



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Law

Postgraduate administrative processes

for registered students

LLM/MPhil (Coursework)

LLM/MPhil (Research)

LLD/PhD

Contents

		Page
A	LLM coursework/MPHIL students	
1.	Coursework/taught modules.....	3
2.	Research methodology	3
3.	Research proposal and the appointment of supervisors	3
4.	Register for the mini-dissertation	4
5.	Submission of the examination copies of the mini-dissertation	4
6.	Submission of the final electronic copies of the mini-dissertation.....	5
7.	Declaration of originality	6
8.	Duration of the programme	6
B	LLM/MPhil research students	
1.	Research methodology	6
2.	Research proposal and oral defence of the research proposal.....	6
3.	Register for the dissertation.....	7
4.	Complete an <i>Agreement</i> (MoA).....	8
5.	Declaration of originality.....	8
6.	Submission of the examination copies of the dissertation.....	8
7.	Submission of the final copies of the dissertation.....	9
8.	Submission of an article.....	9
9.	Duration of the programme.....	10
C	LLD/PhD students	
1.	Research methodology	10
2.	Research proposal and oral defence of the research proposal.....	10
3.	Register for the thesis	11
4.	Complete an <i>Agreement</i> (MoA).....	11
5.	Declaration of originality.....	12
6.	Submission of the examination copies of the thesis.....	12
7.	Oral defense of the thesis	14
8.	Submission of the final copies of the thesis.....	14
9.	Submission of an article	15
10.	Duration of the programme	15
Annexure A	Supervisors	16
Annexure B	Approval of the Supervisor and Title	22
Annexure C	Declaration of acceptance of research proposal (LLM/MPhil) Coursework.....	23
Annexure D	Declaration of acceptance of the research proposal and the oral defence of the research proposal (RHP 804/RHP 904)	24
Annexure E	Request for an extension for submission of the research proposal/ mini-dissertation/dissertation/thesis	25
Annexure F	<i>Agreement</i> (MoA)	26
Annexure G	Declaration of originality.....	32
Annexure H	Change of the title of the mini-dissertation/dissertation/thesis.....	33
Annexure I	Annual progress report LLM/MPhil Research and LLD/PhD.....	34
Annexure J	Intention to submit.....	35
Annexure K	Nomination form for external examiners: LLM/MPhil Research	36
Annexure L	Nomination form for external examiners: LLD/PhD.....	38
Annexure M	Submission form examination copies.....	40
Annexure N	Title page	41
Annexure O	Thesis defence oral examination: Consolidated report.....	42
Annexure P	UP Space submission form for electronic mini-dissertations/ dissertations/thesis	43
Annexure Q	Examiner's nomination form LLM Coursework.....	44
Annexure R	Cover page of the CD	46
Annexure S	Guidelines for <i>Curricula Vitarum</i> and <i>Laudationes</i>	48

**University of Pretoria
Faculty of Law
Postgraduate processes after registration**

A LLM Coursework/MPHIL students

1. Coursework/taught Modules

- Register for and complete at least 3x 30=90 credits modules (exceptions: LLM/MPhil Human Rights and Democratization in Africa and LLM/MPhil: Sexual and Reproductive Rights in Africa [115 credits for the theoretical modules], LLM International Trade and Investment Law in Africa [60 credits for the theoretical modules] and LLM in Tax Law [120 credits for the theoretical modules]).
- The duration of the programmes will in general be four semesters (2 years) but may be completed within two semesters (1 year) were possible. Some programmes may also be structured to allow for one year of study only.
- Not all modules for a particular programme are offered every year.
- At least one theoretical module must be passed during the first year of registration. Failure to do so may result in the student being excluded from the programme.

2. Research methodology (RHP 801) (five credits)

- Register and attend the module RHP 801 (Research Methodology) in the first year of registration. This module is compulsory and the information will be made available to students.
- Students must sign the attendance register as proof of attendance.
- A student may not sign the attendance register and leave the venue before the end of the lecture, unless a student notes the time that he/she left the venue on the attendance register.
- A student may not sign on behalf of another student.
- The faculty may call in the assistance of a handwriting expert if fraud is suspected.
- The course leader or his/her nominee may conduct “roll calls” to verify students’ attendance.
- Fraudulent behaviour relating to the signing of the attendance register will not be tolerated and will lead to disciplinary proceedings being instituted against the offender(s).
- No examination is written, attendance is compulsory.
- Upon successful attendance of the course, the code 997 (attendance satisfactory), will appear on the students academic record.
- The module must be completed in the first year of registration. Failure to do so may result in the student being excluded from the programme.

3. Research proposal and the appointment of supervisors (RHP 803) (five credits)

- A student should formulate a preliminary topic related to his/her field of LLM/MPhil study for the mini-dissertation. A student should then approach a member of staff of the Faculty of Law suited to the proposed topic to act as his/her supervisor. If the proposed supervisor accepts the student, together they should formulate a title. The supervisor may, however, also provide the title of a mini-dissertation. A group of students, registered for the same programme, may do research on the same theme, but each student’s work must be his/her own original research, with his/her own title.
- The name of the proposed supervisor and topic must be submitted to the relevant Head of Department, who must send it for approval to the Postgraduate Committee via the student administration office (Annexure B). Should the Postgraduate Committee recommend changes to the proposed title, these must be communicated to the supervisor

(by the Head of Department, who serves as member of the Postgraduate Committee) who will inform the student accordingly. After the required changes have been made, the title must be resubmitted to the Postgraduate Committee for approval (Annexure H). Student Administration will inform the student of the approval of the title by the Postgraduate Committee.

- Once the Postgraduate Committee has approved the supervisor and title, the student, with the assistance of the supervisor, must finalise the research proposal. The proposal must be finalized before the end of the first semester of the second year of registration for the LLM/MPhil Coursework programme. Failure to do so may result in the student being excluded from the programme.
- On completion of the Research Proposal the supervisor must inform Student Administration of the acceptance of the proposal (Annexure C). The code 985 (requirements fulfilled) will appear on the academic record.
- Once the research proposal has been finalised the student may register for the module MND 800/802/803 (mini-dissertation) and may commence work on the mini-dissertation with the assistance of the supervisor.
- Any request for an extension of the period for submission of the Research Proposal must be approved by the supervisor and the relevant Head of Department and submitted to Student Administration (Annexure E).

4. Register for the mini-dissertation (100 - 135 credits)

- The student will only be allowed to register for the module MND 800 or MND 802 or MND 803 (mini-dissertation) after the supervisor has informed the administrative officer of the successful completion of the research proposal (Annexure C).
- A mini-dissertation MND 800 (100 credits) should consist of 15 000 - 20 000 words, inclusive of footnotes but excluding the table of contents and the bibliography. A mini-dissertation MND 802 (125 credits) should consist of 18 000 – 20 000 words, inclusive of footnotes but excluding the table of contents and the bibliography. A mini-dissertation MND 803 (130 credits) should consist of 23 000 – 25 000 words, inclusive of footnotes but excluding the table of contents and the bibliography.
- This mini-dissertation must deal with the subject content of one of the modules, or a combination of the modules registered for by the student for his/her LLM/MPhil Coursework degree.
- The student has one year in which to complete the mini-dissertation. Failure to do so may result in the student being excluded from the programme. The student should make an appointment with the supervisor as often as possible, but at least every two months to discuss the progress of the mini-dissertation.
- Any request for an extension of the period for submission of the mini-dissertation may only be granted by the Dean on recommendation of the Head of Department (Annexure E).
- The student and the supervisor must agree on a timeframe regarding the completion of the mini-dissertation.
- The supervisor is entitled to a reasonable time to work through submitted chapters of the mini-dissertation and to provide feedback to the student.
- If for any reason, the title (as approved by the Postgraduate Committee) is changed; Student Administration must be informed immediately (Annexure H) so that the revised title can serve at the next Postgraduate Committee meeting. Student Administration will inform the student of the approval of the title by the Postgraduate Committee.

5. Submission of the examination copies of the mini-dissertation

- The student must inform Student Administration of their intention to submit the mini-dissertation at least three months before submission in order that examiners can be notified accordingly. End of June for the April graduation ceremonies and end of January for the September graduation ceremonies (Annexure J). The letter of intention to submit must be accompanied by a summary of the dissertation in English of not more than 250 words compiled by the student.

- The letter of intention to submit (Annexure J) will enable Student Administration to communicate with the supervisor to nominate external examiners (Annexure Q). The supervisor must provide Student Administration with full addresses (e-mail, postal and physical) of the proposed external examiners. The names of the nominated external examiners will serve at the next Postgraduate Committee for approval. The supervisor may not divulge the abovementioned information to the student.
- For mini-dissertations, the supervisor may be an internal examiner.
- After approval of the examiner(s) by the Postgraduate Committee, the administrative officer will inform the examiner(s) of the nomination in writing.
- The summary of 250 words will be made available to the potential examiner(s) in order to enable him/her to decide whether he/she has the expertise to accept the nomination.
- The examiner(s) must reply in writing, accepting/rejecting the nomination.
- The identity of the examiners may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the head of department.
- Once the mini-dissertation has been approved by the supervisor for evaluation, a submission form (Annexure M), available from the administrative officer, should be completed.
- The signed submission form together with two ring-bound examination copies, as well as an electronic copy in Word format, must be submitted to Student Administration (before the end of October for the April graduation ceremonies and end of April for the September graduation ceremonies).
- The ring-bound copies will be sent to the examiner(s) and the supervisor. The administrative officer informs the examiner(s) of the deadline for his/her report. Normally, the external examiner has four weeks for evaluation of the mini-dissertation.
- The declaration of originality (Annexure G), as well as a title page (Annexure N) must be included in each ring-bound copy.
- The examiner(s) may require changes to the mini-dissertation which must be communicated to the Head of Department via student administration and NOT via the supervisor. The Head of Department must discuss the report with the supervisor. The supervisor will inform the student.
- The supervisor as well as the external examiner(s) must submit an independent, confidential, written report on the mini-dissertation to Student Administration. Both reports will be sent by Student Administration to the relevant Head of Department, who will discuss it with the supervisor. If the Head of Department is the supervisor as well, the reports will be sent to the Dean.
- It is the responsibility of the supervisor to ensure that changes to the mini-dissertation, as recommended by the examiner(s) via the Head of Department, are done to the satisfaction of the Head of the Department/Dean.
- The Head of Department/Dean must send a consolidated report (of the supervisor and the external examiner[s]) to Student Administration, indicating the final mark (as an average of the abovementioned two marks)
- Where one examiner passes and another examiner fails the student, and corrections indicated must be effected, and if the examiner who failed the student refuses to adjust the marks to a pass, an additional external examiner must be appointed, in which instance the average of the two highest marks will be used to determine the final mark.
- Where there is a discrepancy of 20% or more between the marks allocated for a mini-dissertation, another examiner may be appointed to evaluate the mini-dissertation.
- The mark is captured on the student's record. The consolidated report serves at a next Postgraduate Committee meeting for notification.

6. Submission of the final electronic copies of the mini-dissertation

- The student must submit one electronic copy of the final mini-dissertation on or before 15 February for the April graduation ceremonies and 15 July for the September graduation to the Student administration. The format of the electronic copy is MSWord and Pdf together with the UP Space submission form (Annexure P).
- The final copy of the mini-dissertation must contain the following documents:

Cover page of electronic version (**Annexure R**)

1. The title page (Annexure N)
2. The 250 word summary
3. The declaration of originality (Annexure G)
4. Acknowledgements (optional)
5. Table of contents
6. Bibliography

- The student's file is send to the data management centre to be scanned onto UCM.

7. Declaration of originality

- The declaration of originality document (Annexure G) must be signed and bound onto the mini-dissertation (examination as well as final electronic copies) and submitted to the administrative officer. Supervisors must ensure that students understand the seriousness of this document.

8. Duration of the programme

- It is expected that the LLM/MPhil Coursework degree be completed within two years. If the degree is still not completed after two years of registration, or if the student has not passed any modules during a given year of registration, he/she may be excluded from the programme.

B LLM/MPhil research students

1. Research methodology (RHP 802)

- Register and attend the module RHP 802 (Research Methodology) in the first year of registration.
- Students must sign the attendance register as proof of attendance.
- A student may not sign the attendance register and leave the venue before the end of the lecture, unless a student notes the time that he/she left the venue, on the attendance register
- A student may not sign on behalf of another student.
- The faculty may call in the assistance of a handwriting expert if fraud is suspected.
- The course leader or his/her nominee may conduct "roll calls" to verify students' attendance.
- Fraudulent behaviour relating to the signing of the attendance register will not be tolerated and will lead to disciplinary proceedings being instituted against the offender(s).
- No examination is written, attendance is compulsory.
- Upon successful attendance of the course, the code 997 (attendance satisfactory) will appear on the students academic record.
- The module must be completed in the first year of registration. Failure to do so may result in the student being excluded from the programme.

2. Research proposal and oral defence of the research proposal (RHP 804)

- An oral defence of the research proposal, including an assessment of the feasibility of the dissertation statement, research question(s) and argument to be developed in the LLM/MPhil dissertation, is required.
- The supervisor must ensure that the draft research proposal, including a bibliography that covers the main fields to be covered by the study, the dissertation statement, research question(s) and argument, is sent to the examination panel three weeks prior to the oral defence (such a draft research proposal must first be approved by the supervisor).
- The student must convince the adjudicating panel of the feasibility of the topic, as well as his/ her knowledge of the research subject and ability to conduct the research. Where

required by the panel, the draft proposal must be further reworked in light of the comments at the oral defence and a final proposal submitted to the satisfaction of the supervisor before the student may embark on the writing of the dissertation (*no exemption can be granted from this requirement*).

- The supervisor must inform Student Administration that the research proposal and oral defence have been finalized (Annexure D).
- The mark (985 – complied with requirements) is captured on the record for the module RHP 804.
- The declaration of acceptance of the research proposal and oral defence (Annexure D) must be submitted to the Postgraduate Committee by the student administrative officer for final approval of the title of the dissertation. Changes recommended by the Postgraduate Committee to the proposed title must be communicated to the supervisor (by the Head of Department, who serves as member of the Postgraduate Committee) who will inform the student accordingly. After the required changes have been made, the title must be resubmitted to the Postgraduate Committee for approval. The title will serve at the next Faculty Board meeting. Student Administration will inform the student of the approval of the title by the Postgraduate Committee.
- A student who does not comply with the abovementioned two requirements within one year of registration may be excluded from the Faculty. If the student seeks readmission to the Faculty, he/she may submit a written request to the Dean that his/her application for readmission to the Faculty be considered in terms of the set procedure.
- Any request for an extension of the period for submission of the Research Proposal must be approved by the supervisor and the relevant Head of Department and submitted to Student Administration (Annexure E).

3. Register for the dissertation

- Postgraduate students are required to re-register before 31 March of every academic year until all the requirements of the degree have been met.
- The dissertation should consist of 40 000 - 50 000 words inclusive of footnotes, but excluding the table of contents and the bibliography.
- The dissertation must be completed during the second year of study.
- Any request for an extension of the period for submission of the dissertation may only be granted by the Dean on recommendation of the Head of Department (Annexure E).
- The student should make an appointment with the supervisor as often as possible, but at least every two months to discuss the progress of the dissertation.
- The student and the supervisor must agree on a timeframe regarding the completion of the dissertation.
- The supervisor is entitled to a reasonable time to work through submitted chapters of the dissertation and to provide feedback to the student.
- If for any reason, the title (as approved by the Postgraduate Committee) is changed; Student Administration must be informed immediately (Annexure H) so that the revised title can serve at the next Postgraduate Committee - as well as Faculty Board meeting. Student Administration will inform the student of the approval of the title by the Postgraduate Committee.
- A progress report must be submitted by the supervisor to Student Administration by the

end of October of every year, as long as the student is registered for the dissertation (Annexure I).

4. **Complete the *Agreement* (MoA)**

- Upon registration of the dissertation, the administrative officer will provide the student with a MoA (Annexure F).
- The student should make an appointment with the supervisor to discuss the MoA with him/her.
- The *Agreement* is a written agreement between the student and supervisor and must be completed by both the student and the supervisor. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other. The supervisor has the responsibility to ensure that the dissertation is properly prepared by the student.
- The supervisor must submit the MoA (agreed upon and signed by both parties) to the administrative office.
- The plagiarism policy must be signed and submitted together with the MoA to the administrative officer before the end of March.
- HOD's to manage the Agreements in cooperation with supervisor.

5. **Declaration of originality**

- The declaration of originality document (Annexure G) must be included in all the submitted copies of the dissertation. The supervisor must ensure that the student understands the seriousness of this document.

6. **Submission of the examination copies of the dissertation**

- The student must inform Student Administration of the intention to submit the dissertation at least three months before submission in order that examiners can be notified accordingly. End of June for the April graduation ceremonies and end of January for the September graduation ceremonies (Annexure J). The letter of intention to submit must be accompanied by a summary of the dissertation in English of not more than 250 words compiled by the student.
- This will enable the administrative officer to communicate with the supervisor to nominate at least one internal and one external examiner (Annexure K) or alternatively two external examiners. The supervisor must provide Student Administration with full addresses (e-mail, postal and physical) of the proposed external examiners. The names of the nominated examiners will serve on the agenda of the next Postgraduate Committee for approval. The supervisor may not divulge abovementioned information to the student.
- The supervisor may not be an internal examiner for dissertations.
- After approval of the examiners by the Postgraduate Committee, the administrative officer will inform the examiners of the nomination in writing.
- The summary of 250 words will be made available to the potential examiner(s) in order to enable them to decide whether they have the expertise to accept the nomination.
- The examiners must reply in writing, accepting/rejecting the nomination.

- Once the dissertation has been approved by the supervisor for final evaluation, a submission form (Annexure M), available from the administrative office, must be completed.
- The signed submission form (Annexure M) together with two ring-bound copies, must be submitted to the administrative officer (before end of October for the April graduation ceremonies and end of April for the September graduation ceremonies).
- The 250-word summary of the dissertation, the declaration of originality (Annexure G), as well as a title page (Annexure N), must be included in each ring-bound copy.
- The ring-bound copies are sent to the examiners. The administrative officer informs the examiners of the deadline for his/her report. Normally, the examiner has six weeks for evaluation of the dissertation.
- After evaluation of the dissertation, the examiners send a report to the administrative officer.
- The administrative officer sends the reports to the Head of Department who discusses them with the supervisor. If there are any corrections to be made, the supervisor will inform the student. If the Head of Department is the supervisor as well, the reports will be sent to the Dean.
- After the corrections have been made and the supervisor and Head of Department/Dean are satisfied, a consolidated report with a final mark is submitted to the administrative officer.
- The mark is captured on the student's record.
- The consolidated report serves at the next Postgraduate Committee meeting for notification.

7. **Submission of the final copies of the dissertation**

- The final hard bound copy and one electronic copy of the final dissertation of the dissertation must be submitted to the administrative officer on or before 15 February for the April graduation ceremonies and on or before 15 July for the September graduation ceremonies.
- The format of the electronic copy is MSWord and Pdf together with the UP Space submission form (Annexure P).
- The final copy of the dissertation must contain the following documents:
- Cover page of the electronic version (**Annexure R**)
 1. The title page (Annexure N)
 2. The 250 word summary
 3. The declaration of originality (Annexure G)
 4. Acknowledgements (optional)
 5. Table of contents
 6. Bibliography
- The administrative officer must send the hard bound copy and the electronic copy of the dissertation to the library after the graduation ceremonies.
- The student's file is send to the data management centre to be scanned onto UCM.

8. **Submission of an article**

- The dissertation must be accompanied by at least one draft article for publication in a recognised academic journal. The draft article must be based on the research that the student has conducted for the dissertation and be approved by the supervisor.
- The draft article must be submitted with the examination copies of the dissertation to the administrative officer.

9. Duration of the programme

- It is expected that the LLM/MPhil degree be completed within two years. If the degree is still not completed after two years of registration, or if the supervisor indicated that there was no progress made during the year, the student may be excluded from the programme.
- Any request for an extension of the period for completion of the degree may only be granted by the Dean on recommendation of the Head of Department (Annexure E).

C LLD/PhD students

1. Research methodology

- Register and attend the module RHP902 (Research Methodology) in the first year of registration. This module is compulsory and the information will be made available to students.
- Students must sign the attendance register as proof of attendance.
- A student may not sign the attendance register or leave the venue before the end of the lecture, unless a student notes the time that he/she left the venue on the attendance register
- No student may sign on behalf of another student.
- The faculty may call in the assistance of a handwriting expert if fraud is suspected.
- The course leader or his/her nominee may conduct “roll calls” to verify students’ attendance.
- Fraudulent behaviour relating to the signing of the attendance register will not be tolerated and will lead to disciplinary proceedings being instituted against the offender(s).
- No examination is written, attendance is compulsory.
- Upon successful attendance of the course, the code 997 (attendance satisfactory) will appear on your academic record.
- The module must be completed in the first year of registration. Failure to do so may result in the student being excluded from the programme.

2. Research proposal and oral defence of the research proposal (RHP 904)

- An oral defence of the research proposal, including an assessment of the feasibility of the thesis statement, research question(s) and argument to be developed in the LLD/PhD thesis, is required.
- The supervisor must ensure that the draft research proposal, including a bibliography that covers the main fields to be covered by the study, the thesis statement, research question(s) and argument, is sent to the examination panel three weeks prior to the oral defence (such a draft research proposal must first be approved by the supervisor).
- The student must convince the adjudicating panel of the feasibility of the topic, as well as his/ her knowledge of the research subject and ability to conduct the research. Where required by the panel, the draft proposal must be further reworked in light of the comments at the oral defence and a final proposal submitted to the satisfaction of the supervisor before the student may embark on the writing of the thesis (*no exemption can be granted from this requirement*).

- The supervisor must inform Student Administration that the research proposal and oral defence is finalized (Annexure D).
- The mark (985 – complied with requirements) is captured on the record for the module RHP 904.
- The declaration of acceptance of the research proposal and oral defence (Annexure D) must be submitted to the Postgraduate Committee by the student administrative officer for approval of the title of the dissertation. Changes recommended by the Postgraduate Committee to the proposed title must be communicated to the supervisor (by the Head of Department, who serves as member of the Postgraduate Committee), who will inform the student accordingly. After the required changes have been made, the title must be resubmitted to the Postgraduate Committee for approval. Student Administration will inform the student of the approval of the title by the Postgraduate Committee. The title will serve at the next Faculty Board meeting.
- A student who does not comply with the abovementioned two requirements within one year of registration may be excluded from the Faculty. If the student seeks readmission to the Faculty, he/she may submit a written request to the Dean that his/her application for readmission to the Faculty be considered in terms of the set procedure.
- Any request for an extension of the period for submission of the Research Proposal must be approved by the supervisor and the relevant Head of Department and submitted to Student Administration (Annexure E).

3. Register for the thesis

- Postgraduate students are required to re-register before 31 March of every academic year until all the requirements of the degree have been met.
- The thesis should consist of approximately 80 000 words, inclusive of footnotes, but excluding the table of contents and the bibliography.
- The thesis must be completed during the third year of study.
- Any request for an extension of the period for submission of the thesis may only be granted by the Dean on recommendation of the Head of Department (Annexure E).
- The student should make an appointment with the supervisor as often as possible, but at least every two months to discuss the progress of the thesis.
- The student and the supervisor must agree on a timeframe regarding the completion of the thesis.
- The supervisor is entitled to a reasonable time to work through submitted chapters of the thesis and to provide feedback to the student.
- If for any reason, the title (as approved by the Postgraduate Committee) is changed; Student Administration must be informed immediately (Annexure H) so that the revised title can serve at the next Postgraduate Committee - as well as Faculty Board meeting. Student Administration will inform the student of the approval of the title by the Postgraduate Committee.
- A progress report must be submitted by the supervisor to Student Administration by the end of October of every year, as long as the student is registered for the thesis (Annexure I).

4. Complete the Agreement (MoA)

- On registration of the thesis, the administrative officer will provide the student with a MoA (Annexure F).

- The student should make an appointment with the supervisor to discuss the MoA with him/her.
- The Agreement is a written agreement between the student and supervisor and must be completed by both the student and the supervisor. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other. The supervisor has the responsibility to ensure that the thesis is properly prepared by the student.
- The supervisor must submit the MoA (agreed upon and signed by both parties) to the administrative office.
- The plagiarism policy must be signed and submitted together with the MoA to the administrative officer.
- HOD's to manage the Agreement in cooperation with supervisor.

5. Declaration of originality

- The declaration of originality document (Annexure G) must be included in all the submitted copies of the thesis. The supervisor must ensure that the student understands the seriousness of this document.

6. Submission of the examination copies of the thesis

- The student must inform Student Administration of their intention to submit the thesis at least three months before submission in order that examiners can be notified accordingly. End of June for the April graduation ceremonies and end of January for the September graduation ceremonies (Annexure J). The letter of intention to submit must be accompanied by a summary of the thesis in English of not more than 250 words compiled by the student.
- This will enable the administrative officer to communicate with the supervisor to nominate at least one internal and two external examiners (Annexure K) or alternatively three external examiners. The supervisor must provide Student Administration with full addresses (e-mail, postal and physical) of the proposed external examiners.
- The names of the nominated examiners will serve on the agenda of the next Postgraduate Committee for approval. The identity of the examiners may not be revealed to the student until the examination process has been completed and then only with the consent of the examiner and the Postgraduate Committee.
- After approval of the examiners by the Postgraduate Committee, the administrative officer will inform the examiners of the nomination in writing.
- For the thesis, the supervisor may not be an internal examiner.
- The summary of 250 words will be made available to the potential examiner(s) in order to enable them to decide whether they have the expertise to accept the nomination.
- The examiners must reply in writing, accepting/rejecting the nomination.
- Once the thesis has been approved by the supervisor for final evaluation, a submission form (Annexure M), available from the administrative office, must be completed.
- The signed submission form, together with three ring-bound copies, as well as an

electronic copy in Word format, must be submitted to the administrative officer (before end of October for the April graduation ceremonies and end of April for the September graduation ceremonies).

- The ring-bound copies will be sent to the examiners. The administrative officer informs the examiners of the deadline for his/her report. The external examiner has six weeks for evaluation of the thesis.
- The 250-word summary of the thesis, the declaration of originality (Annexure G), as well as a title page (Annexure N) must be included in each ring-bound copy.
- The following documents must be submitted together with the examination copies of the thesis:
 1. A separate summary of the thesis in English (maximum 350 words), approved by the supervisor
 2. A list of 10 key terms/ words to ensure recovery of the source
 3. Proof that an article was submitted to an accredited journal for publication
 4. The article itself
 5. Title page (Annexure N)
 6. Curriculum Vitae
- Doctoral candidates must submit a *curriculum vitae* (CV) in 1.5 spacing drawn up in maximum 250 words (**Annexure S**)
 - Focusing on the thesis and conclusions
 - No biographical background to be included
 - Names of external examiners are excluded
 - The curriculum vitae are not read by the supervisor during a ceremony. It is printed in the programme
- The curriculum vitae must be approved and signed off by the supervisor before the administrative officer will send it for proof reading.
- **Laudations (Annexure S)**
 - Maximum of 150 words
 - The supervisor must submit a laudations
 - Brief narrative description of the nature of the research and description of the original contribution of the research
 - The laudation is read by the supervisor during the ceremony when introducing a doctoral candidate
- After evaluation of the thesis, the examiners send their reports to the administrative officer.
- The administrative officer sends the reports to the Head of Department who discussed them with the supervisor. If there are any corrections to be made, the supervisor will inform the student to bring about the changes before the presentation of the oral defence of the thesis may take place. If the Head of Department is the supervisor as well, the reports will be sent to the Dean.
- After the corrections have been made **and** the oral defence examination has taken place, the examination commission constitutes a closed meeting chaired by the Head of Department to consider the success of the candidate's representation, to review all the examiner's reports and to submit a consolidated report to Student Administration.

- The mark (pass/fail) is captured on the student's record.
- The consolidated report serves at the next Postgraduate Committee meeting for notification.

7. Oral defence of the thesis

- After receipt of the reports of the external examiners, the supervisor arranges an oral defence opportunity for the student, chaired by the Head of Department, during which the student is required to make a presentation on the thesis.
- The examiners who were appointed for the evaluation of the thesis constitute the examination commission for the oral defence.
- If an examiner cannot participate in the examination, the supervisor calls upon one of the substitute examiners appointed to act as a member of the examination commission.
- If the Head of Department is not the supervisor, a copy of the ring-bound thesis must be sent to the Head of Department for reviewing the thesis before he/she sits as the chairperson during the oral defence. If the Head of Department is the supervisor as well, a copy of the ring-bound thesis must be sent to the Dean for reviewing the thesis before he/she sits as the chairperson during the oral defence.
- After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the Head of Department to consider the success of the candidate's representation, to review all the examiner's reports and to submit a consolidated report to Student Administration. (Annexure O)
- The consolidated report serves at the next Postgraduate Committee meeting for notification.

8. Submission of the final copies of the thesis

- The final hard bound copy and one electronic copy of the final of the thesis together with the UP Space form (Annexure P) must be submitted to the administrative officer on or before 15 February for the April graduation ceremonies and on or before 15 July for the September graduation ceremonies.
- The format of the electronic copy is MSWord and PdF (**Annexure R**)
- The final copy of the thesis must contain the following documents:
 - Cover page of the electronic version (**Annexure R**)
 - 1. The title page (Annexure N)
 - 2. The 250 word summary
 - 3. The declaration of originality (Annexure G)
 - 4. Acknowledgements (optional)
 - 5. Table of contents
 - 6. Bibliography
- The administrative officer must send the hard bound copy of the thesis to the library after the graduation ceremonies.
- The student's file is send to the data management centre to be scanned onto UCM.

9. Submission of an article

- An LLD/PhD student must submit proof of submission of an article issued by an accredited journal.
- The article must be based on the research that the student has conducted for the thesis and be approved by the supervisor. The supervisor can be a co-author.
- The supervisor is responsible for ensuring that the article is taken through all the processes of revision and resubmission, as may be necessary.

10. Duration of the programme

- It is expected that the LLD/PhD degree be completed within three years. If the degree is still not completed after four years of registration, or if the supervisor indicated that there was no progress made during the year, the student may be excluded from the programme.
- Any request for an extension of the period for completion of the degree may only be granted by the Dean on recommendation of the Head of Department (Annexure E).

Annexure A

LLM and LLD supervisors ■ LLM studieleiers en LLD promotors		
Handelsreg ■ Mercantile Law		
Van / Surname	Spesialiseringsrigting	Field of Specialisation
Barnard, J [LLD and LLM supervision]	Besondere Kontrakte Verbruikersbeskerming	Specific Contracts Consumer Protection
Botha, M [LLD and LLM supervision]	Arbeidsreg Korporatiewe verantwoordbaarheid Korporatiewe bestuur	Labour Law Corporate Social Responsibility Corporate Governance
Brits, R [LLD and LLM supervision]	Saaklike sekerheidsregte Verbruikerskredietreg Bankreg	Real security rights Consumer credit law Banking law
Cassim, MF [LLD and LLM supervision]	Maatskappyereg Korporatiewe Reg Effektereg	Company Law Corporate law Securities law
Chokuda, CT [LLD and LLM supervision] [LLD from second semester 2017]	Maatskappyereg	Company Law
Church, J [LLM supervision only] [LLD from 2018 second semester]	Versekeringsreg Mededingingsreg	Insurance Law Competition Law
Coetzee, H [LLD and LLM supervision]	Verbruikersinsolvensie Reg insake Verbruikerskrediet	Consumer Insolvency Consumer Credit Law
Delport, PA [LLD and LLM supervision]	Korporatiewe Reg Effektereg	Corporate Law Securities Law
Diedericks, L [LLM supervision only]	Arbeidsreg Belastingreg	Labour Law Tax Law
Fritz, C [LLD and LLM supervision] [LLD from second semester 2017]	Belastingreg	Tax Law
Joubert, E [LLD and LLM supervision] [LLD from 2018 first semester]	Maatskappyereg Ondernemingsredding	Company Law Business Rescue
Kuijnga, B [LLD and LLM supervision]	Belastingreg	Tax Law
Lötz, DJ [LLD and LLM supervision]	Besondere Kontrakte Aktes	Specific Contracts Deeds
Morajane, T [LLD and LLM supervision] [LLD from 2018 second semester]	Maatskappyereg	Company Law
Nagel, CJ [LLD and LLM supervision]	Besondere Kontrakte Betalingsinstrumente	Specific Contracts Payment Instruments
Newaj, K [LLM supervision only]	Arbeidsreg	Labour Law
Papadopoulos, S [LLD and LLM supervision] [LLD from 2018 first semester]	Internetreg Inligting- en kommunikasietegnologiereg Elektroniese Bankreg	Internet Law Information and Communications Technology Law Electronic Banking Law
Renke, S [LLD and LLM supervision]	Kredietreg	Credit Law
Roestoff, M [LLD and LLM supervision]	Verbruikersinsolvensie Betalingsinstrumente	Consumer Insolvency Payment instruments
Springveldt, Y [LLM supervision only]	Arbeidsreg	Labour Law
Van Eck, BPS [LLD and LLM supervision]	Arbeidsreg	Labour Law
Van Heerden, CM [LLD and LLM supervision]	Kredietreg en verbruikersbeskerming Mededingingsreg Bankreg	Credit law and consumer protection law Competition Act Banking Law
Regarding Insolvency Law and Comparative and International Insolvency Law, see also Procedural Law. Sien ook Prosesreg rakende Insolvensiereg en Vergelykende en Internasionale Insolvensiereg.		

LLM and LLD supervisors ■ LLM studieleiers en LLD promotors		
Privaatreg ■ Private Law		
Van / Surname	Spesialiseringsrigting	Field of Specialisation
Boezaart, CJ [LLD and LLM supervision]	Kinderreg Personereg	Child Law Law of Persons
Büchner-Eveleigh, M [LLD and LLM supervision]	Personereg Kinders en Gesondheidsregte Gewoontereg (inheemse reg)	Law of Persons Children and their Health Rights Customary Law (Indigenous law)
Cornelius, S [LLD and LLM supervision]	Kontraktereg Sportreg Verbintenisreg Intellektuele Goederereg	Law of Contract Sports Law Law of obligations Intellectual Property Law
Kuschke, B [LLD and LLM supervision]	Kontraktereg Versekeringsreg Die Reg insake Konstruksie- en Ingenieursbedrywe	Law of Contract Insurance Law Construction and Engineering Law
Louw, AS [LLD and LLM supervision]	Familiereg Kinderreg	Family Law Child Law
Maimela, C [LLM supervision only]		Law of Delict Medical Law Customary Law
Muller, G [LLD and LLM supervision]	Sakereg Grondwetlike Sakereg Gesikhte behuising Stedelike uitsettings	Property Law Constitutional Property Law Adequate housing Urban evictions
Nagtegaal, A [LLM supervision only]	Kontraktereg Verbruikersbeskerming	Law of Contract Consumer Protection
Ozah, K [LLM supervision only]		Child Law
Pillay, M [LLM supervision only]		Law of Contract
Schoeman, E [LLD and LLM supervision]	Deliktereg Regsvergelyking Internasionale Privaatreg	Law of Delict Comparative Law Private International Law/Conflict of Law
Schoeman-Malan MC [LLD and LLM supervision]	Erfreg Personereg Boedelbereddering	Law of Succession Law of Persons Administration of Estates
Skelton, AM [LLD and LLM supervision]		Child law Restorative Justice Child Justice Education Law
Van der Linde, A [LLD and LLM supervision]	Erfreg Trustreg	Law of Succession Law of Trusts

LLM and LLD supervisors ■ LLM studieleiers en LLD promotors		
Prosesreg ■ Procedural Law		
Van / Surname	Spesialiseringsrigting	Field of Specialisation
Rashri Baboolal-Frank [LLM supervision only]		Civil Procedure Legal Practice Alternative Dispute Resolution
Bekker, T [LLD and LLM supervision]	Siviele Prosesreg	Civil Procedure
Boraine, A [LLD and LLM supervision]	Insolvensiereg Vergelykende- en Internasionale Insolvensiereg Siviele Prosesreg	Insolvency Law Comparative and International Insolvency Law Civil Procedure
Cloete, R [LLD and LLM supervision]	Sportreg Regspraktyk	Sports Law Legal Practice
De Villiers, W [LLD and LLM supervision]	Strafprosesreg Bewysreg	Criminal Procedure Law Law of Evidence
Gravett, WH [LLD and LLM supervision]	Bewysreg Regspraktyk Siviele Prosesreg	Law of Evidence Legal Practice Civil Procedure
Illsley, T [LLM supervision only]	Bewysreg Mediareg	Law of Evidence Media Law
Van Loggerenberg, D [LLD and LLM supervision]	Siviele Prosesreg	Civil Procedure

LLM and LLD supervisors ■ LLM studieleiers en LLD promotors		
Publiekreg ■ Public Law		
Van / Surname	Spesialiseringsrigting	Field of Specialisation
Bekink, B [LLD and LLM supervision]	Staatsreg Munisipale Reg Vergelykende Staatsreg	Constitutional Law Local Government Law Comparative Constitutional Law
Botha, CJ [LLD and LLM supervision]	Regsuitleg Wetsopstelling Internasionale Humanitêre Reg Internasionale Strafrege Militêre Reg	Legal Interpretation Legislative Drafting International Humanitarian Law International Criminal Law Military Law
Brand, JFD [LLD and LLM supervision]	Administratiefreg Staatsreg Menseregte Grond- en Grondhervormingsreg Socio-ekonomiese regte Reg en amoede	Administrative Law Constitutional Law Human Rights Land and Land Reform Law Socio-economic rights Law and poverty
Carstens, PA [LLD and LLM supervision]	Mediese Reg Strafrege	Medical Law Criminal Law
De Wet, E [LLD and LLM supervision]		Only for SARCHI-students
Gerber, LJ [LLM supervision only]		Topics relating to the development and regulation of the extractive industries, particularly the mining sector Specific topics on issues related to mining law & policy development and comparative studies, human rights issues relating to mining operations, artisanal and small-scale mining, and the impact of regional and international initiatives on the development of the extractive sectors
Grobelaar-du Plessis, I [LLD and LLM supervision]	Staatsreg Gestremdeheidsreg Menseregte	Constitutional Law Disability Law Human Rights
Malan, JJ [LLD and LLM supervision]	Staatsreg Internasionale Reg Menseregte Regsfilosofie	Constitutional Law International Law Human Rights Legal Philosophy
Murcott, MJ [LLM supervision only]		Environmental Law Administrative Law Socio-economic Rights
Nienaber, A [LLD and LLM supervision]	Bio-etiek Menseregte (net Gesondheidsorg) Reg en etiek betreffende kliniese navorsing	Bio-ethics Human Rights (only Health Care) Law and ethics related to clinical research
Radebe, MK [LLM supervision only]		Media Law Constitutional Law
Stevens, GP [LLD and LLM supervision]	Strafrege Statutêre misdade	Criminal Law Statutory Crimes
Tladi, DD [LLD and LLM supervision]		International Law International Criminal Law International Environmental Law
Regarding International Law and Comparative Constitutional Law, see also Centre for Human Rights. Sien ook die Sentrum vir Menseregte rakende Internasionale Reg en Vergelykende Staatsreg.		

LLM and LLD supervisors ■ LLM studieleiers en LLD promotors		
Regsleer ■ Jurisprudence		
Van / Surname	Spesialiseringsrigting	Field of Specialisation
Arendse, L [LLM supervision only]	Menseregte Sosio-ekonomiese Regte Transformasie in opvoeding	Human Rights Socio-economic Rights Transformation in Education
De Villiers, J [LLM supervision only]	Ruimtelike geregtigheid Regsleer Feminisme Kritiese Regsteorie	Spatial Justice Jurisprudence Feminism Critical Legal Theory
Jooste, Y [LLD and LLM supervision]	Regsleer Regsfilosofie Regs Teorie Feministiese Teorie Geslag	Jurisprudence Legal Philosophy Legal Theory Feminist Theory Gender
Kok, A [LLD and LLM supervision]	Gelykheid Gelykheidswetgewing Wet op die Bevordering van Gelykheid en die Voorkoming van Onbillike Diskriminasie 4 van 2000	Equality Equality Legislation The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Madlingozi, T [LLM supervision only]		Law and African Literature Critical Race Theory Transitional Justice Law, Poverty and Social Movements Constitutionalism and Decolonization
Modiri, J [LLM supervision only]		Jurisprudence Legal Theory Critical Race Theory Black Political Thought Feminism African Philosophy Human Rights
Van Marle, K [LLD and LLM supervision]	Regsleer/Regsfilosofie Post-apartheid Regsleer Reg en Transformasie Feministiese Teorie Kritiese Teorie Reg en Letterkunde Reg en die Menslike Wetenskappe	Jurisprudence/Legal Philosophy Post-apartheid Jurisprudence Law and Transformation Feminist Theory Critical Theory Law and Literature Law and the Humanities

LLM and LLD supervisors ■ LLM studieleiers en LLD promotors		
Sentrum vir Menseregte ■ Centre for Human Rights		
Van / Surname	Spesialiseringsrigting	Field of Specialisation
Bradlow, DD [LLD and LLM supervision]		International Development Law International Economic Law International Institutional Law
Fombad, CM [LLD and LLM supervision]		Comparative Constitutional Law Media Law
Hansungule, M [LLD and LLM supervision]		African Union Architecture and Human Rights NEPAD/APRM and Human Rights Challenges Indigenous Peoples' Rights Minorities and Human Rights in Africa Development and Human Rights Traditional African society and Women's Rights
Heyns, CH [LLD and LLM supervision]	Internasionale Menseregte, spesifiek na Afrika Regionale Menseregtestelsels Vergelykende Nasionale Beskerming van Menseregte in Afrika Regsgeskiedenis van die Stryd teen Apartheid in Suid-Afrika Buite-geregtelike Summiere en Arbitrêre Teregstellings Die Reg op Lewe Die Reg op Samekoms en Vergadering	International Human Rights, in particular in Africa Comparative Regional Human Rights Systems The Comparative Protection of Human Rights in African Countries The Legal History of the Struggle against Apartheid in South Africa Extrajudicial Summary and Arbitrary Executions The Right to Life The Right to Freedom of Assembly
Killander, UM [LLD and LLM supervision]		International Human Rights Law The Relationship between Domestic Law and International Human Rights Law International Institutional Law
Ngwena, C [LLD and LLM supervision]		Disability Law/Rights Sexual and Reproductive Rights Race and Common Citizenship
Viljoen, FJ [LLD and LLM supervision]	Internasionale Menseregte, met fokus op Afrika Regte van Seksuele Minderhede in Afrika Implementering van Internasionale Menseregteverdrae	International Human Rights Law, particularly related to Africa Sexual Minority Rights in Africa Implementation of International Human Rights Treaties

18/05/2017

Annexure B



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
Faculty of Law

**LLM Coursework
Approval of the Supervisor and Title**

Name of Student:

Student number:

Registered for the LLM (Coursework) in

Student's e-mail address:

Cell phone no.:

I, (title, initials and surname of supervisor).....,

with personnel number: hereby agree to assist abovementioned student

in completion of the research proposal and mini-dissertation entitled:

.....
.....

Remarks

.....
.....

.....
Signature: Supervisor

.....
Signature: Head of department

.....
Signature of Chairperson: PGC

.....
Date

.....
Date

.....
Date

Annexure C



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
Faculty of Law

**LLM Coursework
Declaration of acceptance of the research proposal (RHP803)**

Name of Student:

Student number:

Registered for the LLM (Coursework) in

Student's e-mail address:

Cell phone no.:

I, (title, initials and surname of supervisor).....,

with personnel number: hereby accept the research proposal entitled:

.....
.....

of the abovementioned student. The student therefore complies with the research proposal component RHP 803 of the abovementioned programme.

Remarks

.....
.....

.....
Signature: Supervisor

.....
Signature: Head of department

.....
Signature of Chairperson: PGC

.....
Date

.....
Date

.....
Date

Annexure D



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
Faculty of Law

**LLM Research and LLD
Declaration of acceptance of the research proposal and the
oral defence of the research proposal (RHP804/904)**

Name of Student:

Student number:

Registered for the LLM/ LLD

Student's e-mail address:

Cell phone no.:

An oral defence of the research proposal including an assessment of the feasibility of the thesis statement, research question(s) and argument to be developed in the LLM dissertation/LLD thesis is required. A draft research proposal, including a bibliography that covers the main fields to be covered by the study, the thesis statement, research question(s) and argument must be sent to the evaluation panel three weeks prior to the oral defence (such a draft research proposal must first be approved by the supervisor). The student must convince the evaluation panel of the feasibility of the topic and his/ her knowledge of the research subject and ability to conduct the research. Where required by the panel, the draft proposal must be further reworked in light of the comments at the oral defence and a final proposal submitted to the satisfaction of the supervisor before the student may embark on the writing of the dissertation.

Panel members (print please):

- 1. 2.
- 3. 4.

I, (title, initials and surname of supervisor),

with personnel number: hereby accept the research proposal entitled:

.....
.....

of the abovementioned student. The student therefore complies with the research proposal component RHP 804/904 of the abovementioned programme.

Remarks

.....

Signature: Supervisor Signature: Head of department Signature of Chairperson: PGC

.....
Date Date Date

Annexure E



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Law

**Request for an extension for submission of the research proposal
mini-dissertation/dissertation/thesis**

Name of Student:

Student number:

Registered for the LLM (Coursework)/LLM Research/LLD

Student's e-mail address:

Cell phone no.:

I, (title, initials and surname of supervisor),

with personnel number: hereby give permission to the above mentioned

student to submit his/her proposal/mini-dissertation/dissertation/thesis on or before

(date):

Remarks:

.....
.....

.....
Signature: Supervisor

.....
Signature: Head of department

.....
Signature of Chairperson: PGC

.....
Date

.....
Date

.....
Date



UNIVERSITY OF PRETORIA

Memorandum of Agreement for Academic Supervision of Postgraduate Students

This document should be read in conjunction with the following University of Pretoria policy documents:

*the **University of Pretoria General Regulations** applicable to postgraduate study
the **University Code of Ethics for Research**,
the **University Plagiarism Policy**,
the **Policy for the Preservation and Retention of Research Data**,
the **Intellectual Property Policy**,
the **Guidelines for Postgraduate Supervision** and
the **Declaration of Originality form**.*

These documents are all available on the University of Pretoria web site (<http://www.up.ac.za>) and on request from the Registrar's Division.

Clear mediation mechanisms are available to deal with any grievances, personal problems or disagreements that may arise between a postgraduate candidate and the supervisor.

*(Refer to the General Regulations and Information of the University of Pretoria pertaining to the **Student Communication Channel**, Section B.15).*

Name of student:

Student number:

Degree:

Department:

School:

Faculty:

Memorandum of Agreement between Postgraduate Student and Supervisor**THE STUDENT** (name)**accepts and undertakes the following roles and responsibilities:**

1. Abiding by the relevant rules and regulations of the University.
 2. Working independently under the guidance of the supervisor, and ensuring that she or he stays abreast of the latest developments in the field of study.
 3. Agreeing with the supervisor, and abiding by, a time schedule which outlines the expected completion dates of various stages of the research work (See Supervisor section, #4 below).
 4. Attending pre-scheduled meetings with the supervisor, and being adequately prepared for these consultation sessions (See Supervisor section, #5 below).
 5. Submitting written work at times agreed upon by the student and the supervisor.
 6. Taking account of the feedback provided by the supervisor before subsequent submission of written work.
 7. Undertaking to submit the dissertation or thesis within the prescribed time for the completion of the degree unless exceptional circumstances arise, and to plan accordingly.
 8. Accepting responsibility for the overall coherent structure of the final dissertation or thesis and, as far as possible, submitting written work that is free of spelling mistakes, grammatical errors and incorrect punctuation.
 9. Undertaking to submit draft papers for publication, taking into account advice provided by the supervisor.
 10. Informing the supervisor of any absence or circumstances that may affect the research progress and time line.
-

Memorandum of Agreement between Postgraduate Student and Supervisor

THE SUPERVISOR (name)

accepts and undertakes the following roles and responsibilities:

1. Abiding by the relevant rules and regulations of the University.
2. Assisting the student in building knowledge and research skills in the specific area of postgraduate study and relevant to the level of the degree.
3. Ensuring that the proposed research project is feasible, of an appropriate level for the degree under consideration, and that the necessary resources and facilities will be available to enable the student to complete the research timeously.
4. Providing information on the conditions to be met in order to achieve satisfactory progress/performance and assisting with the construction of a written time schedule which outlines the expected completion dates of various stages of the research work.
5. Being accessible to the student by attending meetings in line with a schedule agreed upon in advance by the supervisor and the student, and being prepared for the meetings.
6. Implementing an arrangement for student supervision in cases where the supervisor is away from the University e.g. sick leave, sabbatical leave, or leaves the employ of the University, and communicating these arrangements to the student timeously.
7. Accepting submission of written work at intervals agreed on by the student and supervisor, providing constructive comment and criticism within a time frame jointly agreed on at the start of the research, and informing the student, in writing, of any inadequacy relating to progress or work, in relation to the expectations previously agreed on by the student and supervisor.
8. Assisting the student with the production of the dissertation or thesis, providing guidance on technical aspects of writing including discipline-specific requirements.
9. Assisting with the publication of research articles as appropriate and agreeing the ownership of research results in accordance with the University's policy on intellectual property.
10. Contributing to the student's academic development by introducing her or him to relevant academic and professional networks through conferences, seminars and other events where possible.

THE STUDENT and THE SUPERVISOR :

1. confirm that we have read and understood this Memorandum of Agreement and
2. agree to accept its content for the duration of the period of study in respect of the degree as specified below.

**RECORD OF AGREEMENT ON PLACES AND DATES OF MEETINGS,
MILESTONES AND DEADLINES**

(to be completed at the time when the Agreement is signed)

Name of student:

Student number:

Degree:

Department:

School:

Faculty:

Signed at on(date)

Student's signature:.....

Name of supervisor:.....

Supervisor's signature:.....

Name of co-supervisor:.....

Co-supervisor's signature:.....

Provisional date for thesis / dissertation submission:

Date Forwarded to the Head of Department:

Signature of receipt by Head of Department:.....

University of Pretoria Plagiarism policy

The University of Pretoria places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation.

While academic staff teaches you about referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are at any stage uncertain as to what is required, you should speak to your lecturer before any written work is submitted.

You are guilty of plagiarism if you copy something from another author's work (eg a book, an article or a website) without acknowledging the source and pass it off as your own. In effect, you are stealing something that belongs to someone else. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work in a slightly altered form (paraphrase) or use a line of argument without acknowledging it. You are not allowed to use work previously produced by another student. You are also not allowed to let anybody copy your work with the intention of passing it off as his/her work.

Students who commit plagiarism will not be given any credit for plagiarised work. The matter may also be referred to the Disciplinary Committee (Students) for a ruling. Plagiarism is regarded as a serious contravention of the University's rules and can lead to expulsion from the University.

The declaration which follows must accompany all written work submitted while you are a student of the University of Pretoria. No written work will be accepted unless the declaration has been completed and attached.

Full names of candidate:

.....

Student number:

Date:.....

Declaration

1. I understand what plagiarism is and am aware of the University's policy in this regard.

Signature of candidate:

Signature of supervisor:

This document must be signed and submitted to the Head: Student Administration within two months of registering for the research component of the programme.

Annexure G

University of Pretoria

Declaration of originality

**This document must be signed and submitted with every
essay, report, project, assignment, mini-dissertation, dissertation and/or thesis**

Full names of student:

.....

Student number:

Declaration

- 1. I understand what plagiarism is and am aware of the University's policy in this regard.
- 2. I declare that this (e.g. essay, report, project, assignment, mini-dissertation, dissertation, thesis, etc) is my own original work. Where other people's work has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with departmental requirements.
- 3. I have not used work previously produced by another student or any other person to hand in as my own.
- 4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

Signature of student:.....

Signature of supervisor:.....

Annexure H



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Law

Change of the title of the mini-dissertation/dissertation/thesis

I, (title, initials and surname of student)

with student number: registered for the

LLM (Coursework)/LLM Research/LLD

with e-mail address: and cell phone no.:

hereby notify the Administration of the Faculty of Law, University of Pretoria that the title of my mini-dissertation/dissertation/thesis (as previously approved by the Postgraduate Committee) changed to:

.....
.....

I am working under the supervision of (title, initials and surname of supervisor)

.....

with personnel number:

Remarks of supervisor:

.....
.....

.....
Signature of Student

.....
Date

.....
Signature of Supervisor

.....
Date

.....
Signature of Head of Department

.....
Date

.....
Signature of Chair: Postgraduate Committee

.....
Date



ANNUAL PROGRESS REPORT

Voltooi asb die vorm en stuur terug na voor
Please complete this form en send back to before

(Please only tick applicable blocks and provide detail were required)

Student name: **Student no:**

Supervisor: **Department:**

Year of registration:

Title:

.....

1. First year requirements:

1.1 Research methodology: (RHP 802/RHP 902)

Attended:	<input type="checkbox"/>
------------------	--------------------------

Unattended:	<input type="checkbox"/>
--------------------	--------------------------

1.2 Defence oral examination: (RHP 804/RHP 904): (If outstanding please indicate scheduled date)

Completed:	<input type="checkbox"/>
-------------------	--------------------------

Outstanding:	<input type="checkbox"/>
---------------------	--------------------------

Date scheduled:	<input type="text"/>
------------------------	----------------------

1.3 Research proposal: (RHP 804/RHP 904) (If outstanding please indicate scheduled date)

Completed:	<input type="checkbox"/>
-------------------	--------------------------

Outstanding:	<input type="checkbox"/>
---------------------	--------------------------

Date scheduled:	<input type="text"/>
------------------------	----------------------

1.4 If the proposal is outstanding, please comment:

Comment: _____

Please only tick applicable blocks and provide detail were required

OFFICIAL PROGRESS ON THE DISSERTATION/THESIS

Satisfactory:	<input type="checkbox"/>	957
----------------------	--------------------------	-----

Unsatisfactory:	<input type="checkbox"/>	958
------------------------	--------------------------	-----

No contact:	<input type="checkbox"/>	959
--------------------	--------------------------	-----

Chapters completed: _____

Additional comments: _____

Supervisor Signature

Date

HOD Signature

Date

Annexure J



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Law

Intention to submit the mini-dissertation/dissertation/thesis for examination purposes

I, (title, initials and surname of student)

with student number: registered for the

LLM (Coursework)/LLM Research/LLD

with e-mail address: and cell phone no.:

hereby notify the Administration of the Faculty of Law, University of Pretoria of my intention to submit my mini-dissertation/dissertation/thesis on (date).....

The title of my mini-dissertation/dissertation/thesis is:

.....
.....

Please find attached a 250 word summary of my mini-dissertation for purposes of appointing an external examiner.

I am working under the supervision of (title, initials and surname of supervisor)

.....

with personnel number:

Remarks of supervisor:

.....
.....

.....
Signature of Student

.....
Date

.....
Signature of Supervisor

.....
Date

.....
Signature of Head of Department

.....
Date



Annexure K

Postgraduate committee

Nomination form: Examiners for an LLM /Research candidates'

This form must be completed in full by the end of June for the April graduation ceremony and the end of January for the September graduation ceremony.

The supervisor, in agreement with the HOD, must provide the secretary of the Postgraduate Committee, via the administrative officer, of the names and details of possible examiners for each and every student.

Regulation G.60 1 (c)(i) states:

Examiners for dissertations : At least one internal examiner and at least one external examiner from outside the University, or two external examiners if an internal examiner is not appointed.

Name of Student: _____

Student number: _____

Title of the mini-dissertation or dissertation:

Signature of Supervisor: _____ EMPLID of supervisor: _____

Signature of HOD: _____ EMPLID of HOD: _____

Signature of Chair: PGC: _____ EMPLID of Chair: PGC: _____

Degree: LLM _____

Internal examiner (employed by the University of Pretoria - only for LLM Research candidates)

1. Nominate at least one.
2. If an internal examiner is not available (for LLM Research), two external examiners should be nominated.

1	2
Title:	Title:
Surname:	Surname:
Initials:	Initials:
EMPLID:	EMPLID:

External examiner from outside the University of Pretoria

1. Nominate at least one.
2. If an internal examiner is not available (for LLM Research), two external examiners should be nominated.
3. Full addresses should be provided on this form.

1	2
Title:	Title:
Surname:	Surname:
Initials:	Initials:
EMPLID:	EMPLID:
Institution:	Institution:
E-mail address:	E-mail address:
Physical address:	Physical address:
.....
.....
Postal address:	Postal address:
.....
.....



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Law

Annexure L

Postgraduate committee

Nomination form: Examiners for an LLD candidates' thesis

This form must be completed in full by the end of June for the April graduation ceremony and the end of January for the September graduation ceremony.

The supervisor, in agreement with the HOD, must provide the secretary of the Postgraduate Committee, via the administrative officer, of the names and details of possible examiners for each and every student.

Regulation G.60 1 (c)(ii) states:

Examiners for theses: At least one internal examiner and at least two external examiners from outside the University, of whom at least one must preferably be from outside South Africa and at least two substitute examiners for purpose of attending the oral examination should be appointed. If an internal examiner is not appointed an additional external examiner must be appointed.

Name of Student: _____

Student number: _____

Title of the thesis:

Signature of Supervisor: _____ EMPLID of supervisor: _____

Signature of HOD: _____ EMPLID of HOD: _____

Signature of Chair: PGC: _____ EMPLID of Chair: PGC: _____

Internal examiner

Nominate at least two (in order of preference).

1	2
Title:	Title:
Surname:	Surname:
Initials:	Initials:
EMPLID:	EMPLID:
E-mail address:	E-mail address:

External examiner from outside the University of Pretoria but within South Africa

1. Nominate at least two (in order of preference).
2. Full addresses should be provided on this form.

1	2	3
Surname:	Surname:	Surname:
Initials:	Initials:	Initials:
EMPLID:	EMPLID:	EMPLID:
Institution:	Institution:	Institution:
E-mail address:	E-mail address:	E-mail address:
Physical address:	Physical address:	Physical address:
Postal address:	Postal address:	Postal address:

External examiner from outside the University of Pretoria (International)

1. Nominate at least two (in order of preference).
2. If not a new nomination; the full addresses should be provided on this form.

1	2	3
Surname:	Surname:	Surname:
Initials:	Initials:	Initials:
EMPLID:	EMPLID:	EMPLID:
Institution:	Institution:	Institution:
E-mail address:	E-mail address:	E-mail address:
Physical address:	Physical address:	Physical address:
Postal address:	Postal address:	Postal address:



Annexure M

Submission form for mini-dissertation/dissertation/thesis

1. Personal details

Title: Student number:

Surname:

First names:

2. Home/postal address:

..... Postal Code

Tel.: Cell no:

3. Work address:

..... Postal Code

4. Details of mini-dissertation/dissertation/thesis

Degree:

Department:

Supervisor:

Co-supervisor:

5. Statement by candidate

I declare that the mini-dissertation/dissertation/thesis, which I hereby submit for the abovementioned degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at another university. Where secondary material is used, this has been carefully acknowledged and referenced in accordance with University requirements. I am aware of University policy and implications regarding plagiarism.

Signature: Date:

6. Statement by supervisor

I declare that I hereby approve that (full names of student)

..... may submit his/her mini-dissertation/dissertation/thesis as well as the prescribed summary.

The co-supervisor has agreed to the submission (if applicable).

.....
Supervisor.....
Co-supervisor (if applicable)

Date:

Date:

Annexure N

The title of the dissertation/thesis

by

(full name of the student)

Submitted in fulfilment of the requirements for the degree

(LLM/LLD)

In the Faculty of Law,
University of Pretoria

Date
(Year and month)

Supervisor :
Co-supervisor :

Annexure O



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Law

THESIS DEFENCE ORAL EXAMINATION: CONSOLIDATED REPORT

<i>Candidate</i>	<i>Student number</i>	<i>LLD-Degree</i>	<i>Date of examination</i>
(name)	(12345678)	(department)	(dd/mm/yyyy)

Oral defence of the thesis:

After receipt of the reports of the examiners, the supervisor arranges an oral defence opportunity for the candidate chaired by the head of department during which the candidate is required to do a presentation in defence of the thesis. (See. G.60.4.(e)(ii)). After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the head of the department to consider the success of the candidate's representation, to review all the examiner's reports and to submit a consolidated report with one of the following recommendations to the Postgraduate Committee via Student Administration. (See. G.60.4.(e)(iv)).

UITSLAG/RESULT

1. That the degree be conferred	
2. That the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit it at a later stage for re-examination	
3. That the thesis be rejected and that the degree not be conferred on the candidate	

HANDTEKENINGE/SIGNATURES:

HEAD OF DEPARTMENT	Name printed:	Signature:
INTERNAL EXAMINER and/or	Name printed	Signature:
	Name printed	Signature:
EXTERNAL EXAMINER (Full initials and surname)	Name printed	Signature:
	Name printed	Signature:
SUPERVISOR	Name printed	Signature:
DEAN	Name printed	Signature:



Faculty of Law

UPSPACE SUBMISSION FORM FOR ELECTRONIC THESIS/DISSERTATION

TO BE COMPLETED BY STUDENT:

Surname	Initials	Title
Student number	Study completed in Month & Year	
E-mail address	Should your e-mail address be made available on the UPspace website? YES NO	
Telephone number ()	Cell number ()	
Department		
Faculty	Degree	
Supervisor	Co-supervisor	
Title of the study:		
Please supply 5 <u>keywords</u> for the study:	1.	
	2.	
	3.	
	4.	
	5.	
Copyright declaration I hereby certify that, where appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my thesis, dissertation, or project report ("the work"), allowing distribution as specified below. I certify that the version of the work I submitted is the same as that which was approved by my examiners and that all the changes to the document, as requested by the examiners, have been effected. I hereby assign, transfer and make over to the University my rights of copyright in the work to the extent that it has not already been effected in terms of a contract I entered into at registration. I understand that all rights with regard to copyright in the work vest in the University who has the right to reproduce, distribute and/or publish the work in any manner it may deem fit.		
BE AWARE OF PREDATORY PUBLISHERS. Contact the Open Scholarship Office for information, procedures and processes regarding the publication of postgraduate research material: Dr. Leti Kleyn, leti.kleyn@up.ac.za or 012 420 3876.		
SIGNATURE OF STUDENT : _____ DATE: _____		

TO BE COMPLETED BY SUPERVISOR:

Surname	Initials	Title
E-mail address for enquiries		
Have all the necessary changes as requested/indicated by the examiners been made and are you satisfied that this copy is the final copy? Please encircle your option. YES NO		
Availability: The student and I agree that, subject to the authorisation of the University as owner of all intellectual property rights in the work, both the paper and electronic copies of the abovementioned work should be treated as follow:		
<input type="checkbox"/> Release the entire work immediately for worldwide access in support of open access.		
<input type="checkbox"/> Do not provide any access to the work for a period of two years to allow us to complete negotiations regarding publication or patents. Note: A longer period will have to be negotiated with the Vice-principal Research and Postgraduate Studies.		
<input type="checkbox"/> The work should under NO CIRCUMSTANCES be made accessible. A letter of permission from the Vice-principal: Research and Postgraduate Studies is attached.		
<input type="checkbox"/> Mini-dissertation with permanent restriction according to Departmental policy.		
SIGNATURE OF SUPERVISOR: _____ DATE : _____		

TO BE COMPLETED BY STUDENT ADMINISTRATION:

Date of degree awarded	Are you satisfied that the above information is correct? YES NO	<input type="checkbox"/> CD <input type="checkbox"/> Hardcopy <input type="checkbox"/> Self-submitted
DATE: _____	NAME OF OFFICER: _____	SIGNATURE: _____

PLEASE DELIVER THE FORM TOGETHER WITH CD AND BOUND COPY OF YOUR THESIS/DISSERTATIONS TO YOUR FACULTY'S POST-GRADUATE STUDENT ADMINISTRATION OFFICE, _____

Annexure Q



UNIVERSITEIT VAN PRETORIA
 UNIVERSITY OF PRETORIA
 YUNIBESITHI YA PRETORIA

Postgraduate committee

Nomination form: Examiners for LLM Coursework candidates' mini-dissertation

This form must be completed in full by the end of June for the April graduation ceremony and the end of January for the September graduation ceremony.

The supervisor, in agreement with the HOD, must provide the secretary of the Postgraduate Committee, via the administrative officer, of the names and details of possible examiners for each and every student.

Examiners for mini-dissertations:

At least one external examiner from outside the University should be appointed.

Name of Student: _____

Student number: _____

Title of the mini-dissertation:

Signature of Supervisor: _____ EMPLID of supervisor: _____

Signature of HOD: _____ EMPLID of HOD: _____

Signature of Chair: PGC: _____ EMPLID of Chair: PGC: _____

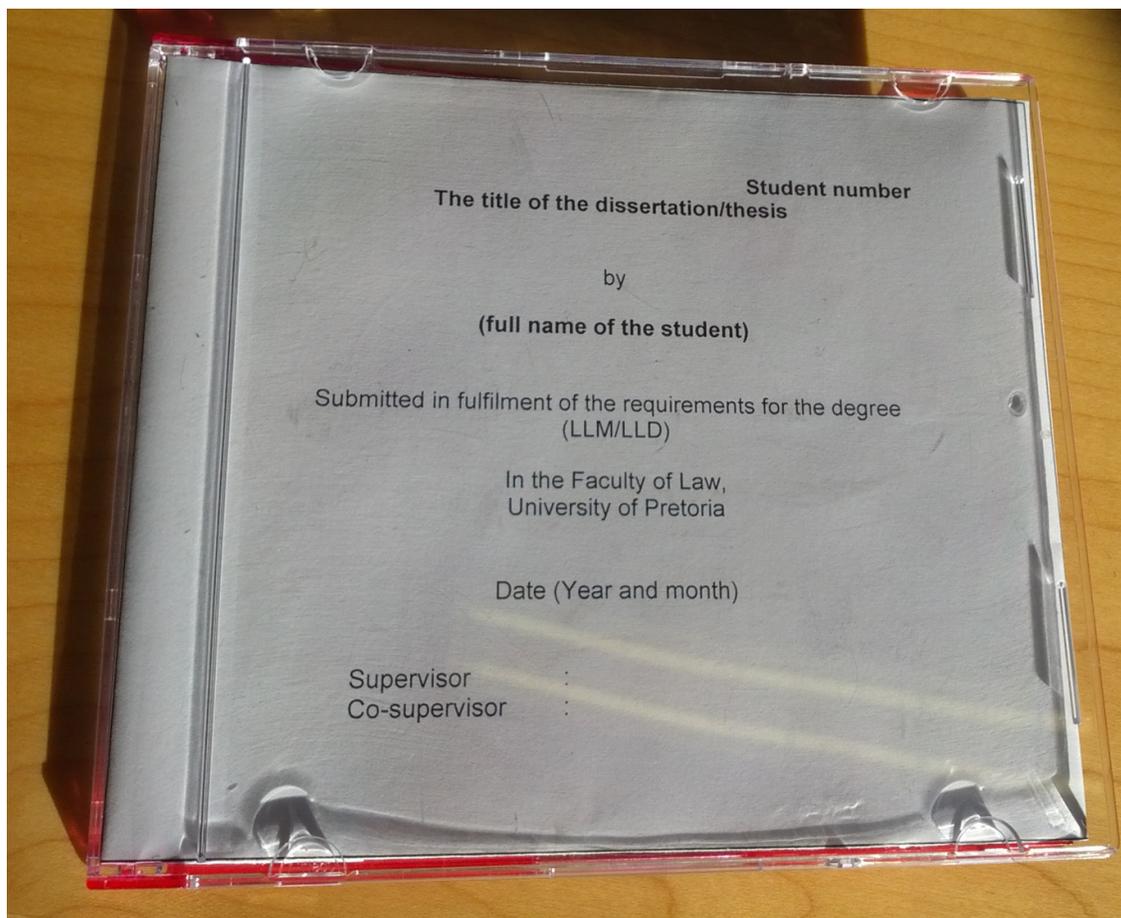
Degree: LLM _____

External examiner from outside the University of Pretoria

1. Nominate at least one.
2. If not a new nomination; the full addresses should be provided on this form.

1	2
Title:	Title:
Surname:	Surname:
Initials:	Initials:
UP EMPLID:	UP EMPLID:
Institution:	Institution:
E-mail address:	E-mail address:
Physical address:	Physical address:
.....
.....
Postal address:	Postal address:
.....
.....

Annexure R



All CD's submitted in fulfilment of a degree must be given to student admin in a hard plastic cover with a printed full title page.

No deviations from this rule will be accepted

Student number

The title of the dissertation/thesis

by

(full name of the student)

Submitted in fulfilment of the requirements for the degree
(LLM/LLD **(INDICATE THE STUDY PROGRAMME)**)

LLM/LLD

In the Faculty of Law,
University of Pretoria

Date (Year and month)

Supervisor :
Co-supervisor : If a co-supervisor was appointed for you

Annexure S



Office of the Vice-Principal: Academic

Guidelines for *Curricula Vitarum* and *Laudationes* of Doctoral Candidates in Graduation

Ceremony Programmes

Doctoral Candidates

The language used for the *curriculum vitae* and the *laudatio* is the language the candidate indicated as his/her language of preference (English or Afrikaans) during the registration process.

Curricula Vitarum: (Printed in the programmes)

Maximum of 250 words focusing on the thesis and conclusion;

No biographical background to be included;

Names of external examiners are excluded;

The *curriculum vitae* is not read by the promotor during a ceremony. It is printed in the programme.

Laudationes: (Read to the audience, not printed in programme)

Maximum of 150 words;

Brief narrative description of the nature of the research and description of the original contribution of the research;

The *laudatio* is read by the promotor during a ceremony when introducing a doctoral candidate.

Honorary Doctorates:

In the case of honorary doctorates, the Vice-Chancellor and Principal decides on the language in which the *curricula vitarum* of the candidates is to be included in the graduation ceremony programmes.

Curricula Vitarum: (Printed in the programmes)

Maximum of 350 words focusing on the achievements and contributions relevant to the honorary degree. This may cover a wide spectrum of outstanding achievements and his/her related field of study.

No biographical background to be included;

The *curriculum vitae* is not read by the promotor during a ceremony. It is printed in the programme.

Laudationes: (Read to the audience, not printed in programme)

The *laudatio* of an honorary doctoral candidate may cover a wide spectrum of outstanding achievements and his/her related field of study.

The *laudatio* is read by the Vice-Chancellor and Principal, or her/his representative, during a graduation ceremony when introducing the honorary doctoral candidate