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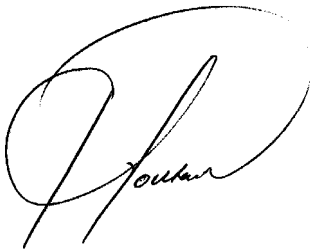
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INTRODUCTION

This guide contains essential information to all students who are about to enrol or have enrolled on either one of the programmes described here. The guide not only provides critical information to students about university regulations regarding higher degrees in general, but also information that is specific to the programmes included in this guide. It is essential that all postgraduate students have a clear understanding of their roles and responsibilities with regard to these programmes. In particular, this guide covers the following broad topics:

- Student responsibilities with regard to course fees and programme registrations
- Information on how to access university bursaries and loans
- Information on the structure and form of the two programmes
- Student responsibilities with regard to assignments and the thesis and deadlines associated with these

Although the Centre for Research on Science and Technology, who administers the Social Science Methods and Science and Technology Studies programmes are willing to support and assist students where necessary, it is also important that students recognize that they have certain responsibilities as postgraduate students. We, therefore, assume that students have read this Guide and understand these responsibilities.

A handwritten signature in black ink, appearing to read 'J. Mouton', enclosed within a large, loopy oval shape.

Professor Johann Mouton
Programme Director

CODE OF CONDUCT FOR THE RELATIONSHIP BETWEEN SUPERVISOR/ PROMOTER AND RESEARCH-BASED POSTGRADUATE STUDENT

The following set of guidelines is proposed as a code of conduct for ensuring that the nature of the relationship between the supervisor/promoter and the research-based postgraduate student is conducive to successful postgraduate studies at the US:

1. The candidate (with the necessary input from the supervisor/promoter) undertakes to remain up to date with regard to the infrastructure and related rules of the specific department.
2. The US undertakes not to select a student for a specific project unless the faculty gives prior written confirmation that the project can be undertaken. Responsibility with regard to the required funding and applicable infrastructure will be indicated specifically.
3. The candidate, with the help of the supervisor/promoter, will acquaint him- or herself with the guidelines for keeping a record of research according to what is generally acceptable within the relevant discipline.
4. The candidate confirms that he/she has the necessary computer skills to satisfactorily complete the project.
5. The necessary preparatory study as required by the US should be completed within an agreed period of time.
6. A work programme must be compiled for the candidate, in collaboration with the supervisor/promoter, within a reasonable period of time after the start of the project (usually not exceeding 60 days). This programme must indicate target dates, for example, for the submission of a project protocol, the completion of a literary survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university vacations, etc.) must also be noted.
7. Appointments between the candidate and the supervisor/promoter must be arranged to take place at regular and pre-determined times during the academic year.
8. Written feedback regarding the progress of studies must be given annually to the departmental chairperson/postgraduate coordinator/dean by the supervisor/promoter.
9. The supervisor/promoter must comment on and return all submitted work to the candidate within a reasonable period of time, not exceeding 60 days for a full thesis.
10. When the project nears completion, the candidate must make the necessary submissions according to the specific requirements for graduation within the specific discipline. (There must be specific reference to the US calendar, as set out in the *General Prospectus Part I*, to

ensure that there is sufficient time for the rounding off and examining of the thesis/dissertation with the different graduation ceremonies in December and April of each year in mind.)

11. The candidate undertakes, as agreed upon with the supervisor/promoter, to deliver the relevant outputs (e.g. publications, patents, academic papers). The candidate must acquaint him- or herself with the conventions regarding authorship that are relevant to the specific discipline.
12. Where applicable, the candidate and supervisor/promoter must acquaint themselves with the regulations applicable to intellectual property within the relevant environment.

Responsibilities of the supervisor / promoter

1. To be acquainted with procedures and regulations
2. To establish a stimulating research environment
3. To establish a relationship between the supervisor and the student
4. To advise on the choice of project and planning
5. To discuss issues related to intellectual property and publishing
6. To ensure that appropriate facilities are available
7. To provide training in research
8. To consult with the student, continuously monitor progress and provide structured feedback
9. To remain aware of the student's situation and needs
10. To arrange for guidance during periods of absence

Responsibilities of the student

1. To be familiar with US regulations regarding postgraduate study and to adhere to such regulations
2. To undertake research with commitment
3. To develop initiative and independence
4. To keep thorough records of all research findings
5. To establish a relationship with the supervisor
6. To obtain feedback by means of reports and seminars and to apply such feedback
7. To do a literature survey and remain aware of new relevant information
8. To benefit from the research environment
9. To inform the supervisor of non-academic problems
10. To prepare and write the thesis/dissertation
11. To prepare and write publications, patents and reports

Rules for Higher Degrees

Terminological Preliminaries

In this Part 2 of the University Calendar, —

1. *Gender*

Any expression signifying one of the genders includes the other gender equally, unless inconsistent with the context;

2. *Number*

Any expression signifying the singular includes the plural, and vice versa, unless inconsistent with the context; and

3. *The term “programme”*

The terms “programme” and “programmes” are short for “instructional programme”/“programme of study” and “instructional programmes”/“programmes of study”, respectively, unless inconsistent with the context (the Department of Education recently introduced a concept of ‘instructional programmes’ to replace the concept of ‘courses (of study)’).

E. The degree of Master

E.2 Admission

E.2.1 *General*

Prospective candidates for the degree of Master shall apply **in writing** for admission to the proposed study. Each application shall be considered on its merits by the Senate or by the Executive Committee acting on the Senate's behalf.

E.2.2 *Employer's consent as to registration and publication*

Every prospective candidate who is in the employ of some organization external to the University shall, prior to admission to a programme of study for the degree of Master, furnish proof in writing that he has obtained such employer's permission —

E.2.2.1 Registration

to register for the said programme of study for the degree of Master; and

E.2.2.2. Publication

to abide by the University's regulations concerning the publication of theses and assignments (see also E.12 below).

E.3 Annual reporting

E.3.1 *Candidate's obligation*

Any student for the degree of Master shall have an obligation to keep his supervisor informed of how his research is progressing.

E.3.2 *Written reports*

In cases where the supervisor may deem it necessary (as where sustained contact with the student is not possible), he shall have the right to require one or more written reports, as may be necessary, from the student.

E.3.3 *Departmental reports*

Departments shall report to the Faculty annually on the progress of students engaged in research for degree purposes.

E.3.4 *Reminder by the dean*

Where a department's annual report shows that a student is not making satisfactory progress, or has failed to report on his progress or lack thereof, the dean shall in a formal letter remind such student of his above-said obligation.

E.4 Supervisors and examiners for Master's theses

E.4.2 *Appointment of supervisors and co-supervisors*

E.4.2.1 **External supervisor**

The supervisor for a Master's thesis need not be a member of the University's teaching staff: Provided that, if he is not, there shall be a co-supervisor who is a member of the University's teaching staff.

E.4.2.2 **Co-supervisor**

If the supervisor is a member of the University's teaching staff, either another such member or an external person may be appointed co-supervisor.

E.4.5 *Communication with unattached examiners*

Candidates for the degree of Master shall under no circumstances communicate with the unattached examiners about their theses/assignments.

E.4.6 *Final mark for thesis*

For the purpose of determining the final mark of any thesis for the degree of Master, account shall be taken of the recommendation(s) of the external examiner(s) together with those of the internal examiners.

E.5 General provisions for Master's assignments and Master's theses

Subject to the provisions of paragraph A, the following general rules and requirements shall apply to Master's assignments and Master's theses:

E.5.3 *The only recognized terminology: "assignment" and "thesis"*

The terms "thesis"/"theses" and "assignment"/"assignments" shall be the only officially recognized terms for referring to the product/products of research for Master's studies.

E.5.3.1 **"Theses" as against "assignments"**

In cases where study is prescribed in addition to a treatise and the treatise (including the oral examination thereon) contributes a weight of 50% or more of the final mark, the treatise **shall be referred to as a "thesis"** and shall be dealt with as such; in contrast, a treatise **shall be referred**

to as an “assignment” if it (including the oral examination thereon) contributes less than 50% of the final mark.

E.6 Further faculty-specific provisions

Besides the provisions made and the requirements laid down in this Part I of the University Calendar, a faculty may have specific provisions and requirements of its own for Master’s assignments and Master’s theses.

E.7 Examination: Closing date for and form of submission

E.7.1 Number of copies for examination

When candidates present themselves for examination, they shall lodge with their supervisor/co-supervisor one unbound copy of their assignment or thesis for **each** of the examiners concerned.

E.7.2 Technical requirements for copies

Both the **typing** and the **title page** of the above-said copies for examination shall comply with the requirements set forth in E.9 below.

NOTE ON MASTER COPY FOR DUPLICATION

Where a candidate’s assignment or thesis has on examination been allocated **not less than** a pass mark, he must see to it that the text of his assignment or thesis meets all the relevant requirements set out in E.9 below. Only then can the supervisor certify the text to be final (see E.9.8 and E.9.10 below). A text meeting all these requirements is referred to as **“the master copy for duplication”**. Particularly important for the master copy for duplication are the requirements relating to the **abstract** (summary) and **declaration** by the author (see E.9.2 and E.9.4.4, respectively).

E.7.3 Illustrations

If an assignment or thesis contains illustrations (maps, drawings, etc.), the examiners may require one copy with original illustrations to be submitted.

NOTE Every candidate should acquaint himself with the faculty-specific procedures, if any, for the submission of an assignment or thesis for examination.

E.9 Provisions as to the typing, duplication and binding of Master’s assignments and Master’s theses

NOTE ABOUT THE US PRINTERS

The University offers facilities for the duplication and binding of assignments and theses. Full information about these may be had from the US Printers in Block A of the Central Administrative Complex.

E.9.1 Assignments with a weight of 25% or more

In the case of every Master’s assignment contributing a weight of 25% or more to the final mark for Master’s studies, it shall be compulsory to submit a copy thereof to the US Printers for forwarding to the JS Gericke Library.

E.9.2 *Abstracts*

E.9.2.1 **When required**

All assignments or theses which are to be lodged with the University Library shall be required to contain an abstract (summary) of not more than 500 words each in English and in Afrikaans.

E.9.2.2 **Placement in assignments**

The abstracts of any such assignment shall be placed on the page immediately following the title page.

E.9.2.3 **Placement in theses**

The abstracts of any such thesis shall be placed on the page immediately following the title page, **after the author's declaration** (for the wording of the author's declaration, see E.9.4.4 below).

E.9.3 *Requirements for typewriting*

Every Master's assignment and Master's thesis shall be typed —

E.9.3.1 **Size of letters**

in letters or not less than 10 font and not more than 12 font,

E.9.3.2 **Spacing between lines**

with either double spacing or one-and-one-half spacing between successive lines,

E.9.3.3 **Paper**

on 80 gram white bond of A4 format (perforated computer paper is not acceptable),

E.9.3.4 **Blank border**

with a blank border of **not less than** 2 cm in width around the whole of the typewritten portion and,

E.9.3.5 **Typing on one side only**

in the case of master copies for duplication, on only one side of each sheet of paper: —

Provided that, where any typing in the opinion of the Head of the US Printers fails to meet the set requirements, the Registrar shall have the right to refer such typing back to the candidate for correction.

NOTE ABOUT THE WORDING ON THE SPINE

On the spine must be printed the author's name and the assignment/thesis title. If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, April or December) and year of award of the degree.

E.9.4 *Title page and page immediately following*

E.9.4.1 **Title page**

On the title page the following five (5) items shall appear:

E.9.4.1.1 *In the top third*

The title of the assignment or thesis [= ITEM 1] and, directly below this, the author's name and surname [= ITEM 2];

E.9.4.1.2 *Below the author's name*

a suitably completed version of the "assignment" wording or "thesis" wording indicated below, whichever may be appropriate, [= ITEM 3]:

English set wordings:

“Assignment/Thesis presented in partial fulfilment of the requirements for the degree of Master of (e.g. Science) at the University of Stellenbosch”; or

Afrikaans set wordings:

“Werkstuk/Tesis ingelewer ter gedeeltelike voldoening aan die vereistes vir die graad Magister in (bv. die Natuurwetenskappe) aan die Universiteit van Stellenbosch.”; and

E.9.4.1.3 *At the bottom*

the name(s) of the supervisor(s) [= ITEM 4] and the proposed date of award of the degree [= ITEM 5]. (This date must provide only the name of the month – that is, April or December – and the year, for instance “April 2005” or “December 2011”.)

E.9.4.2 **Page immediately following title page**

On the page immediately following the title page, the candidate shall place an author’s declaration. This declaration shall be in the “assignment” wording or the “thesis” wording below, whichever may be appropriate, **represented in a suitably completed version:**

“Declaration

I, the undersigned, hereby declare that the work contained in this assignment/thesis is my own original work and that I have not previously in its entirety or in part submitted it at any university for a degree.

Signature: Date: ”

OR

“Verklaring

Ek, die ondergetekende, verklaar hiermee dat die werk in hierdie werkstuk/tesis vervat, my eie oorspronklike werk is en dat ek dit nie vantevore in die geheel of gedeeltelik by enige universiteit ter verkryging van ’n graad voorgelê het nie.

Handtekening: Datum: ”.

E.9.5 *Alterations compulsory in master copy/copies*

Before the supervisor can give final approval of an assignment or thesis, the candidate shall, in the master copy/master copies for duplication, make or cause to be made, to the supervisor’s satisfaction, all alterations considered by the examiners to be necessary.

NOTES TO PARAGRAPH E.9.5

Note 1 Candidates opting for duplication and binding at US Printers

Every candidate who chooses to have his duplication and binding done by the US Printers (see E.9.11 below) is required to furnish a **single unbound** master copy for duplication purposes.

Note 2 Candidates opting for duplication and binding elsewhere

Every candidate who chooses to have the duplication and/or binding done else-where than at the US Printers is required to furnish —

1. one copy, bound in **hard covers**, for safekeeping at the JS Gericke Library;
and
2. one copy, bound in **soft covers**, for safekeeping at the JS Gericke Library as a master copy for any future reproduction(s).

E.9.6 *Bound copies for supervisors*

Every candidate shall **hand one bound copy of his assignment or thesis to each of his supervisors.**

NOTE TO PARAGRAPH E.9.6

The main requirements for the binding of assignments and theses are set out, immediately below, in E.9.7 (microfiche copy) and E.9.10 (bound copies).

E.9.7 *Microfiche copy*

E.9.7.1 **Prescribed microfiche copy of assignment**

In the case (i) of an assignment contributing 25% or more to the final mark and (ii) of a thesis, the University shall, at the candidate's expense, have one copy duplicated in microfiche form for safekeeping in the US Archives.

E.9.7.2 **Master copy for microfiche**

The unbound copy used as the master copy for producing the prescribed microfiche shall in due course be returned for the candidate to deal with at his discretion. (The candidate may, for example, decide to have this copy bound as one of the two copies required for safekeeping at the JS Gericke Library.)

E.9.8 *Texts duplicated and bound by the US Printers*

A Master's candidate wishing to make use of the University's duplication and/or binding facilities —

E.9.8.1 **Certification by supervisor**

shall ensure that the assignment or thesis is certified to be final by the supervisor on the prescribed form (copies obtainable from the US Printers, in Block A of the Central Administration);

E.9.8.2 **Timely lodging of bound copy and of unbound copy**

shall then deposit **one** unbound, laser-printed copy (photocopies are unacceptable) of his assignment/thesis with the US Printers (= the master copy for duplication): Provided that a candidate wishing to receive his degree in December or in April shall so deposit the above-said copies in November or February, respectively, not later than **on the date prescribed in the Almanac** (for the Almanac, see the front matter of Part I of the University Calendar); and

E.9.8.3 **Settling the costs**

shall, at the same time, **settle all costs involved in the duplication and/or binding of his assignment or thesis, including —**

E.9.8.3.1 *Microfiche*

the cost of producing the microfiche copy,

E.9.8.3.2 *Copies for Library*

the cost of binding one hard-cover copy and one soft-cover copy for the University Library and,

E.9.8.3.3 *Bound copy for department*

in the case of an assignment, the cost of binding one copy for the department concerned or,

E.9.8.3.4 *Bound copies for supervisors*

in the case of a thesis, the cost of binding one copy for each supervisor.

NOTES TO PARAGRAPH E.9.8

Note 1 Sorting

Please carefully read E.9.9 below.

Note 3 Extra copies

The US Printers are prepared to duplicate and to bind, at the candidate's own expense, **one or more** additional copies for his own use.

E.9.9 *Candidate responsible for sorting*

E.9.9.1 **Personal responsibility of candidate**

Subsequent to the duplication of the text of a thesis or assignment by the US Printers, the candidate shall personally be responsible for the correct sorting of the pages of every copy thereof.

E.9.9.2 **Personal responsibility of candidate's agent**

If the candidate is unable personally to submit his thesis or assignment for duplication by the US Printers, then whoever submits it on his behalf shall be personally responsible for the correct sorting of the pages of every copy thereof or, if he is not personally able to carry out this responsibility, for arranging for the sorting thereof to be correctly done.

E.9.10 *Texts duplicated and/or bound elsewhere*

A Master's candidate who does not make use of the University's duplication and/or binding facilities

E.9.10.1 **Certification by supervisor**

shall ensure that the assignment or thesis is certified to be final by the supervisor on the prescribed form (copies obtainable from the US Printers, in Block A of the Central Administration);

E.9.10.2 **Timely lodging of bound copy and of unbound copy**

shall then hand in the following to the US Printers: in the case of (i) a thesis or (ii) an assignment contributing 25% or more to the final mark for Master's studies, **one copy bound in hard covers** (for safekeeping at the JS Gericke Library) and **one unbound copy** (for producing the prescribed microfiche copy): Provided that, according as a candidate wishes to receive his degree in December or in April, he shall submit the aforesaid copies in November or in February, respectively, not later than **on the date prescribed in the Almanac** (for the Almanac, see the front matter of Part I of the University Calendar), and

E.9.10.3 **Settling the costs**

shall, at the same time, **settle all costs involved in the duplication and binding of such copies of his assignment or thesis as are required for the University Library**, including, —

E.9.10.3.1 *Microfiche*

in the case (i) of an assignment contributing 25% or more to the final mark or (ii) of a thesis, the cost of the prescribed microfiche copy,

E.9.10.3.2 *Bound copy for Library*

in the case (i) of an assignment contributing 25% or more to the final mark or (ii) of a thesis, the cost of binding one copy for the University Library.

NOTES TO PARAGRAPH E.9.10

Note 1 Photocopies from Master's assignments

If any person needs material from an assignment in hard-cover binding that was not bound by the University, the JS Gericke Library will on request supply the desired material by way of photocopies.

E.10 Fees payable

Every candidate shall be liable for the cost involved in the duplication and/or binding of his assignment or thesis, including the manufacture of the single prescribed microfiche copy.

NOTES TO PARAGRAPH E.10

Note 1 Price factors

The amount of the above-said cost will depend on factors such as the type of binding chosen by the candidate and the number of copies ordered by him. The cost of binding materials is of programme subject to increases.

Note 2 Sensitive theses

See "Procedure for sensitive dissertations/theses/assignments" in paragraph F below, particularly paragraph F.9.2.1.4.

E.11 Procedure for sensitive assignments and theses

NOTE On this, please consult paragraph F.9.2 below, "Procedure for sensitive dissertations/theses/assignments".

E.12 Publication of Master's assignments and Master's theses

E.12.1 Ownership of intellectual property

The current policy relating to the ownership of any intellectual property (e.g. copyright) which is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Master.

E.12.2 Right to publish granted to the University

If a candidate for a Master's degree (i) completes an assignment that contributes a weight of 25% or more to the final mark or (ii) completes a thesis, and if the assignment or thesis is not otherwise published within three years after the candidate's qualifying for the degree, the University shall have the right to publish such assignment or thesis (or part thereof) without financial reward to the candidate.

NOTE For a classified assignment or thesis, the start of the above-said period of three years is calculated from the date of declassification.

E.12.3 Permission for publication

Permission for publication shall be obtained from the dean concerned or his alternate, acting on the recommendation of the departmental chairperson and the supervisor.

NOTES TO PARAGRAPH E.12.3

Note 1 Making known students' research results

The foregoing rule applies within the context of the University's policy of encouraging its Master's candidates to publish their research results and/or otherwise make these results known before or after submission of their assignments or theses.

Note 2 Use of University's address

Departmental chairpersons should request authors and co-authors to publish journal articles under the address of the University as far as possible.

E.12.4 *Published assignment or thesis*

When a Master's assignment or Master's thesis, as approved by the University, is published, the following two (2) items shall appear on the title page:

E.12.4.1 **Identificatory formula**

The "Assignment" wording or the "Thesis" wording shown below, whichever may be appropriate, **represented in a suitably completed version**:

English set wordings:

"Assignment/Thesis presented in partial fulfilment of the requirements for the degree of Master of (e.g. Science) at the University of Stellenbosch"; or

Afrikaans set wordings:

"Werkstuk/Tesis ingelewer ter gedeeltelike voldoening aan die vereistes vir die graad Magister in (bv. die Natuurwetenskappe) aan die Universiteit van Stellenbosch."; and

E.12.4.2 **Date of submission**

both the year and the month of submission (for instance "April 2004 or "December 2007").

E.12.5 *Mention in preface*

Where a thesis/assignment, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

F. THE DOCTORATE (THE DEGREE OF DOCTOR)

F.1 Basic faculty-specific provisions

The University may —

F.1.1 *Arts; Education; Theology*

confer a degree of **Doctor** upon a student in the Faculty of **Arts**, of **Education** or of **Theology** if he has been registered with the University as a student for a degree of Doctor for not less than **two years** since the conferment upon him of a degree of Master approved by the Senate for such purpose, or since his having in some other manner attained in his particular field of study a standard of competence deemed by the Senate to be adequate for such purpose;

F.2 Admission

Prospective students for the degree of Doctor shall apply **in writing** for admission to the required study. Each such application shall, on the recommendation of the board of the relevant faculty, be considered by the Senate

F.3 Attendance and place of research

The prescribed requirements regarding attendance shall be as set forth in F.1 above: Provided that any candidates permitted to study and carry out research for the degree of Doctor at some other place, approved by the Senate, shall —

F.3.1

in good time discuss their proposed study and research with the promoter, in order that their competence and the scope of their proposed research may be determined;

F.3.2

undertake to discuss their research with their promoter from time to time to the promoter's satisfaction; and

F.3.3

shall, if the promoter so requires, conduct part of their research at Stellenbosch.

F.4 Examiners of a dissertation

F.4.5 *Communication with external examiners forbidden*

No candidate for the degree of Doctor shall in any circumstances communicate with his external examiners in connection with his dissertation.

F.5 Dissertation requirements

F.5.1 *Dissertation a necessity*

Every candidate for the degree of Doctor shall be required to produce a dissertation.

F.5.2 *Interaction with promoter*

Candidates shall remain in constant touch with their promoter, and shall at a frequency of not less than once in every six months report to him the amount of progress they have made with their research; otherwise the approval of the topic for the dissertation and of the study for the degree of Doctor may be withdrawn.

F.5.3 *Originality of research*

The dissertation shall reflect original research by candidates into some problem relating to their major subject, and no candidate shall have submitted the said research previously to any university for the purpose of obtaining a degree.

F.5.4 *Approval of topic*

The board of the relevant faculty having submitted a recommendation on the topic of the dissertation, such topic shall be subject to approval by the Senate.

F.5.5 *Assessment of dissertation*

The dissertation shall be assessed by the promoter and at least two other examiners.

F.5.6 *Nature and numbers of copies required*

At least ten unbound copies of any Doctoral dissertation, as specified below, shall be deposited with the University:

NOTE ABOUT THE US PRINTERS

The University offers facilities for the duplication and binding of Doctoral dissertations. Full information about the facilities may be had from the US Printers in Block A of the Central Administrative Complex. See also F.6 below.

F.5.6.1 Copies to be submitted for examination purposes

When any candidate for the degree of Doctor presents himself for examination, one unbound copy of his dissertation for each of the examiners shall be deposited with the promoter/co-promoter: Provided that the said copies shall be despatched at the candidate's expense.

F.5.6.2 Copies to be submitted subsequent to successful examination

After the results of the Doctoral examination have been dealt with by the board of the relevant faculty, the candidate shall take the steps prescribed below:

F.5.6.2.1 Dissertations duplicated by US Printers

If the candidate wishes to make use of the University's duplication/binding facilities, then —

1. the candidate shall ensure that the dissertation is typewritten on 80 gram white bond paper (no perforated computer paper shall be accepted) of A4 size with a blank border not less than 2 cm in width around the entire typewritten area; and
2. the candidate shall deposit with the US Printers one original unbound copy that has been certified to be final by the promoter on the prescribed form (copies of which are obtainable from the US Printers):

Provided that the candidate shall at the same time pay all costs arising from the duplication and binding of the dissertation, including the cost of the binding of one copy for the University Library and of one copy for each of the examiners concerned.

F.5.6.2.2 Dissertations duplicated elsewhere

If the candidate has had the dissertation duplicated elsewhere, he shall deposit the following with the US Printers:

1. one unbound copy which has been certified to be final by the promoter on the prescribed form (copies of which are obtainable from the US Printers, Block A of the Central Administrative Complex);
2. two bound copies, namely one hard-cover copy and one soft-cover copy, for the University Library; and
3. one bound copy for each of the examiners concerned.

F.5.6.2.3 Deadlines for submission to US Printers

The copies referred to in F.5.6.2.1 and F.5.6.2.2 above shall be deposited with the US Printers in good time: Provided specifically that a candidate wishing to receive the degree in December or April shall so deposit the said copies in November or February, respectively, not later than **on the date prescribed in the “Almanac for 2004”** (for the Almanac, see the front matter of this Part I of the University Calendar).

F.5.6.3 Microfiche copy

One copy shall be made by the University in microfiche form at the candidate's expense. The original unbound copy delivered to the US Printers for that purpose (in terms of F.5.6.2.1 or F.5.6.2.2 above) shall subsequently be returned to the candidate.

F.5.6.4 Final copies for external examiners

A bound copy of the dissertation in its final form shall be despatched to each external examiner by the department concerned at University expense.

F.5.6.5 Final copies for internal examiners

Any student availing himself of the University's duplication facilities shall be required personally to deliver to each of the internal examiners one bound copy of his dissertation in its final form.

F.5.7 Abstracts compulsory

Where a copy of any Doctoral dissertation is required to be deposited with the University Library, it shall be compulsory for abstracts (summaries) of not more than 500 words each in English and Afrikaans, respectively, to be incorporated in the final form of such dissertation on the page immediately following the title page: Provided that the abstracts shall be placed **after the author's declaration** prescribed in F.5.8.5 below.

F.5.8 Provisions as to typing and binding

F.5.8.1 Requirements for typewriting

The bound copies of any Doctoral dissertation shall be typewritten in double spacing or in one-and-one-half spacing and, in the case of all master copies (for duplication purposes), on only one side of the paper, and with a letter size of not less than 12 characters per 25 mm (Font 12): Provided that the Registrar shall be entitled to refer back to the candidate concerned any typescript which in the opinion of the Head of the US Printers fails to meet the set requirements.

F.5.8.2 Paper and binding

The dissertation shall be in the A4 paper format (ISO), and shall be full-bound in hard material.

F.5.8.3 Wording on front cover

The title of the dissertation, and also the name of its author, shall be printed on the outside of the front cover.

NOTE ABOUT THE WORDING ON THE SPINE

As a rule, only the author's name is printed on the spine. When depositing a Doctoral dissertation with the University, the student may however request the addition on the spine of a shortened title (to a maximum of 55 letters) at extra cost.

F.5.8.4 Content of title page

F.5.8.4.1 Title, subtitle, and names

The title page shall bear —

1. the title of the dissertation, printed in roman capital letters in the top third of the page;
2. the author's forenames and surname, placed directly below the title and likewise printed in roman capital letters; and
3. the appropriate one of the set wordings indicated below, **represented in a suitably completed version:**

English set wordings:

“Dissertation presented for the Degree of Doctor of (e.g. Science) at the University of Stellenbosch.

Promoter(s): ”; or

Afrikaans set wordings:

“Proefskrif ingelewer vir die graad Doktor in (bv. die Natuurwetenskappe) aan die Universiteit van Stellenbosch.

Promotor(s): ”.

F.5.8.4.2 Date

At the foot of the title page shall be stated the month and year in which the degree is to be awarded (for instance, “April 2005” or “December 2011”).

F.5.8.5 Prescribed author's declaration

On the first page following the title page of his dissertation (except a dissertation for the DSc degree, for which the set wording is given in the relevant faculty's Part of the University Calendar) the candidate shall reproduce and appropriately sign and date the set wording indicated below:

“Declaration

I, the undersigned, hereby declare that the work contained in this dissertation is my own original work and that I have not previously in its entirety or in part submitted it at any university for a degree.

Signature: Date: ”

OR

“ Verklaring

Ek, die ondergetekende, verklaar hiermee dat die werk in hierdie proefskrif vervat, my eie oorspronklike werk is en dat ek dit nie vantevore in die geheel of gedeeltelik by enige universiteit ter verkryging van 'n graad voorgelê het nie.

Handtekening: Datum: ”.

F.5.9 *Dissertations containing illustrations*

In the case of a Doctoral dissertation containing illustrations (maps, sketches, etc.), the promoter may require one copy containing the original illustrations to be submitted.

F.5.10 *Alterations compulsory in master copy/copies*

Before the promoter can give final approval of a dissertation, the candidate shall, in the master copy/master copies for duplication, make or cause to be made, to the promoter's satisfaction, all alterations considered necessary by the examiners.

F.5.11 *Publication of dissertations*

F.5.11.1 **Ownership of intellectual property**

The current policy relating to the ownership of any intellectual property (e.g. copyright) which is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Doctor.

F.5.11.2 **Right to publish granted to the University**

When registering for the Doctorate, every candidate shall grant the University the right to publish such dissertation (or part thereof) as the candidate may complete in order to qualify for the said degree, including the right so to publish without financial reward to the candidate, if the said dissertation (or part thereof) is not otherwise published within the three years following the conferment of the said degree: Provided that, for a classified dissertation, such three-year period shall be calculated from the date of declassification.

F.5.11.3 **Encouragement to publish**

1. Every candidate shall be encouraged to publish research results, and/or otherwise make them known, prior or subsequent to the submission of his dissertation.
2. Permission to publish shall be obtained from the dean concerned or such dean's alternate, acting on the recommendation of the departmental chairperson and the promoter concerned.

3. Departmental chairpersons shall ask authors and co-authors to publish journal articles under the address of the University as far as possible.

F.5.11.4 Publication requirements

F.5.11.4.1 Identification as a dissertation

When a dissertation, as approved by the University, is published, the title page shall bear the appropriate one of the set wordings indicated below, **represented in a suitably completed version**:

English set wordings:

“Dissertation presented for the Degree of Doctor of (e.g. Science) at the University of Stellenbosch.

Promoter(s): ”; or

Afrikaans set wordings:

“Proefskrif ingelewer vir die graad Doktor in (bv. die Natuurwetenskappe) aan die Universiteit van Stellenbosch.

Promotor(s): ”.

F.5.11.4.2 Date

The title page shall also show the year and date of submission.

F.5.11.4.3 Suitable mention

If in the opinion of the promoter a dissertation, as published, has been substantially altered, the above-mentioned set wording for the title page shall be replaced by a suitable mention in the preface.

F.6 Duplication and binding of dissertations

NOTE ABOUT THE US PRINTERS

The University offers facilities for the duplication and binding of dissertations. Particulars may be had from the US Printers, Block A, Central Administrative Complex.

F.6.1 Candidate responsible for sorting

F.6.1.1 Personal responsibility of candidate

Subsequent to the duplication of the text of a dissertation by the US Printers, the candidate shall personally be responsible for the correct sorting of the pages of every copy thereof.

F.6.1.2 Personal responsibility of candidate’s agent

If the candidate is unable personally to submit his dissertation for duplication by the US Printers, then whoever submits it on his behalf shall be personally responsible for the correct sorting of the pages of every copy thereof or, if he is not personally able to carry out this responsibility, for arranging for the sorting thereof to be correctly done.

F.7 Fees payable: Sensitive dissertations

NOTE See under "Procedure in regard to sensitive dissertations, theses and assignments" (paragraph F.9.2 below).

F.8 Oral examination

F.8.1 A general requirement for other than advanced Doctorates

An oral examination shall in general be required for the degree of Doctor in all Faculties (with the exception of advanced Doctorates as in F.8.2 below), but in special cases exemption from such examination may, with the Senate's approval, be granted on the strength of sufficient substantiation.

F.8.3 Possible scope of oral examination

Where an oral examination is conducted, it may bear —

F.8.3.1

upon the dissertation, and

F.8.3.2

upon such dissertation-related areas as have been agreed upon beforehand.

F.8.4 Conductors of oral examination

Such oral examination shall be conducted by at least two of the three examiners, one of whom shall be the promoter and another of whom, if practically feasible, shall be the external examiner. If the external examiner cannot be present, he may, with the Senate's approval, conduct a supplementary oral examination.

F.9 Sensitive dissertations, theses and assignments

MAKING STUDENTS' RESEARCH RESULTS MORE WIDELY KNOWN

The University takes the view that, in the interest of the advancement of learning, any research results submitted for the purpose of obtaining an academic degree must in general be made known, but that exceptional cases do arise in which the research results involved cannot be made known in the usual manner. The University takes this view on the clear understanding, however, that the number of such exceptional cases and also the period of classification to which they are subject are both to be restricted to a minimum.

F.9.1

In line with the view expressed above, chairpersons of departments and supervisors/promoters shall in the application phase —

F.9.1.1

endeavour to establish definitively whether the assignment, thesis or dissertation in question is at all likely to involve any classification/secretcy, particularly in the case of Master's degrees, which – unlike the majority of Doctorates – normally do not follow the route of faculty committees or special committees;

F.9.1.2

consider with great care to what extent it will be possible to deal with the dissertation, thesis or assignment in such a manner that it can be accommodated as an academic treatise (Afrikaans: "verhandelings") without the identification of sources of information and thus without the need for classification/secretcy.

F.9.2 *Procedure in regard to sensitive dissertations, theses and assignments*

F.9.2.1

In the case of classified dissertations, theses and assignments that involve **commercial confidentiality**, the following shall apply:

F.9.2.1.1

Where it bears on information which is available by courtesy of some organization, but which is being treated as confidential, a dissertation, thesis or assignment shall be approved and examined according to the normal procedure.

F.9.2.1.2

As to the dissemination of such dissertation, thesis or assignment, the required number of copies and microfiche shall be made, but shall not be immediately distributed.

F.9.2.1.3

The said copies and microfiches – unless the dissertation, thesis or assignment is declassified earlier by the institution involved – shall be stored in the Security Department of the Library for a maximum period of three years, whereafter they shall be declassified.

F.9.2.1.4

If the institution considers that a microfiche should not be made until some later stage, this shall be done at such institution's expense.

F.9.2.1.5

The master copy/copies and the bound copy for the Library shall be stored in the Library's Security Department.

F.9.2.2

In the case of classified dissertations, theses and assignments that are of **security interest**, the following shall apply:

F.9.2.2.1

The dean of the relevant faculty, acting at the request of the departmental chairperson concerned, shall, prior to the meeting at which the faculty board is to consider the candidate's admission to the proposed study, specify in a submission to the Executive Committee what the limited access required in regard to such dissertation, thesis or assignment involves in terms of nature, degree and duration, thus providing the Executive Committee with a basis on which to decide whether such dissertation, thesis or assignment is to be dealt with in accordance with the following guidelines:

F.9.2.2.2

No sensitive aspects of the topic of such dissertation, thesis or assignment shall be mentioned in the documents of the relevant faculty or of the Senate or be made known in any other manner;

F.9.2.2.3

if the research being conducted is local to this University, the procedure described below shall be followed for the examination and storage of copies:

F.9.2.2.3.1

all duplication and binding for examination purposes shall be under strict supervision;

F.9.2.2.3.2

the master copy/copies shall be stored in the Security Department of the Library;

F.9.2.2.3.3

the University and the interested external party shall jointly determine whether the microfiche and bound copies required in the normal course of events are or are not to be made at the time of the candidate's qualifying for the degree; and

F.9.2.2.3.4

if it is agreed that the above-said duplication is permissible, the microfiche and/or bound copies together with the master copy/copies shall be stored in the Security Department of the Library until such time as declassification occurs and normal distribution becomes possible:

Provided that only persons with the appropriate authorization shall have access to and control over the Security Department of the Library;

F.9.2.2.4

in instances in which the research is not being conducted locally, the dean concerned shall submit to the Executive Committee particulars of the duplication, of the place of examination, and of the storage of copies and of the master copy/copies;

F.9.2.2.5

the conditions approved by the Executive Committee for the handling of each instance of the aforesaid nature shall for record purposes be put into writing by the Registrar for safekeeping, without any report to the Senate concerning such conditions; and

F.9.2.2.6

dissertation topics, the names of promoters, the names of places of study, and examination results shall be submitted in accordance with the normal procedure.

NOTE ABOUT DECLASSIFICATION

Unless the candidate or his promoter/supervisor or co-promoter/co-supervisor requests the period of classification to be extended and unless such request is approved by the Senate, the Library will regard the assignment, thesis or dissertation in question as having been automatically declassified and will transfer it to the open shelves.

F.10 Further provisions

F.10.1 *Employer's consent as to registration and publication*

Every prospective candidate who is in the employ of some organization external to the University shall, prior to admission to a programme of study for the Doctorate, furnish proof in writing that he has obtained such employer's permission —

F.10.1.1 Registration

to register for the said programme of study for the Doctorate; and

F.10.1.2 Publication

to abide by the University's rules concerning the publication of dissertations (see also F.5.11 above).

F.10.2 *Consent as to using information from external sources*

Any person who in his programme of study for the Doctorate intends to make use of information from sources outside the University's control shall, **prior to** admission to such programme, submit – if the University so requires – a written statement of the conditions on which the organization concerned is prepared to permit him to use the said information.

F.10.3 *Promoter's written consent for submitting the dissertation*

No candidate shall submit his dissertation for examination prior to receiving consent to do so from the promoter in writing. Such written consent shall not necessarily imply that the dissertation has been approved by the promoter.

F.10.4 *Time of registration for examination*

A candidate may register for the Doctoral examination at any time during the academic year.

NOTES TO PARAGRAPH F.10.4

Note 1 Doctorates in general

Further information about Doctorates is given by the various faculties in their respective parts of the University Calendar.

G. Continuation of registration after the basic period of residence

G.1 Registration compulsory until qualification awarded

Any student for the degree of Bachelor with Honours, of Master or of Doctor shall, for the full duration of his studies until awarded the degree or diploma concerned, each year register as a student, subject to paragraphs H and I below. If, prior to the conferment upon him of the degree or diploma concerned, any such student fails to register as a student for the current year before the prescribed date, his registration and in the case of a student for the degree of Master or of Doctor also the topic of his thesis or dissertation shall lapse. Any such student wishing to be readmitted to the degree or diploma programme concerned shall be required to apply in writing for readmission, to register anew for the programme concerned and to pay anew the normal registration and programme fees.

G.2 Manner of dealing with registration

The annual registration of any student for the degree of Master shall be administratively effected not more than twice and that of any student for the degree of Doctor not more than three times. For the purpose of any subsequent registration, any such student shall be required to submit a written statement in which the departmental chairperson, supervisor or promoter concerned declares formally that the student has permission to continue his studies.

I. Payment of a special levy by postgraduate students

I.1 Rate and inception

As an incentive to complete their studies as soon as possible, an annual levy of 25% of the normal annual tuition fees shall be payable as follows by all postgraduate students (including members of staff):

Programme	After a period of
Master's programmes with a minimum period of residence of 2 years	4 years
Doctoral programmes	5 years

I.2 No distinction between “part-time” and “full-time”

In respect of the liability for the special levy, there shall be no distinction between “part-time students” (persons in full-time employ who are also students) and “full-time students” (persons who are students only).

I.3 Grace period

In the case of **distance education** and **modularized Master’s programmes**, the special levy shall be payable after the expiry of the agreed period of completion and a period of grace of two years.

J. Guidelines on interruptions of studies

J.1 Acceptable reasons for interruptions of studies

Where an application for consent to an interruption of Master’s or Doctoral studies is being considered, the indications below of possible reasons shall serve as the guidelines in judging the acceptability of the reasons given in support of such application. **Each such application shall be substantiated by means of appropriate supporting documents**, such as letter of appointment, text of academic assignment, medical certificate(s), financial statement(s), affidavit, etc.

J.1.1 Work

Situation at work

J.1.2 Illness, injury, etc.

Medical reasons.

J.1.3 Finance

Financial reasons.

J.1.4 Other personal circumstances

Highly special personal circumstances, if thoroughly and convincingly substantiated.

J.2 Procedure for applications for consent to an interruption of studies

J.2.1 Closing date

Any application for consent to an interruption of studies shall reach the appropriate faculty secretary on or before 30 April of the year concerned. **No application for consent to an interruption of studies shall be considered after 30 April of the academic year concerned.**

J.2.2 Late applications not considered after 30 April

Consent to an interruption of studies shall be considered on the recommendation of the promoter/supervisor and the chairperson of the department concerned

J.2.3 Entry in recommendatory report

Where any such application has been granted, it shall be entered in the next recommendatory report of the faculty board concerned.

J.2.4 Minimum period of one year

Consent to an interruption of studies shall be granted for a period of not less than one year.

J.2.5 Limitations in the case of Master’s candidates

Consent to an interruption of his studies for the degree of Master shall in the normal course of events be granted to any student once only and for a period of one year.

J.2.6 *Limitations in the case of Doctoral candidates*

Consent to an interruption of his studies for the degree of Doctor shall in the normal course of events be granted to any one student either twice at the most, namely for a period of one year in each instance, or once only, namely for a period of two years.

J.3 Failure to register

J.3.1 *Fees payable retrospectively; no retrospective registration*

Any postgraduate student having failed to register for any particular year or years shall, if at all granted consent to register again, when presenting himself for registration pay the full registration fee and the full tuition or continuation fee, as the case may be, for each such year not previously registered for, **but shall not be registered with retrospective effect.**

J.3.2 *Registration requirements for award of degree in April*

No degree shall be conferred upon a student at the April ceremony if he was not registered for the previous year and was not so registered **before August of such previous year.** Such a student may, however, by the end of April obtain from the University a formal statement to the effect that he has complied with the requirements for the degree in question and that the said degree will be conferred in December: Provided that the student shall have been registered on time in respect of the year in which such degree is to be conferred and shall have paid the tuition or continuation fee, as the case may be, for such year.

J.3.3 *Scope of these rules*

The rules set forth in J.3.1 and J.3.2 above shall hold for all one-year and two-year programmes for the degree of Master and for all programmes for the Doctorate.

K. Conferment of degrees and diplomas

K.1 Entitlement to privileges

A student shall not be entitled to the privileges attaching to a degree or diploma until such time as the said degree or diploma has been conferred upon him.

K.2 Graduation ceremonies

K.2.1 *Frequency*

Degrees and diplomas shall be conferred at congregations of the University held at Stellenbosch twice a year, namely in April and in December.

K.2.2 *Announcements*

Particulars of each such ceremony shall be sent by post to all final-year students concerned, and shall be announced not only on the University's official notice boards but also in the public press.

K.3 Academic dress obligatory

Academic dress shall be obligatory at any graduation and diploma ceremony. Students shall avail themselves of academic gowns and hoods supplied by the University for such purpose.

* * * * *

GENERAL INFORMATION

Design of the programmes

The programmes are modular and non-residential – **students are therefore not eligible for accommodation in a university residence.**

Language of instruction

English is used as the medium of instruction. Afrikaans-speaking students will be accommodated.

Bursaries

Students who wish to apply for a bursary should contact the Division of Research Development: Postgraduate Bursaries before the end of November of the year of application. More information is available on the website of the Division: <http://www.sun.ac.za/research/NBE.htm>

Tuition fees

Following registration, a **full account** for the year is sent out for every student. It is the **responsibility of the student** to ask for an account if one was not received by mail. If student fees are paid in full before or on the 31st of March, a discount of 3% will be granted. Please contact the Student Fees division for more information: <http://www.sun.ac.za/StudentFees/payment.html>

Support

Students are welcome to approach the postgraduate programme co-ordinator, Ms Marthie van Niekerk, for administrative aspects related to their study programme. This includes information and advice about registration, financial and bursary information. Students are welcome to approach the Programme Director (Prof Johann Mouton) for assistance and information on academic matters related to their study programme. Given the large number of post-graduate students in the Department, **it is essential that appointments be made well ahead of time for all meetings.**

Critical dates to remember

Although the university administration, as well as the Programme Administration, regularly reminds students of critical deadlines, we must emphasize that it is the student's responsibility to know and follow university procedures. Updated schedules are available on the Centre website. You should ensure that you know and follow the procedures and deadlines on the following matters:

- Deadlines for registration
 - 27 February: Last day for late registration: Current MPhil and DPhil students
 - 31 March: Last day for late registration: New MPhil and DPhil students

- Deadlines for the payment of tuition fees
 - On or before 30 Apr:** 75% of the total amount (due regard to payments made at registration)

On or before 31 Aug: The outstanding balance on the account

- Deadlines for submission of assignments
Available on the website: <http://www.sun.ac.za/crest/postgrad/dates.htm>
- Deadlines for submission of dissertation, thesis or mini-thesis manuscripts
MPhil
with a view to the December graduation ceremony, before/on 1 July, and
with a view to the April graduation ceremony, before/on 1 November.
DPhil
with a view to the December graduation ceremony, before/on 1 April, and
with a view to the April graduation ceremony, before/on 1 July.

Contact details

Address: Department of Sociology, University of Stellenbosch
Private Bag XI
Matieland 7602 South Africa

Tel. no.: (021) 808 – 3708 **Fax. no.:** (021) 808 - 2023

Programme Director	Programme Coordinator
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INFORMATION IS ALSO AVAILABLE ON THE INTERNET @
<http://www.sun.ac.za/crest/postgrad/postgrad.htm>

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SOCIAL SCIENCE METHODS (SSM)

MPhil in Social Science Methods

Choice of supervisor(s)

Masters students may initiate discussions with a supervisor about a thesis or mini-thesis topic at any point during their studies. However, it is recommended that (1) a first discussion is held with the Programme Director who could assist in the choice of a supervisor and (2) that such a first exploratory meeting only be held after the student has done some basic reading in the area. This proposal forms the basis for the choice of a supervisor (and co-supervisor if necessary). A guideline for research proposals is attached as Appendix A.

1.1 Structural options available to students

Students have two options:

OPTION A: Students complete eight modules and a standard thesis (80 – 100 pages).

OR

OPTION B: Students complete twelve modules and a mini-thesis (40-50 pages).

CREDITS:

Option A: The combined average credit for the eight modules constitutes 50% of the total mark and the thesis the other 50%. In deciding on the final mark awarded to the student, the Department retains a discretionary authority.

Option B: The combined average credit of the twelve modules constitutes 75% of the total mark and the thesis the remaining 25%. Note that this means that students choosing Option B would not qualify for financial support from the NRF.

COMPULSORY MODULES: All students must attend Module 211 (Understanding Social Research) and Module 212 (Principles of Research Design). [See schedule for dates on the following website: www.sun.ac.za/crest/postgrad/dates.htm]

ADDITIONAL MODULES: Students may be allowed to take more than the required number of modules after consultation with the Programme Director.

ATTENDANCE OF MODULES: **Attendance of the whole duration of a Module is compulsory** unless the Programme Director is provided with a valid excuse. Students, who only attend part of a Module week, will not be eligible to complete assignments for that Module and will not receive any credits for that Module.

SELECTION OF MODULES: Although students will be allowed to put together their own module-packages, it is recommended that this selection be done in consultation with the Programme Director.

EXIT POINT: Students with unsatisfactory results will be allowed to exit with a BPhil in Philosophy after the successful completion of ten modules.

1.2 Assignments

Assessment of completed modules takes place through written assignments, class tests (statistics modules) and practical sessions. The following policies and procedures apply to the submission of written assignments:

- Assignments must be typed (word-processed) and submitted with the appropriate cover page.
- Assignments, which reach the Programme Co-ordinator after the deadline, will not be assessed. Extensions must be applied for well in advance and will be granted in special circumstances.
- Assignments must meet standard criteria of technical and language editing. Assignments, which have not been proofread or spell-checked, will not be accepted.
- If a student receives a mark below 50% for an assignment, he/she has the option of resubmitting a revised assignment within one month of the return date. Should the revised assignment not receive a pass mark, the student will have to repeat the particular Module in the following year or choose an alternative Module. This does not apply to compulsory modules.

1.3 Theses and mini-theses

The focus of the Masters programme is on all aspects of the methodology of the social sciences. This focus must be reflected in the themes selected for either the thesis or mini-thesis. A thesis must primarily focus on a methodological topic (e.g. the nature of objectivity in qualitative research); whereas a mini-thesis focuses on applying methodological knowledge and insights (e.g. comparing two methods of data-collection in the study of students' perception on Aids). We will refer to these as the methodological and applied methodological foci. All theses and mini-theses should fit into either one of these two categories. This will be discussed in more detail.

1.3.1 Thesis options

METHODOLOGICAL THESIS (Category A)

FOCUS: In these theses the problem to be investigated/ examined is a methodological or philosophical problem. A thesis focuses primarily (if not exclusively) on a methodological issue in the social sciences. A thesis would typically use conceptual and philosophical argumentation/ reasoning as an approach, but methodological topics can also be studied through empirical research designs (e.g. doing an empirical study in order to enhance our understanding of the notion of "triangulation").

EXAMPLES: Philosophical and conceptual studies on the nature and meaning of key concepts in the methodology of the social/ human sciences, e.g. objectivity, validity, reliability, theory, model, paradigm, triangulation, truth, rationality et. Historical studies on shifts in methodological approaches

and practices in different human science disciplines. Empirical and sociological studies on research practices with a view to enhance our understanding of methodological consequences in real life, e.g. how the choice of different scales, questionnaires, word-orders, interview formats, affect the quality of data collected.

STUDENT PROFILE: Students who have a more conceptual and philosophical interest in these issues are likely to choose this category. It is preferable that such students have some background in methodology (as well as the philosophy of social research). Students electing for a more conceptual thesis will have to provide proof of their competence in analytical reasoning.

APPLIED METHODOLOGICAL THESIS (Category B)

FOCUS: This will be a thesis in which the student opts to apply specific methodological knowledge and expertise gained through the coursework in a substantive area. The objective of the student should be to “cement” the knowledge that he or she has gained through exposure to particular methodologies and techniques in the course. It could also be that the object of the exercise is to apply newly acquired skills in statistics, computing or qualitative research to an area of interest. It is important to emphasize that the methodological approach or procedure selected in such theses carries the same weight as the substantive area of focus. This should be reflected in the proportion of space devoted to the methodological components of the thesis compared to the space devoted to the presentation and discussion of the substantive results of the study.

EXAMPLES: Students must first decide on which methodological area or approach or procedure they wish to focus. This could be rather broad (within the qualitative or participatory paradigm) or very specific (the use of factor analysis as a statistical procedure). After having decided on the methodological focus of the thesis, they will **IN CONSULTATION** with the department decide on a substantive area in which this methodology will be applied. Only **THREE** options are available to students:

- Option 1: To select a topic which coincides with the areas of specialisation of members of the Department (Cf. Appendix A: Departmental research areas). In cases such as these, the student is encouraged to make an appointment with the relevant member of the Department and discuss the thesis topic with him or her. The key areas of expertise in the department include: development sociology, industrial and organisational sociology, the sociology of culture, the sociology of science and technology, gender studies.
- Option 2: To undertake a secondary data analysis thesis working with data available in the Department and the South African Data Archive. The existing data sets that could be considered include: the World Values Survey, the General Household Survey, and the Poverty study.
- Option 3: For students already in possession of an Honours degree who did prior empirical and theoretical work in a specific area, permission might be granted to continue work in that area.

NB: Students may be required to do extra reading or even alternative modules offered by the Department of Sociology if the Department believes that additional theoretical background is required for the thesis.

STUDENT PROFILE: Students who wish to upgrade or refresh an existing methodological expertise through applied research will most likely settle for this option. Students who work in applied social research settings might also be inclined to choose this option if they wish to expand their substantive knowledge of a certain social science area. Finally, students who have never done a significant independent empirical study will choose this option.

1.3.2 Mini-thesis options

METHODOLOGICAL MINI-THESIS (CATEGORY C)

FOCUS: The focus here is similar to that of Category A. The emphasis is on philosophical and methodological issues. However, given that the mini-thesis constitutes only 25% of the overall mark, it will obviously be more restricted in scope. In this Category we would strongly encourage students to undertake a LITERATURE REVIEW study. The aim would be to choose a methodological paradigm, design or method and do a systematic and substantive review of recent (the past 10 years) literature in this area.

EXAMPLES: Literature reviews of methodological paradigms (qualitative research, participatory action research), methodological issues (objectivity debate, the debate about the subject of social studies) and research designs (types of programme evaluation, survey research designs, impact assessment methodologies, field experiments, etc.)

STUDENT PROFILE: A student will typically select the MINI-THESIS option because he or she wishes to expand their knowledge of methodological approaches through the structured coursework. This could apply to students who have been exposed to some methodological traditions only and now wish to fill the gaps. It could also apply to students who have had little or no methodology training in their undergraduate training.

APPLIED METHODOLOGICAL MINI-THESIS (Category D)

FOCUS: The focus in Category D is similar to that of Category B in that the student chooses to apply specific methodological knowledge and expertise gained through the coursework. However, given the smaller scope of a mini-thesis, this application will be much more restricted and narrow. Given this restriction, we would strongly encourage students who choose this option, to undertake a secondary data analysis study only. This has the advantage of saving time on research design and data-collection as well as applying newly acquired knowledge and analytical skills to high quality data sets.

EXAMPLES: Applying quantitative analytical and statistical skills (such as multivariate statistical procedures) to data sets held in the Department and the South African Data Archive. Applying qualitative analytical skills (and the use of Atlas/Ti software) to qualitative data held in the Department (e.g. Tech2005 data).

STUDENT PROFILE: The student profile is similar to that of Category C where the student wishes through the coursework, to get a broad range of new knowledge and skills in social research.

GENERAL RULE: The Department will consider thesis and mini-theses topics, which fall OUTSIDE of Categories A – D under exceptional circumstances.

DPhil in Social Science Methods

A guide to Prospective Doctoral students is attached as Appendix B.

2.1 Structural options available to students

All Doctoral students have to complete FOUR modules and a dissertation. The four modules constitute 25% of the total mark and the dissertation constitutes the remaining 75%. There are no compulsory modules and students are allowed to take two additional modules at no additional cost. As far as the selection of modules is concerned, students will be allowed to put together their own module-packages. However, it is recommended that this selection be done in consultation with the Programme Director.

2.2 Assignments

The same criteria apply as outlined in 1.2 above.

2.3 Dissertation

Standard university criteria apply (Cf. University Yearbook). It is accepted that the length of a dissertation will vary depending on the topic selected. In general, the Department recommends a length of between 200 and 250 A4-pages (1.5 spacing). Doctoral candidates have a choice between a METHODOLOGICAL and APPLIED METHODOLOGICAL topic for their dissertations. The conditions and criteria are similar to Categories A and B spelt out above (1.3.1).

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SCIENCE AND TECHNOLOGY STUDIES (STS)

MPhil in Science and Technology Studies

Choice of supervisor(s)

Masters students may initiate discussions with a supervisor about a thesis or mini-thesis topic at any point during their studies. However, it is recommended that (1) a first discussion is held with the Programme Director who could assist in the choice of a supervisor and (2) that such a first exploratory meeting only be held after the student has done some basic reading in the area. A guideline for research proposals is attached as Appendix A.

3.1 Structural options available to students

Students have two options:

OPTION A: Students complete eight modules and a standard thesis (80 – 100 pages).

OR

OPTION B: Students complete twelve modules and a mini-thesis (40-50 pages).

CREDITS: Option A: the combined average credit for the eight modules constitutes 50% of the total mark and the thesis the other 50%. In deciding on the final mark awarded to the student, the Department retains a discretionary authority.

Option B: The combined average credit of the twelve modules constitutes 75% of the total mark and the thesis the remaining 25%. Note that this means that students choosing Option B would not qualify for financial support from the NRF.

COMPULSORY MODULES: In both Options all students must attend Module 412. [See schedule for dates on the following website: www.sun.ac.za/crest/postgrad/dates.htm]

ADDITIONAL MODULES: Students may be allowed to take more than the required number of modules after consultation with the Programme Director.

ATTENDANCE OF MODULES: **Attendance of the whole duration of a Module is compulsory** unless the Programme Director is provided with a valid excuse. Students, who only attend part of a Module week, will not be eligible to do assignments for that Module and will, therefore, not receive any credits for that Module.

SELECTION OF MODULES: Although students will be allowed to put together their own module-packages, it is recommended that this selection be done in consultation with the Programme Director.

3.2 Assignments

The same criteria apply as outlined in 1.2 above.

3.3 Theses and mini-theses options

3.3.1 Thesis option

Given the broad range of possible topics, candidates will be encouraged to choose a topic, which coincides with the research interests of one of the presenters in the Programme (Cf. Appendix B, STS List of topics).

FOCUS and EXAMPLES: STS scholarship in South Africa is not well-developed. This means that there are a large number of possible topics available for the prospective student. Some of the prospective focus-areas are the following: Case studies which look at the management of science and technology in specific institutions and companies; Historical studies of S&T institutions in South Africa; Policy related studies within the field of science and technology; Conceptual and philosophical studies on trends (globalisation, new modes of knowledge production, the emergence of strategic science) world-wide and their implications for South Africa and a variety of empirical (both qualitative and quantitative) studies in the sociology of science and technology. Students should also inspect the current research projects of the Centre, which are presented on the following, website: <http://www.sun.ac.za/crest/research.htm>

STUDENT PROFILE: It is likely that the student's academic background as well as current employment will determine the choice of topic. Students with a strong methodological background will be encouraged to undertake empirical studies. Students with an interest in philosophical and conceptual issues will be encouraged to address policy issues as well as current theoretical debates in the field.

3.3.2 Mini-thesis option

Given that the mini-thesis constitutes only 25% of the overall mark, it will obviously be more restricted in scope than the thesis.

FOCUS: We would strongly recommend to students to either undertake a thorough LITERATURE REVIEW of a selected topic or a SECONDARY DATA ANALYSIS of an existing database. In both cases, the topic should again coincide with the research interests of the presenters in the programme.

EXAMPLES: Literature reviews are normally undertaken to present an authoritative and up-to-date overview of a theme, debate or issue. Examples of such debates and issues in STS are the following: the state of scientometric research today; debates about science studies as a field; globalisation and its impact on national systems of innovation, the measurement of innovation, technology assessment: new approaches and so on. Secondary data analyses could be undertaken using the available databases in the Centre for Research on Science and Technology and its participating partners. These include the following:

- SA Knowledgebase
- Scientometric and bibliometric studies of ISI databases.

- The South African R&D Survey data.
- SAPSE/HEMIS data
- NACI Survey on Research Utilization in South Africa

STUDENT PROFILE: The student's academic background as well as current employment will determine the choice of topic. Students with a strong methodological background will be encouraged to undertake secondary data analysis studies. Students with an interest in philosophical and conceptual issues will be encouraged to address policy issues as well as current theoretical debates in the field through literature reviews.

DPhil In Science and Technology Studies

A guide to Prospective Doctoral students is attached as Appendix B.

4.1 Structural options available to students

All Doctoral students must complete FOUR modules and their dissertation. The four modules constitute 25% of the total mark, whereas the dissertation constitutes the remaining 75%. There are no compulsory modules and students are allowed to take two additional modules at no additional cost. As far as the selection of modules is concerned, students will be allowed to put together their own module-packages. However, it is recommended that this selection be done in consultation with the Programme Director.

4.2 Assignments

The same criteria apply as outlined in 1.2 above.

4.3 Dissertation

Standard university criteria apply (Cf. University Yearbook). It is accepted that the length of a dissertation will vary depending on the topic selected. In general, the Department recommends a length of between 200 and 250 A4-pages (1.5 spacing).

As far as topic and focus are concerned, similar considerations to those spelt out in 3.3 apply.

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APPENDIX A

The following are some guidelines regarding the structure of your research proposal for the Master's thesis.

Length: Optimal length 5-7 pages

Structure: The following are typical headings -

1. Background: This discusses why the research problem is being investigated, why it is important (also to you and the reader) and a range of literature references which substantiate that this is a worthwhile undertaking. [Approximate length = 2 pages]

2. Statement of the research problem: This involves a description of the unit of analysis and target population, the research objectives and - where appropriate - research hypotheses. [Approximate length = 1 page]

3. Research design and methodology: A discussion of the kind of design (survey/ case study/ ethnographic/historical/ program evaluation, etc.) that will be followed. Also a discussion of the main stages in the research process, such as the instrument that will be used, the sample design, data collection procedures and types of analysis [Approximate length = 1 1/2 - 2 pages]

4. Time frame and budget: An outline of the main stages in the research process and, where appropriate, a budget.

5. References

Process: All students must first discuss their thesis topics with Prof Mouton. This must be followed with a submission of a draft proposal, that will be discussed in more detail. A final proposal - using the guidelines above - must then be submitted to Prof Mouton for discussion within the department.

APPENDIX B

A GUIDE TO PROSPECTIVE DOCTORAL STUDENTS

Background

The Department of Sociology and Social Anthropology at the University of Stellenbosch offers a number of Doctoral programmes:

- D. Phil. in Sociology
- D. Phil. in Social Anthropology
- D. Phil. in Social Science Methods
- D. Phil. in Science and Technology Studies
- D. Phil. in Sociology of Development

This guide tells you how to go about to register and enroll for one of these programmes. Given that we receive numerous requests from prospective doctoral students, we would strongly advise you to read this guide carefully and follow the guidelines closely.

Do you qualify?

As a minimum qualification you have to be in possession of a Masters degree in the human or social sciences from any recognized university. In some cases, you need to be qualified in the discipline of Sociology or Anthropology on the masters level (i.e. for D. Phil. in Sociology and in Social Anthropology) but a Masters in a related social science may also be considered to allow you entrance into these or the other listed doctoral programmes. In case of the D. Phil. in Social Anthropology specifically the M. Phil. in Organisations and Public Cultures (from the University of Stellenbosch) will also serve as an entrance qualification. The D. Phil. Sociology of Development has two M Phil modules in the associated M Phil as prerequisites.

For doctoral programmes in Social Science Methods and in Science and Technology Studies you have to be in possession of a Masters degree¹ (irrespective of the field) that is regarded as relevant for the particular degree.

The Department reserves the right to request additional background reading should we judge that your Masters degree is too far removed from the D. Phil. programme that you wish to enroll for.

The first step (Application form and CV)

All prospective doctoral students must complete an application form to study at the US. The application form is available electronically at http://www.sun.ac.za/Internet/Admin/Student/Admissions/forms/Intro_applypostgrad.html.

¹ A M. Tech from a South African Technikon is also accepted.

Once you have completed the application form, submit it with the application fee and a completed curriculum vitae to one of the two post-graduate co-ordinators below:

- Marthie van Niekerk (mvn3@sun.ac.za) [Science and Technology Studies & Social Science Methods]
- Kozette Myburgh (kswart@sun.ac.za) [Sociology, Social Anthropology & Sociology of Development]

The second step (Pre-proposal)

Although some of our doctoral programmes have structured coursework components, the main element of the doctoral programme remains the doctoral thesis. The university will only register you as a doctoral student, once you have submitted a doctoral proposal and this has been approved by the various committees of the university.

In order to avoid wasting your time unnecessarily on the development of a proposal that is not acceptable to the Department, we have decided that all prospective doctoral students must **FIRST** submit a doctoral pre-proposal.

There are two main reasons for requesting a pre-proposal. First, we need to assess whether your interests coincide with the research expertise and interests of at least one member of the department. There is no point, we believe, in accepting a doctoral student, if we do not have an expert and experienced potential promotor in the department. Second, this process allows us to identify the most likely promotor(s) and to assign such a person to work with you on the final doctoral proposal.

NB: It is highly unlikely that the Department will accept a prospective doctoral student if your pre-proposal shows that its focus is very far removed from the expertise available in the Department.

In order to assist you, in the development of the pre-proposal, we have included a list of the doctoral promotors in the Department with their current research interests and projects at the end of this document.

The doctoral pre-proposal must comply with the following criteria:

- Working title of the doctoral thesis
- Indicate the motivation or rationale behind the proposed study
- Broad description of the research aims and objectives of the study
- The methodology of the proposed study
- An indication of the readings that you have already done or intend doing on the topic
- Maximum length: 2 pages

Once we have received your pre-proposal, it will be discussed at the next departmental meeting after which you will be informed (1) whether you have been conditionally accepted as a doctoral student; and (2) who the person in the department is with whom you should further correspond.

In some doctoral programmes (e.g. D. Phil. in Sociology of Development) it is required that the prospective candidate also present the pre-proposal orally to and meet with a panel in the department.

The third step (The doctoral proposal)

Once you have received the go-ahead on the basis of the pre-proposal that you have submitted, you must now concentrate on developing a full doctoral proposal that meets the university guidelines. These guidelines are attached.

NB: In our experience, it takes the average doctoral candidate between 3 and 6 months to develop a proper doctoral proposal that meets the requirements of the university.

The doctoral proposal is a document that is interactively developed between you and your prospective promotor with your promotor giving you continuous feedback until both of you are satisfied that it meets all the requirements. Once you have reached this stage, your proposal is submitted for review within the university system.

The fourth step (The review process)

Your doctoral proposal essentially moves through three stages of review within the university system:

1. A departmental review committee. This committee consists of the head of the department of sociology and social anthropology, your promotor(s), the chair of the Faculty's research committee and another external expert. Where possible we request that doctoral candidates be present during the discussion of their doctoral proposals before this committee.
2. The Faculty Research Committee. Once the departmental review committee has approved it, it is forwarded to the Faculty Research Committee for assessment.
3. The Faculty Council. If the Faculty Research Committee approves the doctoral proposal, a recommendation to this effect is sent to the next Faculty Council meeting and subsequently goes for ratification to Senate.

The doctoral proposal may at any stage of this process be referred back to the candidate for changes and revisions.

The fifth step (Registration)

You are finally registered as a doctoral student once your doctoral proposal has been approved by the Senate of the university.

The University of Stellenbosch allows doctoral students to register either during the first or the second semester of the academic year. In order for you to register during the first semester, your doctoral proposal normally has to enter the review process (Step 4 above) by the end of January at the latest. In order for you to be able to register for the second semester, your doctoral proposal has to be submitted by the end of March.

SENIOR STAFF OF THE DEPARTMENT



Simon Bekker

Simon Bekker is professor in Sociology. He acted as professor of development studies (Rhodes University), professor of Sociology (UNISA) and director of the Centre for Social and Development Studies (University of Natal). He made contributions as a visiting fellow at Oxford University and the Centre d'Étude d'Afrique Noire, France. He obtained a PhD (Sociology) from the University of Cape Town.

Areas of specialisation

Culture and society, sociology of development, urbanisation and migration studies.

Current research projects

Identity studies in South Africa (The construction of identity in South Africa)

Migration in the Western Cape (Migration in South Africa)

Comparative study of cities in Africa and Southern Europe (Cities and their hinterlands)

Joachim Ewert

Joachim Ewert is a senior lecturer in Sociology. He was educated at the University of Stellenbosch where he obtained a DPhil (Sociology), specialising in the sociology of work. Before joining the department in 1989, he lectured Sociology at the University of the Western Cape. He has been a visiting fellow at St Peter's College, Oxford University.



Areas of specialisation

Innovation in agriculture, skills development and training; labour relations, organisational restructuring, building of social capital.

Current research projects

Impact assessment of codes of practise.

The transformation of viticulture - comparing the Western Cape, South Africa and Languedoc-Roussillon, France.



Cornie Groenewald

Cornie Groenewald is professor of Sociology and chair of the Department of Sociology and Social Anthropology. He has been affiliated to this department as a full-time staff member since 1982. He lectured in Sociology at the University of Port Elizabeth, as well as the University of the Western Cape prior to this. He obtained a DPhil (Sociology) from the University of Stellenbosch.

Areas of specialisation

History of Sociology; Research Methods; Community Studies; Community Development; Rural and Urban Development; Socio-economic Surveys; Social Demography.

Current research projects

A community mobilization project and the design of a model for a 'total onslaught' against the spread of HIV and AIDS.

Development of a programme to advance the interest and chances of rural youth to follow a career path in rural industry.

Chronic poverty : Case studies. The description of recent examples of chronic poverty in and around Stellenbosch.

Andrietta Kritzinger

Andrietta Kritzinger is professor in Sociology and obtained a DPhil (Sociology) from the University of Stellenbosch. She has lectured at the University of the Witwatersrand and the University of Stellenbosch.



Areas of specialisation

Sociology of work; social theory; gender studies, feminist theory and youth studies.

Current research projects

Images of Work: A Comparative study of Canadian and South African Youth (in collaboration with colleagues from the Department of Sociology, University of Stellenbosch and Prof Victor Thiessen, Department of Sociology, Dalhousie University, Halifax, Canada and Frans van Aswegen, Department of Sociology, University of Stellenbosch).

Globalisation, Production and Poverty: Macro, Meso and Micro-Level Studies: a Comparative study between Kenya and South Africa (in collaboration with Dr Stephanie Barrientos, Institute of

Development Studies, University of Sussex, for the Department for International Development, UK).

The life world of teenage girls and boys on commercial farms in the Boland (in collaboration with Frans van Aswegen, University of Stellenbosch).

Youth and gender role attitudes (with Frans van Aswegen, University of Stellenbosch).

Johann Mouton



Johann Mouton is professor in Sociology and director of the Centre for Research into Science and Technology (CREST) at the University of Stellenbosch. He was trained as a philosopher, taught philosophy of social science at RAU before establishing the Centre for Research Methodology at the HSRC in 1983. He was Executive Director of the Centre for Science Development at the HSRC before joining the US in 1994. He was Series Editor of HSRC Studies in Research Methodology and director of the HSRC Investigation into Research Methodology. He is the author of *How to succeed in your masters and doctoral studies* (2001) and co-author of *The practice of social research* (2002). He was awarded the Stals-prize (from the Academy of Science) in 2001 for his contribution to interdisciplinary research.

Areas of specialisation

Mapping the South African science and technology system, science policy, R&D studies, knowledge production and knowledge utilization in South African higher education, social science methodology interests, philosophy and sociology of science, methodology issues in programme evaluation, project management.

Current research projects

Mapping the South African S&T system

The South African science system in transition

R&D evaluation and scientometrics

Beyond dichotomies: Indigenous knowledge systems

Modes of knowledge production and knowledge utilization

The history of science in South Africa

Models of technology transfer

The philosophy and sociology of science

Steven Robins

Steven Robins is an Associate Professor in the Department of Sociology and Social Anthropology at the University of Stellenbosch. Having completed his PhD at Columbia University, New York, in 1994, he returned to South Africa. In 1995 he took up a position in the Department of Anthropology & Sociology at the University of the Western Cape. He has published on a wide range of topics including the cultural politics of land, development and identity in Zimbabwe and South Africa; the social uses of literacy; Holocaust memory and South African-Jewish identities; the Truth & Reconciliation Commission (TRC); urban studies and most recently on citizenship and governance. His recent research is on globally connected NGOs and CBOs involved in AIDS and housing activism (forthcoming). He is currently editing a book entitled *Limits to Liberation: Citizenship and Governance After Apartheid* to be published by James Currey Publishers. He is also completing a manuscript *New Ethnicities After Apartheid: The cultural politics of land, memory and identity*. In 2002 he was a visiting fellow at the African Studies Centre, Leiden University.



Areas of specialisation

Transnational NGOs and social movements; the socio-cultural dimension of HIV/AIDS; science, citizenship and governance; land and development issues.

Current research projects

Research project on *Citizenship, Participation and Accountability* with the Institute for Development Studies, Sussex University, UK.

NRF and IDS Research Projects on *AIDS activism, citizenship and social capital*. These projects involve case studies of health citizenship and AIDS activism in the Western Cape with some comparative work in the Eastern Cape, and Mpumalanga.

Research on 'social capital', globalisation and housing activism. The research involves case studies of affiliates of the South African Homeless Peoples Federation (SAHPF) and the Slum Dwellers International (SDI).

Kees van der Waal



Kees van der Waal is a professor in Social Anthropology at Stellenbosch University since April 2002. He studied at the University of Pretoria and then at the RAU, where he obtained his doctorate based on a study of informal craft workers in two rural tribal areas. His work experience started at the cultural history museum in Pretoria, from where he moved into the academic teaching of anthropology at the University of Pretoria and the RAU. At the RAU he was also involved in the teaching of development studies. He has been a visiting fellow at the Institute for Social Studies in The Hague.

Areas of specialisation

Rural development, participant observation, rural livelihoods and social relations, the anthropology of organizations.

Current research projects

Ethnography of rural life in the Limpopo Province

Participation in development and institutional development

Labour relations at a South African university

Organisational dynamics in local development

GUIDELINES FOR DOCTORAL SUBMISSIONS

This document contains the general guidelines that must be followed for the submission of such applications in the Faculty of Arts.

Requirements for doctoral proposals

B.1 Title and Promotors (co-promotors)

The title of the dissertation must be concise but informative. The names of the promotor and co-promotor (if any) must also be clearly stated.

B.2 Problem Statement and focus

Doctoral study preferably concerns research undertaken with the intention of solving an existing and clearly formulated problem. The precise nature of the problem must be clearly formulated, taking into account, in particular, the meaning of the central concepts posed in its problem statement. The problem statement should be stated in not more than a single paragraph, and should formulate the focal point of the dissertation concisely, intelligibly and clearly.

B.3 Preliminary study

Doctoral study is intended to produce a new and unique contribution to knowledge. An indication must be provided under this heading of the way the proposed research deviates from, or adds to, existing knowledge in the field of enquiry. It is, therefore, essential to mention, in broad outline, other studies that have already been undertaken in the field, if this is possible and if indeed any exist.

In addition the candidate may mention under this heading his/her research experience or other academic background, relevant to the proposed study (for example, a Master's [or other] degree or other research/training in a related topic).

NB The candidate needs to provide references only to works cited under this heading or explicitly in the rest of the doctoral proposal.

B.4 Goals, theoretical points of departure/premises and hypothesis(es)/research questions

Although the statement of the problem poses the central question addressed in the dissertation in a concise and focused form, this heading offers the opportunity, if necessary, of formulating the goals more systematically. Assumptions and/or points of departure on which the research will be based and the theoretical framework(s) within which the research will be undertaken are also, as far as possible, stated under this heading, and provisional hypotheses, where relevant, formulated.

B.5 Methodology and approach

Candidates must clearly state what methods they intend using to address and attempt to solve the proposed problem. They should indicate their familiarity with possible controversies that exist in their field of research regarding the methodology in question. In the case of quantitative empirical research details must be provided of the manner in which data will be collected and analysed, possibly with examples of questionnaires or references to standard or newly developed measuring instruments.

If the study is of an inter- or multidisciplinary nature, this must be clearly stated. Candidates should then give an account of the questions that methodologically problematise such an undertaking, and indicate how such problems can/will be overcome.

B.6 Plan of research and scheduling of time

Candidates must give an explanation under this heading of the different phases through which the research will pass, and how these phases are linked logically and systematically. Preferably, they should provide clear indications, by formulating a provisional table of contents of the proposed dissertation, that they have a systematic and logically coherent and progressive plan of action for the project.

Candidates must also indicate the deadlines for the completion of each of the identified phases of the research. These deadlines should clearly indicate when the research is likely to be completed.

Promotors and candidates should, as far as possible, use the time schedule to monitor the candidate's progress.

B.7 Impact

The expected impact of the research should be indicated briefly under this heading: for example, in what respects it makes a new contribution to the discipline, how it confirms or challenges

conventional views, how it contributes to the current debates and/or what consequences the implementation/application of the new knowledge in society might have (if this is relevant).

B. 8 Connection with the doctoral programme(s) of the department

An indication should be given here of the way the proposed research is related to or is part of the doctoral programme(s) offered by the department (according to the *Jaarboek /Calendar*).

Submissions must not be longer than 2000 words.

Faculty Board of Arts

September 2000, amended 6 February 2002