

Postgraduate grievance procedures and faculty contact information 2023

Postgraduate grievance procedures

It is so important that the postgraduate student-supervisor relationship goes well, and this is why we encourage students to be proactive by having a discussion with their supervisor(s) around expectations, setting boundaries, and so forth when they discuss their [Memorandum of Understanding \(MoU\)](#) at the start of their research. Equally, supervisors are encouraged to initiate this type of discussion early on.

However, despite such ideals, things do go wrong and at this point, if after efforts to resolve matters with the supervisor(s) directly is without success and the student remains aggrieved about their supervisor(s), academic departments or the university administration, you can address such matters as follows:

Academic issues

If a specific student-supervisor matter relates to, for example, poor supervisor feedback, unexplained absences, etc., since these are performance areas, they are managed by the academic line of responsibility. Try to resolve your concern with your academic supervisor first. Failing this, contact your head of department, your vice-dean for research or the dean of your faculty. Find their contact details in this document.

Authorship disputes

Contact the Research Integrity Officer (RIO) situated in the Division for Research Development if you are, for example, experiencing a student/supervisor authorship dispute.

The RIO is the institutional custodian of the [Policy for Responsible Research Conduct](#). Reported cases of deviation from this policy are investigated by the RIO and escalated accordingly. The RIO is also responsible for the Research Ethics Committees and the work that is done to ensure that ethics clearance is obtained by all researchers. Contact Dr Nicola Barsdorf at nbarsdorf@sun.ac.za informally first. Access their formal grievance forms here: [Investigation Procedure](#).

Administrative issues

Contact your departmental or faculty administrator first. If you need further assistance, contact the Postgraduate Office 3rd Floor, Room 3018, Krotoa Building, Ryneveld Street, Stellenbosch
Email: postgraduate@sun.ac.za
Tel: 021 808 4208

Non-academic related issues

If the grievance is about allegations of harassment, unfair discrimination, etc., then the matter should be brought to the attention of the Equality Unit. See their website here: [Complaints](#) or lodge an unofficial complaint via unfair@sun.co.za.

If all of these structures fail, then staff and/or students can take matters to SU's [Ombud](#).

AgriSciences

www.agric.sun.ac.za/

Dean

Prof Danie Brink
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Vice-Dean: Teaching and Learning

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Faculty Administrator (Scientiae)

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Postgraduate Registration

PhD – Mr Erik van Zyl; erik@sun.ac.za
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Arts and Social Sciences

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Dean

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Postgraduate Registration

PhD – Ms Cheryl Richardson; cherylr@sun.ac.za

Honours (excl. Journalism) – Ms Karla Koopstad; karlak@sun.ac.za

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Economic and Management Science

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Dean

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Vice-Dean: Research, Postgraduate Affairs, and Internationalisation

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Vice-Dean: Teaching and Learning

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SU Business School (USB) programmes –
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Education

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Dean

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Vice-Dean: Research and Postgraduate Studies

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Engineering

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Dean

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Vice-Dean: Research and Industry Liaison

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Vice-Dean: Teaching and Quality Assurance

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Law

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Dean

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Vice-Dean: Learning and Teaching

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Vice-Dean: Research and Internationalisation

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Medicine and Health Sciences

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Postgraduate Registration

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All Programmes (Stellenbosch Campus) – Ms Zenda
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Theology

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Dean

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Science

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Vice-Dean: Research and Postgraduate Students

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Military Science

www.sun.ac.za/english/faculty/milscience