

## **Application Pack for Online applications (Masters and Doctoral by Research)**

**The College of Agriculture, Engineering and Science will only be accepting online applications for postgraduate studies. This came into effect as of the 1<sup>st</sup> of September 2020.**

Prospective students must visit the **College website** at <https://caes.ukzn.ac.za/#>, find a suitable School from the Schools website by clicking on the **Schools** tab, find and make contact with a suitable supervisor, develop a short proposal in consultation with the prospective Supervisor, and then apply online at <http://applications.ukzn.ac.za/ApplicationProcedures/Postgraduate-Applicants/Online-Application.aspx>

Please ensure that you have the list of requirements specified on this website. The list differs between students who studied at this University, other national Universities and international students.

**Students who studied at this University only (internal students) do not need to provide an academic record, school leaving certificate or degree certificates, as these records are easily accessible to the staff approving the application. All that is needed for internal students is a copy of their ID (for verification purposes) and this application pack, which contains all the necessary documentation.**

Please use the pack included below to complete all the necessary forms in addition to your academic record and ID or passport. You can upload this entire document as the “research overview”. The pack must be completed together with your prospective supervisor, who will co-sign some of the documentation.

The pack includes following documents:

AP1-4 Research project proposal (to be signed by student and supervisor)

AD1-2 Memorandum of understanding (to be signed by student and supervisor)

AP1-3 Proof of funding (please see note on proof of funding below)

AP1-5 Form IP2 Intellectual Property and Proprietary Information Agreement (to be signed by student)

This pack must be uploaded as one complete document.

International students require a SAQA certificate to be submitted together with your academic record.

Students who do not have the required BSc(HONS) or MSc required for entry into the MSc and PhD programme respectively, may submit a GR7b application in recognition of prior learning, which must include a full portfolio of evidence. This form can be obtained on request from your Supervisor, who will also guide you in this process.

There is no closing date, and admission will be granted for either semester 1 or 2 of the academic year. Please remember to pay the appropriate application fee.

More information can be found on the left hand pane of this webpage.

The postgraduate prospectus can be downloaded at

[http://applications.ukzn.ac.za/Libraries/prospectus/UKZNPstgrad21\\_web.sflb.ashx](http://applications.ukzn.ac.za/Libraries/prospectus/UKZNPstgrad21_web.sflb.ashx)

**Paper based applications are no longer being considered.**

## **NOTICE TO SELF FUNDED STUDENTS**

Self-funded students must provide a letter, with supporting documentation, indicating how they will be able to cover subsistence, transport, medical costs and other incidentals whilst studying at UKZN.

Supporting information can be a letter from parents /sponsors and bank account statements with a credit balance equivalent to the amount required for the duration of the degree or provide evidence that funds will be transferred to this account monthly or annually to support the student.

A typical letter will include who will be supporting the student whilst he/she is studying, where the student will be residing, how he/she will be transported to campus, and how he/she will cover medical costs.

A bank account statement of the sponsor, showing a salary or equivalent coming into the account must be included. This salary must be able to support the sponsor and/or family, and the student. Typically, salaries of less than R 25,000 per month are not able to support an additional person, unless properly motivated. A proper motivation would, for example, be a freehold property with no bond repayments, students who are still living in their parent's care, and not require additional funds for accommodation, and the like.

In essence, the student must be able to show that he/she will be able to be supported in the absence of funding, which would be used to cover accommodation, subsistence, transport, medical costs and other incidentals.

This is put in place to ensure that students are not carrying financial burdens, do not have funds for accommodation (and as a result left homeless) or go hungry whilst registered for a postgraduate degree.

Student demonstration cannot be used as an argument for being self-funded.

## FEE REMISSION

Fee remission are funds set aside by the University to assist students with their fees. This is currently for year 1 of your MSc and for years 1 to 3 of your PhD. If you wish to take advantage of this, please follow the steps below after accepting the offer:

Click on the Fee Remission (see screen below) and acknowledge the terms and conditions and ACCEPT - FEE REMISSION to generate an automated clearance (unless blocked by outstanding fees/international/ academic holds)

Due Date:07-FEB-2020

Transaction Date:07-FEB-2020

Comments:

You are eligible for fee remission. Press the Fee Remission button to apply for fee remission and acknowledge terms and conditions or to decline fee remission.

Accept or Decline Academic Offer:

# COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

## RESEARCH PROJECT PROPOSAL

*All **doctoral and research masters** candidates, in consultation with the supervisor, must complete this template and submit to College Higher Degrees office through School Academic Leader Research within a month from acceptance, or in the case of foreign students, within a month of registration as part of the admissions procedure. All applicants for admission to **coursework masters** degrees must submit this before they register for their dissertation.*

*Should there be Ethical Clearance and/or Confidentiality Agreements applicable, all sections must be completed and submitted at application for admission.*

PLEASE USE TIMES NEW ROMAN 11 PT (SINGLE SPACED)

**Name of student:**

**Student no.**

**Degree Programme:**

**Name of Proposed Supervisor:**

**Staff No.**

**Name of co-supervisor/s (if applicable) and staff numbers:**

**RESEARCH TOPIC TITLE:**

**BRIEF DESCRIPTION OF PROPOSED PROJECT, INCLUDING KEY QUESTIONS TO BE ADDRESSED As guided below (at most 350 words):**

**BACKGROUND / IMPORTANCE OF TOPIC** *(locate topic in current literature)*  
*For PhD only: provide evidence of originality of your proposed study in relation to research area*

**AIMS & OBJECTIVES** *(What do you want to achieve? Provide anticipated measurable results and outcomes):*

**METHODOLOGICAL APPROACH** *(Experimental, Statistical, field work, Critical assessment etc.):*

**RESOURCES** (*listing of equipment, resources and finances required – must be provided*):

**Hazardous Materials Clearance (Y/N):**

**Ethical Clearance required (Y/N):**

**Confidentiality Agreement required (Y/N):**

**Signature of candidate:**

**Date:**

**Signature of Supervisor:**

**Date:**

**Signature of Co-supervisor(s):**

**Date:**

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE  
**Memorandum of Understanding**  
 (Updated April 2016)

This memorandum sets out the responsibilities of the postgraduate student, the supervisor(s), and the School to one another and asks each party to sign (at the end of the document) and thereby acknowledge the importance of these responsibilities.

**A) Details of Student, Supervisors, and Project**

Student Name: .....  
 Student Number: .....  
 School: .....  
 Degree: .....  
 Supervisor(s): .....  
 Research Topic: .....  
 Date:.....

**B) Duties and Responsibilities of the Postgraduate Student**

A student's postgraduate training consists mainly of the following activities performed under the guidance of a supervisor and in some instances also one or more co-supervisors (for simplicity the term supervisor will be used throughout):

- a) Reading books/scientific articles and possibly attending lectures to obtain the necessary background for successful research in the chosen field.
- b) Research (depending on the discipline this can be field work, laboratory work, computer work, or "pencil and paper" research).
- c) i If the student is studying on campus: regular meetings with the supervisor to discuss and plan the research, and to report on progress, OR  
 ii If the student is not studying on campus: regular communications with the supervisor, typically by email, to discuss and plan the research, and to report on progress. In this case it is the responsibility of the student to make sure that contact is maintained.
- d) Collection of the research data.
- e) Presentation of the results and conclusions in a scholarly written manuscript (which typically becomes a chapter of the dissertation/thesis or a research publication).

While initially the student performs these activities following detailed instructions by the supervisor, it is expected that the student, as work progresses, gains increasing independence, in particular with regard to a), b), d), and e).

The research leading to a postgraduate degree starts with planning the research and committing this plan to paper in the form of a research proposal of at most 350 words, which has to be submitted to the College Postgraduate Office within one month of registration. Whilst the supervisor may determine the research topic in consultation with the student, the research proposal is written by the student in consultation with the supervisor. In some Schools an additional, more detailed research proposal is required. Length and detail of this proposal will depend on the discipline and topic of study; the School should communicate these requirements to the student well before registration. Student and supervisor should keep a copy of the proposal, as it might serve as an indicator of how much work has to be done to complete the project.

In most Schools there is an expectation that postgraduate students work as student demonstrators for undergraduate courses. These expectations should be clearly indicated to the student before s/he registers for the degree. Unless there are strong reasons motivated to the Academic Leader Research or Dean and Head of School, a full-time student should not work for the School for more than 8 hours per week.

Studying for a postgraduate degree is a full-time activity. It is typically expected of a full-time student to spend at least 40 hours per week, 49 weeks per year, on the project. The basic rule 'what you put in is what you get out' applies. To be absent from the university for more than 2 days, the student has to obtain permission from the supervisor. This permission shall not be unreasonably denied.

The ultimate responsibility to find accommodation, to ensure timely registration and to secure sufficient funding for study fees, accommodation, subsistence, transport and other expenses, and possibly obtaining visas, lies with the postgraduate student. However, students should approach the supervisor about the possibility of them applying for a bursary or scholarship. International students must approach the International Office to get assistance with accommodation.

Students must lodge a backup of all data, results and notes with the Supervisor or ensure that they regularly update their notes and results to a pre-determined School folder/cloud.

Students who fail to complete or withdraw from the degree are obligated to return equipment lent/given to them to aid their research or to assist with the completion of the degree.

Students, in receipt of fee remission and/or any scholarship, who fail to complete their studies, deregister, are excluded from the School, College or University for any reason whatsoever, or fail to re-register in any subsequent academic year/semester, are liable to immediately repay the University the full amount of the fee-remission received to date and any scholarships, bursaries or grants received from the University Main Fund<sup>1</sup> or immediately repay the Funding agency the full amount of any scholarships, bursaries or grants received.

### **C) Responsibilities of the Supervisor**

As mentioned under B), one of the key activities during postgraduate studies is regular meetings between student and supervisor. A supervisor has to make himself/herself available for such meetings. If the supervisor is absent from UKZN for an extended period of time, he/she has to make provisions for either a co-supervisor or a colleague to assist the student, or continual contact by email.

The role of the supervisor is not to provide help with the collection of actual research results. The supervisor should provide guidance to the student, such as giving advice as to which scientific literature is likely to be relevant for the project, which scientific methods and techniques are appropriate and perhaps demonstrating such techniques, and what kind of equipment is available. The supervisor should also give guidance as to how information should be collected and later, in the writing up of the dissertation/thesis, how results are analysed and presented in a scholarly way.

As a complementary part of the postgraduate training, the supervisor should facilitate a doctoral student's exposure to regional conferences or workshops in the field of study, and assist in raising funds for conference/workshop fees, subsistence, travel expenses, etc. The supervisor should also facilitate arrangements for doctoral students to present a paper or a poster at an international conference if it is deemed beneficial for the student and if funds are available.

Field trips that are essential for the project are to be arranged by the supervisor.

The supervisor has to submit an annual progress report on the research to the College of Agriculture, Engineering and Science, as prescribed by the College rules.

Should the project require ethical clearance from the university or any other kind of permit (for example for collecting indigenous plants), then it is the supervisor's responsibility to obtain these. However, the student has to assist in preparing the necessary documentation.

The supervisor has to bring the relevant safety rules to the student's attention and it is the responsibility of the student to meet all safety regulations. The supervisor should also clarify co-authorship of papers with the student and co-supervisors.

### **D) Dissertation/Thesis**

Students are advised to write up their results as their research progresses, typically in the form of chapters of the dissertation/thesis or articles for publication in appropriate peer-reviewed journals. The supervisor will advise on how to go about the writing-up. The supervisor will read chapters handed in by

---

<sup>1</sup> Please refer to the Conditions Applicable to Remission of Fees for Postgraduate Studies signed by all full time Masters and PhD students at the time of first registration (contained in the Student Fees Guide <http://www.ukzn.ac.za/docs/ukzn-registration/ukzn-fee-booklet-2016.pdf>).

the student and give feedback within a reasonable time. It is, however, not the supervisor's job to proofread chapters.

The College rules allow for different formats of theses; for example, a thesis in form of a monograph or a collection of research papers to which an introductory chapter and final discussion is added. The decision on the format of the thesis is made by the supervisor in consultation with the student.

The university rules for plagiarism apply.

The student is strongly advised to submit her/his dissertation/thesis only after having received approval from the supervisor. Should a student submit without approval of the supervisor, then this will be indicated to the College Office in writing to safeguard the academic reputation of the supervisor(s).

Once the dissertation/thesis has been examined, and if it is passed subject to corrections as specified by the examiners, it is the student's responsibility to make these changes and hand in the corrected dissertation/thesis to the College Office. The supervisor has to verify that the changes have indeed been made.

Should parts of the dissertation/thesis be published, then the supervisor in consultation with the student will decide which authors appear on the paper, and in which order. In this decision, the supervisor will take into account the contributions of the co-supervisor, student, and possibly third parties, to the part of the project that is to be published. A supervisor may publish results obtained by a postgraduate student without consulting the student if within one year of submission of the dissertation/thesis no attempt has been made by the student to publish the results or to extend the research leading to these results.

If the student is bound by a confidentiality agreement, for example with a sponsor, then it is the student's responsibility to make sure that the agreement is honoured.

Legal opinion must be sought regarding the matter of intellectual property, particularly in terms of Supervisors who are funded by external Organisations but have a student needing to withdraw/de-register.

#### **E) Facilities Provided by the School**

In order to allow the student to work on their project successfully, the School must undertake to provide the student with basic infrastructure such as desk space, computer and internet access, and (not necessarily free) use of a photocopier. Further facilities, such as equipment and laboratory space that the School or Supervisor commits itself to providing are to be specified on a separate sheet and attached to this memorandum as an appendix.

#### **F) Running and Travel Expenses**

Should the project require use of expensive chemicals, samples, or equipment, then it should be specified on a separate sheet who is responsible for these expenses. This sheet should be attached to this memorandum as an appendix. If a field trip or attendance at a conference by the student is planned, it must be clearly indicated to the student which expenses will be covered by the supervisor. This indication should be given well in advance, and in the form of either an oral agreement or, preferably, a signed agreement between supervisor and student.

#### **G) Collegiality**

Students and supervisors should treat each other with respect and dignity. In the interest of the research project, students and supervisors should keep each other informed about any activity relating to or relevant for the project. It is unacceptable for either party to submit results of the research project for publication or to present them at a conference without prior consultation with the other party.

#### **H) Time Frames**

Students and supervisors should agree on time frames for different phases of the project, these time frames should be reviewed at least annually. When setting these time frames, supervisors and students should be mindful of the fact that, according to the Department of Higher Education and Training guidelines, a Masters dissertation is expected to be completed within two semesters, and a PhD thesis is expected to be completed within six semesters.

**I) Conflict Resolution**

Should there be a conflict or disagreement between supervisor and student which cannot be resolved by the parties involved, then either party can approach the Academic Leader Research or Dean and Head of School (or the College Dean of Research if the Dean and Head of School is one of the conflicting parties) about the conflict. The Dean and Head of School (or College Dean of Research) will then either arbitrate or choose a senior academic of the School not involved in the conflict to arbitrate. The arbitrator's decision is final and cannot be appealed.

We, the student and supervisor(s) identified on page one of this document, hereby confirm that we are aware of and hereby accept and agree to comply with the terms and conditions applicable to this memorandum of understanding and in the case of the student in particular to data generated and scholarships/bursaries or grants for postgraduate studies outlined in Section A.

**Our signatures below confirm our acknowledgement and understanding of this agreement:**

Student .....

..... Date.....

Supervisor ..... Date .....

Co-supervisor(s) ..... Date .....

**Note**

Copies of this must be given to all parties and lodged in the College Student File

**PROOF OF FUNDING**

This form is to be completed by applicants wishing to enter the Masters or Doctoral programmes. Failure to complete this form will result in the non-consideration and/or non-processing of your application.

**NAME OF STUDENT:** .....

**STUDENT NUMBER:** .....

**NAME OF COLLEGE:** .....

**NAME OF SCHOOL:** .....

**LEVEL: (e.g. MSc/PhD):** .....

**BURSARY AWARDED BY:**.....

**VALUE OF BURSARY:** .....

**PROPOSED SUPERVISOR:** .....

**DECLARATION AND UNDERTAKING**

I declare that I have been informed about the relevant fees and all expenses relating to my studies and are able to afford paying same. I also acknowledge that enrolment with the University does not place any obligation on the University to provide any form of financial assistance towards my studies and I undertake not to expect or demand any financial assistance from the University.

Student Signature:.....

Date .....

**Supported by:**

Supervisor Signature .....

Date .....

**Note:**

- For sponsorships please submit the sponsor's confirmation letter with this form.
- \* For self-funded, please submit a recent bank statement of the payer with this form.



THE UNIVERSITY OF KWAZULU-NATAL



**TTO**

**FORM IP2**

**INTELLECTUAL PROPERTY AND PROPRIETARY INFORMATION AGREEMENT**

Entered into by and between

**THE UNIVERSITY OF KWAZULU-NATAL**  
("UKZN")

a higher education institution and a juristic person in terms of the Higher Education Act 101 of 1997, as amended

represented herein by **PROFESSOR MOSA MOSHABELA** in his capacity as **DEPUTY VICE-CHANCELLOR: RESEARCH**, duly authorized,

and

**\*Legal Name: First, Middle & Last (Please print or type):**

\_\_\_\_\_

(hereinafter "IP Creator"/"I"/"my")

**\*Title (Dr/Mr, etc.)** \_\_\_\_\_

**\*UKZN Staff/Student No.:** \_\_\_\_\_

**\*E-mail address** \_\_\_\_\_ **\*UKZN Tel. Ext.** \_\_\_\_\_ **\*Cellphone** \_\_\_\_\_

**\*Faculty, School and Department** \_\_\_\_\_

**\*All items above must be completed in full before returning to the IP & Technology Transfer Office.**

This agreement is made in consideration of the following:

- my continuing or anticipated employment at the University of KwaZulu-Natal (UKZN); and/or
- my performance of research at UKZN; and /or
- opportunities made or to be made available to me to make significant use of UKZN administered funds and/or UKZN facilities; and/or
- opportunities to share in royalties and other inventor/author rights outlined in the UKZN Commercial Initiatives Policy and/or UKZN Intellectual Property Policy.

In exchange for the consideration listed above, I agree to each of the following:

1. To disclose to UKZN promptly (within 90 days of its identification and before it is made public) all intellectual property, including inventions, designs, copyrightable materials, trade marks, domain names, computer software, semiconductor mask works, plant breeders' rights and tangible research property ("Intellectual Property") conceived, invented, authored, or reduced to practice by me, either solely or jointly with others, which:
  - a. has been developed in the course of or pursuant to a sponsored research or other

agreement in which I was or am a participant as defined in Part 2 of UKZN's Intellectual Property Policy; and/or

- b. results from the significant use of UKZN administered funds or UKZN facilities as defined in Paragraph 2.1.2. in the UKZN Intellectual Property Policy; and/or
- c. results from a "work for hire" funded by UKZN as defined in Paragraph 2.1.4. of the UKZN Intellectual Property Policy; and/or
- d. emanates from publicly financed research and development as contemplated in the *Intellectual Property Rights from Publicly Financed Research and Development Act* No. 51 of 2008;

and I hereby assign (and/or confirm assignment of, as appropriate) all such Intellectual Property, as well as my rights in and to such property, to UKZN subject to the understanding that I shall share in the benefits of any commercialization of such property and/or rights, such benefit sharing to be arranged in accordance with UKZN's Intellectual Property Policy and legal requirements existing as at the date of my signature of this Agreement.

- 2. To execute all necessary papers and otherwise provide proper assistance, promptly upon UKZN's request and at UKZN's expense, during and subsequent to the period of my UKZN affiliation, to enable UKZN to obtain, maintain, and/or enforce for itself or its nominees, patents, registered designs, trade marks, copyrights, domain names, plant breeders' rights or other legal protection for such Intellectual Property.
- 3. To prepare and maintain for UKZN adequate and current written records of all such UKZN Intellectual Property together with proposed routes for exploitation thereof, commercial or otherwise, and frameworks for compensation of UKZN and the relevant IP Creators.
- 4. To deliver promptly to UKZN when I leave UKZN for whatever reason, and at any other time as UKZN may request, copies of all written records referred to in Paragraph 3 above as well as all related memoranda, notes, records, schedules, plans or other documents, and Tangible Research Property made by, compiled by, delivered to, or manufactured, used, developed or investigated by UKZN, which will at all times be the property of UKZN.
- 5. Not to disclose to UKZN or use in my work at UKZN (unless otherwise agreed in writing with UKZN):
  - a. any proprietary information of any of my prior employers or of any third party, such information to include, without limitation, any trade secrets or confidential information with respect to the business, work or investigations of such prior employer or other third party; or

- b. any ideas, writings, or Intellectual Property of my own which are not included in Paragraph 1 above within the scope of this Agreement (please note that inventions previously conceived, even though a patent application has been filed or a patent issued, are subject to this Agreement if they are actually first reduced to practice under the circumstances included in Paragraph 1 above).
6. That the ownership of the full copyright in any treatise, dissertation and/or thesis created by me, relating to any degree conferred by UKZN (whether undergraduate or postgraduate), vests in UKZN if any of the Fundamental Ownership Rules of Paragraph 2.1.1 of UKZN's Intellectual Property Policy is satisfied, and that in circumstances where the Fundamental Ownership Rules of Paragraph 2.1.1 are not satisfied, ownership of limited pre-publication copyright rights shall vest in UKZN by virtue of the fact that UKZN has conferred the degree giving rise to the treatise, dissertation or thesis. In such circumstances, I hereby grant to UKZN a perpetual, non-exclusive, royalty-free licence (i.e. permission) to digitize, reproduce, share, disseminate and/or publicly distribute copies of my treatise, dissertation or thesis for research and study purposes only. Such licence shall be understood to take effect immediately and automatically upon creation of said treatise, dissertation or thesis; however, if UKZN requests a written document recording the licence, I agree to do all things necessary to give effect to such document and UKZN shall bear the costs of such written licence document.
7. In the event that my whereabouts cannot be traced and authorisation is required to include the whole or part of a treatise, dissertation or thesis created by me in a publication by any other person, and/or subsequently to reproduce it, I hereby agree that the IP Steering Committee of UKZN may, in Consultation with the UKZN Copyright Office, and on condition that it has been shown evidence of reasonable attempts to trace me and to make provision for remuneration of me, and provided further that it has considered all relevant factors, including my moral rights, make an assessment and recommendation regarding the requested inclusion and subsequent publication of the treatise, dissertation or thesis; and I hereby agree to abide by said recommendation.
8. I undertake to forward master copies and electronic copies of all treatises, dissertations and/or theses created by me to UKZN Libraries by the date, in the numbers and in the format stipulated by UKZN Libraries in their policies as at the time of creation of the treatise, dissertation or thesis concerned.
9. I agree that any software code, patentable subject matter and/or other underlying intellectual property contained in or referenced by any treatise, dissertation or thesis created by me is owned by UKZN subject to the Fundamental Ownership Rules of UKZN's

Intellectual Property Policy.

This Agreement replaces all previous agreements relating in whole or in part to the same or similar matters that I may have entered into with UKZN. It may not be modified or terminated, in whole or in part, except by agreement in writing signed by an authorised representative of UKZN. Discharge of my undertakings in this Agreement will be an obligation of my executors, administrators or other legal representatives or assignees.

I represent that, except as identified on pages attached hereto, I have no agreements with or obligations to others in conflict with the foregoing.

---

**Your signature (i.e. signature of IP Creator) (include full first name)**

---

**Print name**

SIGNED AT ..... on this.....day of.....20....

**FOR THE UNIVERSITY OF KWAZULU-NATAL**

---

**PROFESSOR MOSA MOSHABELA** in his capacity as DEPUTY VICE-CHANCELLOR:  
RESEARCH

SIGNED AT WESTVILLE on this.....day of.....20....

---

Please return to: UKZN Intellectual Property & Technology Transfer Office ("IPTTO"), 8<sup>th</sup> Floor, Library Building, Westville Campus. For further information see the UKZN Intellectual Property Policy, visit the IPTTO website (which may be accessed from the Research Office webpage) or contact the Director of the IPTTO on Tel. +27 (0) 31 260 3326.