

POSTGRAD



A-Z GUIDE



YOUR A-Z GUIDE TO THE
POSTGRADUATE EXPERIENCE AT UCT

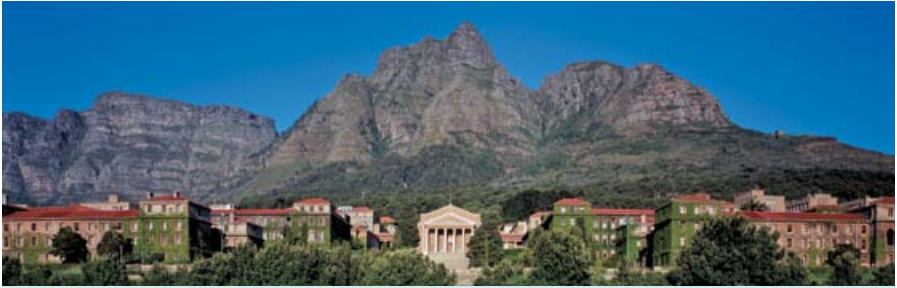
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POSTGRAD A-Z GUIDE

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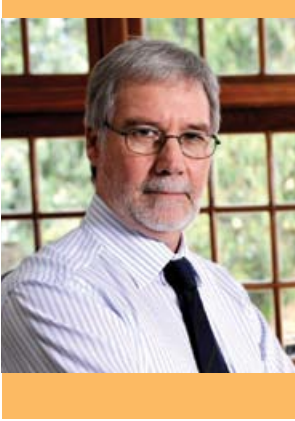


UNIVERSITY OF CAPE TOWN MISSION STATEMENT

UCT aspires to becoming a premier academic meeting point between South Africa, the rest of Africa and the world. Taking advantage of expanding global networks and our distinct vantage point in Africa, we are committed, through innovative research and scholarship, to grappling with the key issues of our natural and social worlds. We aim to produce graduates whose qualifications are internationally recognised and locally applicable, underpinned by values of engaged citizenship and social justice. UCT will promote diversity and transformation within our institution and beyond, including growing the next generation of academics.

Our research-led identity is shaped by a commitment to:

- academic freedom as the prerequisite to fostering intellectual debate and free inquiry;
- ensuring that research informs all our activities including teaching, learning and service to the community;
- advancing and disseminating knowledge that addresses the key challenges facing society – South African, continental and global;
- protecting curiosity-driven research;
- nurturing and valuing creativity in the sciences and arts, including the performing and creative arts;
- stimulating international linkages of researchers and research groupings.



FOREWORD

Professor Danie Visser
Deputy Vice-Chancellor: Research

UCT is a research-led university, which means firstly that research informs everything that we do, and secondly, that we have accepted the challenge of being one of the core sites in South Africa for expanding the boundaries of science, the arts and social understanding.

We have a critical mass of top researchers, and independent bibliometric evidence indicates that our combined research effort has superb international visibility and impact.

Postgraduate students are an indispensable part of any university's research effort and UCT has steadily increased its financial support for postgraduate studies each year to ensure constant growth in this sector. We also continually work very hard at being welcoming and supportive to postgraduate students – and this booklet is part of that effort. All of this makes UCT an excellent place to do postgraduate work, and we are committed to making each student's experience at UCT a memorable and productive one.

I wish you success and a happy stay with us.



WELCOME FROM THE POSTGRADUATE CENTRE & FUNDING OFFICE



A big UCT welcome to all our postgraduate students! We are pleased to offer you our A–Z Guide for master’s and doctoral students. This handy booklet has been compiled especially for our postgrads, to smooth your transition into life at UCT, help you find everything (and everyone) you may need, and negotiate your way around all the institutional obstacle courses.

You’ll find detailed information about key services and facilities, including the libraries and computer network, as well as information and advice relating to important issues such as supervision and intellectual property.

While we have tried to ensure that this booklet covers as many aspects of UCT life as possible, please don’t hesitate to contact us with any questions or problems – we are here to offer advice and help.

Linda Vranas

Director: Postgraduate Centre & Funding Office



The Postgraduate Centre & Funding Office Team

Tel: 021 650 3622; Email: pgfunding@uct.ac.za



Olivia Barron
Blue Desk Information



Stacey Moses
Centre Administrator &
Postdoctoral Administration



Sandra Dewberry
Finance & Administration
Manager: NRF &
Departmental Awards



Hayley Battle
Administration Officer:
Departmental Awards



Bongwiwe Ndamane
Supervisor:
NRF Awards



Quinton Mauritz
Senior Clerk: NRF &
Departmental Awards



Paula Foley
Administration Officer:
UCT Funding: Merit &
Need Awards



Stacey-Lee Harrison
Supervisor:
General Awards



Chantel Reed
Information Manager



Erica Van Wyk-Mias
Administration Assistant:
Research, International,
Refugee, Travel &
External Scholarships



Virginia Fisher
Senior Clerk:
General Awards



ABOUT THE UNIVERSITY OF CAPE TOWN

The University of Cape Town is the oldest university in South Africa. It was founded in 1829 as the South African College, a school for boys which also provided some tertiary education. Women were first admitted to the college in 1888. UCT was formally established as a university in 1918.

The University moved to its spectacular Groote Schuur campus on the slopes of Devil's Peak in 1928. This campus is home to most of UCT's academic functions. Additional campuses are the Faculty of Health Sciences in Observatory; the Hiddingh Campus in Gardens, near Cape Town's city centre, where fine art, film and media, and drama studies are based; and the Graduate School of Business, adjacent to the popular V&A Waterfront.

Over 23 500 students are registered at UCT – approximately 6 700 of these are postgraduates. 50% of all students are black (African, coloured and Indian) and 50% are women. Over 4,500 international students from over 100 countries are registered annually. Of these, half are from Southern African Development Countries (SADC) and half from elsewhere in Africa and the rest of the world.

UCT employs about 4 500 staff, of whom nearly 2 000 are academic staff. Between 85% and 90% of these hold doctoral or master's qualifications.



In terms of research excellence and capacity, UCT continues to benchmark itself against a range of indicators. At the national level, the results of the 2009 National Research Foundation (NRF) ratings, which rank researchers by their international status, were outstanding once again. At the end of 2010, UCT was home to 32 A-rated researchers, about 40% of all A-rated researchers in the country.

UCT also enjoyed an overall increase in the total number of rated researchers – we now have 336. In the 2010 national publication count exercise (conducted by the Department of Higher Education and Training) in respect of publications for the previous year, the number of units produced by UCT showed an increase of 9%.

UCT has 28 of the prestigious SARChI (South African Research Chairs Initiative) chairs. This is an initiative by the national Department of Science and Technology to boost research capacity in the country. The University's 67 specialist research groups include nine groupings funded by the Medical Research Council. UCT is also home to two Centres of Excellence, accredited by the Department of Science and Technology.

UCT is a major beneficiary of the Technology and Human Resources for Industry Programme (THRIP), a venture promoting partnerships between industry and research institutions. UCT also receives significant funding from the Innovation Fund.

Total research income in 2010 was R760.5 million and the value of research contracts exceeded R539.million. Government grants (including funds sourced via the NRF) increased from R157.7million in 2009 to R201million in 2010. Fellowships administered to Postdoctoral Research Fellows exceeded R38 million and postgraduate students received a total of R120.24million.

A dedicated Department of Research and Innovation at UCT handles all aspects of grant applications, contracts, consultancy work, intellectual property rights and postgraduate scholarships and bursaries.





THE POSTGRADUATE CENTRE & FUNDING OFFICE

Upper Level, Otto Beit Building, University Avenue North, Upper Campus (see map on page 32). Tel: 021 650 3622; Fax: 021 650 4352; Email: pgfunding@uct.ac.za

The Postgraduate Centre was established to provide Master's and Doctoral students and Postdoctoral Research Fellows with a dedicated space where they can work, relax, read and conduct research. It is situated adjacent to, and is managed by, the Postgraduate Funding Office.

The Centre's facilities include computers, abundant reading material and the provision of space and equipment for seminars, conferences and meetings. There are 12 computers in the Centre to assist students and PDRFs with their work and research, as well as two dedicated computers and scanners for NRF online applications. The Centre also provides various magazines, as well as daily and weekly newspapers.

The TB Davie Seminar Room is fully equipped with a lap-top computer, digital and overhead projectors, screens, whiteboards, flip-charts and chairs and tables to accommodate up to 45 individuals. Masters and Doctoral students and Postdoctoral Research Fellows may utilise the premises and the facilities in the Seminar room at no cost.

The Centre provides a relaxed and peaceful environment, and for registered students tea and coffee is FREE! Come and have a look and make this your new home-from-home.



THE BLUE DESK INFORMATION SERVICE

The Blue Desk is located opposite the main entrance to the Postgraduate Centre. This is a visible, dedicated service that provides a one-stop information service for all matters relating to the postgraduate and postdoctoral sectors.

The Blue Desk Information Service offers you:

- A central point of contact for your enquiries about any aspect of postgraduate and postdoctoral affairs.
- A broad range of information. If we cannot answer your enquiry or resolve your problem, we will refer you directly to the person who can.
- Directions (and a map) to all areas on campus.
- Information on services and facilities available at UCT.
- Information and advice on getting the most out of the Postgraduate Centre and its facilities, specifically the available space for meetings and seminars.
- Information on funding and other opportunities.
- Information and advice on the Postdoctoral Research Fellows Association.
- Copies of UCT student and/or PDRF publications, e.g. the A–Z Guides, the Funding Booklet, faculty postgraduate booklets, maps, etc.
- Help with PeopleSoft and Vula (UCT's online systems/resources).



Olivia Barron
Blue Desk Service Provider





ARRIVING, REGISTRATION & GETTING STARTED

ACCOMMODATION

If you are not already living in Cape Town, it is advisable to at least make temporary accommodation arrangements before your arrival. You may contact one of the establishments listed below for reasonably priced, safe and conveniently located temporary accommodation:

The Green Elephant

57 Milton Road, Observatory 7935

Tel: + 27 (0)21 448 6359

www.hostels.co.za

Email: greenelephant@iafrica.com

Carmichael House

11 Wolmunster Road, Rosebank 7700

Tel: + 27 (0)21 689 8350

www.carmichaelhouse.co.za

Email: info@carmichael.co.za

Ivydene

Glebe Road, Rondebosch 7700

Tel: +27 (0)21 685 1747

www.ivydene.homestead.com

Email: ivydene@mweb.co.za

The Lodge

36 Milton Road, Observatory 7935

Tel: +27 (0)21 448 6536

www.thelodgeobs.co.za

Email: thelodge@mweb.co.za

UCT residence accommodation

UCT offers furnished, self-catering accommodation in flats and houses for senior postgraduate students. Only students registered for full-time study are eligible to apply for the currently limited residence accommodation.

Applications for a place in residence are due by 31 October of each year and returning students should reapply by 15 August.

For details of how to apply for university-owned accommodation, go to

<http://www.uct.ac.za/apply/residence/applications/application/>

For further information please contact:

Student Housing Admissions and Advocacy Services (SHAAS)

Level 4, Student Admin Building, Middle Campus

Tel: 021 650 2977 / 2102 • Fax: 021 650 4014 • Email: res@uct.ac.za

Website: <http://www.uct.ac.za/apply/residence/uctresidence/third/>



Accommodation for families

At this stage, the university has very few family housing units available. Nevertheless, you are encouraged to enquire about availability. If you apply for family accommodation, you will be required to submit proof of your family requirements.

Troubleshooting student housing application problems

If your application for student housing is delayed, you need to check that you have:

- received an offer of a study place;
- applied to the Student Housing Office by 31 October of the preceding year;
- provided the necessary documentation to the Student Housing Office.

Off-campus accommodation

As UCT residence accommodation is limited in capacity, you will most probably need to make arrangements to stay off-campus. The Off Campus Student Accommodation Services (OCSAS) helps students and PDRFs find accommodation outside the UCT residence system. OCSAS does not own or control these establishments; it only advertises them. OCSAS compiles the offers of rooms, flats and houses it gets from the general public into a list that is updated regularly.

UNIVERSITY OF CAPE TOWN		HOME	CONTACT
FULL-TIME HOUSE • RESULT HALL, PREFERRED HOUSE • HANDELSPRONG • ROOD-DEK • NERUS • SONTHEK UNICATED ACCOMMODATION • RESULT • CONSOLIDATION POLICY OFF-CAMPUS ACCOMMODATION • #FAC ACCOMMODATION • POST AND WE STAFF HOUSES • POLSLO • TOLAR • ARTS • CONSOLIDATION POLICY		FIND ACCOMMODATION Rosebank	
Location	Description	Rent	Contacts
Athlone Crawford 21 June (210)	Separate entrance to share one bedroom, fully furnished, en suite bathroom, fully equipped kitchenette, near to public transport and shops. Muslim landlord. Have your privacy with the option to be part of a warm, loving family.	R1800 per person sharing	Mrs Kapri 021 697 0280 (h) 082 436 8908 (w)
Bo Kaap (City Bowl) 16 August 010	Fully furnished one bedroom flat. Fitted with 2 desks, 2 beds and 2 cupboards. En suite. Fitted kitchen and dinette. Safe and secure area. Available immediately. Sharing or single occupation.	R1900 sharing R2300 single Includes water and electricity	Natheema Williams 082 770 1833 (h) natheemawilliams@gmail.com (w)
Claremont 11 Aug 007	One room in a 3 bedroom town house to share with owner and one other student. Will suit male.	R2450 including internet, electricity and DSTV	Liz Thomas 072 645 6896 (h) lizthomas2311@hotmail.com (w)



Details of accommodation on offer may be found on the OCSAS website:

www.accommodation.uct.ac.za – follow the Off Campus, Find Accommodation link.

Note that a student enters into a contract with the landlord, and the OCSAS office cannot be held liable for any breach of contract by the landlord. Students are therefore advised to take the necessary precautions before signing any agreement.

Off Campus Student Accommodation Services (OCSAS) contact details:

Mill Court, Main Road, Mowbray

Tel: 021 650 4934 • Email: ocsas@uct.ac.za

REGISTRATION

Local students

In order to register, you will have to go to the faculty office of the faculty in which you will study. Refer to page 18 for faculty contact details, which provides a list of key administrative staff members to whom you can address any queries, and see page 34 for a map of the campus which will direct you to buildings housing the various faculty offices.

International students

Before you may register, you must obtain pre-registration clearance from the International Academic Programmes Office (IAPO). Your study permit, health insurance and international fee matters need to be in order before you will be allowed to register. (See pages 14–15 for contact details and the services provided by this office.)

Renewal of registration

You are responsible for maintaining the continuity of your registration from one year to the next. The process may vary from faculty to faculty and you are advised to make the appropriate enquiries with your faculty office.

You will need to check with the faculty office with regard to specific dates for registration. Again, this varies from faculty to faculty.

Upgrading from master's to doctoral study: change of registration

You will need to consult with your course convener or supervisor. The process may vary between departments and faculties.



Leave of absence

Applications for leave of absence will only be considered in advance and under exceptional circumstances. Please consult your faculty administrator in this regard.

Cancellation or discontinuation of studies

If you have to cancel your registration or discontinue your studies, you are required to complete the relevant form and submit this to your faculty office. This form may be downloaded at: <http://www.uct.ac.za/downloads/uct.ac.za/currentstud/undergrad/cancelregistration.pdf>

However, before you make this very serious move, please speak to your supervisor or the faculty office manager in your faculty. You are also welcome to speak to staff or the Director of the Postgraduate Centre & Funding Office (see contact details on page 8).

Troubleshooting registration problems

If your registration process is blocked or delayed, you need to check that you have:

- been formally admitted by the faculty office – that is, you should have received a letter of offer and a student number;
- provided all the required information to the Admissions Office or faculty office;
- provided a full and current/updated academic transcript;
- paid any outstanding fees from a previous year's study at UCT;
- been cleared by IAPO (international students only) – contact details on page 15

See pages 16–18 for contact details of various administrative and faculty offices.





THE INTERNATIONAL ACADEMIC PROGRAMMES OFFICE

The International Academic Programmes Office (IAPO) is the first port of call for all international students, who will need to follow a pre-registration process with IAPO prior to registering at UCT.

In addition to looking after the special needs of international students, IAPO leads the development of internationalisation at UCT by acting as the central coordinator and facilitator of all internationally related initiatives and activities. In fulfilling its mandate to develop and implement policy on internationalisation, IAPO:

- provides a central contact point for all international students, staff and visitors;
- advises all international students on a variety of issues that may affect them during their stay at UCT and in Cape Town;
- organises pre-registration of all international students at UCT;
- administers international term fees;
- produces information booklets and pamphlets specifically for international students;
- facilitates and manages international, inter-institutional agreements;
- provides a resource centre for information on international universities and education opportunities;
- manages the University Science, Humanities, and Engineering Partnerships in Africa (USHEPiA) Programme and other collaborative programmes in Africa;
- runs a dynamic Semester Study Abroad Programme; and
- promotes interaction between international and local students.





Carol Ojwang and her team at IAPO will assist with postgrad pre-registration and with advice on any dealings you may need to have with the South African Department of Home Affairs. Her contact details are:

Carol Ojwang (Manager: International Full Degree Students)

Tel: 021 650 2822

Email: carol.ojwang@uct.ac.za



IAPO's services to international postgraduate students include:

- advice on international postgraduate student application procedures;
- information on tuition fees for international students;
- international student pre-registration;
- postgraduate student orientation;
- assistance in registering with your Embassy;
- information on immigration issues;
- putting you in touch with health insurance service providers;
- information on rules for part-time employment during your studies;
- advice on opening a banking account;
- assistance with renewing study permits;
- developing opportunities for interaction between international and local postgraduate students; and
- general counselling and advice.

International Academic Programmes Office

Level 3, New Student Administration Building, Cross-Campus Road, Middle Campus

Tel: +27 (0)21 650 2822 Fax: +27 (0)21 650 5667

Email: int-iaopo@uct.ac.za



ADMINISTRATION AT UCT

We try to make this as painless as possible. Below are the functions and contact details of some key administrative offices.

ADMISSIONS OFFICE

Level 4, Student Administration Building, Middle Campus

Tel: 021 650 2128; Fax: 021 650 3736; Email: admissions@uct.ac.za

Director: Carl Herman

Administrative Staff: Belinda Hendricks

The Admissions Office is the first point of contact for prospective students. Once you have been accepted for study, there is seldom reason for further engagement with this office. However, the office does keep the documents that you submitted with your application for admission, so this is a good place to obtain copies if ever you need them.

FEES OFFICE

Level 3, Kramer Law Building, Middle Campus

Tel: 021 650 1704; Email: fnd-feeeng@uct.ac.za

Manager: Pat Goodwin

Administrative Staff: Helen Bosch

The Fees Office is probably one of the busiest administrative areas. Staff in this office ensure that your tuition and residence fees are billed correctly – and that they are paid! They will also assist you in understanding and sorting out your fee account, should there be any problems or discrepancies.

STUDENT RECORDS & OFFICE OF THE REGISTRAR

Room 4.18, Level 4, Student Administration Building, Middle Campus

Tel: 021 650 3595; Email: reg-records@uct.ac.za

Manager: Sigi Rich

Administrative Staff: Xolani Njecana and Nobambo Mpengesi

The functions of this office include: issuing official transcripts and duplicate degree certificates; organising graduation ceremonies; receiving appeals for readmission from academically excluded students; deferred examination requests, examination extra time requests, and examination recount requests.



POSTGRADUATE FUNDING OFFICE (PGFO)

Upper Level, Otto Beit Building, University Avenue North, Upper Campus

Tel: 021 650 3622; Fax: 021 650 4352

Email: pgfunding@uct.ac.za

More than just your average funding administrators, the dynamic and diverse group of individuals in the PGFO are committed to ensuring smooth sailing for all our postgrads!

Contact the PGFO with any queries regarding:

- funding your postgraduate studies;
- applying for conference and overseas travel grants;
- information on the NRF and the NRF online application process;
- delays in payment of your funding;
- information on the Postgraduate Centre and Seminar Room bookings, and for general help and information.

For information on what funding is available to you and if you are still in time to apply (note that all categories of funding have deadlines for submission of applications), visit <http://www.uct.ac.za/apply/funding/postgraduate/applications/> to check deadlines and application criteria.



FACULTY OFFICES

COMMERCE

www.commerce.uct.ac.za

Faculty Office: Room 2.26, Leslie
Commerce Building, Upper Campus
Tel: 021 650 4375 / 5748 / 2696
Postgrad Administrator: Julie Norris
Senior Admin Officer (GSB & Commerce):
Jill Stevenson
Tel: 021 650 2256
Email: com-faculty@uct.ac.za

Graduate School of Business

www.gsb.uct.ac.za

Breakwater Campus, Portsworld Road,
Green Point
Tel: 021 406 1144
Email: info@gsb.uct.ac.za

ENGINEERING & THE BUILT ENVIRONMENT (EBE)

www.ebe.uct.ac.za

Faculty Office: Room 600, Menzies
Building, Upper Campus
Tel: 021 650 2702
Faculty Manager: Gita Valodia
Postgrad Administrator: Inge Newman
Tel: 021 650 2700
Email: ebe-faculty@uct.ac.za

HEALTH SCIENCES

www.health.uct.ac.za

Faculty Office: Room 1, Barnard Fuller
Bldg, Anzio Road, Observatory
Tel: 021 447 8955
Faculty Manager: Brenda Klingenberg

Postgrad Administrator: Adri Winckler
Tel: 021 406 6634 • Fax 021 404 7652
Email: adri.winckler@uct.ac.za

HUMANITIES

www.humanities.uct.ac.za

Faculty Office: Room 107 Beattie
Building, Upper Campus
Tel: 021 650 3059
Email: hum-postgrad@uct.ac.za
Faculty Manager: Laureen Rautenbach
Graduate Programmes Officer: Anne
Wegerhoff
Tel: 021 650 4414
Admin Officers: Sandra Naidoo;
Rosalie Richfield
Tel: 021 650 2456 / 021 650 2693

LAW

www.law.uct.ac.za

Faculty Manager: Robin Gherasim
Tel: 021 650 3087
Postgrad Administrators: Sheryl Ronnie
and Patricia Phillips
Tel: 021 650 2997
Email: law-studies@uct.ac.za

SCIENCE

www.science.uct.ac.za

Faculty Office: Room A200, PD Hahn
Building, Upper Campus
Faculty Manager: Karen Wienand
Tel: 021 650 2714
Postgrad Administrator: Margot Mitchell
Tel: 021 650 2713
Email: sci-science@uct.ac.za



GETTING CONNECTED

STUDENT CARDS

After registering, you will be able to get your student ID card, allowing you access to all UCT facilities. These are issued by Access Control Services, Room 1.10.1, Basement, Robert Leslie Social Science Building, Upper Campus. Tel: 021 650 3030 / 3996 / 4357

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

Tel: 021 650 4500; Email: icts-helpdesk@uct.ac.za

ICTS Front Office, Room 2.01, Computer Science Building, Upper campus

Office Hours: Mon – Fri: 08h00 – 16h30, Thurs: 08h00 – 15h25

UCT places a high priority on the application of technology in learning and is committed to providing key technical services to all researchers working at UCT. Once you have registered, you should contact the ICTS Helpdesk for access to and information on the PeopleSoft Student Administration System. See the following pages for an overview of the available services and how to access them.

Policies and Rules on the Use of Information and Communication Technology Services at UCT

You are required to use computing and information resources responsibly and to guard against abuses. Please read the UCT policies at www.uct.ac.za/about/policies (See 'Appropriate use of computer facilities' and 'internet and email usage')

In accordance with UCT policy and rules on internet and email usage, software piracy or other infringements of intellectual property rights in respect of digital content is prohibited.

IT Support and Information

For more information on all aspects of computer use and IT support at UCT, go to www.icts.uct.ac.za and use the 'Student Computing' dropdown menu.

Vula

The name Vula, which means 'open' in several South African languages, is an innovative open-source learning, collaboration and research content management system at UCT, built on technology developed by a consortium of universities, including UCT, MIT, Stanford, the University of Michigan and Indiana University, among many others around the world. Once you are registered, send an email to help@vula.uct.ac.za to access course materials, funding information, discussion forums, chat room and more.



Information & Communication Technology Services at a glance

SERVICE	HOW TO USE THE SERVICE
<p>ACCESS TO THE UCT NETWORK</p> <p>Your username & password gives you access to:</p> <ul style="list-style-type: none"> • F: drive - for personal use (250MB) • G: drive - Shared network space for coursework • The UCT network and the Internet from a student computing lab or from a wireless access point. 	<p>After registering at UCT you will receive a username (UCT ID number) and password which allows you to access services on the UCT network. Change your password immediately after receiving it to prevent it from expiring. See Password Self-Service.</p>
<p>PASSWORD SELF SERVICE</p> <p>Your password...</p> <ul style="list-style-type: none"> • Must be a minimum of 6 characters. • Must be difficult to guess. • Must be kept secret. • Must change every 90 days. 	<p>Change your initial password immediately after you've received it by going to http://password.uct.ac.za – a secure, online Password Self Service tool. For additional information go to www.icts.uct.ac.za Identity & Access Management Passwords</p>
<p>DESKTOP SECURITY</p> <p>If you have your own laptop or computer, you must:</p> <ul style="list-style-type: none"> • Install McAfee anti-virus software. • Keep your McAfee up to date (preferably daily, but at least once a week). • Install the latest security patches. • It is a requirement that your PC is kept up to date with the latest security and anti-virus patches, otherwise it will be removed from the network. 	<p>UCT provides free access to McAfee anti- virus software and to operating system and application patches. This ensures that your machine is always secured and protected.</p> <p>Patches are available for Windows, Apple Mac and Linux operating systems.</p> <p>For more information go to www.icts.uct.ac.za Anti-virus & Security Anti-Virus</p> <p>www.icts.uct.ac.za Anti-virus & Security System security</p>
<p>EMAIL ACCOUNT</p> <p>Masters and doctoral students andPDRFs receive a 250MB mailbox and a UCT email address, e.g. preferredname.surname@uct.ac.za. They will continue to use the GroupWise mail system until late 2012. This email address will not change when moving to the new system.</p>	<p>To read more about GroupWise go to www.icts.uct.ac.za Email and Newsgroups GroupWise.</p> <p>In late 2012, all Masters and doctoral students, PDRFs and staff will migrate to the new Live@edu email platform called myUCT.ac.za.</p> <p>For more information on the migration of the email platform, go to www.icts.uct.ac.za Email and Newsgroups Migration of email services FAQs or visit www.myuct.ac.za</p>



SERVICE	HOW TO USE THE SERVICE
<p>CONNECT TO THE UCT NETWORK</p> <p>Via the FIXED NETWORK</p> <p>Via the WIRELESS NETWORK</p>	<p>If you use Windows and you connect to the network via a fixed network point, you will need to install Novell client 32 onto your computer before you are able to log into the UCT network.</p> <p>See: www.icts.uct.ac.za Networking The UCT Network Get connected</p>
<p>INTERNET ACCESS</p> <p>Access to the Internet via the UCT network. Postgraduate students and PDRFs are not subjected to any Internet quota, but their Internet usage is monitored.</p>	<p>You are required to log in before accessing the Internet. When prompted, type in your username@wf and your password.</p>
<p>STUDENT ADMINISTRATION SELF SERVICE (PEOPLESOFT)</p> <p>Online self-service student administration system.</p>	<p>Look up information (fee account balance, exam results, etc.) and update your contact details as soon these details change.</p> <p>PeopleSoft Helpdesk: 021 650 5227 email: sss-helpdesk@uct.ac.za</p>
<p>GETTING ICT SUPPORT</p> <p>Postgraduate students and PDRFs are entitled to ICT support either through the IT Helpdesk or by using the ICTS Front Office (see pg 21).</p>	<p>Contact the IT Helpdesk using one of these methods:</p> <ul style="list-style-type: none"> • Log an online call (www.icts.uct.ac.za Helpdesk Log a New call) • Send an email to icts-helpdesk@uct.ac.za • Phone the IT Helpdesk on ext 4500
<p>PRINTING AND PHOTOCOPYING SERVICE</p> <p>A paid-for service provided by Nashua and managed by Properties & Services.</p> <p>Accessed via your UCT card.</p>	<p>Available in UCT Libraries and in the document centres.</p> <p>Nashua Helpdesk 021 650 4813/15 ucthelp@cape.nashua.co.za</p>
<p>USING EDUROAM</p> <p>If you intend to travel to another educational institution, you can make use of the eduroam service to connect through their network to the Internet. This is only possible if your host university is also an eduroam member.</p>	<p>Ensure that your laptop or notebook has been set up to use wireless networking, then (when visiting one of the connected universities) your device will automatically display the eduroam option. Log on using your UCT credentials (username and password).</p> <p>For more information go to: www.icts.uct.ac.za Networking eduroam services at UCT</p>



FREQUENTLY ASKED QUESTIONS (ICTS)

<p>How do I set up my laptop so that I can access the UCT network?</p>	<p>Go to www.icts.uct.ac.za Networking Wireless Connect to UCT Wireless</p>
<p>How do I log in to the Internet when the 'Authentication Required' box pops up?</p>	<p>Log in as follows: Username: student number Password: Your UCT network password Domain: wf.uct.ac.za If you are only asked for a username and password, then log in as follows: Username: student number@wf Password: Your UCT network password</p>
<p>Where can I get wireless access to the Internet for my laptop?</p>	<p>There is wireless internet access throughout the Chancellor Oppenheimer Library and in all the branch libraries, except the ICH Library. For an updated list of wireless hotspots go to www.icts.uct.ac.za Networking Wireless Wireless coverage at UCT.</p>
<p>My UCT password has expired. How can I reset it?</p>	<p>UCT has a Password Self Service facility on the ICTS website (http://password.uct.ac.za/) which allows you to reset your own password. Alternatively, take your student card plus another valid source of identification to the ICTS Front Office (Computer Science Building, University Avenue North)</p>
<p>How do I access the required anti-virus and other available software?</p>	<p>McAfee antivirus software is available for download from the ICTS Downloads (www.icts.uct.ac.za page Downloads). Other site licensed software, such as GenStat, Statistica and SPSS, is available from the ICTS Front Office. Bring your student card and a R35 disk fee.</p>
<p>How can I improve my IT skills?</p>	<p>Attend one of the training courses offered by ICTS. Go to www.icts.uct.ac.za Training Training Calendar OR Use the free online training platform, LearnOnline, which can be accessed via either Vula or directly via the Enterprise Knowledge Platform interface. (http://ekp.uct.ac.za)</p>



FREQUENTLY ASKED QUESTIONS (ICTS)

<p>How can I get access to databases and e-journals from home?</p>	<p><i>You can access the libraries' electronic resources (databases, e-journals, RefWorks) from home, or anywhere in the world, by logging in via the EZProxy server. Go to the Libraries home page (www.lib.uct.ac.za) and click on the link 'Off-Campus Login (EZProxy)' on the right of the screen. Then log in using your username and network password. Once logged in, you will see a list of links, including links to UCT Libraries and RefWorks.</i></p>
<p>Can I print my thesis in the library?</p>	<p><i>You can print in the Chancellor Oppenheimer Library and some of the larger branch libraries.</i></p>
<p>Where can I print in colour?</p>	<p><i>Colour prints can be made at the Document Centre in the Students' Union Building (one level below the library entrance).</i></p>
<p>How do I release my print job?</p>	<p><i>Swipe your card at any printer-copier in the libraries and log in with your PIN. Select Print on the card reader screen and then choose the print job you wish to release.</i></p>
<p>How can I convert my MS Word document into a PDF file?</p>	<p><i>If you are using MS Word 2007 or later, just Save As and choose PDF in the 'Save as type:' box.</i></p>
<p>Where can I load photocopy or print credits onto my card?</p>	<p><i>Photocopy and print credits may be loaded at the cashier's window of the Document Centre in the Otto Beit Students' Union, at coin boxes next to Interlibrary Loans and in the Knowledge Commons and in most branch libraries.</i></p>

LOGGING A CALL WITH THE ICT HELPDESK

<p>Is there anything I should try before I log a call for assistance?</p>	<p><i>Try these tips before logging your call, and you might be able to solve the problem on your own:</i></p> <p><i>If your computer does not switch on:</i></p> <ul style="list-style-type: none"> • <i>check that the cables are all connected and that the plug is switched on at the wall socket;</i> • <i>check that there is not a problem with the wall socket by plugging something else in; and</i> • <i>check that the rest of your office/department has power.</i>
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FREQUENTLY ASKED QUESTIONS (ICTS)

	<p><i>If you cannot connect to the network:</i></p> <ul style="list-style-type: none">• switch the computer off and start again; and• check if others in your area are also having the same problem. <p><i>If you have a problem using software, press the F1 function key or choose Help from the menu and try to work through the online help.</i></p> <p><i>For more information on the software and hardware supported by ICTS, go to www.icts.uct.ac.za Desktop Support and click on either the 'Hardware Support List' or the 'Supported Software List'.</i></p>
<p>What happens when I log a call with the ICTS Helpdesk?</p>	<ul style="list-style-type: none">• Your call will be answered and the details of the problem will be logged in the IT Helpdesk database.• A support consultant will attempt to help you solve the problem over the phone.• If this is not possible, the logged call will be passed to another IT service point where the necessary steps will be taken to solve the problem (e.g. second level support, onsite technician, etc).• You will be given a reference number for your call. Keep this in a safe place, as you will need it if you wish to follow up on the call at a later stage.
<p>What if I can't get through on the phone?</p>	<ul style="list-style-type: none">• You can log your call online (see page 23)• You can send an email to icts-helpdesk@uct.ac.za <p><i>You will receive a mail message in response, giving you the reference number of your call. Keep this in a safe place, as you will need it should you wish to follow up on the call at a later stage.</i></p>



FREQUENTLY ASKED QUESTIONS (ICTS)

How do I know if there is a general ICT problem?

As soon as a general ICT problem is noted, the ICTS Communications team posts an announcement to the ICTS home page under the System & Service Announcements Pane.

In addition, service announcements are sent to

- a mailing list called icts-announce-l@lists.uct.ac.za. If you want to receive these notices, subscribe to the list.
- the [ICTS_Feedback](#) Twitter account.

Once I've logged a call, what else can I do to help?

- Ensure you have provided your correct telephone number and office location, especially if you have recently moved to a new department or office.
- Inform the IT Helpdesk if it is an emergency – all calls are important, but not all calls are emergencies.
- Inform the IT Helpdesk if more than one person is affected (e.g. the whole department cannot print).
- Inform the IT Helpdesk if you will be out of the office for any length of time.
- Be willing to assist consultants when they ask you to work through possible solutions to your problem.
- Phone and cancel your call if the problem has been fixed and you no longer need assistance. Remember to quote the reference number.

Enquiries/more Information: icts-helpdesk@uct.ac.za





UCT LIBRARIES

Tel: 021 650 3134; Email: libraries@uct.ac.za; www.lib.uct.ac.za

UCT Libraries boast state-of-the-art technology, endless reading and research material, and friendly, efficient and helpful staff. Housed in a number of locations convenient to the faculties, UCT Libraries cater to researchers' needs through a vast array of electronic and print materials and a number of specialised services.

In keeping with its central role in the academic life of the University, the main library, the Chancellor Oppenheimer Library on Upper Campus, offers spacious reading areas, numerous computer workstations, AV viewing areas, wireless internet access in all areas, study carrels, group project rooms and ample photocopying, printing and scanning facilities. In addition to the Chancellor Oppenheimer Library, which serves several subject areas, there are nine branch libraries spread across UCT's various campuses, in close proximity to the academic departments they serve.

For complete information about the Libraries, visit our website at www.lib.uct.ac.za or via the main UCT website at www.uct.ac.za. In addition to basic information about locations, opening hours and contact details, the website provides immediate online access to our catalogue of books and journals, and to our rich electronic resources. Also be sure to explore the website of the UCT library in your particular subject area – you will find hand-picked links, and guides that will give you expert advice on how to tackle your research in the library.



Collections and Electronic Resources

While the Libraries possess a number of special research collections, such as those in the African Studies Library, Manuscripts and Archives, and Government Publications, research materials abound in all of the Libraries' subject areas and branches.

Altogether, the Libraries' collections contain more than 1.2 million print volumes and over 63,000 electronic journals. Researchers may scour the world's scholarly literature using more than 200 carefully chosen bibliographic and full-text databases.

We provide off-campus access to our electronic resources through the EZProxy link on the Libraries' home page (details on page 23).

Subject Specialists

Having limitless resources has a downside; namely, you need to know where to look and how to find what you need. Well, the emphasis here should be on working smarter and not harder; liaise with subject specialists and you'll be good to go!

A team of subject-specialist librarians is on hand to assist researchers with their information needs. Getting to know the subject librarian in your area can save you much time and effort.

Subject librarians liaise closely with faculties and departments, and are available to answer both brief and in-depth queries, assist with literature searches, orient you to the UCT Libraries, and provide individual help in the use of databases, focussing on your area of study.

For a list of subject specialists with their areas of expertise and contact details, visit the Libraries' website and click on 'Subject Librarians'.

Research Wing

The Libraries have recently created a Research Wing, which extends over six floors in the Chancellor Oppenheimer Library, in order to deliver specialist services to senior and postgraduate students and researchers. Here you will find subject librarians nearby for consultations on all stages of your research, special research collections, and a well-equipped, quiet, comfortable haven for study, research, and writing. You can scan, photocopy, and print here too.

Research Commons

The Research Commons is a well-appointed facility specifically designed to cater for the information and workspace needs of senior postgraduates, fellows, and academic staff. Situated on Level 6 of the Research Wing, the Research Commons offers spacious



workstations with high-end PCs and an excellent selection of software applications; laptops for use within the Commons; high-speed internet connections; printing, scanning, and copying facilities; a seminar room for collaborative work; and a comfortable lounge where patrons can relax with a cup of tea or coffee and network with other postgraduate students. Experienced library staff are on hand to assist with patrons' information needs and to arrange consultations with subject specialists as needed.

The UCT Libraries' Search and Discovery Tool

The Libraries' new search and discovery tool, [primo.uct](#), enables you to explore the Libraries' resources and find print or electronic books and journals, theses, reports, audio-visual materials, and more. In addition, many of their full-text databases are searchable simultaneously via the 'Articles' tab. Designed to support the research process, [primo.uct](#) provides many helpful and exciting features, including simple Google-style searching, filters for refining search results, relevance ranking and personalisation features. Access it via the Libraries' website.

RefWorks

The Libraries provide access to RefWorks, an online research management and writing tool designed to help researchers gather, store and share references easily, as well as generate citations and bibliographies. A RefWorks utility called Write-N-Cite lets you automatically insert citations into Word documents and create bibliographies in the citation style of your choice.



You can export the results of your literature searches directly from databases into RefWorks, where your references can be safely stored on the Web. In RefWorks, you can organise your references into folders, back them up on your computer, add your own notes, and view references in the referencing style of your choice. Access our RefWorks information page at <http://www.lib.uct.ac.za/2004/info/refwks.htm> or navigate the Libraries' website: Top menu bar / Electronic Resources / RefWorks to register your personal RefWorks account and for RefWorks tips and tutorials.

Interlibrary Loans

Materials not held at UCT can quickly be ordered from other institutions (locally or internationally) by the Interlibrary Loans Department. Once you've registered for the service, interlibrary loans can be requested online at:

<http://www.lib.uct.ac.za/ill/requests/>

Access and Membership

As a UCT student, you are automatically registered as a member of the libraries. Your student card is a multipurpose card, which you can use to access the libraries, take out books and journals, and make photocopies or computer printouts.

Borrowing quotas and loan periods

Books, videos, CDs, DVDs: 12 items

Loan period (books): 35 days (renewable three times)

Loan period (videos, CDs, DVDs): 3 days (renewable once)

Journals: 6 bound journals

Loan period: 3 days (not renewable)

Short Loan items: 3 items

Loan periods:

- 3 hours or 1 hour during the day, depending on the status of the item
- overnight, from 15h00 to 09h30 the following morning
- over the weekend, from 15h00 on Friday to 09h30 on the following Monday morning

Library hours: Chancellor Oppenheimer Library

Term time: Mon – Thurs: 08h00–22h00; Fri: 08h00–18h00; Sat: 09h00–17h00

Vacation time: Mon – Fri: 08h30 –17h00; Sat: 09h00–12h30

Please note: These are general times for the main library. Sections within the main library, as well as other libraries, may have different opening and closing times. Please refer to 'Library Hours' at www.lib.uct.ac.za for details.



FREQUENTLY ASKED QUESTIONS (LIBRARY)

I have discussed my research project with my supervisor, and now I need to source materials. Where do I start?

Make an appointment with your subject librarian, who will show you how to find books and reference works (for background information), theses and key journal articles in your subject area, as well as writing manuals and style guides to help you structure your proposal. There is a contact list of subject librarians on our website, via a link on the home page, at <http://www.lib.uct.ac.za/libs/sublibs.htm>.

The UCT Writing Centre will also provide guidance with research proposals. The Centre is on Level 6 of the Hlanganani Building on Upper Campus, and their website is <http://www.ched.uct.ac.za/adp/writing/>

Where can I find theses in my subject area, and how can I get access to them?

UCT theses: search ALEPH (the UCT libraries' catalogue) using the word 'thesis' and keywords to describe your subject field; e.g., thesis geology. Access ALEPH via the top menu bar on the libraries' website:
<http://www.lib.uct.ac.za>.

Other South African theses: search UCTD (the Union Catalogue of Theses and Dissertations submitted to South African universities). Access UCTD via our website: Top menu bar / Electronic Resources / Databases / U / Union Catalogue of Theses and Dissertations.

International theses: search Dissertation Abstracts (PQDT: ProQuest Dissertations and Theses). Access PQDT via our website: Top menu bar / Electronic Resources / Databases / D / Dissertation Abstracts.

Electronic theses: follow the links on our Theses & Dissertations page. Access on our website: Top menu bar / Electronic Resources / Electronic Theses Links.

Full details for obtaining or borrowing theses are given on the 'Accessing Theses' page on our website at: <http://www.lib.uct.ac.za/etds/acctheses.htm>.



FREQUENTLY ASKED QUESTIONS (LIBRARY)

I need to do a comprehensive literature search on my research topic. I have searched Google Scholar, but that gives me huge sets of results. How can I avoid having to wade through thousands of records?

Make an appointment with your subject librarian, who will introduce you to the electronic databases for literature searching provided by the libraries. These databases allow you to search for journal articles and other materials in your subject field and they provide ways of refining your results, so that you can quickly and easily assemble a collection of articles relevant to your research. There is a contact list of subject librarians on our website, via a link on the home page, at <http://www.lib.uct.ac.za/libs/sublibs.htm>. Access to the databases is also via our website: Top menu bar / Electronic Resources / Databases.

I've found a lot of journal references that are relevant to my research. How do I go about getting the actual articles?

In most of our databases you will see SFX buttons (or SFX links) below the article references. When you find an article reference that interests you, click on the SFX button or link. This will open another window, which displays your options for getting the full article. If the article you want is in one of our subscribed e-journals or e-journal packages, the SFX page will tell you that "Full text is available in ... [journal package name]" and a Go button will link you to the full text on the web.

Another way to find journal articles in electronic format is to search for the journal title on our Journal Portal. The portal will tell you if we subscribe to the e-journal and what years are accessible to us. (Access to the Journal Portal is via our website: Top menu bar / Electronic Resources / Electronic Journals.)

If the journal you need is not available electronically, use ALEPH (browse the Journal Title index) to see if we have the printed version on our shelves. Remember to look at the Holdings field in the journal record to see if we have the relevant volume of the journal you need.



FREQUENTLY ASKED QUESTIONS (LIBRARY)

<p>I need a particular journal article, but it is not available on the Journal Portal, and there is no record in ALEPH to say that we have the print version. How can I get hold of the article?</p>	<p><i>Pay a visit to the Interlibrary Loans Department. They will obtain a copy of the article for you from another institution. Interlibrary loans from within South Africa are free of charge, and you should have your article within 10 days or less. You can also use our online interlibrary loan request form to request articles from other institutions at: http://www.lib.uct.ac.za/ill/requests/</i></p>
<p>I'm looking for demographic and other statistical data. Does the library have this type of material?</p>	<p><i>The Humanities section of the Chancellor Oppenheimer Library houses yearbooks and other resources for various countries; the Commerce section provides raw statistical data via a selection of specialised databases; and the Government Publications Department is also a rich source of statistical data.</i></p>
<p>What if I need to consult primary sources? Does the library have this type of material?</p>	<p><i>An extensive collection of primary sources relating to the history of the Western Cape and further afield is available from UCT Libraries Manuscripts and Archives Department. Electronic finding aids to these collections are available at http://www.lib.uct.ac.za/mss/ or in hardcopy format in the department. Unfortunately, these finding aids are not currently accessible via ALEPH. For assistance and further information, visit the Manuscripts and Archives reading room, Ground Floor, Ernest Oppenheimer Institute, Library Road (on Upper Campus).</i></p>
<p>Help! I've lost my memory stick after spending all morning searching databases and saving journal references. What can I do?</p>	<p><i>Ask at the Reference Desk, Loans Desk, and Reception Desk – someone may have handed it in. Leave your email address and a description of the memory stick so that library staff can contact you if it is found. Lost property found in the library is regularly transferred to the Campus Protection Services office in the Leslie Social Sciences Building, so be sure to ask there too.</i></p> <p><i>In future, use RefWorks to safeguard and organise your references (details on page 29).</i></p>



FREQUENTLY ASKED QUESTIONS (LIBRARY)

I need a quiet place to work on my research... is there anywhere in the library I can go?

The Knowledge Commons (on the right as you enter the Chancellor Oppenheimer Library) provides a quiet, studious atmosphere, along with high-tech computer equipment, scanning and printing facilities, and expert help.

Study carrels are available at various places in the libraries, but these are often only for short-term use. The Science and Engineering Library has some long-term carrels that are assigned to postgraduate students for three months at a time. Ask about these at the Science and Engineering Reference Desk.

Postgraduate students at Master's and Doctoral level have access to the Research Commons, where they can work in calm, quiet surroundings and get help from experienced library staff.

Where can I get help with writing up my thesis?

The library has a number of manuals and style guides that tell you how to organise your thesis, and provide tips about style and layout, diagrams, tables, illustrations, graphs, legends and referencing. Ask the staff at any Reference Desk to show you where to find these.

Check your Faculty Handbook (and also ask your supervisor) to find out if your faculty has any special requirements for formatting and referencing of theses. It is particularly important that you find out what referencing style should be used.

The staff at UCT's Writing Centre (Level 6, Hlanganani Building, Upper Campus) can advise you about writing your thesis. The Centre also provides some useful guides on their website: <http://www.writingcentre.uct.ac.za/>. You can email them at Gadija.Arend@ched.uct.ac.za.

Staff in the Research Commons and Knowledge Commons are experienced in helping postgraduates with formatting and referencing.

(CONTINUED ON PAGE 36)



GEO SCI
EXT BLDG

RING RD

CHEMICAL
ENGINEERING
BLDG

SOUTH
LANE

KAPLAN CENTRE
OPPENHEIMER
INSTITUTE

ENGINEERING MALL

SNAPE BLDG

LESLIE COMMERCE BLDG

MENZIES BLDG

IMMELMAN
CHAN
OPPEN
LIBR

LIBRARY RD

GRADUATE
SCHOOL OF
HUMANITIES

LESLIE SOCIAL
SCIENCES BLDG

GEOLOGICAL
SCIENCES BLDG

ELECTRICAL &
MECHANICAL
ENGINEERING

JAMES

JAGGER LIBRARY

UNIVERSITY AVE SOUTH

CENTLIVRES BLDG

BEATTIE BLDG

ARTS BLOCK

JAME

FULLER HALL

RE

WALKWAY
TO MIDDLE
CAMPUS





ENVIRONMENTAL & GEOGRAPHICAL SCIENCES BLDG

NORTH LANE

RING RD

HOERIKWAGGO

PD HAHN BLDG

CHEMISTRY MALL

N BLDG

CELLOR
HEIMER
RARY

HLANGANANI

STEVE BIKO
BLDG

MOLECULAR
BIOLOGY BLDG

MOLLY
BLACKBURN
HALL

CISSIE GOOL PLAZA

JOHN DAY
ZOOLOGY BLDG

NEW SCIENCE
LECTURE THEATRE

ON HALL

OTTO BEIT BLDG

COMPUTER
SCIENCE BLDG

UNIVERSITY AVE NORTH

RW JAMES BLDG

SON PLAZA

PGFO

MATHS BLDG

HW PEARSON BLDG

SIDENCE RD

SMUTS HALL



RUGBY RD

SPORTS CENTRE



FREQUENTLY ASKED QUESTIONS (LIBRARY)

Where can I get help with creating my bibliography?

There are many books in our reference collections that you can consult about this... just ask at any Reference Desk. The web also provides copious information on referencing styles and referencing. Access some links via our Citation and Referencing page (<http://www.lib.uct.ac.za/libs/referencing.htm>), which includes a link to Professor Karin de Jager's Handbook on citation and related matters.

RefWorks will automatically create a bibliography for you in the referencing style of your choice. By downloading a small plug-in called Write-n-Cite, you can get RefWorks to operate from within MS Word, insert in-text citations as you type the text of your thesis and, at the end, create your bibliography with just one mouse-click.

Staff in both the Knowledge Commons and the Research Commons (for master's and doctoral students) will be happy to assist you with referencing.





THE CENTRE FOR HIGHER EDUCATION DEVELOPMENT (CHED)

Level 6, Hlanganani, Upper Campus • Tel: 021 650 2645 • www.ched.uct.ac.za

CHED contributes to the quality of the postgraduate experience at UCT by organising events and offering resources at critical points in the postgraduate process. We organise annual events such as:

Starting the PhD Journey – An all day workshop held in March/April hosted by the Centre for Higher Education Development for students in the first year of doctoral studies. The emphasis is on introducing students to the resources on offer at UCT, and providing a forum for students to share experiences and build relationships for the PhD experience ahead.

The PhD Residential Retreat – every year CHED invites PhD students in the second year of their registration to a residential doctoral retreat. The aim is to stimulate the development of a vibrant intellectual community of postgraduate students across disciplines and faculties. The retreat is held in September. Applications should be submitted to Kathy Erasmus kathy.erasmus@uct.ac.za during early September.

Time to submit: Workshop for students close to submission – This workshop is intended to support students in the final stages of dissertation writing and submission, as well as to raise awareness of decisions and opportunities beyond completion of the PhD.

For enquiries about events, contact Kathy Erasmus at kathy.erasmus@uct.ac.za

CHED also offers resources in the following areas:

Writing and research literacies

The Writing Centre: a walk in one-on-one consultancy service for all students including postgraduates to discuss academic writing. The consultations are designed to be learning experiences, not an editing service. The aim of the consultations is to:

- enable a ‘thinking through writing’ approach
- alert students to academic writing conventions, including referencing
- improve students’ sense of coherence, voice and logical structure in writing
- equip students to self-edit their work

Postgraduates are encouraged to set up a structured relationship with the Writing Centre with specific time-frames, preferably from the beginning of the research process. Contact gadija.arend@uct.ac.za 021 650 5021 to make a booking. See the Writing Centre website www.writingcentre.uct.ac.za/



Postgraduate Writer Circles: students come together across disciplines to share ideas, writing problems, receive peer review, and develop self-confidence in presenting work and voicing views. Join us on Thursdays at 3 in the Writing Centre. Contact Lucia Thesen at lucia.thesen@uct.ac.za.

Tailor-made writing workshops on aspects of writing your research. These are offered to students across disciplines. Topics include reviewing the literature, sustaining an argument across a thesis and editing.

Workshops on publishing and writing up your results (quantitative disciplines). Students in the sciences often find writing up their results a challenge. There are also expectations that postgraduates will publish their work before completing their theses. Contact Mathilde Van der Merwe at mathilde.vandermerwe@uct.ac.za for more information.

For general queries regarding writing or research literacies contact Lucia Thesen at lucia.thesen@uct.ac.za or Mathilde Van der Merwe (see above).

Careers Service

Working in partnership with academic and other colleagues, the Careers Service (CS) aims to enhance the quality of UCT's graduates and help ensure they are equipped with the skills to compete in a global workplace. Further, the CS aims to enable UCT students to make informed choices about their future, fulfill their career ambitions and make a meaningful contribution to the communities in which they live and work.

Accordingly, the CS offers postgraduate students access to career resources and individual advice sessions, and connects them to a range of career opportunities. These services are available throughout the year.

- Ongoing career talks and workshops assist students with career planning and the job search process.
- Career Conversations are a series of presentations by UCT alumni from varied disciplines and career fields about their study and career journeys.
- Our Career Information Centre houses customised postgraduate career and job search resources. Dedicated workstations are available for career research and preparing job applications.

Visit the Career Information Centre for:

- Career and job search resources (career books, files and DVDs; sector magazines, newspapers and takeaway materials)
- CV, cover letter, interview and assessment materials



- Local and international undergraduate and postgraduate study options
- Tips on applying for further study, jobs and financial assistance • Information on skills development, work experience and employability
- Selected organisation and labour market information

The CS advisory team is available to assist postgraduate students with career guidance:

- Book a career advice session (approximately 45 minutes)
- Pop in for a quick-query session (approx 15 minutes)
- Book a CV review session
- Attend our series of talks and workshops which run throughout the year
- Take advantage of our development opportunities such as career awareness talks, mock interview programme and industry-specific programmes
- Book a pre-admission counselling session (for prospective or non-UCT students).

The CS team connects postgraduate students to a range of opportunities:

- Sign up at www.careers.uct.ac.za/reg to receive emails of upcoming events and opportunities for bursaries, scholarships, vacation and graduate entry-level opportunities, and invitations to company presentations and our career fairs
- Sign up for our Work Study Project for short-term, part-time and casual opportunities.

The Careers Service is located in Hoerikwaggo Building, Level 1, North Lane, Upper Campus.
Tel 021-650 2497 • Email careers.service@uct.ac.za • website: www.careers.uct.ac.za





SOME INFORMATION ON RESEARCH DEGREES

DIFFERENT TYPES OF RESEARCH DEGREES AND RULES

The University's Book 3 in the Series of Handbooks describes the general rules for students undertaking master's and doctoral degrees. Faculty handbooks contain the rules for each programme. Most faculties also provide dedicated guidebooks for senior postgraduate students. These are available from the respective faculties and on the internet at the following URLs:

COMMERCE

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_com_2011.pdf

ENGINEERING & THE BUILT ENVIRONMENT

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_ebe_2011.pdf

HEALTH SCIENCES

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_health_2011.pdf

HUMANITIES

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_hum_PG_2011.pdf

LAW

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_law_2011.pdf

SCIENCE

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_science_2011.pdf

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/fac_science_PG_2011.pdf

Research degrees vary across the many academic areas at UCT, and each faculty has its own requirements and rules. Master's degrees are administered wholly in the faculty where the degree is undertaken, but doctoral degrees are administered jointly by the faculties and the Doctoral Degrees Board (DDB). Doctoral students are registered in the department of the principal supervisor.

All research conducted at UCT is governed by the University's policies and practices on ethics, intellectual property, and health and safety procedures. Your supervisor is required to ensure that you are familiar with such rules and policies.



Research topics, subsequent proposals and timing for submission of the proposal depend on the individual department. You are advised to seek the advice of the appropriate academic department as early as possible.

WRITING, REFERENCING AND PLAGIARISM

Forms of referencing must be standard for the discipline and must adhere to a recognised international convention.

Plagiarism (passing off someone else's work as your own)

Examples of this are inadequate acknowledgement of sources of data, analyses and ideas, and direct copying of passages of text. You will be required to make a declaration stating that you know the meaning of plagiarism and that all the works in your thesis/dissertation (except for that which is properly acknowledged) is your own.

The Writing Centre offers assistance in this regard (see page 37). You could also visit the policies website on <http://www.uct.ac.za/about/policies/> for information on plagiarism.

Publication of research

Research is generally published as journal articles or conference papers. There is great benefit in having your work published, specifically in terms of your own professional development. Enquire from your supervisor or academic department about how your research should be presented.

Troubleshooting research degree problems

Your faculty manager is your primary source of assistance when checking rules and requirements for your research degree. You also have access to your faculty's Deputy Dean for Postgraduate Studies/Research.

As mentioned above, the Writing Centre is positioned to assist you with any problems you have with writing and referencing. This facility (with the PGSA) offers seminars and workshops on writing and other topics. It is in your interest to check when these are scheduled.

There are also computer courses available. See the ICTS section for details.

For statistics support offered by your faculty, please speak to your Deputy Dean responsible for research (see page 45).



SUPERVISION

FINDING A SUPERVISOR

Finding a supervisor is specifically relevant to master's by thesis and doctoral students. If you already have a supervisor, naturally this section is not relevant to you. If you do not yet have a supervisor, it is important – once you have decided on the broad research area in which you wish to work – to find one. Your supervisor must be approved by the head of the academic department, and certain conditions and rules apply to such an appointment.

There is no set way of finding a supervisor. You might make personal contact with someone under whom you would like to do your degree, or you may write to the faculty officer with your proposal and ask for a supervisor to be allocated if you are accepted as a student. You could also seek advice from the Deputy Dean responsible for research in the faculty in which you wish to register.

The approved supervisor is responsible for providing the necessary guidance needed for you to conduct and complete your research successfully. As such, the supervisor is required to have the necessary expertise, knowledge and skills to supervise the proposed research. As the student being supervised, it is incumbent upon you to avail yourself of the agreed-upon supervision.

SELECTING A TOPIC FOR YOUR RESEARCH

You and your supervisor must agree on a research topic. Remember that your research depends not only on its academic merit, but also on available resources and funding. It is important to ensure that these are in place before commencement.

COMPLETING THE MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MoU) is an important undertaking between supervisor and student. It ensures that expectations and commitments on both sides are clear and that the study to be undertaken has a clear work-plan and timeframe for completion. When considering the work-plan and timeframe for completion, you must bear in mind that the prescribed minimum and expected maximum periods of registration will impact on the scope of your research. The MoU also tracks progress and documents problems encountered along the way.



PROGRESS REPORTS

The MoU should ensure that progress is tracked and documented. However, students who receive funding are required to provide progress reports for release of funds and/or for renewal of awards. Such progress reports may take a different form to the MoU and instructions from your sponsor and/or the Postgraduate Centre & Funding Office should be followed to ensure smooth continuity of funding support.

ETHICS

It is important that all ethical matters related to your research are taken into account and approved by your faculty's Ethics Committee. Your supervisor is required to guide you in this matter.

PUBLICATIONS

When you and your supervisor are working together on a research project, a joint publication is a good way to get training and experience in writing journals or papers for publication. Remember to negotiate the terms of joint authorship.

Research output generally consists of journal articles, conference papers, professional publications, etc. There is great benefit in having your work published, specifically in terms of your own professional development. Enquire from your supervisor or academic department about how your research can be presented.

SUBMISSION OF THESES

Format, length and standard title pages are specific to each faculty and you should seek advice from your supervisor as to what is required.

Once you have concluded your research and written up your findings, you are required to inform the head of department of your intention to submit. Your supervisor and head of department will then nominate suitable examiners for approval by the dean.

Doctoral candidates are required to inform the Doctoral Degrees Board of intention to submit one month prior to submission. Submission dates are the third week in February or the third week in August if you are aiming at the June or December graduation ceremonies respectively.

Rules regarding registration, tuition fees and discontinuation of funding at the time of submission apply. You will need to be aware of such rules and requirements before submission, which can be found on the following website: www.uct.ac.za/apply/candidates/thesis/



COMPLAINTS AND GRIEVANCES

If you have a grievance or wish to pursue any matter relating to academic departments or the university administration, you may address such matters as follows:

1. Academic issues – contact the head of department or dean of faculty (see page 45)
2. Administrative issues – contact the Deputy-Registrar (see page 16, admin contacts)
3. You may also contact the SRC and/or PGSA for advice and assistance (see page 49)

For the full text on General Rules and Policies, refer to Book 3 of the Series of Handbooks.

Troubleshooting supervision or academic problems

You are required, on registration, to enter into a Memorandum of Understanding (MoU) with your supervisor. In this MoU, the expectations and commitments of both parties are documented.

If you experience any problem or concern that hampers your academic progress, you should speak with your supervisor or head of department as soon as possible, against the background of the terms of the MoU. If you feel that you are unable to discuss your concerns with these individuals, you can contact the deputy dean for postgraduate studies in your faculty directly.

If you experience problems because of personal issues, you can approach your supervisor for advice on how to manage your workload under the circumstances. You can also go to the Student Wellness Service and see a qualified counsellor.





FACULTY DEANS AND DEPUTY DEANS – ACADEMIC ISSUES

COMMERCE

Dean: Professor Don Ross

Deputy Dean for Postgraduate Studies: Associate Professor Jeffrey Bagraim

Tel: 021 650 2256

Graduate School of Business

Director: Postgraduate Studies: Segran Nair

Tel: 021 406 1144

ENGINEERING & THE BUILT ENVIRONMENT

Dean: Professor Francis Petersen

Deputy Dean: Professor S Harrison

Tel: 021 650 2702

HEALTH SCIENCES

Dean: Professor Marian Jacobs

Deputy Dean for Postgraduate Studies: Professor Susan Kidson

Tel: 021 447 8955

HUMANITIES

Dean: Professor Paula Ensor

Deputy Dean for Postgraduate Studies and Director of the Graduate School in Humanities: Professor Johan Muller

Tel: 021 650 3059

LAW

Dean: Professor PJ Schwikkard

Deputy Dean for Postgraduate Study: Associate Professor Elrena van der Spuy

Tel: 021 650 3087

SCIENCE

Dean: Professor Kathy Driver

Deputy Dean for Postgraduate Studies: Professor Allan Hutton

Tel: 021 650 2714



INTELLECTUAL PROPERTY AND YOU: A guide for UCT postgraduate students

Intellectual Property (IP) has become a far more important aspect of a researcher's life in recent years – especially with the introduction of the IP Rights from Publicly Financed Research and Development Act of 2008 that was promulgated on 2 August 2010.

UCT's IP Policy

IP at UCT is governed by our IP Policy (download it from www.uct.ac.za/about/policies/). UCT's IP portfolio is managed by Research Contracts and IP Services (RCIPS), who assist the research community with patent applications and the commercialisation of the IP.

In terms of the IP Policy, IP arising from all research at UCT (this includes research conducted by postgraduate students) is owned by UCT, unless it has been assigned to some other party (typically a funder) by contractual arrangement, or it is copyright relating to theses or publications (see the copyright section overleaf).

There is a responsibility for researchers to report an invention that may be protectable to RCIPS, prior to public disclosure. This is especially important in terms of the IPR Act, which gives a 90-day time limit from identifying a protectable invention to reporting it to RCIPS, which acts as the university's technology transfer office in terms of the Act. To report an invention, an Invention Disclosure Form should be downloaded from the IP section, completed and returned to RCIPS.

Provision is made in the IP Policy for inventors to share in any revenue generated from commercialisation of the IP.

What are the requirements for patentability?

There are three key criteria for an invention to be patentable: it must be novel (not previously disclosed publicly); inventive (not obvious); and useful (can be applied in trade or industry or agriculture). RCIPS will assist you with this assessment. Ideally we file a provisional patent application as late as possible to ensure that the patent's commercial life is maximised, but we need to file ahead of any public disclosure.

What is public disclosure?

Public disclosure occurs when your invention is mentioned in (oral or written) to people outside of UCT. It covers any disclosure ranging from formal journal articles, to abstracts, conference posters, online blogs and news articles (e.g. *Monday Paper*).



Beware, as even a throw-away line at the bottom of a paper regarding future work may destroy inventiveness, as it suggests how your invention could be performed, rendering it obvious to somebody in your technical field. Submission of your thesis for examination is also regarded as public disclosure as the examinations process is not confidential/closed and your thesis will ultimately land up on the library shelf. Contact RCIPS well in advance of any planned public disclosure. With pre-planning you can successfully achieve both objectives of publishing and patenting and benefit from the rewards of both!

How to maintain confidentiality

Researchers can discuss their work freely within UCT, make group presentations, etc. as long as there are no external people present. It is wise to mention that the presentation content should be kept confidential within UCT as you may be seeking patent protection. When collaborating with other institutions/companies, the research contract or collaboration agreement will generally include confidentiality clauses. RCIPS can also assist with putting a Non-disclosure Agreement (NDA) also known as a Confidential Disclosure Agreement (CDA) in place with a party that you are wishing to discuss your invention with. Once this is in place, you are free to discuss your work with them without destroying the possibility of patenting.

What about copyright?

In terms of the IP Policy, copyright in scholarly and literary publications vests in the author(s) – often journals require the authors to assign the copyright to the publisher and researchers are free to do this. Copyright in a dissertation or thesis vests in the student, subject to certain rights of the University that are published in rules for degrees, diplomas and certificates.

Graduates are often approached by publishers who wish to publish their theses. Students own the copyright and can grant permission, but they need to look at the publisher's terms and conditions to ensure that they are not in conflict with the rights granted to UCT, especially if the publishers want exclusive rights. For example, this could conflict with rule GP8 where a student grants UCT the right to publish the thesis in whole or in part in any format that it deems fit (e.g. online).

This is common at universities and generally the academic publishers make provision for this in their terms and conditions (e.g. LAP Lambert who have published several graduates' work). NB: Be careful to check too that your funder is in agreement with



your publishing your thesis - there may be contractual obligations to either get their permission prior to publication or rights may have been assigned to the funder in certain instances. Your supervisor and/or RCIPS should be able to assist in clarifying this.

Learn more about IP

RCIPS runs seminars and training courses throughout the year covering various aspects of IP and entrepreneurship. We encourage you to come to one of our IP seminars so that you are clear about your opportunities and responsibilities.

Check our website for more information and useful resources on IP, its commercialisation and on starting businesses and entrepreneurship.

If you have any questions, please contact Dr Andrew Bailey

Email: Andrew.Bailey@uct.ac.za; Tel: 021 650 2425

Research Contracts & IP Services, 2 Rhodes Avenue (corner Main Road), Mowbray

General Enquiries: innovation@uct.ac.za

Tel: 021 650 4015 • Fax: 021 650 5778

www.rcips.uct.ac.za



STUDENT GOVERNANCE AT UCT

STUDENTS REPRESENTATIVE COUNCIL (SRC)

Steve Biko Students' Union (Level 7), Upper Campus

Tel: 021 650 3537/8/9; 021 650 3665; 021 650 5000/2

Fax: 021 650 5051

Email: zola.tame@uct.ac.za

Hours: Monday – Friday 08.30–16.30

The student body elects the SRC annually. The SRC will assist you in addressing any problems that you might encounter during your time at UCT, from accommodation to parking to academic exclusion. The SRC also runs several projects in the students' interest, where your participation will be much needed. Feel free to pop in to the SRC offices at any time.

STUDENT ASSEMBLY

The Student Assembly (SA) is the advisory and debating organ of the UCT student body, with the SRC as its executive. The SA is comprised of all members of the SRC and of elected constituents of student societies, faculty councils, sports codes, house committees and other sectors.

POSTGRADUATE STUDENTS ASSOCIATION (PGSA)

The PGSA is an academic association of all postgraduate students at the University of Cape Town, which aims to foster an active, vibrant and diverse postgraduate culture contributing to the development of the University of Cape Town as a world-class research-driven institution.

The PGSA represents postgraduate students' interests at faculty level and at university level as part of an executive committee. These structures participate actively in various faculty and university decision-making bodies.

Overall, they are there to make sure that all postgraduate students are represented fairly, equally and effectively, while carrying the great responsibility of representation, advocacy and support.

To air your opinions, ask questions, or voice any concerns, please contact them at:

hpgsa.uct@gmail.com



POLICIES & RULES

GENERAL POLICIES & RULES

It is important that you are aware of and familiar with the university's general policies and rules. These can be found in Book 3 (in the Series of Handbooks) entitled *General Rules and Policies*. This publication includes:

- Rules for degrees, diplomas and certificates
- Disciplinary jurisdiction and procedures
- Rules on conduct for students
- Rules on meetings
- Rules for residences
- Traffic rules
- Library rules
- University policies

Online location of various UCT policies and rules: <http://www.uct.ac.za/about/policies/>

UCT INTELLECTUAL PROPERTY POLICY

This policy can be sourced at the following URL: <http://www.rcips.uct.ac.za/ip/overview/>

SEXUAL HARASSMENT POLICY

This policy can be sourced at the following URL:

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/sexual_harassment_policy.pdf

STUDENT INSURANCE

It is compulsory for all students to participate in the Group Personal Insurance scheme, which provides cover for students against UCT-related personal injuries resulting from accidental causes.

However, the owner of a motor vehicle is personally liable for any injuries caused to other persons or damage to their property while on UCT property. UCT will under no circumstances accept responsibility for loss or damage to students' possessions and does not offer or sponsor any sort of personal effects insurance plan for students. Students are urged to take out their own 'household' insurance, especially if they are bringing computers and/or other expensive electronic equipment with them.

Further information can be obtained from the Student Insurance Administrator, Student Wellness Service, Tel: 021 650 2210. There is a full statement of the conditions attached to the scheme in Handbook 3, *General Rules and Policies*.



SUPPORT STRUCTURES, SERVICES AND FACILITIES AT UCT

CAMPUS PROTECTION SERVICES (CPS)

Campus Protection Service 24-hour hotline: 021 650 2222/3
(use the last four digits only if calling from a UCT extension)

CPS operates 24 hours a day, seven days a week. They are committed to protecting the safety of the University community and its property, as well as to maintaining order in accordance with University policy. They are here to help you at all times.

CPS operates from six service centres:

- Upper Campus – Robert Leslie Social Sciences Building
- Middle Campus – Kramer Law Building
- Burnage House, Burnage Rd (adjacent to Leo Marquard Hall), just off Main Rd Rosebank
- Health Sciences Campus – Barnard Fuller Building
- Forest Hills Residence, Main Road, Mowbray
- Hiddingh Campus, Gardens

JAMMIE SHUTTLE

Tel: 021 685 7135; Email: jshuttle@uct.ac.za

The Jammie Shuttle is a private, scheduled bus service available seven days a week, including a late night service. It operates between all residences (main terminus at Leo Marquard Hall on Lower Campus), campuses and local public transport terminals. The service is free to all UCT students and staff. Timetables are available from the Traffic Office or on the UCT website via the Staff and Student Portal.





SAFE ESCORT SERVICE

When the Jammie Shuttle is not running (after 01h00), Campus Protection Services will offer students and staff vehicular or foot escorts to nearby destinations from campus. However, it must be understood that their core function on campus is not transportation of members of the UCT community, therefore expect that there may be delays, especially for vehicular escorting, due to other urgent operational duties. (See the CPS telephone number on page 64.)

PARKING ON CAMPUS

A parking disc is required if you plan to drive and park your car on campus. These may be bought at the UCT Traffic Office (below Geological Sciences Extension Building on Ring Road South, Tel: 021 650 3312/3). PDRFs and postgraduate students who are employed by UCT and may apply for the yellow disc (valid for all campuses and the restricted part of Upper Campus). Postgraduate students who are not employed are eligible for yellow discs, but valid for the Tennis Court parking lot only; or for blue student parking discs, which are often oversubscribed.

Discs are usually sold from November and are valid for one year. A limited number of yellow parking discs are sold, issued on a 'first come first served' basis, for an extremely limited number of parking bays. Parking can be a nightmare, so be warned!

STUDENT WELLNESS SERVICE

28 Rhodes Ave, Mowbray. Tel 021 650 1020/1017 for an appointment.

Full-time students are entitled to use the University's facilities for medical consultations, eye testing, HIV testing, contraception, sports injuries, physiotherapy, and psychological counselling and assessment. Students not receiving financial aid pay medical aid rates for consultations, but certain services are free.

DISABILITY SERVICE

Level 4, Steve Biko Students Union, Tel: 021 650 2427; Fax: 021 650 3794

This unit promotes access for disabled staff and students and develops solutions for problems they may experience. The unit offers a range of services, including offering help if you are battling with concentration, dyslexia, chronic illness or psychological problems that affect your academic life.



HIV/AIDS INSTITUTIONAL COORDINATION UNIT (HAICU)

28 Rhodes Avenue, Mowbray (adjacent to the Student Wellness Service)

Tel: 021 650 1006 • Fax: 021 650 3600 • Website: www.haicu.uct.ac.za

HAICU aims to educate the wider UCT community on HIV issues and supports those living with HIV and AIDS. It provides information and skills transference through:

- ACEs – a peer education project
- interactive workshops
- media and awareness events
- curriculum integration

For your information, UCT has a policy on HIV and AIDS, which you can access at:

http://www.uct.ac.za/downloads/uct.ac.za/about/policies/hiv_aids_policy.pdf

DISCRIMINATION AND HARASSMENT OFFICE (DISCHO)

The Cottage, Lovers Lane, Lower Campus. Tel: 021 6503530

Email: francois.botha@uct.ac.za Website: <http://www.uct.ac.za/org/discho>

DISHCO's functions and services include the following, among others:

- Policy formulation (discrimination and harassment)
- Awareness campaigns on issues of harassment and discrimination
- Office of first report of harassment and/or discrimination
- Investigation procedures for alleged transgressions
- Legal advice and court preparation for gender violence victims in the UCT community
- Trial assistance and disciplinary hearing preparation programmes
- Workshops and discussions on a range of diverse topics, including masculinity issues.



SOCIETIES AND SPORTS CLUBS

Societies

There are over 80 active clubs and societies on campus, catering for religious, political and cultural groups as well as diverse special interests, from ballroom dancing and investing to the UCT choir and SHAWCO (the major community outreach organisation). You are sure to find something to interest you and this is a great way to meet people.

You can sign up on Level 5 of the Student Development and Services Department in the Steve Biko Building at any stage during the year. More information is available at the Societies Helpdesk on 021 650 3541.

Sports

UCT provides unique opportunities to participate in 43 different sports on a competitive or recreational level. More traditional sports are all well catered for, but you also have the option of exciting individual pursuits such as climbing, paragliding, skydiving, water skiing, surfing and scuba diving. Visit the website at www.sportsclubs.uct.ac.za for more information on what's available.

Postgraduate students may also make use of UCT's state-of-the-art gym and swimming pool situated between Graça Machel and Kopano residences on the Middle Campus.





You can sign up for any sport or club at the Sport and Recreation reception throughout the year. Fees may be charged to your UCT account only up until March; strictly cash thereafter. The UCT Sport and Recreation Department is located in the Sports Centre on Upper Campus; Tel 021 650 3564.

CHAPEL

An interfaith chapel is situated in the Otto Beit Students Union. It provides separate facilities for Christian and Muslim worship. Certain student religious societies use the chapel for services on a regular basis.

EDULOAN

Room 6.02, Level Six, Student Development and Services Building, Upper Campus
Tel: 0860 55 55 44, Fax: 086 633 3832

UCT BOOKSHOP

Level 4, Steve Biko Students Union, Tel: 021 650 2486/7

Stocks academic books for all faculties, including secondhand books. It also sells a range of stationery, cards, posters, newspapers and magazines, and customised book bags and UCT-branded clothing. (There are also several academic bookshops in nearby Rondebosch.)



POST OFFICE (RHODES GIFT)

University Avenue North, Upper Campus (between Otto Beit and Computer Science Bldg)
Tel: 021 685 5460

UCT MEDIA

Varsity is the student-run publication, and is available free of charge, as is the weekly *Monday Paper*, which covers news and developments on campus for the UCT community. It includes a free classified ads section with accommodation and general advertisements, as well as listings of current events on campus and vacant posts. Copies of both these publications can be found at the Steve Biko Students Union, the Leslie Social Sciences and Kramer buildings, in cafeterias, and wherever students gather.

UCT EDUCARE CENTRE (CRÈCHE)

Nursery Road, Upper Campus; Tel: 021 650 3522 • Fax: 021 689 8078
Email: marilyn.petersen-sanders@uct.ac.za

ATMS (CASH MACHINES) ON CAMPUS

These are located in the Chancellor Oppenheimer Building, Leslie Social Sciences Building and Kramer Law Building.

BAXTER THEATRE CENTRE

Main Road, Rondebosch; Tel: 021 685 7880 (Theatre); 021 689 5351 (Restaurant)
Since its opening in 1977, the Baxter Theatre Centre at the University of Cape Town has continued to provide a stage for all types of professional entertainment – music, drama, ballet, opera and intimate theatre.





RESTAURANTS / CAFÉS / FOOD OUTLETS ON CAMPUS

Although there is a large variety of food outlets on campus, there are a few places which are really popular and always busy:

The UCT Club (restaurant and bar) in the Sports Centre offers good meals and very reasonably priced drinks. Open throughout the day and in the evening. Tel: 021 650 3161

The Baxter Theatre Restaurant also offers good meals at special prices to members of the UCT community. Tel 021 689 5351

Café Quencha, Robert Leslie Social Sciences Building – a selection of great coffees and a variety of hot and cold food at reasonable prices.

Glasshouse, Level 3, Menzies Building – convenient pop-in for cold drinks, small eats and hot meals at lunch time.

Afri-quisine, off the Engineering Mall in the Oppenheimer Institute, serves a selection of hearty, authentic African meals from ‘pap’ and gravy to their famous chicken peanut curry.

Higher Cuisine, in the basement of the Robert Leslie Social Science Building, serves a variety of tasty vegetarian dishes.

MacHarries, situated outside the New Science Lecture Theatre (NSLT), is a campus institution famous for its toasted pitas, and ‘bring your own cup’ brand of coffee.

The Kaplan Centre Cafeteria has a chilled atmosphere and serves a variety of kosher meals .



CAPE POINT



ABOUT CAPE TOWN

UCT and Environs

The main campus of UCT is situated in Rondebosch, a vibrant area that includes shops and facilities for your every need. In and around the Main Road, you will find supermarkets, banks, a hardware store, pharmacies, fast food outlets, restaurants, pubs, bookshops, DVD hire, laundromats, the Rondebosch public library, doctors and dentists and much more.

Getting around Cape Town

UCT is situated about 8km from the city centre. Trains and public bus and minibus taxi routes are all close by. If you're in the city centre itself, you'll find walking the easiest way to get around. Metered taxi cabs are also available, but are fairly expensive.

Cape Town Tourism

South Africa's colonial and pre-colonial history, as well as more recent political events, make Cape Town a very interesting cultural tourism city. It is a city of contrasts, with overcrowded informal settlements and poverty on one hand and 5-star hotels and world-class tourist attractions on the other. Right on the doorstep is an abundance of unspoiled nature and spectacular scenery. If you want to explore and understand South Africa's past (and present), you can take one of many organised cultural tours. You can also take a boat trip from the the V&A Waterfront to visit the former prison on Robben Island, or ascend Table Mountain on the cable car for a spectacular view of the 'Mother City'. There are many



museums and art galleries as well as entertainment venues for music and theatre. For further information on Cape Town's cultural, natural, entertainment and other attractions, visit <http://www.capetown.travel>

Climate / Weather

South Africa is a large country and has diverse climatic regions, but in general the weather is sunny and hot in the summer months (November to April), and relatively mild during winter (May to October). Cape Town has a Mediterranean climate with winter rainfall. Average minimum and maximum summer temperatures are 15 – 27°C (although it can get hotter), and 8 – 18°C during winter.

Communications

The international access code for South Africa is +27. The outgoing code is 00 followed by the relevant country code (e.g. 0044 for the United Kingdom). South Africa has 10-digit dialing, so area codes must be included (e.g. 021 for Cape Town followed by the 7-digit number) when making local or national calls. Mobile service providers offer 'pay-as-you-go' SIM cards (which can be bought at most convenience stores) and card- and coin-operated public pay phones are widespread.

Money

South Africa's currency is the Rand (ZAR). Money can be changed at banks, forex bureaus and the larger hotels. ATMs (cash machines) are plentiful and major international credit cards are widely accepted. For foreign currency exchange rates against the South African Rand see <http://www.x-rates.com/d/ZAR/table.html>





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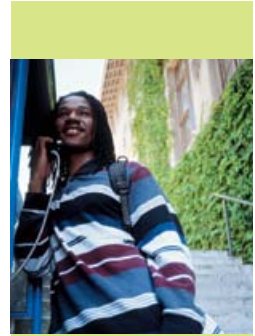
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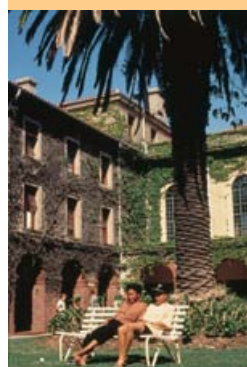
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USEFUL AND EMERGENCY CONTACT NUMBERS

Campus Protection Services

Burnage (Lower Campus)	021 650 2222/3
Robert Leslie (Upper Campus)	021 650 2121
Kramer (Middle Campus)	021 650 3022
Forest Hill Residence	021 650 3856
Health Sciences Campus	021 650 6100
Hiddingh Campus	021 480 7101

Student Wellness Centre 021 650 4589/3000

Sexual Harassment Prevention 021 650 3530

Fire Prevention 021 650 3552

Traffic Services 021 650 3312/3/4

Access Control 021 650 3996/4357

South African Police Service (SAPS)

SAPS Rondebosch 021 689 9321

(Located in Church Street behind St Paul's Church;)

Email: RondeboschSAPS@saps.org.za

SAPS Mowbray 021 685 7111

SAPS Woodstock 021 447 3883

Police Flying Squad 10111

Ambulance 999 / 10177

UCT Private Academic Hospital

Anzio Road, Observatory

Tel: 021 442 1800 (Hospital Switchboard) Email: info@uct.netcare.co.za

Groote Schuur Hospital (public hospital)

Main Road, Observatory Tel: 021 404 9111 Website: www.gsh.co.za

Rape Crisis

Roman Road, Observatory Tel: 021 447 1467; 021 447 9762 (Counselling line)

Cape Town Drug Counselling Centre, Observatory

Tel: 021 447 8026 Email: ctdcc@iafrica.com



POSTGRADUATE REGISTRATION CHECKLIST

1. Have you been accepted by the academic department to which you applied?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If YES:

- LOCAL STUDENTS – Go to the relevant faculty office to register.
- INTERNATIONAL STUDENTS – Go to the International Academic Programmes Office (IAPO) to obtain clearance to register, and then proceed as per LOCAL STUDENTS.

If NO:

- Enquire with the Admissions Office and/or your academic department.
- You are advised to check and confirm that you have been accepted for study by (a) UCT, and (b) by the academic department to which you applied BEFORE TRAVELLING TO UCT.

2. Once you have registered, have you:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

- OBTAINED YOUR STUDENT CARD from Access Control Services in the basement of the Leslie Social Sciences Building?
- Without this card you will not be able to access any funding offered to you or any of the facilities available to students.

3. Once you have your student card, have you:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

- ACCESSED THE PEOPLESOFT SELF-SERVICE online facility and entered your contact and bank account details?
- Correspondence cannot be sent to you and payment of funding due to you cannot be processed if these details are not in the system.



HAVE YOUR SAY: A–Z Guide for Postgraduate Students

YOUR COMMENTS AND SUGGESTIONS ARE APPRECIATED AND WILL ASSIST US IN MAKING IMPROVEMENTS TO FUTURE EDITIONS OF THIS GUIDE.

Please complete this short questionnaire, cut out the page and send it to:

Ms OLIVIA BARRON at the THE BLUE DESK INFORMATION SERVICE
UCT Postgraduate Centre, Upper Level. Otto Beit Building, Upper Campus
Or simply email any comment you may have to: pgfunding@uct.ac.za

Please answer the questions below and use the space provided for your own comments.

Did the Guide provide you with all the information that you needed with regard to 'Getting Started'?

YES NO

Comment on above:

Did the Guide provide you with all the information that you needed with regard to 'Registration'?

YES NO

Comment on above:

(Continued overleaf)





Did the Guide provide you with all the information that you needed with regard to facilities and services?

YES

NO

Comment on above:

Did the Guide provide you with all the information that you needed with regard to other aspects of postgraduate university life?

YES

NO

Comment on above:

Please add any general comments and suggestions below:

