RESEARCH AND DEVELOPMENT

GRADUATE SCHOOL @ CUT 2014
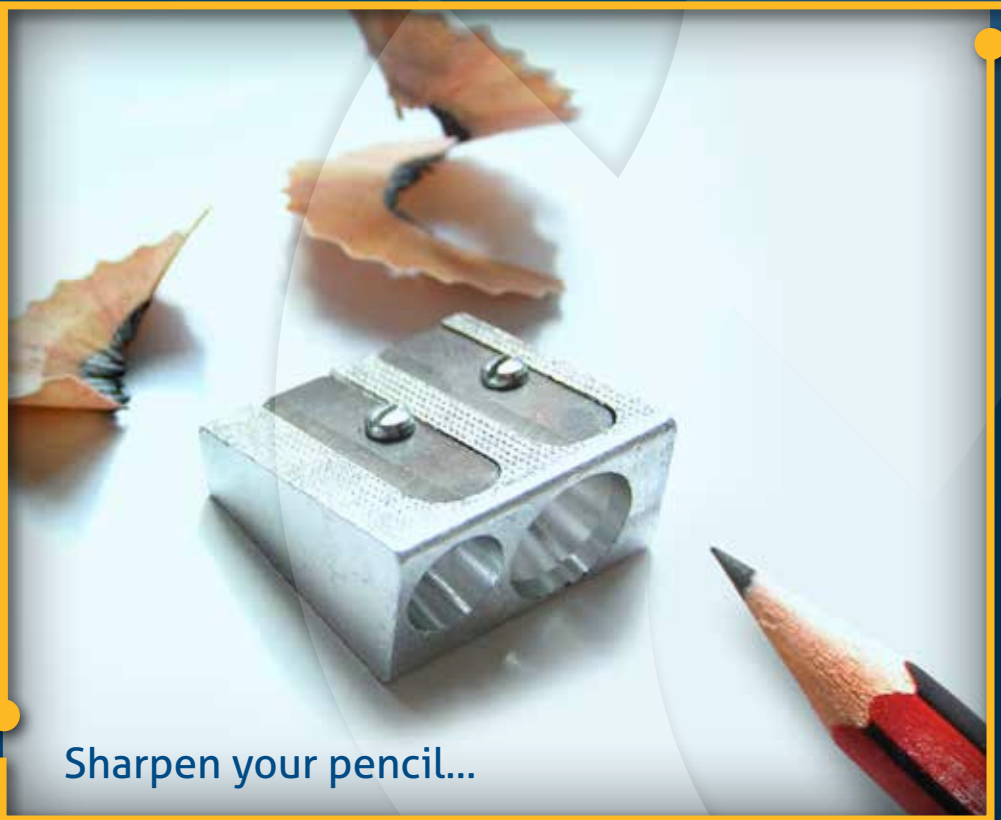
Sharpen your pencil...

(28 Feb 2014)

What is the Graduate School @ CUT?

Research & Development (R&D) administers a Graduate School. The purpose of this School is to provide collective support to supervisors and postgraduate students to grow their research capacities in providing access to best practice resources in support of research. R&D makes available ten programmes, the identification of research profiles, books, resources and workshops to support faculties, academic staff, postgraduate students and postdocs in doing research.

TEN integrated Research and Development programmes to grow CUT research capacity

Ten R&D PROGRAMMES
Undergraduate to Graduate Student's Programme
Master's Education Programme
Doctoral Education Programme
Post-doctoral Fellowships
Next Generation Researcher's Programme
Emerging Researcher's Programme
Mid-Career Researcher's Programme
Established Researcher's Programme
Focus Group: Black Female Researcher's Programme
Rated Researcher's Programme

Research Managers

| Dr Mohamed Mostafa | Prof. Ryk Lues | Dr Mike Mhlolo | Prof. Crispen Chipunza | Mr Molefi Motsoeneng |

Faculty of Engineering and Information Technology	Dr Mohamed Mostafa	051-507 3454 mmostafa@cut.ac.za
Faculty of Health & Environmental Sciences	Prof. Ryk Lues	051-507 3145 rlues@cut.ac.za
Faculty of Humanities	Dr Mike Mhlolo	051-507 4027 mmhlolo@cut.ac.za
Faculty of Management Sciences	Prof. Crispen Chipunza	051-507 3218 cchipunza@cut.ac.za
Welkom Campus Technology & Innovation	Mr Molefi Motsoeneng	057-910 3583 smotsoen@cut.ac.za

The Faculty Research Manager's (FRM) key roles are directed at creating a vibrant research environment and culture, to provide managerial support and to administer research activities within the faculty.

The FRM will represent and communicate the faculty's targets, plans, internal criteria and procedures to postgraduate students and staff.

Our own publication outlet: The *Interim*

The *Interim* is a CUT, in-house interdisciplinary developmental academic journal that gives new researchers the opportunity to publish their research.

Twenty editions of the *Interim* were published between 2002 and 2013, constituting close to 220 papers.

The *Interim* serves as a unique outlet to publish work in progress and aims at developing scientific writing skills in publishing research that meet an acceptable standard of research and writing.

It provides an opportunity for academic staff to develop editorial skills in serving on the editorial board.

The *Interim* especially affords next generation researchers the opportunity to familiarise themselves with the intricacies and challenges of publishing.

The purpose is to build confidence in publication writing, to have supportive critique and to gain experience in meeting the requirements for publication. Once a paper had been published in the *Interim*, it can be re-worked and be submitted to an accredited journal.

The CUT Student Assessment Manual stipulates the minimum requirement for postgraduate students (Master's and Doctoral) as the submission of one publication (at least), to the *Interim*, before graduation.

An *Interim* publication is also set as a requirement when approving a second national conference attendance that is supported by the research budget.
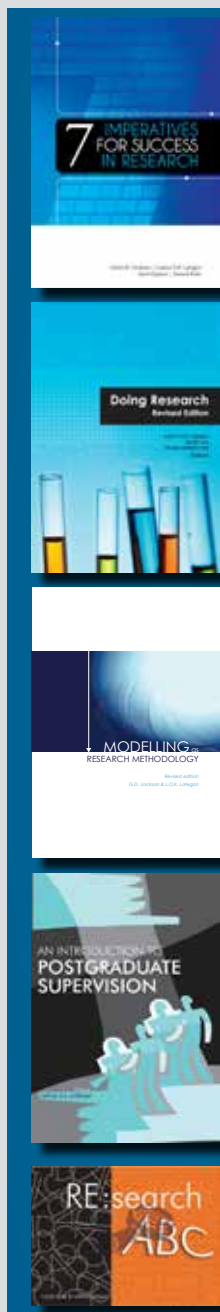
INFORMATION AND RESOURCE SUPPORT

The Library and Information Services (LIS) supports postgraduate students and researchers in providing services, information searches, scientific core and value-added resources. There are currently more than 4000 research-related books shelved in the LIS. The available books range within the following fields:

- The Research Process
- Research Method/Methodology
- Research Writing/Scientific Writing
- Research Ethics
- Research Support

The LIS maintains subscription to twenty (20) databases, allowing electronic access to more than 5 million specialised full text journal articles. Furthermore, the LIS maintains subscription to 52 e-book titles with links to journal citation reports. Faculty-dedicated information librarians assist postgraduate researchers with information searches and database training throughout the year:

- Faculty of Humanities, Mr Amos Mkam
  051-507-3470
- Faculty of Management Sciences, Ms Lizette Storm
  051-507-3168
- Faculty of Engineering and Information Technology, Mr Tshidi Jobo
  051 507-3461
- Faculty of Health and Environmental Sciences, Ms Jeannet Molopyane
  051 507-3144

How we combat plagiarism

1. As part of the Personal Information Management Programme (PIM) / Information Literacy Programme, all first-year students are taught the importance of correct reference and citing techniques, and to recognise other authors' intellectual property.
2. As part of the CUT 2014 Student Assessment Manual, plagiarism (and its consequences) is addressed extensively.
3. As part of *Blackboard*, all lecturing staff and supervisors have access to the *SafeAssign* programme that combats plagiarism in student assignments.

MARK YOUR 2014 CALENDAR!

Research and Development Seminars

Fri, 28 Feb 10:00-16:00   The Research Process, Support, Scope and Activities of R&D 2014

Fri, 16 May 10:00-16:00   Research Ethics and Integrity Workshop

Fri, 22 Aug 10:00-16:00   Publication Writing / Scientific Writing Workshop

Fri, 17 Oct 10:00-16:00   Postgraduate Supervision Workshop

The University Research and Innovation Committee (URIC) fulfils the following functions:

Position, coordinate, monitor and evaluate research, research development, technology and innovation according to the goals set in the Academic Plan, the Research & Development Plan, Technology & Innovation Plan and Vision 2020.

Develop appropriate research, research development, technology and innovation policies.

Position, coordinate, monitor and evaluate a research culture amongst all staff and students.

Approve student grant applications and awards.

Implement and promote research ethical and integrity codes and practices.

The URIC will perform its functions through the following sub-committees:

Faculty Research Committees (FRCs)

Graduate School Committee (GSC)

Intellectual Property Steering Committee (IPSC)

Innovation and Incubation Fund (IIF)

Research Ethics and Integrity Committee (REIC)

Research & Innovation Annual Strategic Breakaway

Mon, 4 Aug 08:00-16:30   R&I Strategic Breakaway

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URIC meetings: 2014

Fri, 7 Feb
Wed, 5 Mar
Thurs, 17 Apr
Thurs, 22 May
Thurs, 18 Jun
Thurs, 7 Aug
Thurs, 18 Sep
Thurs, 16 Oct
Thurs, 13 Nov

Important documents

- 2014 Student Assessment Manual (important regulations M and D studies)
- Calendar 2014 (CUT Yearbook – important dates and procedures for M and D studies)
- Manual for Research and Development Support
- Research related policies and lists
- (Available on the CUT Intranet)

Graduate School Commitee

13 Feb	10:00 – 12:00
5 Jun	10:00 – 12:00
4 Sep	10:00 – 12:00
6 Nov	09:00 – 10:00

Need study space?

Exclusive postgraduate study space, equipped with network points, available in the Student Academic Support Centre including access to computer labs.

Enquiries: Ms Lynn van der Merwe
lvdmerwe@cut.ac.za
051 507 3350

The Research Administrative Process
Steps and stages in the postgraduate experience

STEP 1

MEET WITH HOD/FRM TO IDENTIFY SUPERVISOR AND PROJECT WITHIN RESEARCH CLUSTER

Graduate visits Head of Department and Faculty Research Manager to discuss research project for M or D study

Student is referred to Supervisor/Study Leader

Student drafts conceptual proposal that is aligned with one of the university's research clusters

STEP 2

REGISTRATION

Student registers upon approval of proposed research by faculty

All INSTITUTIONAL / ADMINISTRATIVE PROCESSES will be dealt with by Student Administration

Student complies with institutional regulations in Yearbook and Assessment Manual

STEP 3

FROM FACULTY TO R&D: APPROVAL OF PROTOCOL

Supervisor and Co-Supervisor are formally appointed within the faculty

Student formalises protocol (LS 262)

Supervisor provides guidance to student and informs student about administrative process

Title Registration Committee within faculty approves scientific merit of protocol and registers title on faculty database

FRC submits approved protocol to URIC for ratification

STEP 4

GRANT APPLICATION

Student applies for grant, Supervisor assists.

Approval of grant will be based on institutional and faculty-specific criteria

Student formally accepts grant conditions

Grant registration on Research Administration System

Quarterly progress reports via FRMs before pay-out of monthly stipends

STEP 5

PROCESS TO COMPLETION/ASSESSMENT

Supervisor provides guidance

Student utilises support and attends workshops offered by R&D

Student submits article according to assessment requirements

External examiner appointed to evaluate final dissertation/thesis

Awarding of qualification

Sharpen your pencil...

Research Clusters

The identified research clusters and programmes are enablers for building a research and innovation culture. The identification of a research programme is based on the critical mass in a particular field of research, research outputs, completed qualifications and funding awarded. The cluster is based on a collection of related research programmes. These clusters build strength in areas of focus.

CLUSTERS	PROGRAMMES
Industrial Design, Communication and Development	New product development and design Evolvable manufacturing, automation and vision systems Sustainable engineering Water resource management Information and communication technology
Quality Of Health and Living	Applied food safety and –biotechnology Sustainable farming systems Applied health technology Environmental assessment and management Biotechnology
People and Skills Development	Socio-economic development studies Leisure management Education (sub-themes: health science education, general education, service learning, academic & professional pedagogy and the scholarship of teaching and learning) Research education

Although these clusters build strength in areas of focus, the principle of multi-, inter- and trans-disciplinary research via collaboration amongst listed programmes and various academic entities toward realising applied outcomes is also strongly supported.

RESEARCH & DEVELOPMENT STRUCTURES AND SUPPORT

Contact numbers

The following Research and Development offices provide services toward postgraduate studies and in support of research.

Dean: Research and Innovation

Prof. Laetus Lategan

Tel: +27 51 507 3336

E-mail: llategan@cut.ac.za

Secretary to the Dean:

Ms Sandra Nel

Tel: +27 51 507 3279

E-mail: snel@cut.ac.za

Research Officer:
Research Administration

Ms Riana Dessels

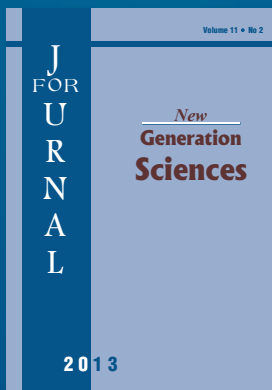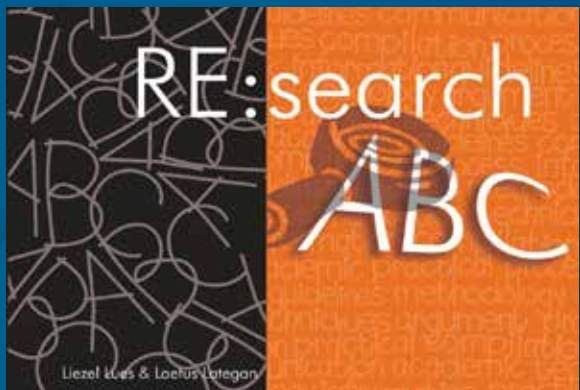Tel: +27 51 507 3117

E-mail: rdessels@cut.ac.za

Research Officer: NRF Activities

Ms Zenobia Louw

Tel: +27 51 507 3445

E-mail: zlouw@cut.ac.za

Prof. Laetus O.K. Lategan

7 IMPERATIVES FOR SUCCESS IN RESEARCH

Ulrich O. Holtzhaer | Laetus O.K. Lategan
Karin Dyason | Eleanor Rohn

Doing Research
Revised Edition

Laetus O.K. Lategan
Herman Lues
Susan Friedrich-Nel
(Editors)

MODELLING in RESEARCH METHODOLOGY

Laetus Lategan & Liesl Lategan

AN INTRODUCTION TO POSTGRADUATE SUPERVISION

Laetus O.K. Lategan

RE:search ABC

Liezel Lues & Laetus Lategan

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