Handbook for Postgraduate Students and Post-Doctoral Fellows

2018

Department of Conservation Ecology & Entomology
Stellenbosch University

Private Bag X1, Matieland 7602
Western Cape, South Africa

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Departmental Support Staff

Position	Name	Email	Ext.	Room
Chair of Department	Prof. Karen Esler	kje@sun.ac.za	4005	3011
Postgraduate Co-ordinator	Dr James Pryke	jpryke@sun.ac.za	9222	3047
Post-doc representative	Dr Lize van der Merwe	lizejoubert@gmail.com		2003
PhD representative	Mrs Leigh Steyn	torrance@sun.ac.za		2024
MSc representative	Mr Francois du Preez	fdupreez@sun.ac.za		2025A
Head Tutor	Mr Brent Abrahams	abrahams.brenton@gmail.com		3003
Administration Officer	Mrs Monean Jacobs	mwenn@sun.ac.za	3304	3010
Principal Departmental Officer	Mrs Colleen Louw	collouw@sun.ac.za	4775	2007
Departmental Technical Officers	Mrs Marlene Isaacks	mcup@sun.ac.za	9207	2008
	Mr Riaan Keown	riaank@sun.ac.za	4779	2006
Departmental Officer	Mrs Celeste Mockey	cmockey@sun.ac.za	4529	3004

Departmental Academic Staff

Name	Portfolio	Email	Ext.	Room
Prof. Karen Esler	Chair of Department	kje@sun.ac.za	4005	3011
Mr Mathew Addison		mfa@sun.ac.za	2020	2046
Dr Pia Addison	Office space committee / museum	pia@sun.ac.za	4671	2031
Dr Rene Gaigher		reneg@sun.ac.za	4021	2005
Dr Shayne Jacobs		sjacobs@sun.ac.za	4441	3036
Dr Shelley Johnson		sjohnson@sun.ac.za	2694	3052
Dr Alison Leslie		ajleslie@sun.ac.za	2487	3016
Dr Antoinette Malan		apm@sun.ac.za	2821	2038
Mrs Rhoda Malgas		rmalgaz@sun.ac.za	3299	3029
Dr Sonja Matthee	Budget committee	smatthee@sun.ac.za	4777	3016A
Dr Ken Pringle		klp@sun.ac.za	4776	2039
Dr James Pryke	Postgraduate co-ordinator	jpryke@sun.ac.za	9222	2011
Dr Francois Roets	Seminars / co-ordinator for research day	fr@sun.ac.za	2635	3046
Prof. Michael Samways		samways@sun.ac.za	3728	2010

Dr Norma Stokwe	nfs@sun.ac.za	2546	2044
Prof. John Terblanche	jst@sun.ac.za	9225	2034
Dr Ruan Veldtman	veldtman@sun.ac.za	9441	2012

A list of staff and students can be found at the respective Departmental web page http://www.sun.ac.za/english/faculty/agri/conservation-ecology where you will find additional information. To find other University staff members, there is an online search function http://gids.sun.ac.za/.

There are a number of research groups within the Department. For more information on these groups and their research interests please visit the Departmental web page.

Departmental vision, mission and strategic objectives

The Department of Conservation Ecology and Entomology brings together a considerable body of teaching and research in the rapidly growing and important field of conservation of utilized landscapes and their surrounds. In principle, the aim is to have agricultural and forestry production without compromising the natural viability of the agricultural land mosaic. Under this umbrella of conservation in the agricultural and forestry contexts, the range of expertise ranges from integrated pest management, conservation of natural communities, management of living resources, conservation policy formulation to technology transfer. We are a forward-thinking, dynamic department with a distinct agricultural and forestry address. This is reflected in the Vision, Mission and Strategic Objectives of the Department.
Our Vision is to be a world centre of excellence for teaching, research and technology transfer in the field of conservation of natural resources.
Our mission includes teaching, research and technology transfer in ecology, conservation and management of utilized landscapes and their surrounds. This involves seven thrusts:

- Conservation Planning and Management in Agricultural Landscapes
- Restoration Ecology and Landscape Ecology
- Conservation of Symbioses
- Vertebrate Conservation
- Invertebrate Conservation
- Area-wide Pest Management on Tree Crops
- Applied Physiological Ecology

Furthermore, our strategic objectives are:

- To develop a centre of excellence in teaching and research in the field of ecologically-sensitive agriculture.
- To develop a spectrum of research from ‘management for scarcity’ (conservation) to ‘management for abundance’ (integrated pest management).
- To link strongly with the agricultural production sector across a distinct range of arenas, from ecotourism and sustainability to fruit and timber production.
- To place special emphasis on PhD students as a core of productivity which draws more junior students yet leads to top professionals and good research outputs.
- To engage, where appropriate and strategic, with the policy and management sectors, with special emphasis on information and technology transfer.
- To develop strategic international liaisons, with other universities, European Union, leading international conservation organizations; and participate on Editorial Boards of lead journals.
- To focus research on certain scarce resources, particularly water.

- To engage in research which has distinct management objectives, from biodiversity conservation to integrated pest management.

Postgraduate programmes

Please refer to http://www0.sun.ac.za/pgstudies/postgraduate-programmes/faculty-of-agri-sciences.html for a general overview of the post-graduate prospectus of the Faculty of AgriSciences. Furthermore, information on bursaries can be found within the My Maties portal (www.mymaties.com).

Below are the normal degrees undertaken, these have been taken directly out of the University year book for 2013.

Degree	General prerequisites	General requirements	Normal Duration
MSc	BSc (ConsEcol), BSc (Agric)	Conservation Ecology 878 (180 credits) Entomology 878 (180 credits) Expected to deliver a Masters thesis.	1—2 years
PhD	MSc (ConsEcol) or MSc (Biological Sciences)	Entrance requires least 60% for MSc. Conservation Ecology 978 (360 credits) Entomology 978 (360 credits) Expected to deliver a Doctoral dissertation.	2—3 years

The postgraduate programme in Conservation Ecology is followed directly after completion of the bachelor's programme. Depending on their existing qualifications, students may enter the postgraduate programme in Conservation Ecology to obtain the qualifications Master of Science in Conservation Ecology (MScConsEcol) and Doctor in Philosophy (PhD) in Conservation Ecology.

Master's programme in Conservation Ecology (MScConsEcol)

Programme Description*:*

The master's programme in Conservation Ecology leads to the MScConsEcol degree. The research component (minimum time span six months, 180 credits at NQF level 8a) entails independent research on an approved topic in conservation ecology, conducted by the student under the supervision of his supervisor. As part of the process, students are expected to present a seminar to the Department of Conservation Ecology and Entomology on their proposed thesis and, on completion of the thesis, to present a seminar in which they defend their thesis. The results must be written up and submitted in the format of a thesis, which must meet the requirements for a master's thesis as prescribed by the Department of Conservation Ecology and Entomology and Stellenbosch University.

Master's programme in Entomology (MScAgric)

Programme Description

Topics for the master's degree are determined in consultation between the prospective student and the lecturer concerned. Fields from which topics can be selected include morphology and systematics, insect conservation ecology and integrated pest management of insects.

PhD programme in Conservation Ecology (PhD)

Programme Description:

This programme leads to the qualification PhD (field Conservation Ecology). The programme focuses on research in various areas of specialisation of Conservation Ecology and delivers specialists in these fields. A relevant and practice-oriented research project leading to innovation or to the solution of a problem by high-level research in this field of study and in the industry concerned is undertaken. This equips the student at the highest academic level to enter the research or professional market. Professional people

who, at national and international levels, individually or as member of a team, will play a meaningful research, teaching and/or policy-making role are delivered.

PhD programme in Entomology (PhD)

Programme Description

This programme focuses on research in various fields of entomology. A relevant and practically oriented research project must be carried out, leading to innovation or problem-solving through high-level research in the discipline and in the industry concerned. This equips the student at the highest academic level with the knowledge and expertise he needs for entering the research industry or some other professional field. Students thus become professionals who can, either as a team member or individually, play a meaningful role, nationally or internationally, in research, teaching and policy-making in specialist fields concerned with sustainable and environmentally friendly food production and food safety.

Information for Foreign Applicants

All non-South Africans are advised to consult the guide for prospective students produced by the University's International Office. This booklet contains essential information on the requirements for study at the University. Information can also be obtained from the website: http://www0.sun.ac.za/international/. The office contact details are: interoff@sun.ac.za.

Apart from the academic requirements for admission to degree programs, international students have to provide official documentary evidence of their competence in English. The University accepts results from IELTS and TOEFL.

In addition to the above all international students are required to take an English proficiency test at the University prior to registration as a student. The International Office will assist international students who are not adequately proficient in English to obtain access to English courses so as to provide a thorough grounding for postgraduate study programs.

Registration

A candidate cannot commence his/her studies until he/she is registered as a student of the University. **Registration must be renewed at the beginning of every year.** A candidate will not be permitted to register if:

- he/she has any outstanding fees on his/her account;
- he/she has failed to make satisfactory progress during the previous year;
- he/she has been registered for a period exceeding twice the minimum period specified for the degree or diploma for which he/she is registered, unless there are exceptional circumstances and he/she has the full support of his/her supervisor and Departmental Chair.

ConsEnt Post-Graduate and Post-Doctoral Responsibilities

Context

All individuals registered in the Department have a responsibility towards contributing towards the effective running of the Department, this includes Post-Doctoral Research Fellows (Post-Docs), PhD and Masters candidates, and undergraduate students, as well as staff. Research Associates are considered staff. We are all part of the Department, which brings certain responsibilities.

Representatives and Reporting Protocols

Communication protocols are important for ensuring the effective operations of the Department. Accordingly, if individuals have matters that need to be addressed, then they can report to their representative:

Post docs: Lize van der Merwe (lizejoubert@gmail.com)

PhD: Leigh Steyn (torrance@sun.ac.za)

MSc: Mr Francois du Preez (fdupreez@sun.ac.za)

These representative then report to the Post-Doctoral and Post-Graduate Co-ordinator (Dr James Pryke) who is then able to raise these matters with Departmental staff.

Responsibilities

- CONSENT RESEARCH DAY: during a student's tenure in ConsEnt, Masters candidates must give a presentation on (at least) one (1) occasion, and PhD candidates must give (at least) two (2) presentations during their tenure.

- POST-DOC AND POST-GRAD FORUM MEETINGS: It is encouraged for post-graduate candidates and post-doctoral research fellows to attend Forum meetings. Typically, two will be held a year. The primary purposes of these meetings is to 1) update students on Departmental matters, and 2) for students to provide feedback on any matters affecting their studies, research, or personal well-being. Meeting dates will precede Staff Meetings, so that feedback can be provided to staff from post-graduate candidates and post-doctoral research fellows. These meetings provide a formal opportunity for individuals to have a say in how the Department is run.

- THESIS PROPOSALS AND DEFENCES: Masters, PhD and Post-Docs are expected to attend all thesis proposal and defence presentations.

- SUSTAINABILITY: ConsEnt has committed as a Department to reducing our collective ecological footprint. This includes waste, water, and carbon. All members of staff, Post-Docs, PhD and Masters candidates, and all students are expected to i) recycle by sorting their recyclable waste (paper, plastic, glass and metal) responsibly into the appropriate bins; ii) be conscious of using only the necessary water for their personal and research needs; and 3) turning-off all electrical appliances when not in use. Please remember to switch of lights in laboratories and offices, but don't switch of the lights in hallways as these are automatically operated by sensors. The Department does not expect an individual to compromise their research to achieve these goals, simply to be conscious of their resource use.

- TUTOR PROGRAM: Postgrads that wish to become tutors/demonstrators need to first undergo tutor training. Dates for when training takes place will be relayed to all postgrad students through the ConsEnt-Postgrad mailing list. Those students that wish to become tutors must contact the head tutor and let them know you are interested.

Conclusion

The degree to which Post-Docs, and PhD and Masters candidates attend to these responsibilities is noticed by staff, and will influence, for example, the quality of reference provided at the conclusion of the individuals tenure with ConsEnt.

Getting Started

Student identification card

Student identification cards are issued upon first registration at the university. Cards can be obtained from the Administration-A building.

After-hour access to JS Marais building

After-hour access to the building is regulated by a card system. Students, visiting scientists and new staff members must activate their student or staff cards (approach the support staff in this regard) in order to access the building after hours through the east and west entrances.

Access provided by Marlene Isaacs.

Keys

A work space will be assigned to you by your supervisor. Keys to your office or lab can be obtained from the secretaries. Keys MUST be returned on completion of a person's study. Keys will not be given to students without the supervisor's permission. If a key is lost, the loss must be reported and you will be liable for the cost of cutting replacement keys.

Keys are available from Monean Jacobs and Celeste Mockey (3rd floor) and Marlene Isaacks (2nd floor).

Network ID, E-mail accounts, Mailing lists and Internet Access

Access to the electronic network, an e-mail account and the internet will be arranged by the support staff. Please approach them in this regard.

Students themselves have the responsibility to subscribe/ unsubscribe from CONSENT lists or any university list. To subscribe/ unsubscribe to mailing lists (consent-all, consent-seminar, consent-cake, consent-postgrads) go to the following website: http://sympa.sun.ac.za/wws/lists. Once there, simply scroll down to where it says: consent-all@sympa.sun.ac.za, consent-postgrads@sympa.sun.ac.za and consent-seminar@sympa.sun.ac.za (list name). Subscribe to each list individually by clicking on the associated links, which will bring you to the respective pages. From here click on 'subscribe' / 'unsubscribe' on the right hand side of the screen and follow the prompts. Basically all it requires entry of email address and US password.

Monean Jacobs is the administrator for consent-all and consent-postgrad mailing lists. Dr Francois Roets is the administrator for the consent-seminar mailing list.

Computer and network support can be obtained from IT services (Ext. 4367). Please approach the support staff, should any costs be incurred for IT services not supplied free of charge (also see the following websites for additional information: https://stbsp01.stb.sun.ac.za/innov/it/it-help/Wiki%20Pages/STUDENT%20SERVICES.aspx

Prof Esler has a facebook page for jobs and bursaries in the conservation ecology sector the page is called "Stellenbosch B Sc (Conservation Ecology) alumni". There is also the Department's facebook page "The Department of Conservation Ecology and Entomology"

Conducting your research

Choosing a research supervisor

Postgraduate projects are undertaken in the form of a partnership between the student and supervisor. You will have a principal supervisor, sometimes two, for your research project. Consider the person's own areas of research expertise in making your choice of a supervisor. It is important that your principal supervisor is sufficiently informed, experienced and skilled to guide your research. Other supervisors should contribute skills which you may need for particular aspects of your research. Ensure that they are people you can approach easily, and be prepared to develop a good working relationship with them. Registration of supervisors gives you the right to consult these people about your research, though you are not restricted to consulting just these people.

The supervisor will assist the student in the choice of research project, the planning of the study, and the execution of the research project. To foster this partnership all postgraduates should consult with their supervisor regarding their working hours. It is in your best interests to schedule a regular weekly meeting with your chief supervisor to keep them informed about your progress.

Preparing a project proposal

Within the first 3 - 6 months of full-time study, the student is required to produce a research proposal and present this to the Department in seminar format. PhD students undergo examination by a panel (the assessment forms can be found in Appendix 6). The purpose of the project proposal is to provide the student with constructive comments and, if appropriate, criticism of the research proposal. Commonly, suggestions are made to the supervisor and student to improve aspects of the project. The proposal should not be regarded in any sense as an examination, but rather as an opportunity for the student and the supervisor to formalize an agreement and commitment to the project by means of discussing the proposed work and consider whether the project is suitable, feasible, properly planned, time-tabled and funded, and if the necessary facilities are available for the project's successful completion. Further guidelines on the preparation of a proposal follow in Appendix 1 below, but please consult with your supervisor on the format of your proposal.

MSc proposals will be presented on two / three days during the year. It is encouraged that all new students to present on one of these days.

Ownership of data

All data and other materials collected during your time as a graduate student in the Department of Conservation Ecology & Entomology, at Stellenbosch University, belongs to Stellenbosch University. Lab-books, data, etc. remain the property of the Department after students leave the Department and may not be removed.

Conflict resolution

Should difficulties arise in the project, or should any personal circumstances arise which will affect the work, students are encouraged to resolve them with their supervisors. Students and supervisors are encouraged to raise any current or anticipated concerns at the project proposal meeting. If serious problems arise between student and supervisor, or if discussion is preferred with someone else, then the student can consult the Postgraduate Studies Coordinator or the Departmental Chair. Students may prefer to discuss concerns with the Postgraduate Student Representative.

Annual research day

At the end of the first semester the Department holds a research day consisting of short student seminars on their research project. The ConsEnt research day will be in late May each year. The research day is intended to provide a conference-style atmosphere where students receive helpful, constructive feedback and criticism from colleagues in the Department. All postdocs, PhD students in their 2nd and 3rd years and MSc students in their 2nd years will have an opportunity to present (any changes to this will be relayed to the student body). Departmental academic staff and postgraduate students are expected to attend,

while attendance is also open to undergraduate students and researchers from outside the Department. Postgraduate students and supervisors/co-supervisors are expected to schedule other commitments so they are available on these days.

Dr Francois Roets is coordinating the event.

Attending Departmental seminars and meetings

Two important skills of the research scientist are presentation of information in a clear and concise manner and the capacity to critically debate the scientific literature. Therefore students are expected to participate in the various seminars offered during the year and journal discussion clubs. Students are also encouraged to attend the ConsEnt Seminar. Notification of other seminars of interest will be sent via the ConsEnt seminar distribution list and on the notice board in room 2030.

Publishing your work

An important goal of research is to publish findings in reputable journals. Most theses can be submitted in paper format, or even as published papers. Discuss this with your supervisors. The skills involved in writing, submitting, revising, and proofing papers are all valuable parts of your education and should be done in parallel with the production of your thesis. You should draft such papers in consultation with your supervisors, but generally you will be the first author, and must take ultimate responsibility for the quality of the work.

Improving your writing skills

Assistance with writing can also be obtained through the Language Centre. The Writing Laboratory, a unit of the Language Centre, provides a free consultation service to students to improve their writing skills. Consultations are approximately an hour long during which students can discuss their writing assignments with trained consultants, helping writers to think strategically about the writing task and process and to find solutions to writing problems. For more information please contact: Ms Anne-Mari Lackay. You are also welcome to visit their website.

Telephone: 021-808-2989
E-mail: amlackay@sun.ac.za
Website: http://www.sun.ac.za/taalsentrum

Determining authorship

Students should discuss the authorship of any publications with their supervisors. As your supervisor has usually initiated the project on which you are working and has an on-going role in overseeing the project, it is normal to include your supervisor as co-author on publications as with that of any other colleague who has significantly contributed to the research. No work should be submitted for publication without the consent of your supervisor. Where the work being reported is primarily your thesis work, it is expected that you would be the first author.

Plagiarism

Stellenbosch University has a strict policy on plagiarism. First time offenders will be dealt with by a Departmental committee comprised of Prof Michael Samways; Prof Karen Esler & Dr Shayne Jacobs. Repeat offenders will be handed over to a University wide committee. Detailed guidelines on the process are available on request. Please note all thesis will need to undergo a plagiarism check (see Appendix 2 for details).

The thesis

In order to complete the requirements of Masters and Doctoral research programs each student must submit a thesis on his/her research topic. Details of the regulations governing theses and their examination as well as information on submission and format can be found in Part 1 of the University Calendar

The thesis is examined by a panel of experts in the research field selected by the university. Please note the cut-off dates for submissions (Appendix 2) and give sufficient notice to your supervisor in order for him/her to make the necessary arrangements for examination. At the completion of examination and prior to graduation every candidate who has satisfied the requirements for the award of the degree will submit a final copy to the US Library.

Postgraduate and International Office: Postgraduate Support & Skills Development

The Postgraduate and International Office offers workshops, courses, seminars and conferences aimed at helping postgraduate students finish their degree on schedule and improve the quality of their research. For more information please visit: http://www0.sun.ac.za/international/pgskills

Contact Information:

Tel: +2721 808 2565

E-mail: interoff@sun.ac.za

Physical Address:

Postgraduate and International Office

R.W. Wilcocks Building

Cnr Victoria & Ryneveld Street

Stellenbosch 7600

South Africa

General Information

Using Departmental facilities

Our Departmental facilities and the various support staff responsible for them, are listed in Appendix 3. Facilities can only be used with prior arrangements. Please follow the necessary instructions when using facilities, and report any damage to facilities and equipment to the person responsible as soon as possible.

Use of US fleet vehicles

Vehicles for official research use can be booked through the technical staff. However, bookings need to be approved by your project supervisor. All drivers need to be in possession of a driver's license that has been valid for longer than a year. Also be aware of the general rules for use of US fleet vehicles (Appendix 4).

Purchase of research supplies and research claims

All research supply purchases need to be pre-approved by your supervisor. No orders may be placed with suppliers without an SU order number. The support staff will provide you with information on suppliers and product catalogues where available, obtain quotes and generate the necessary order number(s). When you receive a delivery, please ensure that the contents of the parcel match your order and the description on the delivery note or tax invoice. Please ensure that the appropriate support staff member, who handled the order, receives the original tax invoice should it accompany the delivery.

If you need to cover any research expenses from your own account, be sure to hand in the original receipts for claims. All receipts must be dated and show the details or stamp of the dealer.

If equipment is going to be used out of the office, please make sure it is registered as an "asset in transit"

Photocopying

Photocopying facilities for your research purposes are available in the JS Gericke library or at the Copy shop in the Neelsie student centre. The photocopier in Room 3010 is only for official administrative use.

Computers

Computers are available in various research laboratories (ask your supervisor) and in the postgraduate office areas. Please be aware of the general rules (Appendix 5) governing computer use in our Department. Any violation of these rules may result in the suspension or termination of access to these facilities. Please report any problems with the PC's or printers to the support staff.

Open source software (OSS)

Students are encouraged to make use of OSS. The reasoning behind this is that that it can be used by you after you leave the University, whereas all the software supplied by the University you would have to buy - which is in many cases exceedingly expensive. Therefore it would be to your advantage to be able to use OSS in addition to the proprietary software. A list of software and applicable links can be found at:

Printers

Network printers are available in Rooms 3006 and 3003. In order to use these printers you need to buy printing credits from Monean Jacobs, who will hand you a receipt and load printing credits onto your user name account. These printer credits are ONLY for use in this Department and NOT transferable to Narga or any other entity. The printers you can use start with CONSENT and should be installed on your computer.

CONSENT_K3003_HP2200DN_PA Laser Jet in room 3003

CONSENT-K3006-PR01i (B/W laser printer) in room 3006 (Tea Room)

S-CONSENT-K3006-PR02 (Colour laser printer) in room 3006 (Tea Room)

If there is any problem (printer needs paper or toner, malfunction etc.) with one of the CONSENT printers, please ask Celeste Mockey. If printer queues are full, please also contact Celeste in this regard as she has administrative rights to clear the queues.

Telephone and fax usage

There are phones available for outgoing calls at the support staff. The use of phones must be restricted to calls specifically relating to your research activities or emergency local calls. All outgoing calls should be written down and you will be billed for it at the end of the month. All outgoing faxes will be handled by the secretaries.

Postal and courier addresses

The postal address: Department of Conservation Ecology & Entomology, University of Stellenbosch, Private Bag X1, Matieland 7602, South Africa

The courier address is: Department of Conservation Ecology & Entomology, Room 3010, JS Marais Building, Victoria Street, Stellenbosch, Matieland 7602, South Africa.

Pigeonholes

The pigeonholes for incoming post are located on the 2nd floor, just outside Room 2012 and on the 3rd floor in Room 3010. Please check your pigeonhole on a regular basis. Outgoing post leaves the secretary's office at 10:00 and 15:00 every day.

Tea room

Room 2030 is available with a coffee machine and a small fridge, for staff and postgrad students only. Training for the coffee machine is essential. Training and the code to the rooms is available from any discerning coffee drinker. Room 3006 is provided to you for the use of your meals.

Please note this is also a meeting room and if it is in use you are requested not to enter or disturb the meeting. To book the room for meetings please contact Celeste

Each individual (staff and student alike) is responsible for leaving these facilities in a clean and tidy condition (i.e. washing and putting away crockery and cutlery, using the re-cycling bin provided and clearing out the refrigerator of unwanted food!).

General messages related to postgraduate students

There are notice boards throughout the Department on which you will find details of scholarships, job opportunities and general information. Further information is available through access on the web and via the ConsEnt distribution list.

Storerooms

The keys to the storerooms can be obtained from the technical staff members. Please make sure in advance that the equipment you will need are available for that specific time period (make the necessary bookings if need be). Please be sure to sign out the equipment with the person responsible for the room and to report any defects/damage to equipment when returning it.

Licensing and permit requirements for field work

If you are planning to do field work, you should check on licensing. You may need to obtain a license or permit from the relevant authority, and there may be a license fee. Discuss this with your supervisor. Any collecting of plants or animals in the Western Cape will require a permit from Cape Nature. Best apply in advance of planned field trips as they sometimes take some time to process!

Student parking

From 2013 onwards parking will be allocated from the University and not from the department or faculty, hence all student parking will need to be applied for during registration.

It should be noted that parking is available at Coetzenberg with the Maties Bus travelling to the Conservatory every 15 min.

Molecular lab

THRIP/IPM MOLECULAR ENTOMOLOGY LAB (k. 2028, 2nd floor) RULES AND USER AGREEMENT

Lab managers:
1) Prof John Terblanche (jst@sun.ac.za)
2) Prof Antoinette Malan (apm@sun.ac.za)
3) Dr Pia Addison (pia@sun.ac.za)

This is an Integrated Pest Management THRIP molecular entomology lab facility. All equipment in this lab has been purchased through applied entomology research funds. The use of this facility has, therefore, restricted access with electronic card readers. However, this facility is open to any members of the department wishing to undertake molecular work, on condition that the rules of use are strictly adhered to. There is also a three-tiered payment scheme in place for 1) IPM/THRIP Team member users, 2) non-IPM/THRIP users, and 3) non-Departmental users whom will contribute towards equipment maintenance and upkeep.

This is strictly a non-profit facility, where all costs incurred go directly back into equipment maintenance and upkeep, as well as the upgrade and purchase of new equipment. Fees go towards, inter alia, the maintenance of equipment such as the Nanodrop, PCR machine, fridges, ice machine, pipettes etc. Lab fees will not be used for the purchase of consumables including gloves, buffers, reaction mixtures, DNA extraction kits, PCR reaction kits (including Taq and primers) or Terminator Mix: such purchases are the responsibility of the researcher.

Each researcher will be given a cupboard with a key to ensure safety of personal research materials. A master key will be held by the lab manager in the event of a key being lost or a security breach. Each researcher will be given shelf space in fridges and freezers. Please only use labelled spaces; if you require more space, see the lab manager. All items in the lab must be labelled clearly with the supervisor's name.

Lab rules are:

1) The THRIP lab is a user pay facility, i.e. you pay to access the lab, but it is your supervisor's responsibility to pay for and negotiate access. It you are going to be using the THRIP/IPM, please contact the lab managers for a complete set of rules.
2 Student's responsibility to report all incidents, breakages, or inaccuracy of equipment (i.e. therefore requiring service or maintenance) to their supervisor. The supervisor must convey this problem to the lab managers in writing (by email) for insurance and repair purposes.
3) Ensure that you have received adequate training and understanding of techniques and procedure prior to independent work.
4) Please clearly marked all your equipment and consumables with the name of the researcher & student who purchased it, as well as the date. Please do not take consumables that are not your without permission.
5) Lab workers are also responsible for general lab cleanliness.. All lab benches and glassware must be washed and returned to cupboards by the person using them. The last person to leave the lab must make sure that all equipment not in use and the lab lights are switched off.
6) Dirty tips must be discarded in the used tip boxes, unless hazardous chemicals were used, in which case they must be discarded in the yellow (sharps only) or red (anything not sharp) biohazard boxes in the middle of the central bench space or by the door, respectively. Full normal tip boxes can be discarded in the general waste bin at the door.
7) Correct safety clothing must be worn and all time, only closed shoes are allowed in the labs and students must understand the safety protocols for the chemicals and equipment they are using.

Museum

It is estimated that there are approximately 12 000 specimens in the insect collection, with an estimated 3000 being type specimens (leafhoppers, buprestids, Odonata and Orthoptera). The moths, leafhoppers and Odonata make up approximately 20% of the collection. The collection consists almost exclusively of South African species, with some leafhoppers and mosquitoes coming from outside of South Africa. The collection has immense value for research and training of students and scholars. We hope to build the collection to represent fynbos biodiversity and agriculturally important insects in the Western Cape. The museum is used as a research tool for post-graduate studies. All students conducting insect surveys are required to deposit a fully identified and curated reference collection in the museum. Access to the museum is strictly controlled and provided to students utilizing the collections for research purposes. Please contact Dr Pia Addison for access and further information regarding research collections.

Insectary

The insectary is used primarily for projects in Applied Entomology. Insectary use is dependent on availability and a fee will be charged to all students utilizing this facility. Please contact Matthew Addison for further information.

Quad Use

Available for everyone in the department to enjoy. Please book with Celeste Mockey if you need to use it for a closed function as we are sharing it with the Dean's office and Agri Economics Department. Please keep it clean. <u>The quad is not available for private functions.</u>

Freezer & Fridges

Freezers and fridges are available for everyone to use in the department on the second and third floors. You are required to keep it clean and tidy. It is compulsory to label everything stored in the fridge. Everything found to be unlabelled in the freezers or fridges will be disposed. Try to use the space as economically as possible to save space.

Occupational Health and Safety

University Safety Policy

The University recognizes its obligations to take all reasonable precautions to protect the safety of its employees, students and visitors while they are on campus

Safety Committee

The Departmental Safety Committee meets quarterly to discuss matters brought before it by its members and by the Safety Officers. Every area of the Department is represented on the committee and any postgraduate student may be nominated to serve on the Committee. The Committee reports directly to University Occupational Health and Safety Council through the Safety Officers.

Safety Officer

The University's Safety Officer is responsible for the initiation and co-ordination of safety programs relating to all official University activities. The Department's Safety Officer Celeste Mockey.

Accident Reports

All accidents must be reported immediately, and potentially dangerous situations should be reported promptly to enable timely preventative measures to be taken. Reports should be handed directly to a Safety Officer. It is a statutory requirement that all accident reports be in the hands of the Safety Officer within twenty-four hours of the accident.

Student Health Centre

The Campus Medical Centre is situated at 7 Claassen Street (Between Huis ten Bosch and Heemstede). If you need medical assistance during normal consultation hours (Mo.-Fri: 8:00-16:30) you can phone the following number: Tel: +27 21 808-3496/3494.

Personal Safety and Security

The safety of people using the campus is the primary interest of Risk and Protection Services (Tel: 808 2330). Reports of assault or harassment on campus should be made to the USBD Office (62 Merriman Avenue).

Building security

Building security is very important. It is your responsibility to ensure that doors are locked, and remain locked, after hours. Challenge unfamiliar individuals who are acting suspiciously. A polite offer to show them to their destination should be sufficient in most cases. Do not leave valuable personal effects where they are visible. Handbags, cameras or wallets, for example, should at least be placed out of sight in a drawer. Lock your office door, even if you are only stepping out for a short time.

Protective clothing and equipment

University regulation requires that:

Every member of the University shall wear laboratory coats and such other protective clothing or equipment as required by law when handling:

- corrosive, toxic or harmful chemicals;

- live or dead animals;
- microbiological preparations including bacteria, fungi, viruses and body fluids;
- or such other material considered to be harmful to life or clothing.

Every member of the University shall wear closed shoes and may not barefoot or wear sandals or thongs when working in laboratories or in those areas where harmful chemicals are in use or there is risk of injury.

Members of the University working in workshops or laboratories or other areas of the University using tools or substances which can cause eye injuries shall at all times wear protective safety spectacles.

Emergency procedure

2330 – US Risk and Protection Service

To simplify emergency procedure the above extension number has been allocated to be used for all emergencies, twenty-four hours a day.

When reporting an emergency, you should provide as much of the following information as possible:

- The nature of the emergency i.e. fire, flood, life failure, assault, accident.
- The type of assistance you think is required i.e. ambulance, fire brigade, tradesmen.
- The precise location of the trouble - building, level and room number
- Your name and the names of other persons involved.

Responsibility of first person at scene of emergency

This could be any person on campus. The person has the initial responsibility for dealing with the emergency, having total control of the situation until a more appropriate authority arrives. It is the action of this person that will determine the extent of injury and damage which will result from any emergency. Therefore, it is suggested that the first person on the scene carry out the following procedure, preferably in the order given:

Fire

- Break the glass of the nearest fire alarm and press the button.
- Ring emergency 2330, advise the telephone operator nature and type of fire e.g. spreading rapidly, flammable liquid. Location: room, floor, building.
- Send someone to the main entrance of the building to await the arrival of the fire brigade and to guide them to the site of the fire.
- Shut all doors and windows BUT DO NOT LOCK.
- Evacuate building. Obey any evacuation directions from Safety Officers.
- Extinguish the fire, **only** if you know how, by using the correct type of extinguisher. When fighting a fire be sure to stay between an unobstructed exit and the fire itself.

General emergency procedure on campus If you are first on the scene at an emergency:

Communicate: Dial 2330 give details
Contain: Isolate the emergency
Control: Render appropriate assistance

Fire fighting Equipment
Fire hoses, extinguishers and fire blankets are provided at various locations within the Department. It is vital that all members of the Department know the whereabouts and applications of the fire fighting equipment closest to their area.

First Aiders

There are several trained First Aiders in the Department:

Monean Jacobs (Room 3010, Ext. 3304)
Celeste Mockey (Room 3004, Ext. 4529)

Department Safety Arrangements

The Safety Officers co-ordinate safety arrangements within the Department.

Departmental safety regulations are formulated in an attempt to comply with existing safety and other legislation and with University requirements. They are also tailored to cover the special and varied activities of the members of this Department.

Members of the Department are required to familiarise themselves with the locations of fire-alarms, fire extinguishers, fire hoses and spill kits nearest to their work area. They should know the applications of the different types of extinguishers and should always be aware of the quickest escape routes from their work area.

MSDS

Before using any chemical substance the user should obtain and study the relevant material data safety sheet. Material Safety Data Sheets should be requested when ordering a new material and a copy kept in an orange folder in the laboratory workplace. MSDS's are also available from suppliers' web sites. You must use the MSDS to fill out a Risk Assessment for the procedure you are undertaking.

Students and staff must be aware of the hazards connected with the substances, equipment and techniques with which they are working and take the necessary precautions in their work. Protective clothing and equipment is available in the Departmental and should be used where and when necessary. The Lab Managers should be notified of any deficiencies in this area.

Laboratory Rules

- Food or drink must not be consumed in laboratories.
- Closed shoes must be worn at all times in all University laboratories.
- Protective clothing and protective equipment must be used when and where appropriate (e.g. safety goggles, gloves, lab coats)
- Students must not commence experiments without their supervisors approval.
- Technical staff and students may not work alone after hours without their supervisors approval.
- Broken glass must not be deposited in rubbish bins (approach the support staff in this regard).
- Scalpel blades and hypodermic needles must not be deposited in rubbish bins; but should be disposed of in designated containers (ask your lab supervisor).
- Users must adopt the correct procedure for disposal of all waste materials.
- All members of the Department should know the location of the nearest fire alarm, fire hose, fire extinguishers and spill kit.
- Tubing must not be removed from gooseneck taps. Where an eyewash station is not readily available this is the best method of dealing with eye injury - rinse gently under running water.
- All users must read the labels on chemicals before using them, know their hazards and rigorously adhere to the proper handling procedures. (Check MSDS).
- All gas cylinders in laboratories and workshops must be secured by a strap or chain.
- The volume of dangerous substances in all laboratories must be kept to the minimum necessary for the experiments in progress at any time.
- All members of the Department must keep their laboratory areas clean and tidy, and the floor areas clear.
- Spills must be cleaned up promptly.
- Doorways and escape routes must be kept clear at all times.

- All members of the Department must promptly report all accidents and fill out report of OHS (ask the Safety Officers).
- Equipment malfunctions must be reported to the technical staff promptly, e.g. most drain blockages, water leaks, electrical faults etc.

Safe Waste Disposal

Waste materials must be disposed of safely and in accordance with regulations. If uncertain as to the correct method of disposal, advice should be sought from lab supervisors or the Safety Officers. Most waste materials can be divided into the following categories and disposed of as described below.

Harmless dry waste like food and paper scraps can simply be left in rubbish bins and waste paper recycle bins for disposal by the cleaning staff. Particulate materials such as sand should be wrapped.

Hard dangerous waste such as broken glass, hypodermic needles, scalpel blades etc. must be deposited in the hard waste containers provided in the laboratories. On no account may these items be placed in normal rubbish bins.

Dilute aqueous waste may be poured down laboratory sinks. Strong acids and alkalis should be greatly diluted and neutralised before disposal in this fashion. Dilution should be carried out slowly and by adding the substance to water not the other way around. Do not pour solvents down sinks.

- Solvent waste (non-radioactive) should be accumulated in bottles for collection by WasteTech. It should be collected in separate containers as follows:
- Water soluble solvents e.g. alcohol
- Chlorinated hydrocarbons e.g. Carbon tetrachloride.
- Highly flammable solvents e.g. ethers
- Acetone
- Mixed classes; e.g. Methanol/Chloroform solvent system.

All bottles should be appropriately labelled and a note should be made on them whenever benzene is present. Full bottles of waste solvent should not be retained in laboratories and the lab manager should be notified so that alternative arrangements can be made. Biological waste such as animal remains must be incinerated according to the following procedure:
The material, as dry as possible, must be labelled, securely wrapped in small parcels and taped up. The parcel which must be labelled, should be deposited in the designated waste containers (ask the lab manager). Do not dispose of sand or other non-combustible material by this route.

When designated biological waste bins are full, notify Celeste Mockey before Thursday so that she can arrange waste collection for the following week.

Safety on field trips

Staff and students prior to leaving the campus to carry out fieldwork must:

- Where appropriate, obtain their supervisor's approval.
- Students are encourage to not do fieldwork alone
- Communicate the exact details, contact number and location of their proposed trip to their supervisor and at least one other member of staff in case of an emergency (variations to propose itineraries must be communicated to the Department).
- Cell phones should be carried at all times. Be sure to have the numbers of your supervisor and at least one other member of staff in case of an emergency. It is also a good idea to store on your phone the general emergency service numbers for the area you are working in.
- The names of all participants or volunteers should be available to the Department in case of an emergency.

- First Aid Kits should be carried on all field trips. These are available from Marlene, Monean and Celeste

Emergency numbers

Risk and Protection Services 24h Emergency	**2330**
Ambulance	10177 or 021 883 3444
Fire Brigade	808 8888
Police	10111
Stellenbosch Hospital	887 0310
Electricity	8440
Water	8343
Poison Information Centre	931 6129

Other useful numbers

IT help line	4367
US switch board	*9
US maintenance services	4666
Vehicle fleet	4466
Student fees	4519
Postgrad bursary office	2907/2908

Appendix 1: Guidelines on proposal writing

Research proposals

Title: Short (10 words max)

Background/rationale: What situation, theory, management practice, industrial need, philosophy gave rise to your decision to carry out this study? What research questions remain? How will the research contribute to conservation theory and practice? What are you major objectives and major hypotheses (e.g. weather patterns have a greater influence on vegetation composition than grazing management)? On what assumptions are these hypotheses based? What will be your general approach to achieving these objectives (e.g. observation, literature analysis, experimentation in lab or field, GIS approaches, modelling, questionnaire surveys)?

Key questions and Methodology: In order to solve a problem or test a broad hypothesis it is necessary to break it down into manageable parts known as key questions. The precision of your questions will ultimately determine your success in contributing to the understanding of a process or solving of a problem. It is essential to state questions in such a way that they can be answered. Each question should provide the backbone of one thesis chapter or scientific paper. For example, if you wanted to understand the effect of climate and grazing on vegetation composition you might ask the following questions:

Is there evidence that rainfall seasonality, quantity or frequency influence vegetation composition?

How do various plant species respond to weather patterns in terms of growth, flowering, seeding, germination, seedling survival?

Is there evidence that grazing seasonality, quantity or frequency influence vegetation composition?

How do various plant species respond to various grazing treatments in terms of growth, flowering, seeding, germination, seedling survival?

Is there evidence for synergistic effects of grazing and weather patterns on plant performance

Having stated your questions clearly, explain how you plan to find the answer to the question. For example the approach to

question 1 may be through monitoring of marked plots or through experimental manipulation of moisture regimes

question 2 through monitoring of marked plants under natural or experimental conditions

questions 3 and 4 through experimentation using three treatments randomly allocated to plots over a series of years

question 5 through specified statistical analysis of the data

NB It is important to in this section to have reviewed possible approaches, to cite appropriate literature, to consider the feasibility of the planned approaches in terms of the robustness of the data, the availability and cost of equipment, and the allocation of time and money. It is therefore important to plan pilot studies, to calibrate methods and equipment and to decide on sample sizes that produce data within the expected variance limits.

Reference list: Lists all works referred to in the proposal – careless formatting and omissions should be avoided. Be consistent and follow the reference format used in an international conservation or ecology journal such as Conservation Biology or Journal of Ecology.

Time budgeting: In this section you should give a detailed work-plan in which you specify the number of days allocated to field, lab, data analysis, literature research or modelling in each month. Make sure that what you plan to do can be done given occasional problems such as bad weather, sick days, and conference or coursework attendance, teaching duties….

In addition to planning your days and weeks you need to decide when you expect to achieve the following goals:

Completion of pilot study

Completion of experimental layout

Analysis of first season's data

Thesis outline

First published paper

Completion of field work, experimental work, sociological work or model

Thesis (first draft)

Financial budget: If you are applying for a bursary, fellowship, stipend or other financial support, or making use of grant-holder bursaries, you will be responsible for budgeting for
Travel (to field and meetings): this budget should be calculated on the basis of kilometres travelled
Equipment
Services (e.g. identification, analysis)
Chemicals
Computer time/internet subscription
Software, books, information
Subsistence
Accommodation (if required at the field site)
Materials for conference presentations and talks
Running costs to supervisor including travel, postage and accommodation
General comments: It is important that your proposal be logically structured. This means that the methods must solve the questions, the questions must fit the objectives, and the objectives must be logically derived from the rationale. The reader should instantly understand the connection between what you say you are going to do, and the management problem or theoretical question to be addressed.

Appendix 2: Cut off dates for thesis submission

There are important deadlines for submission of theses in order to graduate in December or March / April. Please note these dates might vary slightly from year to year, but they are useful dates for planning. Supervisors should handle the examination process, but post-graduates need to be aware of the deadlines.

Please speak to your supervisors and keep an eye out for submission dates

The Plagiarism policy requires that all major assignments needs to go through TurnItIn (or similar software). Remember that TurnItIn is a similarity checker and your supervisor should determine whether plagiarism has been committed.

Currently, **two TurnItIn** submission spaces have been created per module on SunLearn.

1. **The first submission** is a preliminary plagiarism check, to be used before the thesis is sent out for examination and can be found under the heading: “Initial check”. You may upload your thesis onto the system as many times as you wish. This submission is not stored, but will give a similarity score. Based on this first submission process the supervisors and students must sign the plagiarism declaration form.
2. **The second submission** is done after the examination process is complete and the student has completed all changes to the thesis and can be found under the heading: “Final Thesis Turnitin Submission”. This should be done at the same time as the thesis is been uploaded to the library. This submission will be captured in the plagiarism repositories and will prevent people from plagiarising the thesis.
3. Please do **not** remove references from the thesis before uploading your thesis. Although this is a similarity checker, supervisors have been asked to ignore the score and rather focus on finding sections of text that been directly lifted out of other sources.
4. If your work has already been published, include the publishing declaration

If you don’t see your module on SunLearn or struggle with the Sandbox or TurnItIn, please contact Kathryn Wirth (wirthk@sun.ac.za).

Appendix 3: Departmental facilities and assigned staff

Facility	Room number	Contact person
Lecture/Seminar Room	3020	Monean Wenn
Computer Lab Plant Ecology Lab -80°C Freezers General Lab Chemical Store Store Rooms Map Room Seed Room GIS Computer Lab General Lab	3003 3012 3015 3018 3019 3021 & 3031 3029 3030 3033 3038	Celeste Mockey
Postgrad Lab Postgrad Lab Computer Room Cold Room Cold Room Postgrad Lab Postgrad Lab Chemical Store Cold Room & Freezer Room Incubation Room Incubation Room Incubation Room Postgrad Labs	2003 2004 2005 2019 3045 2021 2022 2036 3025 & 3026 3023 3024 3027 3041, 3051 & 3053	Marlene Isaacks
Glassware Room	2037	Marlene Isaacks
APE Labs Molecular Lab Gel Lab	2014 2015 2028 3049	Prof JS Terblanche
Nematology Lab	2042	Prof A Malan
Post-doctoral Lab	2023	Dr Ken Pringle
Store room Museum Computer Room	2020 2027 2040	Dr P Addison
Quarantine Lab	2045	Dr S Johnson

Appendix 4: Rules for the use of US fleet vehicles

In case of an accident with a University car, for a first time offender (when is not the fault of the driver) the department will pay half of the insurance excess. After that students are responsible for the whole excess amount.

If students use their own car for field work, neither the university nor the department takes any responsibility for the damage or excess.

THE UNIVERSITY OF STELLENBOSCH

RULES FOR THE USE OF FLEET VEHICLES

Office hours: Monday – Friday (08:00-16:30)

1. Fleet vehicles shall be used only for approved trips by staff members and students of the University of Stellenbosch and by authorised, official visitors to the University. No person shall use any such vehicle in his/her private capacity.
2. Fleet vehicles shall be driven and used carefully and responsibly in accordance with the rules and norms laid down by law. Drivers contravening any laws shall be held personally responsible for any fines imposed.
3. Drivers of vehicles shall see to it that Fleet vehicles are parked in the University Vehicle Park after use. When a Fleet vehicle is returned after hours, the vehicle shall still be parked in the Vehicle Park. Only in exceptional cases may a vehicle be parked outside the Vehicle Park for the night, provided that permission to that effect is obtained from Risk and Protection Services, should the Vehicle Park officials no longer be available to grant such permission themselves. Such permission shall be granted on the distinct condition that the Fleet vehicle shall be locked up in a garage or other safe and secure area for the night.
4. It is compulsory to lock both the Fleet vehicle and the safety lock on the gear lever before leaving the Fleet vehicle unattended. In certain instances the additional use of a steering lock shall be compulsory.
5. There shall be no smoking either in Fleet vehicles or in the Vehicle Park and no pets shall be transported in Fleet vehicles.
6. The driver of the Fleet vehicle shall hold a driver's licence which has been valid for not less than one year and shall, on demand, be able to produce such valid driver's licence.
7. The driver of the Fleet vehicle shall complete the trip ticket in full.
8. Before using the Fleet vehicle, the driver shall ensure that the vehicle has a jack, a spanner, a spare wheel, a petrol card (in the key-holder) and the instruction sheet "Dos and Don'ts in Case of an Accident" (in the cubby-hole).
9. The driver shall see to it that the Fleet vehicle has enough fuel for the trip. When taking additional fuel, the driver shall see to it that the tank is filled to capacity ("filled up") and shall pay for the fuel by using the Fleet vehicle's own petrol card. The payment slip shall be returned together with the key and the trip ticket.
10. The Fleet vehicle's fuel tank shall be at least half full when the vehicle is returned to the US Vehicle Fleet.
11. The Fleet vehicle's petrol card shall not be offered for payment at a toll gate or a parking area.
12. The Fleet vehicle shall be kept clean and tidy.
13. Booked times shall be adhered to strictly and bookings shall be cancelled 24 hours prior to the time booked.
14. Any damage to the Fleet vehicle sustained during the period of use shall be reported to the US Vehicle Fleet within 12 (twelve) hours of the incident.
15. **The Fleet vehicle user / his/her Division / Department / Society / Club / House Committee shall be liable for any damage to the vehicle sustained during the period of use to a maximum amount of R2 500, being the insurance excess fee, which amount shall be debited from the user's relevant cost centre.**
16. In the event of any failure to comply with the rules stated above, the following additional fine(s) shall be imposed on the Fleet vehicle user / his/her Division / Department / Society / Club / House Committee. In accepting the key to the Fleet vehicle, the Fleet vehicle user in so doing explicitly gives permission for the relevant fine(s) to be recovered on demand from his/her salary, student account or cost centre, as the case may be.

    16.1 The full cost of repairs for damage resulting from any unauthorised, malicious, or wilful act of the driver.

    16.2 The full cost of repairs where damage to the Fleet vehicle was not reported to the US Vehicle Fleet within 12 (twelve) hours of the time of the incident, and where a Fleet vehicle was stolen and the driver had failed to lock the vehicle as stipulated in paragraph 3 and 4 above.

    16.3 When the Fleet vehicle is returned more than 30 (thirty) minutes late without permission……*R80,00 (eighty rand)*

    16.4 When the Fleet vehicle is returned with less than half a tank of fuel……*R50,00 (fifty rand)*

    16.5 When a booked vehicle is no longer required, and cancellation didn't take place 24 hours prior to collecting ……*R40,00 (forty rand)*

    16.6 When the inside of the Fleet vehicle is left dirty and/or untidy……*R40,00 (forty rand)*

    16.7 When the vehicle's doors and/or gear-lever lock were/was not locked/taken without permission……*R100,00 (hundred rand)*

THEFT: ***Immediately phone 021-808 4611 or USBD 021-808 4891 or 0860 60 11 37 (after hours) and then phone S.A.P.D***

Appendix 5: Rules for the use of Departmental Computers

Computers are only for the use of registered postgraduate students in the Department. This means that:
You may only use the computers if you have a proper Novell username and password.
You may not allow any other person to access the computers using your Novell username and password.
Under no circumstances may users from other departments logon and use the computers, even if they have a valid Novell username.
Keep the door of the computer room locked if the computers are unattended.
Always remember to log off when you are finished using a computer
Do not leave the computer unattended while you are logged on
Even if you are taking a short break, log off. Do not lock the workstation.
The computer labelled “GIS/STATS” is for priority use of the specialist packages installed on this machine. Users who need to use ArcView, PRIMER or CANOCO have priority over anyone who is not using one of these packages.
Within reasonable bounds, users who are in the writing up stage of their thesis will also have priority over other users
Access to the internet during working hours should be strictly for work related purposes.
Limit your internet surfing – computer resources are limited. Users who abuse these facilities may have their Internet access suspended or permanently disabled.
Anyone found visiting porn sites or other sites of illegal, malicious or offensive content will have their internet access immediately and permanently disabled.
These computers are a common resource. Do not clog up the hard drive with unnecessary files.
Either use the network drive space allocated to you or a flash disk or writable CD.
If you must save files on the hard drive then make sure that you save ALL files in the in a folder clearly labelled with your name.
Note that the hard drives on these computers will be periodically cleaned of ‘junk’ files. You will be given notice prior to the time and it is your responsibility to backup any files that you may have on the machine.
Under no circumstances is the software configuration of any computer to be altered in any way.
Downloading and installing any programs, toolbars or any unauthorised content onto the computers is not allowed
The removal/alteration of any existing software and configuration of the computers is not permitted
The reporting of any faults, or reasonable requests for necessary software can be made through the postgraduate representative or technical staff.
Keep your printing to a minimum. Do not waste paper and print toner, by printing out reams of unnecessary pages just because you can.
Any user that abuses the computer facilities in any way, will face disciplinary action and/or have their access to the computers suspended or disabled.
If you know of, or suspect any abuse of the Departmental computers you should report this to the postgraduate representative or a member of staff. Any reports will be considered as and handled in a strictly confidential manner.

Appendix 6:
Department of Conservation Ecology and Entomology PhD proposal evaluation form

PhD students can only present their proposal after they have been conditionally selected for a PhD by the Faculty of AgriSciences Research Committee. This presentation of their proposal and associated paperwork MUST be completed during the first year of their PhD.

The supervisors must select a departmental research panel. The departmental research panel will consist of a chairperson (not necessarily the chair of the department) and an additional two other evaluators. The chairperson of the panel must be a staff member of the Department of Conservation Ecology and Entomology and hold a PhD, while the evaluators can be internal or external (the Chair needs to hold a PhD, and the panel members need to have either a PhD or a MSc with at least 5 years of experience in the study field, and may include post docs).

PhD students have to submit a full written proposal. The full written proposal needs an introduction to the problem the PhD student wishes to study, a strong research driven hypothesis or research question, and a description as to how they are going to achieve this aim, with sub-aims and hypotheses for individual data chapters. All PhD students will also need to submit the 750-word description to Faculty on the "Recommendation for Admission of Candidate to Doctoral Study" form[1] and to the research panel. All documentation (full proposals and 750-word project descriptions) need to be sent to all members of the research panel at least one week prior to the proposal presentation. If the supervisor wants the panel also to act as the internal animal ethics committee then they should submit a second proposal which considers the ethical points that are listed on the PhD application form alongside the proposal.

The research panel convenes and completes the form below, and if A or B is ticked then the panel chairperson must also tick the option "Successful candidate, finally selected" and sign the Faculty of AgriSciences "Recommendation for Admission of Candidate to Doctoral Study" form. Please submit the originals of both forms, namely the Faculty of AgriSciences "Recommendation for Admission of Candidate to Doctoral Study" form and this form to the Departmental chair for submission to the Faculty Committee. It is recommended that supervisors keep copies of both forms.

Things to consider as a member of the research panel for a PhD proposal:
Is there scientific merit in this research?
Are the objectives clear and obtainable?
Is this proposal novel enough to warrant a PhD?
Are the methods of this proposal suitable and appropriate for this study? Is this proposed research achievable in a three-year time period?

UNIVERSITEIT•STELLENBOSCH•UNIVERSITY
jou kennisvennoot • your knowledge partner

Student name ..... **Student number .....**

Supervisor(s) ..... **Date .....**

[1] **Download forms from Share Point**

The Department of Conservation Ecology and Entomology research panel has determined that the project proposal (please tick one):

☐ A Study has scientific merit and the proposed PhD is feasible and the research panel recommends that the student is accepted.

☐ B Study has scientific merit and the proposal is feasible, although the panel feels that the supervisor and student should discuss the issues below (see comments section) and adjust the written proposal to include these comments, after which they recommend that the student is accepted.

☐ C Study has scientific merit, although feel that the written proposal and the project as a whole should incorporate major changes (see comments section). The panel requests to see the 750-word proposal again prior to accepting the project.

☐ D Study is below the expected standard. The project either does not have scientific merit, is unrealistic or insufficient information for the panel to make a decision (see reasons in the comments section below). The panel feels that the candidate should resubmit the full written proposal again.

☐ E Study is too far below standard, and so the research panel recommends that the application be rejected.

Comments:

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Is there an attached document with further comments (Y/N): ……

Does project require ethical clearance (Y/N): ……
If yes, does the panel feel that the project is ethically sound (Y/N): ……

Research panel chairperson: **Name of evaluators:**

Signature:

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Name:

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