

Postgraduate Studies In International Relations

**Some Helpful Information for
MA by Dissertation
&
PhD
Students**

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Acknowledgements

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 Jacqueline de Matos-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
	Appointment Pending		Research Ethics Coordinator

Departmental Administrators:

Ms Laura Bloem	Laura.Bloem@wits.ac.za	+27117174382	
Ms Nonhlanhla Mkhize	Nonhlanhla.Mkhize@wits.ac.za	+27117174387	Postgraduate Applications
TBC	TBC		Tutor Coordinators

Faculty Officers

Mr Phillimon Mnisi	Phillimon.Mnisi@wits.ac.za	+27117174013	Postgraduate Officer for SOSS in the Humanities Faculty – General Inquiries
Ms Asiya Mahomed	asiya.mahomed@wits.ac.za	0117178203	Postgraduate Officer - Humanities Faculty – appointment of external examiners



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 a PhD degree are able to register 4 times per year – February, April, June and September. However, even if you enrol later in the year, you will still pay fees for the full year. For MA by dissertation students should enrol in January.

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.

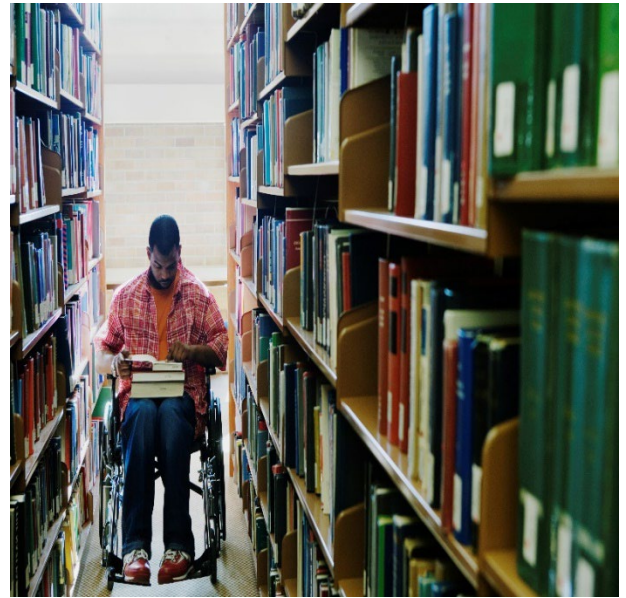
If you receive a PMA, please contact Ms Laura Bloem and inform her of this as part of the conditions of the award is providing assistance in the department either by tutoring or administrative duties.

Registration as a student awaiting examination.

A student registered for a PhD or MA by Dissertation who has completed and their dissertation/ thesis for examination, must re-register as a student at the start of each academic year while their work is under examination. Students will be required to register with the Faculty when they submit their research report. The Faculty should contact students via email in this regard.

PLEASE NOTE:

1. A student's work will not be sent for examination if the student is not registered.
2. A student cannot graduate if s/he is not registered.



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?

The course code for the PhD IR degree is INTR9001A.

The course code for an IR MA by dissertation is INTR8003A.

These are the course codes for your first year of study, for subsequent years please consult the Faculty.

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 students may amend their registration any time during the first two weeks of each semester.

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. See the link in the box above.

What is the deadline to cancel a course or degree?

The deadlines for cancellation of registration 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 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. Should you delay or forget to cancel your degree after the university deadline you will be liable to pay fees for that year. Please go to <https://www.wits.ac.za/humanities/faculty-services/postgraduate-services/> to find the necessary form.

If for any reason, a student cannot pursue their PhD or MA by dissertation for a fixed period of time, they are allowed to put the degree into abeyance for that period of time. Doing so will mean that this period will not be counted against the time period

allocated for the completion of the degree. Please fill out the Faculty amendment form if you wish to place your degree in abeyance.

Please Note:

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

Out-of-seat Registration

Both full-time and part-time international students are allowed to register out-of-seat which allows them to work on their degree without having a continuous presence in South Africa. Please note that this option is only offered to international students registered for a MA by dissertation or a PhD.

It must be noted that out-of-seat registration still requires that a MA by dissertation or a PhD student and their supervisor have 24 hours of contact or a year throughout the duration of the degree.

To qualify for this concession students are required to obtain.

- a letter of confirmation from their supervisor stating that they consent to the out-of-seat registration of the student.
- A letter of consent for the IR PhD or MA coordinator
- a signed Statement of Principles for Postgraduate Supervision between the supervisor and the student to solidify the contact.
- the necessary documents from the faculty

PhD Coordinator

Dr Candice Moore is the PhD Coordinator for 2022 and Dr Michelle Small is the MA coordinator until the end of June. If you have any problems with either programme, please consult with them immediately. Email candice.moore@wits.ac.za and michelle.small@wits.ac.za

The Masters by Dissertation and PhD Degrees

For many students, this will be the first time that they will be required to complete a large research project that will consume a few years of their lives. Students should have a strong reason for deciding to pursue this degree. They also need to be

passionate about their chosen area of research as well as firmly committed to seeing the process through to completion. Strong self-motivation as well as good time management skills are also important as for most of the degrees you will be working by yourself. It is also important to have a good working relationship with your supervisor as they should be able to introduce you to the community of practice that they are connected to in your chosen area of research.

Duration of the Programme

- MA by dissertation full-time = 1 year from the date of full-time registration i.e., when your proposal has been approved.
- MA by dissertation part-time = 2 years from the date of full-time registration i.e., when your proposal has been approved.
- PhD full time = 3 years from the date of full-time registration i.e., when your proposal has been approved.
- PhD part-time = 5 years from the date of full-time registration i.e., when your proposal has been approved.

As per the Senate Standing Order:

A. 15.2 Minimum (n) and maximum period of study (n + 2)

The minimum period of study (n) for each higher degree is set out in the rules for degrees. The maximum period of study for higher degrees shall not normally extend beyond two years after (n). A student who has completed (n) + 2 years of study and wishes to continue his/her studies must submit an application for extension of candidature to the Faculty Graduate Studies Committee. The Faculty Graduate Studies Committee will consider the matter and may only grant an extension of one year if there are compelling reasons to do so and will impose escalated fees of 20% for the additional year of study.



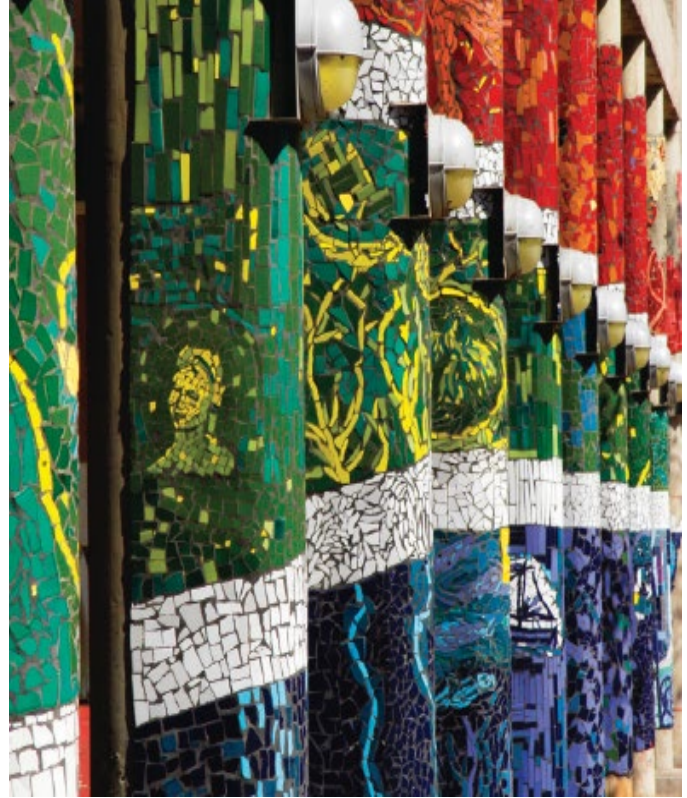
Students who are registered for masters and PhD degrees will not be allowed to extend their registration beyond (n) + 3

Additional Requirements for PhD students.

All PhD students are required to turn some aspect of their thesis into a manuscript which must be submitted to a journal. The Faculty will only allow a PhD student to graduate once they receive official proof that an article has been submitted to a journal.

Support and Mentoring.

The Graduate Centre in the Faculty of Humanities offers many workshops to assist students doing research degrees and we encourage students to make use of these. The Centre also arranges Writing Retreats as well as writing mentors for students who would like to make use of these services. The Wits Library also runs workshops on doing online research and using referencing programmes such as Zotereo. Student will be informed of these opportunities via their Wits email – Hence the importance of checking these regularly. Students are also encouraged to attend and participate in the various seminar series that are held by the IR department. We further recommend that PhD students join the International Studies Association as this will expose them to a large community of practice in their chosen area of study. Students who would like to join the ISA should contact Prof Jacqui de Matos-Ala.



Students who have not attended any IR research methods course during their studies are welcome to audit either the Honours or MA methods courses offered in the first semester. These will be particularly helpful in preparing your proposal.

Referencing and Plagiarism

At Postgraduate level we expect perfect referencing. Please note that the Chicago system is what our Discipline uses. If you are unfamiliar with this format, please consult this website https://www.chicagomanualofstyle.org/tools_citationguide.html

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.



Being Assigned a Supervisor

All students enrolled in an IR research degree will be assigned a supervisor before they are allowed to commence their studies. The IR department will only accept students for a research degree if they have the capacity to supervise the topic.

On registration if you still do not know who your assigned supervisor is, please contact the degree coordinator (see contact details above).

The onus is on students to make contact with their supervisor as soon as possible so that they can begin working on their proposal. You may want to set fixed meeting dates with your supervisor during the proposal writing period as this may assist you in maintaining momentum in the proposal writing exercise.

Things you can expect from your supervisor:

- Your supervisor will assist you in preparing your research proposal.
- They will help in developing your topic and refining its focus.
- They will give advice on the construction of your theoretical or conceptual framework for your research.
- They will give input as to case selection should you want to undertake case study research.
- They will read and comment on a draft of your proposal.
- They will read and comment on 1 early draft and 1 complete draft of your research report.

Things that a supervisor does not do.

- Provide extensive reading lists or background research on your topic.
- Write sections of your research.
- Copy-edit or proofread your work (if you need assistance in this regard, please hire a professional).
- Check for plagiarism.

- Check the format of your references or bibliography.

The Proposal Process

A student's proposal details the research that they intend on undertaking. It offers a synopsis of the project and details the context and scope of the research. It is an important indication of whether the student will manage the task of completing the research and writing it up

All MA by dissertation and PhD students must submit a research proposal before they are allowed to start working on their dissertation/thesis. The Advanced Methods course – INTR7068A and the Honours Research Methods Course – INTR4018 have been designed to provide students with the correct proposal format as well as overviews



of different types of research methods and methodologies as well as the construction of conceptual or theoretical frameworks. For students who are new to Wits, the Faculty can provide you with a proposal writing booklet and your supervisor should also be able to direct you as to the correct format.

Before proposals are finalised and submitted formally to the Faculty, students will present their proposal to a panel of academic staff. The presentation process is designed to provide students with the opportunity to engage with more knowledgeable and experienced peers, in order to help them strengthen the conceptualisation of their research report. Thus, it teaches students how to constructively work with feedback.

A week before the date of their presentation, students are required to submit their proposal on the Ulwazi Research Report site – INTR 9001A for PhD students and INTR8003A for MA by dissertation students. This is to allow their assigned proposal reader as well as other academics time to read the proposal and prepare written feedback.

After their proposal presentation, students will be informed as to the length of time that they have been assigned to make corrections. Once the proposal has been suitably revised the Presentation Committee Chairs, together with the assigned reader/s and the supervisor will all sign-off on the proposal submission forms. These forms are available from the Faculty Postgraduate website on the following link: <https://www.wits.ac.za/humanities/faculty-services/postgraduate-services/> You must submit:

- The form completed by yourself (your supervisor is not responsible for completing forms) and signed off by the three academics listed above.
- A copy of your proposal.
- The Faculty supervision agreement form – signed by your supervisor and yourself.
- The readers report/s

Deadline for Proposal Submission to the Faculty

Full time PhD	Within six months of registration
Part time PhD	Within one year of registration
Full time MA dissertation	Within six months of registration
Part time MA dissertation	Within one year of registration

Required Length for the Proposal

MA by Dissertation	6000 – 7000 words
PhD	8000 – 10 000 words

Writing the Research Report

It is important that you devise a timetable for your research and writing. This can be done in consultation with your supervisor. It is important to balance the amount of time spent researching and writing. Researching will take up a significant amount of time. However, enough time must be given to writing up the research. Often it is difficult to know when to stop researching. Thus, it is important to set a deadline for finishing the research process. You can always go back and add any more data or information you find once you have a draft. Your supervisor will be able to advise when you set up your thesis timetable. However, it is not your supervisor's responsibility to

make sure that you meet your deadline, although they may check-in with you, if you begin to miss numerous submissions of drafts.

Please note:

- If you submit incomplete drafts, your supervisor will not be able to give you detailed feedback.
-

Feedback on your drafts

- Please allow 2 weeks for your supervisor to give you feedback on your draft. If you submit an incomplete draft, you will naturally receive incomplete feedback.
- Your supervisor is required to read at least 2 drafts for an MA dissertation and 3 or more for a PhD thesis.
- Your supervisor will not read an entire first draft of your thesis **2-3 weeks** before the final Faculty deadline for the submission of your dissertation/thesis.
- Should students fail to hand any drafts to their supervisor, they will have to submit their dissertation/thesis without the approval of their supervisor and this non-submission of drafts will be noted in the supervisor's report submitted to the Faculty.

You will receive written feedback and you are required to make changes or corrections to your draft accordingly. The purpose of feedback in this context is to enable you to improve and refine your draft and thus must be engaged with earnestly and comprehensively. Please ensure that all drafts comply with the Chicago referencing style and that you follow the set Faculty thesis/dissertation format.



Required length of the Research

PhD thesis	80 000 – 90 000 words, excluding appendices, references and bibliography.
MA dissertation	45 000 – 50 000 words, excluding appendices, references and bibliography.

Student Progress Reports

In June, the Faculty, will email a progress report to be completed by your supervisor and yourself. The purpose of the report is to monitor the progress the student is making in completing the research component of their degree. A month is given to complete the report and resubmit it to the Faculty.

Ulwazi Course Site

All postgraduate courses have an Ulwazi site used to post general information regarding the degree, important announcements and additional resources. 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. Additionally, thesis/dissertation will need to be run through Turnitin on the Ulwazi site assigned to your degree and a report generated as one of the Faculty submissions requirements. 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 Human Ethics Research Committee 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. Students need to attend an ethic workshop, run by the Faculty as a prerequisite for submitting their ethics application. These dates will be posted on Ulwazi.

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. All students enrolled for a MA by dissertation or a PhD are required to submit an ethics application. See <https://www.wits.ac.za/research/researcher-support/research-ethics/> as well as <https://www.wits.ac.za/research/researcher-support/research-ethics/ethics-committees/> - click the HERC non-medical tab for more detailed information.

How are ethics applications submitted?

On the Ulwazi MA or PhD site 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 that will help you decide what type of ethics application you need to complete as well as the necessary form that must be downloaded and completed as well

additional documents that must be included. See <https://www.witsethics.co.za/Login.aspx> to complete the online application.

When are ethics applications submitted?

Ethics applications must be submitted at the same time or before the proposal is submitted. 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?

The HERC – non medical will provide feedback on your application, ask for elaborations or alterations if necessary. When they are satisfied with your application you will be given ethics clearance as well as a protocol number. To expedite this process, it is important to ensure that you submit all the requested documents and follow the HERC guidelines exceptionally closely. In the research methods section of your dissertation/thesis you should state that you sought and received ethic clearance for your research.



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 Laura.Bloem@wits.ac.za
Office: RSB109

+27117174382 **Head Administrator**

Ms Nonhlanhla Mkhize Nonhlanhla.Mkhize@wits.ac.za
Office: RSB 125

+27117174387 **Course material, tutorial administration and general student queries**

Full Time Academic Staff

Academic	Areas of expertise
Professor Rod Alence Office RSB 120 Email : rod.alence@wits.ac.za	<ul style="list-style-type: none"> ○ Data science ○ Quantitative research methods ○ The IPE of Africa
Prof Malte Brosig Office: RSB 113 Email : malte.brosig@wits.ac.za	<ul style="list-style-type: none"> ○ International organizations, ○ Peace and security (Europe & Africa), ○ Global governance, ○ BRICS, ○ Peacekeeping, ○ The United Nations Security Council.
Mr. Larry Benjamin Office: Email: larry.benjamin@wits.ac.za	<ul style="list-style-type: none"> ○ The Middle East ○ International negotiation processes,
Prof Jacqui de Matos-Ala Office : RSB 109 Email : jacqueline.dematosala@wits.ac.za	<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
Zimkhitha Manyana	<ul style="list-style-type: none"> ○ Foreign policy and diplomacy

Office : RSB 112 Email : Zimkitha.Manayab@wits.ac.za	<ul style="list-style-type: none"> ○ Impacts of technological advancements on the practice and study of IR ○ Political and IR theory ○ IPE ○ IR research methods
Prof Dilip Menon Office: RSB 123 Email : dilip.menon@wits.ac.za	<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. ○ The International Relations of South Asia
Dr Mopeli Moshoeshoe Office: RSB 121 Email : mopeli.moshoeshoe@wits.ac.za	<ul style="list-style-type: none"> ○ International trade ○ The SADC ○ International Political Economy
Dr. Candice Moore Office: RSB 117 Email : candice.moore@wits.ac.za	<ul style="list-style-type: none"> ○ SA foreign policy ○ BRICS - selected global issues and global regions. ○ IR theory ○ Global south in international institutions ○
Dr Sizwe Mpofu-Walsh Office: RSB 115 Email : sizwe.mpofu-walsh@wits.ac.za	<ul style="list-style-type: none"> ○ Nuclear non-proliferation ○ Nuclear security ○ South African foreign policy ○ Race and International Relations ○ Postcolonial IR
Prof Vish Satgar Office: RSB 114A Email : vishwas.satgar@wits.ac.za	<ul style="list-style-type: none"> ○ Climate change and international relations ○ Decolonising IR ○ Democratic Marxism
Dr Michelle Small Office: RSB 119 Email : michelle.small@wits.ac.za	<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.

	<ul style="list-style-type: none"> ○ Refugees, Asylum Seekers, Displacement, Migration in Africa.
Dr Natalie Zahringer Office: RSB: 114B Emails: natalie.zahringer@wits.ac.za	<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 in 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 the 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 for each other in these interactions.
- 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 [Main Office]:

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 in order to access the various accommodations that would facilitate more conducive learning 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/>



Submissions Process for PhD Thesis or MA Dissertation

Due Date for the Submission

MA by Dissertation Full-time	One year after initial registration (usually 15 February)
MA by Dissertation Part-time	Two years after initial registration (usually 15 February)
PhD – Full-time	Three years after initial registration
PhD – Part-time	Five years after initial registration

Intention to Submit

The Faculty requires students to complete the intention to submit form, which indicates that the student intends to submit their thesis/dissertation, 3 months before the intended date of submission. This form must be signed by your supervisor.

The Appointment of Internal and External Examiner

A PhD thesis will have 2 external and 1 internal examiner. A MA dissertation will have 1 external examiner and 1 internal examiner. The internal examiner is usually but not always, the Wits IR staff member appointed as your proposal reader. Your external examiner/s will be nominated by your supervisor. The external examiner must have the academic expertise to examine your specific research topic and hold the same or higher qualification as is being examined. The appointment of the examiners must be approved by the Faculty Graduate Committee.

Submission of the Research Report to the Faculty

What the student needs to submit

- Student must submit **1 electronic Copy in both word and PDF format.**
- The plagiarism declaration page must be inserted, signed and the ethics clearance number be included where applicable.
- Reports should be accompanied by **Supervisor's Consent Form** and **Student Submission form**. These can be downloaded from the <https://www.wits.ac.za/humanities/faculty-services/postgraduate-services/>
- **Students must submit a Turnitin report (compulsory). This can be generated on the Ulwazi PhD or MA Dissertation site.**
- Pay R120 at the Fees Office and submit the proof of payment to the Faculty Officer together with all the required documents listed above.
 - Payment can conveniently be made by means of an EFT. Please ensure that your student number appears as a reference, in order to enable immediate payment allocation.

Payment can also be made at the following banks:

Bank: Standard Bank
Account Number: 002 891 697
Branch Code: 004 805
IBT No.: 131 B
Branch: Braamfontein
SWIFT Code: SBZAJJ (International students only)

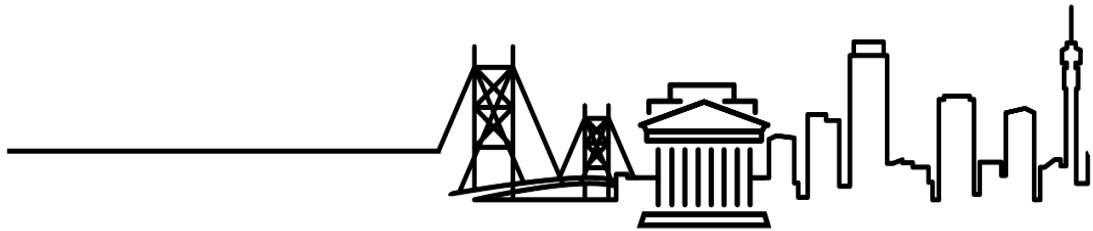
OR

Bank: First National Bank

Account Number: 622 7055 1015
Branch Code: 210 554
Branch: Braamfontein
SWIFT Code: FIRNZAJJ (International students only)

➤ **Publishable manuscript for PHD students ONLY**

All PhD candidates who registered for the first time from 2014 onwards are required to provide evidence of a journal submission i.e., a formal acknowledgement from a journal that the article has been submitted. This may be included with the other documents when submitting the thesis for examination or it can be sent to the Faculty while the thesis is under examination. However, the student will not be allowed to graduate until the Faculty receives this document. Thus, the student with the assistance of their supervisor must begin working on the article early enough to ensure that it will be submitted to the chosen journal by the time the student's thesis is submitted or under examination.



What the supervisor needs to submit

- Supervisor should submit **nomination of examiners form** to the Faculty by email Asiya.Mahomed@wits.ac.za 2 months if the examiner has not been used before or 6 weeks if the examiner has been used previously, prior to the student's submission
- **Brief Supervisor's report** indicating student's progress which is kept on student's file. In the report, the supervisor reports on the student's engagement with the research and supervision process and gives a brief assessment of the student's work. This report is sent by the supervisor to the Faculty and does not form part of the documents that must be submitted by the student. The Supervisor's report should be submitted at least in three days after the student's submission.

How and to Whom Should the Research Report and Accompanying Documents be Submitted.

All documents are to be e-mailed before or on the due date to the Faculty Officer assigned to the School of Science
Norman.Mabunda@wits.ac.za

Where a document is too thick to be submitted electronically, WeTransfer can be used or arrangements can be made with Faculty Officers to submit manual copies which will require a CD to be submitted.



Submission without the Approval of the Supervisor

A student may submit his or her work without permission. In this situation the supervisor would still be required to appoint internal and external examiners/s. However, to submit without permission is a serious step and should be avoided if at all possible. If there is a disagreement between the student and the supervisor, it is preferable to consult either the Head of Discipline or Head of the School concerned. If this yields no result, the Assistant Dean for Graduate Studies should be asked to assist. In general terms, though, it is very much in a student's interest to rely on the judgement of the supervisor and not to aim to submit prematurely.

If the project is not quite ready for assessment, the candidate may run the risk of forfeiting a distinction or even failing outright. Many referrals for revision can, unfortunately, be linked to over-hasty submission.

Extension for Registration Period

Should the student fail to submit their dissertation/thesis to the Faculty within the prescribed time period, then permission to register for another year can only be obtained by making an application to the Faculty and getting their approval. You will also require the support of your supervisor. The form to apply for an extension can be found by using the link below.

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

Academic Performance - As per the Faculty rule:

5.7.2. The Senate may cancel the registration of a postgraduate student registered for a programme by research if a higher degrees committee (or equivalent), on the recommendation of the relevant supervisor(s) and Head of School, has considered the research proposal and/or other milestones of the research of that student and has judged the research proposal or the progress towards the milestones to be academically unsatisfactory or, in material aspects, incomplete. The higher degrees committee may appoint a panel comprising of one member of the higher degrees committee, the relevant supervisor and the relevant Head of School for the purpose of advising the higher degrees committee. Reasons must be given when such registration is cancelled and an appeal against such cancellation may be made to the Dean of the Faculty, who will then propose membership of an ad-hoc committee to review the case. The three-person ad-hoc committee will be chaired by the Dean. The Chairperson of the higher degrees committee, the Head of School and/or the Supervisor (or equivalent); may be in attendance. If the ad-hoc committee does not permit renewal of registration the student has the right to submit a further appeal to the Deputy Vice Chancellor (DVC): Academic, who may consult with the Dean. The decision of the DVC: Academic, acting on behalf of the Council, shall be final. Fee implications associated with the cancellation of registrations are outlined in the Schedule of Fees books.

5.7.3. The process set out in 5.7.2. Will also apply to a postgraduate student registered for a programme which includes coursework.



The Examination Process

The examiners of an MA dissertations are given 6 weeks to conduct the examination and support their reports to the Faculty while PhD thesis examiners are given 8 weeks. However, it takes time for the Faculty to send the research report to the examiners and then coordinate the various processes that much take place once they receive the examiners reports. Thus, it can take up to 10 weeks in the case of an MA dissertation and 12 weeks in the case of a PhD thesis for you to be informed of the outcome of the examination process.

Outcomes of the Examination Process

Once the Postgraduate office receives both examiners' reports, they are sent to the Faculty Postgraduate Committee for confirmation.

- If there are minimal discrepancies between the mark assigned by each examiner, the committee will award the average of the two marks as the final mark. The committee will also decide on the amount of time that a student should be given to make any corrections or revisions requested by the examiners.
- If there are fundamental discrepancies between the examiners' report, it will then be necessary to refer the reports at an Ad Hoc Committee. According to Senate Standing Order an Ad Hoc Committee must be convened if:
 - The examiners significantly disagree on to the value or integrity of the student's work, the soundness of the methodology used, or any other aspect of the work which causes any appointed examiner to call into question the work's contribution to knowledge.
 - One examiner recommends the awarding of a distinction and the other strongly opposes this.
 - The purpose of the Ad Hoc School Committee to review and if necessary moderate or raise concerns regarding the content of the examiners' report. The Ad Hoc Committee is comprised of academics from IR and other related discipline selected by the Head of School These academics will then make recommendations to the Head of School as how best to reconcile the divergent examiners comments or recommendations; what corrections/revisions the student should undertake; the amount of time that should be given for these revisions/corrections and the mark that should be awarded to the research report. The Head of School, in

consultation with the two nominated members of the committee, will communicate the decisions made by the committee to the Faculty Postgraduate officer.



Marks Awarded for MA Dissertation

Masters dissertations are not given precise marks; a dissertation may fail, pass, or be awarded a distinction.

Marks Awarded for a PhD Thesis

A PhD thesis may either fail or pass; no distinctions are given.

Communicating the Outcome of the Examination Process to the Student

Once the examiners' reports have been reviewed and approved at Faculty level, the student will then be sent a letter informing them of the outcome of the examination process. However, the examiner reports themselves are only sent to the supervisor who will then review these and share them with the student. Your supervisor will advise you on the extent to which the examiners have requested that you make revisions or corrections to your research report. These can range from minor corrections to major revisions. If the revisions are extensive the examiners can ask to be allowed to re-exam the research report once these are completed. However, it is more likely that the Faculty will task your supervisor with determining that you have completed the corrections and revision requested by the examiners to their (the supervisors) satisfaction. Thus, it is important that your supervisor and you meet to discuss the examiners reports, and then decide on how best to execute the requested revisions/corrections. When revising/correcting your research report, you

should use the review function on MS Word, so that your supervisor can see where and how you have amended the research report. This will assist them in determining whether or not you have carried out the revisions/corrections satisfactorily.



Length of Time Given to Complete Revisions

- The Faculty normally gives students 3 months to complete minor revisions. However, revisions can be so minor that they may only take a few days to complete.
- For major revisions, the Faculty normally gives students 6 months to complete these.

Please note:

- If the external examiner has requested to re-examine the research report, the student will have to pay a re-examination fee before submitting the research report for re-examination.
- If you take more time completing your revisions than given by the Faculty, you will have to re-register and pay for the research report component.

Electronic Theses and Dissertations (ETD) final submission of corrected research

- Once your work has been examined and revised/corrected, if necessary, and you are ready for graduation, you will need to submit two corrected unbound copies of your work and an [ETD submission form](#).
- Together with the ETD submission form students must attached the following:
 - 1 electronic corrected copy including the signed declaration page in PDF.
 - Proof of payment R200 submission fee
 - abstract page in PDF
 - Signed submission (ETD) form by supervisor and candidate.
 - Ethics clearance number (if applicable)
 - Official letter from supervisor stating that all corrections have been completed.
- They must be e-mailed to Bonisiwe.Mokhabuki@wits.ac.za. The Faculty is not accepting hard copies at this stage.



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. The Faculty sends a list of all candidates who have submitted the final versions of their examined research reports, together with all the above mentions documentation, to the Graduation Office. The Graduation Office then advises each candidate of the next graduation date and encloses tickets for that ceremony.



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

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 the following 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**.