

FACULTY OF HEALTH SCIENCES

POSTGRADUATE

INFORMATION

2021



UNIVERSITY OF THE
WITWATERSRAND
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES



FOREWORD

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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SECTION 1





Postgraduate programmes

The Faculty of Health Sciences offers a number of postgraduate programmes through its seven schools which are:

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

The following postgraduate programmes are offered:

PROGRAMME	DURATION
Honours Degree	
Bachelor of Health Sciences Honours (BScHons) in the following fields; of Biomedical Sciences; Anatomical Pathology, Forensic Sciences, Human Biology, Human Genetics, Medical Cell Biology, Molecular Medicine, Physiology, Chemical Pathology, Clinical Microbiology and Infectious Diseases and in the fields of Pharmacology, Public Health, Bioethics and Health Law and Biokinetics.	1 year full-time or 2 years part-time
Bachelor of Clinical Medical Practice in Emergency Medicine	2 years part time
Postgraduate Diplomas	
Postgraduate Diploma in Child Health in Community Paediatrics	1 year full-time or 2 years part-time
Postgraduate Diploma in Child Health in Neurodevelopment	1 year full-time or 2 years part-time
Postgraduate Diploma in Health Sciences Education	1 year full-time or 2 years part-time
Diploma in Health Service Management	2 years part time
Diploma in Occupational Health	1 year full-time or 2 years part-time
Diploma in Public Health (DPH) in the following fields: Communicable Diseases, Community Rehabilitation, Demography and Population Studies, Disaster Management, Environmental and Occupational Health, Gender and Health, Health Management, Health Measurement, Health Promotion, Health Systems and Policy, Hospital Management, Maternal and Child Health, Occupational Hygiene, Primary Health Care Management, Rural Health, Sexual and Reproductive Rights and Health, Social and Behaviour Change Communication	6 months full-time or 1 year part-time
Diploma in Tropical Medicine and Hygiene (DTM&H)	2 years part-time
Postgraduate Diploma in Occupational Therapy (PGDipOT)	1 year full-time
Postgraduate Diploma in Physiotherapy (PGDipPhysio)	1 year full-time or 2 years part-time
Postgraduate Diploma (PG Dip) in the following fields: Advanced Psychiatric Nursing, Community Health Nursing, Forensic Nursing, Genetics Nursing,	

Infection Control, Intensive Care Nursing, Nephrology Nursing Science, Nursing Management, Occupational Health Nursing Science, Oncology and Palliative Care Science, Operating Theatre Nursing, Ophthalmic Nursing, Orthopaedic Nursing, Trauma and Emergency Nursing Science

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

1 year full-time or 2 years part-time

Master of Science in Medicine (MScMed) in the following fields:

Applied Physiology, Bioethics and Health Law, Biokinetics, Child Health (Community Paediatrics and Neurodevelopment), 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

1 year full-time or 2 years part-time

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

18 months full-time or 3 years part-time

Master of Science in Occupational Therapy (MScOT)

1 year full-time or 2 years part-time

Master of Science in Physiotherapy (MScPhysio)

1 year full-time or 2 years part-time

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

1 year full-time or 2 years part-time

Master of Pharmacy (MPharm)

1 year full-time or 2 years part-time

Master of Public Health (MPH) in the following fields: Communicable Diseases, Community Rehabilitation, Demography and Population Studies, Disaster Management, Environmental and Occupational Health, Gender and Health, Health Management, Health Measurement, Health Promotion, Health Systems and Policy, Hospital Management, Maternal and Child Health, Sexual and Reproductive Rights and Health, Social Behaviour Change Communication

1 year full-time or 2 years part-time

Master of Dentistry (M.Dent) in the following fields:

Community Dentistry, Maxillo Facial and Oral Surgery, Oral Pathology, Orthodontics, Periodontics and Oral Medicine, Prosthodontics

3 or 4 years full-time depending on field

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, Emergency Medicine Family Medicine, Forensic Pathology, Haematology, Internal Medicine, Medical Genetics, Neurology, Neurosurgery, Nuclear Medicine, Microbiology, Obstetrics and Gynaecology, Ophthalmology, Orthopaedic Surgery, Otorhinolaryngology, Paediatrics, Paediatric Surgery, Plastic and Reconstructive surgery, Psychiatry, Radiation Oncology, Surgery, Urology, Virology

3 to 5 years full-time depending on field

Masters in Health Science Education

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

1 year full-time or 2 years part-time

Doctorate Degrees by Research Work

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

2 years full-time or 4 years part-time

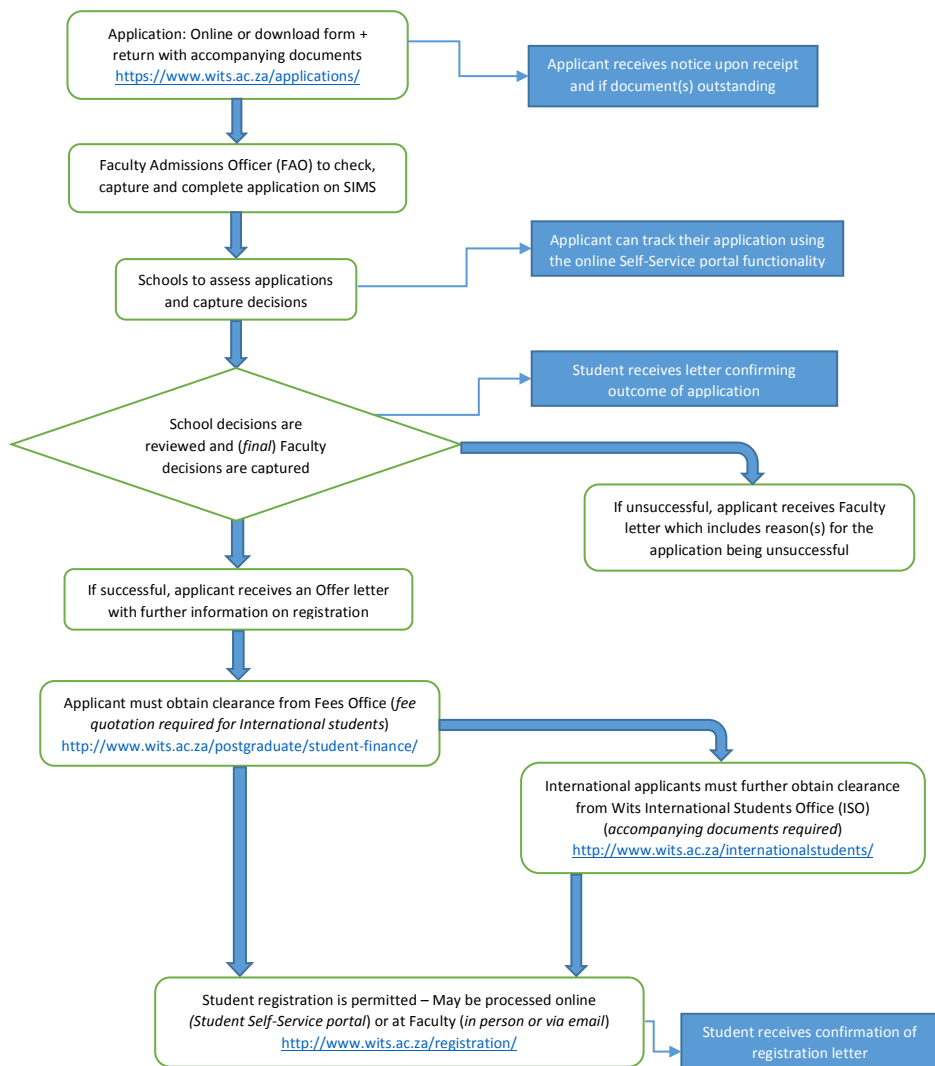
Doctor of Science (Medicine or Dentistry) by submission of published work

Doctor of Medicine



Admission and Registration process

Flow chart:



Please note all postgraduate students must register annually for the duration of their Degrees.



Intake dates

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.

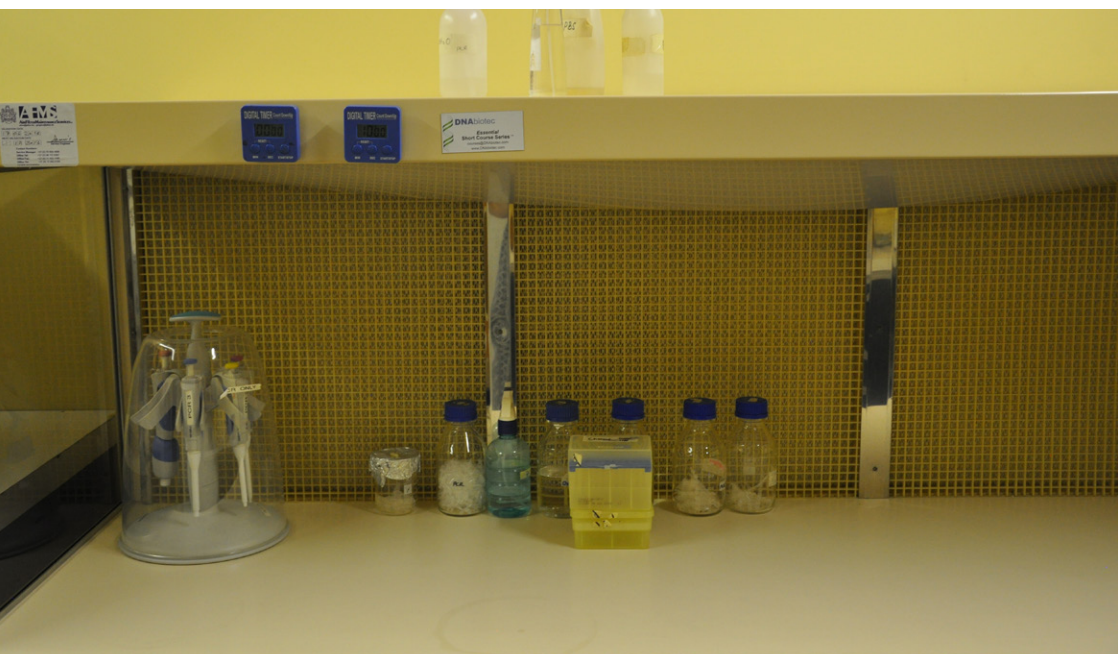
Applications may be made from January to the beginning of September in the same year

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.

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/>



On-line registration process

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:	SBZAJJ (International students only)
REFERENCE NUMBER:	You MUST use your student number as a reference.

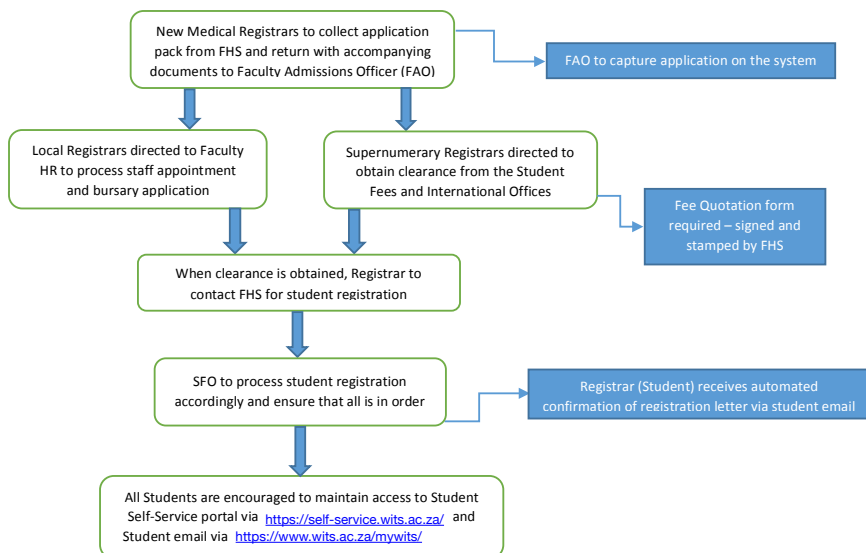
METHODS OF PAYMENT

- 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

Flow Chart

- Local Registrars start their applications with the Department of Health. Once appointed, the below process 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.



Please note all Registrars must register annually with the University for the duration of their Degree. Registration is an independent process to the bursary application.

Non-compliance will result in forfeiture of the clinical time for which you were not registered.

Should a Registrar take time off from their degree, they must de-register, otherwise they will still be liable for tuition fees.

Registrar posts are administered by the Gauteng Health Department. The posts are advertised in the local newspapers periodically. A condition of employment as a Registrar, is that individuals are registered as postgraduate students annually with the University for the duration of their clinical time, and until they graduate with their MMed degree.

The website to look for available posts is www.gautengonline.gov.za

Once employed, the following admissions calendars are available for the capture and registration of new Registrars:

Appointments	Cut-off date to submit forms	Registration period
1 January and 1 February:	15th Jan/15 th Feb	February
1 March and 1 April:	15th Mar/15 th Apr	March and April
1 May, 1 June and 1 July:	15th May/15 th Jun/15th Jul	July
1 August and 1 September:	15th Aug/15 th Sep	September

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.

Registration:

Once the student and joint staff record has been created, an email will be sent to the Registrar's Wits email to confirm the enrolment date and process.

Registration of supernumerary registrars

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/mailed 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/mailed 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/mailed 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/mailed 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@ecfm.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 certificat
- 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 2021. 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.

■ 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
- Cancellation of registration has to be done by the 30th of September.



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

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)

Course Code	Course name	Term	Department approval

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

Course code	Course name	Term	Departmental approval

(iii) Proposed new curriculum

Course code & name	Term	Course code & name	Term

SIGNATURE OF STUDENT: _____

DATE: _____

DEPARTMENTAL/APPROVAL: _____
SCHOOL

DATE: _____

CHAIR PG APPROVAL: _____

DATE: _____

PROCESSED BY: _____

DATE: _____



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

AMENDMENTS TO REGISTRATION (Personal Particulars)

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 Changes to personal details

Surname		Old	New	
Title (e.g. Mrs)		Old	New	
First names		Old	New	
Maiden Name		Old	Married Name	
Date of marriage (attach certified copy of marriage certificate)				
Nationality		Date study		
Identity document		Permit obtained		
		Alternative Identity No.		

Section B.2 – Change of address

New postal address		Telephone	
New home residential address		Telephone	
Next of Kin		Telephone	
New name and/or postal address		Telephone	
New term postal address		Telephone	
New term residential address		Telephone	
New business address		Telephone	

SECTION C

Signature of student: _____ Date: _____

Processed by: _____ Date: _____

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

APPLICATION FOR ADVANCED STANDING

(credits for courses completed in other qualifications or at other universities)

Student Number	
----------------	--

Surname			
Name			
Postal Address			
		Postal code	

Previous University	
Degree/Diploma for which you were registered	
Faculty	
Degree/Diploma for which you applied at Wits	
Year of study for which you have applied (e.g. 2 nd)	

COURSES IN WHICH ADVANCED STANDING IS SOUGHT (continued overleaf)

Year(Eg 1999)	Name of course EG. French I or II	Office use only		
		Equivalent course	School recommendation	Authorized by

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

Year(Eg 1999)	Name of course EG. French I or II	Office use only		
		Equivalent course	School recommendation	Authorized by

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

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.

PERSONAL DETAILS (Please print in CAPITAL letters)					
Faculty				Student number	
Surname				First names	
Name of degree/diploma				Degree/Diploma code	
Year of study	Date of cancellation of registration				
	Year		Month		Day

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

STUDENT MOTIVATION (REASON FOR CANCELLATION)

WRITTEN RECOMMENDATION FROM THE HOD/S IN THE SCHOOL IN WHICH YOU ARE REGISTERED

**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

Faculty				Student number			
Surname				First names			
Name of degree/diploma					Degree/Diploma code		
Date Of cancellation of registration	Year		Month		Day		
Year of study							



Image Credit: NICD



Research and proposal: Assessment and approval process

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

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

**FHS Guidelines on the preparation of research proposal are available at:**

<https://www.wits.ac.za/health/faculty-services/research-and-postgraduate-offices/postgraduate-studies/protocols--research/>

**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 research proposal form
3. Signed statement of principles for postgraduate supervision

*Please note students and supervisors can change these conditions e.g. contact time based on individual needs.

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
- Please contact your School for proposal assessment meeting dates
- Failure to meet this milestone might result in exclusion in year 2

**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.

Review of PhD research proposal by the Graduate Studies Committee:

Submitted PhD research proposal is reviewed by the Graduate Studies Committee. The outcome is emailed to the student and copied to the supervisor and the HOD/S of the respective Department or School.

Review of Masters Research proposal:

Masters proposals are reviewed by the respective Schools

Please note for PhD and Masters, the Chair of the review panel must approve the nominated supervisor(s).



Ethical Clearance

All Postgraduate Research conducted in the Faculty of Health Sciences must have an Human Research Ethics clearance certificate, or an Animal Research Ethics clearance certificate if required (confirmed during protocol assessment).

If a supervisor already has a Human Research ethics clearance certificate that fully covers the scope of the proposed project, then it is not a requirement for a postgraduate student to re-apply for human ethics in their own name.

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.

Both the Human and Animal Research Ethics Committees application forms are available from: <https://www.wits.ac.za/research/researcher-support/research-ethics/ethics-committees/>

Research Integrity (and ethics) policy and procedures:
<http://intranet.wits.ac.za/exec/registrar/Policies/Forms/AllItems.aspx>



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

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: _____

HEALTH SCIENCES

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)

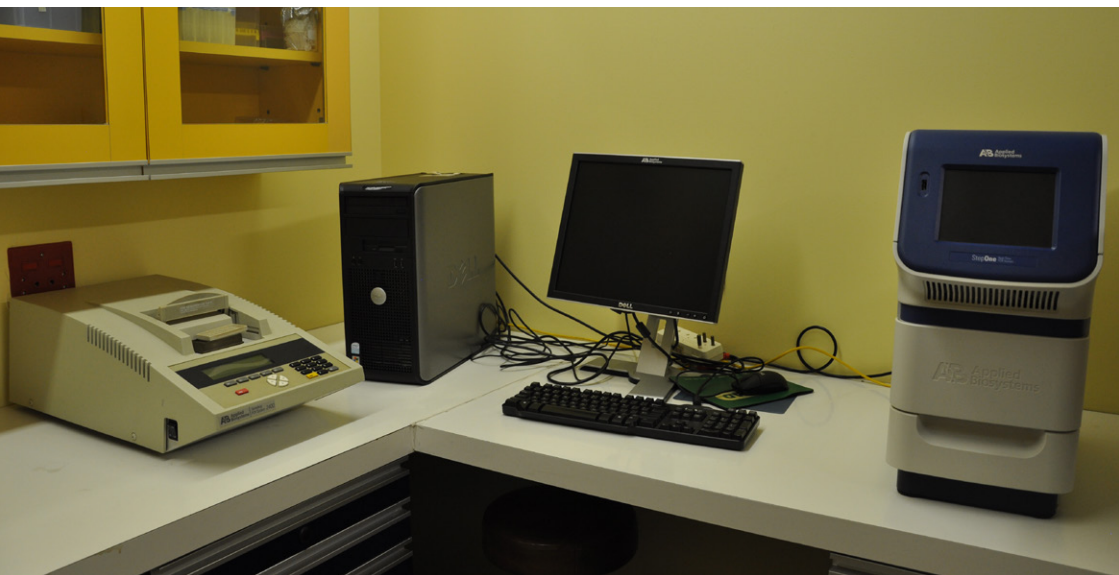
(Date)

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, the roles and responsibilities of each supervisor and the student need to be clarified.
- Will meet regularly and as frequently as is reasonable to ensure steady progress towards the completion of the proposal, research report, 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 coursework and research report and 24 contact hours for a Masters by dissertation and a PhD.
- Will keep appointments, be punctual and respond timeously to messages.
- Will keep one another informed of any planned vacations or absences as well as changes in his or 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.
- Will ensure that research on animal or human subjects is conducted with prior approval and according to the procedures and the requirements of the relevant Ethics committee.
- Will both complete Progress Reports on the research project as required/requested by the relevant Faculty Graduate Studies Committee.

THE SUPERVISOR:

- 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 and techniques and methods of data analysis.
- Will provide guidance at the commensurate NQF level requirements for autonomy and accountability that the student is expected to demonstrate.
- Has a responsibility to be reasonably accessible to the students.
- Will be prepared for meetings with the student. This includes being up-to-date on the latest work in his/her area of expertise.
- 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.
- 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 discipline specific requirements. Detailed correction of drafts and instruction in aspects of language and style are **not** the responsibility of the supervisor.
- Will guide the student in the production of a research report, dissertation or thesis. Provision should be allowed for adequate, mutually respectful, discussion around recommendations made.
- Will assist with the construction of a written time schedule, which outlines the expected completion dates of successive stages of the work.
- Will encourage the student to present work at postgraduate/ staff seminars/national/international conferences as appropriate.
- Will assist with the publication of research articles as appropriate.
- Will discuss the ownership of research conducted by the student in accordance with the University rules on intellectual property, copyright, **guidelines on authorship/co-authorship, and policy on research integrity.**
- Will ensure that the student is aware of the University's Plagiarism Policy, knows what plagiarism is, and what the consequences are for academic dishonesty and violation of research integrity and intellectual property.
- 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.
- 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:

- Takes full responsibility for the research and its successful completion; including managing the process under the guidance of supervisor (s).
- Will attend such courses and lectures that are compulsory for the degree, and undertakes to catch up fully on any work, lectures and/or assignments, that are missed.
- Undertakes to work independently under the guidance of the supervisor(s). This includes reading widely and critically to ensure that the seminal **and** current literature pertinent to his/her chosen topic has been identified, consulted and critiqued.
- Undertakes to work in accordance with the academic standards expected by the University for the commensurate NQF level of qualification.
- Is obliged to make appointments to consult the supervisor(s) and arrange meeting times convenient to both parties well in advance.
- Should submit written work for discussion with the supervisor(s) well in advance of a scheduled meeting. The kind and frequency of written work should be agreed with the supervisor(s) at the outset of the research.
- Written work that is submitted to the supervisor, including final submissions to examiners, 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.
- Cannot expect the supervisor to be proof-reader and editor of his/her work or to approve work with any of the weaknesses spelt out in 7 above.
- Undertakes to heed the advice given by the supervisor(s) and to engage in discussion around suggestions made. Ultimately the student has to take responsibility for the quality, integrity and presentation of the work.
- Should strive to maintain a focus on his/her research area and to work diligently within the agreed time schedule.
- 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.
- Will ensure that the work contains no instances of plagiarism, violation of intellectual property and research integrity standards, that all citations are properly referenced, and that the list of references is accurate, complete and consistent.
- Agrees to work in accordance with the criteria of acceptability as supplied by the supervisor(s).
- Undertakes not to place the supervisor(s) under undue pressure to submit work for examination until the supervisor is satisfied that he has reached an acceptable, **examinable*** 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.

Name of student: _____

Student Number: _____

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 agreements pertaining to: ownership, joint publication, funding, confidentiality and disclosures pertinent to the Certificate of Clearance and ETD Form which the student and/or supervisor are required to sign, must be attached to this agreement as and when appropriate and kept in the Faculty Office. In the event of disagreements between the supervisor(s) and student, the parties should act in accordance with the University Grievance Policy.

***Note: Consent by supervisor(s) to submit work for examination does NOT guarantee that the work will pass. The appointed examiners assess and determine whether the work is of a passable standard.**

(2019/09/30)



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:

Student Full name(s) and Surname			
Student Number			
Degree		Department	
Title			

Current Supervisor (Full name & Surname)		Supervision %	
Supervisor Qualifications			
Supervisor Department/Address			
Supervisor Telephone		E-mail	

Withdrawing Supervisor (Full name & Surname)		Supervision %	
Supervisor Qualifications			
Supervisor Department/Address			
Supervisor Telephone		E-mail	

Additional Supervisor (Full name & Surname)		Supervision %	
Supervisor Qualifications			
Supervisor Department/Address			
Supervisor Telephone		E-mail	



Student Signature: _____ Date: _____

Current Supervisor signature: _____ Date: _____

Withdrawing Supervisor signature: _____ Date: _____

Additional Supervisor Signature: _____ Date: _____

HOD/HOS: _____ Date: _____

DECISION OF CHAIR OF THE FGSC:

Signature: _____ Date: _____

Please note a supervisor cannot be removed without an accompanying letter for withdrawal from the supervisor, unless by special permission granted by the Assistant Dean of Research.





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:

Approvals / signatures:

Student Signature: _____ Date: _____

=====

Supervisor 1 – Name & Surname: _____

Department: _____

Supervisor Telephone: _____ Supervisor E-mail: _____

Supervisor Signature: _____ Date: _____



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:** _____

UPGRADING FROM MASTERS TO PHD DEGREE

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.
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.

EXAMINATION PROCEDURES FOR ALL DEGREES



There is a separate Style Guide that postgraduate students must refer to when writing up their research for examination. The below is only an excerpt from the Style Guide.

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.

COURSEWORK MASTERS AND M.MED/M.DENT DEGREES FORMAT GUIDELINES

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 preface, dedication, abstract, table of contents and references. 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 be reviewed by both an internal and external examiner.

(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.

Acknowledgements

Abstract

Introduction

Materials/Methods

Results

Discussion

References

Appendix to include the approved research protocol and ethics clearance

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.

Acknowledgements

The pdf reprint of the paper

Appendix to include the approved research protocol and ethics clearance

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

Acknowledgements

Abstract

Introduction

Methods

Results

Discussion

References

Appendix including ethics clearance

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.

3. EXAMINATION

Whichever format is used for submission, the internal and external examiner will be nominated by the supervisor and the Head of Department/School and confirmed by the Faculty Graduate Studies Committee. For Departments that use batch external examiners, 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.

For M.Med/M.Dent students first registered in 2021, the examination process will include sending the research report to an internal examiner, followed by a compulsory presentation where an external examiner will serve as a moderator. Please contact your Department for more details, and predetermined dates of presentations.

4. 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.

5. 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.

26/03/2015/BK

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. Abstract
- iv. Acknowledgements
- v. Table of contents
- vi. Introductory chapter
- vii. Literature review
- viii. Published paper/s (reprint/s)
- ix. Overall concluding chapter with recommendations
- x. Appendices

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.

PHD THESIS FORMAT GUIDELINES AND PRESENTATION

PhD students first registered in 2021 will be required to participate in a Faculty PhD Symposium upon completion of research, and prior to graduation. Symposia dates will be published in the Faculty almanac.

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).

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 6 chapters: Introduction, 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 minimised 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 3 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 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. 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. It comprises of two sections. One section contains 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.



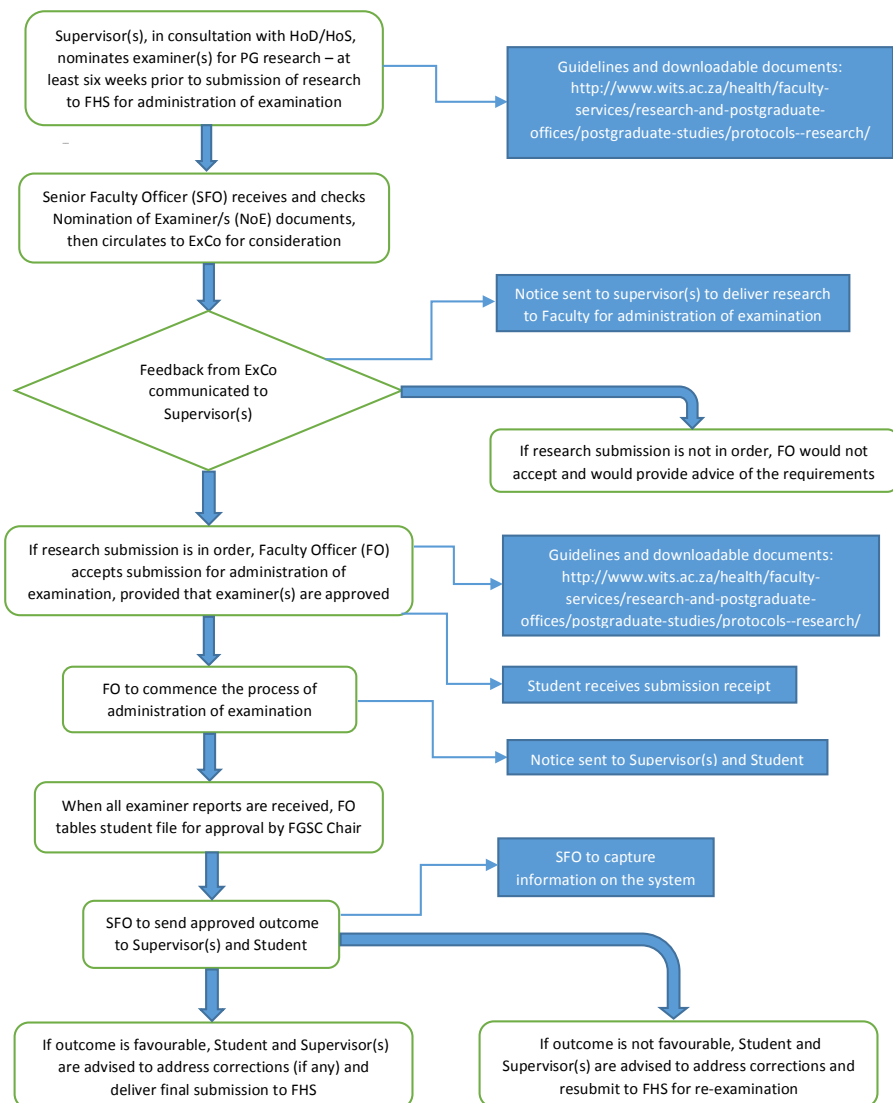
Copyright permission will have to be obtained for papers already published. The section preceding this comprises an “integrated narrative” and includes a synthesis and discussion of all the papers included in the thesis. It should include a full literature review. It describes the methodologies used 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 thesis must include a letter describing the contribution of the PhD student to the writing of each multi-authored paper and their physical contribution to the study. It should also be stated 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

General Examination Process



NB: In certain cases, FHS may convene an *ad hoc* Committee to decide on the outcome



UNIVERSITY OF THE
WITWATERSRAND
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

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:

Candidate's full name			
Student number			
Degree			
Research Topic			
Department			
Telephone		E-mail	

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):**

Full name(s), surname and title			
Qualifications			
Department Address			
Telephone		E-mail	

Motivation: _____

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

Supervisor(s): _____
 (Signature) (Signature) (Supervisor)

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

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

Motivation: _____

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

Supervisor(s): _____
 (Signature) (Signature) (Supervisor)

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

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

Motivation: _____

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

Supervisor(s): _____
 (Signature) (Signature) (Supervisor)

**Disclosure:** PLEASE INDICATE: YES / NO

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) (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

Student's details and title noted and completed	Yes	No
Supervisor's details noted and completed	Yes	No
Internal Examiner's details, qualifications, address and contact details noted and completed	Yes	No
External Examiner's details, qualifications, address and contact details noted and completed	Yes	No
HOD/HOS signature	Yes	No
CVs of nominated examiners attached	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: _____

11May2018/ON

3



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

Name Surname of candidate			
Student number			
Degree			
Research Topic			
Department			
Telephone		E-mail	

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 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);



Full name(s), surname and title			
Qualifications			
Department Address			
Telephone		E-mail	

Motivation: _____

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

Supervisor(s): _____
(Signature) (Signature) (Supervisor)

Disclosure:	PLEASE INDICATE: YES / NO	
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) (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		
Student's details and title noted and completed	Yes	No

Supervisor's details noted and completed	Yes	No
Internal Examiner's details, qualifications, address and contact details noted and completed	Yes	No
External Examiner's details, qualifications, address and contact details noted and completed	Yes	No
HOD/HOS signature	Yes	No
CVs of nominated examiners attached	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: _____

11May2018/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: <i>Address of Academic Institution affiliated to (delivery address for the Report/Dissertation/Thesis)</i>			
Telephone		E-mail	

Motivation: _____

SESSION 2 (Second quarter of the year)

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

Motivation: _____

SESSION 3 (Third quarter of the year)

Full name(s), surname and title			
Qualifications			
Street (physical) address: <i>Address of Academic Institution</i>			

<i>affiliated to (delivery address for the Report/Dissertation/Thesis)</i>			
Telephone		E-mail	

Motivation: _____

SESSION 4 (Fourth quarter of the year)

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

Motivation: _____

*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): _____

Department: _____

Signature: _____ Date: _____

Head of School (Full Name): _____

Department: _____

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:**

- ✦ **Incomplete forms will not be accepted by the PG Office and will be returned to the Head of Department/School;**
- ✦ **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: _____

11May2018/ON



CONFLICT OF INTEREST FOR NOMINATION OF EXAMINERS

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.



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

ACKNOWLEDGEMENT OF RESEARCH SUBMISSION FOR ADMINISTRATION OF EXAMINATION

STUDENT FULL NAME: _____

STUDENT NUMBER: _____

QUALIFICATION: _____

FIELD OF STUDY: _____

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

FACULTY DATED STAMP

RECEIVED BY: _____

SIGNATURE: _____

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



FACULTY OF
HEALTH SCIENCES

ACKNOWLEDGEMENT OF SUBMISSION FOR EXAMINATION

STUDENT NAME: _____ STUDENT NUMBER: _____

QUALIFICATION: _____ FIELD OF STUDY: _____

RECEIVED BY: _____

FACULTY DATED STAMP

SIGNATURE: _____



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:



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 authors 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:			
<i>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.</i>			
Contact no		E-mail	

- If you are likely to move in the next 6-12 months, please give the anticipated date of move: _____
- I hereby submit my **Masters (research report) / Masters (dissertation) / PhD thesis for examination** (Select whichever is applicable)
- I have checked all copies of my research report / dissertation / thesis and declare that no pages are missing or poorly reproduced.
- I have submitted _____ bound copies and _____ copies on CD
- I confirm that I have:**
 - A signed declaration indicating my understanding of the concept of plagiarism and a denial of plagiarism in my research document.
 - A report from "Turnitin" (or other approved plagiarism detection) software indicating the level of plagiarism in my research document included as an appendix.
- I confirm that I have:**
 - Not used either human or animal tissue or records **Yes/No**
 - If yes: I have included the ethics waiver letter pertinent to my research as an appendix **Yes/No**
 - Done research using animals **Yes / No**
If yes: I have included a copy of the animal ethics committee clearance certificate as an appendix in this document **Yes/No**
 - 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**
- I understand that I may not graduate unless my University fees have been paid in full.
- My Supervisor(s) names, departments, telephone numbers and email addresses are as follows:

Name			
Department			
Telephone		E-mail	
Name			
Department			
Telephone		E-mail	
Name			
Department			
Telephone		E-mail	



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: _____



CERTIFICATE OF SUBMISSION FOR EXAMINATION SIGNED BY SUPERVISORS OF HIGHER DEGREES **CANDIDATES**

Full name			
Student number			
Candidate for the degree of:			
<i>has submitted his/her thesis/dissertation/research report</i>			
Entitled:			
Contact no		E-mail	

Mark with an X on appropriate box	Yes	No
Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor?		
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?		
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?		
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?		
Have examiners been nominated and approved?		

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.



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 examiners 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:			
<i>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.</i>			
Contact no		E-mail	

- If you are likely to move in the next 6-12 months, please give the anticipated date of move: _____
- I hereby submit my **Masters (research report) / Masters (dissertation) / PhD thesis** for examination (Select whichever is applicable)
- I have checked all copies of my research report / dissertation / thesis and declare that no pages are missing or poorly reproduced.
- I have submitted _____ bound copies and _____ copies on CD
- I confirm that I have:**
 - A signed declaration indicating my understanding of the concept of plagiarism and a denial of plagiarism in my research document.
 - A report from "Turnitin" (or other approved plagiarism detection) software indicating the level of plagiarism in my research document included as an appendix.
- I confirm that I have:**
 - Not used either human or animal tissue or records **Yes/No**
 - If yes: I have included the ethics waiver letter pertinent to my research as an appendix **Yes/No**
 - Done research using animals **Yes / No**
If yes: I have included a copy of the animal ethics committee clearance certificate as an appendix in this document **Yes/No**
 - 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**
- I understand that I may not graduate unless my University fees have been paid in full.
- My Supervisor(s) names, departments, telephone numbers and email addresses are as follows:

Name			
Department			
Telephone		E-mail	
Name			
Department			
Telephone		E-mail	
Name			
Department			
Telephone		E-mail	

Signature of candidate: _____

Date: _____



F A C U L T Y O F





CERTIFICATE OF SUBMISSION FOR RE-EXAMINATION SIGNED BY SUPERVISORS OF HIGHER DEGREES CANDIDATES

Full name			
Student number			
Telephone		E-mail	
Candidate for the degree of:			

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

Mark with an X on appropriate box	Yes	No
Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor?		
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?		
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?		
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?		

PLEASE TICK THE APPROPRIATE WORD

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:

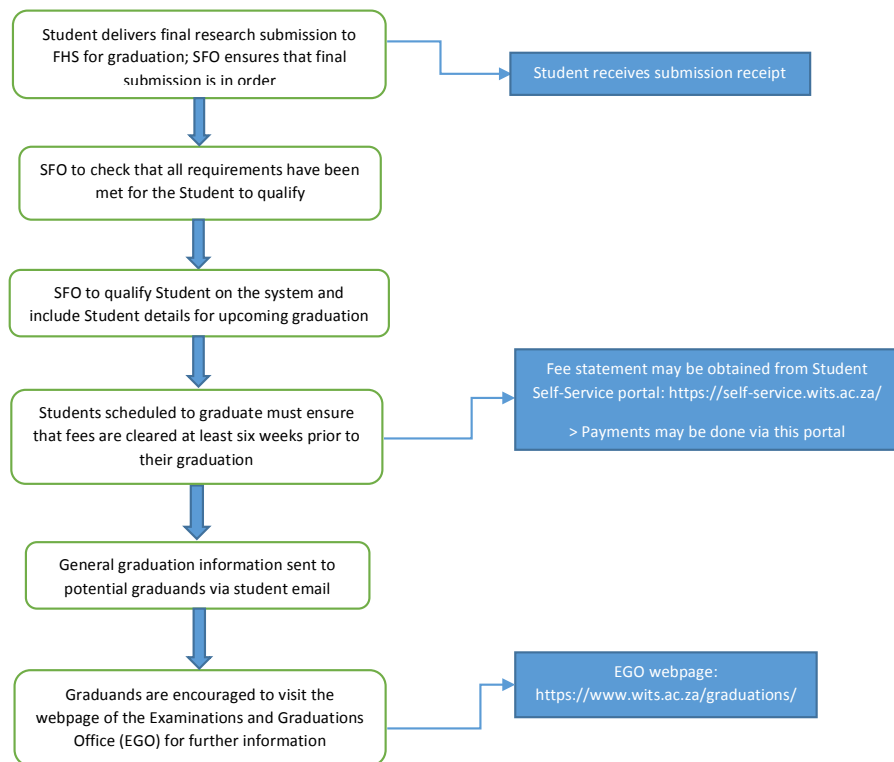
Name of Supervisor: _____	Telephone: _____
Signature: _____	E-mail: _____
Name of Supervisor: _____	Telephone: _____
Signature: _____	E-mail: _____
Date: _____	Certificate of Submission

26/05/2015



Graduation process

Flow chart:





UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

S2017/688

*(Replacing A2006/ 269, A2007/26, A2009/39
and A2012/32)*

File: T4gen

**FINAL SUBMISSION OF THESIS, DISSERTATION OR RESEARCH
REPORT/PROJECT
(Unbound and Electronic Copies)**

Faculty of _____

School of _____

Submission of M_____Dissertation or M_____Research/ Project Report or PhD Thesis

(Note: This form should only be completed at final submission of dissertation or research/project or thesis)

PLEASE WRITE CLEARLY IN BLOCK LETTERS *(If completing form by hand)*

1. Name (in full): _____

2. Person Number: _____

3. Present mailing address: _____

Postal code: _____ Fax: _____

E-mail: _____ Cell: _____

Home tel: _____ Work tel: _____

4. If you are likely to move in the next 6 12 months please provide the mailing address and effective date of a change in address

Effective date: _____

Contact telephone numbers: _____

5. I hereby submit my M_____dissertation or M_____ research/ project report or PhD thesis.
(Delete whichever is NOT applicable)



5.1 If this is research for a Masters by Dissertation or PhD thesis, please provide your ORCID number _____

(Open Researcher and Contributor ID, ORCID, is an alphanumeric code to uniquely identify academic authors and contributors, it's highly recommended that you register and provide this ID, to register or read more see <http://orcid.org>)

6. Number of unbound copies: _____
(Ensure that you have signed and dated all copies)

“Number of CDs: _____ **(Please note:** an electronic version must be supported by a copy on CD for submission onto the Electronic Theses and Dissertation System (ETD);

<http://www.wits.ac.za/library/electronic-theses-and-dissertations->

[etd/5/electronic-theses-and-dissertations-etd.html](http://www.wits.ac.za/library/electronic-theses-and-dissertations-). A payment of **R180** must be made at the Cashiers Office into the account code: 001.408.4221103.8115201 PROJECT: ETDW000, alternatively payment can be made at First National Bank, Braamfontein branch, account number 51360056499, branch code 251905, swift code: firmzajja950. A copy of the payment receipt must be submitted to the faculty with the thesis/dissertation “

(Note:

1. *Only abstracts of awards with 50% or more as a research component must be submitted for uploading onto the ETD system. Please check with your Faculty Office if this applies to your submission*
2. *All submissions will be uploaded onto the ETD system immediately upon the payment of the R180)*

(CD should be clearly labelled with your name, person number, title of thesis and software package. The ETD system supports PDF only - please enquire at the University Library (Education and Training Division): (011) 717 1954 (tel) or (011) 717 1909 (fax) for assistance in converting your dissertation or research/project report or thesis if necessary)

7. I declare that:

7.1. I have checked all copies of my dissertation or research/ project report or thesis and no pages are missing or poorly reproduced;

7.2. All revisions have been completed in accordance with the recommendations of the examiners;

7.3. The electronic copy is identical to the printed copy approved by the faculty;

7.4. The dissertation or research/project report or thesis complies with the rules relating to abstract and style, copies and formal declaration, duly signed by me, as shown in the General Rules of the University;

7.5. Where any document of which I am not the owner is included in my work, I have obtained and attach hereto the written consent of the holder of the intellectual property rights in such a document allowing distribution as specified in 7.7 below;

7.5.1. In the event of copyright permission not being obtainable for visual images or other works, I will not include the full work(s) in my online thesis/dissertation/research report on the ETD system, but undertake to point only to the source (by URL or other means) for such work(s);

7.6. I have properly acknowledged all sources; and

7.7. I have noted the rules relating to intellectual property and acknowledgement of the award of the programme as shown in the General Rules of the University and the University's Intellectual Property Policy. Insofar as I hold intellectual property rights in my dissertation or research/project report or thesis, and to that extent only, I agree that the University and its agents may archive and make accessible to the public, upon such conditions as the University may determine, my dissertation or research/project report or thesis in its entirety in all forms of media, now or hereafter known.

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

(Please Note: If, due to unforeseen circumstances, the above title has changed from your previously approved title, no further action can be taken by the Faculty Office until the amendment has been approved by the Faculty.)

8.1 Keywords:

9. I acknowledge that:

9.1. My dissertation or research/project report or thesis may be placed in the archive of electronic theses and dissertations. I acknowledge that it may be made electronically available in its entirety on the ETD system from four months after the date of submission unless permission for further embargo has been approved by the relevant Supervisor and communicated in writing by myself to the University Research Office, Library and Central Records Office
(see General Rule G19 which outlines embargo conditions);

The following files are on this CD *(please specify format)*:

9.2. The following parts of the work may be released immediately for electronic access worldwide:

(Only if an official embargo has been agreed to in terms of General Rule G19 will your abstract not be made available for the agreed period)

Abstract and key bibliographic data *(i.e. from submission form)*

9.3. I acknowledge that I am not entitled to the return of the copies of the dissertation or research/project report or thesis or other work I have submitted for the programme.

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): _____

11. I understand that I will not graduate unless my University fees have been paid in full.
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.
13. The University is not responsible for the safekeeping of the information constituting a dissertation or research/project report or thesis. Should a student use the University's ETD system for the keeping of a dissertation or research/project report or thesis in progress responsibility for the maintenance, security and back-up of such work lies with the student. The student absolves the University of any liability whatsoever for any loss/damage to a dissertation or research/project report or thesis and/or information contained in them howsoever it occurs. The student indemnifies and hold the University harmless against any claims or liability whatsoever for any loss or damage to a dissertation or research/project report or thesis and information gathered for that purpose or contained in any dissertation or research/project report or theses howsoever it occurs.

14. Name of supervisor: _____

Discipline _____

School _____

Signature _____

Name of second supervisor (if more than one):

Discipline _____

School _____

Signature _____

14.1 The candidate must attach an original "Certificate To Accompany Higher Programmes Research Report" from his/her supervisor(s).

14.2 Is this dissertation or thesis supported by funding from (please tick):

- ☐ DST-NRF (e.g. CoE's; SARChI Chairs; Innovation; African Origins Platform; Knowledge, Interchange and Collaboration; etc.) [Please underline the programme that applies]
- ☐ DST-CSIR (e.g. NEPTTP e-Research; etc.)
- ☐ Other: _____ [Please list the full name of the funder]

FOR CENTRAL RECORDS OFFICE USE

- ☐ One unbound final, corrected hard copy of dissertation or research/project report or thesis forwarded to Library
- ☐ Final corrected copy in electronic format and receipt for ETD payment forwarded to Library
- ☐ Copy of this submission form included with dissertation or research/project report or thesis forwarded to Library

Central Records Office: _____ Date: _____

FOR LIBRARY USE

- ☐ Electronic version of dissertation or research/project report or thesis abstract activated on ETD

Library ETD Administrator: _____ Date: _____





ACKNOWLEDGEMENT OF FINAL RESEARCH SUBMISSION FOR GRADUATION

Full name of candidate			
Student number			
Qualification		Date submitted	

Submission requirements Tick list v	
Student enrolled for current year (<i>the research unit must be part of this enrolment, as a record must be active to capture the PASS result</i>)	
Research Title checked and correct on system	
2 unbound copies of the research (<i>single-sided print</i>)	
Declaration signed by the student, with current date (<i>not 1st submission date</i>)	
Copy of ethics clearance certificate (<i>as an annexure in the research output</i>)	
CD of copy of research (<i>must be in PDF format</i>)	
Signed supervisor submission form (<i>if more than one supervisor ALL supervisors' signatures must appear</i>)	
ETD form (<i>signed by supervisor(s) and candidate</i>)	
ETD payment receipt (<i>only if research accounts for 50% or more of the qualification</i>)	
HOD/HOS approval letter	
Student's list of corrections – with reference to specific lines, page numbers and/or chapters (<i>only if corrections had been recommended – in the case where no further corrections is the outcome, this is not needed</i>)	
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: _____



ACKNOWLEDGEMENT OF FINAL RESEARCH SUBMISSION FOR GRADUATION

STUDENT NAME: _____ STUDENT NUMBER: _____

QUALIFICATION: _____ FIELD OF STUDY: _____

RECEIVED BY: _____ FACULTY DATED STAMP

SIGNATURE: _____



Other Important Information



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 and research report (2016 version) is available at: <https://www.wits.ac.za/media/wits-university/faculties-and-schools/health-sciences/research-entities/documents/FACULTY%20OF%20HEALTH%20SCIENCES%20STYLE%20GUIDE%20FOR%20THESES-DISSERTATIONS-AND-RESEARCH%20REPORTS-Updated%20Marh%202016.pdf>. The style guide should be used in conjunction with relevant FHS guidelines for formats of theses, dissertations and research reports.

If you are experiencing particular challenges during your postgraduate studies and would like to refer them to the Assistant Dean of Research and Postgraduate Support, please use the link:

<https://www.wits.ac.za/health/faculty-services/postgraduate-support/>

Useful contact details

Faculty of Health Sciences Research Office Staff

Professor Maria Papathanasopoulos

Assistant Dean: Research and Postgraduate
Support

Tel: 011 717 2103

Email: Maria.Papathanasopoulos@wits.ac.za

Associate Professor Elena Libhaber Research

Coordinator: School of Clinical Medicine

Tel: 011 717 2102

Email: Elena.Libhaber@wits.ac.za

Dr Anushka Ajith

Faculty Research Coordinator

Tel: 011 717 2020

Email: Anushka.Ajith@wits.ac.za

Dr Innocent Maposa

Faculty Biostatistician

Tel: 0117172596

Email: innocent.maposa@wits.ac.za

Ms Shae Lazarus

Research Administrator (Research course
bookings and Postgraduate Hubs)

Tel: 011 717 2503

Email: Shae.Lazarus@wits.ac.za



Faculty of Health Sciences Postgraduate Office Staff

Name and Surname	Designation	Role in the PG Office	Email/ Telephone	Designated Department
Sandra Benn	Faculty Registrar	-Head and overall Office Operations	Sandra.Benn@wits.ac.za/ 0117172040	All Departments within Faculty of Health Sciences (FHS)
Modie Maumela	Senior Faculty Officer	-Registration -Student records -Research examination outcomes -Final research submissions for Graduation -Academic administrative advice	Modie.Maumela@wits.ac.za/ 0117172075	-School of Oral Health Sciences -School of Physiology -School of Therapeutic Sciences -School of Clinical Medicine: Family Medicine, Forensic Medicine, Obstetrics & Gynaecology, Paediatrics, Psychiatry, Surgery -Centre for Health Science Education
Mpho Moilola	Faculty Officer	-Protocols/ Proposals -Change of Title/ Supervisor -Submission of research for Examination -Academic administrative advice	Mpho.Moilola@wits.ac.za/ 0117172510	
Palesa Khumalo	Senior Faculty Officer	-Registration -Student Records -Research examination outcomes -Final research submissions for Graduation -Academic administrative advice	Palesa.Khumalo@wits.ac.za/ 0117172463	-School of Anatomical Sciences -School of Pathology -School of Public Health -School of Clinical Medicine: Anaesthesia, Bioethics & Health

Name and Surname	Designation	Role in the PG Office	Email/ Telephone	Designated Department
Kgomotso Tlala	Faculty Officer	-Protocols/ Proposals -Change of Title/ Supervisor -Submission of research for Examination -Academic administrative advice	Kgomotso/ Tlala@wits. ac.za/ 0117172125	-Law, Emergency Medicine, Internal Medicine, Neurosciences (ENT, Neurology, Ophthalmology, Neurosurgery) , Radiation Sciences , Orthopaedic Surgery
Zaheera Khan	Faculty Officer	-Nomination of Examiners (NOE) - Payment of Examiners -Registrations	Zaheera. Khan@wits. ac.za 0117172108	All Departments within Faculty of Health Sciences (FHS)
Anna Muronga	Faculty Officer	-Admissions/ Applications -Academic administrative advice	Anna. Muronga@ wits.ac.za/ 0117172076	
Naomi Senamela	Faculty Supernumerary Administrative Officer	-Matters related to Supernumerary Registrars and Health Professions Council of South Africa (HPCSA)	Naomi. Senamela@ wits.ac.za/ 0117172098	
Stephen Mongwe	Faculty Administrative Assistant	-Office Operations	Stephen. Mongwa@ wits.ac.za/ 0117172451	
Precillia Sithole	Faculty Administrative Assistant	-Office Operations	Precillia. Sithole@wits. ac.za/ 0117172329	
Kedibone Kgame	Faculty Receptionist	-Reception and general assistance with office operations	Kedibone. Kgame@ wits.ac.za/ 0117172416	



Faculty of Health Sciences Research Co-ordinators 2021

These are the individuals to contact if you want to do a postgraduate degree in a particular Department.

School/Department	Coordinator/Head of Department	Email address
Anatomical Sciences	Professor Paul Manger	Paul.Manger@wits.ac.za
	Associate Professor Lynne Schepartz	Lynne.Schepartz@wits.ac.za
Clinical Medicine		
Anaesthesiology	Associate Professor Juan Scribante	Juan.Scribante@wits.ac.za
	Ms Helen Perrie	Helen.Perrie@wits.ac.za
Family Medicine	Dr Motlatso Mlambo	Motlatso.Mlambo@wits.ac.za
Internal Medicine	Dr Kapila Hari	Kapila.Hari@wits.ac.za
	Dr Joel Francis	joel.francis@wits.ac.za
	Dr Nimmisha Govind	Nimmisha.Govind@wits.ac.za
	Dr Prudence Ive	Prudence.Ive@wits.ac.za
Neurosciences	Ms Junia Mthombeni	Junia.Mthombeni@wits.ac.za
ENT	Dr Shivesh Maharaj	shivesh.maharaj@wits.ac.za
Obstetrics & Gynaecology	Dr Amy Wise	Amy.Wise@wits.ac.za
Orthopaedic Surgery	Dr Maxwell Jingo	Maxwell.Jingo@wits.ac.za
	Dr Brenda Milner	Brenda.Milner@wits.ac.za
Paediatrics and Child Health	Dr Kebashni Thandrayen	Kebashni.Thandrayen@wits.ac.za
Radiology	Dr Susan Lucas	sulucas.radiology@gmail.com
Radiation Oncology	Prof Vinay Sharma	vinay.sharma@wits.ac.za
Steve Biko Centre for Bioethics	Dr Jillian Gardner	Jillian.Gardner@wits.ac.za
Surgery	Associate Professor Deirdre Kruger	Deirdre.Kruger@wits.ac.za
	Dr Pascaline Fru-Fonteh	Pascaline.Fru-Fonteh@wits.ac.za
Forensic Medicine	Mr Craig Keyes	craig.keyes@wits.ac.za
Paediatric Surgery	Dr Aletha Withers	withers.alta@gmail.com

Oral Health Sciences		
Community Dentistry	Associate Professor Veerasamy Yengopal	Veerasamy.Yengopal@wits.ac.za
Oral Biological Sciences	Dr Olatunbosun Olaleye	Olatunbosun.olaleye@wits.ac.za
Maxillofacial & Oral Surgery	Dr Ephraim Rikhotso	Erikhotso@gmail.com
Oral Medicine & Periodontology	Dr Sankeshan Padayachee	sankeshan.padayachee@wits.ac.za
Oral Microbiology	Dr Aijaz Ahmad	aijaz.ahmad@wits.ac.za
Oral Pathology	Associate Professor Shabnum Meer	Shabnum.Meer@nhls.ac.za
Orthodontics and Paediatrics Dentistry	Professor Tarisai Dandajena	Tarisai.Dandajena@wits.ac.za
Oral Rehabilitation	Dr Vyonne Hoods-Moonsammy	Vyonne.HoodsMoonsammy@wits.ac.za
Pathology		
Anatomical Pathology	Dr Pamela Michelow	Pamela.Michelow@nhls.ac.za
	Dr Reubina Wadee	Reubina.wadee@nhls.ac.za
	Dr Tanvier Omar	Tanvier.omar@nhls.ac.za
Chemical Pathology	Associate Professor Nigel Crowther	Nigel.Crowther@nhls.ac.za
Clinical Microbiology & Infectious Diseases	Professor Adriano Duse	Adriano.Duse@wits.ac.za
	Aijaz Ahmad	aijaz.ahmad@nhls.ac.za
Forensic Medicine	Mr Craig Keyes	craig.keyes@wits.ac.za
Human Genetics	Dr Zané Lombard	zane.lombard@wits.ac.za
Molecular Medicine and Haematology	Professor Theresa Coetzer	Theresa.Coetzer@nhls.ac.za
Virology	Mrs Irma Latsky	lrnal@nicd.ac.za



Physiology	Associate Professor Lois Harden	Lois.Harden@wits.ac.za
Public Health	Associate Professor Jude Igumbor (PhD Coordinator)	Jude.Igumbor@wits.ac.za
	Dr Ntombizodwa Ndlovu (Masters Coordinator)	Zodwa.Ndlovu@wits.ac.za
Centre for Health Science Education	Associate Professor Patricia McInerney	Patricia.McInerney@wits.ac.za
Therapeutic Sciences		
Centre for Exercise Science & Sport Medicine	Associate Professor Philippe Gradidge	Philippe.Gradidge@wits.ac.za
Nursing Education	Dr Shelley Schmollgruber (PhD Coordinator)	Shelley.Schmollgruber@wits.ac.za
	Dr Fikile Klaas	fikile.klaas@wits.ac.za
Occupational Therapy	Dr. Janine van der Linde	Janine.VanDerLinde@wits.ac.za
	Dr. Tania Rauch-van der Merwe	tania.vandermerwe@wits.ac.za
Pharmacy and Pharmacology	Associate Professor Pierre Kondiah	Pierre.Kondiah@wits.ac.za
Pharmacology	Dr Leonie Harmse	Leonie.Harmse@wits.ac.za
Physiotherapy	Professor Benita Olivier	Benita.Olivier@wits.ac.za

Postgraduate Association Executive Committee 2020/2021

PORTFOLIO	NAME	EMAIL ADDRESS
Chairperson	Meluleki Scelo Kubheka	pga.chair@students.wits.ac.za
Deputy Chairperson	Malefo Seeletse	pga.deputy@students.wits.ac.za
Secretary	Tanya Otto	pga.secretary@students.wits.ac.za
Treasurer	Thando Dlamini	pga.treasurer@students.wits.ac.za
Transformation Officer	Sivenathi Hatile	pga.transformation@students.wits.ac.za
Humanities	Mambo Maguranyanga	pga.humanities@students.wits.ac.za
Health Sciences	Onthatile Zikhali	pga.health@students.wits.ac.za
CLM	Tshepiso Laka	pga.clm@students.wits.ac.za
Engineering and the Built Environment	Mahlatse Nkgoeng	pga.ebe@students.wits.ac.za
Science	Tshepo Molefe	pga.science@students.wits.ac.za
International Students	Mambo Maguranyanga	pga.international@students.wits.ac.za
Local Students	Phumudzo Rannenyezi	pga.local@students.wits.ac.za
Liaison and Media	Mosebudi	pga.pr@students.wits.ac.za
Academic	Shazia Mansoor	707825@students.wits.ac.za
Residence	Vuyolwethu Madyibi	pga.residence@students.wits.ac.za

PGA Office Address:

Ground Floor, Robert Sobukwe Block (Opposite the Audio Visual Office)
Braamfontein Campus East

PGA Website:

<https://www.wits.ac.za/pgs>

PGA Phone No.:

011-717-9226



FACULTY OF





Section 2



Funding

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

Griffin Trust (CRC) Connective Tissue Grant

For more information and other grant opportunities please visit: <https://www.wits.ac.za/health/research/research-office/research-funding/>

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: <https://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 Scarce 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://nrfs submission.nrf.ac.za/nrfmkii/>

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

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/>





STUDENTS SUPPORT AND GUIDANCE

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 please visit <https://www.wits.ac.za/health/research/research-office/overview/research-courses-and-workshops/>

Data analysis

For assistance with the statistical analysis of your data, visit the Biostatistics Room, Room 318A, Phillip V Tobias Health Sciences Building, 29 Princess of Wales Street (corner York Road), Parktown. Consultant statisticians are available from Monday-Thursday from 1-5pm. 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: <http://tools.health.wits.ac.za/software/>

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 Success (Faculty of Health Sciences)

The support services offered by the Office of Student Success 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 Success 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.ccd@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 Success (011 7172008/2565 or studentsupport.health@wits.ac.za) 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 Success (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 HYPERLINK "<mailto:studysa.international@wits.ac.za>" \h studysa.international@wits.ac.za. For more information visit HYPERLINK "<http://www.wits.ac.za/>" \h <https://www.wits.ac.za/internationalstudents/>

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 [HYPERLINK “http://www.wits.ac.za/pga/”](http://www.wits.ac.za/pga/) \h <https://www.wits.ac.za/pga/>

The 2021/2022 Faculty representative is Meluleki Scelo Kubheka - [HYPERLINK “mailto:pga.chair@students.wits.ac.za”](mailto:pga.chair@students.wits.ac.za) \h pga.chair@students.wits.ac.za

Wits Postgraduate Affairs Office

The Wits Postgraduate Affairs Office 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: [HYPERLINK “http://www.wits.ac.za/students/”](http://www.wits.ac.za/students/) \h <https://www.wits.ac.za/students/academic-matters/postgraduate-affairs-office/>

Postgraduate Complaints

Please use the link below if you are experiencing particular challenges during your postgraduate studies and would like to refer them to the Assistant Dean of Research and Postgraduate Support, Professor Maria Papathanasopoulos.

<https://www.wits.ac.za/health/faculty-services/postgraduate-support/>

Problem/s must be escalated in the following order:

1. Supervisor/s
2. Head of Department
3. Head of School
4. Assistant Dean: Research and Postgraduate Affairs

FACILITIES FOR POSTGRADUATE STUDENTS

Libraries

Health Sciences postgraduate students have access to the Witwatersrand Health Sciences Library (WHSL) as well as any other subject library at the University (<https://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 Health Sciences Building, and has one physical branch at CH Baragwanath Hospital within the Bara Academic Complex based at the UUME Learning Centre.

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). There is also an Information Desk within the Witwatersrand Health Sciences Library where Librarians can assist you with quick queries or resource demonstrations. 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 08:00 to 16:00 from Monday-Friday. 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 Staff Writing Room, Room 318, 3rd Floor, Phillip V. Tobias (PVT) Health Sciences Building

Booking is essential. To book, please contact Mr Xolani Tembu Xolani.Tembu@wits.ac.za or (011) 717-2530.

POLICY DOCUMENT

PLAGIARISM POLICY

Version	Lead author(s)	Date	Hello Group
S2002/2038 and S2002/2039		2002	Early version of the policy
S2003/251B and S2003/351A		2003	Current version
2.1	RLD	March 2020	Working version of major re-write
2.2	RLD	May 2020	Inputs from SGSC
2.3	RLD	Sep 2020	Major re-write after inputs from LO



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Policy Title	Student Plagiarism Policy
Policy Officer	R Muponde and R L Drennan
Date Approved	
Date Effective From	
Last Updated	2003

CONTEXT

1. The University of the Witwatersrand, Johannesburg (Wits, or the University) is a research intensive university that strives for excellence in all aspects of scholarly endeavour, including teaching, research and academic service. Knowledge, which is at the core of scholarship, is inherently associated with understanding, truth and discovery. The intertwined principles of integrity and honesty form the foundation on which scholarship is built.
2. Integrity, when associated with knowledge, is manifested in a wide array of behaviours, conventions and conduct. Illustrative examples include approval of ethical research, honest management of experimental data and information, selection and use of appropriate research methodologies, principled teaching according to appropriate curricula, and the declaration of conflicts of interest; all of which is covered by the Wits Research Integrity Policy. Of particular relevance to this Policy is the dishonest behaviour of plagiarism which constitutes a misconduct in terms of the University's rules, regulations, procedures and policies.
3. Plagiarism results in damage to the reputations of individuals and the University. It is a serious form of academic dishonesty and will harm the quality of the scholarship to which the University aspires.
4. Plagiarism can be committed by any student. Given the breadth of concern and the impact of the risk to the University, it is vital that the University has a consistent approach, which is sensitive to differences between academic disciplines and levels, whilst providing the reasonable developmental opportunities set out in this Policy for students to learn and practice the conventions of academia, including how to appropriately and correctly reference the work of others and avoid plagiarism.
5. This Policy is to be read in conjunction with the Wits Code of Conduct¹, the Wits Research Integrity Policy² and the Rules for Student Discipline³.

1. HRG/26, C2006/482, Code of Conduct, 2006 (<http://intranet.wits.ac.za/exec/registrar/Policies/HRG26%20-%20Code%20of%20Conduct.pdf#search=code%20of%20conduct>)

2. Research Integrity Policy (2020) rrr

3. C2017/627A, Rules for Student Discipline, Version number 01, 2017 ([http://intranet.wits.ac.za/exec/registrar/Policies/Rules%20for%20Student%20Discipline%20\(2018%20%2005\).pdf](http://intranet.wits.ac.za/exec/registrar/Policies/Rules%20for%20Student%20Discipline%20(2018%20%2005).pdf))

4. Rules for Student Discipline (2018) (2005).pdf

5. Rules for Student Discipline (2018) (2005).pdf



2. DEFINITIONS

Key concepts used in this Policy are defined here to give specific and appropriate meaning.

1. **Plagiarism** is the failure to acknowledge the ideas and writings of others and/or the presentation of others' ideas or writings as one's own. This definition includes intentional and/or unintentional failure to acknowledge the ideas or writings of others.
2. **Others** refers to any persons, living or deceased, including students, academics, professionals, lay people, published authors anywhere in the world using any medium, or any other person to whom works, ideas, presentations or writings may be attributed. The recording of their ideas may be in any form, including but not limited to writing (including text messages and other electronic or digital messages), coding, formula, graffiti, film, performances, video, as recorded in books, journals, magazines, and anywhere on the internet.
3. **Self-plagiarism** is the same as plagiarism, but in instances of self-plagiarism the term "other" includes the plagiarising author and the failure to acknowledge one's own ideas that have been previously published, presented or submitted.
4. **Policy** means this Student Plagiarism Policy.
5. **Students** refers to registered and visiting (in the form of an inbound exchange) undergraduate and postgraduate students as defined in the Rules of the University, and who are students at the time of the conduct.
6. **SDC** means the Student Disciplinary Committee, as defined in the University Rules for Student Discipline.

SPC means the relevant School Plagiarism Committee, whose responsibilities are set out in more detail in this Policy.

3. PURPOSE OF THE POLICY

The purpose of this Policy is to ensure that all students are informed and aware of the risks and consequences of plagiarism, with the intention to completely avoid the behaviour. More specifically, the Policy sets out:

1. The responsibilities of students in relation to plagiarism;
2. The principles which reinforce the University's approach to plagiarism, as underpinned by its responsibility to teach;
3. The responsibilities and duties of the Schools in relation to plagiarism; and
4. The processes, procedures and responses which are applied by the University in respect of instances of detected plagiarism.

4. SCOPE

1. The scope of this Policy includes all students as defined in clause 2.5.

5. PRINCIPLES

1. Plagiarism is a serious form of academic dishonesty which cannot be permitted by the University.
2. It is the responsibility of the student to understand the risks and consequences which result from plagiarism. This responsibility increases as the student progresses through their academic training at the University.
3. Whilst this context of student responsibility is central to the University's approach to plagiarism matters, the University recognises its role to facilitate adequate understanding and to provide learning opportunities and information in order to avoid plagiarism.
4. Plagiarism does not require intention and a lack of intent is not a defence to plagiarism. However, it may be a factor to consider when determining the level at which the plagiarism will be managed and/or the sanction which may be handed down should there be a finding against the student in the relevant forum.
5. All students should be required to sign a declaration that the work they have submitted is their own unaided work, acknowledging that plagiarism is unacceptable behaviour and declaring that they have not plagiarised.
6. In some instances, plagiarism may amount to copyright infringement in terms of the Copyright Act 98 of 1978. Nothing in this Policy precludes the owners of the rights in the plagiarised work from pursuing a separate copyright infringement claim.

6. DEVELOPMENTAL RESPONSIBILITY OF THE UNIVERSITY

1. Notwithstanding the ultimate responsibility that a student has in relation to plagiarism, this Policy recognises the developmental role that the University has in educating students about plagiarism, as well as being vigilant in considering
2. work both prior to and post it being submitted for assessment.
3. University staff implement this Policy by detecting instances of plagiarism and managing them in line with the provisions of this Policy. There is no limitation to methods of detection of plagiarism and such may include both manual and electronic resources and systems.
4. In order to meet the responsibilities placed on University staff, reasonable measures must be put in place throughout the course of a student's academic career to ensure that they have a clear understanding of plagiarism and the consequences which result from such



conduct. These measures include introducing students to and familiarising students with the conventions used in the relevant School for referencing and acknowledging the ideas, work and writings of others and take into account the student's level of study.

5. In order to enforce these measures, staff must necessarily familiarise themselves with these conventions, as well as the expectations of their respective disciplines. It is the responsibility of the School to ensure that there is as little ambiguity as possible in respect of the principles and processes set out in this Policy and that the School adheres to the same level of expectations in this regard.
6. The duties imposed by the University on its staff and the School in this Policy are duties owed to the University, not to any student(s). Where these duties are not discharged, it is a matter between the University and that staff member(s) which will be ventilated in the appropriate forum. This failure by the staff member does not constitute any defence for students accused of plagiarism.

7. PROCESS AND PROCEDURE

1. This Policy sets out the different levels into which plagiarism can be classified and how each level of plagiarism should be managed and, where appropriate, sanctioned. The decision relating to the determination of the level of plagiarism may take into consideration inter alia the nature and extent of the plagiarism, the year of study and experience of the student, intention and whether the most appropriate remedial action should be education-focused or follow a formal disciplinary process.
2. It is the responsibility of the relevant academic staff member to initially establish whether plagiarism has taken place and assess the seriousness of the infringement – this may be done in consultation with others.
3. The recognised levels of plagiarism, together with the appropriate disciplinary forums of first instance and appeal are set out in the table below:

Level	Description	Disciplinary Forum	Appeal Forum
1	First time or minor infringement in work, including assignments, class tests, semester and end of year exams, reports, essays, proposals, that is submitted or presented but will not be published.	The relevant academic staff member who may: <ul style="list-style-type: none">- Require the work to be amended as instructed and resubmitted for grading; or- Impose a penalty of up to 100% of the mark for that work.	SPC which may: <ul style="list-style-type: none">- Uphold the decision of the academic staff member; or- Set aside or amend the decision of the academic staff member to a lesser penalty. The decision of the SPC is final.

8. SCHOOL PLAGIARISM COMMITTEE

1. The SPC comprises of at least three academic staff members and one appointed student, and is chaired by a senior academic staff member (senior lecturer or above).
2. Periods of service on the SPC should not exceed three years for each member and should be staggered to ensure continuity. Membership to the SPC should be reported on an annual basis to the applicable Faculty board.
3. The SPC considers reported infringements and scrutinises the publication of conventions within the School.
4. The SPC is required to:
 5. Confirm whether the student concerned wishes to appear and/or make representations before the SPC.
 6. Note the nature and keep a record of minor infringements, as well as the penalties imposed by academic staff members. The SPC should identify trends and patterns and bring these to the attention of the Head of School and individual academic staff members as this information may have value to the educational development of students.
 7. Ensure and monitor that accurate records are kept as needed.
 8. Consider the student's record to ascertain whether there have been previous instances of plagiarism recorded or noted against the student.
 9. Always act within the spirit and principles of this Policy.
10. The principles of good governance should guide the work and decisions of the SPC. This would include but not be limited to the declaration of conflicts of interest.



9. COMMENCEMENT, REPEAL AND TRANSITIONAL MATTERS

1. The Policy will come into operation on the date on which it is approved by all the relevant structures of the University and shall replace the Plagiarism Policy that was approved by Senate in 2003 with document number S2003/351B (“the 2003 Plagiarism Policy”).
2. At the date of commencement of this Policy, all matters which were initiated in terms of the 2003 Plagiarism Policy shall be decided and finalised in terms of that policy.

10. ACKNOWLEDGEMENTS

1. Important note on acknowledgments: This policy is a development of previous policies in the same area. The text used in this policy is a combination of text used before with some original ideas added. Given that policies in the past did not include the names of the authors it is difficult to acknowledge the contributions of these individuals by name. Therefore the best that can be done for now is to acknowledge the contributions of all previous authors that worked on the versions of this policy.

GENERAL INFORMATION

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/>). Please note cost for accommodation is separate from tuition fees.

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**
<https://www.wits.ac.za/origins/>
Tel: 011 717 4700/8
- **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 Student Union Building below the Matrix Complex on Braamfontein Campus East
- 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 or visit <https://www.wits.ac.za/disability-rights-unit/>



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 210, 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
Morne Greyling, Room 227, Phillip V. Tobias Health Sciences Building
Tabea Lephuthing, Room 228, Phillip V. Tobias Health Sciences Building
Palesa Khumalo, Room 216, Phillip V Tobias Health Sciences Building
Anna Muronga, Room 202, Phillip V Tobias Health Sciences Building
Refilwe Kgauwe, Room 235, Phillip V Tobias Health Sciences Building
Zaheera Khan, Room 204, Phillip V Tobias Health Sciences Building
Mpho Moiloa, Room 212A, Phillip V Tobias Health Sciences Building
Kgomotso Tlala, Room 212, 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: studentnumber@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/
- For more information on Gymnasia at Wits Sport, visit <https://www.wits.ac.za/sport/fitness-and-wellness-centre/>

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.
- It is situated on the Ground Floor, Wartenweiler Library, Braamfontein Campus (East).
- Contact the Centre on 011 717 4125 to book this free service.

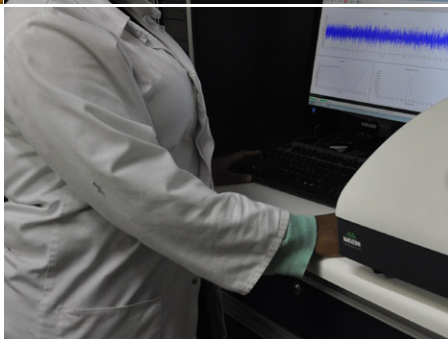
Wits University Press

- Wits University Press has produced a large selection of publications, ranging from medical text books to anthologies of South African poetry. The complete catalogue can be viewed on their website www.witspress.co.za.

Contact the office on 011 717 8701 or stop in to see a member of staff – the office is located on the 5th floor, Wits Art Museum, corner Jorissen and Jan Smuts Avenue.

Disclaimer

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.





ACKNOWLEDGEMENTS

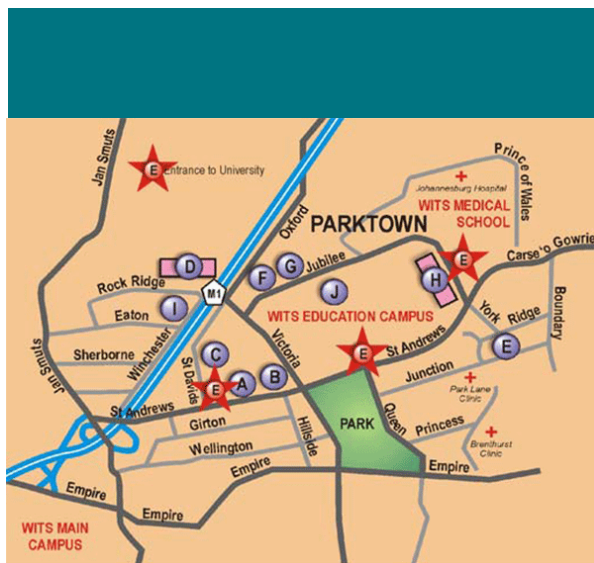
The Postgraduate Information Booklet was developed by the Health Sciences Research Office, University of the Witwatersrand.

The booklet for 2021 was compiled by Prof Maria Papathanasopoulos, Dr Anushka Ajith and Mrs Palesa Khumalo.

The photographs used were taken by Ms Antonia Appel. Dr Anushka Ajith acted as the editor. Sinethemba (Sne) Msomi (Graphic Designer, Wits Marketing) designed the booklet.

Notes

Notes



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
 - Girtton Hall
 - Medhurst Hall
 - Reith Hall
- I. Wits / Donald Gordon Medical Centre
- J. Linder Auditorium
- K. Wits School of Public Health (Situating 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

POSTGRADUATE INFORMATION



www.wits.ac.za/health/research/research-office/