**Documentation to be submitted to Postgraduate Committee:**

**Marcel Deysel – EMS Room 2-16**

Note: All forms referred to below can be downloaded from the Postgraduate Committee website

on the following link, except forms for the final report (provided by Student Administration).

<http://www.up.ac.za/en/faculty-of-economic-and-management-sciences/article/30389/postgraduate-committee>

1. **Appointment of Supervisor/Co-supervisor / Promoter/Co-promoter:**

* Form: “Appointment/Change of Supervisor/Co-supervisor, Promoter/Co-promoter”

(EBW 10/08)

* Form to be signed by Head of Department
* For an external supervisor, include a motivation letter and CV of the proposed supervisor

1. **Title registration:**

* Form: “Title registrations: Dissertations/Theses” (EBW 13/502)
* Form to be signed by:
  + Departmental member of Postgraduate Committee, and
  + Head of Department

1. **Appointment of External Examiners:**

* Form: “Recommendation regarding appointment of examiners for dissertations/theses”

(EBW 03/08)

* Dissertation: Details of **3** (three) examiners to be provided (national or international)

Thesis: Details of **5** (five) examiners to be provided (3 national and 2 international)

* Full CV of each proposed external examiner
* Short letter indicating the department’s preference of examiners, and reasons
* Summary of the dissertation/thesis (250 words)

1. **Final report:**

* All examiners’ reports (including each examiner’s recommendation – EBW 19/09)
* Summary of examiners’ recommendations (EBW 20/09)
* Final/Combined report (EBW 13/610 or EBW 13/515) completed and signed by Head of Department
* Report by student stipulating changes/corrections required by each examiner, and how each was addressed
* Report by supervisor confirming that the required changes/corrections have been made
* Draft article (Masters) / Proof of submission of article (Doctorate)
* For Doctorates: Completed oral defence certificate\*

\* If external examiners are unable to attend the oral defence, obtain their permission that the chairperson at the oral defence may sign the certificate on their behalf. Attach the letter/email (wherein permission is given) to the oral defence certificate.

**Marcel Deysel**

**Administrative Officer: Postgraduate Committee**

**January 2017**