

Handbook for Master of Commerce in the Fields of:
Environmental and Energy Economics (CCA01)
(50% Coursework)

**With an Appendix containing the SEF rules for the
Graduate Program Completion Process**

**Division of Economics
School of Economics and Finance (SEF)**

**Faculty of Commerce, Law and Management
University of the Witwatersrand
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The present *Handbook* is drafted by the Division of Economics within SEF in order to integrate the *Rules and Syllabuses of Commerce, Law and Management* and the rules contained in the “Application for Postgraduate/Further Study” in regards to the **50% coursework** Masters of Commerce offered in the Fields of Environmental and Energy Economics (CCA01)¹.

In “Appendix 4” the present *Handbook* also contains the SEF rules for the Graduate Program Completion Process.

¹ We are grateful to Prof. G. Garzarelli for preparing this handbook and to Prof K. Ojah for the Appendix.

The Division of Economics within the School of Economics and Finance is distinguished by the breadth and depth of its faculty's research expertise. Our faculty are at the forefront of economics research. They advance the standard of economic analysis through careful empirical work and methodological innovation, and deliver rigorous, evidence-based results. This work informs policy and contributes to interdisciplinary approaches to some of the world's most pressing challenges.

Research in the Division spans both theory and empirics, with strengths financial economics; industrial organization; political economy; the economics of technology and institutions; behavioral economics; macroeconomics; development microeconomics; labor economics; gender economics and energy and environmental economics.

A full set of documents with the faculty standing orders, rules and procedures pertaining to CLM postgraduate students are housed on a Wits SharePoint site which all students have access

to. Please familiarize yourself with the resources there. Rules and regulations for CLM postgraduate students Ulwazi can be found at <https://ulwazi.wits.ac.za>.

During the first few weeks of the first semester, an Environmental and Energy Economics programme site tab will be added to Ulwazi which will be used for important notices, writing and research tips, and to advertise jobs and bursaries available. Please ensure that you have access to this programme tab as well as the course tabs for each of the courses you are registered for. There are two main forms of communication: Wits student email and Ulwazi. Students are advised to check both channels regularly. Whenever it is possible, the programme will notify students about changes or events via email and/or Ulwazi. It is your responsibility to ensure that your student email address is activated and checked frequently for any information.

Registered Environmental and Energy Economics students have access to the postgraduate computer lab in NCB (as scheduled by SEF). Should you have problems regarding access to the lab, please contact the relevant SEF/NCB lab administrator as communicated on the programme site.

In 2026–2027, teaching and learning will take place on campus in face-to-face lectures and seminars. Nonetheless, each course will have its own dedicated course tab/site on Ulwazi (the Wits Online Learning Management System) and further communication on each course will be provided to you by the lecturer concerned. Most assessments will be conducted in person in a specified venue to be communicated closer to the time and depending on the course.

1. Application Requirements and Deadlines

- a. If the applicant has achieved an average of at least 65% for Honours in Economics [or equivalent, as defined below in (1.b) and in the Rules and Syllabuses of Commerce, Law and Management], his or her “Application for Postgraduate/Further Study” must be received by the Admissions Office of the Faculty of Commerce, Law and Management by October 31 in order to be considered for the First Semester of the upcoming Academic Year. Note that the 65% requirements in Honours or equivalent is merely a minimum condition for application and per se does not guarantee automatic admission.
 - i. All applications for “Postgraduate/Further Study” are managed centrally within the university through the “Student Enrolment Centre”. This allows applicants to submit an online application, go to the self-service portal to:
(a) upload supporting documents and (b) check the status of the application.

- ii. Further queries on the applications can be addressed to the Postgraduate Admissions Officer of the School of Economics and Finance in the New Commerce Building, West Campus as well as from the Postgrad Faculty Officer/s of the Faculty of Commerce, Law and Management, in the Faculty of Commerce, Law and Management Building, West Campus.
- b. International applicants and South African applicants who do not hold South African university degrees must have their degrees assessed by the South African Qualifications Authority (SAQA) before applying. The SAQA evaluation must then be included in the “Application for Postgraduate/Further Study”; an “Application” without a SAQA evaluation will be dismissed a priori. Ideally, the applicant should apply for SAQA assessment **at least 3 months** before applying to the Faculty of Commerce, Law and Management. SAQA application forms are available from SAQA’s website: www.saqa.co.za.

Since you are now a registered MCom student, please ensure you sign and submit the form contained in Appendix 1, **no later than** the first week of classes, to the Postgraduate Administration Officer of the School of Economics and Finance. **This is a fundamental prerequisite.**

2. Duration of study

- a. If the student is **full-time**:
 - i. He or she **must** successfully complete all the Master requirements within **12 months**.
- b. If the student is **part-time**:
 - i. He or she **must** successfully complete all the Master requirements within **24 months**.
- c. Exceptions may be made as to the total duration of study for students by the Post-graduate Course Co-ordinator in Economics – see, for example, **(5c)** below.

3. Pass/Fail Definitions, University Subminimum, and Maximum Number of Courses that Can Be Repeated: General Rules

- a. A Master student passes a course (core or otherwise) **if and only if** he or she obtains a final mark of 50% or above.

- b. A Master student fails a course (core or otherwise) and is eligible for repeating the course (or another in the case of electives) only once **if and only if** he or she obtains a final mark between 35% and 49%.
- c. A Master student who fails a course (core or otherwise) with a final mark below 35% will have his or her registration cancelled forthwith.
- d. A Master student is allowed to repeat a maximum of three (3) courses (core or otherwise) during his or her period of study.
- e. e. Supplementary examinations are determined by the Board of Examiners (BoE) at the end of the year.

Supplementary Examinations

Part-time students

First year of registration

ONE special supp allowed PROVIDED that:

ALL other courses registered are passed (a student can get a supp for any course other than Research Methods). The mark for the course for which a supp is granted falls within the 40% - 49% range.

Second year of registration

ONE special supp allowed PROVIDED that:

ALL other courses registered are passed and provided the student requires these courses to qualify (a student can get a supp for any course other than Research Methods).

The mark for the course for which a supp is granted falls within the 40% - 49% range.

TWO special supps allowed PROVIDED that:

NO special supps were awarded in first year of registration.

All other courses are passed and provided the student requires these courses to qualify.

The marks for the courses for which the supps are granted fall within the 40% - 49% range.

Full-time students

ONE/TWO special supps awarded PROVIDED that:

It is the last ONE/TWO courses outstanding to qualify (excluding Research Methods).

The mark for the course for which a supp is granted falls within the 40% - 49% range.

If a candidate passes a supplementary examination, then the mark for that course will be 50%.

4. For-credit Coursework Requirements

- a. The Masters in the field of Environmental and Energy Economics (CCA01) require the successful completion of **six, for-credit** courses. Of the **six** required courses:
- b. there are five core coursework requirements (ECON7020A), (ECON7037A), (ECON7062A), (ECON7063A), (ECON7065A) and ~~four~~ one electives.

Required/Core Courses

Code	Course Title
ECON7020A	Microeconomics A
ECON7037A/ ECON7061A	Applied Econometrics/ Time Series Econometrics
ECON7062A	Environmental Economics and Policy
ECON7063A	Energy Economics
ECON7065A	Discrete Choice Modelling

Elective Courses

Code	Course Title
ECON7016A	Development
ECON7064A	Resource Economics
ECON7035A	Public Economics
ECON7025A	Advanced Institutional Economics

5. For-credit Coursework Requirements: Core

- a. For all taught core courses - ECON7020A, ECON7037A, ECON7062A, ECON7063A, ECON7065A, the *minimum* passing mark of 50% is required.
- b. In the event of (5.a) not being satisfied, the student is allowed to repeat the failed core requirement **only one time** in order to achieve (5.a). If this option is granted to the student by the Post-graduate Course Co-ordinator in Environmental and Energy Economics, exceptions may be made as to the total duration of study.
In addition to the required for-credit coursework detailed above, the student enrolled in CCA01 is required to complete the following non-credit courses during the first semester:
- c. In case either (5.a) or (5.b) or both is not achieved even after repetition, the student must abandon the Masters programme.

6. For-credit Coursework Requirements: Electives

- a. As specified in (4.a.i), the student enrolled in CCA01 must additionally complete ~~four~~ one electives. The 50% minimum passing requirement applies here as well.
- b. If a student fails an elective with a final mark between 35% and 49% he or she can choose to repeat that elective or another one, but only once.
- c. The electives can be selected from the courses offered by SEF, and may change each year, depending on availability of staff.

7. Non-credit coursework requirements

- a. In addition to the required for-credit coursework detailed above, the student enrolled in either CCA01 is required to complete the following **non-credit** course during the first semester on a Pass/Fail basis:

Research Methods

Data Analysis for Research in Economics (ECON4069A): attendance of the full course and completion of all assessments. Note: students are required to complete all assessments and to pass this course to graduate. The result will appear on the transcript, but the mark will not be included in the final weighting. If a student fails the Data Analysis course, they will not be prevented from continuing with their Master's research, but they would be required to pass the Data Analysis course before graduating. A student who has an Honours Degree in Economics/Economic Sciences from Wits is exonerated from these non-credit requirements if they completed the relevant courses previously (period between degrees to be considered).

8. Missed Assessments

Absence from a class test *or* failure to submit an essay/assignment on the due date will result in a mark of zero, unless a deferred is granted. Absence from the final examination will result in an outcome of Failed Absent (FABS) on the statement of academic record (essentially a zero mark) and the student may be excluded as per 3.c above, unless granted a deferred assessment.

Class Tests/Essays/Assignments

A deferred test/essay/assignment application (*course applicable – to be enquired with the lecturer*) must be **uploaded on the relevant Ulwazi course site** within **3 days** of the assessment, **no later**, with supporting documents to be considered.

- The lecturer will create an assignment “deferred test application” on their course site after a test which allows students to submit applications **within 3 working days of the assessment date, no later**, with supporting documents to be considered.

- After the closing date, the lecturer will make a decision on the application and communicate the outcome and logistics for writing the deferred test to students (via Ulwazi). Deferred tests are usually held within a week of the first test.

Final Assessments (Examinations)

A deferred examination may be granted under special circumstances to students who are unable to write the final examination. Applications for **deferred assessments (exams)** must be **submitted through the student self-service portal** within **3 days of the scheduled exam, no later**, to the Faculty Office of CLM for consideration.

9. Research Report Requirement

- a. The student must enrol for ECON7067A (Research Report).
- b. If the student is **full-time**:
 - i. He or she **is required** to source his or her supervisor
 - ii. He or she is required to submit a completed “Research Report Topic Selection Form” by the end of the first semester of the first year i.e. 23rd May. (See Appendix 2.)
 - iii. He or she is required to submit a completed “Research Proposal” **by the 01st of August of the first year.** (See Appendix 3.)
 - iv. He or she must submit a complete “Research Report” by the 27th of February of the following year.
- c. If the student is **part-time**:
 - i. He or she **is required** to source his or her supervisor
 - ii. He or she is required to submit a completed “Research Report Topic Selection Form” by the end of the first semester of the second year i.e 23rd May. (See Appendix 2.)
 - iii. He or she is required to submit a completed “Research Proposal” **by the 01st of August of the second year.** (See Appendix 3.)
 - iv. He or she must submit a complete “Research Report” by 27th of February of the following year.
- d. The timely submission of a completed “Research Report Topic Selection Form” **does not** per se imply successful completion of the Master Programme.
- e. The timely submission of a completed “Research Proposal” **does not** per se imply successful completion of the Master Programme.
- f. The student must obtain a **minimum of 50%** on the Research Report.
- g. The Supervisor of the Research Report must be approved by the Post-graduate Course Co-ordinator in Environmental and Energy Economics.
- h. “Appendix 3” of this *Handbook* contains a Template for the “Research Proposal”.
- i. The more specific rules governing the Research Report are contained in “Appendix 4” of this *Handbook*.

In addition, the full requirements, timeframes, marking components, and templates for the Research Proposal and Research Report will be provided in an accompanying document (“Environmental and Energy Economics Masters Research Report Guidelines”), which will be shared with students. These guidelines are binding and timely submission of all components is required.

10. Summary Requirements for the Successful Completion of CCA01

- a. Sign the Form contained in Appendix 1 by the first week of class; this is a fundamental prerequisite.
- b. Obtain a minimum of at least 50% for all compulsory core courses.
- c. Obtain a minimum of at least 50% for all elective courses.
- d. Submit a “Research Report Topic Selection Form” by the prescribed deadline.
- e. Submit a “Research Proposal” by the prescribed deadline.
- f. Submit a Research Proposal by the prescribed deadline. The proposal will count 10% towards the final mark for the Research Report (details of the mark breakdown are in the accompanying document “Environment and Energy Economics Masters Research Report Guidelines”).
- g. Submit a Research Report by the prescribed deadline. Complete the *viva voce* or oral defense of the research (details in the accompanying document “Environment and Energy Economics Masters Research Report Guidelines”).
- h. Obtain a minimum of 50% overall average for the above-mentioned courses and Research Report in order to be awarded the degree.
- i. If **(9.b)** or **(9.c)** or both are not achieved with a failure mark between 35% and 49%, then the student may repeat the failed course (or another one in the case of electives) only once to achieve **(9.b)** or **(9.c)** or both so long the maximum courses (core or otherwise) repeated during the period of study do not exceed three (3).
- j. If a student fails a course (core or otherwise) with below 35%, then he or she must abandon the Master programme.
- k. In general, we recommend that our students attend the school research seminars.

FULL-TIME PROGRAMME STRUCTURE

Master of Commerce in the Field of Environmental and Energy Economics (CCA01)

<i>1st Semester</i>	<i>2nd Semester</i>
Energy Economics	Microeconomics A
Environmental Economics and Policy	Resource Economics
Applied Econometrics / Time Series Econometrics	
Elective	Submission of Research Proposal and Research Report (Appendix 3)
Research Methods (non-credit) First Semester	
Research Report topic selection – Mandatory Form (Appendix 2)	To successfully finish coursework and Research Report by 4 th block Semester (12 months)

PART-TIME PROGRAMME STRUCTURE

Master of Commerce in the Field of Environmental and Energy Economics (CCA01)

<i>1st Semester, 1st Year</i>	<i>2nd Semester, 1st Year</i>
Discrete Choice Modelling	Microeconomics A
Energy Economics	(Elective)
Applied Econometrics or	Time Series
Research Methods (non-credit)	

<i>1st Semester, 2nd Year</i>	<i>2nd Semester, 2nd Year</i>
(Elective)	Environmental Economics and Policy
	(Elective)
Submission of Research Report topic selection – Mandatory Form (Appendix 2)	
Submission of Research Proposal (Appendix 3)	To successfully finish coursework and Research Report by 2nd Semester, 2nd Year (24 months)

Course Offerings

Codes	Course Title
ECON7016A	Development
ECON7020A	Microeconomics A
ECON7061A	Time Series Econometrics
ECON7037A	Applied Econometrics
ECON7062A	Environmental Economics and Policy
ECON7063A	Energy Economics
ECON7064A	Resource Economics
ECON7065A	Discrete Choice Modelling

NB: Not all electives will be offered every year.

Procedures for the grievances of postgraduate students²

1. Guiding principles

- The University commits itself to providing an environment in which the rights and dignity of its postgraduate students are upheld. Students should not feel that their grievances will be ignored or trivialized.
- Staff of the University are required to take appropriate action in accordance with this policy when the grievances of postgraduate students are drawn to their attention.
- Grievances will be taken seriously, investigated promptly and rigorously, and treated in confidence.
- Every effort should be made to resolve grievances through frank, informal discussion between the student and the staff member(s) concerned, before invoking formal procedures.
- Wherever possible, grievances should initially be addressed at School-level, and referred to Faculty-level only if they cannot be resolved. Appeal to the Deputy Vice-Chancellor (Academic) should be regarded as a last resort, when a student feels that resolution has not been achieved by all of the preceding processes.
- If it is found that a student has lodged an unwarranted grievance with malicious intent, the University reserves the right to invoke the appropriate disciplinary procedures.

2. Objectives

The objectives of this policy and these procedures are:

- to ensure the fair and equitable treatment of postgraduate students;
- to ensure that the grievances of postgraduate students are dealt with fairly and expeditiously;

² These procedures were extracted from the University Grievance Policy for Postgraduate Studies (SS2009/2163a). The entire document is attached in the appendix.

- to ensure the fair and equitable treatment of members of staff against whom such grievances may be laid;
- to articulate clearly those procedures which postgraduate students should follow in seeking to have a grievance addressed.

3. Types of grievances

The procedures described in this document aim to assist postgraduate students in resolving grievances relating to their registration, with specific reference to:

- working relations with members of staff;
- aspects of their academic performance;
- the outcome of examinations of coursework and research;
- administrative processes and the provision of student services.

4. Procedures for dealing with grievances against members of staff

- If a student has a grievance concerning an academic or administrative decision, or the behaviour of a member of staff, this grievance should initially be discussed with the staff member concerned. Grievances against supervisors relate particularly (but not exclusively) to alleged failures to honour the terms set out in the 'Statement of Principles for Postgraduate Supervision', as well as any accompanying agreement.
- If the grievance cannot be resolved, it should be referred to the appropriate Postgraduate Course Co-ordinator within the School. The student is entitled to be assisted by the School's Postgraduate Representative, if he/she so wishes. **Kindly note that if a student has an administrative query/complaint it should be firstly directed to the Postgraduate Administrator rather than the Postgraduate Course Co-ordinator.**
- If the grievance still cannot be resolved, it should be submitted in writing to the Head of Economics Division who may escalate the grievance to the Head of School. The student is entitled to be assisted by a representative of the University's Postgraduate Association, if he/she so wishes.
- If the grievance remains unresolved, it should be referred to the appropriate Assistant Dean in the Faculty (usually the Assistant Dean for Graduate Studies), who has the discretion to seek advice from the Faculty's Graduate Studies Committee and/or the Dean.
- As a last resort, an appeal may be made to the Deputy Vice-Chancellor (Academic), whose decision on the matter will be final.
- If the staff member against whom a grievance has been lodged is a Head of School, the grievance should be referred to the Dean. The student is entitled to be assisted by a member of the University's Postgraduate Association, as in (c).
- If the staff member against whom a grievance has been lodged is a Dean, the grievance should be referred to the Deputy Vice-Chancellor (Academic), whose decision will be final. The student is entitled to representation by a member of the University's Postgraduate Association, as in (f).

Student Code of Conduct ³

³ [Wits Policy Document - C2017/626A]

CONTEXT / BACKGROUND

The University of the Witwatersrand seeks to foster its reputation for excellence in teaching, learning and research and for service to the intellectual, professional and educational needs of its staff and students, and of society beyond the University. A university is a community where knowledge is sought and imparted. A university can consequently flourish only in an environment which fosters freedom of thought and expression, and respects the rights of all. It is the function of university discipline to protect this environment. The University's system of discipline, in line with these principles, will be administered fairly and reasonably.

This Code of Conduct reflects the core values of the University and should be read in conjunction with the rules and disciplinary codes of the University. The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Hence, the University community requires a commitment from every student to act ethically, respectfully, responsibly and diligently.

2. PRINCIPLES

2.1. Ethical Conduct

1. Promoting:

- a. in letter and in spirit the rules of the University and laws of the country
- b. ethical treatment of people, animals and the environment
- c. ethical use of resources and property
- d. ethical practices including fulfilling obligations of teaching, learning, fair and accountable assessment, research and supervision

2. Preventing:

- a. plagiarism and all forms of intellectual dishonesty
- b. favouritism and nepotism
- c. violation of confidentiality

2.2. Respectful Conduct

1. Promoting:

- a. human rights and social responsibility
- b. equity and equal opportunity
- c. academic freedom and freedom of expression
- d. trustworthiness
- e. integrity
- f. fairness
- g. courtesy

2. Preventing:

- a. discrimination on the basis of race, gender, religion, disability, sexual orientation, HIV status or any category as defined in the Constitution
- b. the abuse of power
- c. sexual, racial or other forms of harassment
- d. disrespect for persons and property

2.3. Responsible Conduct

1. Promoting

- a. Transparency
- b. Inclusivity
- c. Accountability
- d. good practice
- e. mutual responsibility for maintenance of an ethos and environment conducive to safety, security, health and wellbeing

2. Preventing:

- a. misuse of personal and University information and property and the name of the University
- b. improper financial dealings and improper conflicts of interest
- c. practices threatening safety, security, health or wellbeing
- d. actions which impinge on the rights of others

3. GENERAL RULES FOR STUDENT CONDUCT

1. Every student is subject to the Rules.

2. Misconduct may result in disciplinary action. It is defined thus:

Misconduct comprises behaviour within or without the precincts of the University, or whilst on official business of or representing the university, without just excuse, which

- 1) constitutes a breach of any statute, regulation or rule of the University; or
- 2) constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules; or
- 3) constitutes a failure or refusal to obey a lawful order; or
- 4) constitutes conduct that tends to bring the University or any part of it or a member of its staff or a student or any part of its student body into contempt or disrepute; or
- 5) interferes with the governance and proper administration of the University; or
- 6) interferes with the conditions necessary for teaching, learning or research.

3. Subject to limitations in the Constitution, protest does not constitute misconduct.

4. A student shall not perform or participate in the performance of, or attempt to perform, or incite, instigate, command, advocate, advise or encourage the performance by any other person of any of the following acts or conduct within the precincts of the University:

- a. Racist or sexist behaviour;
- b. Assaults on or threats to any person;

- c. Disruption of classes, meetings or any other activity of the University, unless such conduct is reasonably directed toward the exercise of the right to assemble, to demonstrate, to picket and to present petitions, peacefully and unarmed;
 - d. Taking weapons or dangerous objects into meetings.
5. In any confidential information or matter that relates to the affairs or business (whether educational or otherwise) of the University, or any of its constituent parts, is conveyed, transmitted or otherwise disclosed to a student by any officer or employee of the University, or by any other student in the pursuance of any duty to convey, transmit or otherwise disclose such information or matter, that student shall not further convey, transmit or otherwise disclose that information or matter unless it is in the public interest or is otherwise permitted by law to do so.
6. Student must at all times when within the * precincts of the University carry his or her official University student card and produce it when called upon to do so by a member of staff. The card is required to gain access to precincts of the University and is for the sole use of the student to whom it has been issued.
7. A student shall not:
- a. Bring any alcoholic beverage within the precincts of the University except with the written permission of the Registrar or, in the case of a hall of residence, the Residence Hall Coordinator.
 - b. Damage, either intentionally or negligently, or attempt to damage University property.
 - c. Smoke – In a place where smoking is prohibited by the University;
 - d. Within the precincts of the University have in his or her possession, supply to any other person, consume or be under the influence of any illegal substance which alters behaviour, except for a substance prescribed for that student by a registered health professional.
8. No student shall bring within the precincts of the University, or have in his or her possession or control, or supply or dispose of to any person within the precincts of the University, any object which is capable of being used, and is intended by such student to be used, for the infliction of bodily harm

APPENDIX 1

**To be completed in its entirety and submitted to the
Postgraduate Administration Officer of the
School of Economics and Finance
no later than the first week of classes**

I,, Student Number.....,
currently enrolled in the Master's Programme in Environmental and
Energy Economics designated by the Code CCA01, understand the Rules
contained in the *Handbook for Master of Commerce in the field of
Environmental and Energy Economics* as well as their consequences.

Student signature

.....

Date

.....

APPENDIX 2

Research Report Topic Selection Form

To be completed in its entirety and submitted to the
Postgraduate Administration Officer of the
School of Economics and Finance

Student's name :

Student's last name :

Student number :

Student status (circle one)

Full-time

Part-time

MCom Program (circle one)

CCA01

Code

ECON7067A

Thesis topic :

.....

.....

Supervisor name

Supervisor signature

.....

.....

Student signature

Date

.....

.....

APPENDIX 3

Template for Master's Proposal⁴ See Article 9 above for Submission Deadline

1. Short Descriptive Title (This Title can change at the Research Report Submission Stage) a. Candidate's Name b. Candidate's Email c. Candidate's Supervisor d. Candidate Research Report Code, e.g., ECON7067A e. Candidate's Master's Programme, e.g., CCA01, including weighting of research report component, 50% for the CCA01 f. School of Economics and Finance g. University of the Witwatersrand h. Date
2. Brief Outline of Topic
3. Research Question/Clear and Concise Thesis Statement (should be answerable and informed by appropriate literature: brief background, theory and empirical)
4. Hypotheses and/or Theoretical Framework
5. Concise Description of Research Methodology (For example, survey study, comparative analysis, econometric analysis, type of conceptual approach)
6. Feasibility of the Study (Availability of Data, variables for the estimation model)
7. Nature of Preliminary Research (For example, literature survey, pilot study)
8. Proposed Work Schedule for Completion of Research (Envisaged chapters/sections and target dates for completion)
9. Preliminary References

⁴ This document should be maximum between 10 and 15 double-spaced pages, including preliminary references, including preliminary references. Take note, moreover, that this is just a generic template, it can be tailored if need be in accordance with supervisor. For primary data, a questionnaire should accompany the proposal. Also students need to apply for ethics clearance.

APPENDIX 4

The Graduate Program Completion Process: Guideline, Proposal Presentation, and Confirmation

- I. This process starts with the submission of a completed “Research Report Topic Selection Form” (see Appendix 2 above) as prescribed by Article 9 of the *Handbook for Master of Commerce in the Fields of Environmental and Energy Economics (CCA01)*. When the designated supervisor believes that the student’s ideas on the topic are sufficiently mature, there is the submission to the SEF Postgraduate Committee of the Research Proposal (see Appendix 3 above), via the Postgraduate Administrator for approval. (See Article 9 of the *Handbook for Master of Commerce in the Fields of Environmental and Energy Economics (CCA01)* for deadlines of Proposal Submissions. Take note that the student could be requested, in coordination with the Postgraduate Course, to present his or her Research Proposal to three research topic experts from SEF and the general SEF audience (open to all).
- II. Based on the feedback received on the Research Proposal from the SEF Postgraduate Committee, the student and the supervisor will jointly work on incorporating the feedback. If the supervisor decides that the response from SEF requires minor revisions, a formal re-submission of the proposal is made to the SEF Postgraduate Committee for approval. At the approval stage of the Research Proposal, the supervisor is also responsible to source and nominate appropriate external and internal examiners which is to be submitted to the SEF Postgraduate Committee for approval.
- III. Upon approval of the Research Proposal, the student must apply for ethical clearance⁵ and can then proceed to the execution stage of the proposed Research Report. When the supervisor believes that the work is complete and of sufficient quality to earn the awarding of the degree, the finished work is sent to the SEF Postgraduate Committee.
- IV. Upon submission of the marks from the external and internal examiners, the SEF Postgraduate Committee decides on the acceptance, rejection or permission for revise and resubmit of the Research Report towards the fulfillment of the degree requirement. The decision made by the SEF Postgraduate Committee is then forwarded to the FHDC for endorsement and noting, but not for review of SEF’ decision.

⁵ Applications and enquiries to be referred to the SEF Research Administrator.

- V. The length of time of the Research Report completion is clearly a function of the rate at which the student and the supervisor work. However, note from the *Handbook for Master of Commerce* that maximum limits are placed on the amount of time the student is given to complete the entire program. To aid the process, SEF provides the following guidelines.
- a. A quality Research Proposal usually contains the following (compare Appendix 3 above).
 - i. A fitting and easily understandable title.
 - ii. A concise and logical outline of the proposed research.
 - iii. A lucid statement of the problems and issues to be investigated.
 - iv. Background information (literature review) as a motivation for the chosen topic.
 - v. A set of hypotheses and/or a theoretical framework that would guide the investigation – including, for example, envisaged data or case study and appropriate research methods.
 - vi. A reasoned presentation/statement of the feasibility and timely completion of the research – including, for example, data availability, case study availability, work schedule and target dates, preliminary and/or potential deliverables from the research.