

2022 POSTGRADUATE STUDIES GUIDE

*Welcome & Orientation
for postgraduate students*



Stellenbosch

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sonke siya phambili
saam vorentoe

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



Stellenbosch University's vision is to be Africa's leading research-intensive university, globally recognised as excellent, inclusive and innovative, where we advance knowledge in service of society. Our strategic position and the focus of much of our research expertise demonstrates our alignment with national research needs and priorities. Remaining relevant locally, 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 provide the basis for your life-long academic and professional networks.

Professor Eugene Cloete

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MESSAGE 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) is tasked with the advancement, facilitation and support of research at Stellenbosch University (SU). 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 seeks to create an enabling postgraduate environment in the faculties and support service divisions, thereby improving the overall quality of the research experience for postgraduate students.

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. Over and above the degree-specific graduate attributes you will need to acquire, consider the institutional graduate attributes that Stellenbosch University encourages you to develop during your studies too.

We also 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), has prepared this publication to give you an overview of important topics relating to the practicalities of postgraduate studies and research at SU. It may also help you to navigate your way around Stellenbosch campus and point you to resources which you may find useful during your postgraduate journey.

About the Postgraduate Office

The PGO located on central Stellenbosch campus provides professional support services to all SU postgraduate students, (including international postgraduate students) during their postgraduate lifecycle – from application to graduation. The PGO collaborates closely with each of the faculties, the Library, the Registrar's Division, SU International, Information Technology and Information Governance amongst others, to address the needs of postgraduate students. It also carries oversight and quality assurance responsibilities, especially for cross-cutting institutional matters relating to postgraduate qualifications, funding, capacity-development, and postgraduate student supervision.

The PGO focusses on various aspects of postgraduate support:

1. Prospective postgraduate applicants, newcomers and continuing postgraduate students can access an advisory service and receive guidance on annual registration and all the information needed to complete their **postgraduate degree enrolment**.
2. The PGO is responsible for liaison with external funding and government agencies like the National Research Foundation (NRF) and administers all **postgraduate funding support** for postgraduate students.
3. To aid postgraduate students in their efforts to develop and enhance the skills they will need to complete their postgraduate studies and research, the PGO supplies information about and access to opportunities and resources at Stellenbosch University through its **postgraduate skills development programme**.

The PGO is normally 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.

During the COVID-19 pandemic, the PGO is functioning remotely offering all services and support online until further notice.

The PGO coordinates its activities as far as possible with similar entities or structures on the other University campuses (who also provide services to postgraduate students). Whilst the information in this publication is comprehensive, it is not exhaustive and does not fully describe all the physical spaces and places that are relevant to postgraduate students, especially those on Tygerberg, Bellville Park and Saldanha campuses. However, all online resources are accessible and therefore relevant to all postgraduate students, whether you are physically present or only able to access them remotely.

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	Postgraduate Skills Development	alisonb@sun.ac.za
Cristan Beukman	Postgraduate Skills Development	cristanm@sun.ac.za
Jongi Ndlebe	Departmental Bursaries, General Funding Queries	ndlebe@sun.ac.za
Tammy Abrahams	Postgraduate Scholarship Programme (PSP), NRF Honours Scholarships	tammya@sun.ac.za
Rhodene Amos	Prestige & Private Bursaries	ramos@sun.ac.za
Betina van der Merwe	NRF Masters and Doctoral Scholarships	betina@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

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

Postgraduate Office
3rd Floor, Room 3015 & 3018
Krotoa Building corner of Ryneveld Street,
Stellenbosch
Email: postgraduate@sun.ac.za
Tel: 021 808 4208

ARRIVAL AND PERSONAL SAFETY

Before we get to the practicalities of administration and University life, a note on safety. If you are joining the University as a residential student on the Stellenbosch campus, please be sensible about your personal safety in Stellenbosch in the same way as you would be anywhere in the country or in the world. Please do not be an easy target! Keep your valuables safe and carry them securely.

Be streetwise in town by staying in a group and using the main streets where there are 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 help 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 publication.

Information on COVID-19

Stellenbosch University (SU) intends to publish a vaccination rule requiring students and staff to provide proof of vaccination as a condition to register or to remain registered as a student during 2022, and to govern the employment of staff members. The rule will also require certain other identified persons to provide proof of vaccination to gain access to campus and SU premises.

A draft vaccination rule is currently being considered by the University's management, after which it will follow a process of internal and public consultation. Given the time required for the public consultation process and to allow persons to become fully vaccinated, the rule, if approved by Council, will in all probability become effective at the start of the second quarter of 2022. **Returning and new students should take note of this intention, since the intended rule, if approved by the SU Council, will affect their registration status in 2022 from the second quarter onwards.**

Students (and staff) are urged to get vaccinated as soon as possible and not wait until the rule becomes effective. Once the rule takes effect, no person will be permitted to access the SU campus or other buildings controlled by SU unless they can satisfy SU that they are fully vaccinated against COVID-19.

- Please consult the COVID-19 vaccinations page: <http://www.sun.ac.za/english/covid-19-vaccinations> for more information.

The University will communicate important information on COVID-19 protocols and updates via the email you have provided and on the following web page:

- <http://www.sun.ac.za/english/Pages/COVID-19-CoronavirusDisease-2019.aspx>

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.

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.

REGISTRATION AND GETTING STARTED

There are several 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 make use of online self-registration, email registration or assisted (in-person) registration.



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 must complete some administration to become a registered student with the assistance of certain key people in central administration. There are also some administrative arrangements that you will need to make with your home academic department. If you do 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 to find out whether there is any vital 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 contact to find out what the "house-rules" are, how to access the building that your department is in and other departmental-specific information.

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

STELLENBOSCH UNIVERSITY

INTERNATIONAL SERVICES CENTRE



SU International consists of a few Centres that focus on different country regions, functions, and services in support of internationalisation at SU. The SU International Services Centre helps international students with a range of practical matters, like accommodation, immigration, assistance with opening a bank account, and other settling-in activities. Although the Postgraduate Office (PGO) is the primary contact point for academic administrative matters for international postgraduate students, during their degree studies at SU, international student fees

(including student account and scholarship administration) are normally managed by the SU International Services Centre. Other services include maintenance of your immigration status in the country (visa renewal, arranging medical cover, and so forth), where it is applicable.

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
Pre-registration clearance (requirement for academic registration)	intpreregistration@sun.ac.za

The SU International Services Centre organises a bi-annual International Welcome & Orientation programme and runs a number of integration programmes to ease the settling-in and acclimatisation of international students.

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

SU International
Ground Floor,
Krotoa Building corner of Victoria and Ryneveld Street, Stellenbosch
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 you are a South African citizen, a permanent residence permit holder in South Africa, a person with refugee status, an asylum seeker or an international student.
- International students 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 must 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 Stellenbosch University.
- 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 a 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 **application ID or 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 start lectures. Some programmes start as early as January.

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

Check the official 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 self-registration (if available), assisted registration via email or in-person 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, they shall be liable for the payment of a penalty of R500 even if they have 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 for 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

Due to the ongoing risk the COVID-19 pandemic poses, the University is requesting that finally selected applicants make use of the online registration system. Finally selected applicants who experience any issue with the online registration system or process should opt for an email registration.

[Click here](#) to see the contact and registration details for your respective faculty/programme.

There are three registration options:

1. Self-registration can be done from any computer with access to the internet via online-registration on the My.SUN portal (my.sun.ac.za): Select postgraduate >> admin & support >> online-registration. Enter your username and password as assigned to you by the University. Follow the registration link and prompts. Once you have completed the e-registration, print your proof of registration.

Please note: if you are a postgraduate newcomer (you have been accepted by the University for a postgraduate programmes and are registering for that programme for the first time in 2022), you will not be able to make use of online-registration.

2. Registration by email, using the following steps:
Step 1: print the postal registration form that you received from the University (request a postal registration form from your faculty representative).
Step 2: complete the form and sign.
Step 3: Send the form back via email to your faculty representative, [click here](#) for the list.

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

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

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

- Certified copy of a valid passport.
 - Certified copy of a valid study visa (where applicable); or proof of permanent residence in South Africa.
3. In-person registration is only applicable for those without access to self-registration or who could not complete their registration via the email registration option. In-person registration takes place in the computer user area (NARGA) in the Administration A Building on the Stellenbosch campus according to the on-campus registration schedule. [Click here for the schedule.](#)

Outside of the on-campus registration schedule, appointments to consult with staff face-to-face on campus will be kept to the absolute minimum and only if you cannot be assisted in any other way.

Postgraduate programme lectures commence on different dates from late January to mid-March. Postgraduate students who are enrolling for Honours, Postgraduate Diplomas and structured Master's programmes must register in time to start lectures. Your postgraduate programme coordinator will have communicated your start date to you when you were admitted. All postgraduate students attending lectures must finalise their registration within two weeks of the commencement of their lectures.

Please note the following due dates for registration:

Tygerberg Campus:

- 3 January 2022 – 4 February 2022: Start of e-registration for senior undergraduate and postgraduate Medicine & Health Sciences students on Tygerberg campus.

Stellenbosch Campus:

- 17 January 2022: Start of e-registration for undergraduate senior and postgraduate students, including Master's and doctoral students.
- 31 March 2022: Final registration day for Master's and doctoral students (Earlier registration dates apply to some structured Master's programmes. Please confirm with your programme coordinator).

Students who have not taken part in the formal registration programme will need to contact the respective faculty offices.

Getting connected - student card, computer and network registration:

- You may only register for your student card and computer facilities once you have completed your academic registration.
- Between 25 January until 10 February 2022: If you are on Stellenbosch campus, take your proof of registration to the Neelsie Student Centre to have your student card issued. If you are on campus after the registration period, take your proof of registration to the IT Hub, Admin A to have your student card issued.
- 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 Unit of the Postgraduate Office advertises ad hoc funding opportunities on our website www.sun.ac.za/pgo/funding as these become available. Advertisements are circulated to faculties and are also posted on the University's website, 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 of 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 Postgraduate Scholarships Programme. These bursaries are available for full-time studies in all fields. The NRF minimum academic requirement for postgraduate funding is 65%. Applicants for Honours, Master's and doctoral funding must be 28, 30 and 32 years of age or younger respectively in the year of application. Successful applicants will be funded either at Full Cost Study (FCS) or Partial Cost of Study (PCS).

Postgraduate students can also apply for a limited number of Private Bursaries via the MySUN platform, unless otherwise stated. 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 also are available to candidates whose academic performance in their previous studies has been outstanding. These are advertised from time-to-time.

Institutional scholarships

The Postgraduate Funding Unit administers the Stellenbosch University Postgraduate Scholarship Programme. This flagship programme is a collaborative effort with SU faculties aimed at strengthening our postgraduate pipeline. Amongst considerations for this funding are academic performance, financial need, etc.. Students may receive either full or partial scholarships.

Students with a fair family income (more than R350 000 per annum before any deductions) should contact Fundi - 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 website: <https://www.fundi.co.za/>

You are encouraged to sign-up and search for more funding opportunities on the Open4Research platform – a funding database for international opportunities: <https://www.open4research.eu/stellenbosch>. This search tool provides links to potential scholarships, bursaries, travel grants and much more. You can sign in with your SU credentials and navigate this database with 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 Funding Unit within the PGO. Please also visit the PG Funding Unit website (www.sun.ac.za/pgo/funding) for information regarding post-award payments, advances, etc.

Postgraduate Funding Unit
3rd Floor, Room 3015,
Krotoa Building corner of Ryneveld Street, Stellenbosch
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 Stellenbosch University information page on private accommodation [here](#).
- Consult the classified advertisement section in the local newspaper (Eikestadnuus).
- Consult Facebook groups such as Stellenbosch Rentals.
- View the notice boards on campus.

Please note that this is not an exhaustive list. The Postgraduate Office does not administer accommodation 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 potential problems arising from a student's private accommodation.



SOME INFORMATION ON POSTGRADUATE AND ADVANCED RESEARCH DEGREES

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 qualifications 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. Doctoral students should also take note of the Qualification Standard for Doctoral Degrees further on in this publication.

BACHELOR HONOURS DEGREE

Type specifications

Qualifiers

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.

Abbreviations

BScHons, BScHons (Microbiology), BAHons (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 or appropriate Advanced Diploma.

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.

Abbreviations

PGDip (Human Resource Management), PGDip (Agriculture) (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 as well as the ability to relate knowledge to a range of contexts in order to undertake professional or highly-skilled work. A sustained research project is not required but the qualification may include conducting and reporting research under supervision. In some cases, a Postgraduate Diploma carries recognition by an appropriate professional or statutory body.

Minimum admission requirements

The minimum admission requirement is an appropriate Bachelor's degree or an appropriate Advanced Diploma.

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 broad academic knowledge area 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. A Master's by dissertation with a strong theoretical base, usually more multi-disciplinary in nature, may be known as a Master of Philosophy.

Qualifiers

These are specific and are limited to one.

Examples: Master of Arts in Linguistics or Master of Science in Physics.

Abbreviations

MA, MA (Linguistics), MSc, MPhil (Health Systems)

Purpose and characteristics

The primary purpose of a Master's degree is 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.

The research component or components of a general Master's Degree should be commensurate with the characteristics of the discipline and field as well as the purpose of the programme, and in addition to a dissertation or treatise may take the form of a technical report, one or more creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs.

Minimum admission requirements

The minimum admission requirement is a relevant Bachelor Honours degree of an appropriate level. A 480-credit (professional) Bachelor's Degree 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, 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.

MASTER'S DEGREE (Professional)

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 broad academic knowledge area of the qualification. However, the designator may be modified to indicate the

professional orientation of the programme which can be further specified by a qualifier. Examples include Master of Health Sciences, Master of Applied Science, Master of Applied Arts.

Qualifiers

Specific, maximum one.

The qualifier indicates the professional orientation of the programme. Examples include Master of Applied Commerce in Taxation, Master of Education in School Leadership, Master of Medicine in Paediatric Surgery.

Abbreviations

MEd (School Leadership), MMed (Paediatric Surgery).

Purpose and characteristics

The primary purpose of a Master's degree is to educate and train graduates who can contribute to the development of knowledge at an advanced level to prepare them for an advanced and specialized professional employment.

In some cases, a professional Master's degree may be designed in consultation with a professional body or fulfil all or part of the requirements for professional registration or recognition, and may include appropriate forms of work-integrated learning.

The requirements include:

- Successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a professional Master's degree must include an independent study component that comprises of at least 45 credits at NQF level 9. The research component could consist of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise.
- Master's graduates must be able to deal with complex issues both systematically and creatively, design and critically appraise analytical writing, 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 with a professional orientation, and continue to advance their knowledge, understanding and skills relevant to a particular profession.

Minimum admission requirements

The minimum admission requirement is a relevant Bachelor Honours degree or a Postgraduate Diploma. A 480-credit (professional) Bachelor's Degree 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.

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.

Abbreviations

PhD, PhD (Biochemistry), DCom

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 at 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 accountable for the overall governance of processes and systems ultimately.

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. 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.



- 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 contribute 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 the 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 literacyskills** – 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 the ability to conduct research-related critical and analytical thinking, which shows intellectual competence for problem-solving in diverse contexts, both familiar and unfamiliar.

POSTGRADUATE STUDENT, HOME ACADEMIC DEPARTMENT AND SUPERVISOR

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

As you progress to more advanced postgraduate degrees, 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 so you must put in your fair share of effort and hard work too.

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

Undertakings by the student and academic supervisor

1. The student undertakes to stay informed of the infrastructure and the accompanying rules of his/her home academic department (with the requisite input 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 they possess or will acquire, the computer skills necessary to complete the project in a satisfactory manner.
5. Pre-study work, as required by the University, shall be completed in an agreed period.

6. A work schedule for each student must 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. The supervisor shall report annually in writing to the departmental chair/ postgraduate coordinator/dean concerned on the student's progress.
8. 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.
9. 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). 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.
10. Where applicable, the student and the supervisor shall acquaint themselves with the requirements regarding intellectual property in the environment concerned.

Responsibilities of the academic supervisor

1. To familiarise themselves 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 themselves 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 academic department's role

Your home or academic department has an organisational structure that usually consists of a chairperson or a head of department, 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 academic 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 academic 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 their 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 here under 'Resources' on our website or you can request it via email from pgskills@sun.ac.za.

Progress reports - annual reporting

All students enrolled for Master's and Doctorate degrees are obliged to keep their supervisor informed about the progress of their research. If you experience a problem or concern that affects your academic progress, you should speak to your supervisor or head of department as soon as possible, against the background of the terms of your 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 consider it necessary (for example, where sustained contact with the student is not possible), the supervisor has the right to request 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 their progress or lack thereof, the dean shall in a formal letter remind such a student of their 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 a leave of absence from studies, if applicable. You can also make an appointment to see a qualified counsellor at the Centre for Student Counselling and Development (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 can address such matters as follows:

Academic issues

Try to resolve your concern with your academic supervisor. Failing this, contact your head of department, the vice-dean for research or the dean of your faculty. Please find contact details later in this publication.

Administrative issues

Contact the Postgraduate Office 3rd Floor, Room 3018,
Krotoa Building,
Ryneveld Street,
Stellenbosch
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 a recent list further on in this publication.

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 the 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 on behalf of a single candidate as a once-off arrangement is not possible. Joint degree arrangements 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 costs, living costs 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 candidates in all disciplines.

Joint PhD degree partner universities	
Coventry University	Université de Bretagne Occidentale
Erasmus University, Rotterdam (EUR)	Université de Montpellier
Ghent University	Université Jean Monnet Saint-Étienne
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 to 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, Mrs Dorothy Stevens.
Email: postgraduate@sun.ac.za

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	Krotoa Building
72	Old Main Building
73	Adam Small Theatre
74	CL Marais Library
75	Journalism
76	GG Cillie
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
90	Minerva
91	Nerina
92	Erica
93	Nemesia
94	Serruria
95	Tinie Louw Dining Hall amaMaties Hub
96	Sonop (Huis van Niekerk)
97	Irene

MEN'S RESIDENCES

98	Eendrag
99	Helshoogte
100	Simonsberg
101	Huis Visser
102	Huis Marais
103	Dagbreek
104	Majuba
105	Wilgenhof
106	Helderberg

MEN'S AND WOMEN'S RESIDENCES

107	Huis Neethling
108	Metanoia
109	Russel Botman House Wimbledon Hub
110	Academia
111	Concordia
112	Goldfields
113	Huis McDonald

UNIVERSITY FLATS AND HOUSES

114	Lobelia
115	Crozierhof
116	Huis de Villiers
117	Waldenhof

LISTEN, LIVE AND LEARN

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	LLL Houses

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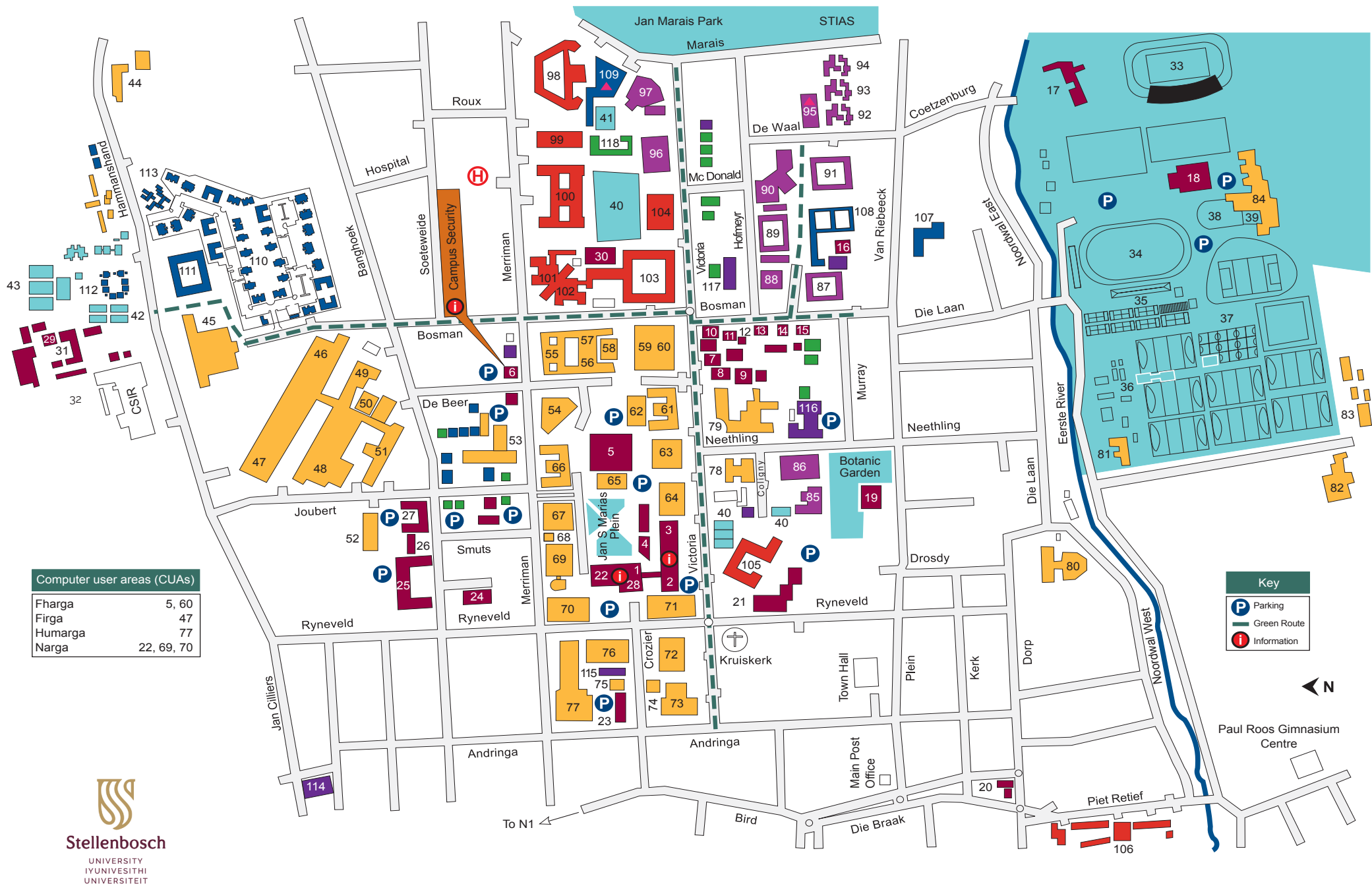
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	History	71
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IMPORTANT PLACES ON CENTRAL CAMPUS

1



The Neelsie Student Centre

If you are looking for a place to get something to eat or drink the Neelsie hosts a range of food options. Also located in the Neelsie is the Matie Shop. Here you can buy University branded paraphernalia and pay for photocopying and printing services.

The Neelsie/Langenhoven Student Centre

7 De Beer Street

Stellenbosch

Stellenbosch University Library

The Stellenbosch University Library and Information Service, is subterranean (beneath the Rooiplein on Stellenbosch campus). There are also five other branch libraries located across the SU campuses. At the library postgraduates can access computer and printing facilities, loan books or find a quiet place to study.

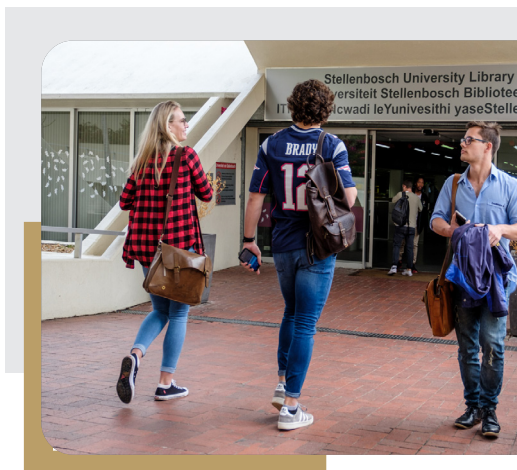
Stellenbosch University Library,

JS Marais Square cnr.

Victoria & Ryneveld Streets

Stellenbosch, South Africa

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Also take note of the address for the Postgraduate Office on page 5 of this guide and the location of the ITHUB on page 72,

Arts & Social Sciences

www.sun.ac.za/arts

Dean

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Tel: 021 808 2137; ajl2@sun.ac.za

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PG Diploma (Monitoring & Evaluation) – Mr Pasquin Petrus; ppetrus@sun.ac.za

PG Diploma (excl. Monitoring & Evaluation) & MPhil (excl. Music Technology),
Master's in Urban & Regional Planning – Ms Winifred Fourie; wf1@sun.ac.za

Music, Drama & Visual Arts, MA (General Linguistics), MPhil (Music Technology) –
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Ms Alida Hendricks; lindersaf@sun.ac.za

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TOP TIPS FOR YOUR POSTGRADUATE SUCCESS

Take on board these top tips to assist you in succeeding as a postgraduate at SU:

1. Be self-directed

As a postgraduate student you will be expected to create your own structure, find, and manage resources and expertise and seek out opportunities to develop your research skills in consultation with your lecturers and/or supervisor. We encourage you to make the most of your postgraduate journey by being proactive directors of your success.

2. Connect with others

To enrich your postgraduate experience, extend your boundaries. Your peers, immediate lecturers and supervisor/s are of course vital to your success but there is much to be gained by crossing discipline specific boundaries and gaining different perspectives. Read relevant SU e-newsletters like the "Postgraduate Times" and subscribe to Stellenbosch University International's "Take Note" to find out about seminars, talks and informal postgraduate student events taking place in person and virtually elsewhere on campus.

3. Find your niche

Look both within and outside your department for groups that will give you a sense of belonging and a source of regular scholarly support. For example, join the Postgraduate Office's, Postgraduate Skills Development Programme's online weekly Shut Up and Write group. Alternatively, create your own study group or join a relevant society.

4. Manage your thoughts

Start a research journal; create a folder of readings, whatever works for you. It is helpful to jot down research ideas and topics that you find interesting as you come across them. You can revisit them later. Early on, adopt the habit of keeping a good record of what you have read so that it is easy to pull your sources together later. See the Enhancing Postgraduate Environments website (postgradenvironments.com) for more on the value of creating a research journal.



5. Know the important policies and processes

Find out what information is relevant to you as a postgraduate student, such as important deadlines (e.g., for ethics clearance submission), mandatory procedures (e.g., signing a Memorandum of Understanding between you and your supervisor). Some of these have been highlighted in this publication. Also, identify the support services that can assist you with various aspects of your studies. Remember to ask when you are unsure of something!

6. Develop your own voice

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

(Tips adapted from postgrad.com).

POSTGRADUATE SKILLS DEVELOPMENT PROGRAMME

The Postgraduate Office houses a Postgraduate Skills Development Programme that offers a range of skills development opportunities. Engaging with this offering could help you to get the most out of your postgraduate studies. In the process, you might pick up some valuable skills transferable to your future career. Should you be completing your studies primarily off campus, take note of how the Programme can assist you to:

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

The Research Degree Toolkit is an interactive e-tool specific to SU that includes information from 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. The Research Degree Toolkit is available on the Postgraduate Skills Development web page (www.sun.ac.za/pgo/pgskills).

In addition to the Toolkit, collect a *plan.it* project management calendar from our Postgraduate Office (if or when you are on SU's central campus) or download it from our website here. The *plan.it* helps you to be aware of the important research milestones and aids with plotting these milestones effectively.

2. Hone essential graduate skills – free of charge

The Postgraduate Skills Development Programme offers a range of research-related workshops throughout the year, presented both virtually and in-person (COVID-19 pandemic measures permitting). Book to attend these workshops via the Programme's website (www.sun.ac.za/pgso/pgskills).

The Programme's website houses essential resources too, such as a template of the mandatory Memorandum of Understanding (MoU) between research students and their supervisors, information on other SU support services, and the Enhancing Postgraduate Environments (EPE) web platform that contains useful South African contextualised, research-related resources (<http://postgradenvironments.com>).

The Postgraduate Skills Development Programme also maintains a bouquet of modules on the SUNLearn platform, the University's web-based learning platform: learn.sun.ac.za. These modules include a comprehensive online resource on Academic Writing Integrity: Avoiding Plagiarism and a Turnitin 'sandbox' where you can check your writing for citation errors or indications of ineffective paraphrasing to avoid plagiarism.

Turnitin is a text 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 academic written pieces to Turnitin before submitting them for examination. If your department does not have their own Turnitin plugin, access the Postgraduate Skills Development Programme or the Library's Turnitin plugins on SUNLearn. Contact pgskills@sun.ac.za for help finding them.

3. Keep you up to date through the Postgraduate Times Newsletter

Read news, tips, and the latest opportunities in this monthly newsletter. Stay informed about postgraduate skills development events tailored specifically for postgraduate students' needs. As a registered postgraduate student, you will receive a monthly Postgraduate Times newsletter automatically via the email you provided upon registration as your primary email for correspondence. Update your contact details under the personal information tab on MySUN. Find previous Postgraduate Times editions here: <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, typically held quarterly, where you can meet other postgraduate students from different disciplines. These take place over lunch and include a brown bag lunch (you must RSVP) when hosted on-campus. During lockdown periods, the Pop-Ups typically

take place virtually in the form of webinars. These are great opportunities to 'connect' with other SU postgraduates in an informal space. Then there are also Shut Up & Write writing sessions for postgraduate students who are looking for a regular, communal time to write. These Shut Up and Write sessions are hosted virtually. Send an email to pgskills@sun.ac.za to find out more.

Follow news of the Postgraduate Skills Development Programme's events:

Facebook: Stellenbosch University Postgraduate Office

Twitter: @PGSkillsStell Instagram: Stellenboschunipgo

Postgraduate Office, Krotoa Building corner of Ryneveld and Victoria Street,
3rd Floor, Room 3018

Email: pgskills@sun.ac.za

Tel: 021 808 3727

Website: www.sun.ac.za/pgo/pgskills



POSTGRADUATE SKILLS DEVELOPMENT

www.sun.ac.za/pgo/pgskills



Attend our
workshops



Access a
range of
academic
e-resources



Join our virtual
Pop Up Cafes
and Shut Up
and Write
Sessions



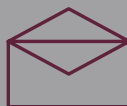
Use our plan.it
project
management
e-calendar



Consult our online
Research Degree Toolkit



Consult our website for
other support at SU



Read our
Postgraduate Times
Newsletter

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 weeklong 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>

RESPONSIBLE RESEARCH CONDUCT

Research Ethics Committee (REC) Clearance

Stellenbosch University (SU) is committed to applying the values of inclusivity, accountability, excellence, compassion, equity, participation, transparency, service, tolerance and mutual respect, dedication, scholarship, responsibility, and academic freedom 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.

SU has five Research Ethics Committees (RECs), all functioning under the Senate Research Ethics Committee (SREC) namely:

1. Research Ethics Committee: Social, Behavioural and Education Research (REC: SBE),
2. Health Research Ethics Committee 1 (HREC 1),
3. Health Research Ethics Committee 2 (HREC 2),

4. Research Ethics Committee: Animal Care and Use (REC: ACU),
5. Research Ethics Committee: Biological and Environmental Safety (REC: BES).

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

Do I need to apply for REC review and approval?

As a postgraduate student, if you intend to do research, teaching or testing activities with people or their data, animals and/or recombinant DNA, biohazardous materials and/or organisms, genetically modified organisms (GMOs) or engineered nanomaterials that have the potential to negatively impact the physical, biological, or spatial environment, ethics clearance is required prior to initiation of research activities. This means that you must receive an Approval letter from the REC before you can commence your recruitment and data collection. Retrospective review and approval of research by RECs is not permitted.

How long in advance should I apply to the REC?

Failure to apply on time for REC review and approval can delay your research, so make sure to include this in your planning. Budget at least 3 months from REC submission to data collection. Please see the REC infographic depicting a typical REC Review Cycle [here](#).

Which REC should I use? Do I need clearance from more than one REC?

Sometimes it may not be clear which REC you should submit to. You may also need ethics clearance from more than one REC for your study. Your supervisor should guide you while making these determinations and you can find more information on choosing the right REC(s) in the REC infographic [Ethics at SU: Navigating the Ethics Approval Process](#).

Where can I find information about REC application requirements?

For detailed information on the application processes for the REC: SBE, REC: ACU and REC: BES, please visit the Division for Research Development (DRD) Research Ethics and Integrity website or detailed application procedures for the HRECs, visit the Faculty of Medicine and Health Sciences' Research Development and Support Division (RDSD) Health Research Ethics website. Note that ethics applications of both undergraduate and honours students who are doing health research will be routed via the HREC online application form to the Undergraduate Research Ethics Committee (UREC) which is a subcommittee of the HRECs. See UREC's website for further information and resources.

What additional permissions do I need to apply for - at SU or elsewhere?

You should also factor in time for any additional permissions that you might need, particularly from national or provincial departments and/or committees (Health, Social Development, Basic Education, Environmental Affairs, Agriculture, Land Reform & Rural Development, CapeNature etc.) and professional councils (South African Veterinary Council), regulatory authorities (South African Health Products Regulatory Authority) and/or facilities, hospitals, schools and so on, depending on your study.

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 it is also important to consider this in your planning. You can register for this process at www.sun.ac.za/permission. Note that there may also be additional SU permissions – for example, programme committee or departmental/divisional permission to conduct research with students from particular degree programmes.

What is the role of my supervisor?

For research involving human participants, animal care and use and/or biological and environmental safety, your supervisor is your first point of contact towards ensuring your familiarity with, and adherence to:

1. the established standards of responsible research conduct set out in national ethics guidance documents and regulations, and
2. SU research ethics policies and the research ethics processes and requirements of SU RECs.

Your supervisor should be actively involved in supporting you during the complex process of protocol development and research ethics committee (REC) review (e.g. revising your study protocol and other study documents and/or drafting written responses to REC requirements and/or attending meetings with the REC to discuss your project).

If you have a co-supervisor or study collaborators who are external to Stellenbosch University, your SU supervisor should guide you on whether you will need to submit a Data or Material Transfer Agreement (DTA/MTA) to the REC. The DTA/MTA will outline the details of how and with whom study data, samples and/or other materials will be shared or transferred across institutions and/or national borders.

How do I consult with or talk to an REC representative?

For advice on research ethics considerations, assistance with selecting the most suitable REC(s) for your study, or to set up a consult with an REC (preferably prior to submission to the REC) please find links to the "contact us" webpages of our SU RECs on the next page:

SU RESEARCH ETHICS COMMITTEE (REC)	
Contact us	
Research Ethics Committee: Social, Behavioural & Education Research	<u>REC: SBE</u>
Health Research Ethics Committee 1	<u>HREC 1</u>
Health Research Ethics Committee 2	<u>HREC 2</u>
Undergraduate (and Honours) Research Ethics Committee	<u>UREC</u>
Research Ethics Committee: Animal Care and Use	<u>REC: ACU</u>
Research Ethics Committee: Biological & Environmental Safety	<u>REC: BES</u>

Ethical Writing

Stellenbosch University (SU) has a range of policy documents that address academic writing integrity, including the Policy for Responsible Research Conduct at SU and the SU Policy on Plagiarism (in support of academic integrity). These are important policies to consult to clarify what acceptable academic writing is and what you as a postgraduate researcher need to do before submitting your thesis or dissertation for examination and/or preparing peer-reviewed publications.

INTELLECTUAL PROPERTY

Innovus is a division of Stellenbosch University(SU) that is responsible for technology transfer, entrepreneurial support and development and manages the University's innovation and intellectual property portfolio:

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: <https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/background.html>

Who owns the work created during 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 of which you need to be aware:

Even though students are the creators of their work, all IP that may emanate from work conducted by students during 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. This assignment of IP to SU takes place during the student registration process. The stipulated copyright clause identifies SU's as the owner of the content:

- "© 2022 Stellenbosch University. All rights reserved" must be inserted at the bottom of page two of all Stellenbosch University theses and dissertations indicating the academic year in which the content was created.
- You may paraphrase (rewrite) a small portion of the original source, but the original source and author must be cited correctly. 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 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.

In conformance with the SU Yearbook, it should be noted that students may not publish their assignment/thesis/dissertation or a derivative version thereof in any form other than as an article in an accredited academic journal or proceedings of an academic conference without the prior written approval his/her supervisor. Students must engage with their supervisor for purposes of publication of academic articles and with respect to other types of publications, including academic textbooks, students must engage with the Innovus.

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](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 the 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/faculty/Pages/Calendar.aspx>

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

Innovus

20 De Beer street

Stellenbosch

Email: info@innovus.co.za Tel: 021 808 3826

www.innovus.co.za

STUDENT GOVERNANCE: SU STUDENTS' REPRESENTATIVE COUNCIL (SRC)

The Students' Representative Council (SRC) of Stellenbosch University is responsible for representing and assisting all students throughout their time on campus, with a specific portfolio dedicated to postgraduate students. The SRC consists of students who serve on all student leadership structures within the university, enabling them to ensure student success holistically.

During the welcoming and registration period the SRC functions in the following roles:

- The SRC, the Academic Affairs Council (AAC), Societies Council (SC), Prim Committee (PC) and Senior Prim Committee (SPC) collaborate throughout the welcoming programme to ensure that all students are well informed and supported leading up to the first academic day.
- The SRC and the AAC assist students who are academically excluded and those who are awaiting appeal notification during January. Students are welcome to visit the SRC office in the Neelsie student centre for any support during this time to ensure that student success and wellbeing are promoted.
- The SRC supports all students who are unable to either pay the initial residence fee or who have historical debt and cannot afford to register for the academic year. This falls within the *Register All project* which contains a fixed amount allocated within the SRC's budget.
- The SRC and the SPC ensure that postgraduate students who have not been placed in residences and are struggling to find accommodation will be given temporary accommodation during the welcoming period.

Contact the Student Representative Council:

Facebook: Stellenbosch University SRC Twitter: @stelliesSRC

Instagram: Stellenbosch_src

Email: sr@sun.ac.za

Tel: 021 808 2757/2491

Private Student Organisation (PSO)

A Private Student Organisation, or PSO, is an organisational structure that supports private students living in private accommodation that attend Stellenbosch University (SU). These Communities are administered through the Centre for Student Communities, within the Division Student Affairs, and led by elected student leaders, in collaboration with the PSO Coordinators who manage the PSO Office. Each PSO coordinates the orientation of new students, offers access to sporting, cultural and social activities, and leadership development opportunities.

Please note that a PSO does not offer accommodation to students. It is your responsibility to arrange your own accommodation.

PSO General Enquiries:

pso@sun.ac.za Or info@sun.ac.za

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, educational), counsellors, social workers, psychology interns, student assistants, project/portfolio coordinators, a psychometrist, support officers and administrative staff. The CSCD consists of four units that, through their core functions, endeavour to promote citizenship by facilitating wellness and personal agency. There are offices on Stellenbosch and Tygerberg campuses.

Stellenbosch

37 Victoria Street, Stellenbosch

Tel: 021 808 4707 / 021 808 4994 (office hours)

Tygerberg

If you are standing in front of the main entrance of the Education Building, turn left to the side entrance for the disabled. The CSCD offices (nr 0073) are on the right before you get to the glass doors for the disabled.

Tel: 021 970 7020 (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, Stellenbosch:

Unit for Academic Counselling and Development (UACD)

The Unit 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 postgraduate students with regards to cognitive strategies, goal setting, time management, stress management, and the optimisation of their potential by means of individual consultations, work sessions, self-help material and support groups. An email can be sent to studysuccess@sun.ac.za to make an individual appointment or to enquire about our work sessions.

Unit for Psychotherapeutic and Support Services (UPSS)

The Unit 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 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 (ER24 010 205 3032).

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 confirmed 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.

To request any services students must send an email to supportus@sun.ac.za. They will then be given an appointment. The appointments for all services can take the form of face to face or online.

Disability Unit (DU)

The Disability Unit offers a range of services to students with disabilities. We advise prospective students with disabilities about the possible support once at SU. We also discuss appropriate academic support solutions and ensure that academic material is accessible for study, test and exam purposes. The DU also offers students and staff various training opportunities. These include a Lead with Disability programme for students and facilitating staff training through the Siyakhula training sessions. For any disability-related information, contact the Disability Unit at disability@sun.ac.za. Follow us on the Student Affairs Facebook page as well as the Disability Unit Facebook page.

Unit for Graduand Career Services (UGCS)

The Unit supports students with the transition from education to employment. This could include individual sessions about your career, group 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. All our core services are offered online.

The Unit manages an online career services management system called MatiesCareers (bit.ly/MatiesCareers) which gives students easy access to search and apply for permanent jobs, internships, part-time jobs and volunteer jobs. All SU students 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 are registered on the platform. This means that students can also upload their CVs to potential employers and search for employer's information and work opportunities. MatiesCareers allows students to stay abreast of the Unit's operations and the world of work 24/7. Contact us via email at careerservices@sun.ac.za.

Equality Unit

The Equality Unit (EqU), housed in Huis Simon Nkoli House, takes its inspiration from the South African Bill of Rights where no person should be unfairly discriminated. The core function of the Unit is to assist students and staff who have been victimised, sexually harassed, unfairly discriminated, and who have been victims of gender-based violence through a confidential complaint (formal or informal) procedure. The EqU also provides services, training and interventions on gender non-violence. It also provides free sexual health information, services and support to students. The EqU also

provides services, training and interventions on gender non-violence. It also provides free sexual health information, services and support to students. This includes HIV testing, counselling and ongoing support and distributing free safe sex materials such as internal and external condoms and lube. Support and services are also available to students of the LGBTQIA+ community and anyone who would like support regarding their sexuality or gender identity. The Unit urges students 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.

Contact details:

Email: unfair@sun.ac.za (to report unfair discrimination or harassment) or hiv@sun.ac.za (for HIV and LGBTQIA+ related matters).

Tel: 021 808 3136

Website: www.sun.ac.za/english/learning-teaching/equalityunit

Facebook, Twitter and Instagram: @EqualityUnitSU.

Address: Huis Simon Nkoli House, 39 Victoria Street, Stellenbosch.

MY.SUN Student Portal and other helpful websites for Postgraduates

Stellenbosch University has 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 find this space useful because it groups a range of essential information and services for postgraduates 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.

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 (DRD) which includes information about the Postgraduate Office, and Research Integrity and Ethics.

Prospective Postgraduate Student Website

<http://www.sun.ac.za/english/pgstudies> takes you to a range of information about the University's programme offering for prospective postgraduate students.

Stellenbosch University Library and Information Service

The Stellenbosch University Library and Information Service, is subterraneous (beneath the Rooiplein on Stellenbosch campus), in addition there are five other branch libraries located in the relevant faculty buildings: Engineering & Forestry, Music, Theology, Medicine & Health Sciences and USBI (Bellville Park Campus Information Centre).

The libraries offer a variety of services and facilities for postgraduate students, such as free research training in data management, referencing and much more. 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). A diverse collection of printed books and periodicals, music, printed music, and audio-visual items is also 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 fellows at each stage of the research lifecycle. This covers e-training in important aspects of the research process. Focus areas include 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 Master's and Doctoral students 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:

- carousel computer workstations and wireless internet connection.
- A seminar room with video-conferencing facilities.
- Group discussions rooms with plasma screens.
- Printing, copying and scanning area Professional assistance from highly skilled librarians.

- Peer assistance by Research Commons Assistants.
- Events to enhance research discourse and exchange.
- Research-related reference books.
- Lounge area, lockers, and coffee bar.

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

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.

Information and Communication Technology Services - Information Technology HUB

The ITHUB is Information Technology's help desk located on the central Stellenbosch campus. ITHUB primarily focuses on services for undergraduates, postgraduates, international students, and visitors. To ensure you can access the University network, help with the configuration, repair, and setup devices. Visit the website: infoteg.sun.ac.za/contact.htm

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 | infoteg.sun.ac.za/contact.htm.

FAQs

1. How do 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 eduroam Wi-Fi?

To register your device for the SU Wi-Fi network see instructions in the SU self- registration guide (<http://infoteg.sun.ac.za/netcon/eduroam.htm>). Each device must be registered on its own and you can register up to 5 devices on the SU Wi-Fi network. Once your device is registered, select the eduroam network on your device's Wi-Fi settings.

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) must 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 'Student Training and Support'. There are resources 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 email learn@sun.ac.za, alternatively call 021 808 2222 (during office hours: 08:00-16:30).

Log a call via the 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 online 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 specific details about all these services consult the Language Centre website at www0.sun.ac.za/languagecentre or www.sun.ac.za/taalsentrum

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 provides 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 the 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 via the prescribed self-help portal for a copy of their 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

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 a 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 they have been prevented by illness or other causes from attending the classes, taking the class tests, or carrying out the class work.

Where such an 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 certificate 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 about 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 absence where such applications are not lodged 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 influence 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.

Transport on campus

Walk

Along various pedestrian routes.

Cyle

Use maties bike or your own bike. Register for free access to bicycle sheds.

Campus shuttle

Use the campus day or night shuttle, within a 6km radius.

Join a lift club

Join a lift club
<https://maties.findalift.co.za/> or create your own.

Park

Apply for parking on campus. Spaces are limited.



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 applications for parking can also be done electronically throughout the year.

Applying 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.

A campus shuttle service is available in on central campus. This service focuses on the following needs:

1. Transport between the general parking areas on the edge of campus and central campus during the day.
2. Transport to and from service divisions and departments on the edge of campus (e.g. Food Science and Welgevallen), to and from central campus.
3. Transport of congress attendees to and from the general parking areas on the edge of campus.

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

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 publication 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 regarding facilities and services?

Did it provide information that you needed regarding postgraduate support?

What should we include in the future?

Please send your feedback to: postgraduate@sun.ac.za or visit the Postgraduate Office, Krotoa Building corner of Ryneveld Street, 3rd Floor, Room 3015 & 3018.



EMERGENCY AND OTHER USEFUL CONTACT INFORMATION

Stellenbosch University's Protection Services (USBD)

Stellenbosch campus 24-hour emergency number

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

Stellenbosch campus enquiries / reporting / safety escort

Tel: 021 808 4666

Tygerberg campus 24-hour emergency number

Tel: 021 938 9507

Risk Management and Campus Security

Tel: 021 808 4666

Fire Brigade

Tel: 021 808 8888

Police

National Emergency - 10111

Stellenbosch Police

Tel: 021-8095000 or 021-8095003

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 Health

Tel: 021 808 3496 or 076 431 0305

Tygerberg
Tel: 021 938 9590

Lifeline HIV/Aids Helpline
Tel: 0800 012322

Services - 076 951 0768
Law Enforcement - 079 622 4722

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

Ombudsman
Email: ombudsman@sun.ac.za
Tel: 082 807 2994

STELLENBOSCH MUNICIPAL SERVICES

General
Tel: 021 808 8111

24-Hour Emergency line
Tel: 021 808 8890

Water
Tel: 021 808 8215 / 8953 / 8343

Electricity
Tel: 021 808 8215 / 8953 / 8343

Traffic
Tel: 021 808 8800

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Stellenbosch

UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

forward together
sonke siya phambili
saam vorentoe

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