1. **HANDBOOKS AND RULES**
Candidates for postgraduate studies must carefully read the appropriate degree/diploma rules set out in the University handbook, General Rules and Policies (Book 3) and in the handbook of the Faculty of Engineering and the Built Environment (Book 7), copies of which are obtainable on request from the Postgraduate Administrator in the Department concerned. These handbooks (including the Student Support and Services Handbook (Book 5) can be accessed at: http://www.uct.ac.za/apply/handbooks/.

2. **POSTGRADUATE ADMINISTRATORS IN THE DEPARTMENTS**
The Postgraduate Administrators in the departments and their email addresses are:-

- Architecture, Planning & Geomatics: janine.meyer@uct.ac.za
- Chemical Engineering: belinda.davids@uct.ac.za
- Civil Engineering: rowen.Geswindt@uct.ac.za
- Construction Economics & Management: marelidia.fagodien@uct.ac.za / Honours: anastacia.haddon@uct.ac.za
- Electrical Engineering: nicole.moodley@uct.ac.za
- Mechanical Engineering: tasha.dilraj@uct.ac.za / Energy Research Centre: fazlin.harribi@uct.ac.za

3. **RENEWAL OF REGISTRATION**
Candidates are responsible for renewing their registration annually.


A R2000 late registration penalty will be levied on any student who fails to re-register by the stipulated dates on the website. Payment of fees alone does not constitute registration – the prescribed forms (i.e. a blue curriculum form and a yellow registration form) must be completed, and submitted with your MOU (PhD and Masters research students).

If you intend submitting your Masters dissertation or PhD thesis for examination before the start of the academic year, you are NOT required to complete registration forms.

**International students** who submit their registration forms via the post must ensure they obtain an IAPO clearance before submitting their forms to the departments.

4. **LEAVE OF ABSENCE**
Leave of absence may be granted for the current year, at the discretion of Senate, for medical reasons, external study opportunity, compassionate reasons, and work commitments (part-time qualifications only). You are required to apply, in writing, for a leave of absence to be granted (ACA38 form available online at http://www.forms.uct.ac.za/studentforms.htm). You must submit a leave of absence form, preferably with a letter of motivation and/or a medical certificate, if applicable, to the Faculty Office. The form should be signed by your supervisor and the Head of Department. Please note it is the policy of the Faculty to not grant a leave of absence for more than two years. Applications for a leave of absence to be granted retrospectively will not be considered save in exceptional circumstances at the discretion of the Senate. For a candidate to be considered for a refund of fees already paid, the application for a leave of absence must be made before the deadline dates specified in the Fees Handbook (obtainable at www.uct.ac.za/apply/fees/). Students who are granted leave of absence do not have access to classes, supervision, the library, ICTS services, laboratories or other UCT facilities for the duration of the period of leave of absence.

5. **DISCONTINUATION / CANCELLATION OF STUDIES**
A candidate wishing to discontinue his/her studies, must complete a Cancellation of Registration form (ACA08) obtainable from http://www.forms.uct.ac.za/studentforms.htm before the set deadline date(s) (refer to the Fees Handbook for information on these dates and on eligibility for refunds). This form must be completed and submitted to the Faculty Office with his/her student card. This is of critical importance because if a candidate leaves without cancelling he/she will still be liable for fees that are payable. Applications for retrospective cancellation of registration will not be accepted.

6. **MEMORANDUM OF UNDERSTANDING (MoU)**
Please see http://www.ebe.uct.ac.za/ebe-postgraduate-registration-2017 for more information.
7. STUDENT CARDS AFTER REGISTRATION

New postgraduate students: Your registration will be finalised on completion of your registration and curriculum forms. Students are requested to use their IDs to obtain an official student card bearing their details, student number and photograph from Campus Protection Services, Basement Level, Leslie Social Building. This card must be kept for the duration of your studies and revalidated for use each succeeding year. A charge is levied for replacement of lost cards.

Returning postgraduate students: Once your registration for the current year has been processed your student card will automatically be reactivated.

8. DISSERTATION/THESIS TOPICS

In the case of PhD and Masters degrees (except those in which coursework is 75% of the Degree requirements) the dissertation/thesis topic is subject to the approval of the Doctoral Degrees Board or the Board of the Faculty of Engineering and the Built Environment, respectively. A supervisor must be appointed by the Head of Department concerned. It is the policy of the Faculty that research topics be based on work that is being carried out by staff members in the various departments in the Faculty. It is normal practice that prospective students would discuss potential research topics with staff members with whom the student may wish to work. After these discussions the student chooses a supervisor and, together with the supervisor, formulates the thesis topic for approval. In this process the students may suggest topics in which they have a particular interest to staff members, and such a topic may be acceptable if a staff member is willing to supervise the work. However, this circumstance will be exceptional, and acceptance of a student by the Faculty for a particular postgraduate programme does not imply that the Faculty will undertake to provide a supervisor in a topic formulated by the student.

New PhD candidates are required to observe the following procedures:

The candidate shall submit a written research proposal (guidelines can be obtained from http://www.uct.ac.za/students/candidates/downloads/) to his/her Head of Department within six months of first registration. In addition, the candidate is required to present a seminar on the subject of the proposal within his/her home department. The written proposal and the appointment of the supervisor shall be subject to endorsement by the Head of the Department concerned and the Faculty, after which the candidature shall be referred to the Doctoral Degrees Board for approval. The candidate’s registration remains provisional until approved by the Doctoral Degrees Board. Please note that candidates who register after 01 June are required to be registered for a further two full years before they may graduate. Please visit http://www.uct.ac.za/apply/candidates/applications/ for information from the DDB.

9. FINANCIAL ASSISTANCE AND STUDENT ACCOMMODATION

Limited financial support is available in the form of scholarships, bursaries and student loans. Certain awards are granted exclusively on academic merit, while others take financial need into account. For information on various forms of postgraduate financial assistance offered please contact:

Postgraduate Funding Office, Otto Beit Building, Upper Campus, UCT, Rondebosch 7701
Fax No: +2721 6504352, Tel No: +2721 6502206, Email: pgfunding@uct.ac.za
Internet: www.uct.ac.za/apply/funding/postgraduate/applications

The Faculty welcomes international diversity in its student body and encourages prospective research Masters and PhD students from non-SADC countries to apply for the international student faculty bursary. The value of this scholarship is approximately the difference between the international fee and the South African fee. Students who intend applying for the international student faculty bursary must do so before they leave their home countries. Please note that the Award is not a cash grant. It takes the form of a reduction of the international US Dollar fee quoted in the UCT Fees Handbook to the (local) Rand fee. The adjustment is made on the fee account. Application details, if applicable to you, will be enclosed.

Persons who have been accepted for postgraduate studies and who applied for financial assistance / scholarships through the Postgraduate Funding Office or for accommodation in Student Housing are strongly advised to register by the deadlines stipulated in http://www.ebe.uct.ac.za/ebe-postgraduate-registration-2017. This will facilitate payment of any financial assistance/scholarships which may be awarded and placement in any student housing which may be offered.

Student Accommodation Office: Level 4, New Student Administration Building, Cross Campus Road, Middle Campus, Rondebosch, UCT, 7701
Fax No: +2721 650 4014, Tel No: +2721 650 2977, Email: res@uct.ac.za
Internet: http://www.uct.ac.za/apply/residence/applications/office/

Off Campus Accommodation Bureau
Tel No: +2721 650 4934, Email: ocsas@uct.ac.z
Off Campus Student Accommodation Services - Internet: http://www.accommodation.uct.ac.za/ocsas/accommodation/find/
10. FEES FOR 2017
Fee information can be accessed through the University’s Website:  www.uct.ac.za/apply/fees/
Alternatively contact the Fees Office on Tel: +27 21 650 1704 or Email: fnd-feeenq@uct.ac.za
For pro-forma invoices go to www.uct.ac.za/downloads/uct.ac.za/apply/fees/proforma_invoice.pdf

(10.1) Students from South Africa and SADC Countries
First year postgraduate students must pay the initial instalment of fees, tuition/academic by 03 March 2017, unless they can provide the Fees Office with proof that they have financial assistance from UCT’s Postgraduate Funding Office, or have a firm written commitment of a scholarship or bursary from a sponsor.

The SADC member countries are Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, and Zimbabwe.

(10.2) International students from non-SADC Countries
Fees are to be settled in full prior to registration.
For further information and pro-forma invoices, please contact the International Academic Programmes Office:
Tel: +27 21 650 2822 / 3740, Fax: +27 21 650 5667, email: int-iapo@uct.ac.za
Internet: http://www.iapo.uct.ac.za/
An International academic fee will be charged to international students from non-SADC countries. For further details please refer to the Fees Handbook which can be accessed at www.uct.ac.za/apply/fees/

(10.3) Residence
This initial payment must be made by 3 March 2017 in the case of both new and readmission students, subject to a late payment fee of 10%.

Students from SADC countries and non-South African students who do not have permanent residence but pay local fees, must pay the minimum initial fee for academic and residence fees PLUS the SADC Administrative fee of R3,500 prior to registration or by 3 March 2017, whichever date occurs first. Please allow at least 14 working days for payment to reflect in UCT bank account to avoid delays in registration clearance being granted.

In the case of residence offers made after 3 March, the initial payment is due immediately and must be made prior to signing into residence.

11. FEE INFORMATION FOR SUBMISSION OF DOCTORAL THESES AND MASTER’S DISSERTATIONS
A rebate on the annual academic fee for a doctoral thesis or master’s dissertation is granted according to the following schedule, taken from Section 8 of the Fees Handbook:

8.1 In the case of a master’s dissertation, this applies in the second or subsequent year in which the dissertation is being completed;
8.2 In the case of a doctoral thesis, this applies in the third or subsequent year in which the thesis is being completed;

(a) submission before 12 noon on Monday, 3 April 2017, the beginning of the second quarter; 75% adjustment
(b) submission before 12 noon on Monday, 24 July 2017, the beginning of the third quarter; 50% adjustment
(c) submission by 12 noon on Monday, 11 September 2017, the beginning of the fourth quarter; 25% adjustment
(d) adjustment submission after 12 noon on Monday, 11 September 2017; nil

Students who intend submitting by 12 noon on Monday 13 March 2017, the start of the 2017 academic year, do not need to reregister.

8.3 Revise and Resubmit
Where a student is required to revise and resubmit a thesis or dissertation the academic fee will be charged per quarter (i.e. if the candidate must work for up to one quarter, he/she will pay 25% of the full fee; for up to two quarters, he/she will pay 50% of the full fee and so on).
Note: Full annual fees will be billed from the date on which the student is notified to revise and resubmit and any fee rebate will be processed on resubmission.
12. **PROCEDURE FOR CHANGING CURRICULUM**

Students registering for coursework must be familiar with the closing dates for changes of curricula and the addition of or withdrawal from a course(s). These dates and the penalties prescribed for not abiding by the dates are set out in the General Rules and Policies handbook as well as the Fees Handbook. Changes of curricula must be made on the prescribed form (ACA09) available from [http://www.forms.uct.ac.za/studentforms.htm](http://www.forms.uct.ac.za/studentforms.htm) and then submitted to the Faculty Office before the specified closing date. The policy on reduction of fees in cases of withdrawal from individual courses is described in the Fees handbook.

13. **STUDENT ADMINISTRATION SELF-SERVICE**

Please go to [http://studentsonline.uct.ac.za/students/signon.html](http://studentsonline.uct.ac.za/students/signon.html) to correct/update your contact details, fee account, academic record and banking details. Should you have any login problems, please visit the Lab Administrator in the Red Lab, 5th Level, Menzies Building. While supervisors / programme convenors have checked your curriculum, the accuracy of the information and the curriculum is ultimately your responsibility. Please note that the default mode for the release of results is via the student self-service. Please report any anomalies to the Faculty Office (+27 21 650 2699).

14. **OUTLOOK EMAIL ACCOUNT**

You need to regularly check your UCT email account for communication. We will not be using your personal email address to communicate with you.

15. **SUBMISSION OF A MASTERS DISSERTATION OR a PhD THESIS**

15.1 **PhD students:**

If you are submitting a PhD thesis you must inform the Doctoral Degrees Board Officer (email: ddb@uct.ac.za) Doctoral Degrees Board Office, Room 5.04, Masingene Building, Middle Campus, University of Cape Town, Rondebosch, 7700) by means of completing the intention to submit form online. Please see the DDB website for more information [http://www.uct.ac.za/students/candidates/thesis/](http://www.uct.ac.za/students/candidates/thesis/).

15.2 **Masters students:**

At the conclusion of research, the student shall submit a dissertation for examination. Please see [http://www.ebe.uct.ac.za/masters-dissertation-information](http://www.ebe.uct.ac.za/masters-dissertation-information) for submission deadlines and forms required for submission.

Kindly note that the University of Cape Town does not undertake to reach a decision on the award of the degree by any specific date. We will inform you once your examination process has been completed.

16. **MASTERS PAPER REQUIREMENT**

The above requirement applies to any Masters student in his/her final year who will be submitting a full dissertation or a 120 credit dissertation. (NB: not applicable in the case of the MCRP, MCPUD and MLA degrees or in the case of degrees requiring Projects and coursework.) Students are strongly advised to refer to the Faculty’s Research Handbook – “The Research Based Education for Masters and PhD Students” and to consult their supervisors regarding this requirement. Deadlines will be available on [http://www.ebe.uct.ac.za/masters-dissertation-information](http://www.ebe.uct.ac.za/masters-dissertation-information).

17. **RESEARCH-BASED EDUCATION BOOKLET FOR MASTERS & PHD STUDENTS**

This booklet can be accessed at: [http://www.ebe.uct.ac.za/ebe/postgradstudies](http://www.ebe.uct.ac.za/ebe/postgradstudies)

18. **TEACHING ASSISTANCE**

In cases where the Department in which a postgraduate student is registered is instrumental in arranging funding for the student, such a student may be required to provide teaching assistance in that department.