



**POSTGRADUATE
STUDENT GUIDE**

 **UNIVERSITY of the
WESTERN CAPE**

2024 

STUDENT

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The University of the Western Cape is a national university, alert to its African and international context as it strives to be a place of quality, a place to grow. It is committed to excellence in teaching, learning and research, to nurturing the cultural diversity of South Africa, and to responding in critical and creative ways to the needs of a society in transition.

This is a user-friendly guide to the most important things you need to know in order to succeed at your degree. For further detail, you should consult the General Calendar, or speak to your supervisor or the postgraduate coordinator in your department.



Resources



The Division for Postgraduate Studies (DPGS)

DPGS provides an inclusive, multicultural and holistic researcher development environment in creating a **“one stop shop”** for postgraduate students that will serve as a first port of call. Central to this approach is a focus on strengthening the university’s research niche areas as important domains for postgraduate education. for all postgraduate and postdoctoral studies.

Please visit the following site for further detail.

<https://www.uwc.ac.za/study/postgraduates>



What are my responsibilities as a student?

The University of the Western Cape has created a user-friendly website with all student related information which is widely accessible to all. It is the student’s responsibility to take charge and make themselves aware of closing dates, news, etc.

- Check your student email account regularly, as this is our primary mode of communication with you.
- iKamva is your friend, as all relevant information regarding your modules are listed on this platform. <https://ikamva.uwc.ac.za/portal>
- Keep up to date with closing dates for various applications. Deadlines are communicated via the Calendar as well as the UWC website.
- Ask questions - ask your Lecturer, Tutor, Supervisor or fellow classmates.



Important Dates



1st Term	Monday, 12 February - Wednesday, 20 March
2nd Term	Tuesday, 02 April - Friday, 17 May
3rd Term	Monday, 22 July - Friday, 30 August
4th Term	Monday, 09 September - Friday, 29 November

Thursday, 7 March 2024

- **DUE DATE:** Submission of corrected theses to the library and supervisor approval for March 2024 Graduation and Graduation Acknowledgment of Debt (symbolic graduation)

Tuesday, 2 April 2024

- **CLOSING DATE:** Applications for leave of absence for Master's and PhD Students
- **CLOSING DATE:** Registration of Master's (Research/Full-Thesis) and PhD Students

Friday, 26 April 2024

- **DUE DATE:** Submission of Intention to Submit by student to faculty for September 2024 Graduation.

Friday, 2 August 2024

- **DUE DATE:** Submission of corrected theses to the library and supervisor for September Graduation and Graduation Acknowledgment of Debt (symbolic graduation)

Friday, 27 September 2024

- **DUE DATE:** Submission of Intention to Submit by student to faculty for April 2025 Graduation.

Monday, 30 September 2024

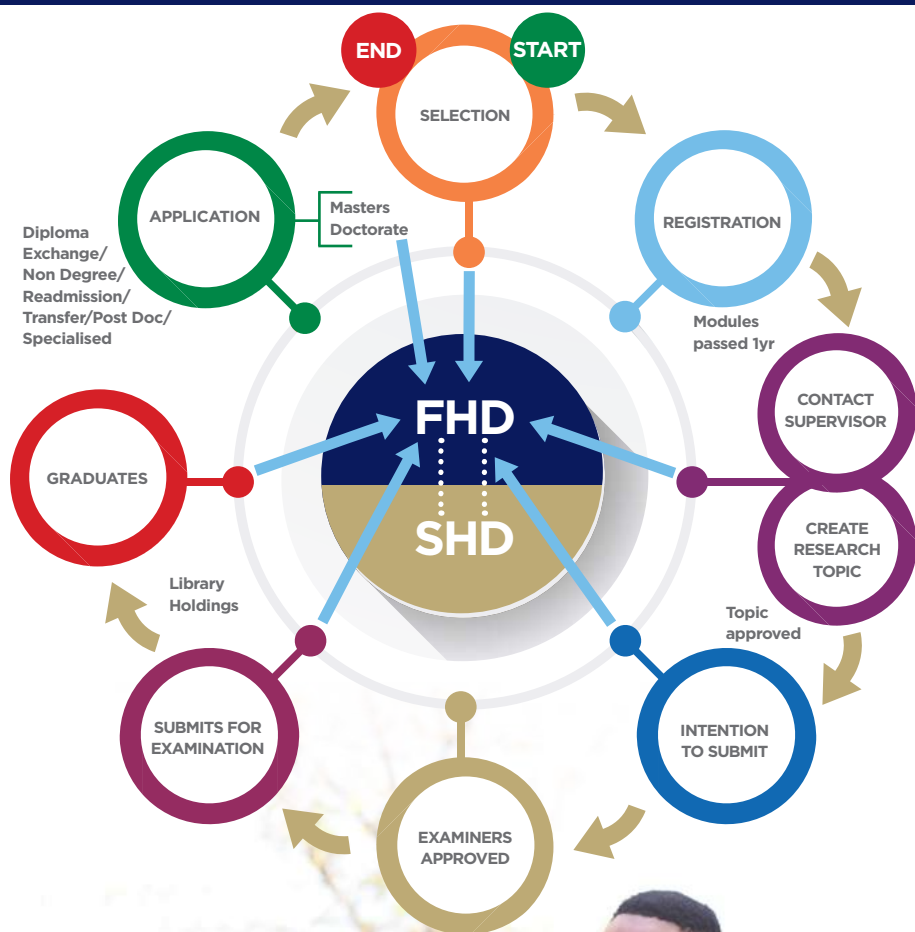
- **DUE DATE:** Submission of Progress Reports by students.

Wednesday, 13 November 2024

- **DUE DATE:** Submission of corrected theses to library and supervisor approval for December 2024 Graduation and Graduation Acknowledgment of Debt (symbolic graduation).



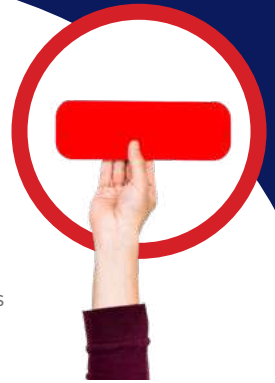
Postgraduate Life Cycle



Minimum

Period of Study

The minimum period of study for a Master's degree of 180 credits is one year, and a Doctorate of 360 credits is two years. These periods are published in the General Calendar.



Maximum

Period of Study



Masters Degrees

The maximum period of study for a non-professional Master's degree is three years. For a professional Master's degree, it is as follows:

- Masters of Dental Surgery (four or five years)
- Master of Science in Dentistry (two or three years)
- Master of Clinical Pharmacy (360 credits) (three years)
- Masters in Pharmacy (three years)
- Master of Public Administration (four years)
- Master of Social Work. (four years)
- Master of Occupational and Physiotherapy (four years)

Doctoral degrees

The university does not offer any professional doctorates. Notwithstanding the type of doctoral degree, (research, joint or by publication) the period of study is five years. A student registered for a doctoral degree must have been registered for at least two academic years before the thesis may be submitted for examination.

Thesis Title Registration

The title of your thesis for Master's and Doctoral studies needs to be formally registered. Your supervisor will advise you about this process which takes place in the first year of for full-thesis degrees and in the second year for structured degrees.



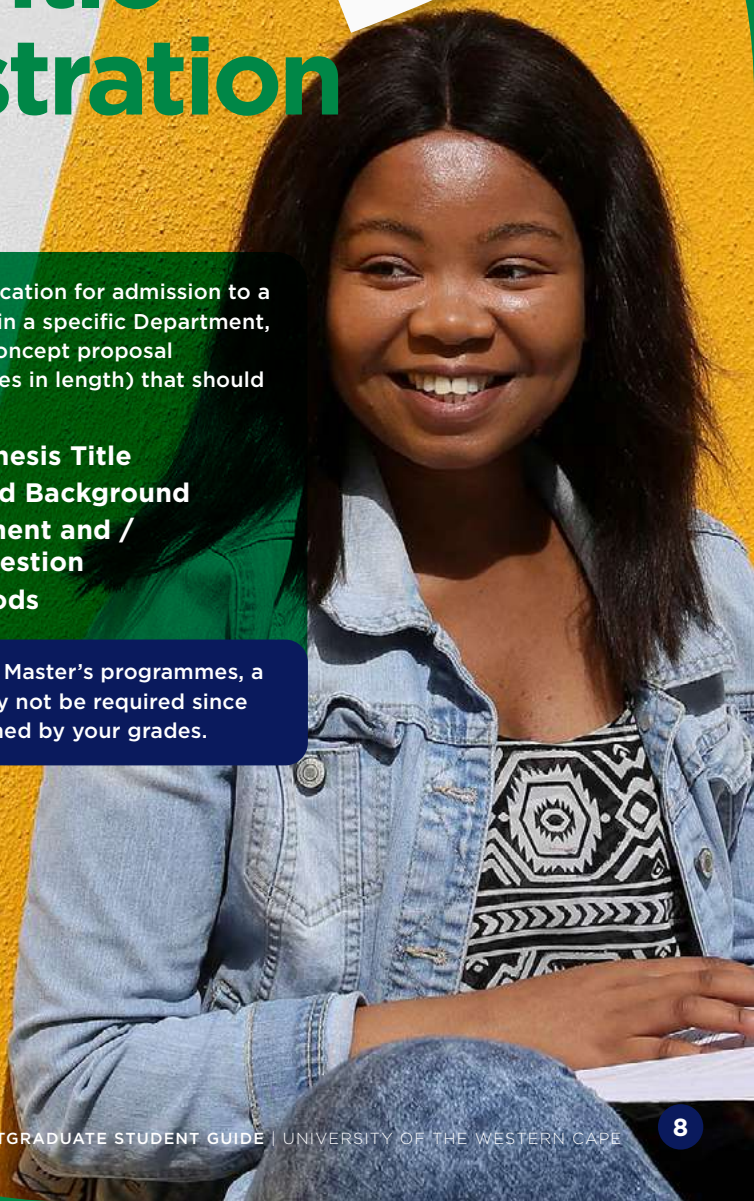
Research Intention and Title Registration



A student, upon application for admission to a research programme in a specific Department, must submit a brief concept proposal (approximately 2 pages in length) that should include the following:

- **A Provisional Thesis Title**
- **Introduction and Background**
- **Problem Statement and / or Research Question**
- **Research methods**

*For some structured Master's programmes, a concept proposal may not be required since admission is determined by your grades.



The Formal Research Proposal



Once a student has been formally registered, they have to prepare the research proposal in consultation with the supervisor for approval by the Faculty Higher Degrees Committee (FHDC).

The time period within which the research proposal has to be submitted is as follows:

- (a) **six months for a full-time student.**
- (b) **one year for a part-time student.**
- (c) **Students enrolled for a coursework Master's are advised to prepare their proposals during the first year of study to submit it via a supervisor in their second year of study.**

Submission and approval of the formal research proposal involves the following:

- (a) **Working on the proposal under the guidance of the allocated supervisor.**
- (b) **In some departments, students may be asked to present their proposals to a committee or present at a meeting convened by the department.**
- (c) **In most faculties, the proposal is sent for review to two reviewers, one in the department in which the student is registered, and the other from an outside department. The main review criterion is feasibility of the project. However, reviewers may also make recommendations about other aspects of the proposal. Proposals may be returned for revision. Resubmission of the proposal is in the best interests of the student and the thesis project.**
- (d) **If your thesis project involves work with live subjects, you will also need to apply for ethics clearance. This involves completing an ethics application form with supporting documents to the relevant university ethics committee. It is best to take the advice of your supervisor on the ethics clearance application.**
- (e) **A Memorandum of Understanding (MOU) should be agreed between student and supervisor, and signed. The MOU sets out the expectations and obligations on both sides and contributes to good working relationship.**

Promotion to subsequent years of study may be blocked if you do not have a proposal approved or do not obtain ethics clearance by the required deadline.



Memorandum of Understanding

The objective of the Memorandum of Understanding (MOU) is to outline explicitly the expectations of both postgraduate students and their supervisors. Clearly defined expectations regarding the responsibilities of all parties are crucial to ensuring good supervisory relationships. It represents statements of intent and the implied obligations of what a supervisor and student could reasonably be expected to meet under normal circumstances. The University of the Western Cape expects students and supervisors to adhere to a supervision agreement/code of conduct which must be signed by both parties as soon as a supervisor has been appointed for a Master's programme by research or a Doctoral programme. This code is UWC's assurance that quality relationships will be upheld by both supervisors and students for the entire period of registration for the degree. The Memorandum of Understanding (MOU) may be reviewed annually, but with due regard to the maximum period allowed for the study.

Progress Reports

By the end of September. You will get an email alert that the form needs to be completed. When you have filled in the form, you need to forward it to your supervisor who will ensure the progress report is submitted to the Faculty Higher Degrees Committee. Satisfactory progress on the thesis is required for you to be promoted to the next year of study. The progress report is a good way to ensure that you complete your thesis successfully in the recommended time for the degree.



Supervisor and Student Relationship



Most supervisors are guided by the principles below:

The Roles and Responsibilities the Supervisor

- (a) The supervisor is responsible for regular contact with the student in terms of the MOU in order to monitor student progress (minimum once per term), and for endorsing annual progress reports submitted by assigned students.
- (b) Ensure that students are aware of the research programme requirements, processes and timetables.
- (c) Inform students of the expectations regarding performance, progress format and quality.
- (d) Where possible, ensure that the immediate research environment is safe, healthy, and free from harassment, discrimination and conflict; ensure that students' safety is prioritised where fieldwork is concerned.
- (e) Report any differences in expectations to the Departmental Research Committee;
- (f) Keep the Departmental Research Committee informed with respect to the student's progress;
- (g) Make timely arrangements to ensure continuity of supervision when the supervisor will be absent for extended periods.
- (h) Monitor student's progress in accordance with an agreed upon work plan and report on such progress to the Departmental Research Committee, as well as to the Faculty and Senate Higher Degrees.
- (i) Guide the student throughout the research process.
- (j) Give regular, timeous and comprehensive written feedback to the student on work submitted.

These interactions could be recorded in a logbook.

The roles and responsibilities of students

- (a) Keep their supervisor(s) informed about the work/personal circumstances that may distract them from, or compromise the successful execution of, the research project.
- (b) Make the supervisor aware of other persons that are consulted in any way with respect to the research project.
- (c) Keep their supervisor(s) regularly informed on progress.
- (d) Ensure that they are familiar with the research programme requirements, processes and timetables.
- (e) Ensure that the project timeline is followed and report any deviations promptly to the supervisor.
- (f) Confirm that they understand the expectations regarding performance, progress and quality.
- (g) Confirm that they understand the expectations and guidelines laid down by the department, faculty and university, as the case may be, regarding ethics, research conduct, plagiarism, intellectual property and safety.

Intention to submit thesis for examination

A student who wishes to be awarded their degree at the graduation ceremony associated with a given academic year, must notify their supervisor in writing that they intend to submit their thesis for assessment subject to the dates as stipulated in the University Calendar. A candidate may not submit a thesis for examination or evaluation if it was previously submitted for examination at another institution. A declaration to this effect must be included in the submission documentation.

Thesis Submission

The Exams and Graduation Office is responsible for sending of thesis for examination and capturing the results sent from the examiners.

The examination process is set in motion when you complete and submit the Intention to Submit form through your supervisor. This form alerts the Exams and Graduation Office that you will submit your thesis for examination by the date you indicate. It is recommended that your thesis be submitted to anti-plagiarism and AI detection software before you submit. When your thesis is in its final stages, your supervisor will also have identified examiners for your thesis and would have registered them on the UWC system. The identity of examiners should not be divulged until after the examination process is completed, and only if examiners agree to have their identities revealed to the student.

You will receive notifications once it has been approved by your supervisor and distributed, and once all the examiners have confirmed receipt. For queries please contact your Faculty or Department.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Submitted by Student	Approved by Supervisor	Submitted to Examiners	Examination Confirmed	Examiner reports Submitted

IMPORTANT:

While examiners have a guideline of 4 weeks (Masters) or 6 weeks (Doctoral) within which to examine and submit their reports for a thesis, examiners may take longer and once submitted all reports must serve via the University's governance processes. The entire process of examination may therefore take between 2-3 months (or longer under extreme circumstances).

Submitting thesis for Examination

The thesis ready for examination should be submitted via jotform
<https://form.jotform.com/MyUWC/postgraduate-thesis-submission>

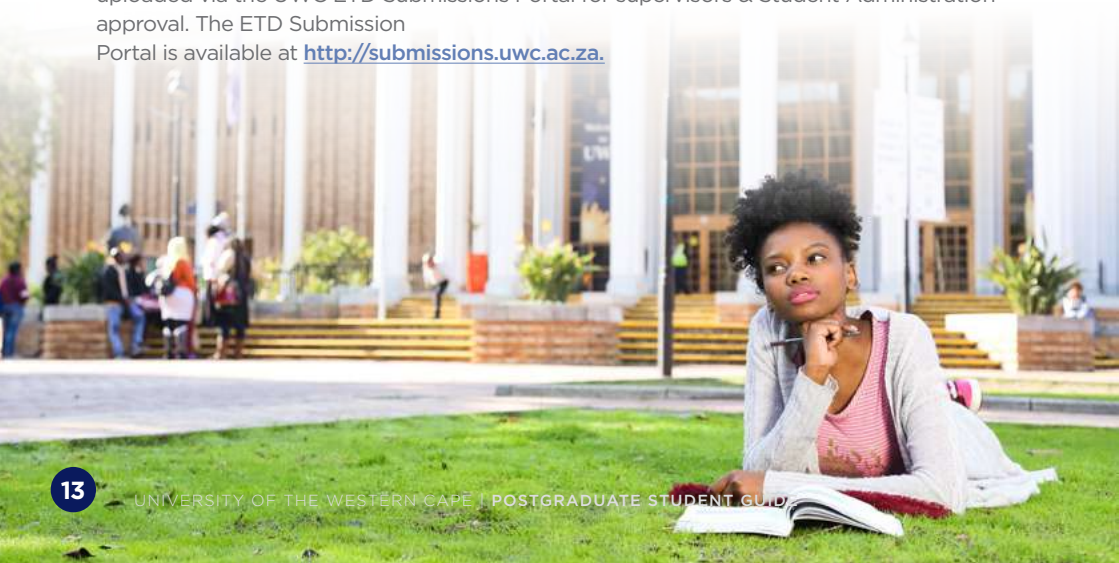


The Examination Process

After you have submitted the Intention to Submit form, the rest of the process is managed by your supervisor and the Exams and Graduation Office. They ensure that your thesis is received by the examiners and try to make sure that the examiner reports are returned within the stipulated time. (Sometimes examiners do not return reports by the deadline, and the university does not carry responsibility when this happens.) When all the examiner reports are received, your supervisor has ten working days to prepare a summative report, which summarises the comments, recommendations and decisions of the examiners. All the reports then serve at the Faculty Higher Degrees Committee, which makes a recommendation to the Senate Higher Degrees Committee. The Senate Higher Degrees Committee decision about the examination is the final decision. Everything prior to this decision needs to be kept strictly confidential. If a student is informed about any of these examination details, it constitutes a breach of examination integrity. Once Senate Higher Degrees confirms that the degree may be awarded, corrections to the thesis may be done.

Submitting the final thesis for graduation

After performing the necessary corrections, an electronic copy of the thesis needs to be uploaded via the UWC ETD Submissions Portal for supervisors & Student Administration approval. The ETD Submission Portal is available at <http://submissions.uwc.ac.za>.



Award of Degree Cum Laude

Taken from the General Calendar, applicable to degrees first registered in 2019

A.5.4.5 Awarding the Structured Master's Cum Laude

Unless Senate decides otherwise, a structured Master's or Research report will be awarded cum laude if a student obtains at least 75% in each exit-level module, including the mini-thesis or research report, up to the required credits for the programme and in the prescribed maximum programme duration.

A.5.4.6 Awarding the Structured Master's Magna Cum Laude

Unless Senate decides otherwise, a structured Master's or Research report will be awarded magna cum laude if a student obtains at least 80% in each exit-level module, including the mini-thesis or research report, up to the required credits for the programme and in the prescribed maximum programme duration.

A.5.4.7 Awarding the Structured Master's Summa Cum Laude

Unless Senate decides otherwise, a structured Master's or Research report will be awarded summa cum laude if a student obtains at least 85% in each exit-level module, including the mini-thesis or research report, up to the required credits for the programme and in the prescribed maximum programme duration.

A.5.4.8 Awarding the Research Master's Cum Laude

Unless Senate decides otherwise, a Research Master's will be awarded cum laude if a student obtains a final mark of at least 75% and completed the programme in the prescribed maximum programme duration.

A.5.4.9 Awarding the Research Master's Magna Cum Laude

Unless Senate decides otherwise, a Research Master's will be awarded magna cum laude if a student obtains a final mark of at least 80% and completed the programme in the prescribed maximum programme duration.

A.5.4.10 Awarding the Research Master's Summa Cum Laude

Unless Senate decides otherwise, a Research Master's will be awarded summa cum laude if a student obtains a final mark of at least 85% and completed the programme in the prescribed maximum programme duration.



Frequently Asked Questions



What does registration entail?

- Assisted and online registration takes place during January (first semester intake) and July (second semester intake) of each year.
- If a supervisor is available and an application is approved, the applicant registers by signing and handing in the registration form.

How are fees structured?

- Candidates are billed in their first year of studies. In subsequent years they would only be required to pay the basic registration fee for that year (depending on financial clearance).
- International students are required to pay their full registration and tuition fees prior to registration.
- For more detailed information you may request a fee quotation by emailing your request to zntshwanti@uwc.ac.za
- The Council of the University of the Western Cape reserves the right to implement the official fees for the year and has the right to amend, without prior notice, the fees to be paid to the University.

Registration in Successive Years?

- For the duration of their studies a student must register each year by the stipulated date and pay the prescribed registration fees.
- Students are required to register every year by the stipulated date until completion of their degree.
- No process may be administered if a student is unregistered for the year.

How many enrolments are allocated for each programme?

- For Master's – a candidate is granted a three-year enrolment with a minimum of one year.
- For Doctorate – a candidate is granted a five-year enrolment with a minimum of two years.
- Extension may be granted in exceptional cases on submission of an application by the student and a recommendation from the Supervisor concerned.

How do I promote to the next year (Progress Report)?

- Every successive year, promotion shall be subject to the submission of a progress report as stipulated in the General Calendar. Further

registration may be refused at any stage on grounds of unsatisfactory progress.

- Progress reports may be retrieved via the student portal. The Faculty Office could assist in this regard. It is very important to a title registered as soon as possible.

Intention to submit?

- A student who aims to graduate in a particular graduation cycle must notify their Supervisor in writing that they intend to submit their thesis for assessment. The dates when notification should be given are stipulated in the University Calendar.
- The intention to submit form may be retrieved via the student portal. Faculty Office will assist in this regard.

Why do we need an intention to submit?

- The Intention to Submit process is usually taken in consultation with your supervisor who needs to be satisfied that you have fulfilled the necessary requirements before submitting your final thesis. It indicates to The Faculty Office that examiners, who will be assessing your thesis/paper, need to be processed.

How many examiners are appointed for assessment?

- Two examiners are appointed to assess a Master's thesis/paper.
- Three external examiners are appointed to assess a Doctoral thesis.

How do I Submit my thesis?

- Candidates are required to upload the electronic thesis/research paper directly to <https://form.jotform.com/MyUWC/postgraduate-thesis-submission>
- Your supervisor is then directly contacted for quality checks before the thesis is sent for assessment by Student Administration.

When will I graduate?

- The university has three graduation cycles in the academic year (April, August and December)
- Examiners generally take six to eight weeks before submitting their feedback to the University.
- Graduation may only take place once the full examination process is completed and the library submission is made.
<https://submissions.uwc.ac.za/index.php/etd/login?source=%2Findex.php%2Fetd>

Tuition Fees

Tuition fees are charged per module within a prescribed programme. Students, who for more a fewer modules prescribed, will be charged accordingly.

50% of the total outstanding Student fee account will be due by 30th April
100% of the total outstanding Student fee account will be due by 31st July

DISCOUNTS: ONLY APPLICABLE TO SOUTH AFRICAN STUDENTS

- Accounts settled in full before the due dates will be eligible for settlement discounts calculated on current tuition fees and accommodation fees outstanding after all rebates have been credited.

Payment date	Discount
On or before 29 February 2024	5%
On or before 31 March 2024	3%
On or before 30 April 2024	2%

Banking Details

Bank: ABSA Bank
Name of Account: UWC Student Deposit Account
Branch: Public Sector Western Cape
Address: 1st Floor, Tygerpark 4,
Willie Van Schoor Drive, Bellville, 7530
Account No: 40 4960 4740
Branch Code: 632005
Swift Code: ABSAZAJJ



Financial Aid

The NRF is the main source of funding for postgraduate study at higher education institutions in South Africa. Calls for applications for NRF funding are emailed in the course of the year.

Student Finances

Students should make allowance for the following expenses in their financial plans:

- Tuition fees
- Text books and Stationery
- Residence Fees (where accommodation is applicable)
- Personal Expenses
- Meals/Food (where applicable)
- Traveling (to and from University)

NB! Masters (Research) and Doctoral students are required to pay their full tuition fees in their first year of study. Masters and Doctoral students renewing their registration in order to submit a thesis for examination will pay the normal registration fee only. From the 4th and subsequent enrolments for Masters and the, 6th and subsequent enrolment for Doctoral degrees, students are liable for 20% of the prescribed programme fees of the current year.

Protection of Personal Information Act Summary | **POPIA**

The purpose of the POPIA is to ensure that all South African institutions conduct themselves in a responsible manner when collecting, storing, using, disclosing, processing and sharing another entity's personal information by holding them accountable should they abuse or compromise your personal information in any way.

Under the POPIA, the university is legally required to comply with the POPIA principles. Under the POPIA, institutions are required to take reasonable steps to protect the personal information they hold from misuse and loss and from unauthorised access, modification or disclosure.

Student **Administration**

Examination and **Graduation Office**

In support of the core business of the University, the EGO provides examination and graduation support to staff and students through a wide range of activities.

This includes the provision of accurate information and support on:

- the scheduling of examination;
- coordinating invigilation services;
- management of assessment question papers;

- coordinating graduation ceremonies;
- certification;
- Thesis management; and
- External moderation

Email:

graduation@uwc.ac.za



International Student Services Office (ISSO)

Welcome to the International Student Services Office (ISSO)

International Student Services Office (ISSO) is a dedicated unit of Administration that exists to support International Students at various stages in the process of their education at UWC.

We are excited that you have considered UWC as your development partner in the process of attaining your learning goals. We are privileged to host students from numerous nationalities in a variety of programmes.

International students include all persons whose nationality is not South African Refugees, Section 24 Asylum Permit holders and any other person who is not in possession of a South African citizen identity document.

International students have unique requirements associated with their study in South Africa and thus need specialised support. ISSO aligns with the Institutional aim to further global perspectives among its staff and students, thereby strengthening intellectual life and contributing to South Africa's integration in the world community.

UWC strives to be a place to grow from hope to action through knowledge and is committed to teaching, learning and research. It offers International Students the opportunity to pursue their learning goals in a diverse and thriving academic community located in the iconic city of Cape Town.

ISSO aims to justify your confidence in the University of the Western Cape as the preferred development partner in the process of attaining your learning goals. This web-page contains important information for your application to study at the UWC.



Where to find us

Student Administration, Administration Building

West Wing, Level 2

Contact us for further Enquiries: isso@uwc.ac.za



Faculty Liaison Office

The Faculty Liaison Office is an essential department within Student Administration at a university, playing a crucial role in the academic administration life cycle of students. Its primary responsibility is to ensure the smooth coordination of academic administration between individual faculties and the central administration of the university. This coordination aims to promote effectiveness and efficiency in all related academic administrative processes. Here are some key functions and responsibilities of the Faculty Liaison Office:

Data Management & Verification: The office is responsible for managing and verifying academic data related to students and courses. This ensures that accurate information is available for academic planning and reporting.

Implementation of University Statutory and Administrative Rules: It plays an important role in ensuring that all faculties and departments adhere to the administrative rules of the university. This includes compliance with academic policies and regulations.

Timeous Academic Processes: The office is tasked with ensuring that academic processes occur in a timely manner. This helps students progress smoothly through their academic journey.

Monitoring of adherence to the General Calendar: The Faculty Liaison Office ensures that all academic activities align with the university's general calendar.

Quality Assurance: Quality assurance in academic administration is a critical aspect of the office's responsibilities. This may involve conducting error report checks and to improve the quality of academic processes and services.

Administrative Services

- Late Registration
- Mark Adjustments
- Remark Applications
- Student Account Adjustments
- Recognition of Credit Transfer
- Programme Activations
- Exemption Status Applications
- General Queries



Where to find us

Student Administration, Administration Building
West Wing, Level 2

Contact us for further Enquiries: liaisonoffice@uwc.ac.za



Student Administration Helpdesk

The Student Administration Helpdesk is committed to providing both accurate information and prompt service by being approachable, helpful, respectful and professional at all times. The staff is committed to equitable treatment for all University stakeholders and respecting client confidentiality. The Helpdesk provides face-to-face service where the staff are trained to deal with a wide range of enquiries.

The Student Administration Helpdesk assists with:

- Academic Transcripts;
- Proof of Registration;
- Certificate of Good Conduct;
- Termination of Studies;
- Applications;
- Student/Staff/Visitors Access Cards; and
- General Enquiries



General Information

All documents required by Student Administration should be uploaded to <http://studentdocumentupload.uwc.ac.za/>. The following Administrative forms may be found by clicking here <https://www.uwc.ac.za/administrative-documents> these include:

- The Change of Address Form
- Replacement Degree Form
- Form for Remark Application of Examination Script
- Form for Recognition of Credit Transfer

Requests for all additional information via email must be accompanied by a certified copy of your ID.



Where to find us:

Student Administration, Administration Building
West Wing, Banking Hall, Counters: 10-14

Contact us for further Enquiries: helpdesk@uwc.ac.za



Support Units



The Library

The Library is driven by a mission: To enrich the learning, teaching and research experience by providing relevant resources and expertise to enable academic success and enhance UWCs standing.

Library Services: The library is open to bona fide students (holders of valid student cards). Please visit our website for more detailed information: <http://lib.uwc.ac.za>

Circulation:

Library items may be loaned and returned at the Circulations Desk.

You have access to book collections, over 100 databases and more than 30,000 online journals via the library webpage.

Inter-Library Loans:

The Interlibrary Loans (ILL) system allows books and journal articles, not held in our library, to be borrowed from other libraries. Users may request books or journal articles via arieluw@uwc.ac.za

Knowledge Commons

Over 200 networked PCs are available that may be reserved for use via the library website. Printers and photocopiers are also available.

Study Areas

The 24-hour study hall is located on Level 2 in the library, with direct access from the outside; the Level 13 Postgraduate Lab is reserved for use by registered Master's and Doctoral students. We have strong Wifi-enabled reading and study areas with seating accommodation for approximately 1 800 people; various discussion rooms are situated on Levels 4, 9, 10 and 13.

Information Literacy / Training Rooms:

Library Staff conduct training on information products/ resources on: Thinthana (Level 6); iPad Lab (Level 6) and Training Room Level 7.

Operational hours:

During the academic year: Monday – Thursday: 08:20 – 24:00
Friday: 08:20 – 20:00
and Saturday: 09:00 – 17:00

During University vacations: Monday to Friday: 08:15 – 16:30
Dentistry Library

During the academic year: Monday – Friday: 08:00 – 16:30
CHS Library

During the academic year: Monday – Friday: 08:20 – 16:30



Office for Students with Disabilities (OSwD)

The Office for Students with Disabilities (OSwD) is the central campus resource for disabled students who wish to request academic accommodation. In collaboration with students, faculties and departments, we coordinate accommodations and support to ensure equal access, promote awareness, as well as providing an individualised support structure for students with disabilities at UWC.

We are dedicated to promoting equality, oppose unfair discrimination, ensure reasonable adjustment to campus, facilitate learning and encourage participation of all students in university life. Students with disabilities include those who might not directly identify themselves as disabled but who might face discrimination in everyday life because of their impairment.

The functions of the OSwD include

- Pre-admission assessment of prospective students
- Liaising with academic departments around registration to ensure that all roleplayers are aware of special accommodation that each student would require to function optimally in the UWC environment
- Assessing students to ascertain which assistive devices are most suitable to their academic needs
- Providing information regarding access to financial aid for students with disabilities

Services and Interventions

- Ensure that venues are accessible to persons with mobility impairment
- Provide academic material in Braille, large print, electronic format and audio
- Arrange that tests and exams are written at OSwD
- Arrange for an amanuensis to assist students who are unable to write/ type themselves
- Liaise with lecturer, tutors, administrators and staff at the library, residences and other departments and fellow students to foster an understanding of the challenges faced by students with disabilities
- Monitor the physical environment and new developments to ensure safety and accessibility to the campus community and visitors

The Office for Students with Disability facilitates various forms of support:

- Assessments
- Extra time for exams
- Providing a scribe
- Brailing
- Special access
- Providing the use of sophisticated software for exams and for ongoing academic studies

Contact Information

General enquiries e-mail: oswd@uwc.ac.za

For confidential matters, please connect directly with Mrs Verushka Daniels,
Manager: Office for Students with Disabilities

Email: vdaniels@uwc.ac.za

Tel: 021 959 4170

How to Find Us

The Office for Students with Disabilities is located on the 2nd floor of the former CHS Faculty, in between the New Computational and Mathematical Sciences building (CAMS) and the B-block. Contact our office for disability parking in advance if you require access when visiting.



Information and Communication Services (ICS)

Information and Communication Services (ICS) delivers Information Technology Services to the UWC community.

ICS envisions a Digital Campus where Emerging, Strategic and Innovative Technologies are leveraged to advance our Learning, Teaching and Research capabilities in order to maximise UWC's contribution and impact at Regional, National and International levels.

Contact details or support:

servicedesk@uwc.ac.za | 021 959 2000

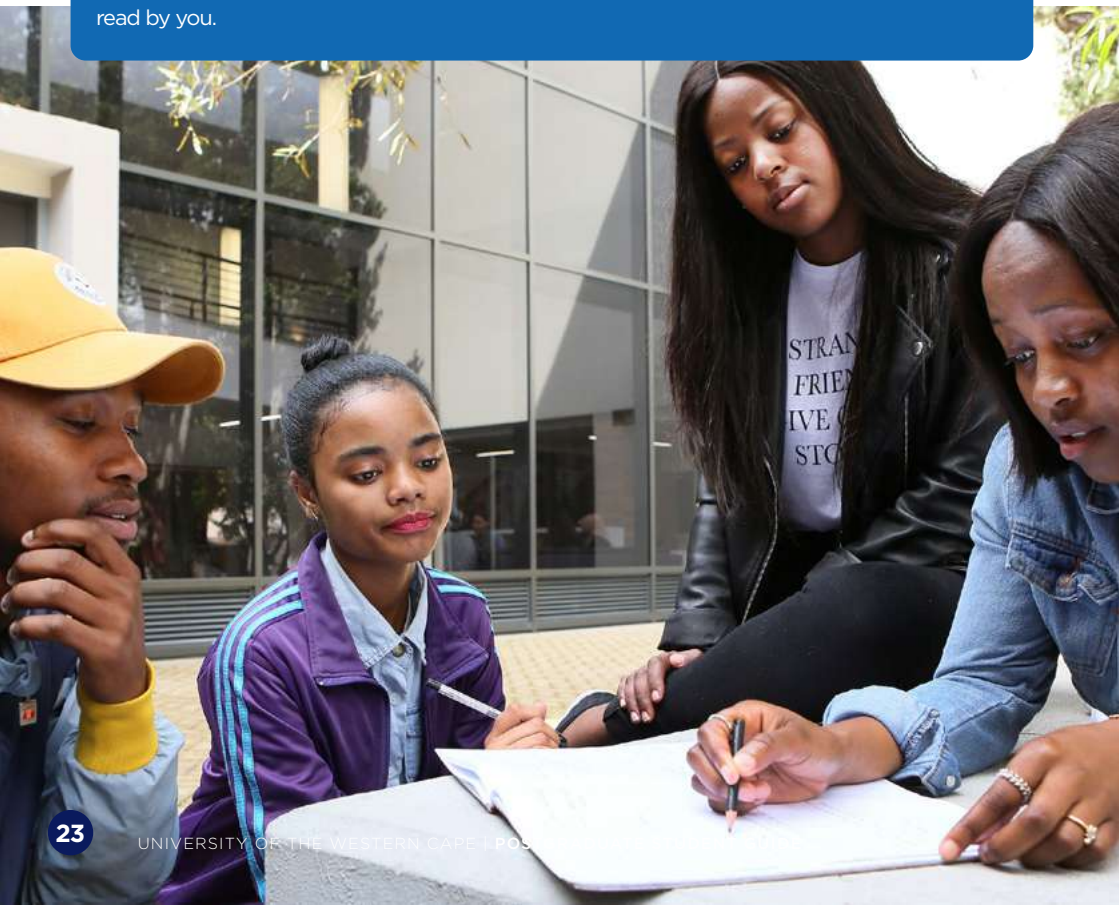


Official UWC Email account

Studentnumber@myuwc.ac.za

The University generated email assigned to a student at final selection and validated at registration will be deemed the official email for all university communication.

Information and communication on this email will be deemed to have been received and read by you.



Contact Details

UWC Contact Centre
Student Administration Helpdesk
Liaison Office

021 959 3900/01/02
helpdesk@uwc.ac.za
021 959 2123

Faculty Helpdesks:

Faculty of Arts and Humanities

021 959 9257

Postgraduate Administrative Officer:
 artspostgrad@uwc.ac.za

Faculty of Community and Health Sciences

021 959 2163

Postgraduate Administrative Officer:
 Debra Memani - dmemani@uwc.ac.za

Faculty of Dentistry

021 937 3183

Postgraduate Administrative Officer:
 dentistry-postgrad@uwc.ac.za

Faculty of Education

Postgraduate Administrative Officer:

Honours Queries: eduhonlours@uwc.ac.za

PGCE Queries: edupgce@uwc.ac.za

Masters and PhD Queries: edmed-phd@uwc.ac.za

Faculty of Economic and Management Sciences

021 959 3163

Postgraduate Administrative Officer:
 ems-pg@uwc.ac.za

Faculty of Natural Sciences

021 959 2975

Postgraduate Administrative Officer:
 science-postgrad@uwc.ac.za

Faculty of Law

021 959 3291

Postgraduate Administrative Officer:
 lawpostgradenq@uwc.ac.za

Centre for Student Support Services (CSSS)

Community & Health Sciences Building, Main Campus

2nd Floor

Tel: **021 959 2299**

FREE telephonic counselling for all mental health issues and crisis intervention **0800 222 333**

Available after 5pm on weekdays and 24 hours during holidays, weekends, and public holidays

Email: **csss@myuwc.ac.za**

Student Accounts (Cash/Card Payments)

Ground Floor

Student Administration Building

Counter 6

Tel: **021 959 2154**

Tel: **021 959 3108**

Email: **studaccount@uwc.ac.za**

Financial Aid

Office situated at UWC Prefabs behind Student Administration Building

Tel: **021 959 9753**

E-mail: **finaid@uwc.ac.za**

Campus Health & Wellness Centre

Campus Health & Wellness Centre (1st Floor Community Health Science (CHS) Building, next to 'B Block')

Tel: **021 959-2876 / 5**

Email: **health@uwc.ac.za**

Facebook: **UWCCampusHealthWellnessCentre**

Twitter: **UWC_CHWC**

The Writing Centre

Ground floor of the Old Arts Building, underneath the Faculty of Arts, and opposite the side entrance to B-Block.

Tel: **021-959-2390**

Residential Services (RS)

Tel: **021 959-2569**

Fax: **021 959-2671**

Email: **resservices1@uwc.ac.za**

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STUDENT GUIDE

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