

## MINIMUM STANDARDS REGARDING PhD REGISTRATION

1. The prospective student and possible supervisor(s) come to a verbal agreement regarding a possible field of study.
2. If the supervisor(s) is willing to accept the student, the application form (*Application Form - PhD Registration.pdf*) for registration as a PhD candidate is completed and signed by both the supervisor(s) and the student.
3. The application form and study record of the prospective student shall be submitted to the departmental Admissions Committee for approval and signing by the Chairperson. Typically the Admissions Committee is comprised of at least three persons with PhD qualifications, of which at least two members are not involved in the study, and where at least one person is appointed on the same level as the proposed supervisor(s). The Committee may request additional information (such as a CV) to assist in the decision-making process.
4. The signed form is sent to the Faculty Secretary, who then registers the student, without a dissertation subject. Students are normally only allowed to register for the PhD programme, for the first time, in the first semester. Students who want to begin their studies in the second semester are usually registered as special students for that semester.
5. The student may only, after the first year of registration in the PhD programme, register for further years of study if a formal research proposal, which complies with the requirements set out below, is approved by the Faculty Board. In other words, the research proposals of students, who register for the first time in the first semester (regardless of the exact date), must be approved before or at the first Faculty Board meeting of the following year. Should students, as a result of exceptional circumstances, be allowed to start PhD studies in the second semester (regardless of the exact date), those students' research proposals must be approved before or at the May Faculty Board meeting of the following year.

Students are advised to submit their research proposals on time so that they will have sufficient time to improve the suggestions, if necessary, and still meet the aforementioned due dates, seeing as the approval of, and not only the submission of, the research proposal is required for continued registration. The student's registration expires if the research proposal is not approved as set out above.

The research proposal, typically 20 to 30 pages in length, must be set up in consultation with the supervisor(s) and must contain at least the following information:

- 5.1. A descriptive title.
- 5.2. A comprehensive exposition of the literature relevant to the proposed PhD study, as well as a synthesis and assessment of the most important themes found in the literature.
- 5.3. A clear explanation of the objectives of the study, with particular reference to how it corresponds to already published work and what the expected original contribution of the study will be.
- 5.4. A description of the research methodology that will achieve the stated objectives.
- 5.5. A broad time framework for the study, typically in terms of 4 to 10 activities, and a brief description of the main focus of each activity.

- 5.6. A clear explanation of the infrastructure and equipment (including software, equipment, laboratories, operating costs, etc.) that will be required to complete the study, as well as arrangements that have been made to ensure that the infrastructure will indeed be available.
  - 5.7. A critical self-evaluation of the student's progress to date.
6. The student needs to prepare, in addition to the research proposal, an Executive Summary (maximum of 600 words). Only the following information must be contained in the document:
    - 6.1. The title of the research project.
    - 6.2. Name of the student.
    - 6.3. Name of the supervisor(s).
    - 6.4. The Executive Summary must contain the following numbered sections:
      - 6.4.1. A brief description, as well as the aims, of the research project.
      - 6.4.2. The anticipated unique research contribution(s) of the study.
      - 6.4.3. A broad time framework for the study, typically in terms of 4 to 10 activities.
  7. Once the supervisor(s) is satisfied with the research proposal it is submitted, together with a separate Executive Summary and the prescribed PhD application form, which is signed by both the student and the supervisor(s), to the departmental Admissions Committee. The Admissions Committee may request the candidate to give an oral presentation, and may also request that the research proposal is improved upon and resubmitted for review.
  8. If the supervisor(s) is not satisfied with the research proposal, or if the Admissions Committee believes that further assessment of the research proposal and/or the student's research capabilities are required, then a Candidature Panel will be appointed, comprising the proposed supervisor(s) and at least two expert and experienced people, one of whom must come from outside the home department. The Vice Dean: Research must approve the proposed Candidature Panel. Please note that the rejection of a research proposal can only be done on the recommendation of a Candidature Panel.
    - 8.1. The Candidature Panel adjudicates the research proposal. The Candidature Panel may request the candidate to give an oral presentation, and may also request that the research proposal is improved upon and resubmitted for review.
    - 8.2. The Candidature Panel's decision is then made known to the Departmental Admissions Committee for approval.
  9. After final acceptance or rejection of the research proposal by the departmental Admissions Committee, the recommendation form (*Candidature Panel Recommendation - PhD Registration.pdf*) is completed and then sent off, together with the signed prescribed PhD application form as well as the Executive summary and the research proposal, to the Faculty Secretary for inclusion in the agenda (and subsequent approval) of the Faculty Committee.
  10. The recommendation form and the Executive Summary serve at the Faculty Committee for approval. The research proposal is available online in pdf format.
  11. After approval by the Faculty Board, the subject of the dissertation is added to the student's existing academic record.