

**Postgraduate Studies
In
International Relations**

**Some Helpful Information for
Your
Honours
Year**

Contents

Contact Details	4
<i>Graduate Studies Applications Coordinators</i>	4
<i>Departmental Administrators:</i>	4
<i>Faculty Officers</i>	4
<i>What makes International Relations (IR) at Wits unique</i>	5
<i>Possible Careers</i>	5
Registration	6
<i>When do students register?</i>	6
<i>Fees Payment and Registration</i>	6
<i>How do students register</i>	6
<i>What courses do I register for?</i>	7
<i>Courses Offered in 2024</i>	8
Compulsory Honours Courses	8
Honours First Semester Elective Courses	8
<i>Honours Second Block Electives</i>	11
<i>Communication with students</i>	12
<i>Amendments to registration</i>	13
<i>What is the deadline for amendments to course registration?</i>	13
<i>What is the deadline to cancel a course or degree?</i>	13
<i>What happens if I do not cancel a course?</i>	13
<i>Note:</i>	14
IR Honours Coordinator	14
Moving from Undergraduate to Postgraduate Studies	14
Curriculum	15
Course Attendance	15
Course Preparation	15
Referencing and Plagiarism	15
Honours Long Essay – INTR4037	15
<i>Due date for submission</i>	16
<i>Length of the Honours Long Essay</i>	16
<i>The Marking Process of the Honours Long Essay</i>	17
<i>Please note:</i>	17

Ulwazi Course Site	17
Research Ethics	18
<i>What is an ethics application?</i>	18
<i>Why are ethics applications important?</i>	18
<i>Who needs to submit ethics applications?</i>	18
<i>How are ethics applications submitted?</i>	19
<i>When are ethics applications submitted?</i>	19
<i>How is ethics clearance granted?</i>	19
<i>Departmental Places and Spaces for our Postgraduate Students</i>	19
<i>The International Relations Seminar Series</i>	20
<i>Our physical location</i>	20
Our staff	20
<i>Current Head of Discipline</i>	20
<i>Departmental Administrators:</i>	20
<i>Full Time Academic Staff</i>	21
<i>Interacting with IR Academics and Administrators</i>	23
Other Useful Information	24
<i>CCDU BRAAMFONTEIN CAMPUS WEST [Main Office]:</i>	24
	24
<i>Students with Disabilities</i>	24
<i>Teaching and Learning Advisors</i>	24
<i>The Wits Writing Centre</i>	25
<i>Wits Policy Documents</i>	25
Graduation	25
Acknowledgements	3
Addendums	26

Acknowledgements

Wits University website <https://wits.ac.za>

The Faculty of Humanities website - <https://www.wits.ac.za/humanities/faculty-services/postgraduate-services/>

The Faculty of Humanities Rules and Syllabus Booklet

The University Fees Booklet 2022

From Application to Graduation, the Wits School of Education 2021

Contact Details

Graduate Studies Applications Coordinators

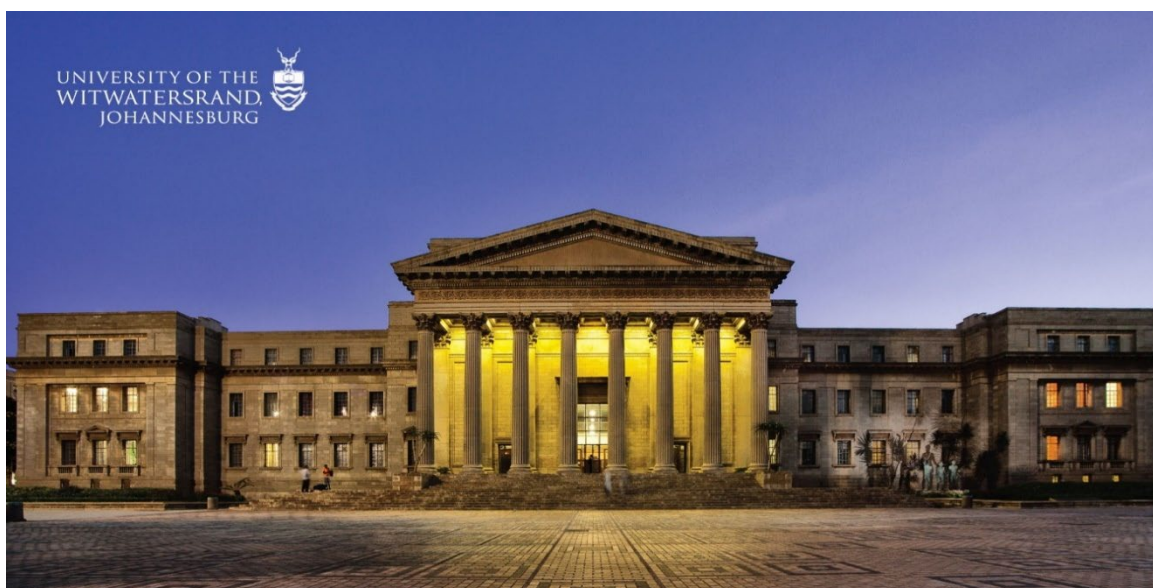
Prof Jacqui Ala	Jacqueline.DeMatosAla@wits.ac.za	+27117174388	Head of Discipline
Dr Candice Moore	Candice.Moore@wits.ac.za	+27117174372	PhD Coordination
Prof Malte Brosig	Malte.Brosig@wits.ac.za	+27117174384	MA Coordinator
Mr Larry Benjamin	Larry.Benjamin@wits.ac.za	+27117174390	Honours Coordinator
Dr Celso Monjane	Awaiting confirmation		Research Ethics Coordinator

Departmental Administrators:

Ms Laura Bloem	Laura.Bloem@wits.ac.za	+27117174382	Head Administrator
Ms Nonhlanhla Mkhize	Nonhlanhla.Mkhize@wits.ac.za	+27117174387	Postgraduate Applications

Faculty Officers

Mr Phillimon Mnisi	Phillimon.Mnisi@wits.ac.za	+27117174013	Postgraduate Officer for SOSS in the Humanities Faculty – General Inquiries
Bongane Bucwa	bongane.bucwa@wits.ac.za	01171774001	Postgraduate Officer for SOSS Humanities Faculty



What makes International Relations (IR) at Wits unique

- Wits is the only university in Africa where International Relations is an independent discipline and not combined with Political Studies.
- Consequently, a focal point of our curriculum and research has been the international relations of Africa. Adding knowledges from the Global South to the study of international relations a further priority. However, we do not advocate the exclusion of Western ideas and theories in achieving this objective. Rather we seek to create a curriculum where the value of knowledge is not determined by its origin but by its capacity to elucidate that which we study.
- IR is a core member of the multidisciplinary, trans-faculty Wits E-Science MA programme.
- IR academics have been recipients of large research grants from prestigious donors/funding organizations. Academics feature frequently on the programmes of various international conferences and their work appears in renowned publications.
- IR's engagement with international relations is not limited to teaching and research with academics contributing to debates in local and international media as well as participating in the activities or initiatives of national and international non-governmental organizations.
- Through the Wits International Office our students have participated in international exchange programs where they have spent a semester studying at a foreign university.
- We endeavour to expose our students to the practicalities of international politics by hosting numerous events each year where they can engage with people who work in the field of international relations at both state and non-state institutions. We also create opportunities for students to interact with academics and students studying International Relations at other local and international universities.

Possible Careers

- Diplomat
- Working for Local, Provincial or National government as an international relations analyst
- Working for an international organization, humanitarian organizations or non-governmental organizations
- Working for a regional organization
- International Relations Analyst for local and international businesses
- International political economy analyst
- International law expert
- Media – political/international relations reporter
- Research consultant on an IR speciality
- Working for an international relations research institute
- International public health
- Security analyst or working in the security sector.
- Election monitoring/observation
- Data analyst (requires an MA in our E-Science programme)

Registration

During the registration process students who have received notice of acceptance now proceed to enrol in the degree programme that they have chosen

When do students register?

Ahead of the registration period, details of registration are sent to all students due to register. Students enrolling for the Honours degree should register in late January or early February ahead of the start of the academic year.

If you do not receive registration information by mid-January or 2 weeks after you have received your letter of acceptance, please contact Ms Nonhlanhla Mkhize – Nonhlanhla.Mkhize@wits.ac.za early in January.

Fees Payment and Registration

All students are required to pay an upfront registration fee, which is different for South African and foreign students. Please contact the Faculty Office in advance to find out what the fees are for the current year. Non-South African students should also contact the International Office to find out about any additional requirements such as study visas.

Students also have the option to waive the first fee payment by logging into the Self-Service portal and clicking on the "First Fee Payment" tab. After completion of the necessary information the first fee payment will be waived, and the student may proceed with on-line registration. Please note 100% of the total tuition fee must be paid on or before the last working day in March. The fee waiver only applies for the upfront registration fee and will not allow registration if there are outstanding fees from previous year of study. For more assistance in paying fees, please consult the university fees booklet <https://www.wits.ac.za/study-at-wits/student-fees/>

Students awarded a Postgraduate Merit Award, or another bursary or scholarship managed by the university will have their fees settled automatically. However, it is always important to check that this has indeed occurred by using student self-service on the Wits web page and taking a fees statement.

If you receive a PMA, please contact Ms Laura Bloem and inform her of this as part of the conditions of the award assisting the department either by tutoring or administrative duties. All students wishing to tutor must formally apply for these positions by submitting the CV and a letter of motivation. All tutors must enrol in and attend the Faculty tutor training programme.

How do students register?

Wits University registration is online. Students can complete registration via the Student Self-Service site <https://www.wits.ac.za/students/>



What courses do I register for?

Full-time Registration

You should be register for 5 courses in total –

- 2 in the first semester = INTR4018 compulsory course + 1 course that you choose
and
- 2 courses of your own choice in the 2nd semester
plus
- your Honours long essay – INTR4037 (due in mid-October).

Please remember – All students must enroll in the IR Theory and Methods Course – INTR4018 in the first semester as well as the Long Essay – INTR4037 – unless you are doing a joint Honours and doing these components in your other subject.

Students who wish to take more than the prescribed 2 courses per semester or a course outside of the School of Social Sciences must get permission from the IR Head of Discipline to do so. Only one additional course is allowed.

Part-time Registration

If you are a part-time student, these 5 courses will be spread over 2 years – 1 course per semester and the long essay will be due in the September of your second year. Please note that although we offer a part-time degree, our courses are taught during normal working hours. If you are employed, you would need to arrange to attend class once a week. We are happy to provide employers with letters.

Mid-year Admission

The department reserves the right to allow students to start their degree at the start of the second semester. This option is only available to students who are unable to register at the start of the academic year in February due to circumstances beyond their control as well as those students only completing their undergraduate degree in June. This registration is a special concession. Students must make a request in writing to the Head of Department and must have applied the previous year for admission into the Honours programme. If the student meets departmental admission criteria and has a valid reason for mid-year registration, the HOD will instruct the Faculty

postgraduate office to grant the student this concession. For further important information, please see Addendum A at the end of this booklet.

Courses Offered in 2024

Compulsory Honours Courses

INTR4018 – International Relations Theory and Methods

This course is designed to introduce students to qualitative and quantitative methods used to conduct research in International Relations. Independent well designed and executed research is required for your postgraduate studies and this course will provide the basic building blocks to assist in becoming a competent researcher. Students will be assessed on their ability to apply what they have learnt in class to practical various research scenarios.

INTR4037A – IR Long Essay

As the 5th component of this degree students are required to submit a long essay. The long essay is an independent research project, where students are expected to apply the skills provided in Theory and Research Methods Course – in devising research feasible research topic as well draw on the knowledge that they have accumulated to date with regards their selected areas of interest.



Honours First Semester Elective Courses

Students are required to select any one of the following courses below.

INTR4006A - Conflict Prevention and Resolution in Africa

This series of seminars examines conflict and conflict resolutions strategies in Africa since 1990. It aims to expose students to causes, courses and consequences of African conflicts and efforts to resolve them. Situating these conflicts within the internal, regional and external contexts furnishes

a broader perspective on how they have evolved and been solved. Areas of focus include West Africa, the Great Lakes region, the Horn of Africa and North Africa.

[INTR4010 – Gender, Race in IR](#)

This course aims primarily to introduce students to the study of gender in International Relations. This course adopts an inclusive definition of the term ‘gender’ and endeavours to embrace the entire spectrum of gender identities. The course has been designed to facilitate a critical, counter-hegemonic engagement with the dominant or mainstream ontologies and epistemologies prevalent both in the study and practice of International Relations. From the outset students will explore the intersectionality of gender, race, and class in multiple facets of the discipline. Thus, the course allows students to explore IR in new and different ways, revealing hidden inequalities and challenges while opening new avenues for imagining, thinking as well as creating just equitable and sustainable societies and global practices.

[INTR4013A - International Organizations](#)

This is an advanced course investigating the functioning and impact of a variety of international organizations on altering or moderating the behaviour of international relations actors. Consequently, a key focus will be on the creation of international norms and the factors that lead to the effective localisation of these at regional, state and intrastate levels. This course is essential for any student wishing to undertake research on international law, and issues related to human rights or any issue that includes international instruments that have implications for the behaviour of other international relations actors. This course is a good pairing as well for students who are interested in examining transnational, gender or race issues in international relations as part of their long research project.

[INTR4053A – Empire and the Crisis of Civilization](#)

This course will explore the historical and contemporary understandings of ‘Empire’ in the social sciences. Drawing on critical theory, this course will assess how Empire relates to territoriality, power, culture and economic accumulation. These dimensions of Empire will be located within a historicised perspective to provide a critical understanding of the relationship between Empire and contemporary capitalism. At the same time, the making of Empire will be related to the engendering of ‘civilisation’. The genealogy of the category civilisation and its discursive (ab)uses will be critically explored. The course will also investigate how contemporary capitalism defines the meaning of civilisation and constitutes civilisation.

[INTR 4044A – Development Issues](#)

This course focuses on ideas and debates about development. It examines how the notion of development has been reflected in the international system, as well as how the international actors and institutions have grappled with development challenges. The first part of the course will examine conceptions of development and international through the prisms of key thinkers such as Sir Arthur Lewis, Gunnar Myrdal, P.T. Bauer, Hans Singer, Raul Prebisch, Amartya Sen, Adebayo Adedeji, and Douglas North. In the latter part of the course, attention will focus on some contemporary concerns such as the origins of the developmental state, the role of the World Bank, corruption, and the G20 in global governance. These questions will be examined through scholarly and policy debates. The course seeks to expose students to the historical and contemporary discussions on various facets of development to broaden their horizons and generate serious research interests.

INTR4054A– Africa Elections

The International Politics of Elections in Sub-Saharan Africa will address a fundamental issue that could reshape Africa’s international relations in the 21st century: Can Africa’s diverse community of 54 sovereign states develop the norms, institutional capacity, and political resolve, to prevent, mitigate, and resolve risks of deadly conflict within member states of the African Union without undermining peace, stability, and the prospects for cooperation and increasing integration among them? The course thus seeks to unpack the changing ‘logic’ and ‘grammar’ of elections in Africa, and in Africa’s international relations, and in exploring why elections matter? The course examines the role elections play in mitigating and preventing deadly conflict, and in creating the institutional adaptative framework and capacity to manage multisectoral and multidimensional challenges such as anthropogenic change. The course traces what some of the international and domestic dynamics are in driving and constraining elections on the continent and considers the role(s) that international electoral assistance and observation bodies (EOBs), alongside regional, continental and global governance institutions play in elections management and electoral integrity on the continent. The course equips students with the means to better analyse, understand, and assess Africa’s ongoing experiment with elections, in the wider context of Africa’s international relations. This is a reading intensive course and case study analysis, student presentations, and essay writing are used as ongoing forms of assessment. In addition to the required weekly readings, students are expected to keep abreast of ongoing and unfolding developments relating to elections on the continent.



Honours Second Block Electives

Students are required to register for any 2 of the electives below. Please note as well that the Honours long essay is due in mid-October.

[INTR4001A - Diplomacy & Negotiation](#)

Diplomacy is the art of creating and managing relationships among nations and the art of negotiation is that of forging relationships through agreements. This course investigates how foreign policy objectives are practically realized through the strategies of diplomats and the different ways they engage with counterparts from different countries. The process involves the interaction between having clear policy understanding between policymakers, diplomats, and negotiators, establishing working relationships with key parties, being able to accurately target the right people to engage with, understanding and accounting for cultural, governance and other differences. Moreover, through syndicate work students will also experiment with using the various negotiation strategies and tactics that they have studied in course, in a stimulated diplomatic context. As a postgraduate course, students are assumed to understand what constitutes foreign policy, particular related theories and the variables that determine what and whose policy objective are identified, prioritized and executed.

[INTR4017A - The International Relations of the Asia Pacific Region](#)

The course builds on the undergraduate East Asia course advancing deeper knowledge and understanding of the East Asia region. Students will investigate the importance of East Asia in terms of economic growth and the shifting balance of power. Key regional issue in East Asia and their potential as destabilisers – peace and the productive evolution of region, together with its importance of its growing engagement with Africa. Please note as this is an advanced course it assumes that students have studied the region at an ungraduated level and have a good grounding in issues related to it.

[INTR4039A - The Role of the Media in IR](#)

Understanding the role that the media plays in international relations is a complex undertaking and the degree to which its narratives sway public opinion and influence the actions of states and other international actors is contested. Moreover, there are many instances where the media has been co-opted and controlled by states and other influential actors to produce narratives that champion foreign policy actions, particularly military interventions. Indeed, Noam Chomsky's book *Manufacturing Consent* presents a strong case for the way the Western media are as controlled by the agenda of liberal political and economic interests that whether they constitute the "free press" they claim to be is debatable. Moreover, the emergence of social media, streaming platforms and the ability to leak classified information poses further challenges to state sovereignty and the ability to control information to which citizens have access. These are some of the issues which this course will engage with over the course of the semester.



INTR4048A – Transnational Issues

This course asks the question of what it is to think with the globe and its exigent problems rather than from a disciplinary point of view of states in their relation to each other and to the presumed world order. It raises questions about war, peace and migration that act beyond national borders and takes into account the fact that the contemporary world is characterised by movement across borders rather than only within and in between them. How do we move beyond a liberal understanding of the

relations between states while at the same time reflecting on the cliches and axiomatic assumptions that undergird our understanding of International Relations?

INTR4052A - Africa & IR: Critical Perspectives

What is Africa's place in International Relations (IR)? On one hand, a raft of scholars claim that Africa must be "recentred" in the study of International Politics. On the other, some reject "bringing Africa back in" to the discipline. In this course, we traverse key debates surrounding Africa's place in IR theory. We begin by surveying the role of race in the creation of international order. We then examine different perspectives on Africa's contribution to IR theory, before exploring case studies and counterarguments. Throughout, we also reinforce our knowledge of African geography. We also cover various practical skills concerning academic reading, essay writing, and examination technique.

SOSS4063 A– Data Science and Data Analysis

This course introduces statistical social research, with applications in the social sciences and related fields. It introduces the logic and methods of statistical social research along with the basics of statistical computing. Topics include univariate and bivariate descriptive statistics and graphics, and an introduction to inferential statistics through applications such as univariate confidence intervals and tests of bivariate association.

Communication with students

On registration, students are automatically issued with a Wits email address. **All official communication is posted to this address.** You are advised to check your Wits e-mail and the student portal regularly (<http://my.wits.ac.za>) for correspondence about registration, examination results, and to ensure that any amendment has been successfully processed.

Amendments to registration

A student who needs to change their details after registration may do so using a Graduate Studies Amendment Form. Changes to a student's name or address as well as substantive changes relating to courses for which the student is registered for (i.e., cancelling or changing the course you have registered for) are all made using the yellow Amendment Form, which is available either at the graduate Faculty office or can be downloaded from: <https://www.wits.ac.za/humanities/faculty-services/postgraduate-services/>

Person details may be updated online via the student portal. See the following link:

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

What is the deadline for amendments to course registration?

All Honours students may amend their registration any time during the first two weeks of each semester. After this student may not swop courses but are still allowed to de-register. However, fees for that course may still be incurred.

All requested amendments to registration must be applied for on the appropriate form, obtainable electronically or in hardcopy from the Faculty Office. The student needs to support the request with a short motivation and where appropriate the supervisor needs to support the request.

What is the deadline to cancel a course or degree?

The deadlines for cancellation of registration and cancellation of modules are set out in the fees booklet - <https://www.wits.ac.za/study-at-wits/student-fees/> This booklet will outline the financial penalties that you may incur depending on when you cancel. Please contact the Faculty Office for appropriate procedures.

What happens if I do not cancel a course?

To cancel a course or to amend anything regarding your registration, you must obtain an amendment form from the Faculty office and obtain the necessary signatures. The form must be submitted at the Faculty office. If you intend to cancel a course and do not do so, you will continue to be registered for the course and will be deemed to have failed the course at the end of the year. It is therefore extremely important to make sure that you have cancelled any courses that you do not intend to take and make sure that you have evidence that you have cancelled the course. Please go to <https://www.wits.ac.za/humanities/faculty-services/postgraduate-services/> to find the necessary form.



Note:

- *It is your responsibility to make sure that you are registered for the correct modules by accessing your I-Wits email after registration and downloading the confirmation of registration letter.*
- *If there are problems with your registration, please contact the Faculty office to confirm your registration and amendments to registration have been processed and are correct.*
- *No late registration past the end of the second week of each semester will be allowed.*
- *It is a University transgression to participate or receive instruction or supervision any course/s for which you are not registered.*

IR Honours Coordinator

Mr Larry Benjamin is the Honours Coordinator for 2024. If you have any problems with the programme, please consult with him immediately. His email is larry.benjamin@wits.ac.za Mr Benjamin will also be responsible for the Honours Long Essay component of the degree.



Moving from Undergraduate to Postgraduate Studies

At Postgraduate level you start to specialize in certain areas of International Relations. Thus, you need to pick your subjects with a big picture of your potential career/s in IR in mind, not merely based on ones that are “fun” or “easier”. Both your long essay at Honours and your research report at MA level should encompass topics that reflect one of your chosen areas of specialization.

Postgraduate studies also demand that you can work independently. The role of staff now is not lecturer or teacher but facilitator or advisor. You will be required to begin to create your own essay topics and compile your own readings. Managing your time is also an important skill, especially when having to balancing studying and working/tutoring. Time management is very important when researching and writing longer pieces of work. Neither a long essay nor a research report can be written a few days before the due date. Moreover, advisors and later at MA level, supervisors will refuse to read first drafts submitted close to a submission’s deadline. Furthermore, the long essay deadline is not negotiable. On a lighter note, Postgraduate work has the potential to be thoroughly enjoyable as you get to delve deeper into your chosen areas of study under the mentorship of the IR academic staff.

Curriculum

You should be registered for 5 courses in total - 2 in the first semester and 2 in the 2nd semester plus your long essay. All students must enroll in the IR Theory and Methods Course – INTR4018A in the first semester as well as the Long Essay – INTR4037A.



Course Attendance

All seminars should be attended unless you have a valid excuse for your absence. 80 percent of seminar must be attended for DP purposes i.e., to qualify to submit your final form of assessment. As your classes are now smaller your absence is easy to notice. Many classes have oral and/or class participation components where frequent absenteeism will have a detrimental impact on your grades. If you are going to be absent, please be polite and excuse yourself from class with your lecturer. Please also come to class on time.

Course Preparation

Please prepare for your classes, this means doing all the reading and any written work assigned.

Referencing and Plagiarism

At Honours level we expect perfect referencing. We require students to use the Chicago system of referencing. If you are unfamiliar with this format, please consult this website https://www.chicagomanualofstyle.org/tools_citationguide.html

Plagiarism is more than not referencing in a paper; it extends to copying work from others as well as using AI sites or paper writing syndicates to write your papers. Irrespective of the form it takes, plagiarism constitutes academic misconduct. Plagiarism is more severely punished at post graduate level. It is in your best interest to adopt good research and writing practices as well as time management skills to avoid these practices. Cutting and pasting from electronic versions of articles and books and then changing a few words is not an acceptable practice and constitutes plagiarism. Students need to practice the skills of writing other scholars' ideas and arguments in their own words. If you quote from a source, please place the quote in quotation marks.

Honours Long Essay – INTR4037

As the 5th component of this degree students are required to submit a long essay. The long essay is an independent research project, where students are expected to apply the skills provided in Theory and Research Methods Course – in devising research feasible research topic as well draw on the knowledge that they have accumulated to date with regards their selected areas of interest.

We recommend that students start contemplating possible topics for this component as soon as they have accepted our offer to join the Honours programme.

Students are required to choose their own topic in the third week of the first block. Please submit your topic on the INTR4037 Ulwazi site. This topic then needs to be approved by the Department. Please consult the list of topics the Department has the capacity to assist students with and ensure that your topic falls within one of the areas listed. Students whose topics are beyond the scope of the Departments advisory capacity will not be allowed to continue until they present one that does. Should you not submit a topic by the deadline for doing so, you will not be assigned an advisor and essentially you will not be able to submit your long essay as no-one will have been assigned to examine it. Further, if you miss the deadline for submitting your proposed long essay topic, the onus will be on them to find an academic willing to supervise them.

After submitting a proposed topic each student will be assigned an Advisor. The Advisor's role is to help students to refine and develop their research topic. Students must meet with their advisors within a week of being told who they have been assigned. Students are advised to make use of the mid-year break to work on their Honours long essay. More guidance on developing your long essay will be given in the INTR4018A course.

Due date for submission

19th of October via the Ulwazi INTR4037A site. The onus remains on students to ensure that the paper complies with the Wits plagiarism policy. You are required to run your paper through Turnitin – available on the INTR4037A Ulwazi site – to check for plagiarism.

Length of the Honours Long Essay

8 000 – 8 500 words, excluding references and bibliography



The Marking Process of the Honours Long Essay

Your advisor will mark your long essay. Once marked the essays are sent to an external examiner who will review validity of the marking and then moderate marks if necessary. Consequently, marks for this component will only be available in November. Further information can be found on the INTR4037A Ulwazi site.

Please note:

If you do not submit your long essay, you will have to re-register for this component in the following year. You will not be allowed to graduate with an Honours degree until this component is complete.



Ulwazi Course Site

All our undergraduate courses have an Ulwazi site used to post general information regarding the course; the course syllabus; readings; important announcements; assessment formats and rubrics; additional resources and student marks/grades. All courses are required by university policy to have a fully populated Ulwazi course site, which sets out the weekly lecture and tutorial contents, together with required learning materials such as readings or videos that are required for the week. Further the site should set out the course assessments, their due dates, assessment and marking rubrics as well as the mark percentage for each component. If an IR Ulwazi course site is undeveloped or underdeveloped, please inform the Head of Discipline so that this can be rectified immediately.

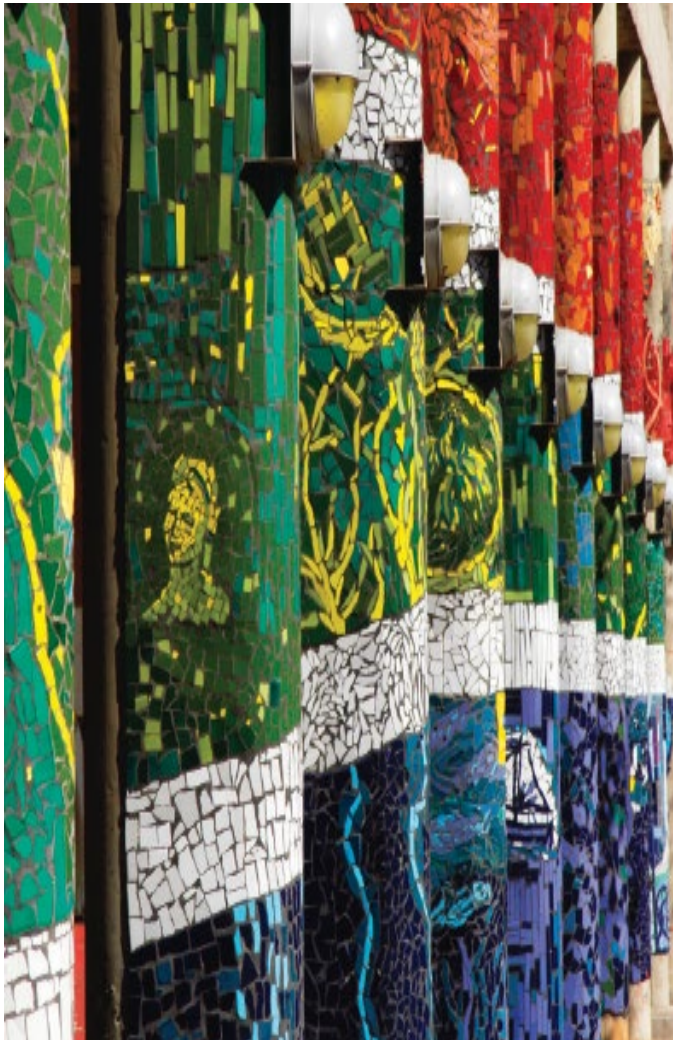
Please check your Wits email regularly as all announcements posted on Ulwazi should be sent to this address. To reiterate: your Wits email is also one of the primary ways our administrator will contact you should the need arise. To access Ulwazi please go to <https://www.wits.ac.za/ulwazi/>

Research Ethics

All researchers at the university need to apply for ethics clearance. Ethics applications are submitted at the same time or before the proposal and no data collection may begin until ethics clearance is obtained from the committee. Researchers also need to understand what ethical research entails, and make sure that they act ethically in the field. For students, graduation is not possible without ethics clearance.

What is an ethics application?

The purpose of completing an ethics application and obtaining an ethics clearance for your research is to ensure that all research done with human participants conforms to the rules of ethical behaviour on the part of researchers at the university, including students as set out by the university.



Why are ethics applications important?

When a researcher asks questions of, or observes another human being, it might cause discomfort or be invasive or damaging in some way to participants. The Ethics Committee needs to ensure that this does not happen in research that is conducted by members of the university and that the rights of all participants are respected. The HERC's (Non-Medical) role is to ensure that all participants have consented to the research without coercion; that the questions posed are not insulting, embarrassing or invasive; confidential matters that could place the informant in an embarrassing, false or compromising position vis-à-vis authorities, are handled circumspectly; the privacy and wishes of informants are respected, i.e. anonymity of the informant is maintained if required; and the informant is informed as fully as possible as to the aims and possible implications of the research.

Who needs to submit ethics applications?

All staff members and students at the university, who are undertaking a research project need to submit ethics applications. These include projects that involve human research participants as well

as conceptual research and research that works from documents. However, at Honours level the majority, if not all student, will not be conducting research that will involve human participants. Nevertheless, you are still required to submit an ethics application in order to obtain an ethics waiver. This is a far more streamlined process than the one that you would have to complete if you did require participants for your study. However, it is extremely important that students read the application for carefully and provided the information requested. Failing to do so will result in the application being rejected and immediately returned to the student for correction. This will result in a delay in you being able to proceed with your research project.



How are ethics applications submitted?

On the Long Essay Ulwazi - INTR4037 you will find a video clip explaining what is needed to submit your ethics applications. You will also find a step-by-step guide through the process as well as the necessary form that must be downloaded and completed as well additional documents that must be included.

When are ethics applications submitted?

Your ethics application is submitted on the Ulwazi Long Essay – INTR4037 site – please follow the instructions on Ulwazi INTR4037A site perfectly.

Please double check that the form has been completed correctly and any required supporting documentation has been attached. No data collection with human participants may begin until ethics clearance is obtained from the committee, unless the student is working in a project that already has ethics clearance.

How is ethics clearance granted?

Once the Ethics Coordinator has determined that a research project will follow ethical guidelines or poses minimal risk and has no human participants you will be informed in due course that you have been granted an ethics waiver.

For more information: <http://web.wits.ac.za/Academic/Research/ethics.html>

Applications : <http://www.wits.ac.za/education/research/research-ethics-applications/>

Departmental Places and Spaces for our Postgraduate Students

Postgraduate students have access to the IR PG computer lab – room RSB 118A unless it has been booked for a class (please consult your timetable which will indicate these times). To access the

lab, you will need to provide Ms Bloem with your ICAM number as you need your student card to open the gate.

Further we have assigned PG rooms in the West Annex of Robert Sobukwe Block where students can work. These venues have wi-fi and computers for students who need these. Students who tutor can also consult with their students in the tutor consultation room. Keys to these venues can be provided from Ms Bloem. The purpose of these PG venues is to provide a space for students to work. They are also for the use of IR students only. Further as security locks the West Annex at night and over the weekends, students need to use one of the libraries if they wish to work after hours. All these venues are to be kept neat and clean. If the use of these venues and their infrastructure are abused in any way, we will stop making them available.

The International Relations Seminar Series

Every year we have a seminar series that is run by our postgraduate students assisted by the HOD and our administrators. The PG students in consultation with the HOD are responsible for devising the programme and suggesting speakers as well as the logistical organization of each seminar. Each block we host 1 -2 seminars open to IR students and staff. Each year we have a committee of 6 volunteers – 2 Honours students, 2 MA students and 2 PhD students – that are responsible for arranging and managing the seminar series. If you wish to be a volunteer for this initiative, please email the Head of School to apply.



Our physical location

IR is located on the first floor of Robert Sobukwe block, on the East Campus of the university. Student notice boards are found on the wall between offices 125A-E and 126. Office 126 is also where course material can be collected.

Our staff

Current Head of Discipline

Professor Jacqui Ala

Room: RSB108

Email address: Jacqueline.dematosala@wits.ac.za

Departmental Administrators:

Ms Laura Bloem Office: RSB109	Laura.Bloem@wits.ac.za	+27117174382	Head Administrator
Ms Nonhlanhla Mkhize Office: RSB 126	Nonhlanhla.Mkhize@wits.ac.za	+27117174387	Course material, tutorial administration and general student queries

Full Time Academic Staff

Academic	Areas of expertise
<p>Professor Rod Alence Office RSB 120 Email: rod.alence@wits.ac.za</p>	<ul style="list-style-type: none"> ○ Data science ○ Quantitative research methods ○ The IPE of Africa
<p>Prof Malte Brosig Office: RSB 113 Email : malte.brosig@wits.ac.za</p>	<ul style="list-style-type: none"> ○ International organizations, ○ Peace and security (Europe & Africa), ○ Global governance, ○ BRICS, ○ Peacekeeping, ○ The United Nations Security Council.
<p>Mr Larry Benjamin Office: 124 Email: larry.benjamin@wits.ac.za</p>	<ul style="list-style-type: none"> ○ The Middle East ○ International negotiation processes,
<p>Prof Jacqui de Matos-Ala Office : RSB 108 Email : jacqueline.dematosala@wits.ac.za</p>	<ul style="list-style-type: none"> ○ IR pedagogy - ○ Knowledge production in IR, ○ IR theory from Africa and the Middle East ○ Norm localization and disability rights ○ Gender, Race & Culture ○ IR research methods (decolonization) ○ Historical international relations practices from the Global South ○ Subaltern studies ○
<p>Zimkhitha Manyana Office : RSB 112 Email : Zimkitha.Manayab@wits.ac.za</p>	<ul style="list-style-type: none"> ○ Foreign policy and diplomacy ○ Impacts of technological advancements on the practice and study of IR ○ Political and IR theory ○ IPE ○ IR research methods
<p>Prof Dilip Menon Office: RSB 123 Email : dilip.menon@wits.ac.za</p>	<ul style="list-style-type: none"> ○ International History in the post 1800 period ○ Theory from the Global South ○ Cold War IR with reference to the global south.

	<ul style="list-style-type: none"> ○ The International Relations of South Asia
<p>Dr Mopeli Moshoeshoe Office: RSB 121 Email : mopeli.moshoeshoe@wits.ac.za</p>	<ul style="list-style-type: none"> ○ International trade ○ The SADC ○ International Political Economy
<p>Dr Candice Moore Office: RSB 118 Email : candice.moore@wits.ac.za</p>	<ul style="list-style-type: none"> ○ SA foreign policy ○ BRICS - selected global issues and global regions. ○ IR theory ○ Global south in international institutions
<p>Dr Sizwe Mpofu-Walsh Office: RSB 115 Email : sizwe.mpofu-walsh@wits.ac.za</p>	<ul style="list-style-type: none"> ○ Nuclear non-proliferation ○ Nuclear security ○ South African foreign policy ○ Race and International Relations ○ Postcolonial IR
<p>Prof Vish Satgar Office: RSB 114A Email : vishwas.satgar@wits.ac.za</p>	<ul style="list-style-type: none"> ○ Climate change and international relations ○ Decolonising IR ○ Democratic Marxism
<p>Dr Michelle Small Office: RSB 119 Email : michelle.small@wits.ac.za</p>	<ul style="list-style-type: none"> ○ (In)Security, Violence, and Conflict in Africa. ○ Non-State Violence Actors in Africa. ○ Private Security and Military Companies (PSMCs) in Africa. ○ Foreign Military Presence in Africa. ○ Arms, Weapons, Small Arms and Light Weapons (SALW) in Africa. ○ Transnational Organized Crime in Africa. ○ Refugees, Asylum Seekers, Displacement, Migration in Africa.
<p>Dr Natalie Zahringer Office: RSB: 114B Emails: natalie.zahringer@wits.ac.za</p>	<ul style="list-style-type: none"> ○ International law, ○ Norm evolution and contestation, ○ International organizations especially ○ The UN, EU, ICC and AU. ○ R2P, ○ Atrocity crimes and security issues linked to this such as humanitarian interventions and international criminal accountability.

Interacting with IR Academics and Administrators

- Our staff are happy to make themselves available to students to assist them with questions and queries related to their study of International Relations.
- If you need assistance beyond what we can provide as far as possible we will refer you to those who can.
- Both academics and administrators have set time where they are available to consult with students. In as far as possible try and consult with them during these times. If you are unable to meet during these times you can email staff to arrange an alternative time.
- Consultation times for academics are posted on their Ulwazi course sites and on the door of the administrator 'offices.
- Outside of these times staff are not required to be in their offices. Staff are often busy with other tasks, so students should not assume that we will always be in our offices.
- Students can also email requests to staff.
 - In your email please clearly state who you are, which course you are on and the request that you are making.
 - Please address the staff member by their title and last name unless they have stated otherwise.
 - If you are comfortable in doing so, please at the end of the email next to your name list the pronoun that you wish to be addressed by, namely, he/she/they.
 - Please double check that you have the correct email address.
- Staff should respond to all email inquiries within 48 hours of their receipt.
- If you receive an out of office response, the staff member will only respond to your email once they are back in their office, or they will refer you to the person filling in for them while they are absent.
- Staff are not required to answer emails outside of working hours, which are generally before 8:30 and after 4:30 and over weekends with concessions made on Friday afternoons to accommodate the religious/cultural practices of staff members.
- In all engagements between staff and students, all parties should maintain and demonstrate mutual respect in their interactions with each other.
- The process for resolving lecturer-student disputes particularly related to marks is set out in the addendum section of this document.
- Student and staff membership of social media groups associated with the Wits IR department is voluntary. All official IR social media sites must comply with the Social Media policy of the University. We caution that there have been instances of non-Wits students joining class WhatsApp groups where they have used this as a platform to scam students by asking for money as well as threatening students with harm if they report this conduct. Please be wary of meeting up with people on class WhatsApp groups and/or responding to requests to loan people money or other items especially if you do not know them personally. Further, no bullying, harassment or discriminatory accusations made against group members, lecturers, administrators, or tutors on these groups will be tolerated and

such conduct will be subject to disciplinary procedures as mandated by university policy **C2017/631**. This applies to both official Wits IR social media as well as WhatsApp groups set up for a specific IR course.

Other Useful Information

Importantly - Should you experience any difficulties that impact on your ability to attend this course, cover its content and/or submit assessments by the assigned dates, please discuss this with your course convener as soon you are able so that we can make accommodation arrangements. **The sooner we know, the sooner we can help you and the greater the number of options at our disposal.**

For emergency telephonic counseling, please contact the **Wits student Crisis Line 0800 111 331 toll free 24/7/365**. Wits Students are also encouraged to use the Wits Student Crisis Texting App. Details on how to access the Wits Student Crisis App are posted below.

CCDU BRAAMFONTEIN CAMPUS WEST

CCDU Building, Braamfontein Campus West, Wits University
Closest Entrance: Gate 9, Enoch Sontonga Ave, Braamfontein.
Email: info.ccd@wits.ac.za
Tel: 011 717 9140/32



Students with Disabilities

Students with disabilities should contact the Disability Rights Unit to access the various accommodations that would facilitate a more conducive learning and physical environments. Please see their webpage <https://www.wits.ac.za/disability-rights-unit/> for more information.

Teaching and Learning Advisors

Should students require assistance with planning their curriculum, mentoring, time management, study-skills or dealing with the academic implications of personal problems, then it is strongly recommended that they consult with Faculty Teaching and Learning Advisors, whose contact details are listed below:

Dr. Lindiwe Tshuma

Email: Lindiwe.Tshuma@wits.ac.za

Tel: 011 717 4090

Faculty of Humanities, South West Engineering Building, Room 2

Nompumelelo Bhengu-Schmitz

Email: Nompumelelo.bhengu@wits.ac.za

Tel: 011 717 4099

Faculty of Humanities, South West Engineering Building, Room 3

The Wits Writing Centre

The Wits Writing Centre (WWC) is a free and confidential service open to any Wits student who wants to work on their writing. For more information about their services please use the following link <https://www.wits.ac.za/students/wits-writing-centre/>

Wits Policy Documents

Students wishing to read the policy documents referred to in this guidebook can access them via the following link <https://www.wits.ac.za/students/> under the section “Policies and Regulations”.

Graduation

Graduation ceremonies for post-graduate students are usually held in April, July and December. Final corrected research reports, dissertations and theses need to be submitted 6-8 weeks before a graduation ceremony in order of a student to graduate. Given the time taken for the work to be processed, and for corrections to be done, students and supervisors need to plan hand-in times carefully if they want to graduate at a specific ceremony.



**We look forward to seeing you at
Graduation!**

Addendums

1. Deviation on Normal Calendar Year Registration

The IR department retains the right to allow students to begin their degree mid-year at the start of the designated 2nd semester. However, this exception is **ONLY** made in three instances:

1. Students who only completed their undergraduate degree in June of that year, meaning they did not qualify for first semester registration.
2. Students who failed to meet the required academic results for admission into the Honours programme; have received permission from the Head of Discipline to retake IR third subjects for the purpose of improving their academic performance and have then met the required 70% average in their June exams.
3. International students who have not been granted a study visa due to delays by the Department of Home Affairs.

All mid-year admissions must have the approval of the Head of Discipline.

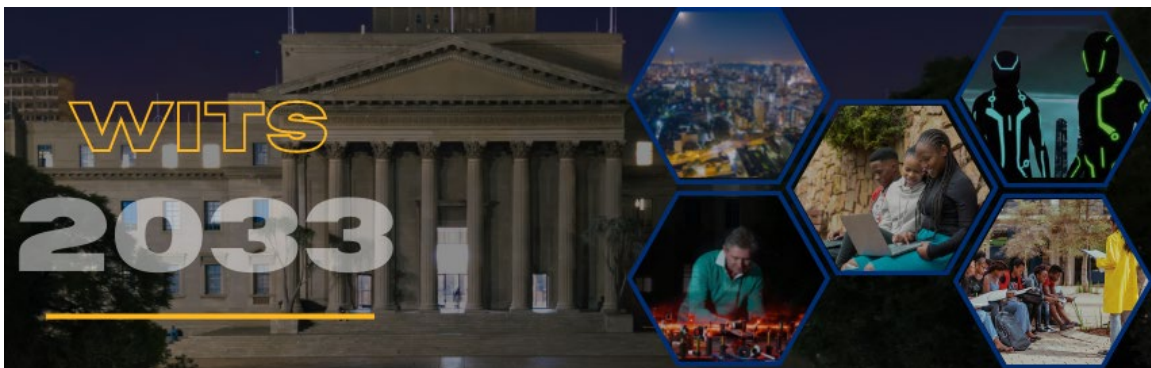
Students must have already applied for admission to the programme either the previous year or the January of that year.

Students are accepted for mid-year admission on the provision that they:

1. accept the inherent challenges of enrolling in a degree programme that has been constructed to run from January to December
and
2. will have to independently begin their Honours long essay without the assistance of the Research Methods course which is taught in the first semester and undertake to provide the Honours coordinator with their long essay topic by the last day of the 4th block (end of the second semester) so that they be assigned an academic advisor.

The structure of an Honours degree that starts mid-year is as follows:

- Semester 2 = 2 Honours courses plus the Honours long essay (INTR4037A)
- Semester 1 = The compulsory Research Design course (INTR4018A) and 1 Honours course.
- The Honours long essay must be handed in by the first working day of May.



2. University Assessment Policies, and Related Procedures

Assessment is a very important part of the learning process. Our lecturers put a lot of work into ensuring that assessments set for each level of study help students master the competencies that their course seeks to develop. IR is also committed to making our assessment task as well as criteria clear to students, either in a verbal or oral format or both. This holds true irrespective of the assessment format.

All our assessment activities are informed by and where mandated comply with the Senate Standing Orders on Assessment document **G-SC-TLC-2022-004**.

The IR marking process.

- All assessments are marked according to the assessment criteria set by the lecturer for that assessment. These are required to be communicated to students beforehand in either in their course outline or on the Ulwazi site.
- If an assessment is marked by a tutor, it will be marked according to the assessment criteria set by the lecturer.
- The lecturer meets with their tutors to review the marking criteria before they begin marking.
- The lecturer reviews the marking of each tutor to ensure that their marking is valid and reliable, conforming with the marking criteria and awarding the appropriate mark.
- Students should receive feedback on all formative assessments. However, this feedback may take different formats. For example, there may be a marking rubric with comments for an essay or an answer sheet for a tutorial exercise or multiple-choice test. However, this does not make some forms of feedback superior to others.
- It is important that students pay attention to the feedback they receive as this is designed to assist in their academic development.
- Feedback is an important part of the learning process.
- Using feedback constructively necessitates that you are open to having your work critiqued by someone with more academic experience. It is important to note that your work is being critiqued for the purpose of improving your academic abilities and that it is your work that is being evaluated not you as an individual. This is often a hard distinction to make but feedback should not be taken as a personal slight but seen as something positive.

The role of the external examiner/internal examiner in the assessment process.

- As per the university standing orders on assessment (G-SC-TLC-2022-004), all exit level courses are reviewed by an external examiner.
- An external examiner is an International Relations academic from another university that has been approved by the Faculty of Humanities as possessing the necessary competencies to evaluate IR courses and provide an appraisal to the lecturer as well as the Head of IR and the Head of the School of Social Sciences as to of the overall standard and quality of the course and the standard, clarity, suitability and overall quality of the assessments selected for external examining and that these align with the course or programme learning outcomes.

- The external examiner also reviews a selection of completed student assessments to check that markers have adhered to the marking criteria and applied them consistently and fairly. Assessments constituting no less than 30 percent of a course's total marks are sent to the external examiner for this review. An additional 30 percent is internally moderated by members of the Wits IR staff.
- An internal examiner is a staff member from IR who performs the same function as the external examiner. They evaluate all second-year course content, assessments and marking as well as exit level courses.

Procedures for asking for clarification on feedback and/or the mark assigned.

- Should you need further clarification regarding your feedback or on the mark you received you should make an appointment to see the person who marked the assessment.
- This could be either your tutor or your lecturer and they would be happy to assist you further.
- Only after engaging in this process are students allowed to request a re-evaluation of their assessment.

Re-evaluation Process and Procedures.

- Should you subsequently believe that your feedback and evaluation deviates from the set assessment criteria, you are required in writing (sent to the lecturer's email address) to
 - formally request a re-evaluation of your assessment from your lecturer.
 - Please cc the Head of Discipline in this email.
 - set out in detail how the feedback and evaluation deviates from the assessment criteria for the evaluation as set out in the evaluation rubric.
 - provide your lecturer with this documentation within 7 days of receiving your assessment feedback.
- The lecturer will then evaluate this request and then respond in writing, addressing the points raised by the student. If the lecturer believes that a mark adjustment is warranted this amendment will be made.
- A lecturer is allowed 2 weeks to review and/or re-evaluate an assessment.
- Should the student still be dissatisfied with this outcome, they can request, in writing, that their assessment be sent to the external or internal examiner for final moderation. Please email this request to the lecturer and CC the HOD

Please note:

- The external or internal examiner has the discretion to **both raise or lower a mark**. Per university policy, the decision of the external or internal examiner is final.
- Only individual requests for reassessment will be considered. No class demands for reassessment will be entertained.
- At all times when dealing with evaluation disputes International Relations will follow the above procedure set out in the university's standing orders on assessment. As per the standing orders on assessment (G-SC-TLC-2022-004), the Head of Discipline does not automatically need to be involved in this process.
- The internal/external examination process has been devised by the university to resolve mark disputes and ensure reliability, validity, and fairness in the evaluation of

assessments. The Head of Discipline receives all reports from the external/internal examiners. Only if the lecturer fails to consistently respond to a student's request for assistance regarding feedback and evaluation should they email the Head of Discipline.



3. Procedures for raising complaints and concerns related to academic issues.

- All complaints and concerns related to a specific course are to be raised with the lecturer of that course.
- Please be specific as to what the problem is that you are experiencing and/or the request that you are making.
- Be mindful of the fact that academics and administrators may be to comply with university policies in specific instances and therefore may not be able to accommodate your request.
- All academic related complaints will be dealt with by the IR academic staff according to the procedures set out above.
- All complaints of an academic nature need to be lodged at the appropriate level as per university document **UR-Pr-2019-021**. and can only be escalated to a higher person if the parties are unable to resolve the problem satisfactorily. If this chain of escalation is not followed strictly upper members of management structures will simply refer students back to the relevant person that they should have engaged with initially.
- A request for escalation requires a detailed email be sent to the subsequent person in the escalation chain formally making this request and CCed to the course lecturer as well. The email must give a detailed account of the grievance/s as well as what actions have been taken to address this issue, and the progress made to date in attempting to resolve these as well as why a final resolution has not been achieved.
- If further meetings between the parties and the HOD and/or HOS are deemed necessary only students enrolled in the course and who are party to the complaint will be allowed to attend the meeting.

The chain of escalation for academic matters



Queries for IR Administrators

- If a mark has been incorrectly recorded, please contact your lecturer as well as an IR administrator to get this corrected immediately. Please raise this issue as soon as you become aware of it. Please follow up to ensure that the corrections have been recorded.
- Issues related to the procession of tutor contracts and payments.

Course queries that should go the Head of Discipline

1. If after numerous requests a course fails to provide students in its first week with:
 - the course content,
 - readings, academic competencies the course seeks to develop,
 - the course assessments, their due dates as well as their contribution to the course's mark total (no assessment component may count more than 40 percent of the total marks for a course)
 - the assessment criteria for each assessment in writing.
 - This information can either be provided in a course reading pack, printed course outline and/or on Ulwazi.
2. Lecturers being repeatedly absent from class without arranging make-up classes.
3. Assessments taking longer than 4 weeks to be returned to students without a reason being given to students by lecturer.
4. Lecturers repeatedly missing student consultation times.

For further details on where and how to direct queries that you may have please consult this link <https://www.wits.ac.za/students/student-grievance-procedures/steps/#d.en.1091805>

Other complaints and disputes

- Complaints about harassment or discrimination by a member of staff against a student need to be directed to the Head of School who is mandated to consult with the HOD of IR and refer the matter to the relevant university structures. The university takes such allegations very seriously and will investigate these complaints extensively through the Gender and Transformation Office.
- Any person found to have created fictitious complaints that impugn the reputation and good standing of an administrator, academic member of staff or tutor, will have disciplinary proceedings instituted against them. All such matters will be addressed as per University Policy **G-C-2020-037**.