

RULES AND REGULATIONS FOR MASTERS DEGREE

Eligibility for admission as a candidate for the degree

Any of the following may be admitted as a candidate by the Academy under such conditions as it may determine if it is satisfied that he or she is qualified and able to undertake the degree:

- (a) the holder of an Honours degree with a research component and an average mark of minimum 60% or
- (b) the holder of a degree taken over a minimum of four years and who has satisfied the Academy that he or she has attained at least an average of 60% in the fourth year of study of that degree and has research experience; or
- (c) the holder of a three -year degree of Bachelor who produces evidence to the satisfaction of the Academy of having pursued, for a period of at least two years subsequent to his or her admission to the degree of bachelor, a course of study or research in the field in which he or she proposes to follow in the degree of Master of Philosophy (Th) and who has satisfied the Academy that he or she has attained an Honours standard in that field; or
- (d) the holder of a qualification considered by the Academy to be appropriate for admission as a candidate for the degree of M.Phil.; or
- (e) a person who does not qualify under (a), (b), (c) or (d) above but who qualifies for admission in terms of the College's Recognition of Prior Learning (RPL) policy and who the Academy considers able to undertake the requirements of the degree.

Lodging of application

A person who wishes to be admitted as a student or a candidate for the Master's degree shall lodge an application with the Registrar, submitting evidence of his or her qualifications and any other information that the Academy may require.

Proof of payment of the Application Fee must accompany the application form.

Academy's discretion to admit a student

Admission of a person as a student or a candidate for the degree into any year of study or any constituent part of the degree, shall be at the discretion of the Academy.

Registration and annual renewal of registration before commencement of studies

Every person registered as a student of the Academy:

- (1) Shall be registered for one year of study or for such period as the Academy may in general or in a particular case determine and, after the expiry of such year of study or period, that person shall, if he or she wishes to remain a student of the Academy, renew his or her registration. The initial registration of a person admitted as a candidate for a degree of Master, shall normally be at the beginning of the year.
- (2) No person shall proceed as a candidate for any degree unless he or she has, before commencing his or her studies, registered as a student of the Academy and has thereafter renewed his or her registration for each year of study or for such period as the Academy may have determined.
- (3) A student is required to register or re-register as a student each year either before or at the beginning of each year on a date specified by the registrar.

Payment of fees

- (1) Prior to commencement of studies

Every student must have paid the Academy prior to any initial or subsequent registration and prior to embarking on studies, such fees and tuition fees (or any other monetary payment) that may from time to time be prescribed.

- (2) Non-payment of fees

If a student or candidate has not paid all fees and other monies due and payable to the Academy, the results of that student in any assessment, will not be published. No degree will be conferred on or granted to any student or candidate until he or she has paid all fees and other monies due and payable to the Academy and until he or she has returned any Library books that he or she may have borrowed.

Language of instruction

The language of instruction at the College is English.

Proficiency in English

Any person registered as a student must have attained at least 50% in English at the Higher Grade (First or Second Language) or at least 60% in English at the Standard Grade (First Language) at the matriculation level or at an examination considered by Academy to be of at least equivalent standard or attained a pass in English Language at the General Certificate of Secondary Education (GCSE), International Certificate of Secondary Education (IGCSE), or a pass in English Home Language or First Additional Language with at least 50% (4 points) on the NSC scale of achievement, or the General Certificate of Education (GCE) Ordinary level, or attained a pass in an English Language proficiency test that the Academy may recognise or has otherwise satisfied the Academy as to his or her proficiency in English.

Structure of the degree

The degree is offered by research only. A candidate for a Master's degree shall prosecute for not less than one academic year of full-time study or two academic years of part-time study, advanced study and research under the guidance of an appointed supervisor. The advanced study and research shall normally be in the subject in which the candidate passed an Honours degree or equivalent examination.

In exceptional cases, a candidate may be permitted to pursue such advanced study and research in a subject cognate to the one, which he or she did at Honours level. The Academy may require the candidate to attend and to pass examinations in supplementary courses as it may determine. In such a case, the minimum period of registration shall be extended for a period to be determined by the Academy.

A candidate shall, after consultation with his or her supervisor, present for the approval of the Academy a dissertation of not more than 60 000 words on a subject approved by the Academy. Such dissertation must constitute both an application of the methods of research and some contribution to the advancement of knowledge in the subject chosen.

Right to refuse admission

Admittance may be refused to any person who applies for admission should the Academy consider it to be in its interests of the Academy to do so. This can be done provided that it not unfairly discriminates directly or indirectly against anyone on one or more grounds including race, gender, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth.

Certificate of conduct

An applicant for admission to the College must, if so required, provide a certificate of conduct from any previous university or academic institution that he or she may have attended, which is acceptable to the Academy. Failure to do so, may result in the applicant being refused permission to register.

No obligation to offer a degree, diploma, module or course

The Academy reserves the right not to offer a particular degree, diploma, course or module if, in the opinion of the Academy, an insufficient number of qualified candidates present themselves.

Limitation on number of students

The Academy may limit the number of students who may be permitted to register for any module or course, any degree or any certificate, in which case the Academy may select from among those students qualified to proceed to such course, the students who shall be permitted to register therefor.

Completion of requirements for the degree

A candidate shall attain a standard satisfactory to the Academy in his or her dissertation which must constitute both an application of the methods of research and some contribution to the advancement of knowledge in the subject chosen.

The final mark obtained by a candidate for the Master of Philosophy by research shall be published as a percentage.

A degree or certificate shall not be conferred on a candidate until he or she has paid all fees and other monies due and payable to the College and until he or she has returned any Library books that he or she may have borrowed.

Dissertation and standards to be achieved

A full-time candidate shall complete and present the dissertation by the end of the first year of registration, while a part-time candidate at the end of the second year of registration, namely, after 24 months of continuous registration after starting the degree. The candidate may, by permission of the Academy, be allowed to submit it by a later date. A candidate may not hand in his or her dissertation after more than 24 months of continuous full-time study, or 36 months of continuous part-time study. If a candidate has been granted formal permission by the Academy to break his or her registration for a specific period, that period will be excluded from the maximum time.

Once the supervisor/s has/have approved the final copy of the dissertation, a candidate shall submit to the Registrar two bound copies of his or her dissertation, unless the Registrar requires otherwise in a particular case.

In the case of a successful candidate, he or she shall submit one further unbound copy and one electronic copy of the dissertation for lodging in the library. If an assessor requires amendments or corrections to be made to the dissertation, these must be carried out before graduation and before lodging the dissertation in the Library.

Formal declaration and abstract

Together with his or her research project, paper, dissertation, thesis or other work, a candidate for a degree of Master or Doctor shall submit:

- (1) a formal declaration stating:
 - (a) that it is his or her own unaided work, or if he or she has been assisted, what assistance he or she received;
 - (b) whether the substance or any part of it has been submitted in the past or is being or is to be submitted for a degree in any other university;
 - (c) whether any information used in the dissertation, thesis or other work has been obtained by him or her either while employed by, or working under the aegis of, any person or organisation other than the College.
- (2) an abstract summarising the main points of the research work, including the initial problem or other background, methodology and key findings and major conclusions. Such an abstract shall be between 200 and 250 words. The abstract will be submitted by the Academy to the National Research Foundation (NRF) for inclusion in its database of current and completed research.

Return of copies of research projects, papers, dissertations or theses

A candidate for a degree of Master or Doctor shall not be entitled to the return of the copies of a research project, paper, dissertation, thesis or other work, which he or she has submitted for the degree.

Copyright

Copyright in his or her research project, paper, dissertation, thesis or other work is vested in the candidate for a degree of Master or Doctor, but the Academy shall have the right to make a reproduction of it or parts of it for a person or institution requiring it or part of it for study and research. Not more than one copy is supplied to that person or institution but the Academy may distribute abstracts or summaries of it for publication in indexing and bibliographic periodicals considered by the Academy to be appropriate.

Acknowledgement of award of degree if material published subsequently

A candidate for a degree of Master or Doctor, upon whom a higher degree has been conferred, or is about to be conferred by the Academy, and who subsequently publishes or republishes his or her, dissertation, thesis, or other work, in whole or in part, shall indicate on the title page or in the preface or, if this is not appropriate, in a footnote, that such research project paper, dissertation, thesis or other work has been approved for that degree by the Academy.

Concurrent registration at other universities

Save by permission of the Academy, no student may be permitted to be registered as a student of the Academy if he or she is also registered at another university or academic institution.

Concurrent registration for more than one degree or diploma

Save by permission of the Academy, no student may be permitted to be registered for more than one degree or certificate at the same time.

Condonation of breach of rules

The Academy may ex post facto condone any breach of the rules governing a curriculum of a student if it is satisfied that the candidate concerned was not at fault and would suffer undue hardship if the breach were not condoned.

Change of rules during a student's registration

If the rules governing a degree are changed, a student who registered under the old rules and who has obtained sufficient credits to enable him or her to proceed to the next year of study in terms of those rules, shall proceed with the old curriculum unless he or she elects to proceed with the new curriculum: provided that where there are, in the opinion of the Academy, legitimate and compelling reasons for doing so, or where a student does not register for the next year of study in the ensuing academic year or where, at his or her request, a student is permitted by the Academy to register in the ensuing year on a special curriculum, a student may be required to proceed with new rules or with interim rules or with a special curriculum laid down for him or her by the Academy.

Cancellation of registration

The Academy may suspend or cancel the registration of any candidate for a degree whose progress it considers to be unsatisfactory in terms of rules for the degree.

Minimum requirements of study and renewal of registration

The Academy may refuse permission to a student who fails to satisfy the minimum requirements of study to renew his or her registration. The minimum requirements of study for part-time students registered to do the Masters by dissertation, after three years of registration: Dissertation completed.

Registration in abeyance

A candidate for a degree may seek the permission of the Academy to have his or her candidature put into abeyance for a period of time if he or she feels that he or she cannot continue with the work of the degree for that period, for some good and sufficient reason.

If the Academy considers that the circumstances warrant the granting of the request it may do so. The maximum period of time that a candidate can be granted a period of abeyance, is one year of study. Such period of suspended registration will not prejudice a student in terms of the minimum requirements of study.

A candidate will not be required to pay tuition fees for such period of abeyance but may be required to pay a nominal registration fee.

Power of Board of Governors

The Board has the power to make rules relating to the general governance of the Academy but shall not make, amend, add to, or repeal rules relating to the composition of the Academy or rules dealing with the studies, instruction, examinations or discipline of the Academy except with the approval of the Academy.

Attendance at the Academy

A candidate registered for a degree of Master by dissertation only, is normally required to present a paper at a seminar at least once a year. A candidate may, by permission of the Academy, present such paper in a seminar by using video conference procedures. The expense of the candidate's presentation and any other associated costs must be borne by the candidate.

A student may be condoned to be absent, provided such absences are motivated by the appropriate letter and supporting documentation (medical certificate in the case of illness, death certificate in the case of needing to be away for a funeral, a letter from a registered counsel or in the event of personal circumstances

Last day for registration, re-registration and entry to classes

Registration for a year must be completed prior to the start of the academic year, on a date to be advised by the Registrar.

St Mark's Academy reserves the right to amend or change these rules and regulations as required.