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Welcome to the Faculty of Health Sciences and to your Postgraduate Experience!

We are delighted that you have chosen to undertake your postgraduate degree in the Faculty of Health Sciences (FHS) at the University of the Witwatersrand. I am sure that you will find the research environment stimulating and thought-provoking and that you will build your knowledge on a sound basis of research methodology and ethics. Our Postgraduate and Research Offices are manned by highly skilled individuals who will assist you in your endeavours to attain your postgraduate degree. In addition, our academic staff are involved in ground breaking research in clinical, applied and basic sciences, thus providing fertile and varied fields in which you may choose to work. I am sure that you will find the period of your postgraduate study exciting and fulfilling. The purpose of this booklet is to introduce postgraduate students to the Faculty of Health Sciences and to assist local and international students with work, study and social environments. The booklet will also be useful to supervisors and other members of staff. I hope it will provide you with most of the information that you need to speed you on your way!

We wish you success in your studies!

Professor Beverley Kramer
Assistant Dean: Research and Postgraduate Support
### Postgraduate programmes

The Faculty of Health Sciences offers a number of postgraduate programmes through its seven schools which are:

- Anatomical Sciences ([www.wits.ac.za/AnatomicalSciences](http://www.wits.ac.za/AnatomicalSciences))
- Clinical Medicine ([www.wits.ac.za/ClinicalMed](http://www.wits.ac.za/ClinicalMed))
- Oral Health Sciences ([www.wits.ac.za/OralHealthSciences](http://www.wits.ac.za/OralHealthSciences))
- Pathology ([www.wits.ac.za/Pathology](http://www.wits.ac.za/Pathology))
- Physiology ([www.wits.ac.za/Physiology](http://www.wits.ac.za/Physiology))
- Public Health ([www.wits.ac.za/PublicHealth](http://www.wits.ac.za/PublicHealth))
- Therapeutic Sciences ([www.wits.ac.za/TherapeuticSciences](http://www.wits.ac.za/TherapeuticSciences))

The following postgraduate programmes are offered:

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>DURATION</th>
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</thead>
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<tr>
<td><strong>Honours Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Health Sciences Honours (BHSc Hons)</td>
<td>1 year full-time or 2 years part-time</td>
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<tr>
<td><strong>Postgraduate Diplomas</strong></td>
<td></td>
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<tr>
<td>Postgraduate Diploma in Child Health in Community Paediatrics*</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Postgraduate Diploma in Child Health in Neurodevelopment</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Diploma in Health Services Management</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Diploma in Occupational Health</td>
<td>2 years part-time</td>
</tr>
<tr>
<td>Diploma in Tropical Medicine and Hygiene (DTrM&amp;H)</td>
<td>6 months full-time or 1 year part-time</td>
</tr>
<tr>
<td><strong>Postgraduate Diploma in Occupational Therapy (PGDipOT)</strong></td>
<td>2 years part-time</td>
</tr>
<tr>
<td><strong>Postgraduate Diploma in Physiotherapy (PGDipPhysio)</strong></td>
<td>1 year full-time</td>
</tr>
<tr>
<td>Diploma in Advanced Nursing (DAdvNursing) in the following fields: Advanced Psychiatric Nursing, Community Health Nursing*, Child Nursing, Forensic Nursing*, Genetics Nursing*, Infection Control, Intensive Care Nursing, Nephrology Nursing, Nursing Management, Occupational Health Nursing, Oncology and Palliative Care, Operating Theatre Nursing*, Ophthalmic Nursing, Orthopaedic Nursing*, Trauma and Emergency Nursing</td>
<td></td>
</tr>
<tr>
<td><strong>Master of Science by Coursework and Research Report</strong></td>
<td></td>
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<tr>
<td>Master of Science in Dentistry (MScDent) in the following fields: Community Dentistry, Maxillo Facial and Oral Surgery, Oral Pathology, Orthodontics, Periodontics and Oral Medicine, Prosthodontics</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td><strong>Postgraduate programmes</strong></td>
<td></td>
</tr>
<tr>
<td>Diplomate in Advanced Nursing (DAdvNursing) in the following fields: Advanced Psychiatric Nursing, Community Health Nursing*, Child Nursing, Forensic Nursing*, Genetics Nursing*, Infection Control, Intensive Care Nursing, Nephrology Nursing, Nursing Management, Occupational Health Nursing, Oncology and Palliative Care, Operating Theatre Nursing*, Ophthalmic Nursing, Orthopaedic Nursing*, Trauma and Emergency Nursing</td>
<td></td>
</tr>
<tr>
<td><strong>Master of Science in Medicine (MScMed) in the following fields:</strong> Applied Physiology (currently in abeyance), Bioethics and Health Law, Biokinetics, Biology and Control of African Disease Vector (July intake only), Child Health, Emergency Medicine, Forensic Pathology (currently in abeyance), Genetic Counseling*, Haematology (in abeyance), Immunology (in abeyance), Medical Microbiology (in abeyance), Nuclear Medicine, Pharmaceutical Affairs (part-time only), Pharmacology, Pharmacotherapy (part-time only), Sports Medicine, Sports Science (in abeyance), Tropical Diseases (in abeyance), Virology (in abeyance)</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Master of Science in Epidemiology (MScEpi) in the following fields: Biostatistics and Epidemiology, Population-based Field Epidemiology, Infectious Diseases Epidemiology</td>
<td>18 months full-time or 3 years part-time</td>
</tr>
<tr>
<td>Master of Science in Occupational Therapy (MScOT)</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Master of Science in Physiotherapy (MScPhysio)</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Master of Science in Nursing (MScNursing)</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Master of Pharmacy (MPharm)</td>
<td>1 year full-time or 2 years part-time</td>
</tr>
<tr>
<td>Master of Dentistry (M.Dent) in the following fields: Community Dentistry, Maxillo Facial and Oral Surgery, Oral Pathology, Orthodontics, Periodontics and Oral Medicine, Prosthodontics</td>
<td>3 or 4 years full-time depending on field</td>
</tr>
<tr>
<td>Master of Medicine (M.Med) in the following fields: Anaesthesiology, Anatomical Pathology, Cardio-Thoracic Surgery, Chemical Pathology, Clinical Pathology, Community Health (Public Health Medicine and Occupational Medicine), Dermatology, Diagnostic Radiology, Family Medicine, Forensic Pathology, Haematology, Internal Medicine, Medical Genetics, Neurology, Neurosurgery, Nuclear Medicine, Microbiology, Obstetrics and Gynaecology, Plastic and Reconstructive surgery, Psychiatry, Radiation Oncology, Surgery, Urology, Virology</td>
<td>3 to 5 years full-time depending on field</td>
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<td><strong>Masters Degree by Research Work</strong></td>
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<tr>
<td>Master of Science degree (by research work and submission of dissertation) in any field approved by the departments where supervisors or the respective students are based and by the Graduate Studies Committee</td>
<td>1 year full-time or 2 years part-time</td>
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<td><strong>Doctorate Degrees by Research Work</strong></td>
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<tr>
<td>Doctor of Philosophy (PhD) degree in any field approved by the relevant Department and by the Graduate Studies Committee</td>
<td>2 years full-time or 4 years part-time</td>
</tr>
<tr>
<td>Doctor of Science (Medicine or Dentistry) by submission of published work</td>
<td></td>
</tr>
<tr>
<td>Doctor of Medicine (pending)</td>
<td></td>
</tr>
</tbody>
</table>

* Programme is not offered in 2014
Admission process

Flow chart showing student admission process

Application forms:
1. Completed online, or
2. Downloaded and completed, or
3. Hand copy collected from PG Office in person and completed

Accompanying documents
South African Candidates
• Detailed CV
• Degree certificates and transcripts
• Proof of payment of application fee

International candidates
• Detailed CV
• Degree certificates and transcripts
• SAQA evaluation
• Proof of payment of application fee

Application captured and processed by Postgraduate Office. Applicant gets an acknowledgment of receipt of application (SMS and system generated acknowledgement letter) Applicants can track their applications using the online self-service functionality

For Masters by Research Or PhD degrees: (i) Letter from Dept. confirming offer and (ii) Confirmation from Department of supervisor are required

Applications requiring special permissions are assessed by the Graduate Studies Committee

Applications go to GSC for ratification

The Postgraduate Office relays the decisions to applicants

Intake dates

PhD and Masters programmes by dissertation

Applicants are invited to submit application forms for the above-mentioned Postgraduate programmes in the Faculty of Health Sciences. The faculty works on a full-year academic calendar which comprises two semesters. These are Jan to Jul and Aug to Dec. Admissions and enrolments can only be planned for the same year. If someone does not enroll in the same year that they apply, they would have to repeat the process in a subsequent year.

01 January – 31 March for intake into the January Admissions Calendar
01 April – 30 April for intake into the April Admissions Calendar
01 July – 31 July for intake into the July Admissions Calendar
01 September – 30 September for intake into the September Admissions Calendar

OR When application is made in the year prior to the year of enrolment, the following time frames apply:
01 April – 30 November for intake into the January Admissions Calendar
31 July

Masters programmes by coursework and research report and Postgraduate Diplomas

Closing dates
Closing dates vary according to programmes.

31 July for applications for the Diploma and Masters in Public Health, the following fields, Rural Health, Social and Behaviour Change Communication, Occupational Hygiene, Health Systems and Policy, MSc in Epidemiology in the following fields: Infectious Disease Epidemiology, Epidemiology & Biostatistics and Population Based Field Epidemiology and Research Database Management; MSc in Medicine in Genetic Counseling
30 August for MSc Nursing and Diploma in Advanced Nursing
31 October for MSc in Medicine in Child Health (Neurodevelopment) or Child Health (Community Paediatrics) and MSc in Medicine in Bioethics and Health Law
28 September for all other applications for Masters programs by coursework and research report and Postgraduate Diplomas
Registration process: flow chart

South African Students
Student should pay registration fees at the Fees Office

International Students
Student should obtain clearance from the Wits International Office (East Campus) and should have:
- Quotation from Faculty PG Office (this is to take to the Fees office, not to the international office)
- Proof of payment of tuition fees and a clearance from the Fees Office
- Valid medical aid
- Valid study permit

Student provides proof of all relevant requirements and is given registration form to complete and sign at the Postgraduate Office

PG Officer checks to ensure that the student is registered for the correct units

Student is issued with access card

Student takes the access card ICAM Office for activation

On-line registration process

All returning postgraduate students with an overall progression outcome of PCD (Proceed) or RET (Return to complete...) are encouraged to register on-line for 2014. You can also update your personal details as part of the registration process.

Step 1:
Make sure you have made your upfront payment (see below)

Step 2:
Login to the Student Self-service website with your student number and password. https://self-service.wits.ac.za/

This means that you will not have to present yourself in person for registration on the scheduled dates. You will be able to access/download any information pertaining to your degree and year of study from the Faculty Webpage – please visit www.wits.ac.za > Faculties and Schools > Health Sciences > Downloads

Please note that you will still have to update your student identity card within the first two weeks of lectures.

UPFRONT TUITION FEE PAYMENT FOR 2014
All students are required to have made an upfront payment of R9340 before registration. If you are a self-funding student, please pay at least 2 days before registration. If this has not been paid, you will not be able to register.

If you are funded by:
- NSFAS
  You must have received confirmation via SMS that you have been awarded NSFAS Funding or check on Self-Service. You do not have to pay the upfront payment.
- Wits Scholarships / bursaries
  - If your scholarship is less than R9340 you have to pay the difference and have your proof of payment.
  - If your scholarship is more than R9340 you don’t have to pay the upfront payment
- External company / donor
  Your donor/company must have paid at least 2 weeks before registration. Please have proof of funding letter.

2014 UPFRONT PAYMENT PLAN (UPP)
Students who are academically deserving, but financially needy are being given the opportunity to receive assistance to ease the compulsory upfront payment requirements.

Please note that this is NOT A FINANCIAL AID OPTION, merely an easing of the upfront payment requirement.

You must receive written confirmation from the Financial Aid Office (FASO) that you have an UPP. You must prove that you have paid 50% of the upfront payment.

The following conditions apply:
- Students are required to have 50% of the upfront payment available two days before registration
- Students must comply with the requirements of the Means Test

The balance of the upfront payment will be raised on your student fees account. Application forms are available at the Financial Aid and Scholarships Office. For further information please contact:
Katlego Khoetha at e-mail info.finaid@wits.ac.za
**Registration of M.Med and M.Dent Registrars**

Registrar posts are administered by the Gauteng Health Department. The posts are advertised in the local newspapers periodically. The website is www.gautengonline.gov.za

The following admissions calendars are available for the capture and enrollment of new Registrars:

<table>
<thead>
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<th>Appointments:</th>
<th>Cut-off date to submit forms</th>
<th>Enrollment period:</th>
</tr>
</thead>
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<tr>
<td>1 January and 1 February:</td>
<td>15th Jan / 15th Feb</td>
<td>February</td>
</tr>
<tr>
<td>1 March and 1 April:</td>
<td>15th Mar / 15th Apr</td>
<td>March and April</td>
</tr>
<tr>
<td>1 May, 1 June and 1 July:</td>
<td>15th May / 15th Jun / 15th Jul</td>
<td>July</td>
</tr>
<tr>
<td>1 August and 1 September:</td>
<td>15th Aug / 15th Sep</td>
<td>September</td>
</tr>
</tbody>
</table>

Newly appointed Registrars for MMed/MDent programmes in the Faculty of Health Sciences must collect the following application forms from the Postgraduate Office upon commencement of Registrar post and training:

- Application form, all 4 parts to be completed
- Joint Staff Bursary application form
- Joint Staff recommendation form
- HPCSA Form 9

**METHODS OF PAYMENT**

- Direct Bank Transfer payments can be made by means of the bank transfer form (M65). Payment can be paid directly into any branch of Standard Bank of South Africa Ltd using the details for Wits mentioned above.
- EFT payments can be made by using the details for Wits mentioned above.
- Credit/Debit Card payments may be made by telephone on 011 717 1544/43/42, or you may call in person at the Cashiers’ Office, Ground Floor, Senate House.
- Cheque (bank guaranteed cheques only) payments can be made at the satellite Fees and Cashiers’ Office.
- Cash payments can be made at the Cashiers’ Office, Ground Floor, Senate House (hours are 08:00 to 15:30 during term time).

**Enrolment:**

Once the student and staff record has been created, an email will be sent to the Registrar to confirm the enrolment date and process.

**Banking Details**

<table>
<thead>
<tr>
<th>Bank:</th>
<th>Standard Bank, Braamfontein</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name:</td>
<td>University of the Witwatersrand</td>
</tr>
<tr>
<td>Account No:</td>
<td>002891697</td>
</tr>
<tr>
<td>Branch Code:</td>
<td>004805</td>
</tr>
<tr>
<td>Type of Account:</td>
<td>Current</td>
</tr>
<tr>
<td>IBT No:</td>
<td>1318</td>
</tr>
<tr>
<td>SWIFT Code:</td>
<td>SBJAZAJJ (International students only)</td>
</tr>
</tbody>
</table>

**Reference Number:** You MUST use your name and student number as a reference.

**Closing Dates:**

- Current Students: 30 November 2013
- New Students: 24 January 2014

**BANKING DETAILS**

- **Bank:** Standard Bank, Braamfontein
- **Account Name:** University of the Witwatersrand
- **Account No:** 002891697
- **Branch Code:** 004805
- **Type of Account:** Current
- **IBT No:** 1318
- **SWIFT Code:** SBJAZAJJ (International students only)

**Reference Number:** You MUST use your name and student number as a reference.

**Methods of Payment**

- Direct Bank Transfer payments can be made by means of the bank transfer form (M65). Payment can be paid directly into any branch of Standard Bank of South Africa Ltd using the details for Wits mentioned above.
- EFT payments can be made by using the details for Wits mentioned above.
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- Cheque (bank guaranteed cheques only) payments can be made at the satellite Fees and Cashiers’ Office.
- Cash payments can be made at the Cashiers’ Office, Ground Floor, Senate House (hours are 08:00 to 15:30 during term time).

**The following documents to be submitted with the above forms to the Postgraduate Admissions Office:**

- College of Medicine Certificate(s)
- Academic Record (Certified copy of original)
- Degree Certificate (Certified copy)
- Comprehensive CV
- Certified copy of Identity Document
- Copy of HPCSA registration
- Copy of letter of appointment / contract with the Health Department / Hospital
- Certified copy of Permanent Residence Permit if not a SA citizen

**Enrolment:**

Once the student and staff record has been created, an email will be sent to the Registrar to confirm the enrolment date and process.

**Registration of Supernumerary Registrars**

**Application Procedures:**

A. Supernumerary Registrars (formal degree training) and Clinical Rotations
   - [Contact person is Tabea Lephuthing, Email address: tabea.lephuthing@wits.ac.za Tel: 0117171030]

   The University has two admission intakes:
   - Registration intake: Closing date:
     - January 30 April of the previous year
     - July 30 September of the previous year
   - B. Short Term and Voluntary Positions: Application to be submitted at least 6-9 months before proposed starting date
     - [Contact person is Naomi Senamela, Email address: naomi.senamela@wits.ac.za Tel: 0117179999]

   Short-term: Informal training for a short period
   Volunteer: Work (without remuneration) and to gain experience

   **Application steps:**
   1. Application for admission to Wits - to be posted/couriered to Wits (step 1 and step 2 to be done together)
   2. Application for FWMP endorsement – to be posted/couriered to Wits (step 1 and step 2 to be done together)
   3. ECFMG Verification – by applicant directly to ECFMG
   4. Application for HPCSA registration – couriered by applicant directly to HPCSA, after receiving from Wits, the FWMP endorsement letter and letter of support to the HPCSA from the Dean of the Faculty of Health Sciences

   **Postal address for delivery of admission and FWMP application forms (steps 1 and 2):**
Faculty of Health Sciences, Wits Medical School, Attention: Tebea Lephuthing, Room 226, 2nd floor, Phillip V. Tobias Health Sciences Building, 29 Princess of Wales, Parktown, Johannesburg, 2193

Step 1: Application for Admission to Wits before the closing date:
Forms and documents to be posted / couriered to Wits

- completed application for a supernumerary appointment (honorary form up to undertaking)
- Evidence of English language proficiency (IELTS score of not less than 7 / should you have graduated from an English medium University, a letter from your University stating English is the formal language of instruction can be submitted in lieu of this requirement)
- application motivation letter
- a copy of your curriculum vitae
- certified qualification certificates (translated in English)
- two referees’ letters, one of which should be from a doctor with an internationally recognised higher degree
- certified copy of your passport

Step 2: FWMP endorsement:
Forms and documents to be posted / couriered to Wits

- Completed FWMP application form
- A copy of your curriculum vitae
- Certified copies by a public notary - A sworn translation into English is required if the original documents are not in English:
  - Academic transcripts, degree certificates, and Medical license / registration certificate(s)
  - Letter of good standing from your local medical/dental council
  - Passport
  - Spouse’s Passport
  - Letter of undertaking applicant
  - Letter of undertaking from Dept Health Home Country to SA Dept Home Affairs
  - Letter of undertaking from Dept Health Home Country to applicant

Queries about applications to the FWMP can be addressed to Ms Paulinah Mnisi, minisip@health.gov.za, Tel: +27 12 395 8704.

Step 3: Verification of credentials with the ECFMG:
These application documents should be sent directly to ECFMG in Philadelphia (United States) and not to this office.

It should further be noted that Verification of credentials by the Education Commission for Foreign Medical Graduates: International Credentials Services (to be obtained by the applicant at own cost) should be submitted to ECFMG (EICS). The Board recently resolved that all new applicants will be required to submit their Verification of credentials issued by the Education Commission for Foreign Medical Graduates prior the application be considered and registration with HPCSA.

ECFMG queries: info@ecfmg.org or phone at (215) 386-5900 from 9:00 a.m. to 5:00 p.m., Eastern Time Mon – Friday

Step 4: HPCSA registration:
The following will be emailed to you by the Wits Postgraduate Office and upon receipt of the email, you can continue with the HPCSA application for registration:

- Acceptance letter of training post offered - issued by the Postgraduate Office
- Letter of support to the HPCSA from the Dean of the Faculty of Health Sciences
- Proof of FWMP endorsement

HPCSA documents should be couriered directly to HPCSA and not to this office.

Address:
HPCSA
553 Corner Hamilton and Madiba (Vermeulen) Streets
Arcadia
PRETORIA
0007
SOUTH AFRICA

Very important:
After you have couriered your envelope to the HPCSA, please email the tracking number to Matsheko Mokau at MatshekoM@hpcsa.co.za and Tebea Lephuthing at tebea.lephuthing@wits.ac.za

HPCSA documents and supporting information to be couriered to the HPCSA:

- Completed form 12
- Letter of support to the HPCSA from the Dean of the Faculty of Health Sciences
- Proof of FWMP endorsement
- Notarized copies of your:
  - Basic medical / dental degree certificate - A sworn translation into English is required if the original documents are not in English.
  - Medical license / registration certificate(s) - A sworn translation into English is required if the original documents are not in English.
  - Identity document / Passport
  - A recent ORIGINA! letter of good standing from your local medical/dental council - Please note that the date of issue on this certificate must be less than three months prior to commencement of training.
  - Proof of Internship training (Volunteer service applicants only)
  - Registration and pro rata annual registration fees payable to the Health Professions Council of South Africa (please consult their website for the registration fee rates)

Please note: Faxed or scanned copies are not accepted by the HPCSA, originals or copies certified by a public notary are required.

Queries about registration with the HPCSA can be addressed to Matsheko Mokau MatshekoM@hpcsa.co.za - In addition, comprehensive information is available on the HPCSA website at www.hpcsa.co.za.

ADDITIONAL INFORMATION:

Accommodation:
Accommodation is your responsibility
Information on accommodation:
http://web.wits.ac.za/Prospective/StudentServices/Accommodation/
http://www.wits.ac.za/witsjunction/12607/wits_junction.html, email: witsjunction.housing@wits.ac.za.
Tel: +27 11-717-5028/32

Teaching Hospitals:
Please note that your training and service will not only take place in the hospital where you will be appointed, but also in all Wits affiliated teaching hospitals.

Incomplete applications:
Applications cannot be processed and considered if any information/documents are outstanding.
If there is need to amend information entered into the University system during the registration process, there are pertinent forms which have to be completed and submitted to the Postgraduate Office. Information pertaining to courses, credits and personal details can be amended through use of relevant forms samples of which are shown below.

**NB:**
- Last day of changing courses i.e. cancelling one and picking up another, is end of the second week of term
- Cancellation of registration has to be done by the 30th of September.

**Amendments to Registration**

Please return this form to the Faculty Office when completed.

Amendments will only be processed if received within the first two weeks of the term

<table>
<thead>
<tr>
<th>SECTION A – Current details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>First names:</td>
</tr>
<tr>
<td>Year of study:</td>
</tr>
<tr>
<td>Degree/Diploma code:</td>
</tr>
<tr>
<td>Student number:</td>
</tr>
</tbody>
</table>

**SECTION B Complete only the particulars you are amending**

**SECTION B.1 – Change of degree**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Old</th>
<th>New</th>
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</thead>
<tbody>
<tr>
<td>Degree code</td>
<td>Old</td>
<td>New</td>
</tr>
<tr>
<td>Year of study</td>
<td>Old</td>
<td>New</td>
</tr>
</tbody>
</table>

DEPARTMENTAL APPROVAL: ………………………………………………….. DATE: …………………………………..  
CHAIR PG APPROVAL: ………………………………………………….. DATE: …………………………………..  

**SECTION B.2 – Amendments to course registrations (continued overleaf)**

**[i] Modular courses/half courses/topics to be dropped (Departmental approval MUST be obtained)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course/topic name</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Departmental approval</th>
</tr>
</thead>
<tbody>
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<thead>
<tr>
<th>Course code</th>
<th>Course/topic name</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Departmental approval</th>
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</table>

**[ii] Modular courses/half courses/topics to be added (Departmental approval MUST be obtained)**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course/topic name</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Departmental approval</th>
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<thead>
<tr>
<th>Course code</th>
<th>Course/topic name</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Departmental approval</th>
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<tbody>
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</table>


### Proposed new curriculum

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Year 2</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Year 3</th>
<th>Timetable slot</th>
<th>Term</th>
<th>Year 4</th>
<th>Timetable slot</th>
<th>Term</th>
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</tbody>
</table>

SIGNATURE OF STUDENT: ............................................................... DATE: ..............................................

DEPARTMENTAL APPROVAL: .......................................................... DATE: ..............................................

SCHOOL CHAIR PG APPROVAL: .......................................................... DATE: ..............................................

PROCESSED BY: ............................................................................. DATE: ..............................................

---

**AMENDMENTS TO REGISTRATION (Personal Particulars)**

Please return this form to the Faculty Office when completed.

### SECTION A: Current Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First Names: Year of Study: Degree/Diploma Code:

### SECTION B: Complete ONLY the particulars you are amending

#### Section B.1 Changes to personal details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Title (e.g. Mrs)  
Old | New

First names  
Old | New

Maiden Name  
Old | Married Name

Date of marriage (attach certified copy of marriage certificate)

Nationality  
Date of study  
Permit obtained  
Identity document  
Alternative identity No.

### SECTION B.2 Change of address

<table>
<thead>
<tr>
<th>New postal address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New home residential address  
Telephone:

Next of Kin

New name and/or postal address  
Telephone:

New term postal address  
Telephone:

New term residential address  
Telephone:

New business address  
Telephone:

### SECTION C

Signature of student: ............................................................. Date: ............................................................

Processed by: ................................................................. Date: .............................................................
**APPLICATION FOR ADVANCED STANDING**
(credits for courses completed in other qualifications or at other universities)

<table>
<thead>
<tr>
<th>Student number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Surname</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First names</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Postal code</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Previous University</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree/Diploma for which you were registered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree/Diploma for which you applied at Wits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year of study for which you have applied (e.g. 2nd)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Courses in which advanced standing is sought (continued overleaf)**

<table>
<thead>
<tr>
<th>Year Eg. 1999</th>
<th>Name of course (e.g. French I or II)</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Equivalent course</th>
<th>School recommendation</th>
<th>Authorized by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Courses in which exemption is sought**

<table>
<thead>
<tr>
<th>Year Eg. 1999</th>
<th>Name of course (e.g. French I or II)</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Equivalent course</th>
<th>School recommendation</th>
<th>Authorized by</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Signature of applicant: ..............................................................  Date: ...........................................

**FOR OFFICE USE ONLY**

SPECIAL CURRICULUM (subject to time-table)

<table>
<thead>
<tr>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
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</tbody>
</table>

| Dean: .......................................................... |
| Date: .......................................................... |
CANCELLATION OF REGISTRATION

Please note:
Your cancellation of registration will not be recorded by the Faculty Office and you will continue to be liable for fees until this form has been completed in full and handed in with your student card. Please consult the Fees booklet for the list of cancellation charges applicable. This form must be returned to your Faculty Office when it is fully completed.

Please print in CAPITAL letters, using a ballpoint pen

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Student number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Surname</th>
<th>First names</th>
<th>Name of degree/diploma</th>
<th>Degree/Diploma code</th>
<th>Year of study</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of cancellation of registration</th>
<th>Year</th>
<th>Month</th>
<th>Day</th>
</tr>
</thead>
</table>

Please indicate the reason for cancellation by marking X in the appropriate box:

<table>
<thead>
<tr>
<th>X</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course of study too difficult DFCT</td>
</tr>
<tr>
<td></td>
<td>Wrong choice of course of study CHCE</td>
</tr>
<tr>
<td></td>
<td>Ill health HTH</td>
</tr>
<tr>
<td></td>
<td>Financial Difficulties FNCE</td>
</tr>
<tr>
<td></td>
<td>Taking up overseas scholarship OVSC</td>
</tr>
<tr>
<td></td>
<td>Death of student DEED</td>
</tr>
<tr>
<td></td>
<td>Leave of absence for one year to take up a scholarship SCOL</td>
</tr>
<tr>
<td></td>
<td>Leave of absence for one year for reason other than scholarship (e.g. American Field Service LOFA</td>
</tr>
<tr>
<td></td>
<td>Registration in abeyance for one year (higher degrees only ABEY</td>
</tr>
<tr>
<td></td>
<td>Cancelled by University for academic reasons ACAD</td>
</tr>
<tr>
<td></td>
<td>Cancelled by University for disciplinary or other reasons DSPL</td>
</tr>
<tr>
<td></td>
<td>Pressure of business (part-time students) BSNS</td>
</tr>
<tr>
<td></td>
<td>Dissatisfaction with course DSS</td>
</tr>
<tr>
<td></td>
<td>Emigration EMIG</td>
</tr>
<tr>
<td></td>
<td>Family pressures FAMP</td>
</tr>
</tbody>
</table>

Student Motivation (reason for cancellation)

Written recommendation from the HOD/S in the school in which you are registered

Signature of student .......................................................... Date:.......................................... Signatures HOD/HOS .......................................................... Date:.......................................... DECISION OF CHAIR OF THE PG COMMITTEE .......................................................... Signature: .......................................................... Date:..........................................
After registration, a postgraduate student has to write a research proposal which is submitted to the Postgraduate Office for assessment by the Graduate Studies Committee. The proposal assessment and approval process is summarized in the flow chart below.

**FLOW CHART: RESEARCH PROPOSAL APPROVAL PROCESS**

Assessment and approval of research proposal by relevant School: Supervisor and student should follow the proposal assessment and approval procedures of the respective School. Statement of principles for postgraduate supervision is to be signed by student and supervisor/s. NB no protocol can be considered until a student has registered. All research proposals at Masters level are considered by respective schools.

FHS Guidelines on the preparation of research proposal are available at: http://www.wits.ac.za/files/res5bf8d9c48ebd4774fafa20d8ec0f1911.pdf

Submission of research proposal to FHS PG Office: Assessment and approval of Masters proposals are done by respective schools while PhD proposals are done by Graduate Studies Committee through the PG Office.

The following are required:
1. Research proposal written as per the FHS guidelines
2. Completed and signed research proposal form
3. Signed statement of principles for postgraduate supervision

N.B. Research proposals are to be submitted within the following timeframes:
- Six (6) months after registration for full-time students
- Twelve (12) months after registration for part-time students

Acknowledgement of receipt of research proposal:
Faculty Officer date-stamps the proposal and gives the student a stamped acknowledgement form. A system-generated acknowledgement letter is sent later.

Review of PhD research proposal by the Graduate Studies Committee:
Submitted PhD research proposal is reviewed by the Graduate Studies Committee. The outcome is emailed to the student and copied to the supervisor and the HO/VS of the respective Department or School.

Ethical Clearance
The Research Proposal must be submitted to the University of the Witwatersrand Human Research Ethics Committee (Medical) for ethical clearance before any study involving humans can be started. The Ethics Committee application forms are available from: Research Office – 10th Floor Senate House or 10th Floor Wits Medical School
Tel: 0117172700

**Proposal submission deadlines & proposal assessment meeting dates 2014**

**PHD DEGREE PROPOSALS (PG Office)**

**Submission Deadlines**
- Wednesday 19 February
- Wednesday 09 April
- Wednesday 23 July
- Wednesday 03 September
- Wednesday 01 October

**Meeting Dates**
- Wednesday 29 January
- Tuesday 18 March
- Thursday 08 May
- Wednesday 20 August

**MASTERS DEGREE PROPOSALS**

**Department of Internal Medicine**

**Submission Deadlines**
- Friday 14 February
- Friday 30 May
- Friday 22 August
- Friday 17 October

**Meeting Dates**
- Tuesday 11 March
- Wednesday 18 June
- Tuesday 09 September
- Wednesday 05 November

**Department of Neurosciences**

**Submission Deadlines**
- Wednesday 22 January
- Wednesday 12 March
- Wednesday 11 June
- Wednesday 13 August
- Wednesday 15 October

**Meeting Dates**
- Wednesday 12 February
- Wednesday 09 April
- Wednesday 09 July
- Wednesday 10 September
- Wednesday 12 November

**Department of Obstetrics & Gynaecology**

**Submission Deadlines**
- Tuesday 07 January
- Tuesday 08 April
- Tuesday 09 September

**Meeting Dates**
- Tuesday 04 February
- Tuesday 06 May

**Department of Anesthesiology**

**Submission Deadlines**
- Friday 28 February
- Friday 11 July
- Monday 01 December

**Meeting Dates**
- Thursday 16 January
- Tuesday 15 April
- Thursday 17 April
- Tuesday 26 August

**Department of Paediatrics & Child Health**

**Submission Deadlines**
- Tuesday 04 February
- Tuesday 04 March
- Tuesday 01 April

**Meeting Dates**
- Tuesday 25 February
- Tuesday 25 March
- Tuesday 22 April
- Tuesday 27 May
Tuesday 06 May
Tuesday 03 June
Tuesday 01 July
Wednesday 06 August
Tuesday 02 September
Tuesday 30 September
Tuesday 04 November

Division of Radiation Services
Submission Deadlines
Wednesday 15 January
Wednesday 09 April
Wednesday 18 June
Wednesday 10 September

Division of Emergency Medicine
Submission Deadlines
Wednesday 05 February
Friday 04 April
Friday 04 July
Monday 06 October

Department of Surgery – all disciplines
Submission Deadlines
Wednesday 26 March
Wednesday 21 May
Wednesday 20 August
Wednesday 22 October

Department of Family Medicine
Submission Deadlines
Tuesday 11 March
Thursday 15 May
Monday 07 July
Tuesday 08 July

Bioethics & Health Law
Submission Deadlines
Wednesday 26 February
Wednesday 09 April
Wednesday 16 April
Wednesday 03 September

School of Anatomical Sciences
Submission Deadlines
Wednesday 29 January
Wednesday 02 April
Wednesday 09 July
Wednesday 03 September

Meeting Dates
Tuesday 24 June
Tuesday 22 July
Tuesday 02 September
Tuesday 30 September
Tuesday 21 October
Tuesday 25 November

Meeting Dates
Wednesday 05 February
Wednesday 30 April
Thursday 10 July
Wednesday 01 October

Meeting Dates
Thursday 20 February
Wednesday 23 April
Wednesday 24 July

Meeting Dates
Wednesday 23 April
Wednesday 11 June
Wednesday 10 September
Wednesday 05 November

Meeting Dates
Friday 11 April
Tuesday 17 June
Wednesday 23 July
Friday 08 August
Thursday 28 August

Meeting Dates
Wednesday 12 March
Wednesday 30 April
Wednesday 06 August
Wednesday 17 September

Meeting Dates
Wednesday 12 February
Wednesday 09 April
Wednesday 16 July
Wednesday 17 September

Meeting Dates
Wednesday 05 February
Wednesday 14 May
Wednesday 27 August
Wednesday 22 October

Meeting Dates
Tuesday 15 April
Tuesday 01 July
Tuesday 02 September
Tuesday 04 November

School of Pathology
Submission Deadlines
Wednesday 05 February
Wednesday 14 May
Wednesday 27 August
Wednesday 22 October

School of Physiology
Submission Deadlines
Tuesday 15 April
Tuesday 01 July
Tuesday 02 September
Tuesday 04 November

School of Public Health
Submission Deadlines
Monday 03 February
Monday 02 June
Monday 07 July
Monday 11 August
Monday 01 September
Monday 06 October

School of Therapeutic Sciences
Submission Deadlines
Tuesday 11 February
Tuesday 25 March
Tuesday 24 June
Tuesday 29 July
Tuesday 19 August

School of Oral Health Sciences
Submission Deadlines
Wednesday 22 January
Wednesday 09 April
Wednesday 16 July
Wednesday 17 September

Meeting Dates
Wednesday 12 February
Tuesday 06 May
Wednesday 06 August
Wednesday 08 October

Meeting Dates
Wednesday 19 February
Wednesday 28 May
Wednesday 17 September
Wednesday 05 November

Meeting Dates
Tuesday 06 May
Tuesday 15 July
Tuesday 23 September
Tuesday 18 November

Meeting Dates
Wednesday 19 February
Wednesday 25 June
Wednesday 23 July
Wednesday 27 August
Wednesday 17 September
Wednesday 29 October

Meeting Dates
Tuesday 06 May
Wednesday 16 April
Wednesday 14 May
Wednesday 16 July
Wednesday 23 July
Wednesday 20 August
Wednesday 10 September
**Statement of principles for Postgraduate supervision**

**IN A CONTEXT OF ACADEMIC FREEDOM AND WITHIN A FRAMEWORK OF INDIVIDUAL AUTONOMY AND THE PURSUIT OF KNOWLEDGE THIS STATEMENT IS WRITTEN IN THE BELIEF THAT THERE IS A RECIPROCAL RELATIONSHIP AND MUTUAL ACCOUNTABILITY BETWEEN SUPERVISOR AND STUDENT**

**THE SUPERVISOR AND THE STUDENT:**

1. Will establish agreed roles and clear processes to be maintained by both parties. In the case of joint supervision everybody’s role needs to be clarified.
2. Will meet regularly and as frequent as is reasonable to ensure steady progress towards the completion of the proposal, research report, or dissertation or thesis. This time varies but the normal minimum requirement for face-to-face contact spread across each year of registration is: 10 contact hours for an Honours project, 15 contact hours for a Masters by a research report and 24 contact hours for a masters by dissertation and a PhD.
3. Will keep appointments, be punctual and respond timeously to messages.
4. Will keep one another informed of any planned vacations or absences as well as changes in his/her personal circumstances that might impact on the work schedule. Unplanned absences or delays should be discussed as soon as possible and arrangements should be made, to catch up lost time.
5. Will ensure that research on animal or human subjects is concluded according to the procedures and the requirements of the relevant University Ethics committee.
6. Will together complete progress reports on the research project, as requested by each Faculty Graduate Studies Committee.

**THE SUPERVISOR:**

1. Undertakes to provide guidance for the student’s research project in relation to the design and scope of the project, the relevant literature and information sources, research methods of data analysis.
2. Has a responsibility to be accessible to the student.
3. Will be prepared for the meeting with the student. This includes being up-to-date on the latest work in his/her area of expertise.
4. Will expect written work as jointly agreed, and will return that work with constructive criticism within a timeframe (a suggestion of 2-4 weeks) jointly agreed at the outset of the research.
5. Will provide advice that can help the student to improve his/her writing. This may include referrals for language training and academic writing. The supervisor will provide guidance on technical aspects of writing such as referencing as well as on the discipline specific requirements. Detailed correction of drafts and instruction in aspects of language and style are not the responsibility of the supervisor.
6. Will support the student in the production of a research report, dissertation or thesis. Provision should be allowed for adequate, mutually respectful, discussion around recommendations made.
7. Will assist with the construction of a written time schedule which outlines the expected completion dates of successive stages of the work.
8. Will ensure the student has the opportunity to present work at postgraduate/staff seminars/ national/international conferences as appropriate.
9. Will assist with the publication of research articles appropriate.
10. Will discuss the ownership of research conducted by the student in accordance with the University guidelines and rules on intellectual property, co-authorship and copyright.
11. Will ensure that the research is conducted in accordance with the University’s policy on plagiarism.
12. Will ensure that the student is made aware in writing of the inadequacy of progress and/or of any work where the standard is below par. Acceptability will be according to criteria previously supplied to the student.
13. Has a duty to refuse to allow the submission of sub-standard work for examination, regardless
of the circumstances. If the student chooses to submit without the consent of the supervisor, then this should be clearly recorded and the appropriate procedures followed.

THE STUDENT
1. Undertakes to work independently under the guidance of the supervisor. This includes reading widely to ensure that the literature pertinent to his/her chosen topic has been identified and consulted.
2. Is obliged to make appointments to see the supervisor and will arrange meeting times well in advance.
3. Will think carefully about how to get maximum benefit from these contact sessions by planning what s/he wants in these sessions.
4. Should submit written work for discussion with the supervisor well in advance of a scheduled meeting. The kind and frequency of written work should be agreed with the supervisor at the outset of the research.
5. Written work that is submitted should be relatively free from basic spelling mistakes, incorrect punctuation and grammatical errors. Responsibility for the accuracy of language, the overall structure and coherence of the final research report, dissertation or thesis rests with the student.
6. Undertakes to heed the advice given by the supervisor and to engage in discussion around suggestions made. Ultimately the student has to take responsibility for the quality and presentation of the work.
7. Should strive, within reasonable bounds, to maintain a focus on his/her research area and to work within the agreed time schedule.
8. Will prepare material for presentations at seminars and conferences.
9. Undertakes to submit papers for publication.
10. Agrees to honour agreements about ownership of the research and in accordance with the University’s guidelines and rules in relation to co-authorship, copyright and intellectual property.
11. Will ensure that the work contains no instances of plagiarism and that all citations are properly referenced and that the list of references is accurate, complete and consistent.
12. Agrees to work in accordance with the criteria of acceptability as supplied by the supervisor.
13. Undertakes not to place the supervisor under undue pressure to submit work for examination until the supervisor is satisfied that it has reached an acceptable level of quality. We confirm that we have read and understood this statement and agree to be guided by its principles for as long as we continue to work together.

Name of student .................................................................
Student’s signature ............................................................
Name of Supervisor ...........................................................
Supervisor’s signature .........................................................
Name of Co-Supervisor .......................................................
Co-Supervisor’s signature ...................................................
The broad area of study is ....................................................

Provisional submission date is ............................................
Degree.............................................................................
School.............................................................................
Faculty.............................................................................
Date.................................................................................

Specific agreement pertaining to: ownership and joint publication, funding, may be attached and signed.

GRIEVANCE PROCEDURES: It should be acknowledged that during the course of the research that both students and supervisors can feel aggrieved. In this event, these should be dealt with as swiftly as possible by the parties involved and, if necessary, the Postgraduate Coordinators and Committees. There is, in addition, a University Grievance Policy to help guide deliberations.
APPLICATION FOR CHANGE OF APPROVED SUPERVISOR/S OF RESEARCH REPORT, DISSERTATION OR THESIS

Motivation / Reason for addition / withdrawal of supervisor: …………………………………………………………………………………
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Recommendation of Department / School: ………………………………………………………………………………………………………
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Student Surname and Initial/s: ………………………………………. Student Number: ………………………………………
Degree: ………………………………………………………………………………………………………………………………………………
Title: …………………………………………………………………………………………………………………………………………………
Department: ………………………………………………………………………………………………………………………………………
Additional Supervisor: ………………………………………… % Supervisor: ……………………………………………
Supervisor Qualifications: ………………………………………………………………………………………………………………………
Supervisor Department / Address: ……………………………………………………………………………………………………………
Supervisor Telephone: ………………………………………………………….. E-mail: ………………………………………………………
Supervisor withdrawing: ………………………………………………………………………………………………………………………
Department: ………………………………………. Telephone: ………………………………… E-mail: …………………………………
Previous Title: ………………………………………………………………………………………………………………………………………
New Title: ……………………………………………………………………………………………………………………………………………
*Signature: ………………………………………………………………………
Supervisor/s: ………………………………………………………………………………………………………………………………………
Department/s: ………………………………………………………………………………………………………………………………………
Supervisor Telephone: ………………………………………………………….. Supervisor/s Email: …………………………………………………
Signature: ………………………………………………………………………
Student: ………………………………………… **New Supervisor: ………………………………………… HOD/HOS: …………………………………
Date: ………………………………………………………………………
DEcision of Chair of the PG Committee: ………………………………………………………………………………………………………
Signature: …………………………………………………………………………………… Date: …………………………………………………

APPLICATION FOR CHANGE OF TITLE OF APPROVED RESEARCH REPORT, DISSERTATION OR THESIS

Motivation / Reason for title change: ………………………………………………………………………………………………………
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Recommendation of Department / School: ………………………………………………………………………………………………………
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Student Surname and Initial/s: ………………………………………. Student Number: ………………………………………
Degree: ………………………………………………………………………………………………………………………………………………
Title: …………………………………………………………………………………………………………………………………………………
Department: ………………………………………. Telephone: ………………………………… E-mail: …………………………………
Previous Title: ………………………………………………………………………………………………………………………………………
New Title: ……………………………………………………………………………………………………………………………………………
*Signature: ………………………………………………………………………
Supervisor/s: ………………………………………………………………………………………………………………………………………
Department/s: ………………………………………………………………………………………………………………………………………
Supervisor Telephone: ………………………………………………………….. Supervisor/s Email: …………………………………………………
Signature: ………………………………………………………………………
Student: ………………………………………… **New Supervisor: ………………………………………… HOD/HOS: …………………………………
Date: ………………………………………………………………………
DEcision of Chair of the PG Committee: ………………………………………………………………………………………………………
Signature: …………………………………………………………………………………… Date: …………………………………………………
After registering for Master’s degree and having made satisfactory progress, one can apply for upgrading of the Master's degree programme to a PhD degree programme. There should be additional specific objectives which will be added to those originally proposed for the Master’s degree. The relevant details are contained in the following extract obtained from the Faculty Standing Orders on Conversion of Candidature.

Faculty Standing Orders on the Conversion of Candidature - from Masters to PhD (Extract from Standing orders)

The University allows conversion of registration from Masters (by research) to PhD under its admissions rules for PhD students. Senate has delegated the responsibility for assessing the suitability of candidates for conversion of Masters to PhD degrees to the respective faculties. Thus, it is the Postgraduate (PG) Committee’s responsibility in this Faculty to make recommendations regarding upgrading of registration. In the case where a registered Masters student wishes to upgrade registration to that of a PhD, without first submitting the Masters dissertation for examination, the following rules must be applied:

1. The student must be registered as a Masters (by research) student and must have had a Masters protocol approved by an assessor group not less than 6 months previously.
2. The student must be close to completion of their Masters project.
3. The conversion of Masters to PhD registration must be supported by the supervisor(s) and HOD (or HOS where HOD is supervisor). A letter signed by the supervisor(s) motivating for the upgrade must be submitted to the PG office and must address the following matters: the candidate’s competence at research and ability to work as an independent researcher; the candidate’s research outputs and attendance at local and overseas congresses; and any other issue the supervisor or Head of Department may think would strengthen the case.
4. An ad hoc committee selected by the chair of the PG committee will be convened to decide on whether conversion from Masters to PhD registration is appropriate. Members of the committee should be familiar with the field of research within which the candidate is working and must be current members of the University but need not be current members of the Faculty’s PG Committee. The ad hoc committee must not contain members who have been closely involved with the research project under review.
5. When reviewing projects for conversion from Masters to PhD the review panel must be satisfied that the following criteria are met before the upgrade can be supported:
   i. The candidate’s supervisor(s) are fully supportive of the conversion to PhD and have motivated appropriately.
   ii. The candidate is of PhD calibre.
   iii. The candidate has access to the appropriate facilities, instrumentation, funding and infrastructure to complete the PhD project.
   iv. The supervisors are appropriately trained in the techniques to be used by the PhD candidate and have sufficient experience of successfully supervising PhD students. At least one of the supervisors must have a PhD and would be regarded as the principal supervisor.
   v. At the time of the review, the candidate has gathered sufficient data for at least one research publication in an international, ISI-rated journal. Data that has been obtained in the course of the Masters project must be provided in the form of a research paper written.
   vi. The research to be performed is sufficiently novel and has the scope and depth commensurate to that of a PhD project.
6. In order for the review panel to make a considered judgement on the research abilities of the candidate and the worthiness of the project the candidate MUST supply the committee with the following items (6 copies of each to be given to the PG office):
   i. A letter of motivation signed by the supervisor(s) (see point 2, above).
   ii. A full CV containing the following information: academic qualifications to date; attendance at local and overseas congresses; invited lectures; a full publication list, which includes all co-authors for each publication.
   iii. A copy of the original Masters protocol that has been passed by a previous assessor group.
   iv. A description of the new research to be added to the Masters project. This must include a discussion of the appropriate background literature and a description of the methods to be used. The novel aspect of the research must be emphasised.
   v. The candidate must be the first author of this paper and the data should be of a standard that would allow for possible publication in an ISI-rated journal. The candidate would be strongly encouraged to submit the paper for publication. If this has already occurred, then this would strengthen the candidate’s case.
   vi. If data arising from the Masters project has been presented at local or international meetings then the abstracts plus proof of presentation at a congress must be supplied.
   vii. A budget and evidence that sufficient funds are available to cover the research costs.
   viii. A timeline indicating the expected duration of additional data collection and data analysis, and expected completion date.

The candidate will be expected to give a 20-minute oral presentation (slides can be used) to the ad hoc committee with the supervisor(s) being present. The supervisor(s) must not answer any questions asked of the candidate unless specifically asked by the committee to clarify issues raised by them. The candidate’s presentation must include the following items: an introduction section that gives background information on the candidate’s field of research; the aims of the research; the methods used and any additional methods that will be used in future; results already obtained; a discussion of the results; future direction of the research. The ad hoc committee will also have the option of interviewing the candidate’s supervisor(s).

7. The ad hoc committee will fill in the usual assessor form and supply this to the candidate and the PG office. If the conversion of candidature from Masters to PhD is approved by the ad hoc committee, the candidate shall be deemed to have commenced the prosecution of research for PhD at the time of his/her admission as a candidate for the degree of Master or such later date as the Senate may determine in his/her case.

8. The decision of the ad hoc committee will be discussed at the next full meeting of the PG committee for formal approval.
Research Report formats

The Faculty of Health Sciences allows two formats of Research Reports: the ‘conventional’ format which is based on published results and a format that is based on published results. As for PhD theses, there are three formats which are permissible in the Faculty, namely the ‘block’ format, the ‘divided block’ format and the ‘integrated format’. The following policy documents explain the formats in detail. N.B. For further information, students are advised to consult their respective departments since some departments may have certain preferences.

WHAT CONSTITUTES A RESEARCH REPORT?

1. NAME
   To note that a research component that counts for less than 100% of the total degree is correctly termed a “Research Report”.

2. TYPE OF RESEARCH THAT IS ACCEPTABLE
   a) A Clinical Audit
      This would be a review of topics in clinical medicine with prospective or retrospective collection and analysis of data from clinical cases.
   b) A Review of the Literature
      This would be acceptable provided it is a comprehensive review of the literature with extraction and extrapolation of data or is a meta-analysis using recognised research methods or is a formal systematic literature review along the lines of the Cochrane Collaboration (http://www.cochrane.org/resources/handbook/).
   c) Research Study
      This would be a retrospective or prospective study involving laboratory-based research or clinical intervention and would constitute the traditional type of research report.
   d) Contract Research
      An analysis of cases collected in contract research projects may be suitable for presentation in a research report. These should not normally represent a small sub-analysis of a much larger study. Formal permission would be required from the sponsor to present the data as a research report.
   e) In Exceptional Circumstances: A Case Study
      This would be acceptable in certain circumstances, such as in extremely unusual or rare cases, if important contributions have been made to the investigation, understanding or management of the case(s), or if the presentation is accompanied by an additional clinical audit or a systematic review of the literature, or if analysis of the cases could lead to changes in clinical management, health practice or health policy.

3. GUIDELINES FOR SIZE OF PROJECT
   Independent of the type of project undertaken the following procedures should apply:
   a) A clear research question and/or hypothesis must be developed.
   b) A protocol must be constructed and written according to Faculty guidelines and presented to the appropriate assessor group as a subgroup of the Faculty Graduate Studies committee.
   c) The scope of the project should be limited and intended primarily to demonstrate acquaintance with and understanding of the methods of research.
   d) The research does NOT have to produce a unique contribution to the scientific literature.
   e) Data collection should be planned to be completed within 6 months.
   f) Data analysis should use simple statistics and should preferably be done by the students themselves.

4. FORMAT OF THE RESEARCH REPORT
   The report may be presented in either the standard research report format or on the basis of published papers.
   In either case the quality and presentation should follow the recognised criteria as indicated in the Faculty Style guide for theses. The research report would vary in length, but the body of the text would not need to be greater than 60 - 80 pages, including the preface, dedication, abstract, table of contents and references. This would constitute approximately 10 000 words.
   If submitted as a standard research report the format should follow that described in the style guide for the Faculty of Health Sciences.
   If submission for a research report will be by published paper the following guidelines will apply.
   1. The STUDENT must be first author of the published paper.
   2. The paper must be accompanied by a letter signed by all co-authors stating the role played by the candidate in the writing of the paper and how much of the work reported in the paper was performed by the candidate.
   3. The type of research that is acceptable will be as set out in the Faculty Standing Orders (see attached document).
   4. The paper must be accepted by a DE accredited journal.
   5. The paper must have been published or accepted for publication after the date of registration of the candidate for the degree. In exceptional circumstances a paper published up to a maximum of 1 year before the date of registration will be accepted if the research protocol has been passed by an assessor group (see point 1) and has ethical clearance from the appropriate University of Witwatersrand Ethics Committee and is supported by an appropriate supervisor from the Faculty.
   6. Before the article is submitted for review by a journal the candidate must have written agreement from supervisor(s) and HOD (or HCS if HOD is a supervisor) that the article is of sufficient quality for acceptance as the research component of the degree. If deemed necessary, a review panel of relevant members of the Faculty may be constituted by the supervisor and/or HOD to make this decision. A formal letter stating the panel’s decision must be submitted to the PG office and countersigned by the supervisor and HOD. Alternatively, a letter indicating approval by the appropriate protocol assessment committee should be included.
   7. In press articles will be accepted but must be accompanied by a letter from the journal stating that the article is to be published.
8. The article must be published in a journal that involves peer review of the manuscript.

9. The article, once accepted for publication must also be reviewed by an appointed examiner within our Faculty:

a. The examiner will be selected by an ad hoc meeting of the Postgraduate Committee in consultation with candidate’s supervisor(s). An examiner from outside of the Faculty/University can be appointed if no one with correct experience is present at the Faculty/University level.

b. The examiner must not have been used as a referee for the article under examination by the journal in which the article was published.

c. The examiner may request changes to the article and, will have the power to reject the article if the changes are not worth of acceptance as the research component of the degree.

d. The examiner must be furnished with all the reviewers’ comments from the journal and a signed letter from all co-authors stating the candidate’s contribution to the study.

10. The final, bound version of the article submitted for examination must be printed using Word, or similar software to ensure continuity of style across all research report submissions. A bound page proof or reprint of the article will not be acceptable.

11. The format for the article submitted for examination must be as follows:

- Cover sheet stating degree
- A declaration that contents of paper are all work of the author
- Letter signed by all co-authors stating contribution of the candidate to the paper.
- Acknowledgements
- Title page including all authors
- Abstract
- Introduction
- Methods
- Results
- Discussion
- References
- Appendix including reprint of article, reviewers comments and ethics clearance

All sections may be expanded to the students (and supervisors) discretion. This is particularly true of the introduction and methods as journal formats require a particularly shortened version of these sections. Sections should not just be cut and pasted from the journal article itself.

12. Even if there is a published paper, the candidate may choose not to submit a paper in lieu of a research report. The submission of a research report as described in faculty guidelines will still be accepted and will be subject to all the rules pertaining to the examination of a research report.

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PhD Thesis formats

Internationally, there are a number of different formats for a PhD thesis. The major difference between these formats is the manner in which the results section of the thesis is presented. The current document will list and describe those formats that have been used in the Faculty of Health Sciences of the University of the Witwatersrand. Note: in the following document the major sections of a thesis i.e. Introduction, Literature Survey, Methods, Results, Discussion and Conclusions are given capital letters to differentiate them from the sub-sections of a results chapter (see the ‘block’ and ‘divided block’ formats below).

1. The ‘block’ format

This is probably the most common and the simplest format in use within the Faculty of Health Sciences. The thesis is divided into 6 chapters: Introduction, Literature Survey, Methods, Results, Discussion and Conclusions. The Discussion and Conclusion sections are sometimes collapsed into one chapter. All the results are grouped together in one ‘block’ and the references are presented as the last item of the thesis and include all articles cited in the document. If sections of the thesis appear in published or ‘in press’ research or review articles, these are usually included in an appendix at the end of the thesis. In such cases, the thesis should include a letter signed by the student and the supervisor(s) stating the role played by the PhD student in the writing of the paper and their involvement in the study. The letter should also state that all the co-authors have been informed that the paper is to be used in a PhD thesis and that they agree on its use within the thesis.

Data from a paper that was not written by the PhD student and in which the student had a minimal input cannot be used in the thesis. The PhD student would normally be the first author on any publication that emanates from their PhD study. However, there may be cases where this is not so and here the letter should clearly describe the contribution of the student to the paper and which data within the paper was used in the thesis. The first author of the paper would also sign this letter along with the student and the supervisor(s).

2. The ‘divided block’ format

This is also a common format used within the Faculty of Health Sciences and again includes a Literature Survey, a Methods chapter and a Conclusion chapter. It is distinguished from the ‘block’ format by presenting the results in separate, discrete chapters rather than within one single chapter. Each of these chapters is subdivided into introduction, methods, results and discussion sections much like the format used for research publications. References can appear at the end of each results chapter in which case only those articles cited in that particular chapter are listed. This method should therefore also be extended to the other sections of the thesis i.e. the Literature Survey, the 2 Methods and Conclusion sections. A list of all references cited in the thesis also should be included as the last item of the thesis, in the same manner as described in the ‘block’ format. The introduction section of each results chapter should briefly describe the current level of knowledge within the area to be covered in that chapter and set out the aims of this section of the study. The methods section will describe the techniques used only in that chapter and will be followed by the results section. The discussion section will contextualise the results in respect of other studies conducted in the same field and will end with conclusions. If necessary, a linking statement can be included at the end of the discussion section to introduce the next results chapter. There is no rule on how many results chapters are included in such a thesis but obviously it should be more than one.

The major problem with this format is one of repetition. Thus, within each results chapter there is an introduction section which may include information already covered in the opening Literature Survey chapter. This repetition can be minimised by only briefly discussing any topic that is already discussed in detail in the Literature Survey. Similarly, the discussion section of each results chapter may overlap with the final Conclusion chapter of the thesis. This can be overcome by ensuring that the Conclusion chapter integrates the data from all the individual results chapters and discusses the overall picture that emerges from the thesis. This may also include a Methods section. This should describe those techniques that are common to each individual results chapter. However, if there are no methodologies that are common to each chapter, the global Methods chapter can be left out and a statement should be placed in the thesis stating that the methods used will all be discussed in each results chapter.

If publications have emanated from the thesis then these publications can be used as the basis for each individual results chapter. Thus, if one has published results from the thesis then one would convert these into 4 results chapters, ensuring that each results chapter has the same format and referencing style. The publications should also be included in an appendix at the end of the thesis. Research publications often do not go into great detail in terms of methodology. Therefore, it may be necessary to expand the methods section of each paper when converting it into a results chapter for the thesis or alternatively the Methods chapter for the whole thesis can include the expanded methodology. It may also be necessary to add data that...
was not included in the publication. Also, a linking statement at the end of the discussion section of each paper can be added when formatting it into a results chapter thus improving the flow of the thesis. If the results chapters do not necessarily all have to be published papers. They could be a mix of published papers, papers in press, papers submitted for publication or unpublished results. If the thesis includes a number of papers that have been published in different journals then this will usually mean that the format of each paper is different with varying referencing styles, section headings and order of sections. Thus, a decision needs to be made on which format will be used for the individual results chapters and this must be adhered to in each chapter. An alternative to reformating each publication to maintain consistency across results chapters is to insert the publication in the same format in which it was published or simply insert it as a pdf file. The decision as to whether the publications are re-formatted or not is a matter of choice and the student should discuss this format with their supervisor.

If a paper has emanated from a PhD research project and includes more than one PhD student as a co-author, and those students wish to use their data in a PhD thesis, then 2 alternatives are available for the format in which the data is presented in the thesis. The first is that the whole paper is presented as a results chapter, and the components of the paper that were produced by the PhD student are clearly described. A letter must accompany the thesis stating that all the co-author contributions of the paper are agreeable to its use within the thesis (see next paragraph) and that some sections of the paper were used in another student’s PhD thesis. The second option would be that the sections of the paper produced by each of the students are removed and used in isolation within a results chapter of the respective thesis. Again, a letter must accompany the thesis stating that all co-authors have agreed to this process.

If the results chapters include published or ‘in press’ papers then the thesis should include a letter signed by the student and the supervisor(s) stating the role played by the PhD student in the writing of the paper and their involvement in the study. The letter should also state that all the co-authors have been informed that the paper is to be used in a PhD thesis and that they agree on its use within the thesis. A paper that was not written by the PhD student and in which the student had a minimal input cannot be used as the basis of a results chapter. The PhD student would normally be the first author on any publication that forms the basis of one of the results chapters. However, in special cases, a paper in which the student is not the first author can be used, as long as a strong motivation is included within the letter describing the exact contribution of the student to that paper. In such cases, the letter must also contain the signature of the first author.

3. The ‘integrated’ format

This format differs widely from the previous two PhD formats. It comprises of two sections. One section contains published or ‘in press’ papers and papers submitted for publication. There is no rule on how many papers are required but the student should aim for a minimum of 3 papers of which at least two should have been published or be in press. There may be exceptional circumstances where less than 3 papers are sufficient. The decision on how many papers are enough for successful completion of the PhD is made by the supervisor(s) and the student and the guiding rule for this decision must be that the completed thesis contains sufficient work for a PhD. The published papers can be included in the thesis in the same format used by the journal in which they were published.

Copyright permission will have to be obtained for papers already published. The section preceding this comprises an “integrated narrative” and includes a synthesis and discussion of all the papers included in the thesis. It should include a full literature review. It describes the methodologies used and how these relate to the methods used in other studies. It synthesises and discusses the results contained within each paper in the context of data derived from other studies and the field as a whole. An overview is given of the area of research covered by the thesis and how the papers contained within the thesis fit in and answer questions within that field of study. This section may include data not present in the publications and in such cases must include a detailed description of how this data was collected. The references quoted in this integrated discussion must be included in a bibliography at the end of this section of the thesis.
Faculty of Health Sciences style guide for research reports, dissertations and theses

The Faculty of Health Sciences style guide for research reports, dissertations and theses is available at:
http://libguides.wits.ac.za/whsl-postgrad
The postgraduate guide should be used in conjunction with the printed “Style Guide for Theses, Dissertations and Research Reports” which is available from the Faculty Library at a nominal charge.

Examination process

The examination process starts with the nomination of examiners by the supervisor. After nomination, the Postgraduate Office appoints the examiners who will mark the student’s thesis, dissertation or research report. When submitting a thesis, dissertation or research report for examination a submission form signed by the supervisors to confirm their acquiescence should be included. However, the student has a right to submit his or her thesis, dissertation or research report for examination without the acquiescence of the supervisor(s). The various forms used in the processes of nominating examiners and submission of thesis/dissertation/research report for examinations are shown below.
NOMINATIONS OF EXAMINERS: To be completed by the Supervisor and approved by the Head of Department

Name of Candidate: …………………………………………………
Student Number: ……………………………

Degree: ……………………………………………………………………………………………………………………………
Department: ……………………………………………………………………………………………………………………………

Research Report/Dissertation/Thesis Title: ……………………………………………………………………………………………
……………………………………………………………………………………………………………………………………

Supervisor 1: ……………………………………………………………………………………………………………………………
Qualifications: ……………………………………………………………………………………………………………………………
Department: ……………………………………………………………………………………………………………………………
Telephone: …………………………………………………. E-mail: ………………………………………………………………

Supervisor 2
(N/A)
Qualifications: ……………………………………………………………………………………………………………………………
Department: ……………………………………………………………………………………………………………………………
Telephone: …………………………………………………. E-mail: ………………………………………………………………

NB: THE NAMES OF THE EXAMINERS ARE CONFIDENTIAL

PLEASE NOTE:
• Please ensure that the examiner has been approached and agreed to examination before submitting nomination form to the PG Office. The nominated examiners should be requested in writing by the Head of Department or Supervisor whether the proposed examiner would be willing to undertake the examination – this written agreement must be included with the submission of the nomination of examiner form to the PG Office.

• PLEASE SUBMIT WRITTEN CONFIRMATION OF AGREEMENT BY THE EXAMINER WITH THE NOMINATION FORM WHEN SUBMITTING TO THE PG OFFICE.

1. Internal Examiner (NB! an internal examiner is defined as anyone who has an affiliation with the University this includes full-time, part-time, joint, honorary, emeritus and research appointments – this applies to both within the Faculty or any other faculty of the University):

Full name/s, surname and title: ……………………………………………………………………………………………
Qualifications: …………………………………………………………………………………………………………………
DEPARTMENTAL Address: …………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………
E-mail Address: …………………………………………………………………………………………………………………
Motivation: …………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………

I acknowledge that this examiner has had no involvement in this candidate’s research project
Supervisor/s: ………………………………………………                 ……………………………………………...
(Signature)                       (Signature)
*HOD / HOS: ……………………………………………
(Signature)
* (Where HOD is Supervisor, the HOS must sign)

2. External Examiner (anyone who does not fall under the category described under internal examiner):

Full name/s, surname and title: ……………………………………………………………………………………………
Qualifications: …………………………………………………………………………………………………………………
STREET Address of Academic Institution affiliated to: ………………………………………………………………………
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E-mail Address: …………………………………………………………………………………………………………………
Motivation: …………………………………………………………………………………………………………………
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I acknowledge that this examiner has had no involvement in this candidate’s research project
Supervisor/s: ………………………………………………                 ……………………………………………...
(Signature)                       (Signature)
*HOD / HOS: ……………………………………………
(Signature)
* (Where HOD is Supervisor, the HOS must sign)

3. External Examiner (anyone who does not fall under the category described under internal examiner):

Full name/s, surname and title: ……………………………………………………………………………………………
Qualifications: …………………………………………………………………………………………………………………
STREET Address of Academic Institution affiliated to: ………………………………………………………………………
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E-mail Address: …………………………………………………………………………………………………………………
Motivation: …………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………

I acknowledge that this examiner has had no involvement in this candidate’s research project
Supervisor/s: ………………………………………………                 ……………………………………………...
(Signature)                       (Signature)
*HOD / HOS: ……………………………………………
(Signature)
* (Where HOD is Supervisor, the HOS must sign)

*HEAD OF DEPARTMENT / HEAD OF SCHOOL:
……………………………………..........       …………………………………………………..      …………………..
(Surname and Initials)  (Signature)   (Date)
* (Where the HOD is Supervisor, the HOS must sign)

Important: Incomplete forms will not be accepted by the PG office and will be returned to the Supervisor(s)

Received by the PG officer: …………………………. date: ………………………………………
Approved by FGSC chair: …………………………. date: ………………………………………
Supervisors informed: …………………………. date: ………………………………………
SUBMISSION OF MASTER RESEARCH REPORT / DISSERTATION
OF PHD THESIS FOR EXAMINATION

Please complete as typed copy. No handwritten copy will be accepted.

1. Name: ………………………………………………………………………………………………………………………………………
2. Student number: …………………………………………………………………………………………………………………………
3. Title of submitted research document: ……………………………………………………………………………………………

Please note that if this title is different to your previously approved title, no further action can be taken by the Faculty Office until a change of title has been approved.

4. Present Email address: …………………………………………………………… Contact no: …………………………………

5. If you are likely to move in the next 6-12 months please give the anticipated date of move:

…………………………………………………………………………………………………………………………………………………………

Anticipated change in email address? If so please provide new email address:

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6. I hereby submit my MSc research report      /    MSc dissertation   /   PhD thesis  for examination
(Delete whichever is not applicable)

7. I have checked all copies of my research report / dissertation / thesis and declare that no pages are missing
or poorly reproduced.

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9. I confirm that I have:
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      of plagiarism in my research document
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      of plagiarism in my research document included as an appendix.

10. I confirm that I have:
    a. Not used either human or animal tissue or records   Yes / no
       If yes: I have included the ethics waiver letter pertinent to my research as an appendix
    b. Done research using animals   yes / no
       If yes: I have included a copy of the animal ethics committee clearance certificate as an
       appendix to my document
    c. Done research using human subjects, human tissue or patient records   yes / no
       If yes: I have included a copy of the human ethics clearance certificate as an appendix to the
       research document

11. I understand that I may not graduate unless my University fees have been paid in full

12. My supervisors names, departments, telephone numbers and email addresses are as follows:

   Name   Department   Tel   Email address
   ……………………………………………………………………………………………………………………………………………………………
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13. Have examiners been nominated and approved?

   YES   NO

14. List all publications which you have published in peer-reviewed journals from your postgraduate research report/
dissertation/thesis during the course of your studies in the Faculty of Health Sciences (Include authors, year, title of paper,
name of journal, volume number and page numbers). This information is mandatory

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Signature of candidate: ………………………………………
Date: ……………………………………………………………
Candidate for the degree of ______________________________________________________
Entitled:  ______________________________________________________________________________________________________________

Name of Supervisor: _____________________________________________________ Telephone: __________________________
Date: _________________________________________ Signature: _____________________________________ E-mail: _________________________________________________________

Name of Supervisor: _____________________________________________________ Telephone: __________________________
Date: _________________________________________ Signature: _____________________________________ E-mail: _________________________________________________________

Name of Supervisor: _____________________________________________________ Telephone: __________________________
Date: _________________________________________ Signature: _____________________________________ E-mail: _________________________________________________________

[Name] [Student Number] [Telephone] [E-mail]

Candidate for the degree of ______________________________________________________
Entitled:  ______________________________________________________________________________________________________________

Name of Supervisor: _____________________________________________________ Telephone: __________________________
Date: _________________________________________ Signature: _____________________________________ E-mail: _________________________________________________________

Name of Supervisor: _____________________________________________________ Telephone: __________________________
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Name of Supervisor: _____________________________________________________ Telephone: __________________________
Date: _________________________________________ Signature: _____________________________________ E-mail: _________________________________________________________

2. Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor?  Yes          No

3. To the best of your knowledge are you able to verify that:
   2.1 this is the candidate’s work except as otherwise stated by the candidate?  Yes          No
   2.2 the substance (nor any part of it) has not been submitted in the past nor is being submitted for a degree in any other university?  Yes          No
   2.3 the candidate has acknowledged wherever any information used in the thesis, dissertation or other work has been obtained by him/her while employed by, or working under the aegis of, any person or organization other than the University or its associated institutions?  Yes          No
   2.4 Have examiners been nominated and approved?                             Yes          No

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5. Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor?  Yes          No

6. To the best of your knowledge are you able to verify that:
   2.1 this is the candidate’s work except as otherwise stated by the candidate?  Yes          No
   2.4 the substance (nor any part of it) has not been submitted in the past nor is being submitted for a degree in any other university?  Yes          No
   2.5 the candidate has acknowledged wherever any information used in the thesis, dissertation or other work has been obtained by him/her while employed by, or working under the aegis of, any person or organization other than the University or its associated institutions?  Yes          No

7. I certify that this thesis/dissertation/research report has the approval of the Animal Ethics Committee/Committee for Research on Human Subjects and the Number of the Certificate of Approval is:  _________________________________________

Certificate of Submission
TDB/28/02/2005

Name of Supervisor: _____________________________________________________ Telephone: __________________________
Date: __________________________________________________________________________________________

Name of Supervisor: _____________________________________________________ Telephone: __________________________
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**Faculty of**

**School of**

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[Note: This form should only be completed at final submission of dissertation/research/project or thesis]

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1. Name (in full):

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   Home tel: _________________________ Work tel: ________________________

4. If you are likely to move in the next 6 – 12 months please provide the mailing address and effective date of a change in address

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   _____________________________________________________________ Effective date: ______________

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   [Note:

   1. Only abstracts of awards with 50% or more as a research component must be submitted for uploading onto the ETD system. Please check with your Faculty Office if this applies to your submission

   2. All submissions will be uploaded onto the ETD system immediately upon the payment of the R120 (CD should be clearly labelled with your name, person number, title of thesis and software package. The ETD system supports PDF only - please enquire at the University Library (Education and Training Division): (011) 717 1954 (tel) or (011) 717 1909 (fax) for assistance in converting your dissertation or research/project report or thesis if necessary)

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   7.5. Where any document of which I am not the owner is included in my work, I have obtained and attach
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12. I understand that if I am in material breach of any of the rules, terms and conditions governing the submission of a dissertation or research/project report or thesis at the University I may not graduate or it may result in the revocation of the awarded award.

13. The University is not responsible for the safekeeping of the information constituting a dissertation or research/project report or thesis. Should a student use the University’s ETD system for the keeping of a dissertation or research/project report or thesis in progress responsibility for the maintenance, security and back-up of such work lies with the student. The student absolves the University of any liability whatsoever for any loss/damage to a dissertation or research/project report or thesis and/or information contained in it however it occurs. The student indemnifies and hold the University harmless against any claims or liability whatever for any loss or damage to a dissertation or research/project report or thesis and/or information gathered for that purpose or contained in any dissertation or research/project report or thesis however it occurs.

14. Name of candidate:

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School ________________________________________________________________

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FOR FACULTY OFFICE USE

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- Field of study and biographical information confirmed
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2. Please tick the appropriate box below to indicate the percentage of the research component of the award:
   - 50% or more research
   - Less than 50% research
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5. Embargo notification attached – if applicable (refer to section 9)
6. Ethics Committee clearance number indicated - if applicable (refer to section 10)
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Use big font size to fill page

Downloadable forms (MS Word versions) relevant to postgraduate ‘life cycle’ in the Faculty of Health Sciences are available at:

www.wits.ac.za/health/research/postgraduatestudies/10270/
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# Faculty of Health Sciences

## research coordinators

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# Postgraduate Association Executive Committee (2014/2015)

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<tr>
<td>Residence Student Rep</td>
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Funding

Faculty Research Committee Grants

There are currently four different grants that are offered competitively to individual members of the Wits academic staff. These are:

• Medical Faculty Research Endowment Fund (MFREF), which supports mainly postgraduate students
• Faculty Research Committee Individual grants, which support emerging academic staff members
• Iris Ellen Hodges Cardiovascular Research Trust grants
• Iris Ellen Hodges Trust-Stress and Emotional Problems grants

Further information can be obtained from the Faculty of Health Sciences Research Office website: http://www.wits.ac.za/health/hsro/

Belgian Technical Co-operation (BTC) Fellowships

The BTC fellowships are funded by the Belgian Directorate-General Development Co-operation (DGDC) through the Belgian Embassy. The BTC fellowships are aimed at encouraging junior scientists and professionals employed by Ministries of Health, universities and research institutions to acquire skills needed in the fields of HIV/AIDS, tuberculosis and malaria. Students registered for M.Med, M.Dent or Master of Public Health are eligible to apply to the BTC for the fellowships. Calls for applications for the BTC fellowships are usually issued at the beginning of the academic year. For more information, contact Ms Mandisa Habana at Mandisa.Habana@wits.ac.za

Scholarships administered by the Wits Financial Aid & Scholarship Office

Information about available scholarships and application procedures can be obtained from the University Financial Aid & Scholarships which is located on the ground floor of the Senate House, Braamfontein Campus (East). The contact telephone number of the office is 011 717 177/8. Information is also available at: www.wits.ac.za/financialaid

Scholarships administered by the office include the following:

• University Council Scholarships
  The University of the Witwatersrand Council offers scholarships to support full-time postgraduate degree studies. The scholarships, which are not restricted to any field of study, are tenable at the University of the Witwatersrand and they are based on academic merit. The scholarship periods are for one year for an Honours degree, two years for a Masters degree and three years for a PhD degree.

• Henry Bradlow Scholarships
  These one-year scholarships are meant for full-time postgraduate students registered with the University of the Witwatersrand for a Masters or PhD degree. The scholarships are based on merit and are not restricted to any particular field of study. On completion of studies, recipients are bound to work in South Africa for period equal to the period of the scholarship.

• South African Medical Research Council: PhD Scholarships
  To be eligible for the South African Medical Research Council (MRC) PhD Scholarship one must be registered for full-time PhD studies in the field of medical sciences or any related fields. The scholarships are tenable at any South African university and are for a period of one year which is renewable.

• Mandela Rhodes Scholarships
  The Mandela Rhodes Scholarships are aimed at supporting full-time Honours or Masters students registered with any accredited South African tertiary institution. Applicants must be South Africans and must be below the age of 30 years.

Student Support and Guidance

Research Courses and Workshops

The Faculty Research Office offers various research courses and workshops for postgraduate students. These are run at intervals throughout the year, and at different times of the day. Topics include:

• qualitative and quantitative research methodology (for the planning stages of your research);
• research writing [research protocols, a dissertation or scientific paper];
• grant application writing;
• statistical analysis of data (at both a basic and advanced level).

Booking for a course or workshop is essential as numbers for each session are limited due to venue size. When you make a booking please also inquire about the fee for the course or workshop you wish to do. For bookings and enquiries, please contact the Health Sciences Research Office on courses.health@wits.ac.za or 011 717 2503.

For a complete list of courses and workshops visit http://www.wits.ac.za/health/research.

Data analysis

For assistance with the statistical analysis of your data, visit the PG Hub on the ground floor (4th floor) of the Medical School. There you will find a timetable showing when consultant statisticians will be available to assist you. We highly recommend that you see a statistician at the start of your research project.

Selected statistical software packages are available on the computers in the Postgraduate Hubs, while others can be accessed online. To make use of the Faculty stats software portal, go to www.wits.ac.za/health/research.

The Office of Student Affairs (Faculty of Health Sciences)

The support services offered by the Office of Student Affairs are concerned with every aspect of Health Sciences student life, including effective support structures and access to psychosocial, medical, academic and financial support. In some circumstances, the Office of Student Affairs may refer you to the Counseling and Careers Development Unit (CCDU), which can provide:

• Careers Services
• Employment Services
• Counselling Services
• Crisis Counselling
• Sexual Harassment Advice
Facilities for Postgraduate Students

LIBRARIES

Health Sciences postgraduate students have access to the Witswatersand Health Sciences Library (WHSL) as well as any other subject library at the University (www.wits.ac.za/Library). WHSL, established in 1923 by Professor Raymond Dart, contains over 100 000 print volumes in a wide variety of health and biomedical-related subject areas, dating back to the late 1800’s. It also currently provides access to thousands of e-journals and e-books, and has remote access as well as Wi-Fi facilities. Laptop charging ports are available at each carrel within WHSL, and the Cyber

WHSL provides specialised and in-depth services to all its postgraduate students. Services include training on all subject-specific electronic databases available and the use of postgraduate e-book content, courses on how to be copyright compliant and how to avoid plagiarism. Courses are also offered on citing and managing electronic references, interrogating the Web, how to conduct a literature search, and search strategy design, as well as evidence-based searching for clinicians. Training courses can be offered individually (one-on-one) including practical sessions, or in small groups by subject specialisation (usually arranged by the department concerned).

Please e-mail Dr G Myers (Glenda.Myers@wits.ac.za) for any library related services, including orientation and training.

POSTGRADUATE HUBS

The Medical School Postgraduate Hub is situated on the Ground Floor of the Medical School, opposite the canteen. An ICAM access system and CCTV are in place for security reasons. You may access the Hub 24 hours/day once your student card has been activated.

There are computer work stations and plug points for laptops for use exclusively by postgraduate students registered in the Faculty. Wireless access is also available. There are unfortunately no printing facilities in the Hub. Printing facilities are available in the CNS computer lab situated on the third floor of the Medical School.

A small seminar facility for meetings or one-on-one consultations is available, as is a lounge area where you can give your eyes a rest from your computer screen, but please do not bring food into the Hub.

Monthly lunch-hour seminars for postgraduate students are held in the Hub. For further information on these seminars, contact the Research Office Administrator on 011 717 2503, or by email on courses.health@wits.ac.za

The Chris Hani Baragwanath Academic Hospital Postgraduate Hub is situated at the Learning Centre. Access is controlled by an ICAM system, but registered postgraduate students will be able to make use of the facilities 24 hours a day. Computer work stations, plug points for laptops and wireless internet access are available, but there are no printing facilities.

The air-conditioned area also has a lounge where you can relax and have discussions, but please do not bring food into the Hub. Monthly lunch-hour talks are planned for the Bara Hub and further information can be obtained from courses.health@wits.ac.za.

The CCDU is situated in the CCDU building, Braamfontein Campus (West). You can contact a member of the Unit directly on 011 717 9132/40 or on info.ccdu@wits.ac.za.

PLEASE NOTE: If you access the CCDU directly you will be liable for payment for any appointments you attend. However, if you are given a referral from the Office of Student Support (011 717 2565/2008) you will not be liable for payment, as the office would be responsible for settling the bill for any appointments you attend.

Wits International Office

International postgraduate students are supported by the Wits International Office in addition to the support they receive from the Faculty. The Office provides information and assistance with health insurance and visa issues, access to English Language programmes and ongoing support for academic and personal issues. We urge all international students to establish contact with the International Office from the start of their degree.

If you would like to visit the Office in person, you can find it on the Ground Floor of Senate House, Braamfontein Campus (East). Alternatively, contact the Office on 011 717 1054 or studyusa.international@wits.ac.za.

Wits Postgraduate Association

The Wits Postgraduate Association (PGA) is a student body which represents postgraduate students from across Wits. A PGA Council is made up of postgraduate student representatives from each of the 35 Schools within the University. The PGA Executive Committee is made up of students who are elected by the PGA Council.

One of the Association’s goals is to promote postgraduate student access to resources. The PGA works together with the Graduate Office, Alumni Relations Office, International Students Office and the Financial Aid and Scholarships Office. By making postgraduate students aware of the resources available to them, the PGA hopes to make their time at the University of the Witwatersrand as enjoyable and fruitful as possible.

You can learn more about the PGA at http://student.wits.ac.za/PGA/

The 2012/2013 Faculty representative is Joshua Davines 319626@student.wits.ac.za

Wits Postgraduate Project Office (PPO)

The PPO on the Braamfontein Campus offers support to Wits postgraduate students, including workshops which are run throughout the year. They also host an annual Cross-Faculty Postgraduate Symposium, which gives postgraduate students the opportunity to present their work to other members of the University community, either as a poster or an oral presentation. For further information, visit: www.wits.ac.za/Prospective/Postgraduate/

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1. What is copyright?

- Copyright is defined as the “exclusive legal right to reproduce, publish, sell or distribute” literary, musical or artistic works1.
- Copyright protects the rights of the author/s and/or artist/s and/or publisher/s of such works from illegal copying, reproduction or sale by others.
- Copyright does NOT mean the right to copy.
- The symbol used to denote copyright is ©.
- Copyright can be used to protect the work of an individual, e.g. © John Smith
- Copyright can also be used to protect the rights of a company or organization, e.g. © University of the Witwatersrand
- In South Africa, copyright is governed by the Copyright Act 98 of 1978, as amended.
- According to this Act, there are criminal penalties for the infringement of copyright (illegal copying):
  - For a first conviction, there is a fine of R5000.00 per infringement or imprisonment up to 3 years
  - For a second conviction, there is a fine of R10 000.00 per infringement or imprisonment up to 5 years

Copying is a form of cheating because you are “stealing” or copying someone else’s work or ideas.

1.1 What may you copy?

- You may make ONE legal copy for yourself for the purpose of private study or research, or for teaching purposes.
- This means you can photocopy, or download from the Internet, or download from the Library’s electronic resources ONE copy legally for your own use as a student, researcher or lecturer.
- Lecturers wanting to make copies for an entire class should consult the Copyright Librarian, Denise.Nicolson@wits.ac.za.
- In general, copyright is governed by the principle of “fair use”.
- Legally, “fair use” is usually interpreted as not more than 10% of:
  - The contents of a book (one chapter, if the book has ten chapters)
  - The contents of a journal (one journal article, if the journal has ten articles in the whole journal issue)
  - One Internet page, one section, or one chapter of an electronic resource from the Library
  - The Illustrations available for downloading from the Internet per subject (one illustration, if there are ten illustrations on the subject)
  - The illustrations available for downloading from the Internet per subject (one illustration, if there are ten illustrations on the subject)

You should always acknowledge what you have copied or used by citing the reference (where you obtained the material) at the end of your own work (see How to Avoid Plagiarism).

1.2 What may you not copy?

- You MAY NOT copy more than is legally permitted.
- You MAY NOT make copies for another student, or for the entire class.
- You MAY NOT copy an entire book or an entire journal issue.
- You MAY NOT scan or translate anything from a book, a journal, the Library’s electronic resources, or the Internet into a different format.
- This means you MAY NOT CUT + PASTE MATERIAL from an electronic source into work that you claim is your own work. This includes essays, assignments, open book examinations, presentations, case studies, dissertations, theses, or any other course work that you submit as your own work.
- Cutting and pasting constitutes a form of plagiarism.
- This also means you MAY NOT copy work or a portfolio written by another student and submitted in a previous year, or in the same year.

2. What is plagiarism?

- According to the Senate of the University of the Witwatersrand, plagiarism is the “failure to acknowledge the ideas or writing of another” or “presentation of the ideas or writing of another as one’s own”2.
- Plagiarism covers the intentional and unintentional failure to acknowledge the ideas of others2.
- In this context “others” means any other person including a student, academic, professional, published author, or other resource such as the Internet2.
- The University believes that failing to acknowledge the use of ideas of others constitutes an important breach of its values2.
- In simple words, “plagiarism is the use of another person’s work (words/products/ideas) for personal advantage, without proper acknowledgement of the original work, and with the intention of passing it off as one’s own work”3.
- It is important, especially in science and medicine, to acknowledge in your own work previous work done by other people on the same topic.
- You do this by listing (or citing) the sources of the information from other people that you have used in your list of references (or bibliography) at the end of your own work.
- You also have to refer to the citation (or reference you have used) by a number in the text, if you are using the Vancouver Style of referencing4.
- This number may be placed in brackets after the text [19], or written in superscript after the text19.
- This number, together with its corresponding reference or citation, then appears in a numerical list of references at the end of your work.
- The Vancouver Style of referencing is the most commonly used in health sciences publishing, and has been adopted by the International Committee of Medical Journal Editors (ICMJE).
- It is good ethical practice in science and medicine to acknowledge the contributions that others have made to your work.
- There are harsh student disciplinary procedures for plagiarism at Wits!

Plagiarism is treated as a form of misconduct under Rule 18 of the Rules for Student Discipline5. You will face a disciplinary enquiry if you are found to have plagiarised someone else’s work5. Penalties can range from having your work marked as “failed”, suspension or expulsion from the University; having fines imposed; or being reported to the police for committing a criminal offence5. A Wits Professor has been fired for plagiarism6.
2.1 How to avoid plagiarism

- **ALWAYS** acknowledge your sources [where you found the information]. You do so by citing (referring to) the reference or citation you have used (your source of information).
- **ALWAYS** paraphrase or use your own words. But you still have to cite (or refer to) the reference or citation you have used (your source of information).
- **ALWAYS USE QUOTATIONS MARKS OR INVERTED COMMAS** if you cannot use your own words.

Paraphrasing is generally easier to do if the text is written in a narrative style, as opposed to contents that consist of pure data, or where the text contains much scientific or clinical terminology. If the term is a scientific or medical term that cannot be expressed differently for example, you would not normally refer to a primigravida as a woman who is pregnant for the first time. But you still have to cite (or refer to) the reference or citation you have used (your source of information).

### 2.1.1 Example of Paraphrasing and a Reference using the Vancouver Style:

Original text: “Adolf Meyer, whose theory of psychobiology represented one of the most insightful and important approaches to understanding mental illness in the early 20th century, insisted that humans could be understood best through consideration of their activities as experienced on a daily basis and over the life course. During Meyer’s era, changes were occurring at an unprecedented pace including increased cultural diversity, social upheavals and technological advances. These, in turn, were associated with emotional, psychological, and behavioral problems. In many ways, the changes wrought during the early twentieth century parallel the challenges of our current age.” Excerpted from: Christiansen, C. Adolf Meyer revisited: Connections between lifestyles, resilience and illness. Journal of Occupational Science 2007: 14 (2): 63-76.

Paraphrased text: in the early 1900s, a theory used to great advantage to understand the mental health of patients was that of psychobiology, propounded by Adolf Meyer. Using psychobiology, people were examined during their day to day activities and throughout their respective lives. The turbulent changes that were experienced at the time when Meyer practised, and which were consequently reflected by the varied problems manifested by his patients, are in many respects similar to the changes occurring in the present era (1).

### References


### Further reading

General Information

Accommodation
- Students are responsible for arranging their own accommodation. Please contact the Office of Residence Life should you need assistance (011 717 9172/3/4).
- Arts & Culture at Wits
  - Adler Museum of Medicine
    Open weekdays, 09:30 to 16:00
    www.wits.ac.za/adlermuseumofmedicine
    Tel: 011 717 2081
- Origins Centre
  www.origins.org.za
  Tel: 011 717 4700
- Wits Art Museum
  www.wits.ac.za/wam
  Tel: 011 717 1365
- Wits Theatre and Concert Hall
  www.wits.ac.za/witstheatre
  Tel: 011 717 1376

Bus Services
- The University provides a shuttle service throughout the week from 06:30 - 24:00
- This service operates between the Braamfontein Campus (from Amic Deck, near the top of Yale Road) and the Medical School in Parktown, stopping en route at the off-campus residences and the Education Campus.
- Visit the website for bus timetables: http://www.wits.ac.za/prospective/studentservices

Campus Health & Wellness Centre
- The campus health and wellness centre offers medical assistance to all students
- It is situated on the Lower Ground level of the Matrix Complex, Braamfontein Campus
- Tel: 011 717 9111/3
- There also is a centre dedicated to HIV/AIDS support. Visit their website for further information www.wits.ac.za/WITSHIV/AIDSprogramme
- For information on the Disability Unit, phone 011 717 9151/2

Campus Parking
- Students are not allowed to park on the premises of the Medical School. Parking facilities are available across the road on the Wits Education Campus.
- You will need to purchase a parking permit. Once you have your student card, please contact the Senate House Parking Office on 011 717 1881/2

Campus Security
- The University has endeavoured to create a safe environment for its staff and students, which is why compliance with the regulations regarding access cards is imperative.
- For specific queries or concerns contact Mr William Bonani (Security Manager, Campus Control Division, Medical School) on 011 717 2333 or 011 717 2222.

Canteen
- There is a canteen and coffee shop located on the fourth floor of the Medical School, which stocks a wide range of eats (from sweet snacks and pastries to sandwiches, cooked meals, salads and ice-cream) as well as drinks (whether you feel like a cold iced tea or a warm mug of hot chocolate). The canteen has several tables where you can enjoy the buzz generated by other FHS students, or watch a bit of cricket on the big screen.

Commissioner of Oaths
- Should you require the certification of any documents (for academic purposes, or for funding applications) there are several members of staff located in the Faculty Office who will be able to assist.
- You can contact the staff listed below:
  - Susan Parkes Room 9S13, Wits Medical School
  - Dawn Francis Room 235, Phillipp V. Tobias Health Sciences Building
  - Tabea Lephuthing Room 212, Phillipp V. Tobias Health Sciences Building
  - Thabitha Magethi Room 224, Phillipp V. Tobias Health Sciences Building
  - Henda van der Walt Room 226, Phillipp V. Tobias Health Sciences Building
  - Mathato Senamela Room 214, Phillipp V. Tobias Health Sciences Building
  - Mpumi Mnqapu Room 216, Phillipp V. Tobias Health Sciences Building

Email
- All students will automatically have e-mail addresses once they are registered. The address will follow the format: studentfirstname.surname@students.wits.ac.za and will be your primary email address on your University profile
- Students will not be required to apply for this service but will need to activate it. To activate it, please visit the CNS Computer Lab on the Third Floor of Medical School. A technician should be available to assist you, but if not, log a call with the Central Network Services Help Desk on 011 717 1717.
- Should you wish to receive email at an alternative address, we urge you to log into your student account and set up a forwarding instruction, to ensure that all mail is automatically forwarded to your alternative address.
- You may also provide the Faculty Postgraduate Office with a private email address, which will become your secondary email address on your University profile.
- All critical information is sent to your Wits address and if you do not set up a forwarding instruction, or specifically provide the Faculty Postgraduate Office with your alternative address you may miss important communications.
- Course administrators/supervisors will NOT receive e-mails on behalf of students.

Emergencies
- There is a set of protocols which must be adhered to in the event of emergencies such as fire or bomb threats. Emergency drills are occasionally conducted to help members of the Faculty remember what procedures should be followed. Please take these drills seriously.
• Each floor of the Medical School has a safety/first aid officer. Make a point of finding out who is responsible for emergency assistance in your School and who is responsible for the safe evacuation of staff and students in your area of the building.
• In the event of exposure to fluids which may pose a risk of HIV infection, contact a health professional immediately. Please refer to the HIV exposure booklet in your registration pack for all relevant health professional contact numbers. YOU ARE TO KEEP THIS BOOKLET ON YOU AT ALL TIMES!

Internet
• Once registered, all students have access to the Wits network, which will allow you to access the internet
• When accessing the Wits network from a Wits-supplied computer (as in the computer labs), you will simply need to enter your username and password (usually your student number and ID number, respectively).
• If you wish to access the Wits network from your personal laptop, or home computer, you will need to set up VPN access.
• There are several WiFi hotspots on the Medical School Campus. When your personal device picks up the available WiFi network, enter your username and password to gain access. Ensure that your device is correctly configured.
• The WiFi settings, as well as other useful information specific to Wits students is available in a guide, which can be downloaded from http://www.wits.ac.za/access
• All IT queries should be directed to Wits Central Network Services. You can log a call by phoning 011 717 1717 or by sending your query to ITStudentHelp@wits.ac.za.

Lockers
• A very limited number of lockers are available for personal use. Please contact Kasturi Naidoo on 011 717 2008

Photocopying
• Photocopying may be done in the Wits Health Sciences Library or in the Centre for Health Sciences Education (CHSE), provided you have loaded funds on to your student card for photocopying. Alternatively, find out whether there is a photocopying facility available to postgraduate students in your School or Research Entity.

Post Office
• There is a mailing room in the Medical School. Although mail is collected from the post boxes at 10:30 and 15:30 daily, post office facilities are not available at the Medical School.

Printing
• There are upgraded printing facilities available on all Computer Network Services (CNS) open access labs for UG and PG students. All CNS Open Access Labs are 24hours x 7days labs with supervised printing between 8am and 5pm Monday to Friday.

Sports Administration
• Sports facilities at Wits include soccer, cricket, rugby and hockey fields as well as a golfing range. Registration takes place on the Braamfontein Campus during Orientation Week (or call 011 717 9404). The complete list of sports available can be viewed on their website, www.wits.ac.za/students/

Stationery
• Students are to supply their own stationery. Van Schaik’s Bookshop on the fourth floor of Medical School supplies basic stationery at reasonable prices.

Wits Writing Centre
• The Wits Writing Centre assists students with improving their writing skills and with proof-reading of assignments.
• It is situated on the Ground Floor, Wartenweiler Library, Braamfontein Campus (East).
• Contact the Centre on 011 717 4125 to book this free service.

Wits University Press
• Wits University Press has produced a large selection of publications, ranging from medical text books to anthologies of South African poetry. The complete catalogue can be viewed on their website www.witspress.co.za. Contact the office on 011 717 8701 or stop in to see a member of staff – the office is located on the 5th floor; Wits Art Museum, corner Jorissen and Jan Smuts Street.
KEY TO PARKTOWN CAMPUS:
A. Wits Management Schools
B. Parktown Village 1
C. Ernest Oppenheimer Hall and Ternston Place
D. Knorhoek Halls of Residence
E. Parktown Village 2
F. Aletta Hinson Psychiatric Centre
G. Centre for Language and Hearing Impaired Children
H. Heights Residences
   • Getton Hall
   • Midhurst Hall
   • Biltmore Hall
I. Wits Donald Gordon Medical Centre
J. Lecture Auditorium

How to get to the Parktown Campus: From Yale Road on main campus
• turn right into Empire Road
• left at Lee Roberts
• right onto St Andrews
• Proceed as per map
Disclaimer

This Postgraduate Information Booklet provided by the University of the Witwatersrand (Wits) Faculty of Health Sciences (FHS) is meant for information purposes only and should not be regarded as a legal contract between Wits FHS and any person or organisation. Although every possible effort to ensure the accuracy of the information is made, no guarantees of any kind are made. The booklet will be updated regularly, and is therefore subject to change without prior notice.