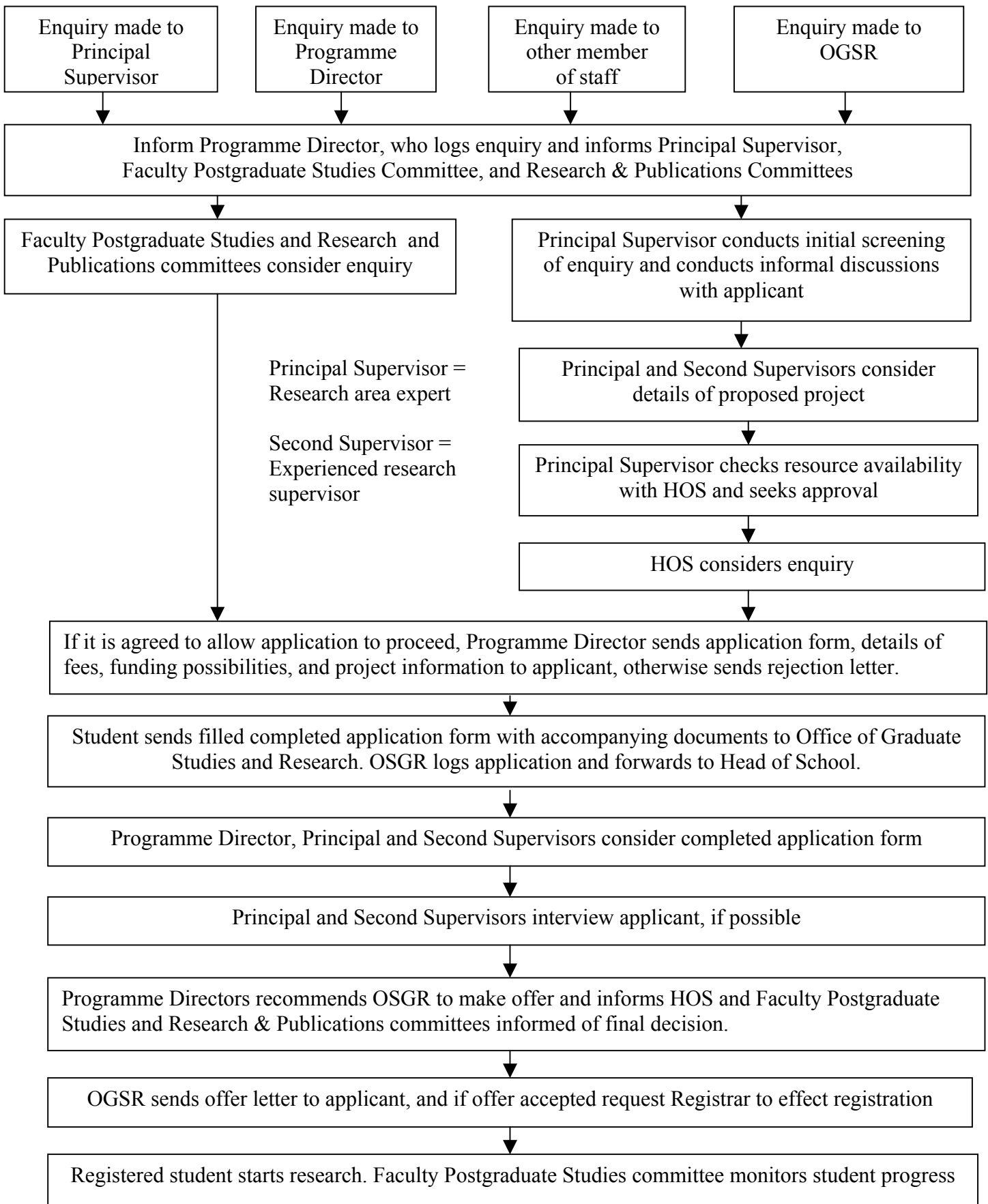


MPhil/PhD POSTGRADUATE RESEARCH DEGREE ADMISSION PROCESS AND CHECKLIST

Effective July 2001

PROCESS



CHECKLIST (to be filled in and signed to ensure all procedures in the admission process are completed.

SCHOOL:

STUDENT'S NAME:

PROGRAMME DIRECTOR'S NAME:

Procedure	Date	Person Responsible	Signature
Log enquiry		Programme Director	
Inform Principal Supervisor (if known), and ask Faculty Postgraduate Studies and Research & Publications committees to consider enquiry.		Programme Director	
Screen enquiry and conduct informal discussions with applicant. Find Second Supervisor.		Principal Supervisor	
Consider details of proposed project		Principal and Second Supervisor	
Check resource availability and discuss details of the project with the Head of School (HOS)		Principal Supervisor	
Obtain approval or otherwise from Postgraduate Studies Ctte (tick result): APPROVED () NOT APPROVED ()		Programme Director	
Obtain approval or otherwise from Research & Publications Ctte (tick result): APPROVED () NOT APPROVED ()		Programme Director	
Obtain approval or otherwise from HOS (tick result): APPROVED () NOT APPROVED ()		Programme Director	
Inform Principal Supervisor of decision.		Programme Director	
Send application forms, details of fees, funding possibilities and project information to applicant, otherwise send rejection letter (tick result): PROCEED WITH APPLICATION () REJECT & END PROCESS ()		Programme Director	
Send this checklist to OGSR (keep copy).		Programme Director	
Receive completed application form and accompanying documents (proof of qualifications, transcript) from Student.		Office of Graduate Studies and Research (OGSR)	
Forward copy of application and this checklist to the Programme Director.		OGSR	
Consider completed application form		Programme Director, Principal and Second Supervisor	
Interview applicant if possible and inform Programme Director of decision		Principal and Second Supervisor	
Inform HOS and Faculty cttes of decision.		Programme Director	
Recommend that OGSR makes offer, or otherwise. RECOMMEND MAKE OFFER () REJECT ()		Programme Director	
Send offer letter to applicant, otherwise send rejection letter. OFFER MADE () REJECT & END PROCESS ()		OGSR	
Receive acceptance of offer from applicant. OFFER ACCEPTED () OFFER DECLINED & END PROCESS ()		OGSR	
Request Registrar to effect registration.		OGSR	
When registration is confirmed, send completed checklist to Programme Director.		OGSR	
Registered Student starts research. Inform Faculty Postgraduate Studies ctte so progress can be monitored.		Programme Director	

Updated June 2001