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### Application procedure for potential PhD candidates into the Department of Conservation Ecology and Entomology

- Step 1.** Find a supervisor/co-supervisor from within the Department of Conservation Ecology and Entomology (ConsEnt) (a list of staff members supervisors can be found here: <http://www.sun.ac.za/english/faculty/agri/conservation-ecology/staff/academic-teaching-staff>). Please contact to the potential supervisor and send them a copy of your CV and a covering letter, and only if they agree to supervise you, can you then move to step 2.
- Step 2.** Apply to Stellenbosch University for a PhD. The application and admission information and can be found here: <http://www0.sun.ac.za/pgstudies/howtoapply.html>. Please indicate who your supervisor will be on the application form.
- Step 3.** The supervisor will then receive the application from the Admissions Office. The supervisor and PhD student will need to complete a Faculty of AgriSciences “Recommendation for Admission of Candidate to Doctoral Studies” form. The supervisor is only able to apply for a “conditionally selected candidate” at this point (i.e. students with their MSc pending, supervisors are required to tick the second option or for those with a MSc please tick the third option. Please note the thesis title and 750-word project proposal is no longer required at this point.
- Step 4.** If the student is conditionally accepted, then they need to register with this University and apply for a study visa (if relevant). The provisional acceptance is valid for one year, and the student will be registered as a full time student (i.e. they are able to get bursaries, etc.). This would effectively be the first year of the student’s PhD. During this period the student should apply for permits or ethical clearance if necessary.
- Step 5.** *Within one year of provisional acceptance, the candidate’s project will need to be evaluated by an ad hoc Department of Conservation Ecology and Entomology assessment panel **and** the Faculty Research Committee. We strongly recommend that this be done within six months of registering. If any problems arise (i.e. the proposal is rejected or requested to be resubmitted from either committee or the Faculty Research Committee meetings are not within your timeframe) and a year elapses since registering, the PhD student will be deregistered and they will be unable to continue with their degree.*

The assessment panel will consist of 2-3 researchers with PhDs who will assess the scientific merit of the proposal. This assessment involves writing a 750-word proposal and a full proposal which must be sent to the departmental committee one week before the presentation, as well as the student presenting an oral proposal to the Department of Conservation Ecology and Entomology. If this proposal is acceptable to the assessment panel then they will recommend via the Chair of Conservation Ecology and Entomology to the





Faculty Committee that the student be finally accepted. The supervisor at this point needs to resubmit the “Recommendation for admission of Candidate to Doctoral Studies” and tick the “Successful candidate, finally selected” option and fill in the details about the proposal, we recommend the supervisor also attaches the PhD proposal form (although this is not a faculty requirement). The form will also have to include the thesis title and the 750 word abstract. This will then be evaluated by the Faculty Research Committee. The Faculty Committee and Senate have the final say with regards to full admission. If the supervisor and student want to use this panel as an internal animal ethics committee as well, they would need to add a subsection to their proposal which includes the sub-headings below.

**NB:** Final admission is also contingent upon there being sufficient funding for the student’s bursary (or other sources of funding for support), for registration fees, and for running the project. This must be fully clarified with the supervisor right from the beginning.

#### **Animal ethics considerations:**

Proposals that do include animals that need ethical clearance (vertebrates) should submit a second proposal that addresses the following points:

1. Selection of methods (why did you choose this method, are there ethically better alternatives)
2. Relevant references that support the use of your methods
3. Provide details about the procedures that will be used during the handling of the animals
4. List the level of experience of the person that will be responsible for the handling of the animals
5. List the parameters that will be used to monitor the condition of the animals during the study (also include an example of a monitoring sheet)
6. What are the humane end points (i.e. at what level of stress will the project be terminated or that specific animal removed from the project)
7. What procedures are in place if the condition of an animal deteriorates during the study (e.g. euthanase, veterinary help)

