

UJ FEBE Higher Degrees Processes

Application, selection, and proposal writing	
Application by & selection of postgraduate students: UJ website (Degree certificate/s; Academic record/s, ID/Passport copy, Signed proposal, SAQA certificate (if study outside SA)	
Appointment of supervisor[-s]: Contact academic staff or Via HOD.	
Recognition of Prior Learning: Online Application and approval by department, ratifies Faculty.	
Direction after registration	
Fill the study field form: approved by supervisor, HOD > submit to School research committee for approval > submit to FHDC for noting---Do it ASAP after PG registration	
Submission of research proposal: six months [Master]; nine months [PhD]	
Discuss & sign Supervisor-Student Agreement Form > submit with research proposal for noting to FHDC	
Proposals for Minor dissertations, Dissertations & Theses –proposal presentation to school research committee > school research committee approve the proposal, check the ethics clearance > submitted to FHDC for ratification; reviewed by Faculty Research Ethics Committee[if required]; (Ethics process for Minor dissertation needs to align to support students to be able to finish in 1 year)> Faculty Ethics Committee give feedback to supervisors and students for ethics clearance certificate	
During the research process	
Check / confirm student is registered [correctly] ; student submits proof of registration to department annually	
Plan study; supervisors give feedback on submissions within 14 working days, give support as needed	
Regular progress reviews – biannually to FHDC; via SharePoint or similar such database	
Submit new 'research proposal' [School Research Committee] – for significant change of focus. Noted at FHDC	
Change of supervisor [School Research Committee] – give reasons: expertise, resignation, conflict, etc., approved by FHDC, noted by SHDC	
Change of study field/topic [School Research Committee] – give reasons in terms of focus of study. Approved by FHDC, noted by SHDC	
Apply for interruption of study [FHDC] – student 'incapacitated to study' – evidence & supervisor's and HoD's support	
Apply for extension [FHDC] – 12 months for MA or PhD – exceptional circumstances only. Motivation by the supervisor, recommendation by the HoD and approval by the Executive Dean	
Submission for assessment – Preparation and final submission	
Titles > submit to School Research Committee for approval and FHDC for noting.	
Assessors – Supervisor nominates assessors four months before submission > HOD recommend > submit to FHDC > FHDC review and approve > once approved, PhD assessors submitted to Senate HDC for noting. [For MA CW and MA - appoint 2 (+1 back-up) assessors and for D 3 (+1 back-up) assessor]	
Submission – Student prepares manuscript according to Faculty Office guidelines; student hands in prepared article[-s] to supervisor; Supervisor and student screen for plagiarism; Supervisor/HOD give permission to submit > student submits to Faculty Office.	
Submission checklist: 1. Registered? 2. Assessors? 3. Proposal & Title? 4. Supervisor? 5. Ethics? 6. One-Stop Form signed? 7. Plagiarism report 8. Digital copy in PDF, including affidavit.	
Assessment results	
Receipt of results – Faculty Office receives results and follows up with defaulting assessors, with assistance from HOD/Departmental research co-ordinator when required.	
Integration of non-conflicting results – Supervisor discuss relevant portions of report with students and get proof that corrections is done>Supervisor follows procedures for integrating results, according to guidelines in letter from Faculty Office, within 7 days. Student proceeds immediately to make corrections.	
Integration of conflicting results --Students proceeds immediately to make corrections. Supervisor submits all forms and reports, assessor's reports and HOD approval to FHDC for outcome. Corrections by student must wait for finalisation of the way forward from the FHDC.	
Approval of Interim results – FHDC reviews assessor reports and supervisor reports and makes interim recommendation; FHDC approves all MA results, FHDC submits PHD results to Senate HDC for approval only after corrections received; Master results to Senate for noting. Student/Supervisors undertakes corrections within 3 months or less dependent on graduation.	
Finalisation of dissertation/thesis	
Correction of dissertation/thesis – Faculty office provides relevant sections of assessment reports (honour assessors' choices about anonymity) to student and supervisors, Supervisor discuss relevant portions of report with students and get proof that corrections is done corrections (minor or major) > student drafts letter on how changes	

Finalisation of dissertation/thesis – once [minor] dissertation / thesis is approved & final corrections made; supervisor certify, sign off > submit to Faculty Office [final submission checklist] & noted by FHDC(compiled by Faculty office)	
Graduation – PhDs [& supervisors] prepare biography and <i>laudatio</i> (150 words) for programme; all attend.	