POSTGRADUATE STUDIES GUIDE

Welcome & Orientation
for postgraduate students
2020

FOREWORD BY THE VICE-RECTOR:
RESEARCH, INNOVATION AND POSTGRADUATE STUDIES

Stellenbosch University's vision is to be inclusive, innovative and future-focused. Our strategic position and the focus of much of our research expertise demonstrates our alignment with national research needs and priorities. Remaining locally relevant, we also seek to be internationally competitive and actively pursue research excellence in a global context.

Excellent research makes Stellenbosch University an attractive site for postgraduate students to pursue advanced research degrees. We regard postgraduate studies and the research that postgraduate students do as essential to the University's overall research endeavour. Training postgraduate students is also a strategic priority at institutional and national level. Through our advanced graduates we are actively building capacity locally, on the African continent and internationally.

We look forward to your contribution to our excellent research reputation and hope that your years of study will be productive and form the basis of your life-long academic and professional networks.

Professor Eugene Cloete

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WELCOME FROM THE SENIOR DIRECTOR:
RESEARCH AND INNOVATION

Welcome to Stellenbosch University! Enrolling with us as a postgraduate student will give you access to a first-class research environment and a wide range of institutional support and expertise. The Division for Research Development (DRD) falls within the responsibility area of the Vice-Rector: Research, Innovation and Postgraduate Studies and is broadly tasked with the advancement, facilitation and support of research and postgraduate studies at Stellenbosch University.

Through the Postgraduate Office (PGO), which forms part of the DRD, Stellenbosch University has established a focused support service platform for postgraduate students which conveniently groups and coordinates important postgraduate services. The PGO specifically promotes postgraduate studies, postgraduate student success and seeks to create enabling postgraduate environments in the faculties and support service divisions, thereby improving the overall quality of the research experience for postgraduate students.

During the course of your postgraduate studies and research you will also have opportunities to internationalise your degree. Through departmental collaborative arrangements, exchange programmes, Erasmus+ programmes and funding opportunities for short research stays abroad, you could benefit from international exposure during your postgraduate degree programme and begin to build your international network.

We encourage you to take charge of your postgraduate experience. Explore the rich array of support and opportunities on offer to postgraduate students and make the most of these.

We hope that your experience as a postgraduate student at Stellenbosch University will be enriching and enjoyable; one that will remain with you, not only in the form of good memories, but also set the foundation for your professional career.

Dr Therina Theron

POSTGRADUATE OFFICE

The Postgraduate Office (PGO) is a central support and liaison office for postgraduate students, located on the Stellenbosch campus. The PGO have prepared this publication in order to give you an overview of some important topics relating to the practicalities of postgraduate studies and research at Stellenbosch University. It may also help you to navigate your way around the Stellenbosch campus and point you to resources which you may find useful during your postgraduate journey. The information in this publication is however, not exhaustive.

About the Postgraduate Office

The PGO provides professional support services to **all** (*including* **international**) postgraduate students during the postgraduate lifecycle (from application to graduation).

CONTACT PEOPLE AT THE POSTGRADUATE OFFICE:		
Lauren February	**Finance and Degree Enrolments**	laurenvw@sun.ac.za
Josephine Dzama	**Degree Enrolments**	jdzama@sun.ac.za
Cindi De Doncker	**Degree Enrolments**	cnm@sun.ac.za
Alison Bucholz	**Skills Development Support**	alisonb@sun.ac.za
Cristan MacLeod	**Skills Development Support**	cristanm@sun.ac.za
Rhodene Amos	**Prestige & Private Bursaries**	ramos@sun.ac.za
Rozelle Petersen	**NRF and Statutory Funding**	rnp@sun.ac.za
Nugent Lewis	**Deputy Director**	nugent@sun.ac.za
Dorothy Stevens	**Director**	dstevens@sun.ac.za

The PGO is continuously working towards streamlining and enhancing the whole postgraduate experience, for both supervisors and students. It approaches its task as an institutional role-player, making input on appropriate forums in the interests of improving the processes that govern the postgraduate lifecycle and as an institutional representative to market postgraduate opportunities to prospective postgraduate students.

Located on the Stellenbosch campus, the PGO coordinates its activities as far as possible with similar entities or structures on the other University campuses who also provide similar services to postgraduate students.

The PGO focusses on different aspects of postgraduate support:

Postgraduate Degree Enrolments - provides prospective postgraduate applicants and continuing postgraduate students with an advisory service and enrolment support. This includes the management of institutional joint degree programmes;

Postgraduate Funding and Support - provides information, administers financial support and also engages with broader institutional support structures for postgraduate students, typically as these relate to psycho-social support; and

Postgraduate Skills Development Support - provides information about and access to opportunities and resources at Stellenbosch University that can assist postgraduate students in their efforts to develop and enhance the skills they will require to complete their postgraduate studies and research.

The PGO also guides policy and system development where these impact upon postgraduate students and the management of postgraduate student information. The PGO works with academic and support service environments and develops the necessary mechanisms via the relevant decision-making bodies so that the comprehensive academic and support services provision to postgraduate students remains optimal and continues to comply with international standards. Communication, marketing and recruitment of postgraduate students through websites and other formats is also coordinated by the PGO.

The PGO is open for student consultation on Mondays, Tuesdays, Thursdays and Fridays: 10:00-13:00; 14:00-15:00, but is closed on Wednesdays for staff matters.

For more information on the PGO and its services: www.sun.ac.za/pgo and www.sun.ac.za/pgstudies.

Postgraduate Office
RW Wilcocks Building
3rd Floor, Room 3015 & 3018
Email: postgraduate@sun.ac.za
Tel: 021 808 4208

ARRIVAL AND PERSONAL SAFETY

You've arrived! What happens next? Before we get to the practicalities of administration, a note on safety. Do not be an easy target! Be sensible about your personal safety in Stellenbosch in the same way as you would be anywhere in the country or in the world. Do not carry large sums of money with you and/or walk with your cellphone and/or computer on display.

Be street-wise in town by staying in a group and using the main streets where there are usually people at all times of the day or night. It is not advisable to walk alone at night.

Take care when using Automatic Teller Machines (ATMs) to withdraw cash. Do not be distracted by people who offer to help you - they may be trying to copy your card information! Make sure that you know how to report card-theft to your bank.

Thefts unfortunately do occur, so do not leave valuable articles unattended. Use a U-lock to secure your bicycle and/or lock your car doors. All bicycles should have a light for cycling at night. Close your windows and lock the doors of your home.

Save the Stellenbosch University emergency contact numbers on your phone so that you can get assistance on campus in an emergency.

STELLENBOSCH CAMPUS EMERGENCY NUMBER

021 808 2333 or WhatsApp: **082 808 2333**

ENQUIRIES / REPORTING / PEDESTRIAN SERVICE

021 808 4666; fmhelpdesk@sun.ac.za

TYGERBERG CAMPUS EMERGENCY NUMBER

021 938 9507

Take note of the other emergency contact information at the back of this booklet.

POLICIES & RULES

The Stellenbosch University Yearbook has 13 Calendar parts in which you will find detailed information on the University's policies and rules, the student fees payable, bursaries, programme information, as well as faculty information. All students are expected to adhere to the policies and procedures of Stellenbosch University and you are encouraged to familiarise yourself with these documents. Take note especially of the content of the provisions in the Calendar **(Policies and Rules, Part 1, General)** that are applicable to you.

The printed versions of the Calendar parts are available from the Client Service Desk in the Admin A Building on the Stellenbosch campus.

The electronic versions of the Calendar parts are available at www.sun.ac.za/Calendar.

Stellenbosch University also has a digital repository where you can access most policies that were approved by the Stellenbosch University Council. You can access this repository here: www.sun.ac.za/english/policy to find policies covering the following:

- Academic Administration
- Institutional Management
- Institutional Relations
- Institutional Resources
- Research
- Student Services Management
- Teaching and Learning

For enquiries, please send an email to: policy@sun.ac.za
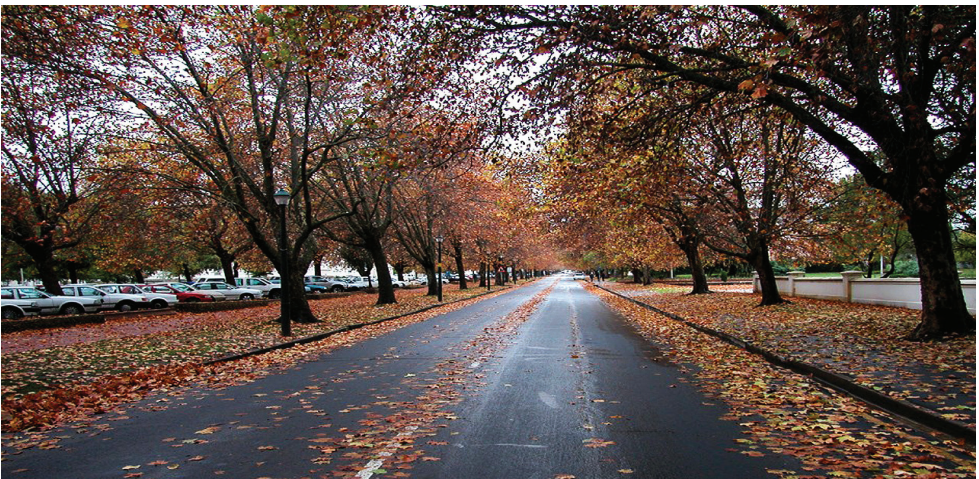
REGISTRATION AND GETTING STARTED

There are a number of environments and services that may play a role throughout the course of your postgraduate studies. The Centre for Student Administration in the Registrar's Division, the Student Records Office, the Postgraduate Office (PGO), Stellenbosch University International (SU International), the Library and your academic department are but a few of these.

Take care to find out who your Faculty Administrator is in the Centre for Student Administration. This person will help to ensure that your registration at the University is correct. You should also be aware that you need to renew your registration at the beginning of each academic year until you graduate. You can do this in person, via e-registration or by post.

Make sure that your personal details are always up-to-date with the University. This allows us to communicate effectively with you and ensures that important documents and notices are sent to the correct address. We should also be able to contact you telephonically or send sms messages to you, so please update your details on the My.SUN student portal should they change.

You have to complete some administration in order to become a registered student with the assistance of certain key people in the central administration. There are also some administrative arrangements that you will need to conclude with your home academic department. If you did not receive any information about a dedicated departmental orientation or information session prior to your arrival, then you are advised to contact your home academic department upon arrival to find out whether there is any important information that you need to know. If there is no such session or if you missed it, there is normally a Departmental Administrator you can meet up with to find out what the "house-rules" are, how to access the building that your department is located in and other departmental-specific information.

See Faculty information and contact details further on in this booklet.

STELLENBOSCH UNIVERSITY INTERNATIONAL SERVICES CENTRE

This is a service hub for international students to get assistance with a range of practical matters, like accommodation and other initial tasks related to settling-in. International Postgraduate Student Fees (including bursary and scholarship administration) are managed through the SU International Services Centre. Other services include assistance with opening a bank account and maintenance of your immigration status in the country (visa renewal, arranging medical cover, and so forth), where applicable. The Centre is staffed by an immigration specialist and financial administrators who are well-versed in the administration and regulatory requirements to which international students need to adhere.

Postgraduate International Students should take note that the Postgraduate Office (PGO) is the contact point for all academic administrative matters (**but not** international finance matters) during the course of their enrolment for their degree at SU.

SERVICES FOR POSTGRADUATE INTERNATIONAL STUDENTS:	
Accommodation	interhouse@sun.ac.za
Airport Transfer	suiarrivals@sun.ac.za
Postgraduate International Student Fee Enquiries	suifinance@sun.ac.za
Immigration & Health	immigration@sun.ac.za
Welcome and Orientation Programme	acj@sun.ac.za

The SU International Services Centre organises a bi-annual semester Welcome & Orientation programme and runs a number of integration programmes to facilitate the settling-in and acclimatisation of international students. Throughout the semester, students can join programmes and events such as the International Students Organisation Stellenbosch (ISOS) International Food Evening, the Matie Buddy programme and obtain training in intercultural competencies.

For more information on SU International and its services: www.sun.ac.za/international

SU International
RW Wilcocks Building
Ground Floor
Email: interoff@sun.ac.za
Tel: 021 808 2565

UNIVERSITY FEES

Kindly note the following:

• An amount is payable upon registration. This amount depends on whether or not you are a South African citizen, a permanent residence permit holder in South Africa, a person with refugee status or an international student (including asylum seekers).

• International students and asylum seekers must contact SU International if they are unsure of their fees. They are normally liable for the full study fees, an international registration fee, an international tuition fee (where applicable) and academic service fees before or on the day of registration.

• Irrespective of nationality, all amounts in arrears on your student fees account have to be paid in full together with the amount payable upon registration before you will be allowed to register for the current year.

A budget for estimate fees can be generated here: https://web-apps.sun.ac.za/student-fees-estimate/#/home

GETTING REGISTERED AS A STUDENT AT STELLENBOSCH UNIVERSITY

Supporting documentation

On admission, you will have received information on what documentation to present upon registration. Typically, all students must be in possession of the following supporting documentation upon registration:

• Proof of payment of academic fees or proof of scholarship/bursary;
• Original degree certificate(s);
• Formal admission letter issued by the relevant faculty representative;
• Any additional documents that you were requested to present.

International students

In addition to the above supporting documentation, you must produce **additional** supporting registration documents.

The additional supporting registration documents are:

• Proof of South African medical aid;
• Proof of valid passport and study visa;
• Proof of payment in full (scholarships/bursaries must be authorised by SU International's financial administrators)

You must obtain pre-registration clearance by having these additional supporting documents verified by the SU International Services Centre or submit the documents electronically to intpreregistration@sun.ac.za. Please include your student number on each document for ease of reference.

First semester registration

All postgraduate students must ensure that they register timeously. Postgraduate students who are enrolling for Honours, Postgraduate Diplomas and structured Master's programmes must register in time to commence lectures. Some programmes start as early as January, many start in the first week of February.

Registration of Honours, Postgraduate Diploma and structured Master's programme students

Check the annually published registration schedule to confirm the date of registration for your programme. All new students must formally register in accordance with the University's official programme of registration (unless their programme starts earlier in which case, they must make use of online e-registration or manual registration - see guidelines further on).

Failure to register on time

Where an Honours or Postgraduate Diploma student has failed to register on time for their programme in terms of the official programme of registration, he/she shall be liable for the payment of a penalty of R500 even if he/she has obtained permission beforehand for late registration. No late registrations will be accepted after the second week of classes.

Registration of Master's and Doctoral Students

Master's (Research only) and Doctoral students registering for the first time may normally register up to 31 March of the current academic year.

Second semester registration

Students granted admission in the second semester must register within the first two weeks of the second semester. Manual registration or via postal registration are the only options available to you in the second semester.

Manual registration in the second semester

International students must obtain pre-registration clearance from SU International and thereafter may proceed to the relevant faculty office for registration.

Local students may proceed to the relevant faculty office directly. Please ensure that you have the relevant supporting registration documentation with you.

HOW TO REGISTER

There are three registration options.

1. Online registration / e-registration
2. Manual registration (applicable to all students admitted to residential programmes and who have not registered via the e-registration platform).
3. Postal registration (applicable for non-residential programmes or for those students who are not continuously on campus)

1. Online Registration / E-registration

This option is only available from 13 – 30 January 2020.

Step 1
International Students - obtain pre-registration clearance from the SU International Services Centre

Local Students - skip this step

Step 2
On the My.SUN portal (my.sun.ac.za) select:
Postgraduate >> Admin & Support >> E-registration
Enter your username and password as assigned to you by the University.
Follow the registration link and prompts.

Once you have completed the online registration, print your proof of registration.

Your student card
Before 13 January and after 6 February 2020: If you are on Stellenbosch campus, take your proof of registration to the IT Hub, Admin A to have your student card issued.

Between 13 January - 6 February 2020: If you are on Stellenbosch campus, take your proof of registration to the Neelsie Student Centre to have your student card issued.

Use your student card to access student services or facilities.

2. Manual registration

On the Stellenbosch campus, the formal manual registration programme runs between 27 – 30 January 2020 in the NARGA computer user area located on the Northern side of the Admin A building.

Step 1
Go to NARGA in your allocated timeslot, register and obtain your proof of registration.

Step 2
Take your proof of registration to the Neelsie Student Centre to have your student card issued.

Students who have not participated in the formal registration programme will need to visit the respective faculty offices after 31 January 2020.

Honours and Postgraduate Diploma students not registered by 31 January 2020 will be allowed to register during normal office hours with their Faculty Representative in the Admin A Building until 14 February 2020 on condition that class attendance commenced timeously and with payment of a R500 late registration penalty.

3. Postal registration

Step 1
International Students - send the completed postal registration form to the responsible faculty representative (indicated in your admission document) and provide the following additional supporting documentation electronically to the SU International Services Centre (intpreregistration@sun.ac.za) in order to obtain pre-registration clearance:

• Copy of valid passport and study visa (where applicable);
• Proof of payment in full.

The responsible faculty representative within the Division of the Registrar will facilitate the further finalisation of the registration and your proof of registration will be sent to you via email upon completion.

Local Students - send the completed postal registration form and supporting proof of payment directly to the relevant faculty representative in order to finalise your registration. Your proof of registration will be sent to you via email upon completion.

Your student card
If and when you are on the Stellenbosch campus, take your proof of registration to have your student card issued to the IT Hub, Admin A.

Getting connected - Computer and Network Registration

• You may only register for computer facilities once you have completed your academic registration.
• You register in your respective computer user area (these are clustered according to faculty) by presenting your student card to the staff member on duty.
• Departmental Bursary holders should please consult their home department regarding network registration as some departments will make provision for your network registration in the department. Do not register in a computer user area unnecessarily - it will cost extra.

For network registration please send an email to helpinfo@sun.ac.za.

FUNDING FOR POSTGRADUATE STUDIES

As an enrolled postgraduate student, we assume that you have made adequate provision to finance your studies for your current enrolment.

The Postgraduate Funding and Support (PGFS) section of the Postgraduate Office advertises ad hoc funding opportunities on the University's website as these become available. Advertisements are circulated to faculties and are also posted on the University's website as well as on noticeboards on campus, so keep a look out!

Beyond these, the section advertises and administers two main types of funding for postgraduate students:

- Bursaries and scholarships that cover the cost of registration/tuition and in some cases accommodation and books;
- Travel grants for contributing to the costs for attending and presenting your findings at conferences.

Bursaries based on academic performance

Stellenbosch University acts as an agent for the **National Research Foundation** (NRF)'s freestanding scholarships and its grant holder-linked bursaries. The NRF bursaries are available for full-time studies in all fields. Most of these bursaries are made available to academic staff who hold NRF research grants and who may then nominate bursary candidates who they are supervising to receive such bursaries. These are administered by the PGSF section.

Postgraduate students can also apply for a limited number of **Private Bursaries.** These bursaries are limited to certain fields of study and offer varying amounts to a few selected students only. When allocating these private bursaries, preference is given to applicants at the most advanced level of study (degree programme) and with the highest marks, unless stated otherwise.

Some departments, especially those in the fields of science and technology, offer financial assistance from departmental funds to selected students in the form of **Departmental Bursaries**. If you are not currently receiving any financial assistance, it is something which you may enquire about with your academic department (typically ask your supervisor). Should such funding be available, it can only be awarded to a candidate upon the formal recommendation of a department.

A limited number of **Prestige Bursaries** are available to candidates whose academic performance in their previous studies has been outstanding. These are advertised from time-to-time.

Bursaries based on financial need

The PGFS section administers **Postgraduate Support Bursaries** for extremely financially needy students with academic potential. Please note, financial need is determined by a means test based on among other things, family income. Stellenbosch University may not grant a support bursary based on financial need to people with a fair family income but who have financial problems due to the lifestyle choices they have made, e.g. to finance luxury assets, to help family members studying at other institutions, etc.

These bursaries are for those students who consistently performed well during their undergraduate / previous postgraduate years and have a very low family income. It is important to note that these bursaries are not big enough to cover all study costs and that students must also seek additional sources of funding.

Students with a fair family income (more than R350 000 per annum before any deductions) should rather contact Fundi. Fundi is a private organisation that offers study loans and as a result of a contract concluded between Fundi and the University, prospective students can obtain a study loan at a reasonable rate of interest.

Fundi telephone number: 0860 5555 44

You are encouraged to sign-up (https://www.open4research.eu/yebo) and search for more funding opportunities on the **Open4Research** platform – a YEBO funding database for international mobility opportunities. This search tool provides links to potential scholarships, bursaries, travel grants and much more. It is easy to navigate and has a functionality that allows you to build and download a report of potential opportunities based on customised criteria.

Enquiries, applications and nominations for postgraduate funding should be addressed to the Postgraduate Student Funding and Support Section within the PGO.

Postgraduate Office
RW Wilcocks Building
3rd Floor, Room 3015
Email: postgradfunding@sun.ac.za
Tel: 021 808 4208
www.sun.ac.za/pgo/funding

ACCOMMODATION

A small percentage of postgraduate students (local and international), make use of University accommodation on the Stellenbosch campus. If you are looking for private accommodation, there are many options in and around Stellenbosch and its environs.

Private accommodation

Private accommodation is not managed by the University. You can find options in various publications and online media:

- Consult the classified advertisement section in the local newspaper (Eikestadnuus)
- View the notice boards on campus
- Browse accommodation websites like the following which offer accommodation in the Stellenbosch area:

www.stellenboschapartments.com	www.itsmyhouse.co.za
www.stelliesflats.com	www.pamgolding.co.za/stellenbosch
www.studentaccommodation.co.za	www.propertypro.co.za
www.coetzenburgrealestate.co.za	www.realnet.co.za
www.gutsyrental.co.za	www.seeff.com
www.just.property	www.stellies-student-stay.co.za
www.lizziepieterseproperties.co.za	www.bosmanhouse.co.za
www.macyoung.co.za	www.ikeya.co.za
www.mtsimon.co.za	

Please note: this is not an exhaustive list. The Postgraduate Office does not administer accommodation on behalf of any of these agencies nor do we negotiate on behalf of students. We cannot guarantee the quality/standard of private accommodation. We also do not accept responsibility for any possible problems arising from a student's private accommodation.

Postgraduate international students

SU International Services Centre advertises private housing and administers a number of rooms in University residences which are available for international students. Please visit the SU International website for more information: www.sun.ac.za/international

SOME INFORMATION ON POSTGRADUATE AND ADVANCED RESEARCH DEGREES

Postgraduate studies at Stellenbosch University commences at the Bachelor Honours Degree or Postgraduate Diploma level and further encompasses the advanced research degrees at the Master's and Doctoral level. In other words, qualifications that are registered at level 8 and above on the South African National Qualification Framework (NQF) are deemed postgraduate qualifications. The information provided here is adapted from the Higher Education Qualification Framework (HEQF) and is intended to give you a sense of the typical characteristics of these postgraduate degrees and some indication of the expectations attached to each. The competencies that Master's and Doctoral graduates are expected to demonstrate, as described by the South African Qualification Authority (SAQA) are also included as a point of reference.

BACHELOR'S DEGREE (PROFESSIONAL)

Type specifications

NQF Exit Level: 8
Minimum total credits: 480
Minimum credits at level 7: 120
Minimum credits at Level 8: 96

Designators

Bachelor's Degree designators are specific and limited to broad and generic areas of study, disciplines or professions. Examples include: Bachelor of Arts, Bachelor of Social Science, Bachelor of Science, Bachelor of Commerce, Bachelor of Engineering, Bachelor of Agriculture, Bachelor of Law, Bachelor of Education, Bachelor of Medicine, Bachelor of Surgery, Bachelor of Business Science.

Qualifiers

Specific, maximum two.

Purpose and characteristics

This qualification has as the primary purpose of providing a well-rounded, broad education that equips graduates with the knowledge base, theory and methodology of disciplines, and enables them to demonstrate initiative and responsibility in an academic or professional context. Principles and theory are emphasised as a basis for entry into the labour market, professional training, postgraduate studies, or professional practice in a wide range of careers.

Bachelor's degrees may be structured with an exit at levels 7 or 8 on the National Qualifications Framework.

Bachelor's Degrees exiting at level 8 are often referred to as "professional" Bachelor's Degrees, and have both a higher volume of learning and a greater cognitive demand than those exiting at level 7. Some require a practicum or workbased component. A professional Bachelor's Degree demands high intellectual independence and development of research capacity in the methodology and techniques of that discipline. A professional Bachelor's Degree generally leads to further professional development or study for a Master's Degree.

Some professional Bachelor's Degree programmes are designed in consultation with a professional body and recognised by a professional body as a requirement for a license to practice that profession. Such a qualification requires a thorough grounding in the knowledge, theory, principles and skills of the profession or career concerned and the ability to apply these to professional or career contexts.

Minimum admission requirements

The minimum entry requirement is the National Senior Certificate with appropriate subject combinations and levels of achievement, as defined in the Minister's policy, minimum admission requirements for Higher Certificate, Diploma and Bachelor's degree programmes requiring a National Senior Certificate, Government Gazette, Vol. 482, No. 27961, 18 August 2005.

Progression

A Bachelor's Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma. A 480 credit Bachelor's Degree with a minimum of 96 credits at level 8 may also meet the minimum requirement for admission to a cognate Master's Degree. Entry into these qualifications is usually in the area of specialisation or in the discipline taken as a major in the Bachelor's Degree. A qualification may not be awarded for early exit from a Bachelor's degree.

BACHELOR HONOURS DEGREE

Type specifications

NQF Exit Level: 8
Minimum total credits: 120
Minimum credits at Level 8: 120

Designators

Bachelor Honours Degree designators are specific and limited to broad and generic areas of study, disciplines or professions. Examples include: Bachelor of Arts Honours, Bachelor of Social Science Honours, Bachelor of Science Honours, Bachelor of Commerce Honours.

Qualifiers

These are specific and are limited to one.
Examples: Bachelor of Science Honours in Microbiology or Bachelor of Arts Honours in Applied Linguistics.

Purpose and characteristics

The Bachelor Honours Degree is a postgraduate specialisation qualification, characterised by the fact that it prepares students for research based postgraduate study. This qualification typically follows a Bachelor's Degree of an appropriate level, and serves to consolidate and deepen the student's expertise in a particular discipline, and to develop research capacity in the methodology and techniques of that discipline. This qualification demands a high level of theoretical engagement and intellectual independence. In some cases a Bachelor Honours Degree carries recognition by an appropriate professional or statutory body.

Bachelor Honours Degree programmes must include conducting and reporting research under supervision, worth at least 30 credits, in a manner that is appropriate to the discipline or field of study.

Minimum admission requirements

The minimum admission requirement is an appropriate Bachelor's Degree.

Progression

Completion of a Bachelor Honours Degree meets the minimum entry requirement for admission to a cognate Master's Degree. Entry into a Master's Degree programme is usually in the area of specialisation of the Bachelor Honours Degree. A qualification may not be awarded for early exit from a Bachelor Honours degree.

POSTGRADUATE DIPLOMA

Type specifications

NQF Exit Level 8
Minimum total credits: 120
Minimum credits at Level 8: 120

Designators

There are no designators attached to postgraduate diplomas.

Qualifiers

These are specific up to a maximum of two.

Examples: Postgraduate Diploma in Knowledge and Information Systems Management; Postgraduate Diploma in Marketing or Postgraduate Diploma in Agriculture in Rural Resource Management.

Purpose and characteristics

A Postgraduate Diploma is generally multi- or interdisciplinary in nature but may serve to strengthen and deepen the student's knowledge in a particular discipline or profession. The primary purpose of the qualification is to enable working professionals to undertake advanced reflection and development by means of a systematic survey of current thinking, practice and research methods in an area of specialisation. This qualification demands a high level of theoretical engagement and intellectual independence. A sustained research project is not required but the qualification may include conducting and reporting research under supervision.

Minimum admission requirements

The minimum admission requirement is an appropriate Bachelor's Degree of an appropriate level.

Progression

Completion of a Postgraduate Diploma meets the minimum entry requirement for admission to a cognate Master's Degree, usually in the area of specialisation of the Postgraduate Diploma.

MASTER'S DEGREE

Type specifications

NQF Exit Level 9
Minimum total credits: 180
Minimum credits at Level 9: 120

Designators

The designators for the Master's Degree describe the disciplinary or career focused base of the qualification. Examples include: Master of Arts, Master of Science, Master of Medicine, Master of Social Science, Master of Commerce, Master of Laws, Master of Business Administration, Master of Education.

Qualifiers

These are specific and are limited to one.
Examples: Master of Arts in Linguistics or Master of Science in Physics.

Purpose and characteristics

The primary purposes of a Master's Degree are to educate and train researchers who can contribute to the development of knowledge at an advanced level, or prepare graduates for advanced and specialised professional employment. A Master's Degree must have a significant research component.

A Master's Degree may be earned in either of two ways: (1) by completing a single advanced research project, culminating in the production and acceptance of a thesis, or (2) by successfully completing a coursework programme requiring a high level of theoretical engagement and intellectual independence and a research project, culminating in the acceptance of a thesis. In the latter case, a minimum of 60 credits at level 9 must be devoted to conducting and reporting research.

Master's graduates must be able to deal with complex issues both systematically and creatively, make sound judgements using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences, demonstrate self-direction and originality in tackling and solving problems, act autonomously in planning and implementing tasks at a professional or equivalent level, and continue to advance their knowledge, understanding and skills.

Minimum admission requirements

The minimum admission requirement is a relevant Bachelor Honours Degree of an appropriate level. A "professional" Bachelor's Degree with a minimum of 96 credits at level 8 or a Postgraduate Diploma may also be recognised as meeting the minimum entry requirement to a cognate Master's Degree programme.

Progression

Completion of a Master's Degree meets the minimum entry requirement for admission to a cognate Doctoral Degree, usually in the area of specialisation in the Master's Degree. A qualification may not be awarded for early exit from a Master's Degree.

Level descriptors of the Master's Degree

There are ten level descriptors which refer to areas of competence that Master's graduates must be able to demonstrate after completing their training.

1. **Scope of knowledge** - you can demonstrate your specialist knowledge by engagement with and critique of current research or practices, as well as advanced scholarship or research in a particular field, discipline or practice.

2. **Knowledge literacy** - you can demonstrate your ability to evaluate current processes of knowledge production, and to choose an appropriate process of enquiry for the area of study or practice.

3. **Method and procedure** - you can demonstrate your command of and your

ability to design, select and apply appropriate and creative methods, techniques, processes or technologies to complex practical and theoretical problems.

4. **Problem solving** - you can demonstrate your ability to use a wide range of specialised skills in identifying, conceptualising, designing and implementing methods of enquiry to address complex and challenging problems within a field, discipline or practice; and your understanding of the consequences of any solutions or insights generated within a specialised context.

5. **Ethics and professional practice** - you can demonstrate your ability to make autonomous ethical decisions which affect knowledge production, or complex organisational or professional issues, and your ability to critically contribute to the development of ethical standards in a specific context.

6. **Accessing, processing and managing information** - you can demonstrate your ability to design and implement a strategy for the processing and management of information, in order to conduct a comprehensive review of leading and current research in an area of specialisation to produce significant insights.

7. **Producing and communicating information** - you can demonstrate your ability to use the resources of academic and professional or occupational discourses to communicate and defend substantial ideas that are the products of research or development in an area of specialisation; and use a range of advanced and specialised skills and discourses appropriate to a field, discipline or practice, to communicate with a range of audiences with different levels of knowledge or expertise.

8. **Context and systems** - you can demonstrate your ability to make interventions at an appropriate level within a system, based on an understanding of hierarchical relations within the system, and your ability to address the intended and unintended consequences of interventions.

9. **Management of learning** - you can demonstrate your ability to develop your own learning strategies, which sustain independent learning and academic or professional development; and you can interact effectively within the learning or professional group as a means of enhancing learning.

10. **Accountability** - you can demonstrate your ability to operate independently and take full responsibility for your own work, and, where appropriate, to account for leading and initiating processes and implementing systems, ensuring good resource management and governance practices.

DOCTORAL DEGREE

Type specifications

NQF Exit Level 10
Minimum total credits: 360
Minimum credits at Level 10: 360

Designators

The designator of Philosophy is typically used for doctoral degrees. However, other designators may be used to denote the areas of study or the name of the discipline.

Qualifiers

If required, these are specific and are limited to one.

Purpose and characteristics

A Doctoral Degree requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a dissertation. Coursework may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. This degree requires a minimum of two years' full-time study, usually after completing a Master's Degree. A graduate must be able to supervise and evaluate the research of others in the area of specialisation concerned.

Minimum admission requirements

The minimum admission requirement is usually an appropriate Master's Degree of an appropriate level.

Progression

A Doctoral Degree is the highest qualification awarded within the NQF framework. A qualification may not be awarded for early exit from a Doctoral Degree.

Level descriptors of the Doctoral Degree

There are ten level descriptors which refer to areas of competence that doctoral graduates must be able to demonstrate after completing their training.

1. **Scope of knowledge** - you can demonstrate expertise and critical knowledge in an area at the forefront of your field, discipline or practice; and the ability to conceptualise new research initiatives, and create new knowledge or practice.

2. **Knowledge literacy** - you can demonstrate your ability to contribute to scholarly debates around theories of knowledge and processes of knowledge production in an area of study or practice.

3. **Method and procedure** - you can demonstrate your ability to develop new methods, techniques, processes, systems or technologies in original, creative and innovative ways appropriate to specialised and complex contexts.

4. **Problem solving** - you can demonstrate your ability to apply specialist knowledge and theory in critically reflexive, creative and novel ways to address complex practical and theoretical problems.

5. **Ethics and professional practice** - you can demonstrate your ability to identify, address and manage emerging ethical issues, and to advance processes of ethical decision making, including monitoring and evaluation of the consequences of these decisions where appropriate.

6. **Accessing, processing and managing information** - you can demonstrate your ability to make independent judgements about managing incomplete or inconsistent information or data in an iterative process of analysis and synthesis, for the development of significant original insights into new complex and abstract ideas, information or issues.

7. **Producing and communicating information** - you can demonstrate your ability to produce substantial, independent, in-depth and publishable work which meets international standards, is considered to be new or innovative by peers, and makes a significant contribution to the discipline, field, or practice; and your ability to develop a communication strategy to disseminate and defend research, strategic and policy initiatives and their implementation to specialist and non-specialist audiences using the full resources of an academic and professional or occupational discourse.

8. **Context and systems** - you can demonstrate your understanding of theoretical underpinnings in the management of complex systems to achieve systemic change; and your ability to independently design, sustain and manage change within a system or systems.

9. **Management of learning** - you can demonstrate your ability to exercise intellectual independence, research leadership and management of research and research development in a discipline, field or practice.

10. **Accountability** - you can demonstrate your ability to operate independently and take full responsibility for your work, and where appropriate to lead, oversee and be held ultimately accountable for the overall governance of processes and systems.

GRADUATE ATTRIBUTES OF THE DOCTORAL DEGREE

In 2018, South Africa's Council for Higher Education (CHE) released a *Qualification Standard for Doctoral Degrees*. The Standard prescribes a set of **nine graduate attributes** - five knowledge attributes and four skills attributes - that doctoral graduates must master to meet the degree requirements.

1. **Broad, well-informed, and current knowledge of field or discipline** – you have acquired well-informed relevant knowledge in the selected field or discipline. Through an original contribution achieved through independent study, you integrate new with existing knowledge, thereby advancing the frontiers of knowledge. In addition to being well-informed about and well-versed in the literature in a chosen field, you are able to make a contribution to the relevant evolving debates in the field.

2. **Expert, specialised, and in-depth current knowledge of specific area of research** – you demonstrate expert, specialised, and in-depth current knowledge of a specific area of research, which is evident in your thesis.

3. **Insight into the interconnectedness of one's topic of research with other cognate fields** - you demonstrate awareness of how the specific area of research relates, or is relatable, to other fields of study and practice which will be evident in your doctoral work.

4. **Ethical awareness in research and professional conduct** - you demonstrate awareness of, and compliance with, the principles of ethics in research and, professional protocols, which will be evident in the in-depth discussion in your thesis.

5. **An original contribution to the field of study** – you show evidence of original and innovative thinking in research and, where applicable, creative practice and/or performance, which makes a special and novel contribution to the field.

6. **Evaluation, selection and application of appropriate research approaches, methodologies, and processes in the pursuit of a research objective** - you demonstrate knowledge of, and the ability to create and introduce, where appropriate, and to evaluate, select and apply relevant research designs, approaches, methodologies, instruments, and procedures.

7. **Reflection and autonomy** - you demonstrate ability to conceptualise and reflect critically, work independently, and arrive at defensible conclusions and solutions, based on appropriately-substantiated and defensible premises and analysis.

8. **Communication skills, including relevant information and digital literacy skills** – you demonstrate an advanced level of communicative competence, through capacity for extended, sustained and rigorous academic writing, including relevant digital literacy skills appropriate for doctoral research, and ability to relate individual research with reference to, and critical analysis of, associated research produced by scholars in the relevant intellectual and knowledge domain(s). You are able to communicate, to defend, and to disseminate the research findings effectively to expert and non-expert audiences alike.

9. **Critical and analytical thinking for problem-solving** - you demonstrate ability to conduct research-related critical and analytical thinking, which shows an intellectual competence for problem-solving in diverse contexts, both familiar and unfamiliar.

The graduate attributes will be assessed within the context of the purpose of the qualification. The purpose and level of the qualification will have been achieved when all the attributes are evident. It is thus important for all doctoral candidates to ensure that they keep these attributes in mind and consider how they will develop these throughout their doctoral journey.

POSTGRADUATE STUDENT, HOME ACADEMIC DEPARTMENT AND SUPERVISOR

One of the primary purposes of postgraduate studies is to develop increasingly independent research skills and become more specialised in a particular discipline. Even as early as during the Honours degree, you as a student will do a research project under the guidance of an academic supervisor.

As you progress to more advanced postgraduate degree studies, so the expectation to contribute to the development of knowledge at an advanced level increases as well as the focus on the research component of your studies. It is often this aspect of postgraduate studies that many students find most difficult because it requires more self-initiated work and has less structure than a taught course, for example. One thing that you can do to help yourself is to ensure that you are getting proper guidance and support from your supervisor. However, this is a mutually reciprocal relationship and so you have to put in your fair share of effort and hard work also.

Stellenbosch University publishes a **Code of Conduct** in the Calendar (Policies and Rules, Part 1, General). The following has been extracted from this source and is meant as a reference to guide the relationship between you and your supervisor to help to ensure that the relationship is conducive to successful studies at the University. It consists of a set of undertakings or commitments and responsibilities.

Undertakings by the student, University and supervisor

1. The student undertakes to stay informed of the infrastructure and the accompanying rules of his/her home academic department (with the requisite inputs from the supervisor).

2. The University undertakes not to select a student for a specific project without confirming beforehand in writing with the faculty concerned that the project may be undertaken. Specifics regarding the responsibility for the required funds and relevant infrastructure shall be indicated.

3. The student shall acquaint him/herself with the guidelines for recording research, as is generally accepted within the discipline concerned, with the aid of the supervisor.

4. The student shall confirm that he possesses, or will acquire, the computer skills to complete the project in a satisfactory manner.

5. Pre-study work, as required by the University, shall be completed in an agreed period of time.

6. A work schedule for each student has to be drawn up within a reasonable time (as a rule within 60 days) in consultation with the supervisor. The schedule shall include target dates for, among others, the submission of a project protocol, the

completion of a literature survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university holidays, etc.) shall also be included.

7. During the academic year, regular meetings on fixed dates shall be scheduled between the student and the supervisor.

8. The supervisor shall report annually in writing to the departmental chair/ postgraduate coordinator/dean concerned on the student's progress.

9. All submitted work shall be returned to the student by the supervisor within a reasonable time, but not exceeding 60 days for a complete thesis/dissertation.

10. When a project is near completion, the student shall make the necessary submissions in accordance with the requirements for graduation within the discipline concerned. (Refer specifically to the University Almanac as set out in Part 1 of the University Calendar, to ensure that theses/dissertations are finalised and examined in time for the graduation ceremonies in December or March).

11. The student undertakes to produce suitable outputs (such as publications, patents, reports), as arranged with the supervisor. The student shall acquaint him/herself with the customs in the discipline concerned regarding authorship.

12. Where applicable, the student and the supervisor shall acquaint themselves with the requirements regarding intellectual property in the environment concerned.

Responsibilities of the supervisor

1. To familiarise him/herself with procedures and regulations.

2. To establish a stimulating research environment.

3. To establish a relationship with the student.

4. To give advice about project choice and planning.

5. To discuss intellectual property and publications.

6. To ensure that facilities, where relevant, are available.

7. To provide research training.

8. To consult with the student, to monitor progress continually and to provide structured feedback.

9. To be aware of the student's situation and needs.

10. To arrange for study guidance during periods of absence.

Responsibilities of the student

1. To familiarise him/herself with the University regulations regarding postgraduate studies and to abide by these regulations.

2. To undertake research with dedication.

3. To develop initiative and independence.

4. To keep complete records of research results.

5. To establish a relationship with the supervisor.

6. To gain feedback by means of reports and seminars and to act on it.

7. To do a literature survey and to keep abreast of new literature.

8. To benefit from the research environment.

9. To inform the supervisor of non-academic problems.

10. To prepare and write the thesis or the dissertation.

11. To prepare and write publications, patents and reports.

Your home academic department's role

Your home academic department has an organisational structure which usually consists of a Chairperson or Head of Department, some academic staff members who variously hold the ranks of Professor, Associate Professor, Senior Lecturer and Lecturer. In some departments, there are also technical staff members in addition to administrative support staff. Each academic department is part of a Faculty and each Faculty is headed by a Dean and in most cases, there are two or more Vice-Deans per Faculty who focus on particular areas of responsibility. Each Dean is supported by a Personal Assistant. Beyond your designated supervisor(s), take the time to find out who the academic, technical and support staff are that can and may play a role in your academic experience.

Memorandum of Understanding (MoU)

Your department is the place where you will most actively engage with your subject and it is also responsible for managing your postgraduate degree. To this end, engage with your supervisor(s) about the aforementioned code of conduct. Master's and Doctoral students are required, upon registration, to enter into a Memorandum of Understanding (MoU) with supervisor(s). In this MoU, the expectations and commitments of the parties are documented. Your Faculty may have its own template but if there is no template available, you may suggest that you and your supervisor(s) use the institutional template prepared by the Postgraduate Office. It is available under 'Resources' on the Postgraduate Skills Development website or please request it from pgskills@sun.ac.za.

Progress reports - annual reporting

Any student enrolled for the degree of Master's or PhD is obliged to keep his/her supervisor informed of how his/her research is progressing.

If you experience any problem or concern that hampers your academic progress, you should speak with your supervisor or Head of Department as soon as possible, against the background of the terms of your Memorandum of Understanding (MoU). If you feel that you are unable to discuss your concerns with these individuals, you can contact the Vice-Dean for Research in your Faculty directly.

Written reports

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

Departmental reports

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

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/her progress or lack thereof, the dean shall in a formal letter remind such student of his/her above-said obligation.

Managing personal problems

If you experience problems because of personal issues, you can approach your supervisor for advice on how to manage your workload under the circumstances. See information later in this publication about taking leave of absence from studies, if applicable. You can also go to the Centre for Student Counselling and Development and see a qualified counsellor (details are available later in this publication).

COMPLAINTS AND GRIEVANCES

If you have a grievance or wish to pursue any matter relating to academic departments or the university administration, you may address such matters as follows:

Academic issues
Try to resolve your concern with your supervisor. Failing this, contact the Head of Department or Dean of your Faculty.

Administrative issues
Contact the Postgraduate Office
RW Wilcocks Building
3rd Floor
Email: postgraduate@sun.ac.za
Tel: 021 808 4208

JOINT DEGREES AT STELLENBOSCH UNIVERSITY

Stellenbosch University has agreements with partner institutions in different countries for the enrolment of joint degree candidates. Most of the agreements are for enrolment at doctoral level. The list of possible institutions with whom Stellenbosch University can enrol joint degree candidates changes as new agreements are concluded. See further on for a recent list.

Definition of a joint degree

A joint degree results from international academic collaboration between Stellenbosch University and a partner institution abroad on a jointly defined and entirely shared study programme leading to a joint degree. All partner institutions are responsible for the entire programme and not just their own separate parts. A joint degree is a single qualification awarded by joint decision of the partner institutions. If the partner(s) cannot come to a joint decision to award the joint degree, none of the partners may then proceed to award the degree outside the agreement as a single institution degree.

Criteria for concluding a new joint degree agreement

When decisions are to be taken with which foreign university joint degrees can be offered by Stellenbosch University, the following six requirements as a whole must be met in a substantial manner:

1. It must fit in within the vision and mission of Stellenbosch University and contribute to attaining the goals of Stellenbosch University;
2. Stellenbosch University must benefit from the complementarity of the particular foreign university;
3. The foreign university must have the appropriate expertise in the research area in which the joint degree can be awarded;
4. Stellenbosch University and the partner institution(s) must have the appropriate expertise in the research area in which the joint degree can be awarded;
5. There must be reasonable prospects of student movement to and from Stellenbosch University and the foreign university;
6. The number of agreements for the awarding of joint degrees are strictly limited to agreements, which have reasonable prospects of sustainability and active functioning, based on a proven track record of collaboration between the institutions.

Formalities required for setting up a new joint degree agreement

For each new joint degree agreement there must be:

• an institutional Memorandum of Understanding in place with the partner university;

- a general framework agreement which governs the award of joint degrees between the partners, usually across all Faculties but which is non-specific to any individual student; and
- a candidate agreement which is usually unique to an individual student and specifies how the different elements of the general framework agreement will apply to the individual's project and case.

Important considerations

It is preferable to contemplate joint degree agreements with existing partners.

Entering into a new joint degree agreement requires a substantial matching of processes, rules and regulations and takes a considerable amount of time to negotiate new cases. Where there is an existing general framework agreement, it is usually straightforward to conclude a candidate agreement because the basic principles are already agreed upon.

At Stellenbosch University, new joint degree agreements must be considered and recommended or declined by a Joint Degree Committee (JDC). The JDC meets on an ad-hoc basis, which allows for new agreements to be considered regularly, subject to demand and the availability of the JDC members. The decisions of the JDC are reported by the Postgraduate Office, via the Academic Planning Committee to Senate (for information purposes).

A joint degree involves time spent by the student at both institutions so there are travel, cost of living and visa costs involved. Further factors, which may add significantly to the cost of funding a joint degree, are the requirement to pay fees at the partner university and assembling the members of the joint examination committee (who must often be physically present at the examination and defence) in one place.

Stellenbosch University's existing joint degree partners

The list of institutions with whom we can enrol joint PhD degree candidates is not fixed but it is limited. New agreements are negotiated from time to time and therefore this list will change. Not all the agreements are applicable to all prospective candidate in all disciplines.

Joint PhD degree partner universities	
Coventry University	Université de Bretagne Occidentale
Erasmus University Rotterdam (EUR)	Université Jean Monnet Saint-Étienne
Ghent University	Université Rouen
Hasselt University	Universiteit Antwerpen
KU Leuven	University of Groningen
Macquarie University	University of Hamburg
Radboud Universiteit Nijmegen	University of Leipzig
Università degli Studi di Padova	Vrije Universiteit Amsterdam (VUA)
Université Claude Bernard Lyon 1	Vrije Universiteit Brussel (VUB)
Université de Bordeaux	

What you need to know to enrol for a joint degree with an existing partner:

- You need to find a supervisor at Stellenbosch University who is willing to supervise you jointly with a supervisor from a partner university.
- You and/or your supervisor must then identify someone at one of the partners who is also willing to supervise you jointly.
- Once there is agreement, you must apply and be admitted at both institutions.
- A candidate agreement must be concluded for you between the partners in which a number of important things are addressed, such as how much time you will spend at each institution, how your enrolment at both institutions will be financed and who will bear the cost of assembling the joint examination committee.
- You need to be aware of the costs involved and make allowance for these because you cannot enter into a joint degree agreement and then decide along the way that you can no longer sustain your participation.

Enquiries should be directed to the Director of the PGO.

Postgraduate Office
RW Wilcocks Building
3rd Floor
Email: postgraduate@sun.ac.za
Tel: 021 808 4208

STELLENBOSCH CAMPUS MAP KEY

(see map overleaf)

SUPPORT SERVICES

1 Administration A
2 Administration B
3 Administration C
4 Stellenbosch University Library
5 Neelsie Student Centre
6 Campus Security
7 Centre for Student Recruitment
8 Centre for Student Counseling
9 CSCD: Office for Students with Special Learning Needs (Disabilities); Den Bosch
10 CSCD: Unit for Psychoterapeutic and Support Services
11 Centre for Teaching and Learning
12-14 Division for Student Affairs
15 Language Centre: Reading Lab and Language Enrichment Courses
16 Campus Health Services
17 Maties Sport
18 Coetzenburg Centre
19 Old Conservatoire
20 SU Art Gallery
21 Eben Dönges Centre (Sasol Art Museum)
22 Centre for Learning Technology
23 Language Centre (Writing Lab)
24 WAT (115 Banghoek)
25 Maties Community Service, Lückhoff School
26 SU Vehicle Fleet
27 Legal Aid Clinic
28 IT Hub (Help Centre)
29 TAS-IT
30 Purchasing and Provision Services
31 Facilities Management
32 Information Technology
71 SU International
71 Division for Research Development

SPORTS FACILITIES

33 Danie Craven Stadium
34 Coetzenburg Athletics Stadium
35 Coetzenburg Tennis Courts
36 PSO Clubhouse and Hockey Fields
37 Netball Courts
38 Swimming Pool
39 SU Gymnasium
40 Residence Tennis Courts
41 Old Mutual Sports Centre
42 Tennis Courts
43 Heidehof Rugby Fields

ACADEMIC BUILDINGS

44 Food Science
45 PO Sauer
46 Electrical/Electronic Engineering
47 Civil Engineering
48 Mechanical/Mechatronic/Industrial Engineering
49 Process Engineering
50 Knowledge Centre
51 Engineering, General
52 Africa Centre for HIV and AIDS Management
53 JC Smuts – Biological Sciences
54 De Beers – Chemistry
55 Mike de Vries
56 Chemistry – first years
57 Inorganic Chemistry
58 CGW Schumann
59 Van der Sterr
60 Accounting and Statistics
61 JS Marais
62 Polymer Science
63 Visual Arts
64 JH Neethling
65 AI Perold
66 Merensky
67 Mathematical Sciences and Industrial Psychology
68 Nursery
69 Natural Sciences
70 Chamber of Mines
71 RW Wilcocks
72 Old Main Building
73 Adam Small Theatre
74 CL Marais Library
75 Journalism
76 GG Cillié
77 Arts and Social Sciences
78 Lombardi
79 Conservatoire (University Choir)
80 Theological Seminary
81 Paul van der Bijl Laboratories
82 Agronomy
83 Welgevallen Experimental Farm
84 Sport Science

WOMEN' RESIDENCES

85 Monica
86 Harmonie
87 Heemstede
88 Huis ten Bosch
89 Lydia

Jan Marais

Ma

44

Roux

Hospital

Hammanshand

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Bosman

Banghoek

Soeteweide

Campus Security

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Merriman

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Jan S Marias Plein

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Merriman

Ryneveld

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CSIR

Jan Cilliers

<table>
<tr><td colspan="2">Computer user areas (CUAs)</td></tr>
<tr><td>Fharga</td><td>5, 60</td></tr>
<tr><td>Firga</td><td>47</td></tr>
<tr><td>Humarga</td><td>77</td></tr>
<tr><td>Narga</td><td>22, 69, 70</td></tr>
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Andringa

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Crozier

UNIVERSITEIT
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STELLENBOSCH
UNIVERSITY

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1918·2018

Marais Park   STIAS

Marais

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95   92

De Waal

Coetzenburg

Mc Donald

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Bosman

Victoria

Hofmeyr

Van Riebeeck

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Noordwal East

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Die Laan

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116   P

Neethling

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Colony

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Botanic
Garden

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Ryneveld

Murray

Neethling

Die Laan

Eerste River

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Drosdy

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Noordwal West

Kruiskerk

Town Hall

Plein

Kerk

Dorp

Key

P   Parking
     Green Route
i   Information

N

Paul Roos Gimnasium
Centre

Andringa

Main Post
Office

20

Piet Retief

Bird

Die Braak

106

Victoria

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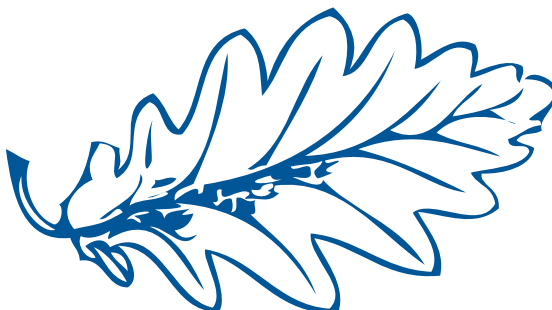
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Vice Dean: Learning and Teaching
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Vice-Dean: Clinical Services and Social Impact
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www.sun.ac.za/english/faculty/milscience

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Vice-Dean: Human Resources and Social Impact
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TIPS FOR NEW POSTGRADUATES

This advice from postgrad.com offers useful tips that you can take on board within the first few months of being a new postgraduate student:

1.   Make academic contacts beyond your lecturers

Do not just stay in the same groups and interact only with those who are lecturing you. Of course your immediate lecturers in your academic department are vital to your success but there is much to be gained by crossing boundaries and getting different perspective. The easiest way to do this is to check out seminars and presentations taking place elsewhere on campus – these are great opportunities to hear what research is being done across the institution.

2.   Look for relevant research groups

Attending and ultimately presenting at conferences makes up a part of what advanced postgraduates and researchers do. Conferences are the stage for presenting and debating new ideas and work with an audience of similarly interested individuals. Subscribe to relevant mailing lists like the "Postgraduate Times" and "Take Note" so that you receive the announcements and engage where you can.

3.   Start building your resources

Start a notebook, create a folder of readings, whatever works for you. It is helpful to jot down ideas and topics that you find interesting as you come across them. You can revisit them later and either pursue or abandon them. Early on, adopt the habit of keeping good record of what you have read so that it is easy later on to pull your sources together.

4.   Explore your own interests

This is particularly important for postgraduate studies by coursework. Even though much of your literature is prescribed, sometimes you may come across something that stimulates your interest. Read further, consult some of the earlier work in the reference lists and see where it takes you. Following trails like this (up to a certain point of course), can help you to identify something new and unexpected that you are interested in. Do not spend too long on this though because it can also result in information overload!

5.   Learn to simplify

Most disciplines have their share of acronyms, vocabulary and specific terminology. It is useful to come to grips with this but it is more important to find your own voice and to express yourself in an understandable way. Explaining something complex in a simple way is often (but not always) evidence of your own understanding of the concept. It is worth practicing this.

6.   Familiarise yourself with rules, regulations, policies and processes

Find out what information is relevant to you as a postgraduate student, such as important deadlines, mandatory procedures and other formalities. Some of these have been highlighted in this publication. Also identify the support services who can assist you with different aspects of your studies. Do not be afraid to ask!

POSTGRADUATE SKILLS DEVELOPMENT PROGRAMME

As a postgraduate student, you will be expected to create your own work structure, find and manage resources and expertise and seek out opportunities to develop your research skills in consultation with your supervisor. To find out what general opportunities are available, the Postgraduate Office houses a Postgraduate Skills Development Programme, which offers a range of skills development opportunities. Engaging with this offering may help you to get the most out of your postgraduate studies and in the process; you may pick up some valuable skills, which can be transferred to your future career.

Through the postgraduate skills development programme you can:

1. Plan your research aided by the Research Degree Toolkit and *plan.it* tool

The Research Degree Toolkit is an interactive e-tool that includes guides and tips on the beginning stages of considering a research degree, all the way through to writing up your research. The stages in between include getting started, project management and conducting your research. At each stage, there are a number of helpful tips, guidelines and resources to assist postgraduate students in completing their research degrees.

The Research Degree Toolkit is available on the Postgraduate Skills Development and Support web page (www.sun.ac.za/pgo/pgskills) and on SUNLearn under our Postgraduate Skills Development module (which is open to all SU registered students to self-enrol).

In addition to the Toolkit, collect a plan.it project management calendar from our Postgraduate Office or download it from our website. The plan.it helps postgraduates understand the important milestones of doing research and aids with plotting these milestones effectively.

2. Hone some essential skills – mostly free of charge

The Postgraduate Skills Development Programme offers a range of workshops on how to tackle your research, which can be viewed on the website: www.sun.ac.za/pgo/pgskills.

Learn how to access a variety of other excellent facilities and support services at Stellenbosch University especially useful to postgraduate students. Access a number of essential resources on the Postgraduate Skills Development web, such as a template of a Memorandum of Understanding (MoU) between you and your supervisor(s), and Guidelines for the layout of your thesis or dissertation. The Postgraduate Skills Development Programme maintains a few useful modules on the SUNLearn platform (the University's web-based learning platform). These modules include a comprehensive online module on Academic Writing Integrity: Avoiding Plagiarism and a Turnitin 'sandbox' where you can check your writing for citation mistakes or indications of ineffective paraphrasing (Turnitin is a similarity detection tool that is used at Stellenbosch University to encourage best writing practices for using and citing other people's written material). You are required to submit your thesis to Turnitin before submitting it officially for examination. If your department does not have their own Turnitin plugin, please send an email to pgskills@sun.ac.za with your student number to be given access to the Postgraduate Skills Development Turnitin sandbox plugin.

3. Sign up for the Postgraduate Times

Get news, tips and the latest opportunities in this monthly newsletter. Stay informed about postgraduate skills development events and opportunities tailored specifically for postgraduate students' needs. Subscribe here for the newsletter: http://www.sun.ac.za/english/research-innovation/Research-Development/newsletter.

4. Become part of the postgraduate community

You are invited to attend informal **Pop Up cafés**, which are held quarterly where you will meet other postgraduate students, from different disciplines. These take place over lunch and include a brown bag lunch (you must, therefore, RSVP). These are great opportunities to mingle and to use the time to talk about your research in an informal environment.

Then there are also **Shut Up & Write** lunch hour sessions for postgraduate students who are looking for a quiet communal space where they can write - so bring your material and make some progress with your writing. These Shut Up & Write sessions are also hosted virtually to accommodate students who cannot be on campus but would like to join the on campus writers via WhatsApp. Send an email to pgskills@sun.ac.za to find out more.

Follow news of the Postgraduate Skills Development Programme's events:
Facebook: Postgraduate Skills Stellenbosch University
Twitter: @PGSkillsStell
Postgraduate Office
RW Wilcocks Building
3rd Floor, Room 3018
Email: pgskills@sun.ac.za | Tel: 021 808 9157 | Website: www.sun.ac.za/pgo/pgskills

ENHANCING POSTGRADUATE ENVIRONMENTS (EPE) PROJECT

The Enhancing Postgraduate Environments (EPE) web platform is a European Union (EU) initiative developed by Stellenbosch University and 11 other academic institutions. It comprises exciting and interactive materials for supervisors, postgraduate scholars, Research Divisions and Directors of Postgraduate Studies to use in their workshops, in seminars and individually. These materials are licensed under a Creative Commons so that anybody can use and adapt them without payment or permission. The EPE web platform is, therefore, a shared space where research related tools and instruments can be accessed and utilised in order to enhance postgraduate environments and postgraduate success!

We encourage you to visit the EPE's website regularly to enrich each stage of your research journey: http://postgradenvironments.com

AFRICAN DOCTORAL ACADEMY (ADA)

The African Doctoral Academy (ADA) serves to coordinate and strengthen excellence in doctoral education and higher education and research at Stellenbosch University (SU) and across the African continent. The ADA's bi-annual, two week long Doctoral Schools take place every year in Summer (January recess period) and Winter (June-July recess period) and aim to offer high impact research and methodology training across all disciplines and phases of the PhD.

Delegates attend these Schools from all over South Africa and Africa with topics ranging from generic preparatory steps and concepts, introductory and advanced research designs and methods including analytical techniques and practical applications (using SPSS, R and ATLAS.ti), to preparing for a research career, publishing articles and training in doctoral supervision. Each Doctoral School offers a number of workshops taking place concurrently over a week, that offers an intense and concentrated training opportunity by experts in their fields. In addition to the established Summer and Winter Doctoral Schools, the ADA is also offering shorter form workshops in Spring and Autumn.

Visit the ADA's website: http://www.sun.ac.za/ada

ETHICAL RESEARCH

Ethics Clearance

Stellenbosch University (SU) is committed to applying the values of equity, respect, compassion, accountability and excellence in all its activities. This includes, by definition all the research conducted at the University, including research undertaken by postgraduate students. It is the University's view that good science assumes ethical accountability according to nationally and internationally acceptable norms. The responsibility for this lies with every person conducting research at SU.

As a postgraduate student, if you intend working with people or their identifiable data, animals or hazardous organisms, ethics clearance is required *before you* can commence with your data collection. Your supervisor is likely to guide you but for your own benefit, you should know that the University has five Ethics Review Committees, all functioning under the Senate Research Ethics Committee (SREC) namely:

Research Ethics Committee: Social, Behavioural and Education Research (REC: SBER),
Health Research Ethics Committee 1 (HREC 1),
Health Research Ethics Committee 2 (HREC 2),
Research Ethics Committee: Animal Care and Use (REC: ACU),
Research Ethics Committee: Biosafety and Environmental Ethics (REC: BEE).

These committees have a vital function in ensuring that all research activities at Stellenbosch University are conducted within national and international accepted standards and legislation with respect to ethics in research.

For detailed information on the application processes for the REC: SBER, REC: ACU and REC: BEE, please visit the Division for Research Development's website at www.sun.ac.za/research. For detailed application procedures for the Health Research Ethics Committee's, visit their website: http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Ethics_application_package.aspx

Failure to apply on time for ethics clearance, can delay your research, so make sure to include this in your planning. Budget at least 3 months from HREC submission to data collection, see: http://www.sun.ac.za/english/faculty/healthsciences/rdsd/Pages/Ethics/Ethics-Review-process.aspx

If you intend to include SU students, staff or alumni as participants in your research, you will also require gatekeeper permission from the Division for Information Governance. This is a parallel application process, so also important to consider in your planning. You can register for this process at www.sun.ac.za/permission.

Ethical Writing

Stellenbosch University (SU) has a range of policy documents that address academic writing integrity, including a Policy on Plagiarism (in support of academic integrity). This is an important policy to consult to clarify what acceptable academic writing is and what you as postgraduate researcher need to do before submitting your thesis or dissertation for examination. Find the policy documents here: http://www.sun.ac.za/english/research-innovation/Research-Development/policies-guidelines.

INTELLECTUAL PROPERTY

According to Innovus, the university industry interaction and innovation company of Stellenbosch University (SU):

Intellectual property (IP) is a cluster of legally recognised rights associated with innovation and creativity – the works of the mind, as opposed to physical products, land and other tangible resources.

Intellectual property is divided into two categories:

Industrial property, which includes inventions such as patents, trademarks, industrial designs, and geographic indications of source, and

Copyright, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.

Legal protection of intellectual property is necessary to prevent others from making unauthorised use thereof to the detriment of the true owner, and to ensure that the true owner enjoys the full commercial benefit of his or her creative efforts.

Used with permission and available at: http://www.innovus.co.za/working-with-innovus/intellectual-property-2/background.html

Who owns the work created in the course of the execution of your study obligations (including all research conducted as part of such studies) while you are a registered SU student?

The following are a few important copyright issues which you need to be aware of:

• Even though students are the creators of their work, all IP that may emanate from work conducted by students in the course of their studies, is deemed to arise in the context of SU's publicly financed research and as such ownership of the IP will vest in SU and this assignment of IP to SU takes place during the student registration processThe stipulated copyright clause identifies SU's as the owner of the content:

• You may paraphrase (rewrite) a very small portion of an original source but the original source and author must be correctly cited. You may also quote a small portion from the original source but quotation marks must be used and again the original source and author must be correctly cited.

• Basic copyright principles apply when using more than a small portion of third party content (quantity and/or quality principles.) but bear in mind that permission may be required when you need to further distribute or publish the thesis and/or dissertation. Copying of the whole or major portion of work is not reasonable or compatible with fair dealing

• Third party photos, diagrams, maps, and artwork included in your thesis or dissertation. (are considered a whole or complete work and permission will be required from the rights holders.

• Requesting and obtaining copyright permissions can take some time – initiate this process long before you need to submit your thesis or dissertation and allow for potential delays (viz. the original author may request a fee for usage of their work and/ or include requirements as to how their material may be used).

• Remember, an original creative work may not be modified or altered without the author's written permission to do so and the work may only be used for the purpose and in the format for which permission was granted by the rights holder.

• Once you have completed your thesis or dissertation, should you wish to publish parts of your work in a journal or book, for example, you are required to ask written permission from Stellenbosch University to get the go ahead to do so. This is usually done via your Supervisor, HOD and Faculty Dean.

Consult the Stellenbosch University IP policy for more information about the points made above (see point 2.2.7 in the SU IP policy for theses/dissertations specifically): https://www.innovus.co.za/assets/files/Downloads/110324_Final_IP_Policy_ (Software_Amend)_(2).pdf.

Consult the Calendar (Policies and Rules, Part 1, General) for the specific provisions regarding formatting, duplicating and publishing your thesis or dissertation (see THE DEGREE OF MASTER, point 5.2.2, 5.4, 5.7 and 5.10; and THE DOCTORATE = THE DEGREE OF DOCTOR), point 6.9.6, 6.11, 6.13 and point 7. no. 11 & 12 in this Calendar: http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx.

You are also advised, according to SU, Calendar (Policies and Rules) to acquaint yourself with the laws, rules and regulations applicable to your access and use of material that is provided by the University: http://www.sun.ac.za/english/Documents/Yearbooks/Current/GeneralPoliciesandRules2019.pdf

Alternatively, you can contact the Copyright Office at Innovus with any copyright enquiries you may have:

Innovus
15 De Beer Street
Stellenbosch
Email: info@innovus.co.za
Tel: 021 808 3826
www.innovus.co.za

INNOVUS

STUDENT GOVERNANCE AT STELLENBOSCH UNIVERSITY

The Centre for Student Leadership and Structures falls within the Division for Student Affairs and is led by the Dean of Students. Amongst other responsibilities, the Centre is responsible for the Student Representative Council (SRC). The SRC is the highest representative structure for students at Stellenbosch University as recognised by the University's Statute and governed by the Student Constitution. The SRC fulfils its representative and organisational mandate through various portfolios allocated to a team of elected SRC members [15 with voting rights] and appointed SRC managers.

The SRC's structural composition facilitates the representation of all students. With the Tygerberg Student Council Chairperson and the Military Academy Student Captain both serving as ex-officio members, students from Tygerberg and Saldanha campuses are also represented at the highest level of Stellenbosch University management.

Three statutory bodies (Academic Affairs Council, Prim Committee and Societies Council) ensure that important structures and interests are heard at the SRC. The three bodies are in turn made up of representatives from all faculties, houses (Residences and Private Student Organisations) and societies.

Student Representative Council
Email: sr@sun.ac.za
Tel: 021 808 2493

STELLENBOSCH UNIVERSITY SUPPORT STRUCTURES, SERVICES AND FACILITIES

Centre for Student Counselling and Development (CSCD)

The Centre for Student Counselling and Development is committed to providing the Stellenbosch University (SU) community with psychological, developmental and support services in our quest to be partners for success. Our vision is to be a centre that is approachable, inclusive and client-centred, with our values based on shared humanity. The staff includes psychologists (clinical, counselling, and educational), a social worker, psychology interns, student assistants, project/portfolio coordinators, a psychometrist, support officers and administrative staff. The CSCD consists of five units that through their core functions endeavour to promote citizenship by facilitating wellness, personal agency and sustainable equity. There are offices on Stellenbosch and Tygerberg campuses.

Stellenbosch Campus
37 Victoria Street, Stellenbosch
Tel: 021 808 4707 / 021 808 4994 (office hours)

Tygerberg Campus
Second floor, Student Centre, Tygerberg
Tel: 021 938 9590 (office hours)

Website: www.sun.ac.za/cscd
24-hour emergency service in collaboration with ER24: 010 205 3032 (after hours and weekends)

The following units are housed in five centrally situated buildings in Victoria Street:

Equality Unit (EqU)
Unfair discrimination. Victimisation. Sexual harassment. Gender-based violence. HIV/Aids. Sexualities. Eradicating, highlighting, managing and raising awareness of these issues are core functions of Equality Unit (EqU). Housed at Huis Simon Nkoli House at 39 Victoria Street, the Unit's primary focus is to provide a safe space for students and staff to report incidents of unfair discrimination, sexual harassment, gender-based violence, victimisation and abuse. In addition, the EqU is responsible for implementing Stellenbosch University's Unfair Discrimination and Harassments and HIV/Aids policies. The EqU provides students and staff with services, training and interventions around HIV/Aids (prevention, testing and counselling), unfair discrimination, gender-based violence, sexual harassment and victimisation, issues related to the LGBTQIA+ community, as well as the procedure, process and way forward when reporting incidents of unfair discrimination and harassment. The EqU has a walk-in service where students and staff can confidentially report matters of unfair discrimination and/or forms of harassment.

Alternatively, you can contact the Unit at 021 808 3136, or unfair@sun.ac.za or hiv@sun.ac.za (for HIV-related issues) to set-up a meeting or lodge a complaint or incident electronically. The Unit urges students and staff to come forward if you have experienced forms of unfair discrimination, harassment or victimisation. Empathy, procedural fairness and confidentiality are the cornerstones of our work.

Find out more about the Equality Unit at http://www.sun.ac.za/english/learning-teaching/student-affairs/cscd/equality-unit or on Facebook, Twitter and Instagram at @ EqualityUnitSU.

Unit for Academic Counselling and Development (UACD)
The Unit for Academic Counselling and Development renders a development-directed service focusing on the academic challenges students may experience. The team comprises of educational psychologists, a psychometrist, a registered counsellor and intern psychologists. Support is provided to students with regards to study methods, coping with test and examination stress, time management and the optimisation of their potential by means of individual consultations, work sessions and self-help material. Career counselling for registered students are also available.

Unit for Psychotherapeutic and Support Services (UPSS)
The Unit for Psychotherapeutic and Support Services offers individual, group therapy and work sessions. Confidential and professional services are offered by psychologists and registered counsellors. The unit offers psychotherapy for a broad spectrum of problems that students experience, namely: depression, high stress levels, adjustment problems, substance abuse, relationship or family problems, etc.
The unit has implemented screening sessions for the Stellenbosch campus students only to facilitate students who are experiencing psychological challenges. This service is offered daily from 11:00 – 12:30.

A 24-hour emergency service is also available for registered students from 16:00 – 08:00 as well as weekends.

Social Services (Social Worker) in collaboration with the Centre for Student Communities offer a walk-in programme that assist mainly first-year students who live outside of the Western Cape Province and arrive on campus with no confirm accommodation and provide financial aid advice during the welcoming period. During the academic year, the social worker provides professional services such as support, guidance and counselling to students with respect to their social issues.

Disability Unit (DU)
The Unit offers various services to students with disabilities. These services could include making texts accessible, processing of test and exam concessions and advising on residence placement. The Unit also advises on innovative academic support, which includes assistive technology. Disability work sessions are also presented for staff and students to raise awareness around disability. For any disability-related information, contact us at disability@sun.ac.za. Follow us on the Student Affairs Facebook page as well as Twitter: @sudisabilityupdate.

Unit for Graduand Career Services (UGCS)
The UGCS supports students with the transition from education to employment. This could include individual sessions about your career, work sessions on CV writing, interview skills, your online profile and exposure to network opportunities with companies via career fairs and assistance with job-searching methods.

The unit manages an online career services management system called MatiesCareers (https://stellenbosch-csm.symplicity.com/) which gives students easy access to search for jobs and apply for vacancies, internships, part-time jobs and volunteer jobs. All newcomers are strongly encouraged to register on the system. MatiesCareers provides information about the unit's services and interesting activities happening on campus. It also affords students the opportunity to register online for the unit's services. Several employers already have a presence on the system. This means that students can also upload their CVs to potential employers and search for employers. MatiesCareers allows students to stay abreast of the unit's operations and the world of work 24/7. It is important to start thinking about your transition to the world of work from your first year. Contact us via email at careerservices@sun.ac.za

MY.SUN Student Portal and other websites

The Postgraduate Office maintains a number of web-platforms that are aimed at providing information for postgraduate students.

MY.SUN Student Portal
www.sun.ac.za/postgrad takes you to My.SUN or you can access it from the Stellenbosch University website. Enrolled postgraduate students will probably find this space useful because it groups a range of information and services together in one console and allows you to conveniently link through to these. To make use of the services on My.SUN, you need to log in with your username and password.

Prospective Postgraduate Student Website
www.sun.ac.za/pgstudies takes you to a range of information about the University's programme offering for prospective postgraduate students.

Division for Research Development Website
www.sun.ac.za/research takes you to a range of information about the functions of the Division for Research Development which includes information about the Postgraduate Office.

Information and Communication Technology Services - Information Technology HUB

The ITHUB is Information Technology's walk-in centre located on the central Stellenbosch campus. ITHUB primarily focuses on services for undergraduates, postgraduates, international students and visitors. We assist students to ensure they can access the University network and their learning resources, are able to connect to the University network from their residences and help them with the configuration, repair and setup of their devices. Visit the website: www.sun.ac.za/ithub

ITHUB
Entrance under the bridge on the Rooi Plein, Administration Block A, Stellenbosch campus
Monday to Friday: 08:00 – 16:15 (excluding public holidays)
Email: ithub@sun.ac.za | Tel: 021 808 9289 | www.sun.ac.za/ithub

FAQs
1. How to I log a request?
If you need assistance with your device, for example installing software, antivirus scans, connecting to the network, etc. you can request assistance online by logging a request at servicedesk.sun.ac.za.

2. How do I access Maties Wifi?
If you are a registered SU network user with a username and password, you can take your device to the IT Hub to be certified and connected to Maties Wifi. All devices connected to the wireless network have to be up to date with the latest version of operating system and antivirus and spyware software to protect the University network.

3. How do I reset my password?
You can change your password at www.sun.ac.za/password. Keep in mind that if you forgot your password and would like to reset it, your contact details (alternative email address and cell number) have to be up to date.

4. How do I load printing and internet credits?
You can load your credit at www.sun.ac.za/useradm.

5. How do I access SUNLearn?
SUNLearn is Stellenbosch University's Learning Management system which enables faculties and departments to share information and resources with students enrolled for a particular module or degree course. Go to learn.sun.ac.za and sign on with your student number and password. If you think that you need to follow a user guide, click on 'User guide'. There is one available for each feature of SUNLearn. Once you are logged in, you will be able to view your 'Dashboard', which displays all of the modules that you have access to. If you do not have access to your faculty's SUNLearn module, you can contact your department's administrator or a lecturer to request access.

If you do not have access to the Postgraduate Skills Development Programme's SUNLearn module, you can contact pgskills@sun.ac.za to request access.

For any queries or issues, the SUNLearn support team can be reached at https://learnhelp.sun.ac.za or 021 808 2222 (during office hours: 08:00-16:30).

IT Service Catalogue
http://infoteg.sun.ac.za

Stellenbosch University Language Centre

Editing and translating services
Students wishing to have their research proposals or reports professionally edited can make use of the language editing service of the Language Centre. There are costs involved. It is also possible to have abstracts and research instruments such as surveys, questionnaires and informed consent forms translated into a variety of languages.

Writing Lab
The Language Centre's Writing Lab offers an academic writing consultation service. The consultations are free of charge to all Stellenbosch University students and staff. To book an appointment, please make use of their online booking facility called KENAKO which you can access from My.SUN. For any questions about this service or the booking system, please contact Anne-Mari Lackay (amlackay@sun.ac.za).

The Writing Lab also offers postgraduate students and staff accredited writing workshops. The workshops focus on the types of documents postgraduate students are required to write – such as research proposals, theses, dissertations and articles. For more detailed information about the workshops, please visit the Language Centre's website or contact Selene Delport (selene@sun.ac.za).

For more specific details about all these services consult the Language Centre website at http://www0.sun.ac.za/languagecentre or www.sun.ac.za/taalsentrum

Stellenbosch University Library and Information Service

In addition to the Stellenbosch University Library which is located sub-terraneously beneath the Rooiplein on the Stellenbosch campus, there are five branch libraries:

• Engineering & Forestry
• Music
• Theology
• Medicine & Health Sciences
• USBI (Bellville Park Campus Information Centre)

The libraries offer a variety of services and facilities for postgraduate students, such as the issuing and reserving of materials, interlibrary loans, an information service, photocopying facilities, and the lease of discussion rooms, study cubicles and seminar rooms (Registered students need their student card to enter the library and borrow books). Training in library use is provided by faculty librarians and by staff of the branch libraries. A large collection of printed books and periodicals, music, printed music and audio-visual items is available, as well as access to comprehensive electronic sources by means of the Library's website.

Guided by the University's pursuit of research excellence and relevance, the Library and Information Service provides a variety of services to support postgraduate students, academic staff, researchers and postdoctoral students at each stage of the research lifecycle. Some focus areas ensure access to the best possible academic sources, facilitating scholarly communication and promoting research output. More information on the specific services is available on the library website under "Research" (http://library.sun.ac.za).

Carnegie Research Commons
The Carnegie Research Commons is a well-appointed and resourced research space located on the lower level in the Stellenbosch University Library. The aim of the Commons is to create an environment for research exchange and production, and scholastic debate. The Commons offers researchers the flexibility of engaging in debate and exchange in the seminar rooms, relaxing in the lounge area or engaging in self-study at the designated computer area. The Commons consists of the following facilities and services:

• 32 carousel computer workstations
• Wireless internet connection
• Lockers
• Coffee bar
• A seminar room with videoconferencing facilities
• Group discussions rooms with plasma screens
• Lounge area
• Printing, copying and scanning area
• Professional assistance by highly skilled librarians
• Peer assistance by Research Commons Assistants
• Events to enhance research discourse and exchange.
• Research-related reference books.

Learning Commons
Located on the upper level of the Stellenbosch University Library, the Learning Commons provides an innovative and stimulating learning environment and makes the Library a vibrant extension of the classroom. The facility is reserved for registered students and staff of the University by means of access control. Full information about the services and facilities offered by the Library, and about how to gain access to a wide range of electronic resources is available on the Library's website: www.library.sun.ac.za. The website also provides user guides and a training and events calendar.

Term Hours
Monday to Thursday
08:00 – 22:00
Friday 08:00 – 17:30
Saturday 10:00 – 16:30

Holiday Hours
Monday to Friday
08:00 – 17:30
Saturday 10:00 – 13:00
The library is closed on public holidays and Sundays

The Commons is reserved for registered Master's and Doctoral students and staff of the University by means of access control.

Contact and Client Service Centre (CCSC)

CCSC serves as a central point of contact to ensure that all enquiries are answered accurately or channelled to the correct person/office in a client-centric manner. The centre also provide support by issuing official University documents like academic transcripts, degree certificates and proof of registration.

Issuing of academic transcripts and duplicate certificates
At graduation ceremonies, the University issues to each qualifying candidate, an English copy and an Afrikaans copy of his/her degree, certificate or diploma, and a copy of the complete academic transcript in English and in Afrikaans. Any person currently or previously registered at the University as a student may apply on the prescribed self-help portal for a copy of his/her academic transcript and/or for duplicate certificates. A fee is payable.

Links:
Past student: http://www.sun.ac.za/english/alumni/my-profile >> Request documents

Current student: http://midtier.sun.ac.za/html-navbar/home.html >> Administration >> certificates and records.

Procedure for the issuing of academic transcript and/or duplicate certificate. These may be requested via e-mail from info@sun.ac.za.

Instructions regarding the electronic payment of the account will be sent to the person requesting the documents. Documents will only be issued once payment has been received.

Contact and Client Service Centre
Ground floor, Administration A Building
Ryneveld Street, Stellenbosch
Email: info@sun.ac.za | Tel: 021 808 9111 | Fax: 021 808 3822

Transport on Stellenbosch campus

Walk	**Cycle**	**Use the campus shuttle**	**Join a lift club**	**Park** P
Along various pedestrian routes.	Use a Matie Bike or your own bicycle. Register for free to access SU bicycle sheds.	Various shuttle services are available. Make sure you choose the right one.	Via Maties Findalift at *maties.findalift.co.za* or create your own lift club. You will save money and protect the environment, and won't have to search for parking on campus.	Parking is limited. It is thus your last point of call! Apply to be considered for parking.

Day shuttle:	**Evening shuttle:**	**Shuttle service between the long-term parking area and residences:**
Operates from Monday to Friday between 07:00 and 17:30. Between general parking areas on periphery of campus and central campus. Fixed times and routes, with fixed pick-up and drop-off points.	Operates from Monday to Sunday on the hour between 18:00 and 02:00. From the Neelsie, within a 6 km radius from campus.	Monday to Sunday between 07:30 and 02:00. From central points at the residences to the residences' long-term parking areas. (Specific area will be finalised after receipt of registrations.) ONLY available to registered users!

Visit *www.sun.ac.za/mobility-shuttles*

Parking on Campus

As a registered student at Stellenbosch University, you can apply for various types of parking on the University's grounds. You may apply for parking and register your vehicle during the registration timeframe each year but application for parking can also be done electronically throughout the year.

Submitting an application for parking does not guarantee a specific parking bay.

If parking is allocated to you, the annual fee will be levied against your student account.

Only registered vehicles may be parked on University grounds and are identifiable through a parking disc which is issued to all parking holders.

You must renew your application for parking on an annual basis.

For more information, see: www.sun.ac.za/mobility-parking

CONTINUING POSTGRADUATE STUDENTS

Renewal of registration

It is your responsibility to ensure the continuity of your registration on an annual basis until you have completed your degree programme. The registration options mentioned earlier in this publication are available annually. Please consult your faculty representative if you have questions about renewing your registration.

Leave of absence from studies

Applications for leave of absence will be considered in exceptional circumstances. Please consult your faculty representative in this regard.

A student must without delay consult the lecturer of a module in which he has been prevented by illness or other causes from attending the classes or taking the class tests or carrying out the class work. Where such absence is due to illness, a written application for leave of absence must be lodged with the Registrar without delay. This application must be accompanied by a medical certificate which complies with the following requirements and contains the following information:

- Name of the patient (student);
- Date and time of medical examination
- An indication that the certicate has been has been issued after a personal observation (excludes telephonic consultation or communication) of the student by a suitably registered medical practitioner;
- Confirmation that the student will not be able to or was not able to attend class, or take the class test(s) or carry out the class work, due to the illness, and
- Any other information which, in the judgement of the practitioner would be required or relevant.

The University reserves the right to request the prognosis and further information of the practitioner and it accepts in good faith that the student will not unreasonably deny permission in this regard.

In cases of absence due to other reasons, the University reserves the right to request corroborating proof at its own discretion.

The university reserves the right to allow lecturers or the Registrar to deny applications for leave of abscence where such applications are not lodge in good time, or where such applications are not practically feasible.

Cancellation and discontinuation of studies

- The Registrar must be informed in writing if you discontinue your studies.

- A special discontinuation form may be obtained from the Client Service Desk on the Stellenbosch campus, Administration Building A, or may be requested by e-mail from info@sun.ac.za.

- The date of discontinuation of studies is very important and must be provided, since it determines to what extent exemption from the payment of study and accommodation fees may be granted (see Calendar, Student Fees, Part 3 for more information in this regard), and since it can also have an effect on future readmission.

- If discontinuation of studies is due to a medical reason, a valid medical certificate must be submitted along with the completed discontinuation form, since it will simplify readmission to the University in a subsequent year.

HAVE YOUR SAY

Your comments and/or suggestions are appreciated and will assist us in making improvements to future editions of this publication.

Please tell us if this booklet provided you with the information that you needed to get started with your academic programme?

Did it provide you with the information that you needed with regard to facilities and services?

Did it provide information that you needed with regard to postgraduate support?

What should we include in future?

Please send your feedback to: postgraduate@sun.ac.za or visit the Postgraduate Office, RW Wilcocks Building, 3rd Floor, Room 3015 and 3018.

EMERGENCY & OTHER USEFUL CONTACT NUMBERS

Stellenbosch University's Protection Services (USBD)

Stellenbosch
Tel: 021 808 2333 or 0800 60 11 37 (toll free)

Tygerberg
Tel: 021 938 9507

Risk Management and Campus Security
Tel: 021 808 2330 (2417)

Fire Brigade
Tel: 021 808 8888

Police
National Emergency - 10111

Stellenbosch Police
Tel: 021 809 5000/3/4

Ambulance - 999 or 10177
Tel: 021 937 0500

Hospitals
Stellenbosch Hospital (Public)
Tel: 021 887 0310

Medi-Clinic (Private)
Tel: 021 861 2000

Medi-Clinic Hospital Emergency Centre
Tel: 021 886 9999

STELLENBOSCH UNIVERSITY CAMPUS HEALTH (UNIVERSITY HEALTHCARE SERVICE)

Stellenbosch Campus
Tel: 021 808 3496 or 076 431 0305

Tygerberg
Tel: 021 938 9590

HIV/Aids Helpline
Tel: 0800 012322

Stellenbosch University 24-hour Crisis Service (Counselling)
Tel: 082 557 0880

24-Hour Rape Crisis Stellenbosch
Tel: 082 977 8581

Lifeline (Cape Town)
Tel: 021 592 2601

Stellenbosch University Equality Unit
39 Victoria Street, Stellenbosch
Email: unfair@sun.ac.za (to report cases of discrimination, harassment, sexual harassment and victimisation)
Tel: 021 808 3136

STELLENBOSCH MUNICIPAL SERVICES

General
Tel: 021 808 8111

Emergencies
Tel: 0861 808 911

Water
Tel: 021 808 8230 / 8236

Electricity
Tel: 021 808 8300 / 8343

Traffic
Tel: 021 808 8800

Cellphone (Mobile) Emergency Numbers

MTN - 083 112
Vodacom - 082 147
Cell C - 084 148

Maties App
The Maties App is easy to use and aims to improve communication for students and staff on a multi-lingual interface. You can download it from the App store or the Google Play Store (it is available on iOS as well as Android).

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The Postgraduate Skills Development Programme's Offering

Workshops

For registered postgraduate students to sharpen their key research skills e.g. Creating your thesis Parts 1-3 (Research methodology), MS Word for theses & Article Writing

Useful academic resources & information about other SU support divisions and opportunities
www.sun.ac.za/pgskills

Website

Newsletter

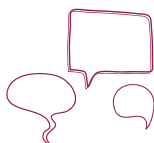The Postgraduate Times which contains current research related news for postgraduates

Postgraduate Studies Guide

Welcome & Orientation booklet that consolidates a range of important information into one go-to guide

POSTGRADUATE
STUDIES GUIDE
Welcome & Orientation
for postgraduate students

POSTGRADUATE SKILLS DEVELOPMENT

Community

Join us at our Pop Up cafes & Shut Up and Write sessions to meet like-minded individuals & engage with postgraduate students from other disciplines

Project manage your degree

plan.it

Get our *plan.it* tool to plot your postgraduate research journey

Research Degree Toolkit

An interactive toolkit to guide postgraduates on their research journeys

Online Course

Complete an Academic Writing Integrity: Avoiding Plagiarism course online: learn.sun.ac.za ► Training Courses ► Postgraduate Office Courses ► Postgraduate Skills Development

Enhancing Postgraduate Environments (EPE) Website

South African contextualised resources for postgraduate students & supervisors:
postgradenvironments.com

Facebook Page

Like our page to stay up to date with events & opportunities:
Postgraduate Skills Stellenbosch University

✉ pgskills@sun.ac.za   🌐 www.sun.ac.za/pgskills   📞 021 808 9157

UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

POSTGRADUATE OFFICE
NAGRAADSE KANTOOR

DIVISION / AFDELING
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