

Students are also referred to the institutional research page for forms and procedures

<https://www.cput.ac.za/research-technology-and-innovation/postgraduate/hdc>

and asked to take note of the [CPUT progression rules](#) for postgraduate students

and [CPGS training opportunities for 2022](#)

Student registration	Appendix Click to access	Tick
1 HDC Digital 1.1 registration of topic		
1.1 Take note of FHDC and HDC deadlines for submission	Appendix 1	
1.2 Logon to HDC-digital and create your profile		
1.3 Ask your HOD to assign you supervisors		
1.4 Refer to Faculty guidelines for topic registration Appendix 2.1 and Appendix 2.2 and register your topic on HDC-digital (then assign to supervisor)	Appendix 2.1 Appendix 2.2	
1.5 Follow up with supervisor and HOD that it is assigned to PGO for all HDC-digital items!		
2 Supervisor and student agreement (Completed on HDC-digital)		
3 Ethics proposal submission (to ethics committee)		
3.1 Take note Faculty Research Ethics Committee (FREC) review deadline for submission	Appendix 1	
3.2 If applicable, obtain and submit Consent Letter or site permission to collect data		
3.3 Under the guidance of the supervisor, complete the FREC1.1. Via the supervisor, submit FREC1.1 to a reviewer who completes an independent scientific review and suggests changes (if required) and signs the form. Form is then signed by HoD and supervisor and submitted to FREC (email: febe-ethics@cput.ac.za) for evaluation. Refer to Appendix 3.1 to see the detailed procedure. Refer to Appendix 3.2 to see Faculty Ethics Guideline. Refer to Appendix 3.3 to see FREC 1.1. Refer to Appendix 3.4 to see ECSA Code of Conduct - used to complete FREC1.1 Recommended if doing qualitative research: Attach draft data collection instrument (questionnaire or interview guide etc.) VERY IMPORTANT: Data collection should not take place until you receive an ethical clearance certificate from the faculty	Appendix 3.1 Appendix 3.2 Appendix 3.3 Appendix 3.4	
3.4 Receive an ethical clearance certificate from the Faculty Research Office		
4 HDC 1.2 (Proposal)		
4.1 Make sure your supervisor completes your progress report on HDC digital		
4.2 If applicable, Masters students with a BTech attend the Faculty Research Methodology Course. You will get a certificate after attending the course which you will have to upload on HDC-digital Alternatively, Doctoral students present proposals before a departmental or faculty panel		
4.3 Consult the CPUT guide for writing a Research Proposal	Appendix 4	
4.4 Consult with your supervisor and develop a data management plan. Click on either of the two links below to do so and use your CPUT login credentials: ☐ https://www.cput.ac.za/lib/research-support	Appendix 15	

□ https://dmp.cput.ac.za/ Download a PDF copy of the data management plan		
4.5 Supervisor or HOD to submit research proposal for scientific review (within the department) (2 x Reviewers for M students and 3 x Reviewers for D students) Students to make the necessary changes to proposal following the review Proposal Rubric attached as Appendix 5	Appendix 5	
4.6 Upload your ethical clearance letter (refer to Step 3.4) and data management plan (refer to Step 4.4) on HDC-digital		
4.7 Upload your permission letter to do the study or letter confirming permission is not needed on HDC-digital		
4.8 If applicable (Masters students only - refer to Step 4.2) upload the Research Methodology course certificate		
4.9 Upload the reviewer forms with panel chair sign off forms (3 forms for M students and 4 forms for D students). Refer to Appendix 5 to see the forms. Ensure that all forms are signed and dated. Also ensure that HoD signature appears on HDC 1.2		
4.10 Ensure you have captured the summary of 250 words and keywords as indicated in the research proposal template		
5 (Optional) Conversion form masters to doctorates HDC 1.6 (refer to process for conversion)	Appendix 6	
6 Examination submission		
6.1 Consult with CPUT Thesis template - Please note that this is just a guideline as the template might differ from department to department within the Faculty	Appendix 7	
6.2 Your supervisor needs to nominate examiners (try and have this done at least 3 months prior to your hand-in or immediately after HDC approval of examiners) You are not involved in this process Take note: Examination deadline: submission before 15 September (previous year) for April graduation (following year) Examination deadline: submission before 15 June for December graduation (same year)		
6.3 Marking guideline given to examiners prior to submitting (masters) Marking guideline given to examiners prior to submitting (doctorate) You are not involved in this process. This is completed by your supervisors	Appendix 8.1 Appendix 8.2	
6.4 When the thesis is complete, with approval of your supervisor, it may be sent to one of CPUT approved language editors. See Appendix 9 to view the list of approved language editors	Appendix 9	
6.5 After editing, the completed thesis submitted to faculty postgraduate office by your supervisor with the following three documents 1. Appendix 10.1 - HDC 1.11 signed by you, the supervisor and HOD. This form accompanies your thesis when it is sent to the Faculty Postgraduate Office. Your supervisor coordinates this 2. Attached letter of proof of language editor 3. Attach a Turnitin report of acceptable standard (generally 20% is allowed for theses, but each individual source should be no higher than 2%) Refer to CPUT Plagiarism policy (Appendix 10.2) for further information Refer to Annexure 10.3 to see the procedure for thesis submission Refer to Annexure 10.4 to view Thesis workflow chart	Appendix 10.1 Appendix 10.2 Appendix 10.3 Appendix 10.4	
7. After examination leading to graduation		

7.1 Receive examiner comments from your supervisor		
7.2 Attend to the comments and submit to your supervisor/examiner depending on the outcome of the examiner (You may use the deposition template Appendix 11.1 first (optional), then complete the Rebuttal Document Appendix 11.1 (mandatory) submit Appendix 11.2 for approval by supervisor and/or HOD before editing or revising the thesis).	Appendix 11.1 Appendix 11.2	
7.3 Submit final thesis with completed and approved edits		
7.4 Supervisor and HOD to complete HDC 1.8 doc with signatures (once the supervisor(s) is satisfied with the thesis edits). You don't complete or submit the HDC 1.8 form	Appendix 12	
7.5 Attach proof of journal article submission (Masters) or notification of acceptance of journal article (Doctorate) in a DHET accredited journal.		
7.6 Marks to serve at: 1. Faculty Higher Degrees Committee 2. Higher Degrees Committee 3. Senate For approval for graduation before final marks can be given to students		
7.7 E-thesis to be submitted to Faculty Postgraduate Office to be loaded onto library repository		
7.8 Data sets to be submitted with E-thesis (PDF) to the Faculty Postgraduate Office		
7.9 Graduation letter sent from AGC office to confirm graduation		

Students are also referred to [CPUT Guide to Postgraduate Studies \(Appendix 13\)](#) and the [CPUT Policy for Postgraduate Studies \(Appendix 14\)](#)