

Handbook for Postgraduate Studies

2019



**The School of Health
Systems and Public Health**



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA



Every attempt has been made to ensure that the information contained in this handbook is accurate. In the event of discrepancies, the University of Pretoria's regulations and/or the decision of the SHSPH Academic Programme Committee is considered as the authoritative source.

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The University of Pretoria

School of Health Systems and Public Health

Introduction



In 1998, the School of Health Systems and Public Health (SHSPH) was established by the University to enhance its ability to engage one of society's most valued goals: health. The SHSPH grew out of the Department of Community Health and was tasked with preventing disease, and promoting and restoring health.

The School took over the programmes of the Department of Community Health and increased the scope and depth to ensure that SHSPH postgraduate students contribute to a better health system in South Africa and other African countries.

The SHSPH is a multi-disciplinary School staffed by experts from a number of university faculties and from numerous outside institutions that have the promotion of public health as a core component. This blend of expertise and interests makes for an exciting postgraduate learning experience for the students who enrol with us.

We are confident that students will enjoy the programmes we offer and enrich their professional lives in the course of their learning. We encourage students to make the best use of the resources that the SHSPH has to offer and to view their postgraduate studies with us as an entry point into further exploration of health systems and public health at the University.

Vision

Inspiring public health excellence in Africa

Mission

To promote health, health systems and public health through education, research, service development, consultancy and advocacy

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Student administration Letters Application enquiries	courses@med.up.ac.za

SHSPH Student Administration fax to mail numbers

The following fax numbers are specifically for student administration

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Postgraduate Studies in Public Health

An Overview



Students may enrol for postgraduate studies in the field of health systems and public health based on their previous training in health sciences, or in any other field relevant to health systems, public health and health care, or with relevant experience in the health field.

Those with previous learning in the health sciences are traditionally considered as health professionals in comparison to other professionals such as educators, who are often not considered part of the health professions. For the purposes of our definition of a health professional, we include this latter group. Any discipline that can be applied to the health field and is relevant to improving health is of interest to us. Examples of the type of previous training in this second group include: sociology, economics, engineering, veterinary science, environmental sciences, biology, nutrition, education and communication, law, medical technology, psychology, business administration, management and commercial sciences, accountancy, and chemistry, to name a few.

The essence of postgraduate training in public health is for students to obtain knowledge, skills, attitudes, and competencies that enable them to optimise the use of their expertise, gained through tertiary education and health sector experience, to the benefit of the complex and broad field of health systems and public health.

Both staff and students in the public health learning environment are mature and goal oriented, and come from a large variety of professional backgrounds. The postgraduate study programmes need to accommodate this to prevent unnecessary duplication of previous learning, and to increase the efficiency of learning by encouraging students to identify their own level, intensity, and direction of learning. In addition, most students occupy senior positions in the public or private health sector and thus do not have the option of taking time off for studies.

Expectations of all Postgraduate Students of the SHSPH

No matter the diversity of professional backgrounds of students of the SHSPH, or whether they are studying part time or full time, all students are expected to devote much of their ‘free’ time to reading academic reports and journal articles. Many assignments that form part of coursework (if the selected degree includes coursework) require students to read prescribed material on which to base their answers. Naturally, a research protocol and a research report require extensive reading that relates to the chosen research topic.

An attitude of “I’m going to read what I have to and no more” is incompatible with success in postgraduate studies. When students write they have to do so with an authority that might have little to do with their experience as public health practitioners or practitioners in any other health-related field. This is not to say that the knowledge and experience of working in the field is of little value – far from it. The point is that the learning that happens in a course presented by the SHSPH comes primarily from efforts made to gain in-depth knowledge through reading widely and critically.

Building Blocks of Learning – Course Modules

To meet the needs of postgraduate students who are part of the School, the programmes in health systems and public health offered are extensive and complex. The basic building block for learning is a “module”, which is a learning unit with its own objectives, learning opportunities and assessment. By grouping or linking modules, students can build substantial learning in many different directions, at different levels of intensity, and at a pace that suits them.

All our graduate programmes start with a first common module that has three different codes and three different module requirements:

Learning in Public Health

PHM 880 for MPH students;

PHM 873 for MSc, MMed and PhD students; and

PHM 773 for postgraduate diploma students

Once it is understood that modules are the basic building blocks of graduate learning in public health, it becomes easier to understand our programmes and to identify which individual learning option is most appropriate for your career.

For calculation of credits for each module the guidelines of the National Qualifications Framework (NQF) are used. This framework was established by the South African Qualifications Authority (SAQA) in 1995. As an example, the overall credit value of the MPH (in NQF units) is 200 credits at level 9 (post-primary degrees).

The NQF credit allocation is based on “notional hours”, i.e. the time an average student requires to master a subject. A module with a credit value of five units is based on approximately 50 hours of work, including course preparation and assessment.

Credits are allocated to a completed module and no partial accreditation is possible. The same applies to accreditation of modules previously studied. All components of a module must be completed to the satisfaction of the School before any credits can be given.

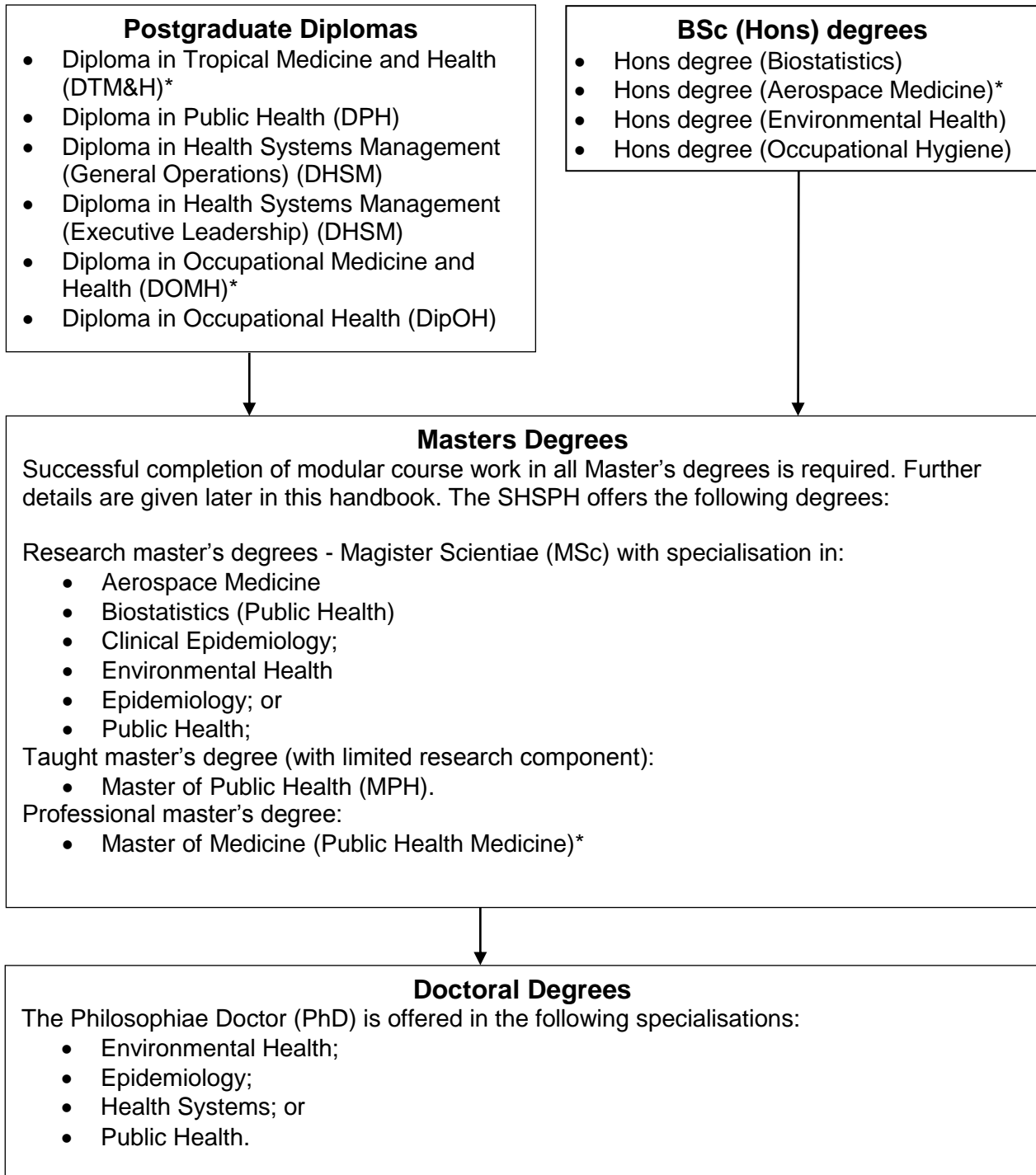
All post graduate diploma and BSc (Hons) module codes start with a “7” and all masters codes start with an “8”.

Given the unique nature in which the programmes are presented, it is required of all students enrolled for any postgraduate programme within the School to spend at least one full calendar year within the programme before graduating. This however does not apply to a PhD where at least two years are required.

A graphic representation of all the graduate study programmes in health systems and public health is displayed on the next page.

Postgraduate Study Programmes in Public Health

Flow chart



* Medical professionals only

Postgraduate Diplomas in Public Health



Diploma in Tropical Medicine and Health (DTM&H)

Diploma in Public Health (DPH)

Diploma in Health Systems Management (General Operations) (DHSM)

Diploma in Health Systems Management (Executive Leadership) (DHSM)

Diploma in Occupational Medicine and Health (DOMH)

Diploma in Occupational Health (DipOH)

Postgraduate Diplomas in Public Health

Diploma in Tropical Medicine and Health (DTM&H)

Programme Coordinator: Dr Bernice Harris (bernice.harris@up.ac.za)

Introduction

The Diploma in Tropical Medicine and Health (DTM&H) is aimed at medical and dental practitioners working, or intending to work, in the field of tropical health either in a hospital (curative) setting, or in preventative and disease control settings. The course focuses on communicable diseases and health in Africa.

Learning primarily takes place through student-conducted, written literature reviews of relevant, selected topics. These reviews are presented to the class for discussion. The seminar presentations count as "hand-in" examinations for the summative assessment of the course, and, as such, are externally adjudicated. They are augmented by practical work, and by field trips in some of the modules. Extensive use is made of international learning materials, hybrid learning and external guest lecturers, who are experts in their fields.

Outline of the DTM&H programme

The diploma is offered as a part-time course over a two-year period.

Within this period, students must complete eight modules over six contact weeks.

A research report of 30 credits will be completed in the second year. This report consists of a case series of a group of three patients with a specific infectious disease, or an infectious disease theme. The cases are selected and written up to illustrate an important clinical principle, or report on, or demonstrate a variation in presentations and/ or treatment responses etc. The series must "tell a story" and offer insight rather than merely recording the clinical details of the disease episodes (although such documentation is required as part of the report).

The diploma will be worth a total of 120 credits.

Curriculum: DTM&H

Code	Module Name	Credits
	Fundamental	
PHM 773	Learning in Public Health	5
	Core	
CDC 780	Seminars in tropical health 1 (Host)	10
CDC 778 [^]	Seminars in tropical health 2 (Agent)	10
CDC 779 [^]	Seminars in tropical health 3 (Environment)	10
CDC 777 [^]	Principles of communicable disease control	10
CDS 774	Investigating outbreaks	10
CDS 771	Clinical tropical medicine	5
CDC 781	Case studies in tropical medicine and health	30
	Subtotal	90
CDC 782	Research report	30
CDC 775	Tropical health examination	0
	Total credits required	120

[^] Please check timetable as module has prerequisites

^{*} See DTM&H study guide. Students must register for CDC 782 in their second year of study. This research project is externally examined.

Postgraduate Diplomas in Public Health

Diploma in Public Health (DPH)

Programme Coordinator: Dr Liz Wolvaardt (liz.wolvaardt@up.ac.za)

Introduction

This course is aimed at professionals for whom the understanding of systems that determine and influence health, and through which health care is provided, is important. This course provides an essential introduction to health managers that enables them to understand the external environment in which they operate. The Diploma in Public Health (DPH) is aimed at professionals with a relevant Bachelor's degree.

Outline of the DPH programmes

The diploma is offered as a part-time course over two years.

Curriculum: DPH

Code	Module Name	Credits
	Fundamental	
PHM 773	Learning in Public Health	5
	Core	
CDC 776	Introduction to Disease Prevention and Control	5
EHM 775	Basis of Environmental Health	5
HCI 771	Health Systems Operations Management	10
HME 774	Epidemiology Primer	10
HMS 772	Scientific writing	10
SCM 772	Social determinants of health and primary health care	5
	Subtotal	50
	Minimum total elective credits required (see module list for options)	40
PHA 771	Research protocol / Project for DPH *	30
	Total credits required	120

**See research project for diploma students. Students must register for PHA 771 in their second year of study. This research project is externally examined.*

Suggested elective modules (as a reflection of students' possible areas of interest):

Code	Module Name	Credits
Electives for those interested in Disease Control		
CDC 777^	Principles of Communicable Disease Control	10
CDC 778^	Seminars in Tropical Health 2 (Agent)	10
CDC 779^	Seminars in Tropical Health 3 (Environment)	10
CDC 780^	Seminars in Tropical Health 1 (Host)	10
Electives for those interested in Health Policy and Management		
HCF 772	Financial Management in the Public Sector	10
HIN 773	Intro to Monitoring and Evaluation for Health Managers	10
HCS 771^	Project Management for the Health Sector	10
HCM 776	Health Policy and Systems	10
HRM 773	Principles of Human Resource Management	10
TQM 771	Principles of Quality Assurance	10
Electives for those interested in Environmental Health		
EHM 773^	Health Risk Assessment	10
EOH 776	Intro to Occupational and Environmental Health	10
OHT 771	Principles of Occupational Hygiene and Toxicology	10
Electives for those interested in Health Promotion		
CDS 772	Human Nutrition and Public Health	10
SCC 770	Communication in Health	10
SCP 771	Health Promotion	10

^ Please check timetable as module has prerequisites

Postgraduate Diplomas in Public Health

Diploma in Health Systems Management – General Operations (DHSM)

Programme Coordinator: Dr Liz Wolvaardt (liz.wolvaardt@up.ac.za)

Introduction

This diploma is aimed at professionals, working or intending to work in the public health field, for whom the understanding of a system in which health is determined and provided is important. The course provides strong management orientation with opportunities to gain new knowledge, opinions, skills and competencies in key management and measurement issues in health care. The course emphasises decentralised systems, cost centre development, process analysis, re-engineering for cost-effectiveness, and change management.

The Diploma in Health Systems Management – General Operations (DHSM) is aimed at professionals with a relevant B-degree.

Outline of the DHSM (General Operations) programme

The DHSM (Operations Management) course work forms the basis for understanding the external environment for health managers. Combined, the modules provide substantial learning experience for anyone wishing to pursue a career in management in health whether in the public or private sector.

Curriculum: DHSM (Operations Management)

Code	Module Title	Credits
	Fundamental	
PHM 773	Learning in Public Health	5
	Core	
HCF 772	Financial Management in the Public Sector	10
HCI 771	Health Systems Operations Management	10
HCM 776	Health Policy and Systems	10
HRM 773	Principles of Human Resource Management	10
	Subtotal	45
	Electives	
CDS 772	Human Nutrition and Public Health	10
HCS 771 [^]	Project Management for the Health Sector	10
HIN 773	Intro to Monitoring and Evaluation for Health Managers	10
HME 773	Epidemiology Primer	10
HMS 772	Scientific writing	10
SCC 770	Communication in Health	10
SCP 771	Health Promotion	10
TQM 771	Principles of Quality Assurance	10
Students may also choose additional electives from the modules listed for the DHSM (executive leadership) programme. Students should discuss their choices with the Programme coordinator prior to booking.		
	Minimum total elective credits required	45
AHM 772	Research Report *	30
	Total credits for DHSM (General Operations)	120

*See Research Project for Diploma Students. Students should register for AHM 772 in the second year of study. The research project is externally examined.

[^] Please check timetable as module has prerequisites

Postgraduate Diplomas in Public Health

Diploma in Health Systems Management – Executive Leadership (DHSM)

Programme Coordinator: Prof Eric Buch (eric.buch@up.ac.za)

Introduction

The course is aimed at health professionals at the executive level in the public service. The course is a requirement for the Albertina Sisulu Executive Leadership Programme in Health (ASELPH) which purpose is to strengthen health transformation in South Africa by building the skills, competencies and experiences of senior health leaders and managers. Participants who successfully complete the course will be known as Albertina Sisulu Executive (minimum of seven years health service experience) or Emerging Executive (minimum of five years health service working experience) Fellows.

ASELPH honours the life-long contributions of Albertina Sisulu, an educator, nurse, wife, mother, and highly respected leader in the anti-apartheid struggle, who dedicated her life to building the health and well-being of all South Africans.

Selection into the programme requires the nomination and authorisation by the national or provincial Head of Department of Health through a joint ASELPH/DOH Selection process for public health officials. Other applicants apply through the normal channels for SHSPH postgraduate diplomas.

Outline of the DHSM (Executive Leadership) programme

ASELPH, a partnership of the University of Pretoria, University of Fort Hare, TC Chan Harvard School of Public Health and South African Partners, in collaboration with the National and Provincial Departments of Health to build the capacity of the senior national, provincial and district health leaders and hospital management teams– those who drive health systems transformation and the re-engineering of primary health care in South Africa.

Entry into the ASELPH programme requires a relevant B-degree. Applicants who do not meet this requirement will require Senate approval before admission to this postgraduate diploma programme. This process includes an examination and assessment by an external examiner.

The project required to be completed by all participants of the course will be subjected to external examination.

DHSM (Executive Leadership)

Code	Module Title	Credits
	Fundamental	
PHM 778	Learning in Public Health	5
	Core	
CCC 771	Complex problem-solving and negotiating, coherence and coordination	10
EOC 771	Ethics and Values in healthcare, organisational behaviour change and strategy in health	10
HPF 771	Health System and Transformation policy	10
HSR 771	(District) Health Systems (and Hospital) Re-engineering	10
LHE 771	Executive Leadership for Health	10
	Subtotal	55
Electives:		
Students must complete 35 credits and their choice of electives must be discussed with the Programme Coordinator.		
HRM 772	Strategic Human Resources and Management Performance	10
MEH 772	Health informatics, monitoring and evaluation	10
PPS 771	Policy Practice Seminar	5
QIM 772	Implementation of quality improvement modalities (strategies) in health system	10
SFM 771	Strategic Financial Management in Health	10
SMH 771	Strategic Marketing (and communication) in health	5
	Minimum total elective credits required	35
AHM 772*	Research Report	30
	Total credits for DHSM (Executive Leadership)	120

*Subject to external examined.

Postgraduate Diplomas in Public Health

Diploma in Occupational Medicine and Health (DOMH)

Diploma in Occupational Health (DipOH)

Programme Coordinators: Dr Muzimkhulu Zungu/ Dr Nico Claassen

laszchenov@gmail.com / nico.claassen@up.ac.za

Introduction

These courses are aimed at professionals who wish to further their careers in occupational medicine and health. The Diploma in Occupational Medicine and Health (DOMH) is aimed at medical practitioners, while the Diploma in Occupational Health (DipOH) is aimed at other professionals with a relevant B-degree. The primary objective of the DOMH / DipOH is to provide candidates with a strong occupational health orientation. During this orientation, important public health principles are interwoven, focusing on assessing occupational health and hygiene problems and health risks, and providing clinical expertise (DOMH). The course is aimed at leaders in the field of occupational health. The DOMH is strongly recommended for medical practitioners wishing to become registered Occupational Medical Practitioners in Occupational Health.

Outline of the DOMH / DipOH programmes

The courses are offered in a modular format on a part-time basis and must be completed in two years.

Accreditation

The DOMH is accredited with Health Professions Council of South Africa (HPCSA).

The DOH is **not** accredited with South African Nursing Council (SANC).

Assessment and examinations

Assessment of modules

Assessment is necessary to assess the extent to which a student has mastered a subject. Assessment is usually by means of written assignments, but other assessment methods are also used, including group marks, peer review, oral presentations for the class, written papers or computer-based examinations. These methods can be used on their own, or in combination with other forms of assessment. Assessment may be of an individual or group effort, depending on the brief provided by lecturers.

In all cases, students will know in advance what type of assessment will be used, and, in all cases, feedback will be provided to assist students to decide where they need to add to their learning.

Students are required to pass each module with at least 50%

If a student fails a module but obtains a mark of 40% to 49%, the assignment for that module must be repeated in the same academic year. The student must arrange for this repeat with the module presenter. If a student passes this re-assessment, a 50% mark will be given as an overall pass mark for that module.

If a student fails a module and obtains a mark of less than 40%, they must re-enrol for the entire module in the following year.

Final Examinations

Other than summarising the total marks obtained for modules, the DOMH / DipOH has an additional evaluation of its coursework. There is a comprehensive written examination at the end of each year of study. Students need to have successfully completed all their modules in order to qualify for the examination in the second year.

The first examination (Diploma in Occupational Health (Part 1): PHM 776) will be a three-hour exam that covers occupational hygiene and toxicology, environmental health, occupational health law and human resources and industrial sociology, i.e. all content covered in the first year of study.

The second examination (Diploma in Occupational Health (Part 2): PHM 777) will be a three-hour exam that covers occupational medicine and health, occupational health services, health promotion, and epidemiology, i.e. all content covered in the second year of study.

As with modules, each examination must be passed with at least 50%.

If a student obtains between 40% and 49% for a summative assessment examination they will be given the opportunity to an oral supplementary examination within 5 working days of the examination paper.

Both Part 1 and 2 supplementary examinations will be oral examinations of no longer than 1 hour and will be offered during the same calendar year.

If a supplementary oral examination is passed, the student will be awarded a mark of 50% for the examination, irrespective of the mark obtained.

Students who qualify for a supplementary oral exam are given an opportunity for remediation before sitting for the exam. These students can request to peruse their exam scripts and are given access to the memorandum.

If a student obtains less than 40% for either the Part 1 or Part 2 examination, or fails a supplementary oral examination, the student will be required to re-write the examination at the next available sitting (usually the following year). If the second attempt is unsuccessful the student will no longer be permitted to continue with the DOMH or DipOH programme.

In the case where a student misses a sitting of the Part 1 or Part 2 examination due to proven illness, the student will be permitted the option of a special (“aegrotat”) examination at the first available opportunity after the missed paper. This examination must be passed (50% or more) as there is no supplementary examination offered for an aegrotat examination.

Should a student fail the Part 1 exam twice with less than 40%, they will not be allowed to continue with the DOMH or DipOH. Should a student fail the Part 2 exam twice with less than 40%, they will not be allowed to continue with the DOMH or DipOH.

Exam enrolment

Students are required to enrol for the exams at least a month before the exam date.

Students are required to register or add the module code: Diploma examination: Diploma in Occupational Health (Part 1) (PHM 776), or Diploma examination: Diploma in Occupational Health (Part 2) (PHM 777) on their UP Portal at least one month before the exam date.

The SHSPH exam enrolment form can also be downloaded from the website under [‘Guidelines and Forms’](#).

Curriculum (DOMH and DipOH)

Code	Module Name	Credits
	Year 1	
PHM 778	Learning in Public health	5
EOH 776	Introduction to Occupational and Environmental health	10
HCL 772 [^]	Occupational health law	10
EHM 775	Basis of Environmental Health**	5
SCM 773	Human Resources Management and Industrial Sociology	10
SCP 771	Health Promotion**	10
EHM 774 [^]	Health Risk Assessment	10
OCM 774	Clinical skills in Occupational Medicine 1-4 (Part 1)*	2.5
	Year 2	
HME 774	Epidemiology primer	10
OCM 772	Principles of Occupational Medicine*	10
OHT 771	Principles of Occupational Hygiene and Toxicology	10
HCM 773 [^]	Managing Occupational Health Services	10
OCM 774	Clinical skills in Occupational Medicine 5-8 (Part 2)*	2.5
AOH 771	Research report/Project	30
PHM 776	Diploma examination: Diploma in Occupational Health (Part 1)	
PHM 777	Diploma examination: Diploma in Occupational Health (Part 2)	

* DOMH only

** DipOH only

[^] Please check timetable as module has prerequisites

AOH 771: Students must submit their research topic before the end of the first year of study for approval. Registration for AOH 771 must take place during the second year of study.

PHM 776 and PHM 777 make up the summative assessment and are externally moderated. Students must register for both these course codes to write the examinations.

Research project for Diploma students



To fulfil the requirements for the study programmes, students enrolled for diplomas are required to do a research paper or project, to the value of 30 credits. It is compulsory that the research be in line with the main focus area of the diploma.

As a student you may choose between a number of options for the research report. A full study with an approved protocol and fieldwork and literature review is NOT a basic requirement. The table below outlines which research project options are suitable for each of the diplomas.

DIPLOMA	RESEARCH PROJECT OPTIONS	SPECIFICATIONS
DipOH / DOMH	health risk assessment	Page 24
	literature review	Page 26
DHSM	literature review	Page 26
	strategic plan	Page 30
	policy analysis and proposal	Page 32
	circumscribed descriptive study	Page 33
DPH	literature review	Page 26
	strategic plan	Page 30
	policy analysis and proposal	Page 32
DTM&H	case series	Page 09

Generally, the topic will arise from an issue in your work situation, but this is not a requirement. Either way, all projects should conclude with recommendations to address the challenges / questions identified. The starting point for you is to think of a/some possible option(s) and to make an appointment to see the Diploma Coordinator(s) to discuss it. This will help you to focus your topic and ensure a feasible and manageable choice. If you are aiming to finish the diploma in one year (not an option for DipOH/DOMH); you should have determined your topic by July, and if over two years, by the beginning of the second year.

Note: The research component needs to be passed independently of other course work and, like any other module, should be enrolled for in the year in which students plan to start with the research project. In all instances literature sources should be fully referenced according to the [Vancouver style](#).

Submission of topics

The following students are required to submit their topics to the Academic Programme Committee (APC) using the required form (available on the [SHSPH website](#)):

- DipOH/DOMH
- DPH
- DHSM

Topics are then discussed by the Academic Programme Committee for approval and allocation of supervisor. The topic will be refined in consultation with your supervisor. Students will be informed whether their topic has been approved via e-mail. [Meeting dates](#) of the Academic Programme Committee are available on the SHSPH website.

Students are also welcome to contact Mrs René de Waal (rene.dewaal@up.ac.za) for feedback.

Submission of report

Please use the standard assignment front page and mark your assignment for the attention of your allocated supervisor, for administrative reasons. Please submit two hardcopy reports directly to the School's Student Administration Department in HWS N 6-30. All reports must also be submitted via Turnitin on Click-UP.

Due Date: 30 October of your final year at the latest

Research project specifications

Health Risk Assessment

Health Risk Assessment (HRA) is a scientific based procedure to calculate the health risks of identified environmental or occupational stressors or hazards. Stressors/hazards are categorised into the following classes, i.e. physical, chemical, biological, ergonomical and psychological stressors. For example, the associated risk from exposure to a chemical stressor/hazard will depend on the toxic properties of the chemical as derived from epidemiological data, the time of exposure to the specific chemical and the consequence (health outcome). A single numerical value, or risk rating, can be calculated for each identified stressor/hazard to ascertain potential health effects when a population is exposed. HRAs are therefore integral to the determination of adverse health effects environmental and occupational stressors/hazards may have on specific populations. The basic goal for a quantitative HRA is to apply public or occupational health findings to the policy process. The obtained risk ratings need to play a central role in decision making at the individual and/or societal levels. HRA is essential for the development of skills necessary to calculate associated health risks specific populations may be exposed too. This can be used in a decision process to prioritise risks with the aim to implement control procedures and to manage exposure levels of specific populations. The completion of an HRA should achieve the following objectives:

- A general comprehension of the concept of quantitative health risk assessment and its application to public or occupational health problems;
- A recognition of the value and limitations of quantitative risk assessment in policy making and the use of epidemiologic data in risk assessment;
- An understanding of the process of completing health risk assessments that synthesise evidence from scientific research on environmental health problems.

The generic structure of a HRA report includes sections for presenting background of the population or company of interest, methodology used to calculate the risks of the identified hazards, risk assessment results and categorisation thereof, essential scientific evidence with reference to the risks identified, e.g. a chemical contaminant or other stressor found in the environment or workplace and recommendations how to manage the identified risks. The length of the comprehensive HRA report depends greatly on the number of identified risks.

The following proposed structure need to be used for the AOH 771 report: Title page, Distribution list, Disclaimer, Executive Summary, Table of contents, List of abbreviations, Glossary, Purpose, Introduction, Method, Results, Discussion, Recommendations, References, Annexures with health risk assessment data per homogenous exposure group and a summary of actions to be taken.

Research project specifications

The following rubric will be used to grade HRA reports.

Students need to take note of the criteria listed for each objective.

Diploma students = Normal; M-students = Underlined

Objective/Criteria	Performance indicators			
	Not included/ incorrect information	Need improvement	Meet Expectations	Exceptional
General: Written in past tense, stylistic consistency, table of contents, list of abbreviations/acronyms/glossary and provision for official review or signing off page	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Spelling	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Grammar	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Title page: Title, confidentiality statement, authors, date and address	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Executive summary: Provide concise overview of survey, methods, results, conclusion and recommendations	0 <u>0</u>	6 <u>3</u>	12 <u>6</u>	20 <u>10</u>
Purpose statement: Clear and to the point	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Introduction: Provide background summary on survey. Who participated. Date of survey.	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Methodology: Description of approach and risk assessment model used.	0 <u>0</u>	1 <u>3</u>	3 <u>6</u>	5 <u>10</u>
Results :Summary of results in table or graphic format per stressor	0 <u>0</u>	1 <u>3</u>	3 <u>6</u>	5 <u>10</u>
Discussion: Discuss results and provide information on health effects of stressors detected during the survey	0 <u>0</u>	6 <u>3</u>	12 <u>6</u>	20 <u>10</u>
Recommendations: Realistic and achievable for areas surveyed	0 <u>0</u>	1 <u>3</u>	3 <u>6</u>	5 <u>10</u>
References: According to Vancouver format	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Addendums/Appendices with raw data	0 <u>0</u>	1 <u>1</u>	3 <u>3</u>	5 <u>5</u>
Summary of recommendations captured in an action sheet	0 <u>0</u>	1 <u>3</u>	3 <u>6</u>	5 <u>10</u>

Research project specifications

Literature Review

The overall purpose of the literature review is for students to build their ability to identify and review the literature on a relevant subject, to write an incisive report and draw appropriate recommendations.

There are several excellent resources but a useful article to get you started is: [Cronin P, Ryan F, Coughlan M. Undertaking a literature review: a step-by-step approach. Br J Nurs. 2008 Jan 10-23;17\(1\):38-43. doi: 10.12968/bjon.2008.17.1.28059](#)

A useful website is: [Guidelines for writing a literature review](#) by Mongan-Rallis that can be found at: <http://www.duluth.umn.edu/~hrallis/guides/researching/litreview.html>

Types of literature reviews

There are four distinctive types of literature reviews:

- **Traditional or narrative literature review**

This type summarizes and critiques a body of literature about a topic and draws conclusions. The purpose is to provide comprehensive background for understanding current knowledge and often provides the rationale for new research (i.e. there is a gap in knowledge). For this reason it is essential that the review is based on a focused research topic/question.

This type of review is useful to collect literature, summarise and synthesise literature however the criteria for selecting specific sources are not always apparent to the reader. (See the above paper by Cronin et al. for more detail).

- **Systematic literature review**

Systematic reviews use a more rigorous and well-defined approach to reviewing the literature. The purpose is to a comprehensive and complete review of all the published and unpublished studies relating to the topic/question. The criteria for selecting the literature is clear and includes explanation of the timeframe and the methods such as search engines, search terms, inclusion and exclusion criteria etc. (See the above paper by Cronon et al. for detail).

- **Meta-analysis**

Not suitable for post-graduate diploma project but if you are interested, see the paper by Cronin et al. for detail.

- **Meta-synthesis**

Not suitable for post-graduate diploma project, but if you are interested, see the paper by Ryan et al. for detail.

The difference between a traditional or narrative literature review and a structured literature review is summarised well by Kysh: '[What's in a name: the difference between a systematic literature review and a literature review and why it matters](#)'.

Steps in the literature review process

See the paper by Cronin et al for detail but in short they are:

1. Selecting a review topic

SHSPH tip: after your first attempt at identifying a topic you must meet with your allocated supervisor to refine and narrow the topic.

2. Searching the literature

SHSPH tip: we have a dedicated information specialist at the library to help you with your search. Contact her (estelle.grobler@up.ac.za) and get her involved early in the process. Although it is impossible to give an exact number of references that is suitable for all topics, one would anticipate about 30 to 40 articles. Use Medline, Science Direct or Scopus or any other recognised database as your primary search engine (not Google or Wikipedia). It is useful to define your primary research question using the memory jogger "PECO" and use these words in your search strategy. PECO stands for:

- Population (person, place, time).
- Exposures / Interventions
- Control/Comparison (if applicable).
- Outcomes assessed.

3. Analysing and synthesizing the literature

SHSPH tip: After thinking about your subject and reading a few key articles, prepare a draft structure for your report. Then note which articles need to be linked to which sections and the key points of each article. Some articles may make one specific point, while others may need to be drawn on many times. If the article is not relevant, discard it even if you have had to work hard to get it. When reading and reviewing the literature keep a list of recommendations that you want to make. This will assist you when finalising your review.

4. Writing the review

SHSPH tips: work with your supervisor to identify your target journal. Do this early in the process as each journal has its own requirements with regard to the word count, font style etc. If you do this from the start you will save yourself time later. Remember you should not just be reporting the literature. Make an effort to evaluate, analyse / interpret the literature. Decide on a story line (headings) for the main body of your review e.g.

- 1) Epidemiology of
- 2) Major causes of
- 3) Pathophysiology of ...

Do not copy and paste – make sure you are aware of all the rules concerning plagiarism. Reference correctly (easiest is to use the > References > Insert End note and > Cross – reference, options in Word. See rules for [Vancouver](#) referencing on the [Library webpage](#).

Do not forget that the module Scientific Writing is there to help you refine and polish the final product.

The structure of a literature review

Your target journal might have clear guidelines for this, but if not, here are some things to include (see the paper by Cronin et al. for detail):

- Title: 15 words or less
- Structured abstract
- 5-6 key words
- Introduction (that includes the topic/research question)
- Main body
- Conclusion (that answers the research question)
- References

A few hints for literature reviews

- It is easy to lose track of your articles. Prepare an indexing system, either numerical or alphabetical, and file your articles according to this system.
- There are two good ways to get references other than literature searches. If you have found a very apt reference many references in the bibliography may be useful for you. Another route is to identify experts in the field, such as WHO staff in the field you are exploring. They will often be aware of monographs, policy documents, etc. that would be extremely difficult to find otherwise. Get their e-mail addresses and write to them.
- Note: Please also read the section on [Scientific Writing](#) in this PG Book.

Example of a marking rubric for a literature review

Level Descriptor	4 Outstanding	3 Achieved	2 Partially achieved	1 Not achieved	Weight	Mark
Word count indicated (depends on journal)	Indicated and adhered to (5)	Either not Indicated or not adhered to (3)	Neither indicated nor adhered to (0)		5	
Abstract	A scholarly abstract that is concise and within word count limits (8-10)	A generally good abstract that is concise and within word count limits (6-7.5)	A summary is provided but is not a suitable format or content for an abstract (5)	Not included (0)	10	
Key words	Standard search terms are used as key words (5)			No key words (0)	5	
Introduction Purpose Search & selection strategy Keywords Search databases Inclusion/exclusion criteria	A scholarly description: all the required elements (8-10)	A good description: majority of the required elements (6-7.5)	A patchy description: less than half of the required elements (5)	A poor description: few or none of the required elements are included (0-4.5)	10	
Main body Logical flow Academic style Synthesis versus summary Clear concise language	Scholarly work that is characterised by clear discussion and synthesis that flows logically (16-20)	Good work that is characterised by generally clear discussion, synthesis and logical flow (12-15)	Patchy work that is not a synthesis and / or logical (10)	Poor work that does not allow the reader to understand the subject matter. Severe problems ito logic & clarity (0-9.5)	20	
Conclusion Concise summary that has a clear conclusion	Satisfying, clear and concise end to the review and answers the purpose (8-10)	Summary includes the most important points (6-7.5)	Summary does not cover the most important points (1-5)	No summary (0)	10	
Professional technical appearance Professional/ neat Std spacing Page numbers Consistent use of font style and size etc. Spelling	The assignment is neat and structured. Information on which journal will be used is indicated (8-10)	The assignment is neat and structured. Not clear for which journal the review is written) (6-7.5)	The assignment is neat and structured but some elements are weak (e.g. spelling errors) (5)	The technical appearance makes understanding difficult. (0-4.5)	10	
References In text In list Quality and variety	Broad range (15-20) of academic sources In text refs correct Ref list faultless (30)	Good range (10-14) of academic sources In text refs correct Ref list faultless (25)	Limited range (6-10) of academic sources In text refs correct Ref list faultless (15)	Below SHSPH standard of 6 academic sources In text refs and/or ref list faulty (5)	30	
					100	

Research project specifications

Strategic Plan

The overall purpose of the strategic plan is for students to build their ability to prepare a well-written, crisp, strategic plan for a field of health management.

For the purposes of the diploma you should control the scale of the strategic plan. Certainly, you are not required to hold team strategic planning meetings, nor to overdo original data collection that you might wish to have had to back up your plan. However, you will be required to draw on some reference material.

There are many approaches to preparing and writing up a strategic plan. The following is a guideline that should be adapted to the needs of your topic.

Introduction

- Explain what you are doing and why (context);
- State your objective, including the time frame that the plan covers; and
- List the structure of the plan.

Background

Provide sufficient background on the subject of your plan so that someone who doesn't know your situation can get a picture of the situation.

Mission, vision, values

- Mission (What you are there for);
- Vision (What will the situation be like in x years' time if the plan is successful?);
- Values (What values do, or would you like to, underpin the service you are aiming to improve?).

Broad aim

Outline in broad terms what you would define as "success" in x years time, i.e. clarify the aim broadly in qualitative and quantitative terms. (Some authors only recommend this is done after the internal and external environment analysis. However, this tends to result in the "SWOT" analysis being loose and unfocused.)

The internal and external environment

Not in a general manner, but in terms of what will help you achieve your mission, vision, values and target, outline the strengths within your organisation and the opportunities external to it. Likewise identify the weaknesses and threats that will hinder you from maintaining your strengths and using the opportunities.

Major changes

Specify the major changes that you envisage are required to achieve your broad aim.

Goals and targets

Set down your goals and targets, taking cognisance of:

- Your broad aim;
- Your mission, vision, and values;
- What you can gain from your strengths and learn from your weaknesses and major changes; and
- Your ideas for meeting your opportunities and overcoming your threats.

Tactics for effectiveness

You may well have covered this in your section on goals and targets, but, quite often, strategic plans don't address the "soft" issues that are critical to success, e.g. building a team or adopting a new management style. You may want to include these as additional goals and targets or include them in a separate section.

First-year implementation plan

Prepare an action plan for the first year of implementation of the plan, including how much you expect to achieve in terms of each target and tactic for effectiveness and who will do what, how and when. This plan should be at the detailed level to help direct your work.

Driving, monitoring and evaluating

Explain who will drive the implementation of the plan overall and how you will monitor your progress.

Implicit in the outline provided is a message that this is an iterative process. As you develop one section you may find you need to make changes to an earlier one, or even that you have to merge sections.

Research project specifications

Policy Analysis and Proposal

The overall purpose of the policy proposal is for students to build their ability to undertake a policy analysis and prepare a health or health system policy proposal.

Prepare a report that goes through all the steps in the policy process (analogous to the planning cycle), leading to a clear statement of intent to achieve a societal goal.

Agenda for the policy

What is the issue for which a policy is to be developed? Why is it important to develop this policy? What is the gap in the current situation?

Formulation of the policy

This should explain the policy options, and their advantages and disadvantages, and should analyse them. It should frame the chosen policy and then provide further detail about it.

Adoption of the policy

This should indicate the process by which the policy will be adopted. It should further indicate what education; information and lobbying will be undertaken, as well as the targets (including public opinion) and the methods that will be used.

Implementation of the policy

The broad framework of an approach to implementing the policy that ensures that it is successfully implemented should be provided. In policy proposals one does not present either a detailed strategic or operational plan. However, the reader should receive enough information to feel confident that the implementation process will be successful.

Evaluation of the policy

This should outline how you envisage that the success or otherwise of the policy and its implementation should be monitored and evaluated, bearing in mind that the costs of evaluation should not be excessive. You should include indicators to be used.

Research project specifications

Circumscribed Descriptive Study

The obstacle facing students choosing this option is that we do not include basic research methods in our post graduate diploma courses.

However, if the study is kept tight and simple (but in a manner that still produces valuable information), or if a student already has some background in research, or if they are willing to do an additional research methods module, then this is still an attainable option.

If you choose to do a study, then the final structure of the report should follow the general guidelines described for dissertations in this document.

You will also need to prepare a research protocol that has been approved by the Faculty of Health Sciences Ethics Committee prior to implementation if you do not already have ethical approval. A template for a research protocol is available from the SHSPH website.

Honours Degrees in Public Health



Bachelor of Science (BSc Hons)

BSc (Hons) with specialisation Biostatistics (Public Health)

BSc (Hons) with specialisation in Aerospace Medicine

BSc (Hons) with specialisation in Environmental Health

BSc (Hons) with specialisation in Occupational Hygiene

Honours Degree in Public Health

BSc (Hons) with specialisation Biostatistics (Public Health)

Programme Coordinator: TO BE ANNOUNCED

This Honours programme is temporarily not available.

The curriculum is under reconstruction.

Honours Degree in Public Health

BSc (Hons) with specialisation in Aerospace Medicine

Programme Coordinator: Dr Chris Blunden (chris.blunden@up.ac.za)

This Honours programme is presented by the SHSPH at the University of Pretoria in collaboration with the Institute for Aviation Medicine (IAM) of the South African Military Health Service. It is a part time course with 6 weeks required attendance over a 2-year period. The current cycle takes place during 2018 and 2019. The next cycle starts in 2021.

Requirements for admission

- MBChB and registered with the HPCSA.
- Should have completed the Aviation Medicine Examiner (AME) course and be registered with the SACAA as a Designated AME.

2018 to 2019: Timing and description of the modules

Week one: PHM 773 (Jan 2018) is an introductory week that includes visits to IAM, the SA Civil Aviation Authority and industry. During this week the student initiates the continuing activities of the LRG 700 (Aerospace Medicine) module and chooses a research paper topic.

Continuously: The LRG 700 module is introduced during week one of 2018 and is done throughout 2018 and 2019. It consists of continuous self-study, the preparation and completion of MCQs based on the prescribed books, and the presentation of a research paper at the SACAA and the SAAsMA conference.

Week two: HME 773 (Feb 2018) is only offered once a year. It is recommended that it is done in the first year of study.

Week three: July 2018. The SAAsMA conference takes place during this week.

Week four: TNM 700, the recommended module to be attended by the Aerospace Medicine students takes place in Oct 2018.

Weeks five and six (2019): Revision of LRG 700 and examinations. Details will be provided by the course coordinator.

Curriculum: BSc (Hons) with specialization in Aerospace Medicine

Code	Module Title	Credits
PHM 773	Learning in public health	5
HME 773	Epidemiology Primer	10
TNM 700	Applied research methodology	0
LRG 700	Aerospace medicine	105*
	Minimum total credits	120

*includes an externally moderated summative written and oral examination and an externally moderated research paper of 30 credits

Honours Degree in Public Health

BSc (Hons) in Environmental and Occupational Health

Option 1: Occupational Hygiene

Option 2: Environmental Health

Programme Coordinator: Dr Nico Claassen (nico.claassen@up.ac.za)

This Honours programme is a postgraduate programme in quantitative occupational hygiene evaluation techniques and environmental impact assessment and auditing techniques (determined by chosen option) presented by the SHSPH and the Department Geography at the University of Pretoria. Teaching and supervision responsibilities are shared between the SHSPH and Department Geography with environmental impact assessment and auditing orientated courses and research projects.

Students enrolled for the BSc (Hons) in Environmental and Occupational Health - Occupational Hygiene and BSc (Hons) in Environmental and Occupational Health - Environmental Health options will attend selected contact sessions with the students enrolled for the post-graduate DipOH or DOMH. This will create opportunities for the different specialisation groups responsible for managing occupational hygiene and health in industry to interact, share ideas and learn to co-operate to solve occupational hygiene and health related challenges in the industry.

The course is structured to enable students to specialise in either occupational hygiene or environmental health. Students interested in environmental health will have the opportunity to select modules presented through Geography to understand environmental legislative requirements, environmental impact assessments, environmental auditing and the factors that play a role in global environmental change. Students interested in occupational hygiene will gain in depth knowledge in the theory of occupational hygiene evaluation techniques as well as practical experience in terms of data sampling, analysis and reporting of results. Students following the occupational hygiene option will also be granted the opportunity to attend and write the Legal Knowledge certificate course presented through Enterprises at UP.

The Honours programme is a one-year full-time programme. Students with a three-year BSc degree can apply for admission, and should be able to complete their Honours study in one academic year on a full-time basis. (In exceptional cases, BSc Hons Occupational Hygiene students may apply to complete the programme over a two year period.)

Requirements for admission

A candidate must hold a bachelor's degree deemed acceptable by the head of department for the proposed field of study. Registration as Occupational Hygiene Assistant at the Southern African Institute of Occupational Hygiene (SAIOH), is strongly recommended to utilise experiential learning opportunities offered by occupational hygiene consultants during the year of study.

Applicants not registered as Occupational Hygiene Assistants at SAIOH will be required to write the assistant examination before the end of the academic year. Students not registered need to make arrangements with SAIOH to write the assistant examination the end of the academic year.

Portfolio activities: Occupational hygiene option

- Proven competency to operate the following occupational hygiene measuring devices: Lux meter, Sound level meter with frequency analyser, Dosimeter, Micro and semi-microbalances, Constant flow personal sampling pumps with specialised sampling heads, Dräger pump, WBGT heat stress monitor, Whirling hygrometer, Wet-kata thermometer, Whole body and hand-arm vibration monitoring devices, hot wire anemometer and Pitot tubes
- Registration as Occupational Hygiene Assistant at the Southern African Institute of Occupational Hygiene (SAIOH)
- A valid South African driver's licence

Environmental Health option

The students choosing this option will gain knowledge and experience in the field of endocrine disrupting chemicals (EDCs).

They will be expected to master the following techniques:

- Specialised preparation procedures for EDC tests for example glassware preparation, sample collection and preparation etc.
- Proven competency to perform a solid phase extraction procedure as required for the bioassays.
- Proven competency to perform and interpret the yeast oestrogen screen (cell culture techniques).
- Proven competency in the practical application of these methods in a small project.
- A valid South African driver's licence

Curriculum: BSc (Hons) – Occupational Hygiene option

Code	Module Name	Credits
PHM 773	Learning in Public Health	5
EHM 772	Basis of Environmental Health	5
EHM 773	Health Risk Assessment	10
EOH 775	Introduction to occupational and Environmental health	10
EOH 771	Environmental and Occupational Hygiene measuring techniques	20
EOH 772	Legal knowledge in OHS and MHS Acts	10
HCL 772	Occupational Health Law	10
HCM 775	Managing Occupational Health Services	10
OHT 772	Principles of Occupational Hygiene and Toxicology	10
TNM 700	Applied Research Methodology	0
AOH 772	Research project	30
EOH 773	Summative assessment	0
Total		120

Curriculum: BSc (Hons) – Environmental Health option

Code	Module Name	Credits
PHM 773	Learning in Public Health	5
EHM 772	Basis of Environmental Health	5
EHM 773	Health Risk Assessment	10
ENV 785	Environmental impact assessment and auditing 785	15
EOH 775	Introduction to occupational and Environmental health	10
GGY 789	Environmental change 789	15
HCL 772	Occupational Health Law	10
HCM 775	Managing Occupational Health Services	10
OHT 772	Principles of Occupational Hygiene and Toxicology	10
TNM 700	Applied Research Methodology	0
AOH 772	Research project	30
EOH 774*	Environmental health examination	0
Total		120

*The summative assessments will be externally moderated and students must remember to register for the summative assessment course code for their degree.

Students who want to specialise in environmental health need to enrol for **ENV 785 and GGY 789** to replace **EOH 771 and EOH 772**.

Masters Degrees offered at SHSPH



Master of Public Health (MPH)

Master of Science (MSc)

Aerospace Medicine

Biostatistics (Public Health)

Clinical Epidemiology

Environmental Health

Epidemiology

Public Health

Master of Medicine (MMed) Public Health Medicine

Master of Public Health (MPH)

Overview

The Master of Public Health (MPH) programme prepares professionals for leadership roles in the management, improvement and evaluation of health, health interventions, and the health care system. It is a degree with international recognition even though MPH degree programmes around the world vary widely in terms of intensity, scope and depth. It is primarily a practice-oriented rather than a research degree.

Note that the term **public health** refers to the health of entire populations. It is not limited to public sector health. Students from both public and private health sectors find that the MPH degree programme provides them with essential learning and competencies that assist them in their work and careers.

The MPH programme enables students to acquire a solid understanding of the many facets of health and health care. It also exposes the students to the many disciplines involved. At the same time, the field of health systems and public health is far too wide for a student to become a specialist in all its aspects. For this reason, the MPH programme is structured in such a way that students, in consultation with SHSPH staff, can select one area of concentration in public health. At the end of this programme, students will not only have acquired an understanding of the entire field of health systems and public health but will also have developed additional competence in one particular field.

All graduate courses and modules are presented in English.

Specific goals of the MPH Programme

The MPH programme has been designed to create a learning environment in which students can acquire knowledge, competencies and attitudes to optimise health and health care. Students can specifically attain or acquire:

- Comprehensive understanding of health; the health care system; health problems; the social, economic, and political context of health; and of measures that can be taken to address problems and to promote, restore, and optimise health;
- Competence in the core disciplines of health systems and public health;
- Specialist expertise in one major field of health systems and public health;
- Growth into leadership positions in public health, locally and internationally; and
- A bias towards promoting equity in health.

University-wide character of the MPH

The MPH degree course is a multi-faculty, university-wide degree course. All interested disciplines can offer modules that are relevant to a practitioner in the field of health systems and public health. The responsibility for coordination and quality control of the MPH degree rests with the School of Health Systems and Public Health (SHSPH). The Academic Programme Committee overseeing the programme is structured to include staff of all participating faculties and departments.

MPH student profile

MPH students come from many different backgrounds. What these students have in common is that their work or career has, or will have, an impact on the health of people and on the health care system under which they work. Everyone will have a primary graduate qualification, and will have discovered that there is more to health than individual practice alone, be it in medicine, nursing, engineering, law, economics, sociology, theology or in any other professional practice.

Previous professional education, therefore, does not have to be a traditional health qualification. Previous education is only relevant in that it will give students a particular expertise which, coupled with the expertise gained in the MPH programme, will increase their ability to identify, solve, manage, and evaluate health and health system problems.

For example, an economist will find the MPH useful in enabling them to become a better health economist. A lawyer will, after completing the MPH, better understand the interaction between law and health (or law and medicine).

For medical doctors and nurses, the MPH opens the health world: it provides the context in which individual patient care takes place. Many MPH graduates will turn their focus to populations rather than individuals, but even those continuing with individual care will have become better health care providers and will derive greater satisfaction from their practice.

In short, the different types of students who enrol for the MPH programme include:

- Mid-level managers in public or private health sectors, seeking to enhance their effectiveness;
- Those with extensive experience in the health field, preparing for advancement to mid- or senior-level management positions;
- Staff interested in an academic or research career in the field of public health;
- Professionals outside the traditional health sector who find that their work is increasingly influencing health or health services, including economists, engineers, communication experts, educationalists, social scientists, agriculture and rural or urban development professionals, information technology experts, environmental scientists, and many other professionals who find that their primary professional education is increasingly insufficient in dealing with the health impact of their professional activities.

Educational approach in the MPH programme

The MPH programme creates a learning environment for students, not a teaching format for the School. Although there are lectures and other teaching sessions, the emphasis is on students' defining of what they need to learn, and their use of the MPH programme to achieve that. Students are therefore the most important role players, and those who do not actively participate in identifying the modules that are required will not benefit as much as they can from this programme.

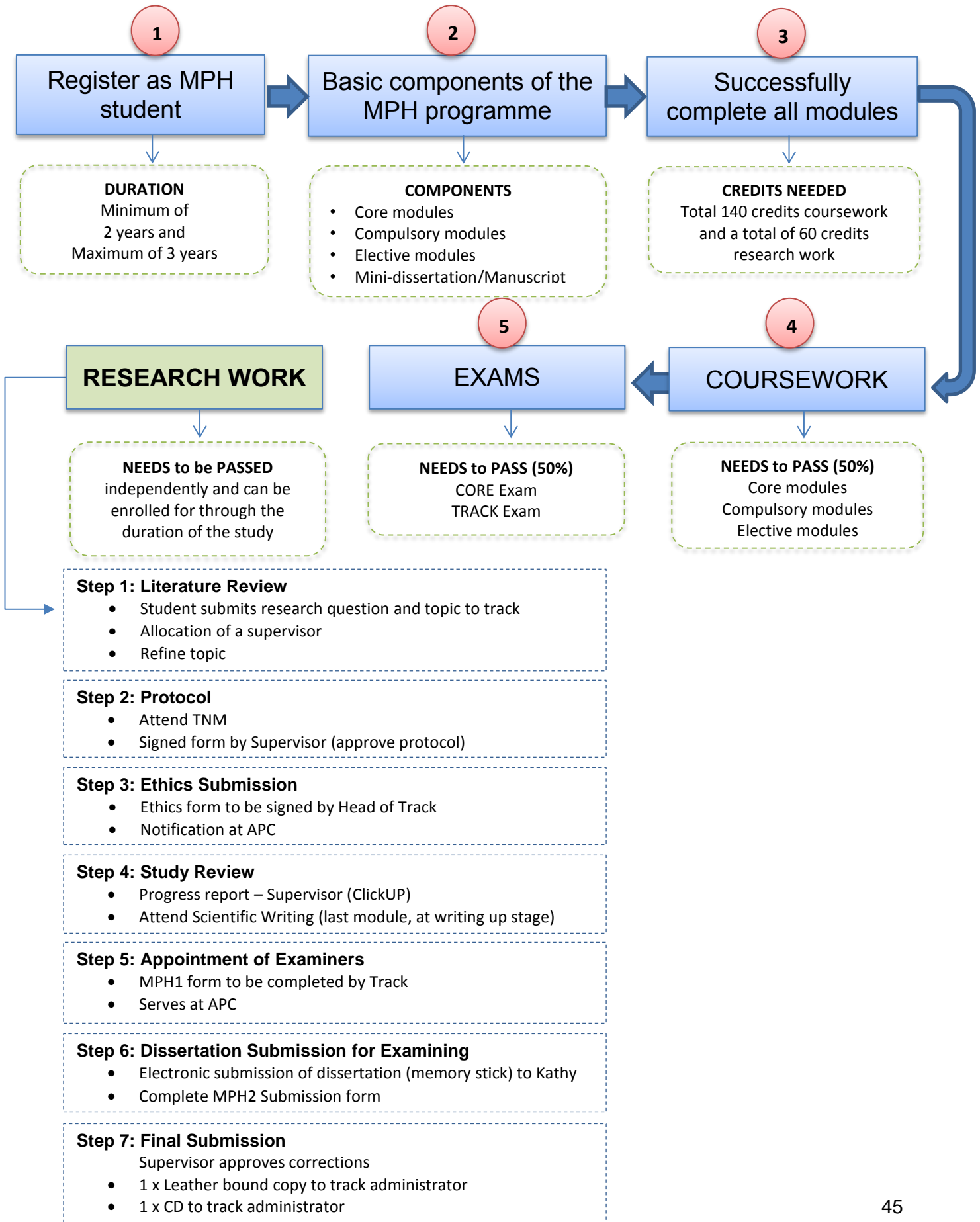
Modules have theoretical and practical components. Specific problems or case studies form the basis for teaching whenever feasible and most modules have a substantial practice base. Small group work constitutes a major part of learning in all modules offered.

Modules are offered, where possible and useful, in an integrated manner by staff from more than one discipline. Teachers are recruited from academia, research and service organisations, from communities and from both public and private sectors and are all respected in their fields, either locally or internationally. In other words, the SHSPH does not provide a simple in-house course; instead, we aim to offer students the best available learning.

Duration of the course

All Masters' programmes can be completed within a minimum of 24 months (full time) and within a maximum of 36 months (part time).

MPH OUTLINE



MPH Curriculum structure

MPH Coordinator: Mrs Lizeka Napoles (lizeka.napoles@up.ac.za)

Modules and credits

All graduate programmes in the School are divided into modules. Successful completion of a module leads to the awarding of a certain number of credits.

A module is defined as an independent unit of learning that has its own objectives, learning materials and methods, and its own assessment. A total of 140 credits of course work must be accumulated from all modules taken in the MPH, and 60 credits must be attained for the research project (total degree requirement is 200 credits).

The credits are divided among the different components of the MPH as follows:

MPH Component	Credits	%
Core (fundamental) modules	70	35
Compulsory modules and electives within your area of concentration (minimum credits)	60	30
Mini-dissertation	60	30
TNM 802 module (Applied research methodology)	5	2.5
HMS 873 module* (Scientific Writing)	5	2.5
Total (minimum credits)	200	100

* Please note that Scientific Writing (HMS 873) does not form part of the examination and students are referred to the section in this book that outlines the procedures and paper work that need to be completed for attendance.

Prerequisites

For entry into certain modules other modules must have been successfully completed. This requirement is listed on the timetable and our web page. If you are in doubt, contact the module presenter or Student Administration.

The completion of the MPH compulsory modules in your area of concentration is generally required for entry into any electives.

Continuous support and continuous learning

Learning in modules and during the entire MPH programme can often be optimised with the assistance of a mentor or supervisor. In order to facilitate this, all MPH students must select an area of concentration within the first six months of study.

Until students have chosen an area of concentration, they should refer their general academic enquiries to the MPH Coordinator.

An overall principle regarding the teaching and learning in the MPH programme is a firm commitment to continuous academic support and development of both MPH students and staff during the formal MPH programme.

Basic components of the MPH programme

The MPH programme has the following three components:

- Core (fundamental) modules
- Compulsory modules in your area of concentration and elective modules
- Mini-dissertation and research component modules

MPH core / fundamental modules

These modules provide an overview of the essential disciplines of health systems and public health. They are compulsory for all MPH students. Most core modules are also the first modules of an area of concentration, and in many cases these modules form the basis for the more advanced modules.

Although it is preferable that students complete the core modules before proceeding to more advanced modules, it is not essential. Students who have decided on their area of concentration may choose to pursue modules in their area of concentration before completing their core modules.

The following core / fundamental modules are compulsory:

Code	Module Name	Credits
BOS 874 [^]	Biostatistics 1 (Week 1) *	10
BOS 874	Biostatistics 1 (Week 2) *	
CDC 880	Introduction to Disease Prevention and Control	10
EHM 881	Basis of Environmental Health	10
HCM 875	Introduction to Health Management (Week 1) *	10
HCM 875	Introduction to Health Management (Week 2) *	
HME 874	Epidemiology 1 (Week 1) *	10
HME 874	Epidemiology 1 (Week 2) *	
PHM 880	Learning in Public Health	10
SCM 880	Social determinants of health and primary health care	10
	Total	70

* Weeks 1 and 2 form one module of 10 credits. They must be completed in the same academic year.

[^] Please check timetable as module has prerequisites

Compulsory- and elective modules in area of concentration (track)

Modules are grouped into areas of concentration, each of which forms the basis for a specialisation within the MPH degree programme, referred to as an area of concentration. Some modules may be compulsory for students following one area of concentration, but elective for students following a different area of concentration. Within each area of concentration there is a progression both in terms of complexity and content. For this reason some modules have prerequisites that must have been completed before these modules can be undertaken. It is the student's responsibility to ensure that these prerequisites have been met before enrolling for a module. It is therefore important that students select their area of concentration in the first six months of their MPH programme.

It is also imperative that students study the guidelines for following a specific area of concentration and consult the Head of their Academic Unit where necessary to ensure that they understand how modules in that particular area of concentration are grouped.

Limitations on the choice of modules include the following:

- Any variation of the package of modules taken must have the approval of the Academic Programme Committee.
- In some cases, the successful completion of previous modules is an entry requirement for the next module.
- At least 50% of the course credits must come from within one area of concentration.
- Some modules may not be available every year due to of staff limitations, or may not be possible because of too few, or too many, enrolled participants. (NB: complete your chosen modules at the earliest opportunity. Do not be "caught out" by outstanding modules not being offered or clashing in your final year).

MPH research component

The research component of the MPH programme includes the following compulsory modules:

Research component	Credits
Compulsory module: TNM 802	5
Compulsory module: HMS 873*	5
Mini-dissertation: PHR 870	60
Total	70

* Please note that Scientific Writing (HMS 873) does not form part of examination and students are referred to the section in this book that outlines the procedures and paper work that need to be completed for attendance.

MPH mini-dissertation

The MPH degree offered at the SHSPH is a taught Master's programme. It is a practice-oriented degree, not a research degree, and is aimed primarily at practitioners in the field of health systems and public health.

For this reason the mini-dissertation contributes 60 credits to the total credit requirement. This is equivalent to 600 "notional hours", or eight to ten weeks of full-time work (which includes all work related to the mini-dissertation). The expected outcome of the MPH mini-dissertation is that students must be able to identify and investigate health and health system problems in a comprehensive manner, and that they should be able to formulate appropriate interventions.

Note: The research component needs to be passed independently of other course work and, like any other module, should be enrolled for in the year in which students plan to start with the research protocol.

Students are cautioned against embarking on a project that is too ambitious, as all research work must be completed within the maximum study period of four years.

Depending on the area selected by a student, the report may be more oriented towards

- Implementing change in the system (an intervention project);
- A quantitative and qualitative assessment of health or health care (a research project).

In an intervention project, the report will be evaluated in terms of the implementation of the management processes needed to affect change.

A research project will be evaluated more intensely on epidemiological, bio-statistical, or qualitative methods used, and on the inferences drawn from the findings and the validity of conclusions and recommendations made.

There are two options for the mini-dissertation: either a traditional or a mini-dissertation (including an article) option. Each area of concentration has their preference and where a mini-dissertation (including an article) is required (such as in Health Policy and Management) specific guidelines have been developed and are available on the [SHSPH website](#).

Individual studies as part of elective modules

To increase the flexibility of the MPH degree programme further, students are given the option of conducting credited studies/practicum under the personal supervision of an academic staff/assigned professional member in cases where no formal course work is being offered. Such arrangements must be made with permission of the Academic

Programme Committee and are subject to formal assessment. A maximum of 40 credits (25% of the MPH course work requirements) may be obtained in this manner.

The following points are important:

- Students must request permission from their Head of Academic Unit first; then hand in a written, motivated request to the Academic Programme Committee via Mrs René de Waal. The Committee will respond to the request in writing.
- Permission will not be given for individual studies on material that already exists in SHSPH modules.
- Permission will not be given to replace the mini-dissertation with individual studies.

There are two options:

- ACM 875 Individual studies in public health (10 credits)
- ACM 874 Individual studies in public health (30 credits)

Individual versus group research

Students are encouraged to work together on larger projects, or to participate in one of the ongoing programmes in the School or any of the affiliated University groups.

Consultation with the Head of Academic Unit is essential. When it is clear what is planned, and each group member has an identifiable role in the project, the protocol should be submitted to the Academic Programme Committee for consideration. A student is still required to produce their own report that is identifiably different from that of the other members of the group.

Under no circumstances may students proceed without permission from the Faculty of Health Sciences Research Ethics Committee. For guidelines for Ethics submission, see the Research Ethics Committee [website](#)

Finally, students are advised to plan well in advance, as there will be delays in the processing of the research or intervention proposal, and in setting up the logistical arrangements for implementing the project.

Assessment and examinations

Assessment of modules

Assessment is necessary to determine the extent to which a student has mastered a subject. Assessment is usually by means of written assignments, but other assessment methods are also used, including group marks, peer review, oral presentations for the class, written papers or computer-based examinations. These methods can be used on their own, or in combination with other forms of assessment. Assessment may be of an individual or group effort, depending on the brief provided by lecturers.

In all cases, students will know in advance what type of assessment will be used, and, in all cases, feedback will be provided to assist students to decide where they need to add to their learning.

Students are required to pass each module with at least 50%

If a student fails a module but obtains a mark between 40% to 49%, the assignment for that module must be repeated in the same academic year. The student must arrange for this repeat with the module presenter. If a student passes this re-assessment, a 50% mark will be given as an overall pass mark for that module.

If a student fails a module and obtains a mark of less than 40%, they must re-enrol for the entire module in the following year.

If a core/fundamental module is not passed after two attempts, the student will not be allowed to continue with the MPH programme.

A compulsory module in the area of concentration can only be repeated once. If it is not passed after the second attempt, the student will be asked to change the Academic Unit. If the student fails after two attempts in the second Academic Unit, they will not be allowed to continue with the MPH programme.

Final Examinations

Other than summarising the total of marks obtained for modules, the MPH has an additional evaluation of its coursework. There are two comprehensive examinations: the decision lies with the examiners whether these examinations will be written and / or oral.

The first examination (core exam: PHM 871) must be taken after successful completion of all the core modules. Students must plan their core module attendance to ensure that they are able to do the core exam no later than the second year of study.

Core Exam – PHM 871

The core exam covers basic knowledge in public health. The exam will test the student's ability to apply this basic knowledge. PHM 871 has two papers:

Paper 1: a three-hour exam that covers CDC 880, SCM 880, HCM 875 and EHM 881

Paper 2: a three-hour exam that covers BOS 874 and HME 874

The combination of the marks obtained from Paper 1 and Paper 2 must be 50% for a pass. If however, the student fails to obtain a subminimum of 40% in either of the two papers, the student fails the exam.

A formal perusal will be scheduled once the marks are released, to allow students to peruse their scripts and the memorandum.

If a student obtains between 40% and 49% they will be given the opportunity to write a supplementary examination. These students are given an opportunity for remediation before sitting for the exam.

Remediation arrangements

After the students have been informed of the outcome of the exam, the coordinator and examiners will decide on a date on which remediation will take place. A remediation programme is then developed and the students are informed of the date and the programme by the student administration office.

The remediation programme involves a face-to-face contact session with the relevant academics, who help the students work through chosen case studies to prepare them for the supplementary examination. Remediation can also take place via interactive platforms e.g. Collaborate, Skype etc. as may be arranged by different lecturers. Before the remediation contact session, students are advised to make arrangements for the perusal of the scripts and memoranda. This can be done on the morning of the remediation date, before the programme starts.

The supplementary for the core exam consist of one paper which covers all of the core modules. This will be written in the same calendar year and will be for 90 minutes. If the supplementary examination is passed, the student will be awarded a mark of 50% for the examination, irrespective of the mark obtained.

If a student obtains less than 40% for the core examination, or fails the supplementary exam, the student will be required to re-write the examination at the next available sitting (usually the following year). If the second attempt is unsuccessful the student will no longer be permitted to continue with the MPH programme (core exam failed).

In the case where a student misses a sitting of the core or track examination due to proven illness, the student will be permitted the option of a special (aegrotat) examination at the earliest available opportunity after the missed paper. This examination must be passed (50% or more) as there is no supplementary examination offered for an aegrotat examination.

Track Exam – PHM 872

The second examination (Academic Unit/track exam: PHM 872) must be taken after the successful completion of all the compulsory and selected elective modules in the area of concentration. Students must plan their module attendance in their area of concentration to ensure that they are able to do this exam no later than the third year of study. The Academic Unit exam covers the compulsory and elective modules in the area of concentration and will test the student's knowledge synthesis and application as it applies to the modules in their area of concentration.

As with modules, each examination must be passed with at least 50%.

If a student obtains between 40% and 49% for a summative assessment examination they will be given the opportunity to write a supplementary examination.

The APC has determined that, as from 2015, supplementary examinations for the track examination will be in the form of an oral. These may be held either during the same year or early in the following year at the discretion of the APC, with due regard for sufficient time being available for suitable remediation. Each oral supplementary examination will take 30 minutes and students may only obtain a maximum of 50%.

If a student obtains less than 40% for the track examination, or fails the supplementary exam, the student will be required to re-write the examination at the next available sitting (usually the following year). If the second attempt is unsuccessful the student will no longer be permitted to continue with the MPH programme or the chosen area of concentration (track exam failed).

Should the student fail the track exam twice with less than 40%, they will be allowed to change the area of concentration but must commit to completing the requirements within the four year timeframe allowed by the University.

In the case where a student misses a sitting of the core or track examination due to proven illness, the student will be permitted the option of an aegrotat examination at the earliest available opportunity after the missed paper. This examination must be passed (50% or more) as there is no supplementary examination offered for an aegrotat examination.

Exam enrolment

Students are required to register or add the module code; Core Exam (PHM 871) and/or Track Exam (PHM 872) on their UP Portal at least one month before the exam date.

Evaluation of the mini-dissertation

The mini-dissertation must be passed independently, with a minimum of 50%.

Summary of the MPH assessment and examination

Each module is evaluated individually, and must be passed with at least 50%.
(The combined modules mark contributes 30% of the overall mark for the MPH.)

Students must pass a comprehensive examination covering the core modules (PHM 871) and a comprehensive examination paper covering the area of concentration (PHM 872). Each paper must be passed with at least 50%.
(The combined exam mark contributes 40% of the overall mark for the MPH.)

The mini-dissertation must be passed independently with at least 50%.
(The evaluation of the report contributes 30% of the overall mark for the MPH.)

Cum Laude

The MPH degree is conferred with distinction on a student who has obtained an average of at least 75% for the combined modules, an average of at least 75% for the final exams and a final mark of at least 75% for the mini-dissertation.

List and description of MPH area of concentration

Introduction

Structure of the MPH degree programme

The MPH degree programme comprises three parts as follows:

Part 1: A set of modules that is compulsory for all MPH students. These modules must be passed individually before the core examination may be taken.

Part 2: A set of modules which, taken together, make up a chosen area of concentration. There is a pre-specified menu of these module configurations (also referred to as tracks). Not all of the options will be available in every year, and some of the options require pre-qualification. MPH students will be asked to indicate, within one month of their first registration, which of the available options they wish to follow. The SHSPH cannot guarantee that all students will be able to follow their chosen options. Students who do not have an approved option selected by the one month deadline (after initial registration) will be allocated to an option by the SHSPH. Thereafter, changing an option will require the permission of the APC. Part 2 modules may be taken at any stage; you do not have to complete all the Part 1 modules first. However, many Part 2 modules have pre-requisites and these must be successfully completed first where these are specified in the timetable. When the modules in the Part 2 option have all been passed the student will be able to write the track examination.

Part 3: The mini-dissertation. MPH students may begin their mini-dissertation at any point in the programme.

This section lists all Part 2 configurations currently available for the MPH. The best way of selecting modules is firstly to choose the Part 2 configuration that you prefer and then to plan your curriculum around the modules included under that heading academic units. In 2019 there will be eight available Part 2 options, namely:

- Monitoring and Evaluation
- Disease Control
- Disease Control - FETP**
- Environmental and Occupational Health
- Environmental and Occupational Health - Occupational Hygiene**
- Environmental and Occupational Health - Aerospace Medicine**
- Health Policy and Management
- Health Promotion

** These Part 2 configurations are subject to pre-qualification and may not be selected unless the student has been pre-selected.

Masters of Public Health

Academic Unit: Monitoring and Evaluation

Coordinator: Prof Andy Beke/Dr Elize Webb (andy.beke@up.ac.za/ elize.webb@up.ac.za)

The purpose of this grouping of modules is to provide students with a pre-selected set of modules which, when combined, optimise learning needed by professionals who aim to be, or perhaps already are, in specific functions in the public or private health sectors. These functions include quality assurance, epidemiological monitoring, programme evaluation, and health information sections.

Course component	Credits
MPH core modules	70
Compulsory modules: Monitoring and Evaluation	65
Total course work credits required	135

Research component	Credits
Compulsory module: TNM 802	5
Compulsory module: HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits required	70

* Please note that Scientific Writing (HMS 873) does not form part of examination and students are referred to the section in this book that outlines the procedures and paper work that need to be completed for attendance.

Monitoring and Evaluation		
Compulsory modules		
Code	Module name	Credits
BOS 875 [^]	Biostatistics 2 (Week 1)	10
BOS 875 [^]	Biostatistics 2 (Week 2)	
EPM 873 [^]	Conducting Surveys	10
EPM 874 [^]	Disease Surveillance	5
HME 875	Monitoring and Evaluation (Week 1)	15
HME 875	Monitoring and Evaluation (Week 2)	
HME 875	Monitoring and Evaluation (Week 3)	
HMS 874 [^]	Health Data Management	5
QHR 870	Qualitative Research Methods	10
TQM 872	Principles of Quality Assurance	10
TOTAL CREDITS		65

[^] Please check timetable as module has prerequisites

* Students will only be permitted to take Biostatistics 2 if they have passed the screening test that is set at the end of Biostatistics 1. This examination is not difficult but students with poor numeracy skills will find it difficult to pass. If the test is failed, remediation and a supplementary opportunity will be given. If it is still not passed, the student will be advised to select a different academic unit and will not be able to continue in the Monitoring and Evaluation area of concentration.

Masters of Public Health

Academic Unit: Disease Control

Coordinator: Dr Bernice Harris (bernice.harris@up.ac.za)

The disease control area of concentration is recommended for students who are responsible for the management or design of, or are interested in, disease control programmes/projects at local, national or international level.

Students must achieve the following minimum credits for this degree:

Course component	Credits
MPH core modules	70
Compulsory modules: Disease Control	50
Elective modules	15
Total course work credits required	135

Research component	Credits
Compulsory module: TNM 802	5
Compulsory module : HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits required	70

** Please note that Scientific Writing (HMS 873) does not form part of examination and students are referred to the section in this book that outlines the procedures and paperwork that need to be completed for attendance.*

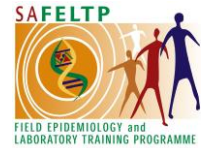
Disease Control		
Compulsory modules		
Code	Module name	Credits
CDC 876 [^]	Principles of Communicable Disease Control	10
CDC 877 [^]	Seminars in Tropical Health (Agent)*	10
CDC 878 [^]	Seminars in Tropical Health (Environment)*	10
CDC 879 [^]	Seminars in Tropical Health (Host)*	10
CDS 872	Economic evaluation of disease control interventions	5
EPM 874	Disease Surveillance	5
	Subtotal	50
Electives of interest in communicable diseases		
CDS 871 [^]	Outbreak Investigation and Control	10
CDT 870 [^]	Infectious Diseases Epidemiology	5
Electives of interest in non-communicable diseases		
CDS 874	Human Nutrition in Public Health	10
CDE 870	Principles of Chronic Disease Epidemiology	5

[^] Please check timetable as module has prerequisites

Please note that all compulsory and elective modules are included in the track exam

Masters of Public Health

Field Epidemiology Training programme (FETP)



Programme Coordinator: Dr Lazarus Kuonza (lazarusk@nicd.ac.za)

This is a 2-year full-time residency programme offered by the South African Field Epidemiology Training Programme (SAFETP). It is conducted in conjunction with the Department of Health (DoH) and the National Institute of Communicable Disease (NICD). The purpose of this programme is to provide students with opportunities to apply their knowledge and skills in field epidemiology to identify and investigate public health problems and design interventions targeted to impact the overall public health of South Africa. The programme also aims to incorporate and integrate the public health laboratory as an essential member of the epidemiological team.

Students may include individuals who are interested in pursuing research positions in academic and public health institutes, or leadership and management positions in the field of public health in South Africa. Interested individuals must apply using the university's online application system, as well as to the Field Epidemiology Programme, which can be accessed on the [NICD website](#) or alternately www.safetp.ac.za.

Students are required to do all the core modules in year 1 and sit for the core examination: PHM 871 in year 1. Modules in the area of concentration will spread over the two years, and students will be expected to sit for PHM 872 exam in year 2. A large portion of the two years of training will be in service at a public health institute/department, where the student will be required to conduct epidemiological investigations, which includes outbreak investigations, managing disease surveillance systems, analysing secondary health datasets, and implementing hypothesis driven research.

Scholarships may be available to cover tuition fee and some expenses associated with participating in field based activities.

Course component	Credits
MPH core modules	70
Compulsory modules	60
Elective modules	5
Total course work credits required	135

Research component	Credits
Compulsory module: TNM 802	5
Compulsory module: HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits	70

** Please note that Scientific Writing (HMS 873) does not form part of examination and students are referred to the section in this book that outlines the procedures and paper work that need to be completed for attendance.*

MPH Core modules			
Code	Course name	Credits	Setting
BOS 874^	Biostatistics 1 (Week 1)	10	UP
BOS 874^	Biostatistics 1 (Week 2)		
CDC 880^	Introduction to Disease Prevention and Control	10	UP
EHM 881	Basis of Environmental Health	10	UP
HCM 875	Introduction to Health Management (Week 1)	10	UP
HCM 875	Introduction to Health Management (Week 2)		
HME 874	Epidemiology 1 (Week 1)	10	UP/NICD*
HME 874	Epidemiology 1 (Week 2)		
PHM 880	Learning in Public Health	10	UP
SCM 880	Social determinants of health and primary health care	10	UP
Total		70	

* Module may be done off campus at the National Institute for Communicable Diseases (NICD) in Sandringham, Johannesburg

^ Please check timetable as module has prerequisites

Field Epidemiology			
Compulsory modules			
Code	Course name	Credits	Setting
CDC 876^	Principles of Communicable Disease Control	10	UP
CDS 871^	Outbreak Investigation and Control	10	NICD*
EPM 870^	Epidemiology 2	5	UP/NICD*
EPM 874^	Disease Surveillance	5	NICD*
ACM 874^	Individual Studies in Public Health	30	Fellowship**
Total		60	

* Module to be done off campus at the National Institute for Communicable Diseases (NICD), in Sandringham, Johannesburg

** Module to be done through field based projects at selected field sites

^ Please check timetable as module has prerequisites

Suggested Elective Modules			
Code	Course name	Credits	Setting
CDE 870	Principles of Chronic Diseases Epidemiology	5	UP
CDS 872	Economic evaluation of diseases control interventions	5	UP
CDT 870	Infectious Diseases Epidemiology	5	UP

NB. Students will be expected to choose only ONE out of the three elective modules.

Masters of Public Health

Academic Unit: Environmental and Occupational Health

Coordinator: Prof Janine Wichmann (janine.wichmann@up.ac.za)

The completion of the MPH degree requires that modular course work be completed. A total of 130 credits must be obtained for course work and an additional 70 credits are allocated to a research project along with the two research modules.

The overall course work in the MPH programme is constituted as follows:

- Core MPH modules compulsory for all MPH students
- Compulsory modules in the areas of concentration
- Elective modules - optional for these students

The elective modules provide students with the opportunity to tailor the MPH programme to their particular career requirements and are NOT a random combination of modules. Students should only do those modules that fit into their overall learning objectives, and the supervisor must agree with the selection of these modules.

Course component	Credits
MPH core modules	70
Compulsory modules: Environmental Health	50
Elective modules	10
Total course work credits required	130

Research component	Credits
Compulsory module: TNM 802	5
Scientific writing: HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits required	70

* Please note that Scientific Writing (HMS 873) does not form part of the examination and students are referred to the section in this book that outlines the procedures and paperwork that need to be completed for attendance.

Environmental and Occupational Health		
Compulsory modules		
Code	Module name	Credits
EHM 871 [^]	Health Risk Assessment	10
EHM 872 [^]	Methods in Exposure Assessment	10
EOH 872	Introduction to Toxicology	5
EOM 871 [^]	Environmental Epidemiology	10
EPM 874 [^]	Disease Surveillance	5
HCI 871	Health Systems Operations Management	10
	Subtotal	50
Suggested electives for interest in Epidemiology and Biostatistics		
BOS 875 ^{^*}	Biostatistics 2	10
EPM 873 [^]	Conducting Surveys	10
Suggested electives for interest in Health Policy and Management		
HCM 876	Health Policy and Systems	10
HCM 873 [^]	Managing Occupational Health Services	10

[^] Please check timetable as module has prerequisites. PHM 880, HME 874 and BOS 874 are prerequisite modules for most of the compulsory track and elective modules.

* Students who wish to take Biostatistics 2 must first pass the screening test that is offered at the end of Biostatistics 1.

Masters of Public Health

Environmental and Occupational Health: Occupational Hygiene

Coordinator: Dr Nico Claassen (nico.claassen@up.ac.za)

The completion of the MPH degree requires that modular course work be completed. A total of 130 credits must be obtained for course work and the additional 70 credits are allocated to the research component.

The overall course work in the MPH programme is constituted as follows:

- Core MPH modules compulsory for all MPH students
- Compulsory modules in the areas of concentration
- Elective modules

The elective modules provide students with the opportunity to tailor the MPH programme to their particular career requirements and are NOT a random combination of modules. Students should only do those modules that fit into their overall learning objectives, and the supervisor must agree with the selection of these modules.

Course component	Credits
MPH core modules	70
Compulsory modules: Occupational Hygiene	45
Elective modules	15
Total	130

Research component	Credits
Compulsory module: TNM 802	5
Scientific writing: HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits required	70

** Please note that Scientific writing (HMS 873) does not form part of the examination and students are referred to the section in this book that outlines the procedures and paper work that need to be completed for attendance.*

Environmental and Occupational Health: Occupational Hygiene direction		
Compulsory modules		
Code	Module name	Credits
Modules to be completed in second year of study		
EHM 872 [^]	Methods in Exposure Assessment	10
OHS 873	Postgraduate studies in occupational hygiene I	10
OHS 874	Postgraduate studies in occupational hygiene II	5
Modules to be completed in third year of study		
EHM 871 [^]	Health Risk Assessment	10
EOH 872	Introduction to Toxicology	5
OHS 875	Individual studies in occupational hygiene	5
	Subtotal	45

Elective for interest in Environmental and Occupational Health		
EOM 871 [^]	Environmental Epidemiology	10
HCM 873 [^]	Managing Occupational Health Services	10
HCL 872 [^]	Occupational Health Law	10
EPM 873 [^]	Conducting Surveys	10
Elective for interest in Biostatistics and Epidemiology		
BOS 875 ^{^*}	Biostatistics 2	10
Elective for interest in Health Policy Management		
HRM 872	Principles of Human Resource Management	10

[^] Please check timetable as module has prerequisites

^{*} Students who wish to take Biostatistics 2 must first pass the screening test that is offered at the end of Biostatistics 1.

Masters of Public Health

Environmental and Occupational Health: Aerospace medicine

Coordinator: Dr Chris Blunden (chris.blunden@up.ac.za)

Requirements for admission

The degree is currently being restructured and will only be offered in 2020.

Masters of Public Health

Academic Unit: Health Policy and Management

Coordinator: Dr Flavia Senkubuge (flavia.senkubuge@up.ac.za)

The completion of the MPH degree requires that modular course work be completed. A total of 130 credits must be obtained for course work and an additional 70 credits are allocated to the research component.

The overall course work in the MPH programme is constituted as follows:

- Core MPH modules compulsory for all MPH students
- Compulsory modules in the areas of concentration
- Elective modules optional for these students

The elective modules provide students with the opportunity to tailor the MPH programme to their particular career requirements and are NOT a random combination of modules. Students should only do those modules that fit into their overall learning objectives, and the supervisor must agree with the selection of these modules.

Course component	Credits
MPH core modules	70
Compulsory modules: Health Policy and Management	40
Elective modules	20
Total course work credits required	130

Research component	Credits
Compulsory module: TNM 802	5
Compulsory module: HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits required	70

* Please note that Scientific Writing (HMS 873) does not form part of the examination and students are referred to the section in this book that outlines the procedures and paperwork that need to be completed for attendance.

Health Policy and Management		
Compulsory modules		
Code	Module	Credits
HCF 872	Financial Management in the Public Health Sector	10
HCI 871	Health Systems Operations Management	10
HCM 876	Health Policy and Systems	10
HRM 872	Principles of Human Resource Management	10
	Subtotal	40
Suggested electives		
CDS 872	Economic evaluation of disease control interventions	5
HCS 876 [^]	Project Management for the Health Sector	10
HIN 874	Intro to Monitoring and Evaluation for Health Managers	10
QHR 870	Qualitative Research Methods	10
TQM 872	Principles of Quality Assurance	10

[^] Please check timetable as module has prerequisites

Masters of Public Health

Academic Unit: Health Promotion

Coordinator: Dr Joyce Shirinde (joyce.shirinde@up.ac.za)

The completion of the MPH degree requires that modular course work be completed. A total of 130 credits must be obtained for course work and the additional 70 credits are allocated to the research component.

The overall course work in the MPH programme is constituted as follows:

- Core MPH modules compulsory for all MPH students
- Compulsory modules in the areas of concentration
- Elective modules

Course component	Credits
MPH core modules	70
Compulsory modules: Health Promotion	50
Elective modules	10
Total course work credits required	130

Research component	Credits
Compulsory module: TNM 802	5
Compulsory module: HMS 873*	5
Mini-dissertation: PHR 870	60
Total research credits required	70

* Please note that *Scientific Writing (HMS 873)* does not form part of the examination and students are referred to the section in this book that outlines the procedures and paperwork that need to be completed for attendance.

Health Promotion		
Compulsory modules		
Code	Module	Credits
QHR 870	Qualitative Research Methods	10
SCP 870	Health Promotion	10
SCC 873	Communication in Health	10
CDS 874	Human Nutrition and Public Health	10
ACM 875 [^]	Individual Studies in Public Health (Health Promotion in Practice)	10
	Subtotal	50
Suggestive Electives		10
HCS 875	Project Management for the Health Sector	10
HIN 874	Intro to Monitoring and Evaluation for Health Managers	10

[^] Please check timetable as module has prerequisites

NB: All compulsory Health Promotion modules will be running in 2019, not in 2020.

Master of Science (MSc) Programme



Introduction

The Master of Science degree (MSc) is aimed at professionals who wish to advance their career in research. In the case of the MSc degrees offered at the SHSPH, the scientific orientation is toward the health sciences and, in particular, the field of public health.

The MSc degrees (in Epidemiology, Clinical Epidemiology, Biostatistics [Public Health], Public Health, and Aerospace Medicine) and the MMed (Community Health/Public Health Medicine) are considered course work research degrees. For these degrees, the research is estimated at 100 credits (equivalent to 1 000 “notional hours” or 20-25 weeks of full-time work (which includes all work related to the dissertation)). Please take note that the research must be passed independently of other course work. The MSc degree (Environmental Health) is considered a full research degree and for this degree the research constitutes all 180 credits of the programme.

The emphasis in the MSc, is on the assessment of the student’s proficiency in conducting research and preparing a written dissertation. The scope and depth of the dissertation for an MSc/MMed degree is roughly twice as much as that which is required for an MPH mini-dissertation.

The research methods used depend on a solid understanding of biostatistics and epidemiology, and on an advanced knowledge of the content area in which research will be conducted. These three parts (i.e. course work in biostatistics and epidemiology, course work in the content area of the research, and the research project itself) form the basis of the structure of the MSc degrees. The final outcome should be a student who demonstrates the ability to do meaningful and substantial health research on their own. The generation of new knowledge in the field of public health is not the primary aim of an MSc degree, nevertheless it is envisaged.

MSc degrees available

There are six MSc degrees offered at the SHSPH. Each of these degrees involve course work and a research project or a substantive research project (MSc Environmental Health), resulting in a dissertation and publishable journal article.

- MSc Epidemiology

This course focuses on epidemiological methods in public health. Students could continue towards a PhD in epidemiology at a future stage.

- MSc Clinical Epidemiology

This option is aimed at clinical practitioners (e.g. medical doctors, pharmacists, physiotherapists, etc.) who wish to deepen their understanding of epidemiological methods in clinical practice, evidence-based decision-making, clinical guideline(s) preparation, and quality assurance in clinical practice. Research work in economic evaluation of clinical interventions, or options, is also possible, depending on the availability of a suitable supervisor.

- MSc Biostatistics (Public Health)

This degree is aimed at students holding an Honours level B-degree in statistics who wish to re-orientate their expertise towards the application of statistics in the bio-medical sciences field.

- MSc Public Health

This option is aimed at public health professionals who wish to increase their ability to use research to improve public health. The emphasis is on the application of epidemiological and biostatistical methodology on health problems i.e. in the areas of health promotion, disease control, environmental health or health policy and management. Specialisation is available in Environmental Health or Monitoring and Evaluation.

- MSc Aerospace Medicine

This degree is aimed at those Health Professionals who wish to increase their ability to use research to elucidate or improve any aspect related to the aerospace medicine environment. Students can continue on to a PhD in Aerospace Medicine at a later stage.

- MSc Environmental Health

The MSc Environmental Health is a research degree aimed at natural and or medical scientists who hold a BSc Hons.

Dissertation

The research project is initiated and completed under the supervision of the study supervisor and co-supervisor (if applicable).

During the module, TNM 802 (Applied Research Methods), students will refine their protocol for the research project. This may need further refinement in collaboration with the study supervisor. Preparation for the research project may involve applying for funding. Students should only proceed with the consent of the study supervisor, and budget according to SHSPH guidelines.

The protocol is submitted to the SHSPH Academic Advisory Committee (AAC) for approval of academic integrity, after which it is submitted to the Faculty of Health Sciences Research Ethics Committee, for ethical approval. This process is carried out with full collaboration between the supervisor, co-supervisor (if applicable), and the student.

One or more (draft) journal article(s) are submitted to the research supervisor and co-supervisor (if applicable) for approval to submit for publication. The research supervisor determines the authorship listing of any papers submitted. This decision must be recorded in the protocol **and** the student-supervisor agreement document, as required by the University of Pretoria.

The final dissertation is submitted to the Student Administration Office for examination. No dissertations will be submitted for approval and awarding of the degree before an acceptable potentially publishable journal article has been handed in.

MSc guidelines and ethics documents

A variety of guidelines for MSc students, as well as the documents and requirements for the ethics committee, are available on the Faculty of Health Sciences website, using the research link.

Duration of MSc studies

A normal MSc degree course will take two to three years to complete. In some instances, on recommendation of the research supervisor, it is not unreasonable that the student is granted an extension of another year. Extension of study will only be approved if there is merit in the application for the extension of the study period.

Course work requirements

Each MSc student is required to obtain credits by successfully completing modules. The listing of modules is provided below for four of the directions in the MSc programme. The common basis is the epidemiology, biostatistics, and other research methods courses, with additional modules applicable to the research topic. In the case of the MSc in Biostatistics (Public Health), basic biostatistics courses are waived, and replaced by more general public health modules. All MSc students must obtain at least 80 credits of course work, or with the permission of the supervisor, may use other graduate modules not listed in this table to reach 80 credits.

Review of progress

Supervisors review the learning needs of the students within the first six months of study and a specific learning plan is agreed on with each student. A copy of this learning plan is kept with the postgraduate student agreement on the student's file and forms the basis of the annual review of the student's progress by their supervisor.

A student's progress is determined by the postgraduate student agreement. It is not the duty of the MSc degree coordinator, the AAC chairperson or the Head of Division (see General Regulations G39.3 and G39.7.)

G39.3 An agreement between the student and the supervisor

- a) An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.
- b) It is the responsibility of the head of department concerned to monitor the progress of a candidate in regard to his or her signed agreement.

G39.7 Progress reports

- a) The supervisor must report once a year in writing to the head of department on the progress of his or her candidate.
- b) Registration for the second year is conditional on satisfactory progress in the first year as confirmed by the head of department. The head of department must record the approval on the electronic system.

MSc in Epidemiology

Programme Coordinator: Dr Neo Ledibane (neo.ledibane@up.ac.za)

Code	Fundamental modules	Credits
HMS 873 [^]	Scientific Writing	5
PHM 873	Learning in Public Health	5
TNM 802 [^]	Applied Research Methods	5
Subtotal		15
Code	Compulsory modules for this specialisation	Credits
BOS 874 [^]	Biostatistics 1	10
BOS 875 [^]	Biostatistics 2	10
HME 874	Epidemiology 1	10
EPM 870 [^]	Epidemiology 2	5
Subtotal		35
Code	Elective modules**	Credits
BOS 873 [^]	Survival Analysis	5
CDE 870*	Principles of Chronic Disease Epidemiology	5
CDT 870 [^]	Infectious Disease Epidemiology	5
CLI 872 [^]	Principles of Clinical Epidemiology	10
EHM 871 [^]	Health Risk Assessment	10
EHM 872 [^]	Methods in Exposure Assessment	10
EOM 871 [^]	Environmental Epidemiology	10
EPM 873 [^]	Conducting Surveys	10
EPM 874	Disease Surveillance	5
HME 874	Monitoring and Evaluation	15
QHR 870	Qualitative Research Methods	10
TQM 872	Principles of Quality Assurance	10
Subtotal electives required		30
Minimum course work required		80
EPI 890	Dissertation	100

*This module is not presented every year, and students are encouraged to attend at the first opportunity

[^] Please check timetable as some modules have prerequisites

** The choice of elective modules has to be approved by the supervisor

MSc in Clinical Epidemiology

Programme Coordinator: Dr Neo Ledibane (neo.ledibane@up.ac.za)

Code	Fundamental modules	Credits
HMS 873 [^]	Scientific Writing	5
PHM 873	Learning in Public Health	5
TNM 802	Applied Research Methods	5
Subtotal		15
Code	Core modules for this specialisation	Credits
BOS 874 [^]	Biostatistics 1	10
BOS 875 [^]	Biostatistics 2	10
CLI 872 [^]	Principles of Clinical Epidemiology	10
CLI 873 [^]	Evidence-Based Medicine	10
HME 874	Epidemiology 1	10
EPM 870 [^]	Epidemiology 2	5
Subtotal		55
Code	Elective modules ^{**}	Credits
BOS 873 [^]	Survival Analysis	5
CDE 870 [*]	Principles of Chronic Disease Epidemiology	5
CDT 870 [^]	Infectious Disease Epidemiology	5
EHM 871 [^]	Health Risk Assessment	10
EHM 872 [^]	Methods in Exposure Assessment	10
QHR 870	Qualitative Research Methods	10
Subtotal electives required		10
Minimum course work required		80
KEM 890	Dissertation	100

**This module is not presented every year, and students are encouraged to attend at the first opportunity*

[^] Please check timetable as some modules have prerequisites

*** The choice of elective modules has to be approved by the supervisor*

MSc in Biostatistics (Public Health)

Programme Coordinator: To be announced

This programme is not being offered at present as it is under redevelopment.

MSc in Public Health

Programme Coordinator:

Environmental Health: Prof Janine Wichmann (janine.wichmann@up.ac.za)Monitoring and evaluation: Dr Elize Webb (elize.webb@up.ac.za)

Code	Fundamental modules	Credits
HMS 873^	Scientific Writing	5
PHM 873	Learning in Public Health	5
TNM 802	Applied Research Methods	5
Subtotal		15
Code	Core modules for this specialisation	Credits
BOS 874^	Biostatistics 1	10
BOS 875^	Biostatistics 2	10
HME 874	Epidemiology 1	10
Subtotal		30
Code	Suggested electives for Monitoring and Evaluation**	Credits
CLI 872^	Principles of Clinical Epidemiology	10
EPM 870^	Epidemiology 2	5
EPM 873^	Conducting Surveys	10
EPM 874^	Disease Surveillance	5
HME 875	Monitoring and Evaluation	15
QHR 870	Qualitative Research Methods	10
Code	Suggested electives for Environmental Health**	Credits
EHM 871^	Health Risk Assessment	10
EHM 872^	Methods in Exposure Assessment	10
EHM 874	Environmental Chemical Pollution and Health	5
EOH 872^	Introduction to Toxicology	5
EOM 871^	Environmental Epidemiology	10
EPM 873^	Conducting Surveys	10
Subtotal electives required		35
Minimum course work required		80
GGs 890	Dissertation	100

^ Please check timetable as module has prerequisites

** The choice of elective modules has to be approved by the supervisor.

MSc in Aerospace Medicine

Programme Coordinator: Dr Chris Blunden (chris.blunden@up.ac.za)

This degree is currently being restructured and will only be offered in 2020.

MSc in Environmental Health

Programme Coordinator: Prof Tiaan De Jager (tiaan.dejager@up.ac.za)

The MSc Environmental Health is a research degree aimed at natural and or medical scientists who hold a BSc Hons degree.

Fundamental Modules**		
Code	Module	Credits
HMS 873	Scientific writing 871	5
PHM 873	Learning in public health 870	5
TNM 802	Applied Research Methods	5
Subtotal		15
Dissertation		
EHM 890	Dissertation: Environmental Health	180

**If the supervisor requires the student to do additional course work, it is an arrangement between the supervisor and the student. This is a pure research degree and applications must be send directly to the degree coordinator, who will make a decision to accept the student into the degree programme. The degree coordinator will submit a letter to AAC for notification that the student was accepted. The protocol will still be reviewed by an SHSPH academic for quality and possible improvement.

The modules reflected are for attendance only. No marks will be allocated for modules. However, satisfactory completion of these three modules is required for graduation.

Master of Medicine (MMed) Programme



Head of Department of Public Health Medicine: Prof Debashis Basu
debashis.basu@up.ac.za

Entry Requirements

Minimum admission requirements

MBChB, MBBS or equivalent medical qualification, proof of current registration with the HPCSA as a medical practitioner in the category independent practice and satisfactory performance during the selection interviews by the selection panel. A post graduate diploma in public health medicine (or equivalent) will be an advantage.

Conditions for appointment

Admission to the programme depends on the availability of a service-linked sponsored full-time registrar post. Applications will only be considered when a post is available. The applicant must also submit a certified copy of their identity document, qualifications, proof of current registration with HPCSA, curriculum vitae and completed South African governmental employment form (Z 83).

Period of training

The period of training in a full-time registrar post is 4 years (48 months). Partial exemption from training and work as a registrar for a maximum of two years' (24 months) Public Health Medicine training may be granted to a qualifying candidate who already holds the Fellowship of the College of Public Health Medicine or the Fellowship of the College of Occupational Health Medicine qualification of the (CMSA) as described in Faculty Regulation P.3 (d)(ii).

Scope

Definitions

Public Health Medicine is that branch of medical practice that specialises in public health and clinical medicine which is the science and art of preventing disease, prolonging life and promoting health through the organised efforts of the health system and the population.

Aims and Objectives

The aim of the Public Health Medicine training programme is to produce public health physicians who have relevant knowledge and skills to address the health needs of the South African population, who can manage health related conditions of public health importance, who can plan and conduct relevant research and who are collaborative and creative in addressing the current and future health challenges facing South Africa.

The objective of the programme is to ensure that after completion of the programme the registrar has the knowledge, competencies and attitudes to:

- Manage conditions of public health importance
- Assess critically the effectiveness and efficiency of health interventions, health programmes and health services
- Influence the development of rational health intervention policies, implement strategies and assess the impact of policies on health
- Support the improvement of access to, and equity in health care, quality of health care and governance in the health services
- Work as an effective team member with multidisciplinary participants and effectively use the media to advance population health
- Display professionalism and cultural sensitivity in behaviour and attitudes that support the practice of public health medicine.
- Play a leadership role in the development and management of the health services and health programmes
- Generate, collect, synthesise, analyse and interpret relevant data on the health status, health risks, health needs of, and health outcomes in a community or population as well as communicate effectively the results and information so derived
- Teach and conduct public health medicine research

Curriculum

Course structure

The course is organised into three components: academic programme, service learning, and research comprising two reports to be submitted to the University of Pretoria (MMed research report) and the College of Public Health Medicine of South Africa (Short report).

Programme content

Curriculum covers the following fields:

- Health measurement and informatics
- Social sciences
- Occupational health
- Communicable diseases
- Maternal and Child health
- Environmental health
- Non-communicable diseases
- Organisation, development and management of health care

The academic programme will be covered through the core modules undertaken in the first 6 months of registration, other recommended modules as well as through tutorials, seminars, assignments and journal club discussions to be held over the 4 year period of training.

Service learning

[Service learning](#) (click link for detail) will be undertaken through rotational attachments to a range of service providers, visits to sites of unique public health medicine importance and participation in undergraduate teaching.

Research Reports

There are two research reports to be completed during the training:

- (a) MMed dissertation (GGS 891) (180 credits) to be submitted to the University of Pretoria
- (b) Short report to be submitted to the College of Public Health Medicine of South Africa (Short report).

These two reports, approved by the Faculty's Research and Ethics Committee, should be completed under supervision of approved academic supervisors within the SHSPH.

In accordance with the Faculty policy for postgraduate trainees, a registrar shall also undertake the TNM 802 module before submitting a protocol for these reports to the Faculty's Research Ethics Committee for approval.

Selection for a topic has to be done in consultation with the academic supervisor. Once the protocol has been adequately prepared, the academic supervisor should arrange for its submission to the SHSPH Academic Advisory Committee (AAC) for review. The academic supervisor will attend the AAC meeting in which the protocol is reviewed and provide feedback to the trainee. The AAC will send a formal letter to the candidate with the committee's findings. Thereafter the protocol must be submitted by the trainee to the Faculty's Research Ethics Committee for approval. Data collection should commence only when approval has been granted by the Research Ethics Committee.

As required by the National Department of Health to register all health research, online application and registration of a proposed research project must be lodged with, and approval obtained from, the Department of Health before commencement of the research.

All data captured for any research project by a registrar must be presented for storage at the end of the project, as prescribed for all the research undertaken in the Faculty. The Academic Supervisor must take the responsibility to ensure the storage of such data as prescribed, for SHSPH students and staff.

An alternative to a dissertation is a Cochrane type systematic literature review on a topic approved by the Head of the Department as described under Faculty Regulation M.3 (iii).

Assessments

Formative assessments are done six-monthly. It will include:

- Results of assignments and modules completed during the period
- A portfolio of knowledge and skill gained which should be structured to reflect the skills gained in relation to the scope indicated in the programme content and in line with the regulations of the College of Public Health Medicine of the CMSA

Summative assessments shall be conducted in the form of written and oral examinations (described in detail in the Faculty Handbook).

Year 1 and 2:

a) The three theory-based Modules:

- Epidemiology, Biostatistics and Demography (EBD 800) (one paper) (50 credits)
- Communicable, Non-communicable and Maternal and Child health related conditions (ONO 800) (one paper) (50 credits)
- Administrative Theory and Health-related Social Sciences (ASW 800) (50 credits) (two papers - with a sub-minimum of 45% for each paper).

A registrar who fails a re-examination (2nd examination) in a prerequisite subject may not be allowed to continue with training.

The academic programme for these modules will be covered through attendance of selected course work, tutorials and seminars, assignments and journal club discussions, debates and grand rounds to be held over the 2 year period of training. Assessments would be part of the year-mark for these three modules. The examination for these three modules will be offered once a year and must be passed in the first 24 months of registration for the programme.

- b) Successful completion of the TNM802 modules
- c) MMed dissertation (GGs 891): Approved protocols by the relevant committees for the two research reports mentioned above.
- d) Short report to be submitted to the College of Public Health Medicine of South Africa Approved protocols by the relevant committees for the two research reports mentioned above.

Year 3 and 4:

- a) MMed dissertation (GGS 891)
- b) Short report submitted to the College of Public Health Medicine of South Africa
- c) Public Health Medicine (GGS 800) (150 credits): including health measurement and informatics; social sciences; occupational health; communicable diseases; maternal and child health; environmental health; non-communicable diseases; organization, development and management of health care.

The academic programme for this module will be covered through attendance of selected course work, tutorials and seminars, assignments and journal club discussions, debates and grand rounds. These will prepare the candidate to apply knowledge and practice of public health medicine for the advancement of population health.

Credits for this subject will be obtained from the final exit examination results of the CMSA.

The final exit examination in accordance with the stipulations of the HPCSA, is a national examination carried out by the CMSA. The CMSA examinations are held twice a year on a rotational basis in one of the relevant academic centres in South Africa.

Service learning**Rotational Attachments****Purpose**

The purpose of the rotational attachments is to afford the registrars the essential experiential learning in the organisation and functioning of the South African health care system; the application of the health legislation, health strategies and health policies in medical practice; exposure to the challenges experienced by the service providers and consumers at the health facilities as well as the approaches to solutions of these problems. At the end of each rotational attachment at an accredited site, the registrar should have acquired the relevant knowledge, skills and attitude that will prepare him/her to develop appropriate interventions for challenges experienced by public health medicine specialists working in that service organisation.

Other secondary aims of rotational attachments are to promote participation in the building of the capacity of the local public health service providers, to build the capacity of the Department of Public Health Medicine to respond to the health care needs of the local population, to fulfil the service obligation that the Registrars have towards the employing body.

Sites

The available Health service sites through which the Public Health Medicine Registrars will rotate are the following:

- Steve Biko Academic Hospital, Kalafong Hospital or Tembisa Hospital
- Gauteng Provincial Department of Health (GDH): Tshwane District Health Services
- The City of Tshwane Municipal Health Services and Municipal Environmental and Occupational Health Services
- National Institute for Communicable Diseases (NICD)
- National Institute for Occupational Health (NIOH)
- Specified Directorates in the National Department of Health
- Other health service organisations suitable for serving as public health teaching platforms

The scope

- Health information system
- Applied epidemiology
- Legislation and policies governing the relevant programmes, services as well as other aspects of the health service,
- Health services planning and management,
- Hospital Management,
- Health resources management relevant to the services under study
- Communicable and non-communicable disease control
- Different Health programmes (e.g. TB, HIV and STI control programmes, maternal and child health programmes, mental health programme, chronic disease control programme, youth health programmes etc.)
- Environmental and Occupational Health.

How attachments are organised

- Trainees undergo rotational attachments of at least 6 months' duration each, to a range of health service providers over a total period of 36 months. The 6 months' rotation attachment that each registrar is subjected to, takes place in the 36 months of the 48 months of the prescribed training period. It thus overlaps with some of the academic training that takes place within the SHSPH.
- In addition registrars may be exposed to additional essential experiential learning to settings not available in the rotational attachments, through visits to selected sites of Public Health importance. These include the areas with malaria control programme and facilities with port health services.

NB The allocation of assignments or projects by the Field Supervisor (to a registrar) that are not part of the routine service activities should be done in consultation with the Academic Supervisor. It is the responsibility of the registrar to ensure that the Academic Supervisor supports his/her engagement in all such a projects.

Expected outputs

- Each Registrar is expected to make at least one oral presentation to the service provider during the period of each rotational attachment, where the Department will be invited (responsibility of the registrar to arrange)
- Each Registrar must produce at least two written reports by the end of each rotational attachment period, one of which should be on what has been learnt during the attachment period.

Supervision

Public Health Medicine Specialist Supervisor - Functions:

- To guide and encourage the registrar to study the relevant classical or other material of importance to registrar training particularly in the supervisor's field of expertise.
- To guide the registrar in the selection, preparation and implementation of attachment-related projects, their documentation and in the presentation of their results.
- To guide the registrar in the planning and conduct of meetings, and staff development or teaching sessions for service staff undertaken during the period of the registrar's attachment.
- To liaise with the Public Health Medicine Department at least once monthly on the registrar's learning progress and development needs.
- To review the registrars' progress on a monthly basis and to offer constructive feedback.
- To participate in the formative assessment of the registrars.

Field Supervisor - Functions:

- The responsible person in a Health Authority or service provider to whom the Registrar is attached should assign a Field Supervisor (a staff member in their service who is knowledgeable about work in the division to which the registrar is allocated during the attachment) to orientate, guide or oversee the registrar's work or service activities on a day- to-day basis.
- Supervision during rotations for the day-to-day activities is done by the field supervisor and for the academic input by the assigned academic supervisor.

Leave arrangements

Approval of leave shall remain the function of the Department of Public Health Medicine in terms of the rules and policies of the Department of Public Service Administration. All applications for leave must be submitted for recommendation to the academic supervisor and for approval to the HoD. The registrar must make prior arrangements with and inform the field supervisor of any planned leave arrangements. Similarly, in the event of a sick leave the onus is on the registrar to inform the field supervisor of their absence from work.

University fees

Registrars will not be permitted to progress and continue with their training unless they have paid all their fees.

Conditions for writing FCPHM of the CMSA

Registrars will not be permitted to sit for the Fellowship examination unless they have:

- (a) Paid their university fees
- (b) Remained registered with the HPCSA in good standing as a registrar and fulfil all the requirement stipulated in Section 16 of the regulation for the examination of the CPHM of South Africa.

Doctoral Degrees in Public Health



Doctor of Philosophy (PhD)

Environmental Health (Thesis code OGS 990)

Epidemiology (Thesis code EPI 990)

Health Systems (Thesis code GSL 990)

Public Health (Thesis code OGD 990)

Introduction

The next pages outline the key steps in the doctoral journey and should be used in conjunction with other documents on the following websites:

- (1) SHSPH;
- (2) PhD@SHSPH on ClickUP,
- (3) Faculty of Health Sciences Research Office,
- (4) the University's Regulations; and
- (5) Faculty yearbook.

In particular, the Faculty of Health Sciences Research Office has a number of useful documents.

The Doctor of Philosophy (PhD) degree is aimed at professionals who wish to advance their careers in research. In the case of the PhD degree offered through the SHSPH, the scientific orientation is toward the health sciences and, in particular, the fields of public health, health systems, environmental health and epidemiology.

The research methods used depend on a solid understanding of epidemiology and biostatistics as well as an advanced knowledge of the content area in which research will be conducted. These three components form the basis of the structure of the PhD degree. The final outcome is that a student should be able to conduct health research, substantially on their own, which will add new knowledge to the field of public health.

The PhD thesis is awarded 360 credits, which equate to 3 600 notional hours, i.e. the time an average student requires to complete the thesis.

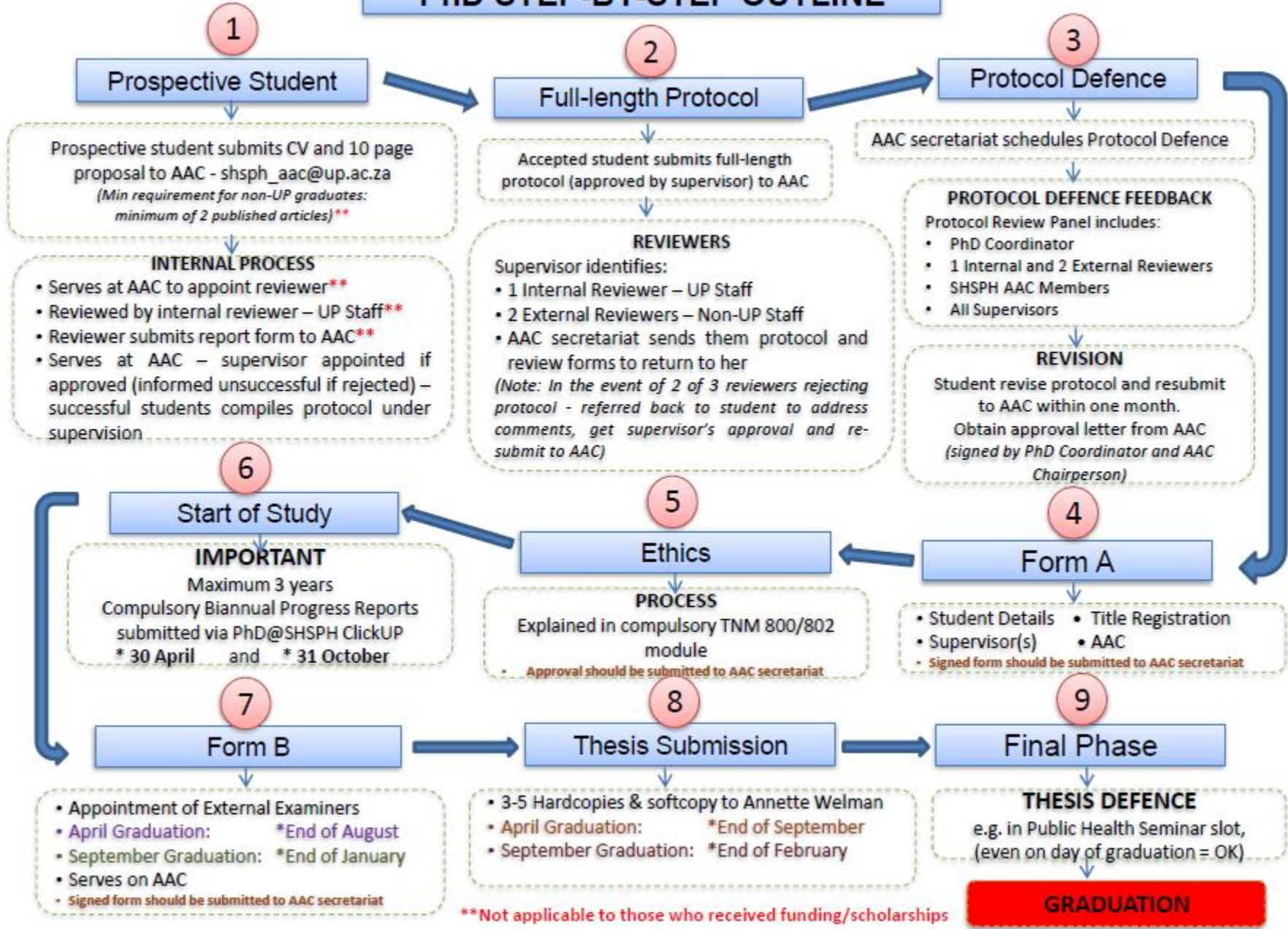
Getting admitted to the programme

As part of your application process please send your CV and PhD concept protocol document to the Academic Advisory Committee (AAC) of the SHSPH, via the AAC secretary (email address: shsph_aac@up.ac.za) (See flowchart p.96). This submission will serve at the SHSPH AAC. The [dates](#) of the meetings are available on the [SHSPH's website](#).

Once your application has been evaluated, a potential promoter/s will be approached by the research coordinator to find out if they are able to supervise your thesis. You may also suggest a promoter should you have any preferences or a prior working relationship.

Should you wish to have a promoter who is a member of another department (e.g. paediatrics), that individual may be given an extra-ordinary appointment in SHSPH, which would allow them to fulfil the promoter role. Should you wish to have a promoter who is a member of an organisation external to the University of Pretoria (e.g. a research institute, or another university) that individual can be appointed as an extraordinary member of staff in the SHSPH, as long as the Chairperson of the SHSPH approves the appointment. Remember that you will need to have regular and easy access to your promoter and this may be difficult with an external promoter.

PhD STEP-BY-STEP OUTLINE



Registering as a doctoral student

If your PhD concept protocol is approved by the SHSPH AAC you may apply for your doctoral studies. ***The SHSPH strongly recommends that you work via the SHSPH student administration (Mrs René de Waal, email address: rene.dewaal@up.ac.za) to expedite your application.*** The reason for this is the necessity to be registered by end March to be eligible for a postgraduate bursary.

Once your application is approved by the Chairperson of the SHSPH you may apply (not register) as a PhD student at UP. Please take careful note of the information letter from AAC that indicates for which doctoral programme you may register.

Roles and responsibilities

Please download and read the document, *Guidelines for Postgraduate studies*, that is available from the Faculty of Health Sciences Research Office's webpage.

Understanding your responsibilities as a student

As an adult learner you are required to take responsibility for your **progress** and not wait for your promoter(s) to remind you of the activities that are required.

Individual styles and needs differ greatly from person to person, and beyond a mandatory twice annual review of progress, there is no formal contact schedule in the University Regulations. The agreement of the timing and the mode of contact are some of the aspects that form part of the postgraduate supervision contract (*Memorandum of Agreement, MoA*).

At the very first meeting with your promoter(s) complete and sign the standard MoA and remember to ask for a copy for your records. You will have to attach a MoA when you register to attend the TNM802 module and when you submit your PhD project title and promoter(s) name(s) for approval by the SHSPH AAC.

All students are required to read and understand the Faculty and University's **regulations** in terms of the study that you have embarked on. These regulation books are available from the Client Service Centre or online at:

<http://www.up.ac.za/yearbooks/home>

The Faculty has a number of requirements regarding process, documentation and format that you should acquaint yourself with at the beginning of each progressive step through your studies.

As an adult learner you are also required to contact the secretary of each meeting that you need approval from and ensure that your documentation is complete and correct. Also contact the secretary after the meeting for feedback on your submission.

PhD@SHSPH ClickUP website

The PhD@SHSPH ClickUP website has a protocol template and protocol guidelines that are useful. Please note that if you are not registered for an academic year, you will not have access to any of the ClickUP sites, and will miss crucial communications.

Completing the TNM 802 (refining the protocol)

Once your protocol has reached an advanced stage of development you can attend **TNM 802**. All doctoral students in the Faculty of Health Sciences are **required** to attend a TNM 802 (Applied Research Methods) module. This module is a preparation for submission to the Ethics Committee and students must have an advanced draft protocol before the start of the module. Students who have previously completed a TNM 802 may apply for accreditation (details or requirements are available on the [TNM 802 page](#) on the Faculty of Health Sciences website). The TNM 802 module booking must be made timeously to ensure attendance of the module.

Doing an oral protocol defence

According to the Faculty of Health Sciences regulations, all PhD students must have a successful protocol oral defence before the end of their **first** academic year, regardless whether the student is part-time or full-time. **Permission to extend this to the second academic year must be requested from the SHSPH AAC before the first academic year.**

Once your protocol has reached an advanced stage of development your promoter(s) will nominate at least two external reviewers (not from SHSPH or UP) and one internal reviewer (from SHSPH or UP) of your PhD protocol.

Your promoter(s) must try to nominate external reviewers with whom they (and you) have not recently worked with on research projects or recently published with to minimise bias in the review.

You and your main promoter will select a date based on the availability of all members of the PhD protocol defence panel (see below).

Your promoter(s) will give the selected date to the AAC secretary, who will arrange a venue (with or without Skype connection).

All three written reviews must be submitted to the AAC secretary (email address: shsph_aac@up.ac.za) at **least 3 days** before the protocol defence date.

The PhD protocol defence panel consists of:

- Chairperson of the oral defence: Prof Janine Wichmann (PhD coordinator) or another member of the SHSPH AAC if she is not available
- your promoter/s (all must be physically present or attend via Skype)
- the two external reviewers of your PhD protocol (all must be physically present or attend via Skype)
- the one internal reviewers of your PhD protocol (may be from SHSPH or UP) (must be physically present or attend via Skype)
- SHSPH AAC members

The intent of the defence is to ensure that a PhD student has a broad understanding of the general area their thesis is located within and to ensure that the planned research is feasible with regards to completion time (3 years max), that the planned research project is fundable (ideally funds must already be available) and that the planned research will contribute new knowledge to the field.

The role of the PhD protocol defence panel is to provide you with expertise and constructive advice relevant to your thesis topic, and to offer you support.

The oral defence is one hour long (see default agenda). The doctoral student gives a 30 minute presentation outlining what they want to do, why they want to do it, how they propose to do it (along with any relevant background information), the budget (and if funding is available, if not, how funding will be sourced) and finally, how they think this will contribute to new knowledge in the area. This is followed by a 30 minute question and answer session by the two external reviewers, the one internal and the SHSPH AAC members. The question and answer session may be extended by 30 min in extraordinary cases.

After a **successful** oral defence you will make any required changes to your PhD protocol and submit to the SHSPH AAC for approval.

PLEASE NOTE: No oral defence will take place on the day that submissions are due to the Faculty of Health Sciences Research Ethics Committee. **Therefore plan in advance.**

SCHOOL OF HEALTH SYSTEMS AND PUBLIC HEALTH

ORAL DEFENCE OF PHD PROTOCOL

Student:	XXXX
Proposed title:	XXXX
Date:	XXXX
Time:	Max 1 hour, maybe extended to max 90min
Venue:	Usually in HW Snyman North 5-01, SHSPH Boardroom
Promoter:	XXXXX
Co-Promoter:	XXXXX
Chair:	Usually Prof Janine Wichmann, SHSPH PhD coordinator, otherwise another member of the SHSPH RESCOM
Taking minutes:	AAC secretary

AGENDA

1. Welcome by Chair
2. PowerPoint presentation by PhD candidate **(25 min max)**
3. Comments by external reviewer #1 **(5 min max)**
Give verbal feedback on written feedback. Written feedback must be submitted to AAC secretary at least 3 days before protocol defence date
4. Comments by external reviewer #2 **(5 min max)**
Give verbal feedback on written feedback. Written feedback must be submitted to AAC secretary at least 3 days before protocol defence date
5. Comments by internal reviewer **(5 min max)**
Give verbal feedback on written feedback. Written feedback must be submitted to AAC secretary at least 3 days before protocol defence date
6. Response by PhD student and promoter(s) **(10 min max)**
7. Other comments from SHSPH AAC members **(5 min max)**
8. Closure **(5 min max)**

School of Health Systems and Public Health
Research Committee (RESCOM)



Guidelines for reviewers: PhD protocol (not thesis)

The Academic Advisory Committee (AAC) is responsible for ensuring quality in research undertaken at the SHSPH. One of its functions is to review and approve all PhD protocols, appoint reviewers and promoters.

Each PhD protocol is reviewed by **one** internal and **two** external reviewers. The internal reviewer can be from the SHSPH or UP. Reviewers should ideally not be closely involved in other research projects of the PhD supervisor in order to minimise bias. All three reviewers must **submit their written review 3 days before the PhD protocol defence meeting**. The three reviewers should all attend the PhD protocol defence in person or via Skype and briefly present their reviews at the protocol defence meeting.

Please use the following as guide to assess the PhD protocol. You can expand your comments as widely as possible around the topic. Please distinguish between issues you regard as vital (changes requested are mandatory) and those which could be beneficial but are not mandatory

PhD PROTOCOL (not thesis) review guideline

Reviewer name: _____ **Student name:** _____

Title of protocol: _____

	Changes definitely needed	Constructive advice
1. Scope		
1.1 Is the scope of the protocol congruent with the relevant degree requirements at UP? <small>See footnote</small>		Yes.
2. Title		
2.1 Does the title reflect the primary aim/objective clearly and concisely?		
2.2 Does the nature and purpose of the protocol match the title; if not, suggestions for improvement can be made.		
3. Background and motivation		
3.1 Is the research problem clearly stated?		
3.2 Does the literature review give a clear picture of a) existing knowledge and b) gaps in knowledge that need to be addressed?		
3.3 Can the literature review be published as a review journal article if no recent review has been published on this topic?		

	Changes definitely needed	Constructive advice
3.4 Does the protocol provide sufficient and clear motivation as to why the study is needed?		
3.5 Are the references correct and in Vancouver format?		
4. Aims and objectives		
4.1 Are they clearly formulated and answerable?		
4.2 Are primary and secondary endpoints needed?		
4.3 Keeping the 2025 UP vision in mind, ideally each objective should result in a journal article. Is this clear in the protocol?		
5. Methods		
5.1 Are the following components adequately described and correct: <i>setting, study design, patient or participant selection and measurements</i> (are the variables of interest adequately described and in sufficient detail [including the measurement tools to be used])? (SOP, as the case may be)		
5.2 Is the questionnaire attached to the protocol (if relevant)?		
5.3 Will a validated questionnaire be applied or will the PhD candidate design one from scratch (if relevant)? How will this new questionnaire be tested/validated?		
5.4 The statistical analyses results are the foundation from which conclusions will be drawn. Is the data analysis and sample size adequately described and appropriate?		
5.5 Is it clear that the PhD student will perform all the statistical analyses?		
5.6 Did the PhD student attend (or will attend) at least Biostatistics 1 (BOS870/874) and Biostatistics 2 (BOS871/875) at the SHSPH. If not, why?		
5.7 Is the issue of informed consent or other ethical issues addressed?		

6. Budget and timelines			
A PhD must be completed ideally within 3 years at UP (UP General regulations), however, at the Faculty of Health Sciences it is allowed to complete a PhD within 5 years.			
6.1	Is this project practically feasible to be completed within budget and within 3-5 years?		
7. Other comments			
7.1	Are there any other issues that should be taken into account or additional information the student should add?		
8. Conclusion			
8.1	What is your overall opinion of the protocol?		
9. Type of revision required			
Please indicate whether a minor or major revision is required for the PhD protocol.		Minor Revision	Major Revision
The revised PhD protocol will be emailed to you again within a month, if not possible then maximum 2 months.			
10. Recommend/reject PhD protocol			
Please indicate whether you recommend or reject this PhD protocol for PhD studies at the SHSPH.		Recommend, subject to the amendments recommended above	Reject
11. Supervision <i>Section not applicable for Protocol reviewers</i>			
Are you available to supervise?		Yes	No
Please recommend a:	Supervisor		Co-Supervisor

***The same for all PhD degrees at the SHSPH, but see for example PhD (Public Health)*

<http://www.up.ac.za/en/yearbooks/2019/programmes/view/10260410> or
<http://www.up.ac.za/en/yearbooks/2019/programmes/view/10260407>

A PhD student must:

- (i) under the supervision of a supervisor at the University or another institution approved by the Senate, undertake original research to the satisfaction of the examiners; and
- (ii) submit a thesis which will prove, according to the opinion of the examiners, that he or she has, on the grounds of independent critical judgement, made a distinct contribution towards the enrichment of knowledge in the chosen subject.

Thank you for your support.

SHSPH Academic Advisory Committee

Box 1: Coursework

A PhD is a research degree and students enrolled for this degree are already advanced in the field in which they want to do research, therefore there is no prescribed coursework. However there is one module (TNM 802) which you **have to** register for and attend as part of your doctoral studies. However, students who have previously completed a TNM 802 may apply for accreditation (details or requirements are available from [TNM 802 page](#) on the Faculty of Health Sciences website). TNM 802 is a workshop where you refine your protocol. The SHSPH also expects you to attend the PHM 880 module (Learning in Public Health) in the last week of January as this is an orientation and introduction to many of the systems and support structures in the Faculty of Health Sciences.

In some cases your promoter(s) might suggest that you attend some modules that are considered to be critical for the successful completion of your project, e.g. modules related to

- Biostatistics;
- Community health
- Epidemiology;
- Health Systems;
- Public Health;
- Environmental Health.

Please note that if this is the case you will have to register separately as a “postgraduate medical special” student. There are additional costs involved and these modules will reflect on your academic record.

Students will normally first complete an MSc degree in the SHSPH before enrolling for a PhD degree. In such cases, students will have completed most course work requirements of the PhD already. Depending on the PhD research to be conducted, attendance of some further courses may be required.

Students who completed Masters degrees elsewhere will need to convince the Chairperson of the SHSPH that they have done sufficient course work or have obtained sufficient relevant experience. As a minimum requirement, this previous training or experience should be equivalent to the MSc degree course work requirements.

There is no minimum or maximum limit on course work, as students will be required to convince their supervisor that they have sufficient knowledge of quantitative and qualitative research methods and specialist knowledge of the content of their area of research. The supervisor decides what modules are required during the annual review of progress.

Registering your PhD project title and approving your promoter(s)

After a **successful** oral defence of your PhD protocol, your promoter will submit your PhD project title and promoter(s) name(s) to the SHSPH Academic Advisory Committee (AAC) for approval. See meeting dates on the SHSPH website. Contact person is Mrs Kathy Pieterse (email: shsph_aac@up.ac.za)

The SHSPH AAC will then issue an approval letter, which you need to attach to your application to the Faculty of Health Sciences Research Ethics Committee.

Getting Ethics Committee approval

All research carried out in the Faculty of Health Sciences **MUST** have ethics approval. The guidelines, manual for uploading the application, required documentation and deadlines are available on the Faculty of Health Sciences Research Ethics Committee website.

The Faculty of Health Sciences Research Ethics Committee has an **online submission system** and the deadlines for submission etc. are on its [website](#). You will need a username and password to login, please obtain these during the first year of registration.

Do not delay submission as the Ethics Committee only meets a few times a year. Once ethics approval has been given for your PhD project then you may start your data collection.

Doing the research

The PhD thesis counts **360 credits**, i.e. 3 600 notional hours must be spend on it. Hence, do not conduct an overambitious project.

Remember to spend time developing your PhD protocol and obtaining funding for your PhD project as this will go a long way to making the actual “doing” of the research relatively straight-forward and stress-free. It is well worth investing time and getting it right at the protocol development stage. Make use of your promoter(s). Their task is to guide, encourage and support you during this process. Prevention (through a well-designed proposal) or early detection (through regular meetings with your promoter) and treatment (talk to your promoter and get the advice you need) is, as always, the key to a healthy research experience.

Box 2: Academic responsibilities

During the time of their studies, PhD students are considered to be part of the staff of the SHSPH, and will be allocated academic responsibilities by their supervisors.

Box 3: Developing your research skills

As an adult learner you are required to take responsibility for your **research skills development** and not wait for your promoter to remind you of the activities that are required.

The **Graduate Support Hub** on Hatfield campus organizes various research skills activities nearly every week, e.g. writing for publications, writing up a thesis, setting up a research programme, funding opportunities, career options, etc. More information available at:

<http://www.up.ac.za/en/research-innovation/article/257916/welcome-to-the-graduate-support-hub>

Reviewing progress

You will also have to submit a *progress report* (template available from the PhD@SHSPH ClickUP website) via the PhD@SHSPH ClickUP website, twice a year in April and October. These progress reports will be filed at the office of the Chairperson of the SHSPH (Refer to G50.1e). If your progress is not satisfactory then the Chairperson of the SHSPH will put you on probation for 3 months. Thereafter the Chairperson of the SHSPH may terminate your studies, if required (Refer to G45).

Box 4: The question of satisfactory progress

Please note that at the end of each academic year the progress reports are used to determine whether you have made satisfactory progress so that you may register for the next year of study. **In your first year of study you must have a successful protocol oral defence to meet the criteria for satisfactory progress.**

Register for your studies every year

Do remember that you must **register for your studies** at the beginning of each year and that you have a maximum three years of study at the Faculty of Health Sciences (Refer to G44.2). Thereafter, special extension of study period needs to be applied for, which must be approved by the Deputy Dean of Education, Prof Di Manning.

Product

Writing up your research

As your research nears completion, it is time to **write it up and defend it**. Do not delay the writing phase. It can be started before the research is complete.

Good communication with your promoter is the key to having a relatively pain-free and productive writing experience. In collaboration with your promoter, develop a structure for your thesis; make sure you both share the same vision for this, and establish a mutually agreeable provisional time line for the completion of your thesis.

Also keep in mind what you have written in your PhD protocol as now you must expand on this by adding the results and discussion.

Box 5: Two options for thesis structure

Your promoter will guide you on your choice of thesis structure (either traditional format with chapters and proof of submitted manuscripts or a thesis including published papers). You should consult the General Regulations as well as the Faculty of Health Sciences regulations for more information on the required elements of your thesis.

Submitting the thesis for examination

Your promoter(s) must inform the Postgraduate Office of the Faculty of Health Sciences (Mrs Annette Welman, email address: annette.welman@up.ac.za) **three** months in advance of your intend to submit your thesis for examination (Refer to G50.4a).

Your promoter(s) must appoint two external and one internal examiner of your PhD thesis. Your promoter(s) must consult the UP Rules and Regulations regarding appointment of examiners or contact (Mrs Annette Welman, email address: annette.welman@up.ac.za). The examiners will be approved at the SHSPH AAC.

Your thesis must be handed in the required format and number of copies to Postgraduate Office of the Faculty of Health Sciences (Mrs Annette Welman, email address: annette.welman@up.ac.za).

Please note that there is also *paperwork* that must be completed (forms are available from [the Faculty of Health Sciences Research Office's website](#) and that your promoter(s) will be required to sign that you may submit the thesis.

Your promoter(s) will contact you approximately two months after the submission with the required changes that have been requested by the two external and one internal examiner.

Besides the submission of the final leather bound hardcopy version you are also required to submit your thesis electronically. The Postgraduate Office of the Faculty of Health Sciences (Mrs Annette Welman) will guide you in the process.

Public presentation of thesis

You will be contacted by the SHSPH AAC office (secretary) to do a public presentation of your thesis after examination, but before attending a graduation ceremony. This presentation is in the format of a public seminar and it is mandatory that your promoter(s) attend. Your colleagues, friends and family may also attend. Your PhD thesis external examiners usually do not attend. The length of the presentation is 45-60 minutes. Most SHSPH PhD students present their theses at one of the Friday Public Health Seminars (8:00-9:00).

Timelines

Please remember that the PhD degree is a major university degree and the process has a clearly defined and relatively complex path that is partially managed by the Faculty of Health Sciences.

This means that you must be mindful of **time line issues**. For example, if you wish to graduate in the April graduation, you should get your copies for marking to the Postgraduate Student Administrator (Annette Welman) at the Faculty of Health Sciences' Client Service Centre before the end of October, or before the end of April for September graduation. The precise dates vary from year to year. Refer to G50.1d (vi).

Final marks must be in by 15 February of the next year to graduate April of the same year and by 15 July to graduate September of the same year (Refer to G50.1d (ix)).

PhD Coordinator: Prof Janine Wichmann (janine.wichmann@up.ac.za)

General Academic Information



Academic literacy and numeracy

Module prerequisites

Module enrolment

Assignments

Assignment front page

Plagiarism

Student / Supervisor Memorandum of Understanding (MOU)

Applied research methods (TNM 700 / TNM 802)

Procedure for writing up a research protocol

Faculty of Health Sciences Research Ethics Committee

Scientific writing (HMS 873/772)

Faculty Day

Dissertation and Thesis Specifications (Final Report)

Accreditation of modules

Concurrent registration for two study programmes

Prescribed books

Committees of the SHSPH

Academic literacy and numeracy

The SHSPH has two initiatives to support students in academic literacy and numeracy as these are key skills that students will put into practice throughout their careers

Academic Literacy Assistance

Training in academic literacy forms part of the Learning in Public Health module that is scheduled at the beginning of the first year of study. Being a competent writer of academic and scientific reports and papers is essential for professionals in public health.

As part of their initial training in academic literacy, students will be required to write and edit publishable material using MS Word. Particular attention will be paid to basic grammar and logical flow, sentence and paragraph structure, related to scientific writing skills. The process of transforming academic studies into a publishable format needs editing and re-editing. It is an essential part of the skills required by successful public health professionals.

For those students who are already competent or fairly competent writers, one-on-one assistance is available through the Heads of Academic Units, who will refer them for assistance as necessary. The constant improvement in writing skills shows up in students' increased confidence as writers and better results in assignments.

Students will have the opportunity to work on compiling and editing their research protocols, dissertations or reports with assistance from their research leaders or promoters during their studies. Publications will be finalised with further guidance, during the modules HMS 772, HMS 873 and HMS 874.

Students who struggle with the mathematical and statistical concepts in the core modules of biostatistics and epidemiology are encouraged to contact the Biostatistician at the earliest opportunity to arrange for one-on-one tuition.

Academic Numeracy Assistance

In preparing your protocol and analysis of data you might encounter difficulties or questions regarding statistical matters, contact the Biostatistician for assistance. This is on appointment basis. Please download the statistical consultation request form available on SHSPH website.

Biostatisticians: Prof Brendan Girdler-Brown, E-mail: brendan.girdlerbrown@gmail.com

Second biostatistician to be announced

Module prerequisites

Module prerequisites are noted on the SHSPH timetable that is available from the website: <http://shsph.up.ac.za>

Before enrolling, ensure that you have met the modular prerequisites.

Module enrolment

Enrolment should be done by adding the specific modules to the student's UP Portal **at least three weeks before** the starting date of the module. Students are reminded to ensure they meet the minimum requirements prior to enrolling for a specific module. Where numbers are limited, enrolments will be accepted on a first-come, first-serve basis.

NB Cancellation of enrolment. There is a:

- Late registration fee (registration less than three weeks before the starting date of the module); and a
- Late cancellation fee (cancellation less than three weeks before the starting date of the module for which you had enrolled).

These fees may be automatically added to your account. Non-payment of accounts will result in you being prevented from registration for next academic year, from viewing your marks on-line and furthermore from accessing ClickUP.

Do not assume that registration in the MPH programme automatically guarantees attendance of any modules. The School will accommodate latecomers only where possible, as some modules have higher attendance than others. Furthermore, certain courses will not be provided should there not be a sufficient number of students. For this reason, we encourage you to register early.

Cancellations can be done through:

Cancellation or deregistration of modules can be done by removing the specific modules from the student's UP Portal.

Attendance of modules

The SHSPH places great emphasis on attendance and participation during attendance sessions.

Where there is an attendance requirement for a module, the SHSPH requires students to attend all the attendance sessions. However, if there are unforeseeable circumstances that arise making it impossible for the student to attend 100% of attendance sessions (including practical and group work, lecture- and seminar time) the module co-ordinator may, at their discretion, permit an absence of not more than 20% of the scheduled attendance activities

for that module (this is ½ day for a 3-day module, 1 day for a 5-day module and 2 days for a 10-day module). The student must produce a written explanation (e.g. a doctor's note, a court summons etc.) and submit the written explanation to Mrs Rene de Waal who will place the evidence on the student's file.

It is the student's responsibility to catch up the learning that has been missed.

If a student misses more than 20% of the attendance time (e.g. one and a half days from a 5 attendance day module) then, irrespective of the reason for the absence, the student will not obtain credit for the module; and will not be able to apply for a waiver of attendance from the same module in subsequent years (i.e. will have to re-do the module).

Separate attendance registers will be circulated in the morning and afternoon sessions of all attendance-requiring activities. Mr. Semenya will check to make sure that students have not missed more than 20%; where less than 20% of the module has been attended, Mr. Semenya will check with Mrs. de Waal and the module co-ordinator to determine if a satisfactory reason for any absence was given. If there is no acceptable reason for the absence, or if the absence exceeds 20%, the student will not be given a credit for the module.

- **Possible acceptable reasons for absence of less than 20% might include:**
 - Illness (doctor's note required)
 - Summoned to court (copy of summons required)
 - A job interview (copy of invitation to the interview required)
 - A death in the family or of a close friend, or attendance at a funeral (a letter from the student will suffice)
 - A major crisis such as a vehicle accident or home burglary might justify a half day excused (letter please)
 - Occasionally an employer has insisted that an employee attend a meeting in which case an email will suffice (not more than ½ day please)
- **Unacceptable reasons would include:**
 - A doctor's appointment for a non-urgent matter (reschedule please)
 - Visit to the bank, movies or barber/ hairdresser etc. (do this on the weekend)
 - A child's birthday party (have the party on the weekend)

No exceptions will be made to this rule. This applies to all students enrolled for Diplomas, Honours and Masters degrees.

Assignments

Assignments are the basic form of assessment in many modules. They can be done on their own, or in combination with other forms of assessment. They can also be done individually, or as a group.

There is a standardised format for assignments, which should be conformed to. A course presenter may change the format of assignments to better serve the work that they have set. In such cases, students will be given specific instructions. Students must be sure that they understand the scope of, and instructions for, any assignment they are given before leaving the classroom.

After the assignment has been handed in, it will be marked within a period of approximately four weeks, and it will then be sent back to the Student Administrator's Office for record purposes and for registration of the mark. After this period, students may collect their corrected assignments from the student cabinet so that they can learn from the comments made by assessor.

General guidelines for preparing written assignments

An assignment should be considered as a report addressed to the management of a health service or programme, and it should be compiled from that point of view.

In general, preparation of an assignment begins with a literature review, which is a comprehensive and systematic way of searching for published information on a specific topic. In order to make sense of and give meaning to this information, a student should spend adequate time reviewing the literature.

There is a standard front page that must be completed and submitted with all assignments (See Assignment front page). Students may also download an electronic version ([assignment mark page](#)) from the School's website.

Assignment specifications

Layout

The standard front page ([assignment front page](#)) must be used.

Unless otherwise specified, the standard assignment must:

- Be six to ten pages long, excluding references, but including graphs and tables;
- Be typed in Arial 12 font size, 1 ½ or double spacing;
- Look professional, i.e. have indents, spacing, headers, footers, page numbers, titles and an index page, a bold typeface, italics, and other editing facilities, where appropriate;
- Your surname, student number and module code should be used as a header or footer;

- Contain a shaded box for the executive summary or abstract;
- Contain graphs or tables, made either by the student or downloaded from the Internet, to illustrate the assignment; and
- Be checked for spelling errors.
- Label your file name as module_code_student_number_surname. e.g OHS 873_0123794_Claassen.

Structure

There are two basic structures to select from, each of which should include at least the headings listed under each structure presented below.

You must include a completed and signed front page for each piece of work that you submit for marking. This front page includes a statement about originality that you **MUST** sign. If you do not do this the submission will not be accepted. If you submit your assignment electronically then you must sign the front page and scan it and include it in your submission. The same declaration must be included in your research submissions and must also be signed.

Failure to comply will result in your submission being rejected.

Using a research paper structure

This should include an “executive summary” / abstract of not more than 250 words and the following main sections:

1. Introduction, in which you:
 - State the problem being addressed;
 - Review the available evidence;
 - Conclude with a sentence that describes the purpose of your paper.
2. Methods used, including limitations to your work or methods;
3. Results obtained;
4. Discussion and conclusions
5. References to the information you have used; in specifically:
 - Literature used (use the correct medical journal format);
 - At least three Internet sites with information of relevance to the case;
 - Other useful addresses / contacts.

Using a policy or management report structure

This should include an “executive summary” / abstract of not more than 250 words and the following main sections:

1. Background, in which you:
 - State the extent / severity of the problem, and its causes;
 - State current and potential impact of programmes, their available experience with these interventions, possibly their cost-effectiveness;
 - Conclude with a sentence that describes the purpose of your report.
2. Proposal, in which you:
 - Propose what intervention you think can be undertaken, but this should be specific;
 - List potential obstacles and how these can be overcome;
 - List potential supporting factors;
 - List experience of others elsewhere.
3. Conclusions and Recommendations, which is a section just before the references;
4. References to the information used; specifically:
 - Literature used;
 - At least three Internet sites with information of relevance to the case;
 - Other useful addresses / contacts.

Referencing method

Students must use the Vancouver method as the preferred referencing method. It is also compulsory to include at least three journal articles and three websites as references. Information regarding the Vancouver method is available from the Academic Information Services (AIS) web page or from the librarian. The direct link to the AIS website, which has a guide on the Vancouver method, is: <http://www.library.up.ac.za/health/Vancouver.htm>.

Due dates

Each assignment has a due date for submission. These dates will be announced at the time that assignments are handed out. Assignments not submitted on time will be considered as not having been submitted, and a student may consequently fail because of this. If there are valid reasons for a delay in the submission of the assignment these should be confirmed in writing with the module presenter prior to the deadline for submission.

A 10% reduction of the final mark will be invoked as a penalty for late submissions even if permission for late submission has been granted.

Submission

Unless otherwise specified, assignments are submitted electronically via ClickUP. Label your file name as module code_student number_surname.

e.g. OHS873_0123794_Claassen.

Please ensure that a completed assignment front page is sent with your assignment. Students may download an [electronic version](#) from the School's website. No assignments will be accepted without the required signed submission form.

Record keeping

Students are responsible for keeping copies of all their assignments until after they have completed their diploma / degree.

Marks

Students must view their marks online via the "UP Student portal" on the University website (www.up.ac.za). For a student to be able to access their marks, they must ensure that their payments are up to date.

PLEASE NOTE:

- All requirements for modules registered for in any particular year must be completed in the same academic year.
- In the case of any assignment (also second assignments) still outstanding at the end of an academic year, the academic record will reflect that the student has not complied with the requirements of the module (code: 985). In this case the student will be required to repeat the module.

Plagiarism

Declaration of Originality University of Pretoria

The School of Health Systems and Public Health (SHSPH) places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation.

While academic staff will teach you about referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are at any stage uncertain as to what is required, you should speak to your lecturer before any written work is submitted.

You are guilty of plagiarism if you copy something from another author's work (e.g. a book, an article or a website) without acknowledging the source and pass it off as your own. In effect you are stealing something that belongs to someone else. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work in a slightly altered form (paraphrase) or use a line of argument without acknowledging it. You are not allowed to use work previously produced by another student. You are also not allowed to let anybody copy your work with the intention of passing it off as his/her work. Students who commit plagiarism will not be given any credit for plagiarised work. The matter may also be referred to the Disciplinary Committee (Students) for a ruling. Plagiarism is regarded as a serious contravention of the University's rules and can lead to expulsion from the University.

The declaration which follows must accompany all written work submitted while you are a student of the School of Health Systems and Public Health (SHSPH). No written work will be accepted unless the declaration has been completed and attached.

Full names of student:

Student number:

.....

Topic/ Title of work:

.....

Module code:

Declaration

1. I understand what plagiarism is and I am aware of the University's policy in this regard.

2. I declare that this (eg essay, report, project, assignment, dissertation, thesis, etc) is my own original work. Where other people's work has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with the SHSPH's requirements.

3. I have not used work previously produced by another student or any other person to hand in as my own.

4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as their own work.

Signature

Date.....

In academic writing such as assignments, dissertations, theses, research articles and reports it is standard practice to give an overview of the current knowledge about a topic and to provide evidence to support the points that you make. This knowledge will form the foundation for your own arguments and will be integrated into your own work by:

- Quoting (using the exact words of another writer);
- Paraphrasing (expressing the ideas of another writer in your own words);
- Summarising (extracting the main points made by another writer, also in your own words); and
- Translating the original text and summarising or paraphrasing it.

If you do not acknowledge other writers correctly it indicates either that

- You have not yet mastered the skill of referencing (citation) – which can be learned with the help of your lecturers and the [guidelines](#) that we provide; or
- You have given in to cheating, which constitutes criminal behaviour.

In either case you will be accused of PLAGIARISM, which can have serious consequences for your academic career and eventually for your professional career. Please read the [definition of plagiarism](#) and familiarise yourself with UP's policies and regulations regarding plagiarism.

Do not imagine that it is acceptable to plagiarise in a “draft” version of an assignment that is submitted to an academic staff member for comments prior to finalisation. Such material, too, must be correctly quoted or paraphrased in order to make it your own and sources used must receive full credit and acknowledgement.

If you think that you might be guilty of plagiarism in an assignment, research protocol or research report, don't fool yourself into thinking that you won't be found out. Please check with the academic staff member concerned before you submit your work.

Each assignment is required to be accompanied by a declaration of academic integrity. This is accomplished by signing the declaration on the front page and attaching the signed declaration to each and every submission, even if it is only to be considered as a “draft”. If you do not do this the submission will not be accepted or marked or commented upon, and the resulting delays in submission may result in your work being judged as “late” with subsequent penalties.

For more information on the plagiarism policy of the university please contact the library or visit the library's website.

Student / Supervisor Memorandum of Understanding (MOU)

Upon allocation of supervisor, a MOU should be signed between a student and supervisor. The purpose of this MOU is an agreement of the research path moving forward during the study period. This is applicable to all students (Hons, MPH, MSc, MMed and PhD students)

Applied research methods (TNM 700 / TNM 802)

This module is compulsory for all postgraduate (BSc Hons, Masters and Doctoral) students at the Faculty of Health Sciences and should be completed before students commence their research. Ideally it should be enrolled for:

- In the second half of the first year of study (full-time students);
- In the second year of study (part-time students).

The objective of this module is to enable students to prepare and finalise a protocol for any research study. Students are expected to finalise their research topic and draft protocol with their supervisor and co-supervisor (if applicable) no later than **four weeks** before the start of the TNM 700 / 802 module.

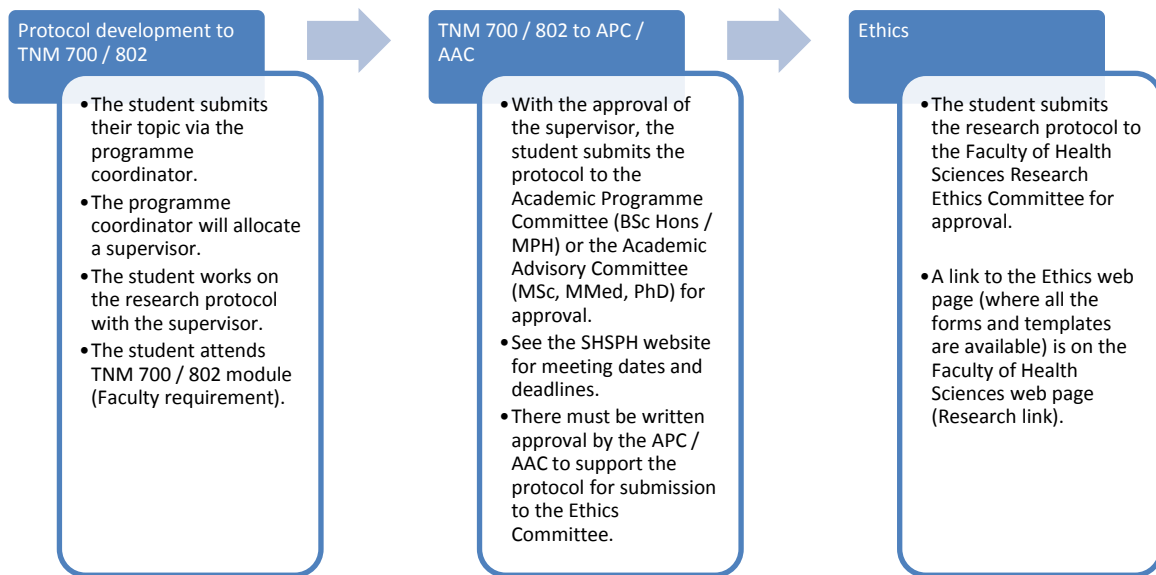
Students must remember:

- To contact the Head of Academic Unit at least 8 weeks before the module and to present their research idea/s;
- To make use of the [protocol template](#) and guidelines on the SHSPH website;
- To meet their allocated supervisor at least 4 weeks before the module so that there is sufficient time to prepare a draft protocol;
- To pre-register for the TNM 700 / 802 (a form [\[available on faculty website; link to TNM 700 / 802 course\]](#) signed by the supervisor is required to register for the module);
- To book for attendance with student administration (indicate which dates);
- To bring a hardcopy version of the draft protocol to the **first day** of the module (this will be collected prior to the start of the module).

Students will improve on this draft throughout the week of the module. All issues related to the title, study design, sampling methodology, data analysis, execution of the study, and ethical considerations, will be discussed. Students will reflect on how well these topics have been covered in their respective protocols. At the end of the week, each student should have a “nearly ready” protocol. After approval of the protocol by the supervisor and co-supervisor (if applicable), the protocol can be submitted to the relevant academic committee for approval, followed by submission to the Ethics Committee.

The module consists of group sessions in the morning and individual self-study in the afternoon and evening to read and improve the protocol. On the last day of the module, each student will give a formal PowerPoint presentation of their intended research. Previous biostatistics and epidemiology training is essential. Also see “Procedure for writing up a research protocol”.

Procedure for writing up a research protocol



Faculty of Health Sciences Research Ethics Committee

All MSc, MMed and PhD protocols have to be approved by the Academic Advisory Committee (AAC) before being submitted to the relevant Faculty of Health Sciences Research Ethics Committee.

All BSc Hons and MPH protocols have to be approved by the SHSPH Academic Programme Committee (APC) before being submitted to the Research Ethics Committee.

The submission requirements and forms are updated regularly and students should always confirm the latest requirements before submission. A link to their [webpage](#) is available from the Faculty of Health Sciences web page.

Students are to personally submit the required documentation via electronic review and one hardcopy to the secretary of the Faculty of Health Sciences Research Ethics Committee before the deadline. Dates for protocol submissions, preliminary meetings and the main meetings are available on the [Committee web pages](#).

The student will be informed of the outcome and subsequent actions via e-mail.

After approval of the research protocol, the student may start their research under close supervision of the supervisor (and co-supervisor, if applicable).

Scientific writing (HMS 873/772)

NOTE: Students need to ensure that they are registered before enrolling for Scientific Writing.

This module (which is presented twice a year) aims to assist diploma, masters and doctoral students who have completed their research, to publish the final document required by their diploma/degree programme. In the case of Masters and Doctoral students, this will be a peer-reviewed publication in an accredited journal. The diploma students will use the opportunity to polish their Research Reports (literature reviews, strategic plans, policy analyses or proposal documents), in order to comply with requirements for the diploma programmes.

This is the last module you will attend as a student in the study programme for which you are registered!

The course is interactive and teaches the principles of scientific English, as well as logical flow of writing. As a result, students are required to attend all the contact sessions (100% attendance) and will be expected to do assignments after hours. There are two sessions, both of which will be held in a Computer Laboratory. During session one (first three days), students will be expected to compile an abstract, accompanied by the author guidelines from a targeted journal to which they plan to submit the manuscript. The abstract will be submitted for marking, and this will comprise 10% of the total module mark. Between the two sessions (about a month apart), students will then prepare a full manuscript and submit it on ClickUP for grading, and this will comprise 90% of the total module mark. During the second session (two days), individual technical assistance will be provided in class.

Admission into HMS 873/772 (Scientific Writing)

Before admission to the Scientific Writing module, students should receive approval from their supervisor, confirming that they qualify to attend the module. Once the supervisor approves, students may enrol by completing the **Admission Form** which can be downloaded from the SHSPH webpage, under [the guidelines and forms](#) link. **Students can only access the module on ClickUP once they have registered.**

The application for the module must be approved and signed by the research supervisor. All data must've already been gathered and analysed as results prior to application for this module (this is not applicable to diploma students). A draft publication and choice of journal is essential before joining this module and must be brought to class in an electronic format. University computers are available for use, although the students are advised to bring their own laptops. There is free Wi-Fi access at the University premises. **NB: Students will not be able to access the module content on ClickUP if their accounts are not up to date.**

Faculty Day

All registered students are encouraged to participate in the annual Health Sciences Faculty Research Day. A student can participate by attending sessions and/or submitting an abstract for consideration. All scholarship students are required to participate in Faculty Day by submitting an abstract for a scientific poster. The SHSPH will pay for all the expenses incurred in the production of an accepted poster or oral presentation for students who are registered in the School.

Dissertation and Thesis Specifications (Final Report)

General guidelines:

- Postgraduate students should consult their supervisor on the general layout of a mini-dissertation, dissertation or thesis.
- The University of Pretoria publishes General Regulations and Rules annually, some of which pertain to postgraduate degrees, dissertations and theses, in all faculties.
- All postgraduate students should read this document.

Specific guidelines

The document should be written in the following format:

- The typeface should be 12-point font size, 1.5 spacing;
- The report must be professional, i.e. have indents, spacing, headers, footers, page numbers, headings (and sub-headings), an index page, bold typeface, italics, and other editing facilities, where appropriate;
- Each chapter must start on a new page;
- Figures or tables included in the thesis or dissertation must have a title and the appropriate citation if copied or modified from another source;
- The document must be checked for correct spelling, grammar, units and statistical accuracy;
- Length: Mini-dissertation 50 pages; MSc/MMed 70-100 pages and PhD 100 pages or more.
- Plagiarism guidelines must be implemented. Consult the Library webpage.

Format

- Title Page (See General Rules and Regulations)
The front page MUST have the following information:
(the full title of the dissertation/thesis) by (the full name of the student and student number)
Submitted in partial fulfilment of the requirements for the degree in the Faculty of Health Sciences, University of Pretoria, (Year and date of submission).
Name of Supervisor (and co-supervisor, if applicable)
- Abstract/Summary/Synopsis (with keywords)
Not more than 250 words. For our purposes, use four headings: Introduction, Methods, Results, and Conclusion. Six keywords are generally acceptable.
- Table of Contents
- List of Tables
- List of Figures
- List of Abbreviations and Acronyms
- Acknowledgements
- Declaration of original authorship (see University Rules and Regulations)

“I declare that the dissertation/thesis, which I hereby submit for the degreeat the University of Pretoria, is my own work and has not previously been submitted by me for a degree at another university”.

Signature _____ Date: _____

The general guidelines for the format of a dissertation thesis are given below. Please also note the guidelines for dissertations and theses in the University General Regulations and rules as updated annually on the University website.

Suggested outline

- **Chapter 1: Introduction**
 - Background and motivation for research
 - Research problem / hypothesis
 - Research Aims and Objectives
 - Benefits resulting from research

(Please Note: these sections are usually an expansion of your research protocol)
- **Chapter 2: Literature Review**
 - Overview of the study field
 - Headings and sub-headings related to your research objectives and/or key words
- **Chapter 3: Methods**
 - Study design (Qualitative/Quantitative/Mixed)
 - Study setting/area
 - Study population:
 - Inclusion/exclusion criteria
 - Sampling methods/data collection strategies
 - Sample size
 - Data analysis methods for each data set
 - Instrumentation and materials, as applicable
- **Chapter 4: Results/Findings**
 - (This can be three or four chapters for a PhD)
- **Chapter 5: Results/Findings**
 - Continuation of results/finings
- **Chapter 6: Discussion**
 - (Use only your own findings/results and compare the literature you reviewed in Chapters 1 and 2).
- **Chapter 7: Conclusions and recommendations**
 - (Your conclusions should be linked to your research aim and objectives to directly solve the problem identified in Chapter 1.
- **References:**
 - All work cited in your research must be correctly referenced, using the Vancouver referencing method.
- **Appendices:**
 - Consent forms, Ethics approval, etc.

Submission of the mini-dissertation/dissertation/thesis

For MPH mini-dissertations: Two final reports for marking must be submitted to the SHSPH Administrator. Students must also sign the submission form (MPH2) which is co-signed by the research supervisor. One of the components of the MPH2 form is a declaration that the original/raw data have been submitted for storage. No submission will be accepted if the original data have not been received. A [standard label](#) form is available from the SHSPH website for this purpose. After approval of the examiners, the mini-dissertation is sent to the Faculty of Health Science Student Administration for the examination procedure. Once the feedback from the examiners is received, and the corrections/amendments are implemented, a leather bound final copy for the library must be submitted before graduation. Students may not graduate until the library copy has been received by an SHSPH Administrator.

For MSc/MMed dissertations: completion of the relevant forms and submission of the dissertation is directly to the Postgraduate Office at the Faculty of Health Science Student Administration.

For PhD theses: completion of the relevant forms and submission of the dissertation is directly to the Postgraduate Office at the Faculty of Health Science Student Administration.

NB: MMed, MSc and PhD students must hand in both the dissertation/thesis and the journal article/s at the same time. The journal article/s must conform to the instructions for authors of the targeted journal(s).

Evaluation of the MPH mini-dissertation/ MSc and MMed dissertation/ PhD thesis

The final report will be marked by an internal and external examiner(s).

Guidelines on authorship

All persons designated as authors should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content.

Authorship credit should be based only on substantial contributions to:

- Conception and design, or analysis and interpretation of data;
- Drafting the article or revising it critically for important intellectual content; and
- Final approval of the version to be published.

All three of the above conditions must be met. It is customary that the student is the first author, unless the research design and conception were those of the supervisor; the supervisor provided much of the background literature, and the supervisor was responsible for the interpretation of the data and conversion of the academic report into a format suitable for submission to a peer-reviewed journal.

In other words if the student's role was limited to data collection and initial data analysis, the student will not be listed as the first author.

In other words if the student's role was limited to data collection and initial data analysis, the student will not be listed as the first author.

Intellectual property

With regard to intellectual property, all students are required to acquaint themselves with the General Regulations (G 57) of the University of Pretoria.

Accreditation of modules

General Information

Students are encouraged to explore other institutions for courses and modules that may strengthen learning and career goals, as the School of Health Systems and Public Health can only offer a limited choice of formal learning programmes.

Please note that only modules or courses completed within the past four years will be considered for accreditation, and that accreditation cannot be partial. You are given either full accreditation for a module or none at all. The University allows, theoretically, up to 50% of all course requirements for any University degree to be taken from elsewhere, provided, of course, that the quality and equivalence of such courses are recognised. However, this does not constitute an easy way to upgrade your qualification. This option is exclusively meant to add those courses or modules or learning experiences to our programmes are considered worthwhile but are not offered by the University of Pretoria for financial or logistical reasons.

Procedure for accreditation or waiver of modules done elsewhere:

Before any module can be accredited, the student must make sure that all fees are paid to date. If fees are not up to date, the application will not be considered.

The application form for accreditation of modules is available from the Student Administrator and must be accompanied by:

1. A motivational letter, which must state clearly the module that the student wishes to be credited for at the SHSPH, its code and the number of credits applied for. The letter must include:
 - The name of the institution where the equivalent course was done;
 - The syllabus reflecting the content and outcomes of the module passed;
 - The dates on which the course was started and completed.
2. The following original supporting documents. (Copies will be made on site):
 - Detailed course syllabus and timetable;
 - Proof of completion, by way of a certificate that was awarded or an academic record;
 - The nature of the assessment of the module;
 - Proof of passing that assessment;

- An indication of whether the course was done as part of a degree or postgraduate diploma.

The Student Administrator will attach an updated academic record and a letter of confirmation if the fees are up to date. All submissions must be submitted to the Academic Programme Committee.

The module coordinator will evaluate the application to see if there is a sufficient overlap between the course / module done previously and the module for which accreditation is requested, and will make a recommendation to the Academic Programme Committee.

The Academic Programme Committee will review the application and submit it to the Health Sciences Faculty for approval.

Note: All applications are approved / refused by the Health Sciences Faculty for the reason that requirements for submission may change during the course of the year. Students should familiarise themselves with the current requirements before submitting an application.

Deadline for applications for accreditations and waivers

All applications must be submitted before the end of May of each year.

Concurrent registration for two study programmes

Rules

The following rules apply for concurrent registration:

- Concurrent registration for two study programmes is a privilege and not a right.
- Applications must be submitted via the Academic Programme Committee.
- Concurrent registration will only be considered for PhD degrees, Masters degrees and Postgraduate Diplomas completed at the School of Health Systems and Public Health.
- The student must have spent at least one calendar year in the current study programme before applying for registration for a second study programme and all modules already completed in the current study programme must have been passed satisfactorily.
- Retrospective concurrent registration is not possible.
- Concurrent registration may NEVER be an excuse not to fulfil ALL requirements of BOTH study programmes.
- In case of the MPH degree, the second programme of study may only be a postgraduate diploma.
- If the current field of study is a postgraduate diploma, then the second programme of study may be another postgraduate diploma.
- There may be no **OVERLAP** of modules in the two study programmes.

Procedure for applying for concurrent registration

The following procedure must be followed in applying for concurrent registration:

- Students must first discuss the option with the current Head of Academic Unit and complete the form (available from the Student Administrator).
- Applications should be sent to the Academic Programme Committee at rene.dewaal@up.ac.za.
- The student must make sure that all fees are paid up to date.
- If fees are not up to date, the application will not be processed.
- Applications must include a letter of motivation by the student. The letter should clearly state the student's current study programme, the second study programme applied for, as well as a written plan of intent to complete the current study programme.
- The Student Administrator will attach an updated academic record and a letter to confirm that fees are up to date.
- The forms will be sent to the course coordinator of the second study programme.
- The forms will then be presented at the Academic Programme Committee for review.
- The application will then be sent to the Health Sciences Faculty for approval.

Students should enquire about the outcome of their application 4-6 weeks after submission.

Prescribed books

It is recommended that students also refer to the information that is available on the website (<http://shsph.up.ac.za/>) concerning the latest list of prescribed books.

Master module code	Diploma module code	Module name	Prescribed book
BOS 870	BOS 770	Biostatistics 1	Pagano, M and Gauvreau, K. Principles of Biostatistics. 2nd edition. 2000. Pacific Grove: Duxbury.
BOS 873		Survival Analysis	Kleinbaum, David G. Survival Analysis: A Self-Learning Text. Springer-Verlag: New York. 1996. ISBN: 0-387-94543-1 OR Cleves M, Gould W, Gutierrez RG, Marchenko YV. An Introduction to Survival Analysis Using Stata. Revised 3 rd Edition. STATA Press: USA. 2016. Weblink: https://www.amazon.com/Introduction-Survival-Analysis-Using-Revised/dp/1597181749
CDC 880	CDC 770	Introduction to Disease Prevention and Control	Heymann DL. Control of Communicable Diseases manual. 20 th ed. Washington: American Public Health Association; 2014 and Jamison DT, Breman JG, Measham AR, et al (ed). Disease Control Priorities in Developing Countries. 2 nd ed. New York: Oxford University Press; 2006. (available in PDF)
CDC 871	CDC 771	Principles of Communicable Disease Control	Heymann DL. Control of Communicable Diseases manual. 20 th ed. Washington: American Public Health Association; 2014
CDC 872	CDC 772	Seminars in Tropical Health 2 (Agent)	Bogitsh BJ, Carter CE, Oeltmann TM. Human Parasitology, 5 th ed. Oxford: Elsevier; 2018 OR Peters W, Pasvol G. Atlas of Tropical Medicine and Parasitology: Text with CD-ROM. 7 th ed. Maryland: Mosby; 2018. AND Service MW. Medical entomology for students. 5 th ed. Cambridge: Cambridge University Press; 2012. (Available in pdf)
CDC 873	CDC 773	Seminars in Tropical Health 3 (Environment)	Nadakavukaren A. Our Global Environment: A Health Perspective. 7 th ed. Illinois: Waveland Press Inc.; 2011.
CDC 874	CDC 774	Seminars in Tropical Health 1 (Host)	Semba RD, Bloem MW, editors. Nutrition and Health in Developing Countries. 2 nd ed. Totowa: Human Press; 2008. (Available on CD Rom) AND Nelson K, Williams C, Graham N, editors. Infectious disease epidemiology: theory and practice. 3 rd ed. Burlington, MA: Jones & Bartlett Learning; 2014.

CDE 870		Principles of Chronic Disease Epidemiology	Remington PL, Brownson RC, Wegener MV. Chronic Disease Epidemiology and Control. 3rd ed. Washington: American Public Health Association; 2010 Kuh D, Ben-Shlomo Y, Ezra S, editors. A Life Course Approach to Chronic Disease Epidemiology. 2nd ed. New York: Oxford University Press; 2004.
CDS 870	CDS 770	Clinical Tropical Medicine (1-5)	Hotez P, Junghanss T, Kang G. Manson's Tropical Diseases. 23rd ed. Maryland: Mosby; 2013 OR Magill A, Ryan E, Solomon T, Hill D. Hunter's Tropical Medicine and Emerging Infectious Disease. 9th ed. China: Saunders; 2012 OR Eddleston M, Davidson R, Brent A, Wilkinson R. Oxford handbook of tropical medicine. 4th ed. New York: Oxford University Press; 2014, OR Peters W, Pasvol G. Atlas of Tropical Medicine and Parasitology: Text with CD-ROM. 7th ed. Maryland: Mosby. 2018.
CDS 871		Outbreak Investigation and Response	David L Heyman. Control of Communicable Diseases Manual. 20th ed. Washington: American Public Health Association; 2014 AND MacDonald PD. Methods in Field Epidemiology. Burlington, MA: Jones and Barlett Learning; 2012
CDS 873	CDS 773	Human Nutrition and Public Health	Hughes R, Margetts BM. Practical Public Health Nutrition. Oxford: Wiley-Blackwell; 2011
CLI 870 / CLI 872	N/A	Principles of Clinical Epidemiology	Grobbee DE, Hoes AW. Clinical epidemiology: Principles, Methods, and Applications for Clinical Research. 2nd Edition. Jones and Bartlett Publishers. 2015. Weblink: https://www.amazon.com/Clinical-Epidemiology-Principles-Applications-Research/dp/1449674321 OR Fletcher RH, Fletcher SW, Fletcher GS. Clinical Epidemiology: The Essentials. 5th Edition. Lippincot, Williams and Wilkins. 2014. Weblink: https://www.amazon.com/Clinical-Epidemiology-Robert-Fletcher-MSc/dp/1451144474 OR Haynes RB, Sackett DL, Guyatt GH, Tugwell P. Clinical Epidemiology: How to do Clinical Practice Research. 3rd Edition. Lippincot, Williams and Wilkins. 2006. Weblink: https://www.amazon.com/Clinical-Epidemiology-Practice-Research-EPIDEMIOLGY/dp/0781745241
CLI 871 / CLI 873	N/A	Evidence-Based Medicine	Straus SE, Glasziou P, Richardson WS, Haynes RB. Evidence Based Medicine: How to Practice and Teach EBM. 5th Edition. Elsevier. 2019

			<p>Weblink: https://www.amazon.com/Evidence-Based-Medicine-How-Practice-Teach/dp/0702062960</p> <p>OR</p> <p>Doi S. Understanding Evidence in Health Care: Using Clinical Epidemiology. Palgrave Macmillan. 2012.</p> <p>Weblink: https://www.amazon.com/Understanding-Evidence-Health-Care-Epidemiology/dp/1420256696</p>
EHM 881	EHM 772	Basis of Environmental Health	<p>Robert H. Fris (ed). Essentials of Environmental Health. Essential Public Health series. Jones and Bartlet Publishers. 2007</p> <p>ISBN-13:978-0-7637-4762-6</p> <p>Weblink: http://www.amazon.com/Essentials-Environmental-Health-Essential-Public/dp/1284026337</p> <p>(There are at least 2 copies in the UP medical library)</p>
EHM 872		Methods in Exposure Assessment	<p>White E, Bruke K. Principles of exposure measurement in epidemiology. "Collecting, evaluating and improving of disease risk factors, 2nd edition. Armstrong Rodifo Saracci. Oxford University 2008.</p>
	ELH 770	Executive Leadership for Health	<p>Marcus LJ, Dorn BC, McNulty EJ. Renegotiating Health Care. 2nd Edition. 2011</p>
EOH 873	EOH 775	Introduction to Occupational and Environmental Health	<p>Baker D, et al. Environmental Epidemiology. Student can download the previous version of the textbook for free.</p> <p>WHO/SDE/OEH/99.7.</p> <p>http://whqlibdoc.who.int/hq/1999/WHO_SDE_OEH_99.7_(chapter1-4).pdf</p> <p>http://whqlibdoc.who.int/hq/1999/WHO_SDE_OEH_99.7_(chapter5-7).pdf</p> <p>http://whqlibdoc.who.int/hq/1999/WHO_SDE_OEH_99.7_(chapter8-12).pdf</p>
EOH 872		Introduction to Toxicology	<p>Hodgson E (Ed) Essentials of Toxicology. A textbook of Modern Toxicology, 4th Edition. Wiley & Sons. 2010. ISBN 0-07-138914-8. Available at the UP Medical library</p>
EOM 870	EOM 770	Environmental Epidemiology	<p>Baker Dean, Nieuwenhuijsen MJ. Environmental Epidemiology: Study methods and application. Oxford University Press, USA; 1st edition. 2008</p> <p>ISBN-10: 0198527926 or ISBN-13: 978-0198527923</p> <p>Order from Amazon:</p> <p>http://www.amazon.com/Environmental-Epidemiology-Study-methods-application/dp/0198527926</p> <p>(There are at least two copies in the UP medical library)</p> <p>Students who do not want to buy the textbook, can download the previous version of the textbook for free.</p>

			<p>Environmental Epidemiology (Ed. D. Baker, et al); WHO/SDE/OEH/99.7. http://whqlibdoc.who.int/hq/1999/WHO_SDE_OEH_99.7_(chapter1-4).pdf http://whqlibdoc.who.int/hq/1999/WHO_SDE_OEH_99.7_(chapter5-7).pdf http://whqlibdoc.who.int/hq/1999/WHO_SDE_OEH_99.7_(chapter8-12).pdf</p> <p>However, some chapters of the new textbook are not in the old textbook, so students need to get copies of those chapters then.</p>
EPM 870		Epidemiology 2	Rothman KJ. Epidemiology: An introduction. 2nd Edition. Oxford University Press, 2012
EPM 873		Conducting Surveys	<p>Heeringa SG, West BT, Berglund PA. Applied Survey Data Analysis. (Statistics in the Social and Behavioural Sciences Series). 2nd Edition. Chapman & Hall/CRC Press: Taylor & Francis Group. 2017.</p> <p>Weblink: https://www.amazon.com/Applied-Analysis-Statistics-Behavioral-Sciences/dp/1498761607</p>
HME 870		Epidemiology 1	<p>Joubert G & Ehrlich, R. Epidemiology: A Research Manual for South Africa (2nd edition) Oxford University Press; 2007 (or 3rd edition if available)</p> <p>Recommended: Bonita, R; Beaglehole, R & Kjellstrom, T. Basic Epidemiology 2nd edition. World Health Organisation. 2006.</p>
	HME 772	Epidemiology Primer	<p>Bonita, R; Beaglehole, R & Kjellstrom, T. Basic Epidemiology 2nd edition. World Health Organisation. 2006. Available online: http://whqlibdoc.who.int/publications/2006/9241547073_eng.pdf</p> <p>Recommended: Webb P, Bain C, Pirozzo S. Essential Epidemiology: An introductory for students and health professionals. Publishers: Cambridge University Press. 2005</p> <p>Joubert G & Ehrlich, R. Epidemiology: A Research Manual for South Africa (2nd edition) Oxford University Press; 2007</p>
	HST 770	Health system and transformation policy (include political analysis, strategy and finance options)	Roberts MJ, Hsiao W, Berman P, Reich MR. Getting Health Reform Right: A Guide to Improving Performance and Equity. Oxford University Press. 2008.
LRG 800	LRG 700	Aerospace Medicine	Gradwell DP, Rainford DJ, editors. Ernsting's Aviation and Space Medicine, 5th ed. CRC Press. 2016.

OCM 870	OCM 772	Principles of Occupational Medicine	Baxter PJ, Tar-Ching AW, Cockcroft A, Durrington P, Harrington JM (Eds). Hunter's Diseases of Occupations, Tenth Edition [Hardcover], CD Rom: Ladou F. Occupational and Environmental Medicine. Appleton Lange, Stamford. 1997
OHS 873 OHS 874 OHS 875		Postgraduate studies in Occupational Hygiene I and II, Individual studies in Occupational Hygiene	Bisesi MS. Bisesi and Kohn's industrial hygiene evaluation methods. Publisher: Boca Raton: Lewis Publishers/CRC. 2004. ISBN: 1566705959
OHT 872	OHT 771	Principles of Occupational Hygiene and Toxicology	Ladou F. Occupational & Environmental Medicine. 2nd Edition. Appleton & Lange, Stamford. 1997 Schoeman JJ, Schröder HHE. Occupational Hygiene. Juta & co.
SCM 880	SCM 770	Social Determinants of Health and Primary Health Care	Dennill K, Rendall-Mkosi K. Primary Health Care in Southern Africa: A comprehensive approach. 3rd Edition. Oxford University Press. 2012. ISBN 9780195997712
SCP 870	SCP 770	Health Promotion	Dennill K, Rendall-Mkosi K. Primary Health Care in Southern Africa: A comprehensive approach. 3rd Edition. Oxford University Press. 2012. ISBN 9780195997712
TNM 802		Applied Research Methods	Recommended: Aldous C, Rheeder P, Esterhuizen T. Writing your first clinical research protocol. Cape Town: Juta and Co. Ltd; 2013.

Committees of the SHSPH

The following is a summary of the most important committees that students need to take note of. An integrated list of meeting dates of these committees, their respective deadlines and contact persons are listed on the website of the School (see [SHSPH Committee Meeting Dates](#) on the homepage).

RESCOM (Research Committee)

This committee deals with all research matters, including research projects, output (conferences and publications), and stimulation of research.

AAC (Academic Advisory Committee)

This committee reviews and approves all MSc, and MMed protocols. It approves all supervisors and the appointment of external examiners for MSc, MMed and Doctoral research. It deals with issues pertaining specifically to the above-mentioned fields of study, for example requests for extension of study, change of title etc. The committee arranges the oral defence of PhD protocols and approves them once they are satisfactory.

APC (Academic Programme Committee)

This committee deals with the planning of the academic programme, including the monitoring of the quality of modules. It reviews applications, including accreditation, waivers and concurrent registrations. It also assigns markers for diploma students' projects and internal and external examiners for MPH students. It approves external moderators for research outputs as well as summative assessment examinations and external moderators therefor, for the MPH and all Honours degrees as well as Diplomas.

Faculty Re-admissions Committee

Should any student not complete within the prescribed maximum study period and / or be excluded on the basis of academic performance, they may appeal for re-admission to the Academic Programme Committee (Diploma and MPH students) or Academic Advisory Committee (MSc, MMED and PhD students).

In those cases where this committee does not rule in favour of the student, a further appeal opportunity is given and the student may appeal to the Appeals and Re-admissions Committee of the Faculty (details are available).

Deadline for submissions is the end of January and appeals may be submitted via the APC Chairperson.

General Administrative Information



Cost of courses and financial support

Student support, facilities and services

Developing your research skills

Department of Student Affairs at Hatfield Campus

Cost of courses and financial support

Tuition fees

All tuition fees are quoted as an estimated programme cost, as the final cost is dependent on the final number of credits taken and the time spent on the course (there is an annual increase in cost per credit that must be kept in mind), and is only valid for students from SADC countries. For students from non-SADC member countries other fee structures are applicable and available from the Finance Department.

Late registration: will result in exclusion from attendance of classes due to the large number of students.

Late cancellation: Admin fee will be charged on students who cancel between January and June. Students who cancel after June will be liable for full module fee.

Invoice procedure

The first invoice is payable before 1 April every year. Note that students need to keep payment updated. Applications for accreditation and dual registration are only considered if payments are up to date. Students whose payments are in arrears will not be able to access their marks on-line.

Financial support

There is limited financial support available, and information regarding these grants and bursaries is available from the Client Service Centre.

There is a dedicated staff member at the Faculty of Health Sciences (Mr Eugene Rosenstrauch - eugene.rosenstrauch@up.ac.za) who can assist students with complex financial enquiries.

Student support, facilities and services

Language editing and Transcription services

The School has compiled a list of language editors and transcribers (see table at the back of the PG book). The arrangement for these services is solely a student responsibility.

Student card

The student card (with a permanent student number) is the passport to accessing the University's resources. During the first week (Learning in Public in Health) registration will take place. After this, students will have to make their own arrangements to register. Students will not be able to access the University campuses, library, get an Internet account or write exams without a student card.

Learning resources

Students should be aware of the resources available to them and how to access them. An important first step is to register for library use. While the compulsory texts provided to students form the basis of the study material, the library, Internet, and interpersonal contacts can provide further material and support during a student's studies.

Making Use of Computers and the Internet

Students are expected to have basic computer skills. This means that they should be able to use Microsoft Word and compile documents using the programme, access the Internet, send and receive e-mails with and without attachments. They should also be able to carry out basic Internet searches and download information.

Developing your research skills

As an adult learner you are required to take responsibility for your **research skills development** and not wait for your supervisor/promoter to remind you of the activities that are required.

The **Graduate Support Hub** on Hatfield campus organizes various research skills activities nearly every week, e.g. writing for publications, writing up a thesis, setting up a research programme, funding opportunities, career options, etc. More information available at:

<http://www.up.ac.za/en/research-innovation/article/257916/welcome-to-the-graduate-support-hub>.

The weekly programme can be requested from:

Dr Aceme Nyika (aceme.nyika@up.ac.za)

Department of Student Affairs at Hatfield Campus

The Department of Student Affairs' mission is to design and implement high impact programmes to enhance student success, leadership, welfare and wellness within a proactive and programme-based approach.

Some divisions of interest to postgraduate students are:

- Counselling Division

This division offers academic, therapeutic and emotional support, rendered by a highly professional multi-disciplinary team consisting of counselling, educational and clinical psychologists and social workers. Academic support ensures that the students make the correct career choices, handle academic stress better and are equipped to be academically successful. Therapeutic and emotional support ensures academic success and enhances optimal psycho-social functioning. Life skills enable students to develop holistically and empower them to be successful, well rounded individuals and responsible citizens.

- Student Health Services

Student Health Services provide basic medical services to all registered students of the University of Pretoria by fully qualified and registered health care professionals on all UP campuses.

- Disability Unit

The Disability Unit acts as a catalyst for students living with disabilities by removing obstacles caused by disability in order for them to perform on the same level of functioning as other students.

Facilities and services are made available that assist students during tests and other assessments as well as during the preparation process for these assessments.

Computer labs and equipment are at the disposal of students who are print-handicapped and all students living with disabilities who qualify are also granted concessions for tests and exams.

More information at: <http://www.up.ac.za/disability-unit>

Language/technical editors, translators, transcribers etc.

NAME	TELEPHONE	E-MAIL	TYPE OF SERVICE
Anton Ferreira	084 660 0601	snapshot.za@gmail.com	English and Afrikaans writing assistance. Technical & language editing, copywriting, report writing, translation, proof reading, graphic design.
Adrie van Dyk		a3.vandyk@gmail.com	Technical Editing
Alexa Barnby	017 872 1334/ 012 361 6347	alexabarnby@gmail.com / barnbak@unisa.ac.za	
Anna-Barbara du Plessis	083 655 2009	abeduplessis@yahoo.com	
Annick van Zyl		annick.van.zyl@gmail.com	Transcription services
Anthony Sparg		p.a.sparg@telkomsa.net	Language Editing
Antonie Moen – TransEd	012 654 7971	transed@icon.co.za	Language Editing
Bernice McNeil	011 465 4038/ 072 287 9859	edit@iafrica.com	Editing, works mainly with academic writing in the form of dissertations, theses and academic articles
Biki Lepota	012 420 4416/ 012 814 1494/ 082 774 6229	biki.lepota@up.ac.za	Translation Transcription of interview data
Bruce Conradie	083 461-4130/ 011 026 1315	bruce@razorsedgebi.com	Language editing
Caroline Maseko	082 428 9142/ 011 646 4069	acmaseko@absamail.co.za	Editing
Cliff Smuts	044 272-2473/ 084 679 2210	csmuts@xsinet.co.za	Translation: Afrikaans and English, Editing: language and technical (dissertation/thesis journal articles) Currently involved primarily with translation of study guides
Cristal Ruby Peterson	012 303 1405/ 084 698 8728		Editing, proofreading and technical editing of training material, theses and dissertations.
Dr Anna-Mart van Wyk	012 354 1985/ 083 540 5281	annamart.vanwyk@up.ac.za	Language and technical editing and translation from Afrikaans to English and vice versa
Dr Corlé Smith		smithcga@tut.co.za	Language Editing

NAME	TELEPHONE	E-MAIL	TYPE OF SERVICE
Dr Edwin Whittle	012 811 0219/ 072 125 9551	edwin.whittle@absamail.co.za	Editing
Dr Jill Fresen	012 420 4626	jfresen@postino.up.ac.za	Editing of thesis/dissertation
Elizma Louw		Elizma.Louw@up.ac.za / maths2lingo@gmail.com	Technical Editing
Esta Grobler		grobleresta@gmail.com	Translation
Fionnguala Vogel	072 286 6554		Language editing and translation: English/ Afrikaans/German
Genevieve Wood		genwood@gmail.com	
Gill Smithes	071 352 5410	g-tech@mweb.co.za	
Graham Walker	083 325 1036/ 011 758 9700	walkergr@icon.co.za	Editing, critical reading of theses, especially PhD's.
Hester van der Walt	072 423 8897	hester@hescom.co.za	As above
Idette Noome	082 781 2052		Language and technical editing and translation
Isabel Claassen	082 701 7922/ 012 332 2040	Isabel.claassen@absamail.co.za isabel@uptime.co.za	Language Editing & Consultant
Jaco Wium		jacowium@gmail.com	Language / writing skills & editing
Joanne Lombard – Head of Language Unit	012 420 6517	Joanne.lombard@up.ac.za	Editing
Karin Pampallis	084 421 4218/ 011 486 1199	pamps@global.co.za	Editing
Lanie von Kradenburg		lanievk@hotmail.com	Language Editing
Lina Coetzer	012 460 4992/ 082 371 6328		Editing
Jaco Wium	082 876 8077	jacowium@gmail.com	Language practitioner
Lizelle van Wijk	079 871 7138	lizellew777@gmail.com	Technical document editing

NAME	TELEPHONE	E-MAIL	TYPE OF SERVICE
Melody Edwards	012 348 4214/ 082 496 8156		Editing, proofreading
Penny Kokot Louw	083 239 1264	pennykl@absamail.co.za	Editing - good for APA methods
Prof Tinus Kuhn	082 781 4764	Tinus.kuhn@up.ac.za	Editing
Robyn Veary, Sunshine Edits		robyn@sunshineedits.com	Editing and Proofreading, Critiquing, Audio Transcription
Roger Loveday	021 531 8461/ 084 423 3409	rloveday@lantic.net	Interventionist Editor and Publishing Consultant, Cape Town
Susan Smith	0829255148 / 0125480620	sd.smith@vodamail.co.za	Proofreading
Tracy Seider	011 728 4360/ 082 416 2918		Editing
Veronique Fallick	072 090 3537/ 060 960 6716	veronique@toptranscriptions.co.za ,	Transcription services, http://www.toptranscriptions.co.za
Edit Scholars		http:// www.editscholars.org	Language Editing

