroll in the same year that they apply, they would have to repeat the process in a subsequent year.

Applications may be made from January to the beginning of September in the same year

OR when application is made in the year prior to the year of enrolment, the following time frames apply: 01 April–30 November for intake into the January of the subsequent year.

It is the responsibility of the applicant to obtain letters of acceptance from their chosen supervisor(s) and HOD/HOS.

Masters programmes by coursework and research report and Postgraduate Diplomas

Closing dates
Closing dates vary according to programmes. Please refer to https://www.wits.ac.za/applications/
All new and returning postgraduate students, with an overall progression outcome of PCD (Proceed) or RET (Return to complete), are encouraged to register on-line. You can also update your personal details as part of the registration process.

**Step 1:** Make sure you have made your upfront payment (see below)

**Step 2:** Login to the Student Self-service website with your student number and password.
https://self-service.wits.ac.za/

This means that you will not have to present yourself in person for registration on the scheduled dates. You will be able to access/download any information pertaining to your degree and year of study from the Faculty Webpage – please visit www.wits.ac.za > Faculties and Schools > Health Sciences > Downloads

Please note that you will still have to update your student identity card within the first two weeks of lectures.

**UPFRONT TUITION FEE PAYMENT**

All students are required to have made an upfront payment before registration. If you are a self-funding student, please pay at least two days before registration. If this has not been paid, you will not be able to register.

If you are funded by:
- NSFAS
  You must have received confirmation via SMS that you have been awarded NSFAS Funding or check on Self-Service. You do not have to pay the upfront payment.
- Wits Scholarships/bursaries
  - If your scholarship is less than amount paid upfront you have to pay the difference and have your proof of payment.
  - If your scholarship entirely covers your tuition fee, you don’t have to pay the upfront payment
- External company/donor
  Your donor/company must have paid at least 2 weeks before registration. Please have proof of funding letter.

**UPFRONT PAYMENT PLAN (UPP)**

Students who are academically deserving, but financially needy are being given the opportunity to receive assistance to ease the compulsory upfront payment requirements.

Please note that this is NOT A FINANCIAL AID OPTION, merely an easing of the upfront payment requirement.

You must receive written confirmation from the Financial Aid Office (FASO) that you have an UPP. You must prove that you have paid 50% of the upfront payment.
The following conditions apply:

- Students are required to have 50% of the upfront payment available two days before registration.
- Students must comply with the requirements of the Means Test.

The balance of the upfront payment will be raised on your student fees account. Application forms are available at the Financial Aid and Scholarships Office. For further information please contact: Katlego Khoetha at e-mail info.finaid@wits.ac.za

**BANKING DETAILS**

- **Bank:** Standard Bank, Braamfontein
- **Account Name:** University of the Witwatersrand
- **Account No:** 002891697
- **Branch Code:** 004805
- **Type of Account:** Current
- **IBT No:** 131B
- **SWIFT Code:** SBZAZAJJ (International students only)
- **REFERENCE NUMBER:** You MUST use your student number as a reference.

**METHODS OF PAYMENT**

- Direct Bank Transfer payments can be made by means of the bank transfer form (M65). Payment can be paid directly into any branch of Standard Bank of South Africa Ltd using the details for Wits mentioned above.
- EFT payments can be made by using the details for Wits mentioned above.
- Credit/Debit Card payments may be done by telephone on 011 717 1544/43/42, or you may call in person at the Cashiers’ Office, Ground Floor, Senate House.
- Cheque (bank guaranteed cheques only) payments can be made at the satellite Fees and Cashiers’ Office.
- Cash payments can be made at the Cashiers’ Office, Ground Floor, Senate House (hours are 08:00 to 15:30 during term time).
New Registrars Application and Registration process flow

- Local Registrars start their applications with the Department of Health. Once appointed, the below process will commence.
- Supernumerary Registrars must first apply to the desired Department/School within WITS. Once appointed, Naomi Senamela (at Faculty) will assist to process application with Faculty, FWMP and HPCSA. Thereafter, the below process will commence.

**New Medical Registrars** to collect application pack from FHS and return with accompanying documents to Faculty Admissions Officer (FAO)

**Local Registrars** directed to Faculty HR to process staff appointment and bursary application

**Supernumerary Registrars** directed to obtain clearance from the Student Fees and International Offices

When clearance is obtained, Registrar to contact FHS for student registration

**SFO** to process student registration accordingly and ensure that all is in order

Registrar (Student) receives automated confirmation of registration letter via student email

All Students are encouraged to maintain access to Student Self-Service portal via [https://self-service.wits.ac.za/](https://self-service.wits.ac.za/) and Student email via [https://www.wits.ac.za/mywits/student.](https://www.wits.ac.za/mywits/student)
Registration of MMed and MDent Registrars

Registrar posts are administered by the Gauteng Health Department. The posts are advertised in the local newspapers periodically.

The website is www.gautenonline.gov.za

The following admissions calendars are available for the capture and enrolment of new Registrars:

<table>
<thead>
<tr>
<th>Appointments</th>
<th>Cut-off date to submit forms</th>
<th>Enrolment period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January and 1 February:</td>
<td>15th Jan/15th Feb</td>
<td>February</td>
</tr>
<tr>
<td>1 March and 1 April:</td>
<td>15th Mar/15th Apr</td>
<td>March and April</td>
</tr>
<tr>
<td>1 May, 1 June and 1 July:</td>
<td>15th May/15th Jun/15th Jul</td>
<td>July</td>
</tr>
<tr>
<td>1 August and 1 September:</td>
<td>15th Aug/15th Sep</td>
<td>September</td>
</tr>
</tbody>
</table>

Newly appointed Registrars for M.Med/M.Dent programmes in the Faculty of Health Sciences must collect the following application forms from the Postgraduate Office upon commencement of Registrar post and training:

- Application form, all 4 parts to be completed
- Joint Staff recommendation form
- HPCSA Form 9

The following documents to be submitted with the above forms to the Postgraduate Admissions Office:

- College of Medicine Certificate(s)
- Academic Record (Certified copy of original)
- Degree Certificate (Certified copy)
- Comprehensive CV
- Certified copy of Identity Document
- Proof of HPCSA registration
- Copy of letter of appointment / contract with the Health Department/Hospital
- Certified copy of Permanent Residence Permit if not a SA citizen

Once the application is captured, visit Faculty of Health Sciences Human Resources Department located at Philip V Tobias Building, 5th Floor, Parktown for assistance with an online bursary application for Joint Staff.

Enrolment:
Once the student and staff record has been created, an email will be sent to the Registrar to confirm the enrolment date and process.
Application Procedures:

A. Supernumerary Registrars (formal degree training) and short term please contact Naomi Senamela; Email address: Naomi.Senamela@wits.ac.za; Tel: 011 717 2098 or Modie Maumela; Email address: Modie.Maumela@wits.ac.za; Tel: 011 717 2075.

The University has two admission intakes:

Registration intake: Closing date:
January 30 April of the previous year
July 30 September of the previous year

B. Short Term and M.Med/M.Dent: Application to be submitted at least 6-9 months before proposed starting date [Contact person is Naomi Senamela. Email address: naomi.senamela@wits.ac.za Tel: 011 717 2098]

Short-term: Informal training for a short period
M.Med/M.Dent: Training without remuneration

Application steps:

1. Application for admission to Wits - to be couriered/emailed to Naomi Senamela; Email address: Naomi.Senamela@wits.ac.za; Tel: 011 717 2098 or Modie Maumela; Email address: Modie.Maumela@wits.ac.za; Tel: 011 717 2075.

2. Application for FWMP endorsement – to be couriered/emailed to Naomi Senamela; Email address: Naomi.Senamela@wits.ac.za; Tel: 011 717 2098 or Modie Maumela; Email address: Modie.Maumela@wits.ac.za; Tel: 011 717 2075.

3. ECGMP Verification – by applicant directly to ECFMG

4. Application for HPCSA registration – couriered by applicant directly to HPCSA, after receiving from Wits, the FWMP endorsement letter and letter of support to the HPCSA from the Dean of the Faculty of Health Sciences

Delivery of admission and FWMP application forms: Faculty of Health Sciences, Attention: Naomi Senamela, Room 232, 2nd floor, Phillip V. Tobias Health Sciences Building, 29 Princess of Wales, Parktown, Johannesburg, 2193.

Step 1: Application for Admission to Wits before the closing date:

Forms and documents to be delivered/emailed to Modie Maumela; Email address: Modie.Maumela@wits.ac.za or Naomi Senamela; Email address: Naomi.Senamela@wits.ac.za.

- Completed application for a supernumerary appointment (honorary form up to undertaking)
- Evidence of English language proficiency (IELTS score of not less than 7/should you have graduated from an English medium University, a letter from your University stating English is the formal language of instruction can be submitted in lieu of this requirement)
- Signed application motivation letter
- A copy of your curriculum vitae
- Certified qualification certificates (translated in English)
- Signed two referees’ letters, one of which should be from a doctor with an internationally recognised higher degree
- Certified copy of your passport
- Academic transcript
Step 2: FWMP endorsement:

Forms and documents to be delivered/ emailed to Modie Maumela; Email address: Modie.Maumela@wits.ac.za or Naomi Senamela; Email address: Naomi.Senamela@wits.ac.za.

- Completed FWMP application form
- A copy of your curriculum vitae
- Certified copies by a Commissioner of Oaths - A sworn translation into English is required if the original documents are not in English:
- Academic transcripts, degree certificates, and Medical license/registration certificate(s)
- Certificate of good standing from your local medical/dental council
- Certified copy of passport
- Spouse’s Passport
- Letter of undertaking from the applicant
- Letter of undertaking from the Department Health Home Country to the South African Department of Home Affairs
- Letter of undertaking from the Department of Health Home Country to applicant

Please note that the letters of undertaking must be on the letterhead of the country of origin

Queries about applications to the FWMP can be addressed to Naomi Senamela, Naomi.Senamela@wits.ac.za, 011 717 2098.

Step 3: Verification of credentials with the ECFMG:

These application documents should be sent directly to ECFMG in Philadelphia (United States) and not to this office.

It should further be noted that verification of credentials by the Education Commission for Foreign Medical Graduates: International Credentials Services (to be obtained by the applicant at own cost) should be submitted to ECFMG (EICS). The Board recently resolved that all new applicants will be required to submit their Verification of credentials issued by the Education Commission for Foreign Medical Graduates prior the application be considered and registration with HPCSA.

Address: ECFMG International Credentials services (EICS)
4th Floor, 3624 Market Street
Philadelphia, PA 19104, USA

ECFMG queries: info@ecfmg.org or phone at (215) 386-5900 from 9:00 a.m. to 5:00 p.m., Eastern Time Monday – Friday

Step 4: HPCSA registration:

The following will be emailed to you by the Wits Postgraduate Office and upon receipt of the email, you can continue with the HPCSA application for registration:

- Acceptance letter of training post offered - issued by the Postgraduate Office
- Letter of support to the HPCSA from the Dean of the Faculty of Health Sciences
- Proof of FWMP endorsement

HPCSA documents should be couriered directly to HPCSA and not to this office.

Address: HPCSA, 553 Corner Hamilton and Madiba (Vermeulen) Streets, Arcadia, PRETORIA 0007 SOUTH AFRICA
Very important:
After you have couriered your envelope to the HPCSA, please email the tracking number to Hlengiwe Mlambo at HlengiweM@hpcsa.co.za and Naomi Senamela at Naomi.Senamela@wits.ac.za

HPCSA documents and supporting information to be couriered to the HPCSA:

- Completed form 12
- Letter of support to the HPCSA from the Dean of the Faculty of Health Sciences
- Proof of FWMP endorsement
- Notarized copies of your:
  - Basic medical/dental degree certificate - A sworn translation into English is required if the original documents are not in English.
  - Medical license/registration certificate(s) - A sworn translation into English is required if the original documents are not in English.
  - Notarised passport
  - A recent certificate of good standing from your local medical/dental council - Please note that the date of issue on this certificate must be valid for 3 months.
- Proof of Internship training (Volunteer service applicants only)
- Registration and pro rata annual registration fees payable to the Health Professions Council of South Africa (please consult their website for the registration fee rates)
- SAQA certificate for Dentists
- HPCSA certificate
- NB you cannot start your training before you have a valid HPCSA certificate
- Academic transcript

Registration with council
Please note that your registration in terms of regulation 2(4) is for the appointment in a supernumerary post for a period of twelve months only.

It should further be noted that you may not be appointed in a registrar post and the education and training will not be recognized for registration as a specialist in South Africa.

An application for the extension of your registration should be submitted at least three months prior to the expiry date or three months after expiry date.

Template for extension of registration of supernumerary registrars should be on the letterhead of the department. (Please see template below).
The letter has to be on the letterhead of the department.

APPLICATION FOR EXTENSION FOR REGISTRATION 2019, Dr (Name) – MP Number.

Dr (Name) is still continuing with his/her Supernumerary training in the Department of (Name of department) at the (Name of hospital) with the University of Witwatersrand.

Dr (Name) requires HPCSA extension from the ……… until ………. (dates on the HPCSA certificate)

The Faculty of Health Sciences supports (Name)'s application for an extension of his/her registration with the council.

Thank you for your assistance.

Yours sincerely

(Signature of the head of department)

Please note: Faxed or scanned copies are not accepted by the HPCSA, originals or copies certified by a public notary are required.

Queries about registration with the HPCSA can be addressed to Hlengiwe Mlambo at HlengiweM@hpcsa.co.za - In addition, comprehensive information is available on the HPCSA website at www.hpcsa.co.za.
If there is need to amend information entered into the University system during the registration process, there are pertinent forms which have to be completed and submitted to the Postgraduate Office.

Information pertaining to courses, credits and personal details can be amended through use of relevant forms samples of which are shown on the next few pages.

**ADDITIONAL INFORMATION:**

**Accommodation:**
Accommodation is your responsibility
Information on accommodation:
http://web.wits.ac.za/Prospective/StudentServices/Accommodation/
http://www.wits.ac.za/witsjunction/12607/wits_junction.html,
Email: witsjunction.housing@wits.ac.za,
Tel: + 27 11 717 5028/32

**Teaching Hospitals:**
Please note that your training and service will not only take place in the hospital where you will be appointed, but also in all Wits affiliated teaching hospitals.

**Incomplete applications:**
Applications cannot be processed and considered if any information/documents are outstanding.

**Amendments to Registration**

If there is need to amend information entered into the University system during the registration process, there are pertinent forms which have to be completed and submitted to the Postgraduate Office.

Information pertaining to courses, credits and personal details can be amended through use of relevant forms samples of which are shown on the next few pages.

**NB:**

- Last day of changing courses i.e. cancelling one and picking up another, is end of the second week of term
- Cancelation of registration has to be done by the 30th of September.
AMENDMENT TO COURSE REGISTRATION

Please return this form to the Faculty Office when completed.

SECTION A – Current details

Surname: 
First names: 
Year of Study: Degree/Diploma code: 
Student number: 

SECTION B Complete only the particulars you are amending

Section B.1 – Change of degree

Degree: Old New
Degree code: Old New
Year of study: Old New

DEPARTMENTAL APPROVAL: ___________________________ DATE: ___________________________

CHAIR PG APPROVAL: ___________________________ DATE: ___________________________

Section B.2 – Amendments to course registrations (continued overleaf)

(i) Courses to be dropped (Departmental approval MUST be obtained)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course name</th>
<th>Term</th>
<th>Department approval</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>


(ii) Courses to be *added* (Department approval MUST be obtained)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Term</th>
<th>Departmental approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(iii) Proposed new curriculum

<table>
<thead>
<tr>
<th>Course code &amp; name</th>
<th>Term</th>
<th>Course code &amp; name</th>
<th>Term</th>
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<tbody>
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</tbody>
</table>

SIGNATURE OF STUDENT: ___________________________ DATE: ___________________________

DEPARTMENTAL/APPROVAL: ___________________________ DATE: ___________________________

SCHOOL

CHAIR PG APPROVAL: ___________________________ DATE: ___________________________

PROCESSED BY: ___________________________ DATE: ___________________________

26/05/2015
AMENDMENTS TO REGISTRATION (Personal Particulars)

Please return this form to the Faculty Office when completed

SECTION A – Current Details

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Names</th>
<th>Year of Study</th>
<th>Degree/Diploma Code</th>
<th>Student Number</th>
</tr>
</thead>
</table>

SECTION B – Complete ONLY the particulars you are amending

Section B.1 Changes to personal details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (e.g., Mrs)</td>
<td>Old</td>
<td>New</td>
</tr>
<tr>
<td>First names</td>
<td>Old</td>
<td>New</td>
</tr>
<tr>
<td>Maiden Name</td>
<td>Old</td>
<td>Married Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of marriage (attach certified copy of marriage certificate)</th>
<th>Nationality</th>
<th>Date study</th>
<th>Permit obtained</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Identity document</th>
<th>Alternative Identity No.</th>
</tr>
</thead>
</table>

Section B.2 – Change of address

<table>
<thead>
<tr>
<th>New postal address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>New home residential address</td>
<td>Telephone</td>
</tr>
<tr>
<td>Next of Kin</td>
<td>Telephone</td>
</tr>
<tr>
<td>New name and/or postal address</td>
<td>Telephone</td>
</tr>
<tr>
<td>New term postal address</td>
<td>Telephone</td>
</tr>
<tr>
<td>New term residential address</td>
<td>Telephone</td>
</tr>
<tr>
<td>New business address</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

SECTION C

Signature of student: ___________________________ Date: ___________________________

Processed by: ___________________________ Date: ___________________________

26/05/2015
APPLICATION FOR ADVANCED STANDING  
(credits for courses completed in other qualifications or at other universities)

<table>
<thead>
<tr>
<th>Student Number</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Surname</th>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
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<table>
<thead>
<tr>
<th>Postal Address</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Postal code</th>
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<tbody>
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</table>

**Previous University**

<table>
<thead>
<tr>
<th>Degree/Diploma for which you were registered</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Degree/Diploma for which you applied at Wits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year of study for which you have applied (e.g., 2021)</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**COURSES IN WHICH ADVANCED STANDING IS SOUGHT (continued overleaf)**

<table>
<thead>
<tr>
<th>Year (Eg 1999)</th>
<th>Name of course EG. French I or II</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Equivalent course</td>
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</tbody>
</table>

Signature of applicant: ___________________________  Date: ___________________________

**FOR OFFICE USE ONLY**

SPECIAL CURRICULUM (subject to time-table)  

Approved by:  
Dean:  
Date: ___________________________
## COURSES IN WHICH ADVANCED STANDING IS SOUGHT

<table>
<thead>
<tr>
<th>Year (Eg. 1999)</th>
<th>Name of course (Eg. French I or II)</th>
<th>Office use only</th>
<th>Equivalent course</th>
<th>School recommendation</th>
<th>Authorized by</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
CANCELLATION OF REGISTRATION

Please note:
Your cancellation of registration will not be recorded by the Faculty Office and you will continue to be liable for fees until this form has been completed in full and handed in with your student card. Please consult the Fees booklet for the list of cancellation charges applicable. This form must be returned to your Faculty Office when it is fully completed.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS (Please print in CAPITAL letters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Name of degree/diploma</td>
</tr>
<tr>
<td>Year of study</td>
</tr>
<tr>
<td>Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLEASE INDICATE REASON FOR CANCELLATION BY MARKING X IN THE APPROPRIATE BOX</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course of study too difficult</td>
<td>DFCT</td>
</tr>
<tr>
<td>Wrong choice of course of study</td>
<td>CHCE</td>
</tr>
<tr>
<td>Ill health</td>
<td>HLT</td>
</tr>
<tr>
<td>Financial difficulties</td>
<td>FNCE</td>
</tr>
<tr>
<td>Taking up overseas scholarship</td>
<td>OVS</td>
</tr>
<tr>
<td>Death of student</td>
<td>DIED</td>
</tr>
<tr>
<td>Leave of absence for one year to take up a scholarship</td>
<td>SCOL</td>
</tr>
<tr>
<td>Leave of absence for one year for reason other than scholarship (e.g. American Field Service)</td>
<td>LOFA</td>
</tr>
<tr>
<td>Registration in abeyance for one year (higher degrees only)</td>
<td>ABYE</td>
</tr>
<tr>
<td>Cancelled by University for academic reasons</td>
<td>ACAD</td>
</tr>
<tr>
<td>Cancelled by University for disciplinary or other reasons</td>
<td>DSPL</td>
</tr>
<tr>
<td>Pressure of business (part-time students)</td>
<td>BSNS</td>
</tr>
<tr>
<td>Dissatisfaction with course</td>
<td>DISS</td>
</tr>
<tr>
<td>Emigration</td>
<td>EMIG</td>
</tr>
<tr>
<td>Family pressures</td>
<td>FAMP</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT MOTIVATION (REASON FOR CANCELLATION)</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>WRITTEN RECOMMENDATION FROM THE HOD/S IN THE SCHOOL IN WHICH YOU ARE REGISTERED</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Cancellation of Library Registration
Library books and library cards (where applicable) have been handed in.

Library signature, date and stamp

Cancellation of Student card
Student card handed in and destroyed:

Faculty office signature

Student Signature: __________________________ Date: __________________________
Signature HOD/HOS: __________________________ Date: __________________________

DECISION OF CHAIR OF THE PG COMMITTEE:

Signature: __________________________ Date: __________________________

Cancellation processed by: __________________________ Date: __________________________

PLEASE TEAR OFF AND RETURN SLIP TO FINANCIAL AID AND SCHOLARSHIPS OFFICE

PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Student number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td>First names</td>
</tr>
</tbody>
</table>

Name of degree/ diploma

Date of cancellation of registration Year Month Day

Year of study

26/05/2015
After registration, a postgraduate student has to write a research proposal which is submitted to the Postgraduate Office for assessment by the Graduate Studies Committee. The proposal assessment and approval process is summarized in the flow chart below.

**FLOW CHART: RESEARCH PROPOSAL APPROVAL PROCESS**

1. **Assessment and approval of research proposal by relevant School:**
   Supervisor and student should follow the proposal assessment and approval procedures of the respective School. Statement of principles for postgraduate supervision is to be signed by student and supervisor/s NB no protocol can be considered until a student has registered. All research proposals at Masters Level are considered by respective schools.

2. **FHS Guidelines on the preparation of research proposal are available at:**
   http://www.wits.ac.za/health/faculty-services/research-and-postgraduate-offices/postgraduate-studies/protocols--research/

3. **Submission of research proposal to FHS PG Office:**
   Assessment and approval of Masters proposals are done by respective schools while PhD proposals are done by Graduate Studies Committee through the PG Office.
   The following are required:
   1. Research proposal written as per the FHS guidelines
   2. Completed and signed protocol cover sheet
   3. Signed statement of principles for postgraduate supervision
   4. Recommendation for appointment of supervisor(s) form

   N.B. Research proposals are to be submitted within the following timeframes:
   - Six (6) months after registration for full-time students
   - Twelve (12) months after registration for part-time students

4. **Acknowledgement of receipt of research proposal:**
   Faculty Officer date-stamps the proposal and gives the student a stamped acknowledgement form. A system-generated acknowledgement letter is sent later.
Ethical Clearance
All Postgraduate Research conducted in the Faculty of Health Sciences must have either
a Human Research Ethics clearance certificate or waiver, or an Animal Research Ethics
clearance certificate.
The Research Proposal must be submitted to the University of the Witwatersrand Human
Research Ethics Committee (Medical) for ethical clearance before any study involving
humans can be started. Please note: Provisional ethics approval does NOT mean you
can start your study, you must wait for the final clearance certificate.
The Human Research Ethics Committee application forms are available from: https://
www.wits.ac.za/research/about-our-research/ethics-and-research-integrity/   human-
research-ethics-committee-medical/
The Animal Research Ethics Committee application forms are available from:
https://www.wits.ac.za/ethics/animal-research-ethics-committee-arec/
Under NO circumstances will retrospective ethics approval be granted, so please ensure
all your paperwork is in order before starting your research.

*Please note students and supervisors can change these conditions e.g. contact time
based on individual needs.
ACKNOWLEDGEMENT OF RESEARCH PROTOCOL (first submission)

STUDENT FULL NAME: ___________________________________________________________

STUDENT NUMBER: __________________________

QUALIFICATION: ________________________________________________________________

FIELD OF STUDY: ________________________________________________________________

<table>
<thead>
<tr>
<th>SUBMISSION DATE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT REGISTERED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT SIGNED PROTOCOL COVER SHEET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPERVISOR SIGNED PROTOCOL COVER SHEET</td>
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</tr>
</tbody>
</table>

FACULTY DATED STAMP

RECEIVED BY: ________________________________

SIGNATURE: ________________________________

__________________________________________

ACKNOWLEDGEMENT OF RESEARCH PROTOCOL (first submission)

STUDENT NAME: ________________________________ STUDENT NUMBER: _______________________

QUALIFICATION: ________________________________ FIELD OF STUDY: _______________________

RECEIVED BY: ________________________________

SIGNATURE: ________________________________

FACULTY DATED STAMP
RECOMMENDATION FOR APPOINTMENT OF SUPERVISOR(S) OF RESEARCH REPORT, DISSERTATION OR THESIS

Motivation / Reason for Appointment:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Recommendation of Division / Department / School:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Student Surname and Full name(s)
Student number
Degree
Div / Dept / School
Title

(Supervisor 1): __________________________________________ (Name & Surname)
Supervision %: __________________________________________
Supervisor Qualifications: __________________________________
Supervisor Department: _____________________________________
Supervisor Telephone: ___________________________ E-mail: ________________________________

(Supervisor 2): __________________________________________ (Name & Surname)
Supervision %: __________________________________________
Supervisor Qualifications: __________________________________
Supervisor Department: _____________________________________
Supervisor Telephone: ___________________________ E-mail: ________________________________

Student Signature: ______________________________

(Supervisor 3): __________________________________________ (Name & Surname)
Supervision %: __________________________________________
Supervisor Qualifications: __________________________________
Supervisor Department: ________________________________

Supervisor Telephone: ____________________________  E-mail: ______________________________________

Student Signature: ________________________________

Supervisor 1 Signature: __________________________

Supervisor 2 Signature: __________________________

Supervisor 3 Signature: __________________________

RECOMMENDATION BY HEAD OF DIVISION / DEPARTMENT / SCHOOL:

(Full name(s) and Surname) (Sign) (Date)

APPROVAL BY CHAIR OF ASSESSOR GROUP:
(On behalf of the FGSC)

(Full name(s) and Surname) (Sign) (Date)
Statement of principles for postgraduate supervision

IN A CONTEXT OF ACADEMIC FREEDOM AND WITHIN A FRAMEWORK OF INDIVIDUAL AUTONOMY AND THE PURSUIT OF KNOWLEDGE THIS STATEMENT IS WRITTEN IN THE BELIEF THAT THERE IS A RECIPROCAL RELATIONSHIP AND MUTUAL ACCOUNTABILITY BETWEEN SUPERVISOR AND STUDENT

THE SUPERVISOR AND THE STUDENT
Will establish agreed roles and clear processes to be maintained by both parties. In the case of joint supervision everybody's role needs to be clarified.

1. Will meet regularly and as frequent as is reasonable to ensure steady progress towards the completion of the proposal, research report, or dissertation or thesis. This time varies but the normal minimum requirement for face-to-face contact spread across each year of registration is: 10 contact hours for an Honours project, 15 contact hours for a Masters by a research report and 24 contact hours for a Masters by dissertation and a PhD.

2. Will keep appointments, be punctual and respond timeously to messages.

3. Will keep one another informed of any planned vacations or absences as well as changes in his/her personal circumstances that might impact on the work schedule. Unplanned absences or delays should be discussed as soon as possible and arrangements should be made, to catch up lost time.

4. Will ensure that research on animal or human subjects is concluded according to the procedures and the requirements of the relevant University Ethics committee.

5. Will together complete progress reports on the research project, as requested by each Faculty Graduate Studies Committee.

THE SUPERVISOR
1. Undertakes to provide guidance for the student’s research project in relation to the design and scope of the project, the relevant literature and information sources, research methods of data analysis.

2. Has a responsibility to be accessible to the students.

3. Will be prepared for the meeting with the student. This includes being up-to-date on the latest work in his/her area of expertise.

4. Will expect written work as jointly agreed, and will return that work with constructive criticism within a timeframe (a suggestion of 2-4 weeks) jointly agreed at the outset of the research.
5. Will provide advice that can help the student to improve his/her writing. This may include referrals for language training and academic writing. The supervisor will provide guidance on technical aspects of writing such as referencing as well as on the discipline specific requirements. Detailed correction of drafts and instruction in aspects of language and style are not the responsibility of the supervisor.

6. Will support the student in the production of a research report, dissertation or thesis. Provision should be allowed for adequate, mutually respectful, discussion around recommendations made.

7. Will assist with the construction of a written time schedule which outlines the expected completion dates of successive stages of the work.

8. Will ensure the student has the opportunity to present work at postgraduate/staff seminars/national/international conferences as appropriate.

9. Will assist with the publication of research articles appropriate.

10. Will discuss the ownership of research conducted by the student in accordance with the University guidelines and rules on intellectual property, co-authorship and copyright.

11. Will ensure that the research is conducted in accordance with the University’s policy on plagiarism.

12. Will ensure that the student is made aware in writing of the inadequacy of progress and/or of any work where the standard is below par. Acceptability will be according to criteria previously supplied to the student.

13. Has a duty to refuse to allow the submission of sub-standard work for examination, regardless of the circumstances. If the student chooses to submit without the consent of the supervisor, then this should be clearly recorded and the appropriate procedures followed.

THE STUDENT

1. Undertakes to work independently under the guidance of the supervisor. This includes reading widely to ensure that the literature pertinent to his/her chosen topic has been identified and consulted.

2. Is obliged to make appointments to see the supervisor and will arrange meeting times well in advance.

3. Will think carefully about how to get maximum benefit from these contact sessions by planning what s/he wants in these sessions.

4. Should submit written work for discussion with the supervisor well in advance of a scheduled meeting. The kind and frequency of written work should be agreed with the supervisor at the outset of the research.

5. Written work that is submitted should be relatively free from basic spelling mistakes, incorrect punctuation and grammatical errors. Responsibility for the accuracy of language, the overall structure and coherence of the final research report, dissertation or thesis rests with the student.
6. Undertakes to heed the advice given by the supervisor and to engage in discussion around suggestions made. Ultimately the student has to take responsibility for the quality and presentation of the work.

7. Should strive, within reasonable bounds, to maintain a focus on his/her research area and to work within the agreed time schedule.

8. Will prepare material for presentations at seminars and conferences.

9. Undertakes to submit papers for publication.

10. Agrees to honour agreements about ownership of the research and in accordance with the University's guidelines and rules in relation to co-authorship, copyright and intellectual property.

11. Will ensure that the work contains no instances of plagiarism and that all citations are properly referenced and that the list of references is accurate, complete and consistent.

12. Agrees to work in accordance with the criteria of acceptability as supplied by the supervisor.

13. Undertakes not to place the supervisor under undue pressure to submit work for examination until the supervisor is satisfied that it has reached an acceptable level of quality. We confirm that we have read and understood this statement and agree to be guided by its principles for as long as we continue to work together.

Please note: The University and Faculty endorse the Singapore Statement on research integrity. The principles of the Singapore Statement include honesty, accountability, professionalism and stewardship. Our responsibilities as researchers (i.e. both as students and supervisors) are as pledged in the Singapore Declaration: the assurance of appropriate “data integrity, data sharing, record keeping, authorship, publication, peer review, conflict of interest, reporting misconduct and irresponsible research, communicating with the public, complying with regulations, education, and social responsibilities (World Conference on Research Integrity, 2010)”. These principles and responsibilities are important in training our postgraduate students and in promoting global research integrity. Ref: Resnik, DB and Shamoo AE (2011). The Singapore Statement on Research Integrity. Account Res. 18:71-75.
Name of student: ______________________________       Student’s signature: _________________________

Name of Supervisor: ____________________________      Supervisor’s signature: ______________________

Name of Co-Supervisor: __________________________       Co-Supervisor’s signature: __________________

The broad area of study is: _________________________________________________________________________
_______________________________________________________________________________________________

Provisional submission date is: ____________________         Degree: __________________________________

School: ______________________________________       Faculty: _________________________________

Date: __________________________________________

Specific agreement pertaining to: ownership and joint publication, funding, may be attached and signed.

GRIEVANCE PROCEDURES:
It should be acknowledged that during the course of the research that both students and supervisors can feel aggrieved. In this event, these should be dealt with as swiftly as possible by the parties involved and, if necessary, the Postgraduate Coordinators and Committees. There is, in addition, a University Grievance Policy to help guide deliberations. Please refer to https://www.wits.ac.za/students/student-grievance-procedures/
APPLICATION FOR CHANGE OF APPROVED SUPERVISOR(S) OF RESEARCH REPORT, DISSERTATION OR THESIS

Please indicate: Additional Supervisor ☐ Withdrawal of Supervisor ☐

Motivation / Reason for addition / withdrawal of Supervisor:

______________________________________________________________

Recommendation of Department / School:

______________________________________________________________

<table>
<thead>
<tr>
<th>Student Full name(s) and Surname</th>
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<tbody>
<tr>
<td>Student Number</td>
<td></td>
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<tr>
<td>Degree</td>
<td>Department</td>
</tr>
<tr>
<td>Title</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Current Supervisor</th>
<th>Supervision %</th>
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<tbody>
<tr>
<td>(Full name &amp; Surname)</td>
<td></td>
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<tr>
<td>Supervisor Qualifications</td>
<td></td>
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<tr>
<td>Department/Address</td>
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<tr>
<td>Supervisor Telephone</td>
<td>E-mail</td>
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<table>
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<tr>
<th>Withdrawing Supervisor</th>
<th>Supervision %</th>
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APPLICATION FOR CHANGE OF TITLE OF APPROVED RESEARCH REPORT, DISSERTATION OR THESIS

Student Surname and Initials: ___________________________ Student Number: ______________________
Degree: ___________________________ Department: ___________________________
Telephone: ___________________________ E-mail: ___________________________

Current Title:
----------------------------------------------------------------------------------------------------------------------------------

New Title:
----------------------------------------------------------------------------------------------------------------------------------

Motivation / Reason for title change:
----------------------------------------------------------------------------------------------------------------------------------

Appraisals / signatures:
Student Signature: ____________________________________ Date: ______________________
----------------------------------------------------------------------------------------------------------------------------------
Supervisor 1 – Name & Surname: ___________________________
Department: __________________________________________
Supervisor Telephone: ___________________________ Supervisor E-mail: ___________________________

Supervisor Signature: ____________________________________ Date: ______________________
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Supervisor 2 – Name & Surname: __________________________________________
Department: __________________________________________________________
Supervisor Telephone: ________________ Supervisor E-mail: __________________________

Supervisor Signature: ___________________________________________ Date: _______________

Supervisor 3 – Name & Surname: __________________________________________
Department: __________________________________________________________
Supervisor Telephone: ________________ Supervisor E-mail: __________________________

Supervisor Signature: ___________________________________________ Date: _______________

*HEAD OF DEPARTMENT / HEAD OF SCHOOL: *(Where the HOD is Supervisor, the HOS must sign)

(Name and Surname) (Signature) (Date)

DECISION OF CHAIR OF THE PG AFFAIRS:

________________________________________________________________________
Comments:
________________________________________________________________________
________________________________________________________________________

Signature: _________________________________ Date: __________________________
After registering for a Masters degree and having made satisfactory progress, one can apply for upgrading of the Masters degree programme to a PhD degree programme. There should be additional specific objectives which will be added to those originally proposed for the Master's degree. The relevant details are contained in the following extract obtained from the Faculty Standing Orders on Conversion of Candidature.

**Faculty Standing Orders on the Conversion of Candidature - from Masters to PhD (Extract from Standing orders)**

The University allows conversion of registration from Masters (by research) to PhD under its admissions rules for PhD students. Senate has delegated the responsibility for assessing the suitability of candidates for conversion of Masters to PhD degrees to the respective faculties. Thus, it is the Postgraduate (PG) Committee’s responsibility in this Faculty to make recommendations regarding upgrading of registration. In the case where a registered Masters student wishes to upgrade registration to that of a PhD, without first submitting the Masters dissertation for examination, the following rules must be applied:

1. The student must be registered as a Masters (by research) student and must have had a Masters protocol approved by an assessor group not less than 6 months previously.

2. The student must be close to completion of their Masters project, and generally not registered for longer than 24 months when submitting their documentation for consideration.**

3. The conversion of Masters to PhD registration must be supported by the supervisor(s) and HOD (or HOS where HOD is supervisor). A letter signed by the supervisor(s) motivating for the upgrade must be submitted to the PG office and must address the following matters: the candidate’s competence at research and ability to work as an independent researcher, the candidate’s research outputs and attendance at local and overseas congresses, and any other issue the supervisor or Head of Department may think would strengthen the case.

4. An ad hoc committee selected by the chair of the PG committee will be convened to decide on whether conversion from Masters to PhD registration is appropriate. Members of the committee should be familiar with the field of research within which the candidate is working and must be current members of the University but need not be current members of the Faculty's PG committee. The ad hoc committee must not contain members who have been closely involved with the research project under review.

5. When reviewing projects for conversion from Masters to PhD the review panel must be satisfied that the following criteria are met before the upgrade can be supported:
   i. The candidate's supervisor(s) are fully supportive of the conversion to PhD and have motivated appropriately.
   ii. The candidate is of PhD calibre.
   iii. The candidate has access to the appropriate facilities, instrumentation, funding and infrastructure to complete the PhD project.
   iv. The supervisors are appropriately trained in the techniques to be used by the PhD candidate and have sufficient experience of successfully supervising PhD students. At least one of the supervisors must have a PhD and would be regarded as the principal supervisor.
v. At the time of the review, the candidate has gathered sufficient data for at least one research publication in an international, ISI-rated journal. Data that has been obtained in the course of the Masters project must be provided in the form of a research paper written.
vi. The research to be performed is sufficiently novel and has the scope and depth commensurate to that of a PhD project.

6. In order for the review panel to make a considered judgement on the research abilities of the candidate and the worthiness of the project the candidate MUST supply the committee with the following items (6 copies of each to be given to the PG office):
i. A letter of motivation signed by the supervisors (see point 2, above).
ii. A full CV containing the following information: academic qualifications to date; attendance at local and overseas congresses; invited lectures; a full publication list, which includes all co-authors for each publication.
iii. A copy of the original Masters protocol that has been passed by a previous assessor group.
iv. A description of the new research to be added to the Masters project. This must include a discussion of the appropriate background literature and a description of the methods to be used. The novel aspect of the research must be emphasised.
v. The candidate must be the first author of this paper and the data should be of a standard that would allow for possible publication in an ISI-rated journal. The candidate would be strongly encouraged to submit the paper for publication. If this has already occurred, then this would strengthen the candidate's case.
vi. If data arising from the Masters project has been presented at local or international meetings then the abstracts plus proof of presentation at a congress must be supplied.
vii. A budget and evidence that sufficient funds are available to cover the research costs.
viii. A timeline indicating the expected duration of additional data collection and data analysis, and expected completion date.

The candidate will be expected to give a 20-minute oral presentation (slides can be used) to the ad hoc committee with the supervisor(s) being present. The supervisor(s) must not answer any questions asked of the candidate unless specifically asked by the committee to clarify issues raised by them. The candidate's presentation must include the following items: an introduction section that gives background information on the candidate's field of research; the aims of the research; the methods used and any additional methods that will be used in future; results already obtained; a discussion of the results; future direction of the research. The ad hoc committee will also have the option of interviewing the candidate's supervisor(s).

7. The ad hoc committee will fill in the usual assessor form and supply this to the candidate and the PG office. If the conversion of candidature from Masters to PhD is approved by the ad hoc committee, the candidate shall be deemed to have commenced the prosecution of research for PhD at the time of his/her admission as a candidate for the degree of Master or such later date as the Senate may determine in his/her case.

8. The decision of the ad hoc committee will be discussed at the next full meeting of the PG committee for formal approval.

**Please note: If the If the upgrade is approved, the date of registration for the PhD reverts to the start of the Masters. Full time PhD completion time is generally 3 years.
Format and examination procedures for Coursework Masters and M.Med/M.Dent degrees

1. **NAME** To note that a research component that counts for less than 50% of the total degree is correctly termed a “Research Report”.

2. **FORMAT OF THE RESEARCH REPORT**

   The report may be presented in either the standard research report format (monograph) or on the basis of published or submissible paper/s.

   The quality and presentation should follow the recognised criteria as indicated in the Faculty Style Guide for Theses. The research report will vary in length, but the body of the text would not need to be greater than 60 - 80 pages, including the title page, declaration, dedication, abstract, table of contents, references etc. This would constitute approximately 10 000 words.

   **A)** If submitted as a **standard research report (monograph)** the format should follow that described in the style guide for the Faculty of Health Sciences.

   **B)** If submission for a research report will be by **published paper or by “submissible” format of a paper**, the following guidelines will apply.

   (i) The **STUDENT** must be first author of the published paper.

   (ii) The paper must be accompanied by a letter signed by all co-authors stating the role played by the candidate in the writing of the paper and how much of the work reported in the paper was performed by the candidate.

   (iii) The paper must be accepted by a DE accredited journal. In the case of an article in submissible format, the name of the journal to which the article is to be submitted must be provided.
(iv) The paper must have been published or accepted for publication after the date of registration of the candidate for the degree. In exceptional circumstances a paper published up to a maximum of 1 year before the date of registration will be accepted, if the research protocol has been passed by an assessor group (see point 1) and has ethical clearance from the appropriate University of Witwatersrand Ethics Committee and is supported by an appropriate supervisor from the Faculty. In submission to examiners, the paper must be accompanied by the approved research protocol, which would have an extended literature review.

(v) “In press” articles will be accepted but must be accompanied by a letter from the journal stating that the article has been accepted for publication, as well as a copy of the approved research protocol (for the extended literature review).

(vi) The article, once accepted for publication must still be submitted for examination as per University guidelines.

(vii) The format for a submissible article or an article “In press” submitted for examination must be as follows:
- Title page including all authors, and degree
- A declaration stating that the contents of the paper are the original work of the author
- In the case of multiple authors, a letter signed by all co-authors stating the contribution of the candidate to the paper.
- Dedication
- Presentations/publications from this study
- Abstract
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations/Nomenclature
- Introduction
- Materials/Methods
- Results
- Discussion
- References
- Appendix to include the approved research protocol and ethics clearance certificate and plagiarism/turnitin report cover page.

The format for a published article submitted for examination must be as follows:
- Title page including all authors, and degree
- A declaration stating that the contents of the paper are the original work of the author
- In the case of multiple authors, a letter signed by all co-authors stating the contribution of the candidate to the paper.
- Dedication
- Acknowledgements
- Table of Contents
The pdf reprint of the paper (must be a high quality reprint)
Appendix to include the approved research protocol and ethics clearance certificate and plagiarism/turnitin report cover page

The format for a monograph submitted for examination must be as follows:
Title page
A declaration stating that the contents of the report are the original work of the candidate
Dedication
Presentations/publications from this study
Abstract
Acknowledgements
Table of Contents
List of Figures
List of Tables
List of Abbreviations/Nomenclature
Introduction
Methods
Results
Discussion
References
Appendix to include the ethics clearance certificate and plagiarism/turnitin report cover page

Students must include their protocol when submitting in the format of a published article or in the submissible format, as the protocol will have an expanded literature review. In instances where students want to include an updated literature review section, this will be acceptable.

2. EXAMINATION

Whichever format is used for submission, the internal examiner will be nominated by the supervisor and the Head of Department/School and confirmed by the Faculty Graduate Studies Committee. An external examiner will be nominated by the Head of Department/School for a group of students and confirmed by the Faculty Graduate Studies Committee.

3. TYPE OF RESEARCH THAT IS ACCEPTABLE

a) **A Clinical Audit**
This would be a review of topics in clinical medicine with prospective or retrospective collection and analysis of data from clinical cases.

b) **A Review of the Literature**
This would be acceptable provided it is a comprehensive review of the literature with extraction and extrapolation of data or is a meta-analysis using recognised research methods or is a formal systematic literature review along the lines of the Cochrane Collaboration (http://www.cochrane.org/resources/handbook/).
c) **Research Study**
This would be a retrospective or prospective study involving laboratory-based research or clinical intervention and would constitute the traditional type of research report.

d) **Contract Research**
An analysis of cases collected in contract research projects may be suitable for presentation in a research report. These should not normally represent a small sub-analysis of a much larger study. Formal permission would be required from the sponsor to present the data as a research report.

e) **In Exceptional Circumstances: A Case Study**
This would be acceptable in certain circumstances, such as in extremely unusual or rare cases, if important contributions have been made to the investigation, understanding or management of the case(s), or if the presentation is accompanied by an additional clinical audit or a systematic review of the literature, or if analysis of the cases could lead to changes in clinical management, health practice or health policy.

4. **GUIDELINES FOR THE SIZE OF PROJECT**

Independent of the type of project undertaken the following procedures should apply:

a) A clear research question and/or hypothesis must be developed.

b) A protocol must be constructed and written according to Faculty guidelines and presented to the appropriate assessor group as a subgroup of the Faculty Graduate Studies committee. Students can only commence with the work once their protocol has been approved by the Faculty Graduate Studies committee, and relevant ethics committee.

c) The scope of the project should be limited and intended primarily to demonstrate acquaintance with and understanding of the methods of research.

d) The research does NOT have to produce a unique contribution to the scientific literature.

e) Data collection should be planned appropriately so it can be completed within 6 months.
Masters (By Research) Dissertation Format Guidelines

Two formats of Masters (by research) Dissertation that are permissible in the Faculty of Health Sciences are the conventional monograph and the publication model. The Faculty encourages students to strive to publish their research work and to submit their published papers as part of their dissertation (publication model) for final examination.

1. Publication Model

Research papers published in Department of Higher Education and Training-accredited journals can be submitted for final examination. The published paper(s) must be accompanied by a more comprehensive literature review than the one submitted as part of the protocol. The total number of pages should be 60 to 80 pages (about 10,000 words, 1.5 line spacing), including reprint(s) of the published article(s) and references.

1.1 Requirements

At least one published paper can be submitted provided the following conditions are met:

(a) The Masters student must be the first author; otherwise the supervisor has to provide a motivation to confirm that the student played a major role in the research project.

(b) The published work must have been performed after registration of the student for the Masters degree.

(c) A letter signed by all the co-authors indicating their agreement to allow the student to submit the published paper for his/her Masters degree purposes must be included.

(d) Copyrights from the publishers of the article must be included as an appendix.
1.2 General structure

The general structure of the dissertation is outlined below:

i. Title page
ii. Candidate’s declaration
iii. Dedication
iv. Conference Proceedings/Publications
v. Abstract
vi. Acknowledgements
vii. Table of contents
viii. List of Figures
ix. List of Tables
x. List of Abbreviations/Nomenclature
xi. Introduction/Literature review**

2. Conventional Monograph

The dissertation is divided into chapters covering the introduction, literature review, methods, results and discussion. ** Depending on the nature of the study and at the discretion of the supervisor, the introduction and literature review may be combined into one chapter, while conclusions and recommendations may be separated from the discussion chapter. The dissertation should be 100 to 120 pages (about 15,000 words, 1.5 line spacing), including references.

Reference style

The Vancouver or Harvard referencing styles should be used; one should be consistent and stick to one style throughout the dissertation.

Typesetting and word processing

For details about typesetting and word processing refer to the booklet entitled “Style guide for theses, dissertations and research reports” available from the Faculty of Health Sciences Library (http://www.wits.ac.za/health/research/communiques/).
Internationally, there are a number of different formats for a PhD thesis. The major difference between these formats is the manner in which the results section of the thesis is presented. The current document will list and describe those formats that have been used in the Faculty of Health Sciences of the University of the Witwatersrand. Note: in the following document the major sections of a thesis i.e. Introduction, Literature Survey, Methods, Results, Discussion and Conclusions are given capital letters to discriminate them from the sub-sections of a results chapter (see the ‘block’ and ‘divided block’ formats below).

**General structure**
Title page including all authors, and degree  
Declaration  
Dedication  
Presentations/publications from this study  
Abstract  
Acknowledgements  
Table of Contents  
List of Figures  
List of Tables  
List of Abbreviations/Nomenclature  
Body of thesis  
Choose Format 1 to 3 below  
References (dependent on Format)  
Appendices, including the ethics clearance certificate in the student's name, plagiarism/turnitin report cover page and at least one paper in submissible format for Format 1 and 2.

1. The ‘block’ format
This is probably the most common and the simplest format in use within the Faculty of Health Sciences. The thesis is divided into 5-6 chapters: Introduction and/or Literature Survey, Methods, Results, Discussion and Conclusions. The Discussion and Conclusion sections are sometimes collapsed into one chapter. All the results are grouped together in one ‘block’ and the references are presented as the last item of the thesis and include all articles cited in the document. If sections of the thesis have been published or are ‘in press’, these are usually included in an appendix at the end of the thesis. In such cases, the thesis should include a letter signed by the student and the supervisor(s) stating the role played by the PhD student in the writing of the paper and their involvement in the study. The letter should also state that all the coauthors have been informed that the paper is to be used in a PhD thesis and that they agree on its use within the thesis. Data from a paper that was not written by the PhD student and in which the student had a minimal input cannot be used in the thesis. The PhD student would normally be the first author on any publication that emanates from their PhD study. However, there may be cases where this is not so and here the letter should clearly describe the contribution of the student to the paper and which data within the paper was used in the thesis. The first author of the paper would also sign this letter along with the student and the supervisor(s).
2. The ‘divided block’ format

This is also a common format used within the Faculty of Health Sciences and again includes a Literature Survey, a Methods chapter and a Conclusion chapter. It is distinguished from the ‘block’ format by presenting the results in separate, discrete chapters rather than within one single chapter. Each of these chapters is subdivided into introduction, methods, results and discussion sections much like the format used for research publications. References can appear at the end of each results chapter in which case only those articles cited in that particular chapter are listed. This method should therefore also be extended to the other sections of the thesis i.e. the Literature Survey, the 2 Methods and Conclusion sections. A list of all references cited in the thesis also should be included as the last item of the thesis, in the same manner as described in the ‘block’ format. The introduction section of each results chapter should briefly describe the current level of knowledge within the area to be covered in that chapter and set out the aims of this section of the study. The methods section will describe the techniques used only in that chapter and will be followed by the results section. The discussion section will contextualise the results in respect of other studies conducted in the same field and will end with conclusions. If necessary, a linking statement can be included at the end of the discussion section to introduce the next results chapter. There is no rule on how many results chapters are included in such a thesis but obviously it should be more than one.

The major problem with this format is one of repetition. Thus, within each results chapter there is an introduction section which may include information already covered in the opening Literature Survey chapter. This repetition can be minimalised by only briefly covering a topic that is already discussed in detail in the Literature Survey. Similarly, the discussion section of each results chapter may overlap with the final Conclusion chapter of the thesis. This can be overcome by ensuring that the Conclusion chapter integrates the data from all the individual results chapters and discusses the overall picture that emerges from the thesis. The thesis may also include a Methods section. This should describe those techniques that are common to each individual results chapter. However, if there are no methodologies that are common to each chapter, the global Methods chapter can be left out and a statement should be placed in the thesis stating that the methods used will all be discussed in each results chapter.

If publications have emanated from the thesis then these publications can be used as the basis for each individual results chapter. Thus, if one has published all the data from the thesis in four publications then one would convert these into four results chapters, ensuring that each results chapter has the same format and referencing style. The publications should also be included in an appendix at the end of the thesis. Research publications often do not go into great detail in terms of methodology. Therefore, it may be necessary to expand the methods section of each paper when converting it into a results chapter for the thesis or alternatively the Methods chapter for the whole thesis can include the expanded methodology. It may also be necessary to add data that was not included in the publication. Also, a linking statement at the end of the discussion section of each paper can be added when formatting it into a results chapter thus improving the flow of the thesis. The results chapters do not necessarily all have to be published papers. They could be a mix of published papers, papers in press, papers submitted for publication or unpublished results. If the thesis includes a number of papers that


have been published in different journals then this will usually mean that the format of each paper is different with varying referencing styles, section headings and order of sections. Thus, a decision needs to be made on which format will be used for the individual results chapters and this must be adhered to in each chapter. An alternative to reformatting each publication to maintain consistency across results chapters is to insert the publication in the same format in which it was published or simply insert it as a pdf file. The decision as to whether the publications are re-formatted or not is a matter of choice and the student should discuss this format with their supervisor.

If a paper has emanated from a PhD research project and includes more than one PhD student as a co-author, and those students wish to use their data in a PhD thesis, then two alternatives are available for the format in which the data is presented in the thesis. The first is that the whole paper is presented as a results chapter, and the components of the paper that were produced by the PhD student are clearly described. A letter must accompany the thesis stating that all the co-authors of the paper are agreeable to its use within the thesis (see next paragraph) and that some sections of the paper were used in another student’s PhD thesis. The second option would be that the sections of the paper produced by each of the students are removed and used in isolation within a results chapter of the respective thesis. Again, a letter must accompany the thesis stating that all co-authors have agreed to this process.

If the results chapters include published or ‘in press’ papers then the thesis should include a letter signed by the student and the supervisor(s) stating the role played by the PhD student in the writing of the paper and their involvement in the study. The letter should also state that all the co-authors have been informed that the paper is to be used in a PhD thesis and that they agree on its use within the thesis. A paper that was not written by the PhD student and in which the student had a minimal input cannot be used as the basis of a results chapter. The PhD student would normally be the first author on any publication that forms the basis of one of the results chapters. However, in special cases, a paper in which the student is not the first author can be used, as long as a strong motivation is included within the letter describing the exact contribution of the student to that paper. In such cases, the letter must also contain the signature of the first author.

3. The ‘integrated’ format

This format differs widely from the previous two PhD formats. The general structure follows that of the publication model for the Masters by Research dissertation on page 45. It comprises of two (or three) sections.

The first section comprises a full introduction/literature review, with an “integrated narrative” and includes a synthesis and discussion of all the papers included in the thesis. It describes the methodologies used and how these relate to the methods used in other studies. It synthesises and discusses the results contained within each paper in the context of data derived from other studies and the field as a whole. An overview is given of the area of research covered by the thesis and how the papers contained within the thesis fit in and answer questions within that
field of study. This section may include data not present in the publications and in such cases must include a detailed description of how this data was collected. The references quoted in this integrated discussion must be included in a bibliography at the end of this section of the thesis.

The second section contains all the published or ‘in press’ papers and papers submitted for publication. There is no rule on how many papers are required but the student should aim for a minimum of three papers of which at least two should have been published or be in press. There may be exceptional circumstances where less than three papers are sufficient. The decision on how many papers are enough for successful completion of the PhD is made by the supervisor(s) and the student and the guiding rule for this decision must be that the completed thesis contains sufficient work for a PhD. The published papers can be included in the thesis in the same format used by the journal in which they were published. Copyright permission will have to be obtained for papers already published.

If appropriate, a third section - an overall concluding chapter can be included. This can provide a synthesis of conclusions/arguments presented in the publications to show how they all converge to address the original research problem and the overall objectives of the PhD. It can also cover recommendations for future research, practical applications and overall significance/implications of your findings.

The thesis must include a description of the contribution of the PhD student to the writing of each multi-authored paper and their physical contribution to the study in the declaration section. A letter stating this should also be included in the Appendix section, and it should also state that all co-authors have agreed to the use of the papers within the thesis. The letter must be signed by the supervisors and the student. In cases where a paper is included in the thesis on which the PhD student is not the first author then the letter must contain a motivation as described in section 2, above. Likewise, if two or more PhD students have made contributions to a paper used within the thesis and each student has used that paper within their own thesis, then this must be acknowledged within the letter, as described in section 2, above.

Choice of format and choice of journals and style guide

The choice of format to be used for a PhD thesis is a matter of personal preference. However, if your PhD does include a number of published articles then formats 2 or 3 would be the most appropriate. If you have no published data then formats 1 or 2 would be the better choices. If a format not described in this document is to be used for your PhD thesis then this should be discussed with your supervisor and advice sought from the Faculty of Health Sciences Postgraduate Office. The choice of journal in which an article from a PhD is published is again a matter of personal preference. However, the minimum requirement should be that the journal is DNE accredited.

For more detailed information on specific style details of the thesis e.g. font size and type, margin widths, line spacing, formatting of tables and figures and reference style, then one should consult the booklet ‘University of the Witwatersrand, Johannesburg Style Guide for Theses, Dissertations and Research Reports’ which is available from the Faculty of Health Sciences Library.
Supervisor(s), in consultation with HoD/HoS, nominates examiner(s) for PG research – at least six weeks prior to submission of research to FHS for administration of examination.

Senior Faculty Officer (SFO) receives and checks Nomination of Examiner(s) (NoE) documents, then circulates to ExCo for consideration.

If research submission is in order, Faculty Officer (FO) accepts submission for administration of examination, provided that examiner(s) are approved.

When all examiner reports are received, FO tables student file for approval by FGSC Chair.

SFO sends approved outcome to Supervisor(s) and Student.

If outcome is favourable, Student and Supervisor(s) are advised to address corrections (if any) and deliver final submission to FHS.

If outcome is not favourable, Student and Supervisor(s) are advised to address corrections and resubmit to FHS for re-examination.

Feedback from ExCo communicated to Supervisor(s).

Guidelines and downloadable documents:
http://www.wits.ac.za/health/faculty-services/research-and-postgraduate-offices/postgraduate-studies/protocols--research/

Notice sent to Supervisor(s) to deliver research to Faculty for administration of examination.

Notice sent to Supervisor(s) and Student.

SFO to capture information on the system.

Student receives submission receipt.

If research submission is not in order, FO would not accept and would provide advice of the requirements.

Guidelines and downloadable documents:
http://www.wits.ac.za/health/faculty-services/research-and-postgraduate-offices/postgraduate-studies/protocols--research/

Feedback from ExCo communicated to Supervisor(s).

Notice sent to Supervisor(s) to deliver research to Faculty for administration of examination.

If outcome is not favourable, Student and Supervisor(s) are advised to address corrections and resubmit to FHS for re-examination.

NB: In certain cases, FHS may convene an ad hoc Committee to decide on the outcome.
NOMINATION OF EXAMINERS (NoE) FORM – for the degree of:
- Doctor of Philosophy (PhD)
- Masters (by coursework and dissertation)
- M Med and M Dent (where ‘batch external’ process is not active)

To be completed by the Supervisor and approved by the Head of Division/Department/School:

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<th>Field</th>
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**Supervisor 1**
- Name and Surname: __________________________
- Qualifications: ____________________________
- Department: ________________________________
- Telephone: _________________________________
- E-mail: __________________________________

**Supervisor 2**
- Name and Surname: __________________________
- Qualifications: ____________________________
- Department: ________________________________
- Telephone: _________________________________
- E-mail: __________________________________

**Supervisor 3**
- Name and Surname: __________________________
- Qualifications: ____________________________
- Department: ________________________________
- Telephone: _________________________________
- E-mail: __________________________________

**PLEASE NOTE:**
- Only typed forms will be accepted;
- The names of the examiners are confidential;
- This form must be accompanied by the following documents:
  - Examiner CV template – for each proposed examiner;
  - Copy of Examiner’s CV – for each proposed examiner;
  - Copy of written agreement that the examiner is willing to assess this research – for each proposed examiner (for example: a copy of an email will suffice);

1. **Internal Examiner** (NB!! an internal examiner is defined as anyone who has an affiliation with the University this includes full-time, part-time, joint, honorary, emeritus and research appointments – this applies to both within the Faculty or any other Faculty of the University):
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<th>Full name(s), surname and title</th>
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Motivation:________________________________________________________________________________________
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I acknowledge that this examiner has had no involvement in this candidate's research project.

Supervisor(s): ____________________________________________
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     

2. **External Examiner** (anyone who does not fall under the category described under internal examiner):

<table>
<thead>
<tr>
<th>Full name(s), surname and title</th>
<th>Qualifications</th>
<th>Street (physical) address: Address of Academic Institution affiliated to (delivery address for the Report/Dissertation/Thesis)</th>
<th>Telephone</th>
<th>E-mail</th>
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Motivation:________________________________________________________________________________________
___________________________________________________________________________________________________

I acknowledge that this examiner has had no involvement in this candidate's research project.

Supervisor(s): ____________________________________________
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     

3. **External Examiner** (anyone who does not fall under the category described under internal examiner):

<table>
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<tr>
<th>Full name(s), surname and title</th>
<th>Qualifications</th>
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</table>

Motivation:________________________________________________________________________________________
___________________________________________________________________________________________________

I acknowledge that this examiner has had no involvement in this candidate's research project.

Supervisor(s): ____________________________________________
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     
                                                                                                     

Disclosure:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the examiner(s) been involved with this candidate’s research project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the examiner(s) related to the supervisor(s) or to this candidate?</td>
<td></td>
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<tr>
<td>Has the examiner(s) co-authored publications with the supervisor(s) or with this candidate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the examiner(s) hold any grants in common with the supervisor(s) or with this candidate?</td>
<td></td>
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</table>

If the answer is yes to any of the above, please elaborate:

________________________________________________________________________________________
______________________________________________________________________________________
________________________________________________________________________________________
_____________________________________________________________________________________

Supervisor(s): _________________________________________________________________
(Signature) (Signature) (Supervisor)

*HEAD OF DEPARTMENT / HEAD OF SCHOOL:

__________________________________________
(Full name) (Signature) (Date)

*Where the HoD is Supervisor or proposed examiner, the HoS must sign*

Important:

- Incomplete forms will not be accepted by the PG Office and will be returned to the supervisor(s).
- Please submit the form only if it is complete and all accompanying documents are attached.

FOR PG OFFICE USE – Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s details and title noted and completed</td>
<td></td>
<td></td>
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<tr>
<td>Supervisor’s details noted and completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Examiner’s details, qualifications, address and contact details noted and completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Examiner’s details, qualifications, address and contact details noted and completed</td>
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<tr>
<td>HOD/HOS signature</td>
<td></td>
<td></td>
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<tr>
<td>CVs of nominated examiners attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the answer is “NO” to any of the above, the nomination will be deemed incomplete.

Received by PG officer (Full name: _____________________________ Date: ________________)

Approved by FGSC Chair: _____________________________ Date: ________________

Supervisor(s) informed: _____________________________ Date: ________________

11May2018/ON
NOMINATION OF EXAMINER (NoE) FORM – for the degree of:

- M Med and M Dent (where “batch external” process is active)
- To nominate the internal examiner only;

To be completed by the Supervisor and approved by the Head of Division/Department/School

<table>
<thead>
<tr>
<th>Name Surname of candidate</th>
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<table>
<thead>
<tr>
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<tr>
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<th>Research Topic</th>
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<th>Telephone</th>
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<table>
<thead>
<tr>
<th>Supervisor 1</th>
</tr>
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<tbody>
<tr>
<td>(Name and Surname)</td>
</tr>
<tr>
<td>Qualifications</td>
</tr>
<tr>
<td>Department</td>
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<tr>
<td>Telephone</td>
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<td>E-mail</td>
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<table>
<thead>
<tr>
<th>Supervisor 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name and Surname)</td>
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<tr>
<td>Qualifications</td>
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<tr>
<td>Department</td>
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<td>E-mail</td>
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<table>
<thead>
<tr>
<th>Supervisor 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name and Surname)</td>
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<tr>
<td>Qualifications</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

- Only typed forms will be accepted.
- The names of the examiners are confidential;
- This form must be accompanied by the following documents:
  - Examiner CV template – for proposed internal examiner;
  - Copy of Examiner’s CV – for proposed internal examiner;
  - Copy of written agreement that the examiner is willing to assess this research – for proposed internal examiner (for example: a copy of an email will suffice);

1. **Internal Examiner (NB!)** an internal examiner is defined as anyone who has an affiliation with the University this includes full-time, part-time, joint, honorary, emeritus and research appointments – this applies to both within the Faculty or any other faculty of the University):
I acknowledge that this examiner has had no involvement in this candidate’s research project.

Has the examiner(s) been involved with this candidate’s research project?  Yes  No
Is the examiner(s) related to the supervisor(s) or to this candidate?  Yes  No
Has the examiner(s) co-authored publications with the supervisor(s) or with this candidate?  Yes  No
Does the examiner(s) hold any grants in common with the supervisor(s) or with this candidate?  Yes  No

If the answer is yes to any of the above, please elaborate:

Supervisor(s): __________________________
(Signature)

*HEAD OF DEPARTMENT / HEAD OF SCHOOL:

___________________________  ___________________________  ___________________________
(Full name)  (Signature)  (Date)

*(Where the HoD is Supervisor or proposed examiner, the HoS must sign)

Important:
- Incomplete forms will not be accepted by the PG Office and will be returned to the supervisor(s).
- Please submit the form only if it is complete and all accompanying documents are attached.

FOR PG OFFICE USE – Checklist

Student’s details and title noted and completed  Yes  No
FACULTY OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s details noted and completed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Internal Examiner’s details, qualifications, address and contact details noted and completed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>External Examiner’s details, qualifications, address and contact details noted and completed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>HOD/HOS signature</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CVs of nominated examiners attached</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

*If the answer is “NO” to any of the above, the nomination will be deemed incomplete.*

Received by PG officer (Full name: ____________________________ Date: ____________________________

Approved by FGSC Chair: ____________________________ Date: ____________________________

Supervisor(s) informed: ____________________________ Date: ____________________________

11 May 2018/ON
NOMINATION OF EXAMINERS (NoE) FORM – for the degree of:
- M Med and M Dent (for 'batch external’ process)
- To nominate external examiner(s) only;

To be completed by the Head of the Division/Department/School and approved by the Faculty Graduate Studies Committee.

Name of Specialty: 

Name of Department: 

A. DETAILS OF EXTERNAL EXAMINER(S)* (External examiner is anyone who does not have any affiliation with the University of the Witwatersrand). Please attach full curriculum vitae of the external examiner in each case.

### SESSION 1 (First quarter of the year)

| Full name(s), surname and title | 
| Qualifications | 
| Street (physical) address: Address of Academic Institution affiliated to (delivery address for the Report/Dissertation/Thesis) | 
| Telephone | E-mail | 
| Motivation: | 

### SESSION 2 (Second quarter of the year)

| Full name(s), surname and title | 
| Qualifications | 
| Street (physical) address: Address of Academic Institution affiliated to (delivery address for the Report/Dissertation/Thesis) | 
| Telephone | E-mail | 
| Motivation: | 

### SESSION 3 (Third quarter of the year)

| Full name(s), surname and title | 
| Qualifications | 
| Street (physical) address: Address of Academic Institution |
### Session 4 (Fourth Quarter of the Year)

<table>
<thead>
<tr>
<th>Full name(s), surname and title</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Street (physical) address:</td>
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<tr>
<td>Address of academic institution affiliated to (delivery address for the Report/Dissertation/Thesis)</td>
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</table>

**Telephone**

**E-mail**

**Motivation:**

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<th><strong>Telephone</strong></th>
<th><strong>E-mail</strong></th>
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</table>

*Only in exceptional circumstances will the Head of Department/School agree to an individual examiner per research report being appointed.*

I acknowledge that the nominated examiners have had no involvement in any of the candidates' research projects which have been submitted for examination.

---

**Head of Department (Full Name):** ________________________________

**Head of School (Full Name):** ________________________________

**Signature:** __________________________________________________________________________

**Date:** ______________________________________________________________________________

**Signature:** __________________________________________________________________________

**Date:** ______________________________________________________________________________

**PLEASE NOTE:**

- Only typed forms will be accepted;
- The names of the examiners are confidential;
- This form must be accompanied by the following documents:
  - Examiner CV template – for each proposed examiner;
  - Copy of Examiner’s CV – for each proposed examiner;
  - Copy of written agreement that the examiner is willing to assess this research – for each proposed examiner (for example: a copy of an email will suffice);
Important:

1. Incomplete forms will not be accepted by the PG Office and will be returned to the Head of Department/School;
2. Please submit the form only if it is complete and all accompanying documents are attached.

FOR PG OFFICE USE – Checklist

| External Examiner’s details, qualifications, address and contact details noted and completed | Yes | No |
| CVs of nominated external examiners attached | Yes | No |
| HOD/HOS signature | Yes | No |
| Assistant Dean: Research and Postgraduate Support signature | Yes | No |

If the answer is “NO” to any of the above, the nomination will be deemed incomplete.

Received by PG officer (Full name): _______________________________ Date: __________________________

Approved by FGSC Chair: _______________________________ Date: __________________________

Supervisor(s) informed: _______________________________ Date: __________________________

11 May 2018/ON
The Faculty Graduate Studies Committee considers the following relationship of the nominated examiner with the supervisor/s and/or student as a “conflict of interest”

This includes, but is not limited to:

1) spouse, partner, family members or relative of either supervisor or student;
2) the supervisor is an immediate superior of the internal examiner;
3) when the supervisor is an examiner’s previous supervisor and graduated within the last three years or vice versa;
4) the examiner, supervisor or student collaborate, hold joint grants or have co-authored publications. Even if the examiner and student collaborated on a different topic or study, that collaboration may still constitute conflict of interest;
   (a) In some cases Exco may consider a stipulated period of ongoing collaboration but only in exceptional cases;
   (b) ongoing collaboration means an ongoing relationship and there cannot be a stipulated time frame;
5) the examiner works in a competing field, with potential financial intellectual property conflicts;
6) examiner and supervisor co-supervise postgraduate students.

Due to the fact that some research areas have a limited pool of internal and/or external examiners, under exceptional circumstances the Faculty Graduate Studies (FGS) Exco will consider accepting one examiner with a perceived “conflict of interest”, provided that this is strongly motivated.

In the event that an appropriate internal examiner cannot be found, an external examiner can be nominated, provided that this is strongly motivated.
ACKNOWLEDGEMENT OF RESEARCH SUBMISSION FOR ADMINISTRATION OF EXAMINATION

| STUDENT FULL NAME: | ________________________________ | YES | NO |
| STUDENT NUMBER: | ____________________________ | YES | NO |
| QUALIFICATION: | ________________________________ | YES | NO |
| FIELD OF STUDY: | ________________________________ | YES | NO |

| SUBMISSION DATE | YES | NO |
| EXAMINERS NOMINATED & APPROVED | YES | NO |
| ETHICAL CLEARANCE / WAIVER | YES | NO |
| CERTIFICATE OF SUBMISSION FORM - SUPERVISOR | YES | NO |
| CERTIFICATE OF SUBMISSION FORM - STUDENT | YES | NO |
| 2 (spiral) BOUND COPIES (FOR MASTERS) – printed single-sided | YES | NO |
| 3 (spiral) BOUND COPIES (FOR PHD) – printed single-sided | YES | NO |
| 1 ELECTRONIC COPY – on CD (pdf) | YES | NO |
| DECLARATION SIGNED ON ALL RESEARCH COPIES | YES | NO |
| TURN-IT-IN (PLAGIARISM) REPORT – acknowledged by supervisor(s) | YES | NO |
| SIGNED SUPERVISOR REPORT | YES | NO |

FACULTY DATED STAMP

RECEIVED BY: ________________________________

SIGNATURE: ________________________________

63
SUPERVISOR REPORT on submission of a dissertation, thesis or research report for examination

Senate Standing Orders on higher degrees require that all dissertations, theses and research reports that are submitted must be accompanied by a Supervisor’s report (see A.20). This report will not be seen by the examiners, but it will be given to the student along with the examiners’ reports, once the examination process is complete. It is the responsibility of the principal or main supervisor to complete the form below to report on the supervision process. In the case of more than one supervisor, the completion of the form by the second or third supervisor is optional.

Name of Supervisor: ................................................................. Contact email: .................................................................

School: .................................................................................. Department: .................................................................

Signature: ................................................................................ Date: .................................................................

Student Name: ....................................................................... Student number: .................................................................

Degree registered for: ........................................................................................................................................

Title of submitted dissertation/thesis/research report: .............................................................................................
...........................................................................................................................................................................

1. Please Comment on the Supervision Process:
   Frequency of meetings: ........................................................................................................................................
   Number of drafts reviewed for protocol: ..................................................................................................................
   Extent of assistance with data collection/analysis: .................................................................................................
   Number of drafts reviewed for final submission: .....................................................................................................
   Have you requested progress reports from the student? If yes, how often? ..........................................................
   Any difficulties in the relationship: ........................................................................................................................
   Other comments: ...................................................................................................................................................
   ...........................................................................................................................................................................

2. Please comment on the student’s ability to work independently during supervision process:
   Selection of topic: ...................................................................................................................................................
   Protocol development: ...........................................................................................................................................
   Data collection/experimental procedures: ................................................................................................................
   Data analysis: ........................................................................................................................................................
   Dissertation/thesis/research report write up: .........................................................................................................
   Ability to meet deadlines: ......................................................................................................................................
   Other comments: ...................................................................................................................................................
   ...........................................................................................................................................................................

1
3. **Please comment on the quality of the submitted dissertation, thesis or research report:**

   - **Language and presentation:** ........................................................................................................
   - **Contribution the research makes to knowledge in the field:** ......................................................
   - **Standard of work:** ......................................................................................................................

4. **Please list conferences attended by student:**

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5. **Please list publications emanating from student’s work (include each author’s role in the case of joint publications).**

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6. **Confidential Report:** (Should the supervisor wish to add any comments which will not be provided to the student, these can be added here).

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CERTIFICATE OF SUBMISSION FOR EXAMINATION OF MASTERS RESEARCH REPORT / DISSERTATION OR PHD THESIS SIGNED BY HIGHER DEGREES CANDIDATES

Full name

Student number

Title of submitted Research Project:

NB: If this title is different to your previously approved title, no further action can be taken by the Faculty Office until a change of title has been approved.

Contact no

E-mail

1. If you are likely to move in the next 6-12 months, please give the anticipated date of move:

2. I hereby submit my Masters (research report) / Masters (dissertation) / PhD thesis for examination (Select whichever is applicable)

3. I have checked all copies of my research report / dissertation / thesis and declare that no pages are missing or poorly reproduced.

4. I have submitted ______________________ bound copies and ______________________ copies on CD

5. I confirm that I have:
   a) A signed declaration indicating my understanding of the concept of plagiarism and a denial of plagiarism in my research document.
   b) A report from “Turnitin” (or other approved plagiarism detection) software indicating the level of plagiarism in my research document included as an appendix.

6. I confirm that I have:
   a) Not used either human or animal tissue or records Yes/No
   b) If yes: I have included the ethics waiver letter pertinent to my research as an appendix Yes/No
   c) Done research using animals Yes/No
      If yes: I have included a copy of the animal ethics committee clearance certificate as an appendix to this document Yes/No
   d) Done research using human subjects, human tissue or patient records Yes/No
      If yes: I have included a copy of the human ethics clearance certificate as an appendix to the research document Yes/No

7. I understand that I may not graduate unless my University fees have been paid in full.

8. My Supervisor(s) names, departments, telephone numbers and email addresses are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Telephone</th>
<th>E-mail</th>
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</tbody>
</table>

1
List all publications, which you have published in peer-reviewed journals from your postgraduate research report/dissertation/thesis during the course of your studies in the Faculty of Health Sciences (Include authors, year, title of paper, name of journal, volume number and page numbers). This information is mandatory.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of candidate: ___________________________ Date: ________________________

26/05/2015
CERTIFICATE OF SUBMISSION FOR EXAMINATION SIGNED BY SUPERVISORS OF HIGHER DEGREES CANDIDATES

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
<td></td>
</tr>
</tbody>
</table>

Candidate for the degree of:

has submitted his/her thesis/dissertation/research report

Entitled:

Contact no | E-mail

<table>
<thead>
<tr>
<th>Mark with an X on appropriate box</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To the best of your knowledge are you able to verify that this is the candidate's work, except as otherwise stated by the candidate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The substance (nor any part of it) has not been submitted in the past nor is being submitted for a degree in any other university?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The candidate has acknowledged wherever any information used in the thesis, dissertation or other work has been obtained by him/her while employed by, or working under the aegis of, any person or organization other than the University or its associated institutions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have examiners been nominated and approved?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that this thesis/dissertation/research report has the approval of the Animal Ethics Committee / Committee for Research on Human Subjects and the Number of the Certificate of Approval is:

List all publications, which your student has published in peer-reviewed journals from his/her postgraduate research report/dissertation/thesis during the course of his/her studies in the Faculty of Health Sciences (Include authors, year, title of paper, name of journal, volume number and page numbers). This information is mandatory.

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1
Name of Supervisor 1: 

Telephone:  

Email: 

Signature:  

Date:  

Name of Supervisor 2: 

Telephone:  

Email: 

Signature:  

Date:  

Name of Supervisor 3: 

Telephone:  

Email: 

Signature:  

Date:  

==============================================

IMPORTANT NOTICE WITH REGARD TO THE SENATE STANDING ORDERS:

A.22 Submission against advice of Supervisor

If the Supervisor is not prepared to agree to the submission of a thesis, the candidate shall still be entitled, if he or she wishes, to submit it for examination. When a thesis is submitted against the advice of the Supervisor, this should be recorded in the minutes of the Faculty Graduate Studies Committee. In such a case, no internal examiner are appointed but a Supervisor’s report will still be required. After the examination process, the external examiner(s) will be advised by the Chairperson of the Faculty Graduate Studies Committee that the thesis was submitted against the advice of the Supervisor.

A.24 Nomination of Examiners:

Nomination of examiners should take place at least six weeks before submission of the thesis or dissertation. (The Postgraduate Office will not accept any submission for examination without the confirmed appointment of the nominated examiners.)

A.25 Confidentiality of names of examiners (both external and internal)

The names of the examiners should be confidential during the examination process and may only be revealed to the candidate with the acquiescence of the examiner once the final version of the thesis has been submitted to the Faculty and the process has been completed.
CERTIFICATE OF SUBMISSION FOR RE-EXAMINATION OF MASTERS RESEARCH REPORT / DISSERTATION OR PHD THESIS SIGNED BY HIGHER DEGREES CANDIDATES

Full name
Student number
Title of submitted Research Project: ______________________________________________________________________________________________ ______________________________________________________________________________________________

NB: If this title is different to your previously approved title, no further action can be taken by the Faculty Office until a change of title has been approved.

Contact no
E-mail

1. If you are likely to move in the next 6-12 months, please give the anticipated date of move: _________________

2. I hereby submit my Masters (research report) / Masters (dissertation) / PhD thesis for examination (Select whichever is applicable)

3. I have checked all copies of my research report / dissertation / thesis and declare that no pages are missing or poorly reproduced.

4. I have submitted _______________________ bound copies and _______________________ copies on CD

5. I confirm that I have:
   a) A signed declaration indicating my understanding of the concept of plagiarism and a denial of plagiarism in my research document.
   b) A report from “Turnitin” (or other approved plagiarism detection) software indicating the level of plagiarism in my research document included as an appendix.

6. I confirm that I have:
   a) Not used either human or animal tissue or records
      Yes/No
   b) If yes: I have included the ethics waiver letter pertinent to my research as an appendix
      Yes/No
   c) Done research using animals
      Yes / No
      If yes: I have included a copy of the animal ethics committee clearance certificate as an appendix to my research document
      Yes/No
   d) Done research using human subjects, human tissue or patient records
      Yes / No
      If yes: I have included a copy of the human ethics clearance certificate as an appendix to my research document
      Yes/No
   e) Done research using human subjects, human tissue or patient records
      Yes / No
      If yes: I have included a copy of the human ethics clearance certificate as an appendix to my research document
      Yes/No

7. I understand that I may not graduate unless my University fees have been paid in full.

8. My Supervisor(s) names, departments, telephone numbers and email addresses are as follows:

   Name
   Department
   Telephone
   Email

   Name
   Department
   Telephone
   Email

   Name
   Department
   Telephone
   Email

Signature of candidate: ______________________________________  Date: __________________________
# CERTIFICATE OF SUBMISSION FOR RE-EXAMINATION SIGNED BY SUPERVISORS OF HIGHER DEGREES CANDIDATES

<table>
<thead>
<tr>
<th>Full name</th>
<th>Student number</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
</table>

Candidate for the degree of:

Has submitted his/her thesis/dissertation/research report, entitled:

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

**Mark with an X on appropriate box**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor?</td>
<td></td>
</tr>
<tr>
<td>To the best of your knowledge are you able to verify that this is the candidate’s work, except as otherwise stated by the candidate?</td>
<td></td>
</tr>
<tr>
<td>The substance (nor any part of it) has not been submitted in the past nor is being submitted for a degree in any other university?</td>
<td></td>
</tr>
<tr>
<td>The candidate has acknowledged wherever any information used in the thesis, dissertation or other work has been obtained by him/her while employed by, or working under the aegis of, any person or organization other than the University or its associated institutions?</td>
<td></td>
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</table>

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I certify that this thesis/dissertation/research report has the approval of the Animal Ethics Committee/Committee for Research on Human Subjects and the Number of the Certificate of Approval is:

___________________________________________________________________________________________________

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Signature: ___________________________________  E-mail: _____________________________

Date: ___________________________  Certificate of Submission
Student delivers final research submission to FHS for graduation; SFO ensures that final submission is in order

SFO checks that all requirements have been met for the Student to qualify

SFO qualifies Student on the system and include Student details for upcoming graduation

Students scheduled to graduate must ensure that fees are cleared at least six weeks prior to their graduation

General graduation information sent to potential graduands via student email

Graduands are encouraged to visit the webpage of the Examinations and Graduations Office (EGO) for further information

Fee statement may be obtained from Student Self-Service portal: https://self-service.wits.ac.za/
> Payments may be done via this portal

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________________________________________________________________________

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10. Did your research involve animal experimentation or the use of human subjects, human tissue or other material, or patient records?

☐ Yes

☐ No
If yes, please certify that clearance was obtained from the relevant, approved, University ethics committee:

Clearance number(s): ________________________________________

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12. I understand that if I am in material breach of any of the rules, terms and conditions governing the submission of a dissertation or research/project report or thesis at the University I may not graduate or it may result in the revocation of the awarded award.

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14. Name of supervisor: ______________________________________

Discipline ___________________________________________________

School _______________________________________________________

Signature ___________________________________________________

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______________________________________________

Discipline ___________________________________________________

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<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>Student number</td>
<td></td>
</tr>
<tr>
<td>Qualification</td>
<td>Date submitted</td>
</tr>
</tbody>
</table>

## Submission requirements - Tick list

- Student enrolled for current year *(the research unit must be part of this enrolment, as a record must be active to capture the PASS result)*
- Research Title checked and correct on system
- 2 unbound copies of the research *(single-sided print)*
- Declaration signed by the student, with current date *(not 1st submission date)*
- Copy of ethics clearance certificate *(as an annexure in the research output)*
- CD of copy of research *(must be in PDF format)*
- Signed supervisor submission form *(if more than one supervisor ALL supervisors’ signatures must appear)*
- ETD form *(signed by supervisor(s) and candidate)*
- ETD payment receipt *(only if research accounts for 50% or more of the qualification)*
- HOD/HOS approval letter
- Student’s list of corrections – with reference to specific lines, page numbers and/or chapters *(only if corrections had been recommended – in the case where no further corrections is the outcome, this is not needed)*
- Research report passed with distinction
- Qualified with distinction
- Qualified without distinction

*For MMed and MDent students: Final CMSA exams passed, prior to final submission of research report? If not, when will final exams be written?* 
________________________________________________________________________

Full name of PG Staff: __________________________________________

Signature of PG Staff: __________________________ Date: _______________

Signature of candidate: __________________________ Date: _______________

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<td>RECEIVED BY:</td>
<td>FACULTY DATED STAMP</td>
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SIGNATURE: __________________________
1. Downloadable forms (MS Word versions) relevant to Postgraduate ‘life cycle’ in the Faculty of Health Sciences are available at: 
http://www.wits.ac.za/health/faculty-services/research-and-postgraduate-offices/postgraduate-studies/protocols--research/

2. Please note that official communication with Wits students and staff members is via the Wits email addresses that are generated by the Wits system. If you prefer to use a non-Wits email address you are strongly advised to link your Wits email address to your preferred email address so that you can automatically receive all announcements circulated on the Wits platform. To do this contact Information and Communication Technology (ICT) on ICTHelp@wits.ac.za or 011 717 1717.

3. The Faculty of Health Sciences (FHS) style guide for theses, dissertations hand research report (2016 version) is available at: http://www.wits.ac.za/media/wits-university/faculties-and-schools/health-sciences/research-entities/documents/FACULTY%20OF%20HEALTH%20SCIENCES%20STYLE%20GUIDE%20FOR%20THESES%20DISSEThETRATIONS-AND-RESEARCH%20REPORTS-Updated%20Mar%202016.pdf. The style guide should be used in conjunction with relevant FHS guidelines for formats of theses, dissertations and research reports.
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Senior Faculty Officer: PG – Owen Naicker

Faculty Officer: PG – Palesa Khumalo

Faculty Officer: PG Admissions – Anna Muronga

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Faculty Assistant: PG – Mpho Mafola

Faculty Supervisor: PG – Naomi Senamela

Faculty Receptionist: PG – Kedibone Kgame
Sandra Benn – Head and overall office operations within the Wits Faculty of Health Sciences (FHS) Registrar’s Office.
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(Anna.Muronga@wits.ac.za / 0117172076)

Naomi Senamela – Matters related to Supernumerary Registrars and Health Professions Council of South Africa (HPCSA) – for all Departments within FHS.
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Kedibone Kgame – Reception and general assistance with office operations – for all Departments within FHS.
(Kedibone.Kgame@wits.ac.za / 0117172416)
<table>
<thead>
<tr>
<th>MODIE MAUMELA / PALESA KHUMALO</th>
<th>OWEN NAICKER / THANDO MBOLEKWA</th>
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<tbody>
<tr>
<td>School of Oral Health Sciences</td>
<td>School of Anatomical Sciences</td>
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<tr>
<td>School of Physiology</td>
<td>School of Pathology</td>
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<td>School of Public Health</td>
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<td><strong>School of Clinical Medicine:</strong></td>
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<tr>
<td>Family Medicine</td>
<td>Bioethics &amp; Health Law</td>
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<td>Emergency Medicine</td>
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<td>Obstetrics &amp; Gynaecology</td>
<td>Internal Medicine</td>
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<td>Paediatrics</td>
<td>Neurosciences (ENT, Neurology, Ophthalmology, Neurosurgery)</td>
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<td>Psychiatry</td>
<td>Radiation Sciences</td>
</tr>
<tr>
<td>Surgery</td>
<td>Orthopaedic Surgery</td>
</tr>
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</table>
These are the individuals to contact if you want to do a postgraduate degree in a particular Department:

<table>
<thead>
<tr>
<th>School/Department</th>
<th>Coordinator/Head of Department</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anatomical Sciences</strong></td>
<td>Professor Paul Manger</td>
<td><a href="mailto:Paul.Manger@wits.ac.za">Paul.Manger@wits.ac.za</a></td>
</tr>
<tr>
<td><strong>Clinical Medicine</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anaesthesiology</td>
<td>Ms Juan Scribante</td>
<td><a href="mailto:Juan.Scribante@wits.ac.za">Juan.Scribante@wits.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Ms Helen Perrie</td>
<td><a href="mailto:Helen.Perrie@wits.ac.za">Helen.Perrie@wits.ac.za</a></td>
</tr>
<tr>
<td>Family Medicine</td>
<td>Ms Deidre Pretorius</td>
<td><a href="mailto:Deidre.Pretorius@wits.ac.za">Deidre.Pretorius@wits.ac.za</a></td>
</tr>
<tr>
<td>Internal Medicine</td>
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<td><a href="mailto:Kapila.Hari@wits.ac.za">Kapila.Hari@wits.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Dr Nimimisha Govind</td>
<td><a href="mailto:Nimimisha.Govind@wits.ac.za">Nimimisha.Govind@wits.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Dr Prudence Iv</td>
<td><a href="mailto:Prudence.Ive@wits.ac.za">Prudence.Ive@wits.ac.za</a></td>
</tr>
<tr>
<td>Neurosciences</td>
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</tr>
<tr>
<td>ENT</td>
<td>Dr Shivesh Maharaj</td>
<td><a href="mailto:Shivesh.maharaj@wits.ac.za">Shivesh.maharaj@wits.ac.za</a></td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Professor Bernard Janse van Rensburg</td>
<td><a href="mailto:albert.jansevanrensburg@wits.ac.za">albert.jansevanrensburg@wits.ac.za</a></td>
</tr>
<tr>
<td>Obstetrics &amp; Gynaecology</td>
<td>Dr Amy Wise</td>
<td><a href="mailto:Amy.Wise@wits.ac.za">Amy.Wise@wits.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Dr Salome Maswine</td>
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</tr>
<tr>
<td>Orthopaedic Surgery</td>
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<td><a href="mailto:Maxwell.Jingo@wits.ac.za">Maxwell.Jingo@wits.ac.za</a></td>
</tr>
<tr>
<td></td>
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<tr>
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<td>Dr Kebashni Thandrayen</td>
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<tr>
<td>Radiology</td>
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</tr>
<tr>
<td>Radiation Oncology</td>
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<td><a href="mailto:Vinay.sharma@wits.ac.za">Vinay.sharma@wits.ac.za</a></td>
</tr>
<tr>
<td>Steve Biko Centre for</td>
<td>Dr Kevin Behrens</td>
<td><a href="mailto:Kevin.Behrens@wits.ac.za">Kevin.Behrens@wits.ac.za</a></td>
</tr>
<tr>
<td>Bioethics (PhD Coordinator)</td>
<td>Dr Jillian Gardner</td>
<td><a href="mailto:Jillian.Gardner@wits.ac.za">Jillian.Gardner@wits.ac.za</a></td>
</tr>
<tr>
<td>Surgery</td>
<td>Dr Deirdre Kruger</td>
<td><a href="mailto:Deirdre.Kruger@wits.ac.za">Deirdre.Kruger@wits.ac.za</a></td>
</tr>
<tr>
<td></td>
<td>Dr Pascaline Fru-Fonteh</td>
<td><a href="mailto:Pascaline.Fru-Fonteh@wits.ac.za">Pascaline.Fru-Fonteh@wits.ac.za</a></td>
</tr>
<tr>
<td>Forensic Medicine</td>
<td>Mr Craig Keyes</td>
<td><a href="mailto:Craig.keyes@wits.ac.za">Craig.keyes@wits.ac.za</a></td>
</tr>
</tbody>
</table>
## Oral Health Sciences

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Community Dentistry</td>
<td>Associate Professor Veerasamy Yengopal</td>
<td><a href="mailto:Veerasamy.Yengopal@wits.ac.za">Veerasamy.Yengopal@wits.ac.za</a></td>
</tr>
<tr>
<td>Oral Biological Sciences</td>
<td>Dr Olatunbosun Olaleye</td>
<td><a href="mailto:Olatunbosun.olaleye@wits.ac.za">Olatunbosun.olaleye@wits.ac.za</a></td>
</tr>
<tr>
<td>Maxillofacial &amp; Oral Surgery</td>
<td>Dr Ephraim Rikhotso</td>
<td><a href="mailto:Erikhoto@gmail.com">Erikhoto@gmail.com</a></td>
</tr>
<tr>
<td>Oral Medicine &amp; Periodontology</td>
<td>Associate Professor Sindisiwe Shangase</td>
<td><a href="mailto:Sindisiwe.Shangase@wits.ac.za">Sindisiwe.Shangase@wits.ac.za</a></td>
</tr>
<tr>
<td>Oral Microbiology</td>
<td>Professor Mrudula Patel</td>
<td><a href="mailto:Mrudula.Patel@wits.ac.za">Mrudula.Patel@wits.ac.za</a></td>
</tr>
<tr>
<td>Oral Pathology</td>
<td>Associate Professor Shabnum Meer</td>
<td><a href="mailto:Shabnum.Meer@nhls.ac.za">Shabnum.Meer@nhls.ac.za</a></td>
</tr>
<tr>
<td>Orthodontics and Paediatrics Dentistry</td>
<td>Professor Tarisai Dandajena</td>
<td><a href="mailto:Tarisai.Dandajena@wits.ac.za">Tarisai.Dandajena@wits.ac.za</a></td>
</tr>
<tr>
<td>Oral Rehabilitation</td>
<td>Dr Vyonne Hoods-Moonsammy</td>
<td><a href="mailto:Vyonne.HoodsMoonsammy@wits.ac.za">Vyonne.HoodsMoonsammy@wits.ac.za</a></td>
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## Pathology

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<td>Anatomical Pathology</td>
<td>Dr Pamela Michelow</td>
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<tr>
<td>Clinical Microbiology &amp; Infectious Diseases</td>
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<td></td>
<td>Aijaz Ahmad</td>
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### Therapeutic Sciences

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<tr>
<td>Centre for Exercise Science &amp; Sport Medicine</td>
<td>Dr Philippe Gradidge</td>
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<tr>
<td>Nursing Education</td>
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<tr>
<td>Residence</td>
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Faculty Research Committee Grants

- There are currently four different grants that are offered competitively to individual members of the Wits academic staff. These are:
  - Medical Faculty Research Endowment Fund (MFREF), which supports mainly postgraduate students
  - Faculty Research Committee Individual grants, which support postgraduate students and emerging academic staff members
  - Iris Ellen Hodges Cardiovascular Research Trust grants
  - Iris Ellen Hodges Trust-Stress and Emotional Problems grants

Scholarships administered by the Wits Financial Aid & Scholarship Office

Information about available scholarships and application procedures can be obtained from the University Financial Aid & Scholarships Office which is located on the ground floor of the Senate House, Braamfontein Campus (East). The contact telephone number of the office is 011 717 1073 or 011 717 1310. Information is also available at: [http://www.wits.ac.za/study-at-wits/fees-and-funding/financial-aid-and-scholarships-office/postgraduate-funding/](http://www.wits.ac.za/study-at-wits/fees-and-funding/financial-aid-and-scholarships-office/postgraduate-funding/)

Scholarships administered by the office include the following:

**Postgraduate Merit Award and Honours to PHD 5 year Scholarship**

- A Postgraduate Merit Award is available to assist graduates to complete their Honours, Masters and PHD degree on a full-time or part-time basis. The Honours to PHD 5 year Scholarship is available to assist full-time honours students who intend on pursuing a Masters degree and PHD degree. These awards are for students with an excellent academic record. There are terms and conditions as well as criteria for this award.
- Students may apply online on the wits student self-service portal before receiving an outcome for the admission application. The application closing dates are:
  - January and April registration - 31st of October
  - July and September registration – 30th April

**External Statutory Postgraduate Funding**

- National Research Foundation (NRF)
  - The NRF offers Scholarships for Honours, Masters and PHD. The Free-standing, Innovation and Scarcie Skills NRF scholarships are offered to full-time students who are South African citizens and permanent residents. A small percentage is awarded to non-SA citizens. Students may apply online at [https://nrs_submission.nrf.org.za](https://nrs_submission.nrf.org.za).

**Mandela Rhodes Scholarships**

The Mandela Rhodes Scholarship is available for full-time students who are citizens of African countries. Registered Wits students studying towards an Honours or Masters Degrees under the age of 30 years old may apply online at [www.mandelarhodes.org](http://www.mandelarhodes.org)
Donations Discretionary Fund

• Students who have not been able to obtain funding for the year may apply for the Donations Discretionary fund on the student self-service portal. Your application will be added to a database which will be used to pair students that match donor criteria should the University receive such funding. Please note that this is not guaranteed funding.

• For more information please visit: http://www.wits.ac.za/study-at-wits/fees-and-funding/financial-aid-and-scholarships-office/
Research Courses and Workshops

The Faculty Research Office offers various research courses and workshops for postgraduate students. These are run at intervals throughout the year, and at different times of the day. Topics include:

- qualitative and quantitative research methodology (for the planning stages of your research);
- scientific writing skills (research protocols, a dissertation or scientific paper);
- grant application writing; and
- statistical analysis of data (at both a basic and advanced level).

Booking for a course or workshop is essential as numbers for each session are limited due to venue size. When you make a booking please also inquire about the fee for the course or workshop you wish to attend. For bookings and enquiries, please contact the Health Sciences Research Office on courses.health@wits.ac.za or 011 717 2503.

For a complete list of courses and workshops visit http://www.wits.ac.za/health/research/research/research-courses-and-workshops-/#d.en.21433.

Data analysis

For assistance with the statistical analysis of your data, visit the Biostatistics Room, Room 336, Phillip V Tobias Health Sciences Building, 29 Princess of Wales Street (corner York Road), Parktown. There you will find a timetable showing when consultant statisticians will be available to assist you. Only PhDs and established researchers can make bookings via courses.health@wits.ac.za. We highly recommend that you see a statistician at the start of your research project.

Selected statistical software packages are available on the computers in the Postgraduate Hubs, while others can be accessed online. To make use of the Faculty stats software portal, go to: www.wits.ac.za/health/research.

For all data analysis enquiries, please contact the Health Sciences Research Office on courses.health@wits.ac.za or 011 717 2503.
The Office of Student Affairs (Faculty of Health Sciences)

The support services offered by the Office of Student Affairs are concerned with every aspect of Health Sciences student life, including effective support structures and access to psychosocial, medical, academic and financial support. In some circumstances, the Office of Student Affairs may refer you to the Counselling and Careers Development Unit (CCDU), which can provide:

- Careers Services
- Employment Services
- Counselling Services
- Crisis Counselling
- Sexual Harassment Advice

The CCDU is situated in the CCDU building, Braamfontein Campus (West). You can contact a member of the Unit directly on 011 717 9132/40 or on info.ccdu@wits.ac.za.

PLEASE NOTE: If you access the CCDU directly you will be liable for payment for any appointments you attend. However, if you are given a referral from the Office of Student Support (011 7172431/2565) you will not be liable for payment, as the office would be responsible for settling the bill for any appointments you attend. Faculty of Health Sciences Office of Student Support (OSS) is situated on the first floor of the Philip V Tobias building, 29 Princess of Wales Terrace (Corner York Road), Parktown.

Wits International Office

International postgraduate students are supported by the Wits International Office in addition to the support they receive from the Faculty. The Office provides information and assistance with health insurance and visa issues, access to English Language programmes and ongoing support for academic and personal issues. We urge all international students to establish contact with the International Office from the start of their degree.

If you would like to visit the Office in person, you can find it on the Ground Floor of Senate House, Braamfontein Campus (East). Alternatively, contact the Office on 011 717 1054 or studyisa.international@wits.ac.za. For more information visit https://www.wits.ac.za/internationalstudents/about-us/

Wits Postgraduate Association

The Wits Postgraduate Association (PGA) is a student body which represents postgraduate students from across Wits. A PGA Council is made up of postgraduate student representatives from each of the 33 Schools within the University. The PGA Executive Committee is made up of students who are elected by the PGA Council.
One of the Association’s goals is to promote postgraduate student access to resources. The PGA works together with the Graduate Office, Alumni Relations Office, International Students Office and the Financial Aid and Scholarships Office. By making postgraduate students aware of the resources available to them, the PGA hopes to make their time at the University of the Witwatersrand as enjoyable and fruitful as possible.

You can learn more about the PGA at http://student.wits.ac.za/PGA/

The 2017/2018 Faculty representative is Mxolisi Ngulube - pga.chair@students.wits.ac.za

**Wits Postgraduate Project Office (PPO)**

The PPO on the Braamfontein Campus offers support to Wits postgraduate students, including workshops which are run throughout the year. They also host an annual Cross-Faculty Postgraduate Symposium, which gives postgraduate students the opportunity to present their work to other members of the University community, either as a poster or an oral presentation. For further information, visit: www.wits.ac.za/Prospective/Postgraduate/
Libraries

Health Sciences postgraduate students have access to the Witwatersrand Health Sciences Library (WHSL) as well as any other subject library at the University (www.wits.ac.za/Library). WHSL, established in 1923 by Professor Raymond Dart, contains over 100 000 print volumes in a wide variety of health and biomedical-related subject areas, dating back to the late 1800’s. It also currently provides access to thousands of e-journals and e-books, and has remote access as well as Wi-Fi facilities. Laptop charging ports are available at each carrel within WHSL, and the CyberSpace is available for use as a multipurpose teaching and learning space as well as a Wi-Fi area. Print material which is not physically housed at WHSL can be borrowed via Inter-Library Loan from other South African collections. WHSL is located on the Fourth Floor of the Medical School, and has one physical branch at CH Baragwanath Hospital within the Bara Academic Complex.

WHSL provides specialised and in-depth services to all its postgraduate students. Services include training on all subject-specific electronic databases available and the use of postgraduate e-book content, courses on how to be copyright compliant and how to avoid plagiarism. Courses are also offered on interrogating the Web, how to conduct a literature search, and search strategy design, as well as evidence-based searching for clinicians. Training courses can be offered individually (one-on-one) including practical sessions, or in small groups by subject specialisation (usually arranged by the department concerned). Please e-mail Devind Peter (Devind.Peter@wits.ac.za) with requests for any library related service, including orientation and training.

Postgraduate hubs

The Medical School Postgraduate Hub is situated on the Ground Floor of the Medical School, opposite the canteen. An ICAM access system and CCTV are in place for security reasons. You may access the Hub 24 hours/day once your student card has been activated.

There are computer work stations and plug points for laptops for use exclusively by postgraduate students registered in the Faculty. Wireless access is also available. There are unfortunately no printing facilities in the Hub (printing facilities are available in the CNS computer lab situated on the third floor of the Medical School).

A small seminar facility for meetings or one-on-one consultations is available, as is a lounge area where you can give your eyes a rest from your computer screen, but please do not bring food into the Hub.
The Chris Hani Baragwanath Academic Hospital Postgraduate Hub is situated at the Learning Centre. Access is controlled by an ICAM system, but registered postgraduate students will be able to make use of the facilities 24 hours a day. Computer work stations, plug points for laptops and wireless internet access are available, but there are no printing facilities.

The air-conditioned area also has a lounge where you can relax and have discussions, but please do not bring food into the Hub. Monthly lunch-hour talks are planned for the Bara Hub and further information can be obtained from courses.health@wits.ac.za.

**Research writing room for staff members**

The Health Sciences Research Office Writing Room is available to all staff members who wish to ‘get away’ from their departments in order to write-up a publication/thesis. The room which is quiet and bright is open from Mondays to Fridays, 08:00 to 16:30

Venue: HSRO Writing Room, 3rd Floor, Phillip V. Tobias (PVT) Health Sciences Building

To book, please contact Mr Xolani Tembu Xolani.Tembu@wits.ac.za or (011) 717-2530.
1. What is copyright?

- Copyright is defined as the “exclusive legal right to reproduce, publish, sell or distribute” literary, musical or artistic works.
- Copyright protects the rights of the author/s and/or artist/s and/or publisher/s of such works from illegal copying, reproduction or sale by others.
- Copyright does NOT mean the right to copy.
- The symbol used to denote copyright is ©.
- Copyright can be used to protect the work of an individual, e.g. © John Smith
- Copyright can also be used to protect the rights of a company or organization, e.g. © University of the Witwatersrand
- In South Africa, copyright is governed by the Copyright Act 98 of 1978, as amended.
- According to this Act, there are criminal penalties for the infringement of copyright (illegal copying):
  - For a first conviction, there is a fine of R5 000.00 per infringement or imprisonment up to 3 years
  - For a second conviction, there is a fine of R10 000.00 per infringement or imprisonment up to 5 years

Copying is a form of cheating because you are “stealing” or copying someone else’s work or ideas.

1.1 What may you copy?

- You may make ONE legal copy for yourself for the purpose of private study or research, or for teaching purposes.
- This means you can photocopy, or download from the Internet, or download from the Library’s electronic resources ONE copy legally for your own use as a student, researcher or lecturer.
- Lecturers wanting to make copies for an entire class should consult the Copyright Librarian, Denise.Nicholson@wits.ac.za.
- In general, copyright is governed by the principle of “fair use”.

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Compiled by Dr Glenda Myers
Witwatersrand Health Sciences Library
2007
Legally, “fair use” is usually interpreted as not more than 10% of:

- The contents of a book (one chapter, if the book has ten chapters)
- The contents of a journal (one journal article, if the journal has ten articles in the whole journal issue)
- One Internet page, one section, or one chapter of an electronic resource from the Library
- The illustrations available for downloading from the Internet per subject (one illustration, if there are ten illustrations on the subject)

You should always acknowledge what you have copied or used by citing the reference (where you obtained the material) at the end of your own work (see How to Avoid Plagiarism).

1.2 What may you not copy?

- You MAY NOT copy more than is legally permitted.
- You MAY NOT make copies for another student, or for the entire class.
- You MAY NOT copy an entire book or an entire journal issue.
- You MAY NOT scan or translate anything from a book, a journal, the Library’s electronic resources, or the Internet into a different format.
- This means you MAY NOT CUT + PASTE MATERIAL from an electronic source into work that you claim is your own work. This includes essays, assignments, open book examinations, presentations, case studies, dissertations, theses, or any other course work that you submit as your own work.
- Cutting and pasting constitutes a form of plagiarism.
- This also means you MAY NOT copy work or a portfolio written by another student and submitted in a previous year, or in the same year.

2. What is plagiarism?

- According to the Senate of the University of the Witwatersrand, plagiarism is the “failure to acknowledge the ideas or writing of another” or “presentation of the ideas or writing of another as one’s own”10.
- Plagiarism covers the intentional and unintentional failure to acknowledge the ideas of others2.
- In this context “others” means any other person including a student, academic, professional, published author, or other resource such as the Internet6.
- The University believes that failing to acknowledge the use of ideas of others constitutes an important breach of its values2.
- In simple words, “plagiarism is the use of another person’s work (words/products/ideas) for personal advantage, without proper acknowledgement of the original work, and with the intention of passing it off as one’s own work”21.
- It is important, especially in science and medicine, to acknowledge in your own work previous work done by other people on the same topic.
- You do this by listing (or citing) the sources of the information from other people that you have used in your list of references (or bibliography) at the end of your own work.
- You also have to refer to the citation (or reference you have used) by a number in the text, if you are using the Vancouver Style of referencing4.
- This number may be placed in brackets after the text (19), or written in superscript after the text19.
• This number, together with its corresponding reference or citation, then appears in a numerical list of references at the end of your work.
• The Vancouver Style of referencing is the most commonly used in health sciences publishing, and has been adopted by the International Committee of Medical Journal Editors (ICMJE).
• It is good ethical practice in science and medicine to acknowledge the contributions that others have made to your work.

There are harsh student disciplinary procedures for plagiarism at Wits!

Plagiarism is treated as a form of misconduct under Rule 18 of the Rules for Student Discipline. You will face a disciplinary enquiry if you are found to have plagiarised someone else’s work. Penalties can range from having your work marked as “failed”; suspension or expulsion from the University; having fines imposed; or being reported to the police for committing a criminal offence. A Wits Professor has been fired for plagiarism.

2.1 How to avoid plagiarism

• **ALWAYS** acknowledge your sources (where you found the information). You do so by citing (referring to) the reference or citation you have used (your source of information).
• **ALWAYS** paraphrase or use your own words. But you still have to cite (or refer to) the reference or citation you have used (your source of information).
• **ALWAYS USE QUOTATIONS MARKS OR INVERTED COMMAS** if you cannot use your own words.

Paraphrasing is generally easier to do if the text is written in a narrative style, as opposed to contents that consist of pure data, or where the text contains much scientific or clinical terminology. If the term is a scientific or medical term that cannot be expressed differently for example, you would not normally refer to a primigravida as a woman who is pregnant for the first time. But you still have to cite (or refer to) the reference or citation you have used (your source of information).

2.1.1 Example of Paraphrasing and a Reference using the Vancouver Style:

Original text: “Adolf Meyer, whose theory of psychobiology represented one of the most insightful and important approaches to understanding mental illness in the early 20th century, insisted that humans could be understood best through consideration of their activities as experienced on a daily basis and over the life course. During Meyer’s era, changes were occurring at an unprecedented pace including increased cultural diversity, social upheavals and technological advances. These, in turn, were associated with emotional, psychological, and behavioral problems. In many ways, the changes wrought in during the early twentieth century parallel the challenges of our current age.” Excerpted from: Christiansen, C. Adolf Meyer revisited: Connections between lifestyles, resilience and illness. Journal of Occupational Science 2007: 14 (2): 63-76.
Paraphrased text: In the early 1900s, a theory used to great advantage to understand the mental health of patients was that of psychobiology, propounded by Adolf Meyer. Using psychobiology, people were examined during their day to day activities and throughout their respective lives. The turbulent changes that were experienced at the time when Meyer practised, and which were consequently reflected by the varied problems manifested by his patients, are in many respects similar to the changes occurring in the present era (1).

References

2.1.2 Example of the Use of Quotation Marks (“…”) and a Reference Using the Vancouver Style:

"Reproductive history is an independent predictor of future pregnancy outcome. Primigravidae and women with a history of livebirths have a lower risk of miscarriage in their next pregnancy than women whose most recent pregnancy ended in miscarriage." (1) …

References

The Same Text Paraphrased and a Reference using the Vancouver Style:

A woman's reproductive history can be used to predict the outcome of her future pregnancies. A primigravida, as well as those who have histories of live births, will have a much lower risk of miscarriage than those whose most recent pregnancy ended in miscarriage (1) …

References

3. Why do you need to learn about copyright, plagiarism and reference citation?

• It allows you to learn the value of producing original work (which you should be doing at a University level).
• It allows you to learn valuable professional skills such as how to conduct ethical research, and how to analyse the material you read (which you need to do in evidence-based practice).
• It demonstrates that you are honest and have integrity.
• It develops your writing and critical thinking skills.
• It shows your lecturers that you have taken the time and effort to research your work.

References used in this guide

Further reading

Turn-it-in software
This is a software which can determine the level of similarity between a document and other documents in the public domain. For further information contact your Department or School. Alternatively contact the e-Learning Support and Innovation Unit at elearn@wits.ac.za or 011 717 7161 or visit https://elearn.wits.ac.za/turnitin/ It is available at: https://elearn.wits.ac.za/turnitin/
Accommodation
• Students are responsible for arranging their own accommodation. Please contact the Office of Residence Life should you need assistance (011 717 9172/3/4 or https://www.wits.ac.za/accommodation/).

Arts & Culture at Wits
• Adler Museum of Medicine
  Open weekdays, 09:00 to 16:00
  www.wits.ac.za/health/adlermuseum
  Tel: 011 717 2081

• Origins Centre
  www.origins.org.za
  Tel: 011 717 4700

• Wits Art Museum
  www.wits.ac.za/wam
  Tel: 011 717 1365

• Wits Theatre and Concert Hall
  www.wits.ac.za/witstheatre
  Tel: 011 717 1376

Bus Services
• The University provides a shuttle service throughout the week from 06:30 - 24:00
• This service operates between the Braamfontein Campus (from Amic Deck, near the top of Yale Road) and the Medical School in Parktown, stopping en route at the off-campus residences and the Education Campus.
• Visit the website for bus timetables: https://www.wits.ac.za/students/wits-bus-service/

Campus Health & Wellness Centre
• The campus health and wellness centre offers medical assistance to all students
• It is situated on the Lower Ground level of the Matrix Complex, Braamfontein Campus
• Tel: 011 717 9111/3
• There also is a centre dedicated to HIV/AIDS support. Visit their website for further information https://www.wits.ac.za/campushealth/

Disability Rights Units
• As a University we are committed to working towards the goal of creating an accessible and welcoming environment for all students with disabilities. For more information on the Disability Rights Unit, phone 011 717 9151/2.
Campus Parking

- Students are not allowed to park on the premises of the Medical School. Parking facilities are available across the road on the Wits Education Campus.
- You will need to purchase a parking permit. Once you have your student card, please contact the Senate House Parking Office on 011 717 1881/2.

Campus Security

- The University has endeavoured to create a safe environment for its staff and students, which is why compliance with the regulations regarding access cards is imperative.
- For specific queries or concerns contact Mr William Bonani (Security Manager, Campus Control Division, Medical School) on 011 717 2333 or 011 717 2222.

Canteen

- There is a canteen and coffee shop located on the fourth floor of the Medical School, which stocks a wide range of eats (from sweet snacks and pastries to sandwiches, cooked meals, salads and ice-cream) as well as drinks (whether you feel like a cold iced tea or a warm mug of hot chocolate). The canteen has several tables where you can enjoy the buzz generated by other FHS students, or watch a bit of cricket on the big screen.

Commissioner of Oaths

- Should you require the certification of any documents (for academic purposes, or for funding applications) there are several members of staff located in the Faculty Office who will be able to assist.
- You can contact the staff listed below:
  Modie Maumela, Room 212, Phillip V. Tobias Health Sciences Building
  Thabitha Magethi, Room 224, Phillip V. Tobias Health Sciences Building
  Henda van der Walt, Room 226, Phillip V. Tobias Health Sciences Building
  Owen Naicker, Room 216, Phillip V. Tobias Health Sciences Building
  Morne Greyling, Room 227, Phillip V. Tobias Health Sciences Building
  Tabea Lephuthing, Room 228, Phillip V. Tobias Health Sciences Building
  Palesa Khumalo, Room 233, Phillip V Tobias Health Sciences Building
  Thando Mbolekwa, Room 212, Phillip V Tobias Health Sciences Building
  Anna Muronga, Room 220, Phillip V Tobias Health Sciences Building

Email

- All students will automatically have e-mail addresses once they are registered. The address will follow the format: studentfirstname.surname@students.wits.ac.za and will be your primary email address on your University profile.
Students will not be required to apply for this service but will need to activate it. To activate it, please visit the CNS Computer Lab on the Third Floor of Medical School. A technician should be available to assist you, but if not, log a call with the Information and Communication Technology (ICT) Help Desk on itstudenthelp@wits.ac.za or 011 717 1717.

Should you wish to receive email at an alternative address, we urge you to log into your student account and set up a forwarding instruction, to ensure that all mail is automatically forwarded to your alternative address.

You may also provide the Faculty Postgraduate Office with a private email address, which will become your secondary email address on your University profile.

All critical information is sent to your Wits address and if you do not set up a forwarding instruction, or specifically provide the Faculty Postgraduate Office with your alternative address you may miss important communications.

Course administrators/supervisors will NOT receive e-mails on behalf of students.

**Emergencies**

- There is a set of protocols which must be adhered to in the event of emergencies such as fire or bomb threats. Emergency drills are occasionally conducted to help members of the Faculty remember what procedures should be followed. Please take these drills seriously.
- Each floor of the Medical School has a safety/first aid officer. Make a point of finding out who is responsible for emergency assistance in your School and who is responsible for the safe evacuation of staff and students in your area of the building.
- In the event of exposure to fluids which may pose a risk of HIV infection, contact a health professional immediately. Please refer to the HIV exposure booklet in your registration pack for all relevant health professional contact numbers. YOU ARE TO KEEP THIS BOOKLET ON YOU AT ALL TIMES!
- In the case of a medical emergency contact Campus Health immediately on 011 717 9111/13 and after hours, contact Campus Control (011) 717-4444 for assistance with transport. Please note Campus Health is located on the Lower Ground floor of the Student Union Building below the Matrix, on Braamfontein Campus East.
- For Campus Protection Services (Health Sciences) Phone: 011 717 2222 OR 011 717 2333 (Medical School), Phone 011 717 2699 (Phillip V Tobias Building).

**Internet**

- Once registered, all students have access to the Wits network, which will allow you to access the internet.
- When accessing the Wits network from a Wits-supplied computer (as in the computer labs), you will simply need to enter your username and password (usually your student number and ID number, respectively).
- If you wish to access the Wits network from your personal laptop, or home computer, you will need to set up VPN access.
- There are several WiFi hotspots on the Medical School Campus. When your personal device picks up the available WiFi network, enter your username and password to gain access.
Ensure that your device is correctly configured.

- The WiFi settings, as well as other useful information specific to Wits students is available in a guide, which can be downloaded from http://www.wits.ac.za/access
- All IT queries should be directed to Wits Central Network Services. You can log a call by phoning 011 717 1717 or by sending your query to ITStudentHelp@wits.ac.za.

**Lockers**
- A very limited number of lockers are available for personal use. Please contact Kasturi Naidoo on 011 717 2008.

**Photocopying**
- Photocopying may be done in the Wits Health Sciences Library or in the Centre for Health Sciences Education (CHSE), provided you have loaded funds on to your student card for photocopying. Alternatively, find out whether there is a photocopying facility available to postgraduate students in your School or Research Entity.

**Post Office**
- There is a mailing room at the entrance of the Medical School, 4th floor where mail is collected from the post boxes at 10:30 and 15:30 daily. Please note that other post office services are not available at the Medical School.

**Printing**
- There are upgraded printing facilities available on all Computer Network Services (CNS) open access labs for UG and PG students. All CNS Open Access Labs are 24 hours x 7 days labs with supervised printing between 8am and 5pm Monday to Friday. At the Medical School Campus, the CNS UG Labs (MS-01A and MS-01B) on the 3rd floor can be utilised for printing.

**Sports Administration**
- Sports facilities at Wits include soccer, cricket, rugby and hockey fields as well as a golfing range. Registration takes place on the Braamfontein Campus during Orientation Week (or call 011 717 9404). The complete list of sports available can be viewed on their website, www.wits.ac.za/students/

**Stationery**
- Students are to supply their own stationery. Van Schaik’s Bookshop on the fourth floor of Medical School supplies basic stationery at reasonable prices.

**Wits Writing Centre**
- The Wits Writing Centre assists students with improving their writing skills and with proof-reading of assignments.
This Postgraduate Information Booklet provided by the University of the Witwatersrand (Wits) Faculty of Health Sciences (FHS) is meant to provide information only and should not be regarded as a legal contract between the Wits FHS and any person or organisation. Although every possible effort to ensure the accuracy of the information is made, no guarantees of any kind are made. The booklet will be updated regularly, and is therefore subject to change without prior notice.
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Mr Sinethemba (Sne) Msomi (Graphic Designer, Wits Marketing) designed the booklet.
KEY TO PARKTOWN CAMPUS
A. Wits Management Schools
B. Parktown Village 1
C. Ernest Oppenheimer Hall and Trematon Place
D. Knockando Halls of Residence
E. Wits Junction
F. Gables’ End
G. Centre for Language and Hearing-impaired Children
H. Highfield Residences
  • Girton Hall
  • Medhurst Hall
  • Reith Hall
I. Wits / Donald Gordon Medical Centre
J. Linder Auditorium
K. Wits School of Public Health (Situated next to H. on the map)

How to get to the Parktown Campus:
From Yale road on main campus
  • turn right into Empire Road
  • left at Jan Smuts
  • right into St Andrews
  • proceed per map