FMHS Prep Year 1 Milestones

Tygerberg Doctoral Office

January

MOU/NDA

__Academic environment__ **assigns supervisor(s) on acceptance.** Successful applicants receive an entry email and should submit their signed MOU/NDA documents within 2 weeks of receipt of the email.

February

DRAFT PROPOSAL

Students should enter into regular contact with their supervisor(s) with the aim of submitting their draft proposal as soon as possible.

March

April

REVIEW CONFIRMATION

- Supervisor confirmation
- Completed Form A3 review checklist
- Summary report by chair/all reviewer reports
- Turnitin report
- Final, edited proposal

REVIEW PROCESS

Within **6 MONTHS**, students should complete a faculty proposal review process and submit documents to tyg-phd@sun.ac.za.

May

June

ETHICS PROCESS

Continue right away to apply for ethics approval to the most suitable Research Ethics Committee within SU:

- ACU
- BES
- HREC
- SBER

ETHICS CONFRIMATION

On receipt, submit formal ethics approval letter bearing student name to tyg-phd@sun.ac.za. While waiting on this, you are welcome to begin drafting your dissertation.

July

August

September

GOVERNANCE

The acceptance pack will first serve at the Committee for Postgraduate Research, then the Faculty Board, and finally at Senate. The whole process takes approximately **3 MONTHS**.

DATA COLLECTION

Once you have received ethics approval you should start your research activities as soon as possible. An acceptance pack will be prepared for Senate approval.

October

PROGRESS REPORTS

An annual progress report will be requested in October. Pre-ethics students will need to complete a form, and post-ethics students' supervisors will be asked to complete an online form.

REGISTRATION CHANGE

Your registration will be converted from the preparatory module to the relevant PhD programme once you have completed the milestones outlined above.

November

December

__Please click here to visit our website for more information__

This is an informal visual aid. Please consult the SU Yearbook (and FMHS Guidelines) for official programme requirements.