

Faculty of Humanities Higher Degrees Procedures – One-Page Summary

This one-pager summarises the complete Faculty HD Procedures, which is available on the Faculty website at: <https://www.uj.ac.za/faculties/humanities/Pages/Post-Graduate-Information-for-Students-and-Staff.aspx>

Activity	Procedure Sections	Forms
<i>Application, selection and proposal writing</i>	1-4	
Application by & selection of HD students	2	
Appointment of supervisors	3	Proposal Template
Submission of research proposal	3	Proposal Template
Minor dissertations – reviewed and approved by DHDC > submitted to Faculty > reviewed by REC if humans involved > submitted to HHDC for ratification > once approved, submitted to BOF and SHDC for noting.	3	Proposal Template
Dissertations & Theses – reviewed and recommended by DHDC > submitted to Faculty > reviewed by REC and HHDC and approved by HHDC > once approved, submitted to BOF and SHDC for noting.	3	Proposal Template
Major revisions – made by student, under supervision, using track changes or highlights > submitted with a cover letter responding to HHDC or REC feedback > submitted to Faculty to follow above process.	3	Proposal Template
<i>During the research process</i>	5-11	
Signing of the Supervisor-Agreement Form > submitted to Faculty	8	SV Agreement
Applications for change of supervisor, change of title, abeyance, or extension.	9	HD One-Stop Form Sections 1-4
<i>Submission for assessment</i>	12-14	
NAC and assessors – SV nominates NAC and assessors > NAC or HOD recommends > submitted to Faculty > reviewed and approved by HHDC > once approved, submitted to SHDC for noting	12	HD One-Stop Form Section 5
Submission – SV and student screen for plagiarism and SV gives permission to submit > student submits to Faculty	13	HD One-Stop Form Section 7
Supervisor report – SV prepares report > submits to Faculty	14	
<i>Assessment results</i>	15-16	
Receipt of results – Faculty receives results and chases up with defaulting supervisors, with assistance from NAC when required. Reports and NAC form are submitted to NAC and SV	16.25	
Integration of non-conflicting results – NAC follows procedures for integrating results, according to guidelines in letter from Faculty, within 7 days. Student proceeds immediately to make corrections – see below.	16 16.25 Tables 2-3	NAC Report
Integration of conflicting results – NAC follows procedures for handling conflicting results, according to the guidelines in letter from Faculty, and recommends a way forward within 7 days. Corrections by student must wait for finalisation of the way forward.	16 16.25 Tables 4-5	NAC Report
Approval of results – HHDC reviews NAC report and assessor reports and finalises decision > HHDC approves MA results > SHDC approves D results	17	
<i>Finalisation of dissertation/thesis</i>	17	
Correction of dissertation/thesis – SV provides copies of assessment reports (stripped of assessor name and mark) to student and supervises corrections (minor or major) > students draft letter on how changes were made > submit to Faculty if reassessment required	17	One-Stop Form Sections 6
Finalisation of dissertation/thesis – once dissertation/thesis is approved and final corrections made > submit to Faculty	17	One-Stop Form Sections 8-10

Abbreviations: BOF – Board of Faculty; DHDC – Department Higher Degrees Committee; HHDC – Humanities Higher Degrees Committee; NAC – Non-Assessing Chair; REC – Research Ethics Committee; SHDC – Senate Higher Degrees Committee; SV - Supervisor