

NAC and Supervisor Duties, in Chronological Order (modified from a document created by Catherine Botha)

- 1) The Departmental Higher Degrees Committee (DHDC) Chair/PG Coordinator is responsible for
a) asking students to send their **proof of registration**, and b) posting those on SharePoint.
- 2) The supervisor is responsible for sending the signed **student-supervisor agreement** to the DHDC Chair/PG Coordinator who will upload it onto the department's SharePoint folder. This form must be discussed with, and signed by the student (and supervisor), and sent to the Faculty Office(r) (FO) within a month of registration.
- 3) The DHDC Chair/PG Coordinator is responsible for sending the **DHDC-approved proposal** (that now must include the departmental acceptance letter that the PG Coordinator must issue after the proposal is accepted) to the Faculty officer (must be sent within 6 months after registration at MA level, and 9 months at PhD level).
- 4) Supervisors to discuss **possible assessors** with DHDC. The assessor suggestion mail must include detailed CVs and/or online profiles and highlight any possible conflicts of interest, as well as details of when last that assessor was used by the department (to prevent exhaustion of assessors).
- 5) The Non-Assessing Chair (NAC) must **approach the DHDC-approved potential assessors** after receiving the go-ahead from the supervisor.
- 6) The NAC is responsible for sending the **completed one-stop form (OSF)** (that must be signed by the supervisor/s) and the **CVs of the assessors** who have accepted to the Faculty officer so that the Faculty officer can forward those documents to the FHDC for approval.
- 7) The NAC is responsible **for following up** with the faculty officer whether the FHDC has accepted the assessors if notification is received in a reasonable time.
- 8) The supervisor is responsible for the submission of the OSF in the case of **application for interruption/title change**. These must first be approved by the DHDC, and the supervisor must ensure the NAC is aware and has written their name in the right spot on the form.
- 9) The supervisor is responsible for the **submission of theses/dissertations** plus all supporting documents to the Faculty officer. The NAC must add their name to the one-stop form, and should be copied into the submission email so that they have access to all documents.
- 10) The NAC is responsible **for following up** after 6 weeks with the faculty officer as to the status of the assessor reports. The NAC might be asked to directly contact the assessors if the faculty officer is struggling to reach them. The supervisor may under no circumstances communicate with the assessors during the examination process.
- 11) The NAC is responsible for **writing up the NAC report in the allotted time** (7 days) and sharing it and the assessor reports with the Faculty officer and the supervisor.
- 12) The NAC is responsible **to set up the Oral Defence (formerly 'viva')** in collaboration with the supervisor, student, office manager/secretary, and the assessors.
- 13) If required, the office manager/secretary is responsible for **booking the venues and ICS support** for the Oral Defence (if applicable), but the NAC needs to provide the information well in advance.
- 14) The NAC is responsible for writing up the **final report after the Oral Defence** (applicable at PhD level) and sending it to the Faculty officer, copying in the supervisor/s.
- 15) The supervisor is responsible for **making sure corrections are made within 6 months and that the thesis/dissertation is resubmitted/finally submitted** within the allotted times. The NAC should be copied into this.
- 16) The supervisor is responsible for following up with the faculty officer to ensure that the student is on the **graduation list**.