



## CODE OF CONDUCT FOR MASTERS AND DOCTORAL STUDENTS

### 1 DUTIES OF THE STUDENT

- 1.1 The student is responsible for registration and the payment of class fees every year.
- 1.2 After admission, the student is responsible to make the initial contact with the study leader/promoter.
- 1.3 The student will attempt to finish his/her research proposal within the first year of study.
- 1.4 After completion of the research proposal the student will provide the study leader/promoter with a time schedule, according to which he/she will submit subsequent chapters. The student undertakes to honor this time schedule and respect the Northwest University's regulations on the maximum duration for masters- and doctoral study.
- 1.5 The student undertakes to contact the study leader/promoter every three months, even if there are no completed chapters, to be submitted.
- 1.6 Appointments with study leaders/promoters must be made in advance.
- 1.7 The student is responsible to give a six week notice before submitting his or her dissertation for examination. The notice of submission-document must be obtained from and submitted to the Post graduate Administration office.
- 1.8 The student is responsible for the professional language formatting of his/her study. A list of accredited language professionals is available at [www.translators.org.za](http://www.translators.org.za)
- 1.9 Doctoral students must submit evidence that an article has been submitted to an accredited journal together with the submission of his/her thesis.

### 2 DUTIES OF THE STUDY LEADER

- 2.1 The Study Leader provides the student with all the information necessary to conduct the study.
- 2.2 The Study Leader acknowledges receipt of work submitted by the student, within one day.
- 2.3 The Study Leader comments on work submitted by the student within three weeks after reception.
- 2.4 The Study Leader replies promptly on any enquiries from the student.
- 2.5 The Study Leader informs the student if he/she is on holiday leave. Leave for the purposes of research that can be taken by the study leader/promoter, may not interfere with the facilitation on post graduate studies.
- 2.6 The Study Leader is responsible for submitting the research proposal, if ready, to the Research Project Group, and thereafter to the CAD (Committee for Advanced Degrees).
- 2.7 The Study Leader keeps the student informed about the progress of his/her research proposal in accordance with the time limits subscribed to by the Faculty. .
- 2.8 The Study Leader guides the PhD-student in submitting an article pertaining to his/her study for an accredited peer review journal. The study leader/promoter will sufficiently motivate and support an M-student to write and submit an article from his/her research, to an accredited peer review journal.

I HEREBY CONFIRM THAT I WILL RESPECT THIS CODE OF CONDUCT.

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Student name

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Student signature

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Study Leader

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Manager (M & D Programmes)