

Standard items on the agenda of the FMHS Committee for Postgraduate Research (CPR) include the nomination of research degree supervisors and examiners, applications for the interruption of research degree studies, and changes of research degree project titles. These are placed on the agenda via Departmental PPC reports in Senate format. These reports are submitted by email to Tyg-PhD@sun.ac.za and copied to mjantjies@sun.ac.za . For more detail, please consult the [Guiding Document on drafting a PPC report](#). *No PPC report may be submitted unless the chair of the PPC has had the opportunity to approve its content.* Note: Please send all submissions sooner rather than later, as final SU cut-off dates lead tightly into bi-annual graduation cut-off dates as determined by the SU Senate.

The **nomination of examiners** for research masters and doctoral degrees, is placed on the agenda via PPC reports accompanied by a [Nomination of examiners form](#) (either for [Research Masters](#) or for [Doctorates](#)), and a short CV of each external examiner. No research masters thesis or doctoral dissertation may be sent for examination before the approval of examiners by the CPR. Examiners should be nominated six months before students submit their work for examination. As far as possible, one internal SU examiner and two external examiners should be nominated for each doctoral candidate. A PhD examiner should hold a doctoral degree. For more information about eligibility for PhD examination, [click here](#).

Certain items are placed on the agenda by the head of the Tygerberg Doctoral Office once particular SU milestones have been met:

The **approval of a PhD research project** is placed on the agenda by the Secretary after the successful review process and once the clearance letter from the relevant Ethics committee, bearing the name of the candidate, has been submitted to the Tygerberg Doctoral Office. All candidates should aim to apply for ethics clearance within six months from entry into the programme.

Note 1: This submission includes the formal nomination of the supervisors. The percentage contribution of both internal and external supervisors should be indicated at this juncture. The following mechanism should be used to capture the % division of supervision accurately, both for internal and external supervisors: An identity for the external supervisor should be created on SUN-id and in the process, the individual should be connected to the correct department where they are delivering supervision. The person is linked to the relevant student as usual, but the person is identified as "external" and found on the NAO/PAS search function using their US number (as created in SUN-id). This allows for both an accurate depiction of supervision workload and the correct flow of funds to the environment.

Note 2: The title on a doctoral dissertation should in all cases correspond to the Senate-approved title. Should a title change be required, this should be motivated via a departmental PPC report. Should any change in focus, scope, or depth be implied, the student may well be required to conduct a new proposal review process, followed by a revised ethics application.

Note 3: The review and acceptance of a student's project and title cannot be processed at the CPR if a candidate has entered the programme without formal online acceptance to study at Stellenbosch University. Initial application and selection into the PhD programme occurs online, via the SunStudent student information system.

The approval of **PhD results** is placed on the agenda once the final supervisor report, final dissertation, and list of corrections have reached the Tygerberg Doctoral Office following the oral examination held at the end of the examination process. Supervisor reports may be prepared in advance of the oral, so that only edits necessitated by the oral remain. The final supervisor report, final dissertation and notice of corrections, all in PDF format, may be attached to an email to medphd@sun.ac.za (this address only) directly after the oral presentation.

Supervisor motivations for a student to exceed the **maximum duration** of a PhD are required six months before the maximum registration period is reached. Please see this [information sheet](#) on the maximum duration provisions. These motivation letters are scrutinised by the CPR, Faculty Board and Senate. They are requested together with the annual progress report by October each year, for every PhD student in year 5 or later who has not submitted a dissertation for examination by 14 October. These motivations may be sent to tyg-phd@sun.ac.za.

Calendar entries or edits are placed on the agenda via departmental postgraduate committee reports. Please note the turnaround time from CPR submission to Calendar inclusion is more than a year, as a result of the different levels of scrutiny and approval. As the yearbook is published once per annum, earlier submission will not expedite the process. Calendar items may be submitted in October or November for inclusion in the agenda of a January meeting of the CPR, leading to a Calendar entry in the following academic year.

