**UNIVERSITY OF ZULULAND**

**Research and Innovation Office**

**Postgraduate Studies: Faculty Checklist**

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| **Check list before submitting any postgraduate proposal to the Higher Degree Committee/Ethics Committee for approval**  | **Yes/No** | **Action** | **Signature** |
| 1. | The candidate meets the minimum requirements as stipulated in the University/Faculty Prospectus/Calendar.   |  | **HoD** |  |
| 2. | Student complies with the admission processes outlined in the Postgraduate Admission and Registration Policy (Letter of intent submitted)  |  | **HoD** |  |
| 3. | The HoD, with the approval of the Department and the FHDC allocated a suitably qualified Supervisor(s)/provisional supervisor(s) to the candidate |  | **HoD** |  |
| 4. | A presentation/seminar of the proposal was made to members of the Department as required in the Research Proposal Guide  |  | **Supervisor** |  |
| 5. | The applicant is a bona-fide registered student in the University in that particular year  |  | **Supervisor** |  |
| 6. | An agreement/contract was drawn between the supervisor(s) and the student with regard to the responsibilities/expectations of both parties and was duly signed as outlined in MoA guideline. |  | **Supervisor** |  |
| 7. | The proposal was sent to at least two reviewers qualified in the field and comments incorporated before presentation to the panel in the Faculty.  |  | **Deputy Dean** |  |
| 8 | The proposal indicates whether special intellectual rights will or will not emanate from this research |  | **Deputy Dean** |  |
| 9. | The proposal was reviewed by the Faculty Research /Higher Degrees Committee |  | **Deputy Dean** |  |
| 10. | The proposal was reviewed by the Faculty Research Ethics Committee |  | **Deputy Dean** |  |
| 11. | The proposal was approved by the Faculty Board and date noted |  | **Dean/Deputy** |  |