

Proposal preparation

The student (MSc/PhD) finalises the proposal with the supervisor(s)



The student presents the proposal before the Department's higher degrees committee and senior staff members for departmental approval



The student/supervisor send approved Proposal, R1 project registration form (with abstract), agenda and attendance list of seminar presentation, proof of registration and english language editing letter to Faculty Research Committee for Faculty approval



The Faculty Research Committee approves the proposal and provides a signed proposal approval letter and sign the R1 project registration form



The student/supervisor uses proposal evaluation approval form and the signed R1 project registration form to apply for ethics approval through Faculty Ethics Committee according to Faculty ethics Committee check list



When ethics clearance certificate has been received, student/supervisor applies for UHDC approval through Faculty Research Committee using UHDC submission form for proposal approval, signed faculty proposal approval form, ethics clearance certificate and if necessary, the appointment of external supervisor form

Checklist of documents for each step:

1. Proposal preparation according to proposal policy guidelines attached to package
2. Timeframes to adhere to:
 - A Masters proposal should be submitted and approved by the UHDC within a maximum of six months from registration.
 - A Doctoral proposal should be submitted and approved within a maximum of twelve months from date of registration.
1. The student presents the proposal before a departmental seminar with senior staff members and listen to comments and suggestions to approve the proposal before submitting the final completed , corrected and signed proposal to Faculty Research Committee Chair for final approval

Use Proposal approval Checklist 1:

1. Approved and corrected signed final proposal
2. Submission for proposal evaluation form
3. R1 project registration form with abstract
4. Proof of registration
5. Language editing letter by a senior staff member in the department
6. Agenda of Departmental proposal presentations
7. Signed attendance list of meeting
1. Deputy Dean: Research and Postgraduate studies and Executive Dean signs R1 project registration form and proposal evaluation form and sends it back to Supervisor/student to apply for ethics

Use Ethics checklist:

1. Ethics documents as per checklist from Faculty Ethics Committee through the Departmental Ethics committee member to Faculty ethics committee
2. Add signed R1 project registration form
3. Add signed Faculty proposal approval form

Use Proposal approval checklist 2:

1. UHDC submission form for proposal approval
2. Signed soft copy of proposal if any changes were made after ethics application to the methodology
3. Ethics clearance certificate
4. Appointment of external supervisor's form if necessary