PhD STEP-BY-STEP OUTLINE

1

Prospective Student

2 Protocol Review

Review Feedback at AAC

Prospective student submits CV and 10 page proposal to AAC - shsph aac@up.ac.za
(Min requirement for non-UP graduates:
minimum of 2 published articles*

Supervisor approves protocol for review

Supervisor schedules discussion of reviews with AAC secretariat (15 min during any AAC meeting - chosen from SHSPH meeting schedule) – student and supervisor(s) to attend

INTERNAL PROCESS

- Serves at AAC to appoint reviewer**
- Reviewed by internal reviewer UP Staff**
- Reviewer submits report form to AAC**
- Serves at AAC
 - Supervisor appointed and letter of acceptance sent if approved
 - Letter of rejection sent if not approved
- Accepted student compiles full-length protocol under supervision

REVIEWERS

- Supervisor identifies 1 Internal Reviewer (UP Staff); and 2
 External Reviewers (Non-UP Staff) and sends them protocol and review forms, requesting return of protocol (tracking changes) and signed review forms to student within 4 weeks of receipt ***
- Student addresses reviewers' comments/ recommendations under supervision (with track changes and rebuttal letter)
- Supervisor submits protocol, letter confirming all revisions made together with final protocol, student's rebuttal letter and 3 x review forms to AAC for discussion and approval

AAC APPROVAL

Student obtains AAC approval (if no further revisions required) (Approval letter signed by PhD Coordinator and AAC chairperson)

FINAL REVISION

If AAC suggested further revisions, student revises, gets supervisor's approval and resubmits to AAC

6 Start of Study

IMPORTANT

Maximum 3 years
Compulsory Biannual Progress Reports
submitted via PhD@SHSPH ClickUP
* 30 April and * 31 October

5 Ethics

Student sub

Form A

Student submits online to Ethics Committee. Process explained in compulsory TNM 800/802 module Approval should be submitted to AAC secretariate Student submits to AAC (completed and signed):

 Form A ,MOU, CV, three reviewers' reports and a statistician letter to obtain AAC approval letter

Signed forms etc should be submitted to AAC secretariat

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(7)

Form B

- Appointment of External Examiners
- April Graduation: *End of August
- September Graduation: *End of January
- Serves on AAC
- Signed form should be submitted to AAC secretariat

* Applicable to ad hoc applications. Not applicable to those who received funding/scholarships or those who were recruited by the PhD supervisor

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8 Thesis Submission

- 3-5 Hardcopies & softcopy to Annette Welman
- April Graduation: *End of September
- September Graduation: *End of February

*** In the event of 2 of the 3 reviewers rejecting the protocol - referred back to student to address comments tracking changes, to get supervisor's approval and then re-submit together with a rebuttal letter to reviewers who rejected it

9 Final Phase

THESIS DEFENCE

Not compulsory (nice to have) – scheduled by student and/or supervisor e.g. in Public Health Seminar slot, (even on day of graduation = OK)