



THE PROCESSES TO BE FOLLOWED FOR A DOCTORAL RESEARCH PROPOSAL

1. The *candidate* (student) prepares the doctoral proposal in consultation with the promotor (this can take several months).
2. The *promotor* approves the proposal.
3. The *promotor* identifies members of the admissions committee and submits their names to the Dean.
4. The *Dean* approves the composition of the admissions committee.
5. The *promotor* arranges a meeting of the admissions committee and sends copies of the research proposal to each member.
6. The *promotor* ensures that the student's application has been processed and that he/she has a student number.
7. The *admissions committee* meets and takes a decision on the proposal.
8. If the proposal is accepted, it is sent to the Faculty Secretary with the necessary recommendation (150-250 words) or it is referred to the candidate for revision.
9. All proposals must be received by the *Faculty Secretary* before the relevant submission date for the agenda of the Research Committee.
10. The *chair of the Research Committee* receives the proposals and sends copies to the vice-deans concerned for their scrutiny.
11. If the proposal meets the requirements, the research topic is tabled for the information of the *Research Committee*, and thereafter appears on the agenda of the next *Faculty Board* meeting. If the proposal does not meet the requirements, it is referred back to the admissions committee to be adjusted.
12. Successful research proposals are included in the Faculty Board report to the next *Senate* meeting.
13. The *Senate* approves the Faculty Board report.
14. The *student* may now register.

[Revised: 19 September 2007]