

## **Step-by-step Procedure to follow to get a Master or Doctoral proposal approved by Faculty Higher Degrees Committee before applying for ethics clearance**

- Student must be registered first for the degree through all the procedures followed in the department
- Supervisor(s) must be appointed – if main or co-supervisor is from another institution and not from UNIVEN, then they must be appointed and the form for this specific appointment must be submitted with checklist 1. The appointment of supervisor form is available on website.
- The student/supervisor(s) work on proposal and finalise proposal according to proposal writing guidelines and adhere to policy timelines for final approval by UHDC for student proposals
- The student presents the proposal before the Department's higher degrees committee and senior staff members for departmental approval. The meeting must have an agenda, an attendance list and the minutes must be taken during the meeting for the student to have feedback on the proposal. This meeting is arranged through the Faculty Higher Degrees Committee member in the Department
- The student/supervisor 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 together with all the other documents as shown in checklist 1 [Proposal approval form].
- The Faculty Research Committee approves the proposal and provides the FHDC Chair the signed checklist 1 [Proposal approval form] with all the other required documents with all the attachments as required by each document and HoD recommendation and signature
- The FHDC Chair do the final QA checks and signs the checklist 1 [Proposal approval form] form and R1 project registration form. The project registration form is send for signature and recommendation to the Executive Dean and it is send to Research to be registered.
- The Research send the registration number to the FHDC Chair. This registration number is sent together with the proposal approval letter to the student/supervisor via the Faculty Higher Degree Committee member in the Department for the student/supervisor to request for ethics clearance.