

Proposal, One-Stop Form & Results Checklist for Faculty Officers

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A. Checking Proposals

Supervisor-Student Agreement

- Has one been submitted with the proposal?
- Has it been signed by both the student and the supervisor (plus one or more co-supervisors, if relevant)?

The proposal itself

Use the checklist at the front of the proposal to check if the study is 4IR-related and that the following are present:

- Name and surname of student and student number
- Degree ticked off and title **inserted in title case**
- Supervisor/s listed with staff numbers
- Check registration date is inserted and reflects correctly (student must be fully registered NOT pre-registered for a proposal to be approved).
- If the proposal is serving late (after 6 months for an MA and after 9 months for a PhD) a letter of explanation from the student and endorsed by the supervisor must be attached.
- Ethics must be ticked, if ethics is required and all ethics docs must be attached at the back.
- All signatures must be present at the end of the proposal and SSA must also be attached.

B. Checking the One-Stop Form

All One-Stop Form submissions: Information block at the top

- Correct version of the One-Stop Form (**v12 1 March 2023**).
- Correct student surname, initial(s) and student number.
- Correct date of registration.
- Correct FT / PT.
- Department and supervisor (and co-supervisor, if applicable) blocks completed.
- Answered “yes” to the question: “Has the UJ Supervisor-Student Agreement been signed?”
- Correct qualification type ticked (CW MA = minor diss.; Research MA = diss.; D = Thesis).
- **Correct title is completed.**
- **The 4IR block is ticked**
- **UJ Related Sustainable Development Goal (SDG) is ticked.**

Change of Title

- All the information blocks completed on the One-Stop Form (e.g. original title, proposed new title, motivation for title change, etc.).
- Relevant section signed by all parties required (first row of signature blocks).
- When completing the Annexure, you must indicate both the original title and the proposed new title in the information row.
- The title should be in title case.

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Change of Title
Decision	Change of Title - Approved			
Comment	The new title better reflects the research post-fieldwork			
Registration Period	May 2020 - December 2023 (4yrs)(FT)(No breaks in registration)(No previous extension of studies) (No spaces between brackets)			
Information	Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)			
Date	Completion date of Annexure			
Approver	Dr S Zondo and/or Prof F Nganje (Bold the name of the approver)			

Change of supervisor

- All the information blocks completed on the One-Stop Form (e.g. proposed new supervisor, proposed new co-supervisor, motivation for supervisor change, etc.)
- Is the information the same as on ITS?
- Relevant section signed by all parties required (first row of signature blocks).
- When completing the Annexure, you must indicate both the original supervisor (and/or co-supervisor) and the proposed new supervisor (and/or co-supervisor) in the information row.

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Approval of Co-Supervisor
Decision	Appointment of Co-Supervisor – Approved			
Comment	Additional co-supervisor to assist the student with advanced research skills			
Registration Period	March 2021 – December 2023 (3yrs)(FT)(No breaks in registration)(No previous extensions of studies)(No spaces between brackets)			
Information	Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)			
Date	Completion date of Annexure			
Approver	Dr F Ballim and/or Prof P Moodley (Bold the name of the approver)			

Interruption of Studies

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).
- Motivation letter by the student.
- If the reasons are **medical**, supporting documents from medical professionals are required.
- If the reasons relate to **mental health**, supporting documents are required from a psychologist or psychiatrist.

- Check on **ITS and previously approved combined annexures on the Faculty OneDrive** whether the candidate has been granted an interruption of studies before. If so, mention it in the **registration period** row on the Annexure. E.g. **(Previous interruption of studies approved from 1 November 2022 until 31 May 2023)** or **(No previous interruption of studies approved)**.
- Interruptions are not awarded for longer than 12 months.
- All interruptions end on 31 Dec. No matter what the request says on the One-Stop Form, you indicate the period of interruption on the Annexure block as ending on 31 Dec. Here's the policy (6.4) on this:

In the Faculty of Humanities, interruption requests will be approved for a period that ends no later than 31 December of the year in which the request was received. If the request is received towards the end of the year, interruption may be awarded for the following year (that is, 1 January to 31 December of the following year). In the latter case, the year during which the request was submitted will count as a full academic year and the period of interruption will commence during the subsequent year. Supervisors may request any period that complies with the foregoing restrictions, but the FHDC will assess individual cases to determine how much time is fair/appropriate/reasonable

- When completing the Annexure, you must indicate when the interruption period begins and ends, with dates, months and years. E.g.: **(Previous interruption of studies approved from 1 November 2022 until 31 May 2023)** or **(No previous interruption of studies approved)**.
- When completing the Annexure, you must indicate the reason(s) for the request in the comment row. Don't simply copy-and-paste the motivation on the One-Stop Form, but read both the student's motivation letter and the motivation on the One-Stop Form, and then paraphrase in one short sentence the essence of the request. In most cases it would simply be one or more of the following:
 - (a) medical reasons;
 - (b) mental health reasons;
 - (c) financial reasons (letter by student);
 - (d) change in employment situation (letter by student and letter from employer);
 - (e) death in the family (letter and death certificate by student).

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Interruption of Studies
Decision		Interruption of studies approved from 1 June 2023 until 31 December 2023		
Comment		Student became a father and this delayed his work for his degree. He also acquired employment and this has placed a further significant limitation on his time to complete his write up		
Registration Period		February 2021 – December 2023 (3yrs)(FT)(No breaks in registration)(No previous extension of studies) (No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date		Completion date of Annexure		
Approver		Dr S Zondo and/or Prof F Nganje (Bold the name of the approver)		

Extension of Studies

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).
- Motivation letter by the student.
- Supporting documents are permitted but not required.

- Check on **ITS and previously approved combined annexures on the Faculty OneDrive** whether the candidate has been granted an extension of studies before. If so, mention it in the **registration period** row on the Annexure. E.g. **(Previous extension of studies approved from 1 November 2022 until 31 May 2023) or (No previous extension of studies approved).**
Extensions are not awarded for longer than 12 months.
- You may indicate on the Annexure the same period that the candidate is requesting in the One-Stop Form, but be prepared that the FHDC will probably change it, usually to end on 31 May or 31 Oct of that year.
- When completing the Annexure, you must indicate when the extension period begins and ends, with dates, months and years. E.g.: **(Previous extension of studies approved from 1 November 2022 until 31 May 2023) or (No previous extension of studies approved).** When completing the Annexure, you must indicate the reason(s) for the request in the comment row. **Don't simply copy-and-paste the motivation on the One-Stop Form, but read both the student's motivation letter and the motivation on the One-Stop Form, and then paraphrase in one short sentence the essence of the request.** In most cases it would simply be one or more of the following:
 - (a) medical reasons;
 - (b) mental health reasons;
 - (c) financial reasons (letter by student);
 - (d) change in employment situation (letter by student and letter from employer);
 - (e) death in the family (letter and death certificate by student).

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Extension of Studies
Decision		Extension of studies approved from 1 November 2023 until 31 May 2024		
Comment		During 2023 she experienced both personal difficulties and sickness, and this has delayed her progress		
Registration Period		February 2020 – December 2023 (4yrs)(FT)(No breaks in registration)(No previous extension of studies) or (Previous extension of studies approved from 1 June 2023 until 31 October 2023) (No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date		Completion date of Annexure		
Approver		Prof P Rugunanan (Bold the name of the approver)		

Change from FT to PT or PT to FT

- All the information blocks completed on the One-Stop Form.
- Correct date of registration.
- Relevant section signed by all parties required (first row of signature blocks).
- Check on the system whether the candidate has been granted an extension or interruption of studies before. If so, mention it in the registration period row on the Annexure.
- Check on the system if there is any information on the candidate having received a bursary. If so, mention it in the comments row on the Annexure.

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Change in Offering Type
Decision		Change in offering type from Full-Time to Part-time - Approved		
Comment		Work commitments		
Registration Period		February 2023 – December 2023 (1yr)(FT)(No breaks in registration)(No previous extension of studies) (No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date		Completion date of Annexure		
Approver		Dr S Sparks and/or Dr S Zondo (Bold the name of the approver)		

Nomination of NAC and Assessors

- All the information blocks completed on the One-Stop Form, esp. NAC info.
- Relevant section signed by all parties required (first row of signature blocks).
- Departments are not compelled to appoint backup assessors but it should be indicated that a backup assessor will be drawn from the pool of approved assessors.
- CVs of all assessors, including the backup assessor if there is one.
- Check that none of the assessors are from the same institution.
- Check that the assessors comply with policy (12.2) regulations:

For a minor dissertation at least two assessors, both holding at least a master's degree in the particular discipline or cognate discipline, must be appointed, at least one of whom must be external to the University.

For a research dissertation at least two external assessors must be appointed, one of whom must have a doctoral qualification while the other may have as highest academic qualification a master's degree in a particular or cognate discipline. These assessors must be external to the University

For a doctoral thesis at least three assessors should be appointed. All assessors must hold a doctoral degree and be external to the University. At least one assessor must be from outside South Africa.

- Ensure that the backup assessor complies with policy (12.2) regulations:

The CV of the backup assessor must be included together with the CVs of the other assessors as part of the submission. (This should not be confused with an "additional assessor", who is only appointed in certain cases related to conflicting results.) For doctoral assessments, the back-up assessor must be an international scholar and hold a doctoral degree. For research master's assessments, the backup assessor must be unaffiliated with UJ and hold a doctoral degree. For coursework master's assessments, the backup assessor must be unaffiliated with UJ and hold at least a master's degree.

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Approval of Assessors and NAC
Decision		Prof C Ouma (University of North Carolina)(Assessor 1) – Approved Dr J Masterson (University of Sussex)(Assessor 2) – Approved Dr R Fasselt (University of Pretoria)(Assessor 3) – Approved Dr T Tsehloane (NAC) – Approved		
Comment		Backup assessor will be drawn from the pool of approved assessors		
Registration Period		January 2020 – December 2023(4yrs)(FT)(No breaks in registration)(Previous extension of studies approved from 1 November 2022 until 31 May 2023) (No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date		Completion date of Annexure		
Approver		Prof A Oksiutycz-Munyawiri and/or Dr S Sparks (Bold the name of the approver)		

Permission to submit for assessment

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).
- This item does not go to the FHDC.

Nomination of additional assessor

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).
- CV of additional assessor.
- Check that the total number of assessors still complies with policy regulations (see above) if the additional assessor replaces the relevant original assessor.
- When completing the Annexure, explain in the comments row why an additional assessor is being appointed. This may require searching through old Annexures to find the relevant former decision(s).
- The same information is communicated to an additional assessor when sending out the dissertation/thesis to him/her as with any other assessor. S/he does not get any information about the other assessment outcomes and results, or even that earlier assessments have taken place. No documentation relevant to the other assessments is shared with this assessor (e.g. NAC forms, NAC reports, supervisors' reports, assessor reports, narrative reports, etc).

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Approval of Additional Assessor
Decision		Mr/Ms/Dr/Prof (No full stops and only initials of assessor) (University of Pretoria)(Additional Assessor) – Approved (No spaces between brackets)		
Comment		A former round of the assessment produced conflicting results; an additional assessor is required.		
Registration Period		January 2022 – December 2023 (2yrs)(PT)(No breaks in registration)(No previous extension of studies) (No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date		Completion date of Annexure		
Approver		Prof B Barnes (Bold the name of the approver)		

Nomination of expert advisor

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).
- CV of expert advisor.
- When completing the Annexure, explain in the comments row why an expert advisor is being appointed. This may require searching through old Annexures to find the relevant former decision(s).
- When sending out the dissertation/thesis to the expert advisor, s/he receives all documentation relevant to the other assessments (e.g. NAC forms, NAC reports, supervisors' reports, assessor reports, narrative reports, etc).

#	Surname, Initials	Student Nr	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Approval of Expert Advisor
Decision		Mr RD Henwood	(No full stops and only initials of assessor)	(University of Pretoria)(Additional Assessor) – Approved (No spaces between brackets)
Comment		A former round of the assessment produced conflicting results; an additional assessor is required.		
Registration Period		January 2022 – December 2023 (2yrs)(PT)(No breaks in registration)(No previous extension of studies) (No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date		Completion date of Annexure		
Approver		Prof B Barnes (Bold the name of the approver)		

Permission to submit for reassessment

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).

#	Surname, Initials	Student Number	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Assessment
Assessor Results		Ass 1 (Surname of Assessor) Resubmission	Ass 2 (Surname of Assessor) Resubmission	Final: N/A
Decision		Corrections to be addressed and submitted to Assessor 1/2/3 for final adjudication		
Comment		Assessor 1/2/3 Requested a re-submission, student to do extensive corrections and re-submit after the corrections has been concluded		
Registration Period		January 2020 – December 2022 (3yrs)(PT)No breaks in registration)(No previous extension of studies)(No spaces between brackets)		
Information		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)		
Date of First Submission		31 October 2022		
Date		Completion date of Annexure		
Approver		Prof D Du Toit and Prof A Van Breda (Bold the name of the approver)		

Final submission for graduation

- All the information blocks completed on the One-Stop Form.
- Relevant section signed by all parties required (first row of signature blocks).
- Letter indicating amendments.
- CV (100 words) & laudation (150 words) for D students.
- This item does not go to the FHDC but is important for the SHDC agenda.

C. Checking Results

- All the information completed correctly on the NAC form / Summary Report form.
- All required signatures are present on all the submitted documents.
- All the required documents are present and scanned in the correct order:
 - (a) NAC form / Summary Report Form
 - (b) NAC narrative report
 - (c) Assessor 1 form
 - (d) Assessor 1 narrative report
 - (e) Assessor 2 form
 - (f) Assessor 2 narrative report
 - (g) Assessor 3 form (in the case of a D)
 - (h) Assessor 3 narrative report (in the case of a D)
 - (i) Supervisor's report
- Check that the sequence in which the assessors appear on the NAC form is the same as the sequence in which the assessor reports are scanned in the pdf document.
- When an Oral Defence (formerly 'viva') took place and one or more of the assessors changed their decision about the outcome, the documents are presented in the following order:
 - (a) NAC form / Summary Report Form after Oral Defence
 - (b) NAC narrative report after Oral Defence
 - (c) NAC narrative report before Oral Defence (if available and different from the one after the Oral Defence)
 - (d) Assessor 1 form after Oral Defence
 - (e) Assessor 1 narrative report after Oral Defence
 - (f) Assessor 1 form before Oral Defence (if available and different from the one after the Oral Defence)
 - (g) Assessor 1 narrative report before Oral Defence (if available and different from the one after the Oral Defence)
 - (h) Assessor 2 form after Oral Defence
 - (i) Assessor 2 narrative report after Oral Defence
 - (j) Assessor 2 form before Oral Defence (if available and different from the one after the Oral Defence)
 - (k) Assessor 2 narrative report before Oral Defence (if available and different from the one after the Oral Defence)
 - (l) Assessor 3 form (in the case of a D) after Oral Defence
 - (m) Assessor 3 narrative report (in the case of a D) after Oral Defence

- (n) Assessor 3 form (in the case of a D) before Oral Defence (if available and different from the one after the Oral Defence)
- (o) Assessor 3 narrative report (in the case of a D) before Oral Defence (if available and different from the one after the Oral Defence)
- (p) Supervisor's report
- Use the correct template block when doing the Annexure. There are different template blocks for CW MA, Research MA and D.
- Double-check the marks on the NAC form by calculating the results and averages yourself.
- Regarding the final mark, in particular, you must feature on the Annexure the mark before it has been averaged between brackets in the decision / final recommendation row, but not in the grey blocks. E.g.: *Awarding of the degree with a dissertation mark of 60% pending corrections being made to the satisfaction of the supervisor(s) and awarding the degree at 70% (averaged from 69.75%) approved.*
- Any mark between **73% and 74% must be adjusted upwards to 75%**. E.g. *Awarding of the degree with a distinction mark of 75% (adjusted upwards from 74.1%) approved.*
- If it is a distinction, add "with distinction" in the decision / final recommendation row AND "cum laude" next to the final mark in the grey block at the top.
- Check whether the marks allocated by the two assessors differ by 15% or more. If so, mention this in the comments row on the Annexure.
- If one of the assessors failed the study or requested a resubmission, indicate this in the Annexure.
- Make sure you are familiar with policy regulations (sections 15-17) on conflicting and non-conflicting post-graduate results.

Examples of Annexures:

PhD

#	Surname, Initials	Student Number	Qualification		Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)		Approval of Assessment
Assessor Results		Ass 1 (Surname of Assessor) Approved with minor corrections	Ass 2 (Surname of Assessor) Approved	Ass 3 (Surname of Assessor) Approved	Final: Approved with minor corrections
Final Recommendation	Recommend to SHDC the awarding of the degree pending corrections being made to the satisfaction of the supervisor(s)				
Comment	Oral Defence was held on (Date of Oral Defence) – the examiners abided by their decision of approved and approved with minor corrections to the satisfaction of the supervisor(s)				
Registration Period	January 2018 – December 2023 (6yrs)(PT)(No breaks in registration)(No previous extension of studies)(No spaces between brackets)				
Date of Submission Information	11 May 2023				
Date Approver	Title: In title case				
	Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC)				
			Completion date of Annexure		
			Prof L Otto and/or Prof A Oksiutycz-Munyawiri (Bold the name of the approver)		

MA (RD)

#	Surname, Initials	Student Number	Qualification		Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)		Approval of Assessment
Assessor Results		Ass 1 (Surname of Assessor) Approved with minor corrections – (Insert %)	Ass 2 (Surname of Assessor) Approved with minor corrections – (Insert %)		Final: (Insert average final mark%) (Cum Laude)

Decision	Awarding of the degree with (Insert average final mark%) approved pending corrections being made to the satisfaction of the supervisor.
Comment	
Registration Period	February 2021 – December 2023 (3yrs)(FT)(No breaks in registration)(No previous extension of studies)(No spaces between brackets)
Date of First Submission for Assessment Information	Date when submission is received
Date Approver	Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC) Completion date of Annexure Prof P Moodley and/or Prof M Pritchard (Bold the name of the approver)

MA (CW)

#	Surname, Initials	Student Number	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Approval of Assessment
Assessor Results		Ass 1 (Surname of Assessor) Approved with minor corrections – (Insert %)	Ass 2 (Surname of Assessor) Approved with minor corrections – (Insert %)	Ave: (Insert average % of dissertation marks) C/W: (Insert average % of CW marks) Final: (Insert average % of dissertation and CW marks)
Decision		Dissertation mark of (average % of dissertation marks) approved, pending corrections being made to the satisfaction of the supervisor and awarding of the degree with a final mark of (average % of dissertation and CW marks)(rounded up from 65.9% or rounded down from 65.3%)		
Comment				
Registration Period		January 2021 – December 2023 (2yrs)(FT)(No breaks in registration)(Previous extension of studies approved from 1 November 2022 until 31 May 2023)(No spaces between brackets)		
Date of First Submission Information		Date when submission is received		
Date Approver		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC) Completion date of Annexure Prof P Moodley and/or Prof M Pritchard (Bold the name of the approver)		

Discrepancies in marks from assessors

#	Surname, Initials	Student Number	Qualification	Decision
			MA/PhD – Name of Qualification as per ITS (RD)/(CW)	Approval of Assessment
Assessor Results		Ass 1 (Surname of Assessor) Approved – (Insert %)	Ass 2 (Surname of Assessor) Approved with minor corrections – (Insert %)	Final: N/A
Decision		Since the marks differ by 15%, the FHDC instructs the NAC to facilitate a discussion between the assessors to arrive at a joint recommendation. If successful, the assessors should resubmit their assessor's report forms and assessor's narrative reports, and the NAC must resubmit all the required forms to reflect the new results. If unsuccessful, the NAC should inform the Faculty Office to appoint a third assessor from the pool of assessors appointed in the last two years or should nominate a third assessor by submitting a One-Stop Form.		
Comment				
Registration Period		January 2021 – December 2023 (3yrs)(FT)(No breaks in registration)(Previous extension of studies approved from 1 November 2022 until 31 May 2023)(No spaces between brackets)		
Date of First Submission Information		Date when submission is received		
Date Approver		Title: In title case Supervisor: Mr/Ms/Dr/Prof (No full stops and only initials of supervisor) NAC: Mr/Ms/Dr/Prof (No full stops and only initials of NAC) Completion date of Annexure Prof P Moodley and/or Prof M Pritchard (Bold the name of the approver)		