

# School of Medicine

## PhD STEP-BY-STEP OUTLINE

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### Application & Approval of the research protocol:

- Sup & student follows application and approval process of SoM.
- MoA is signed.
- No protocol will be considered until registration.
- All research protocols are considered by the PhD Committee.



Guideline and/or template(s) on preparation of the research protocol is available at:

<https://www.up.ac.za/school-of-medicine/article/2416606/phd-committee>

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### Ethical Clearance:

All postgraduate research conducted in the Faculty of Health Sciences must have Ethical clearance from the Faculty of Health Sciences Ethics Committee, in the student's name.

The protocol must be submitted to the ethics committee and final clearance certificate must first be obtained before the study can start.

The Ethics application process is available at:  
<https://www.up.ac.za/healthethics>

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### Appointment of Examiners:

Supervisors nominate examiners based on the needs of the study by via the application process and submitting the following documents:

1. Examiner Form with the overleaf completed for each examiner (<https://www.up.ac.za/school-of-medicine/article/2416606/phd-committee>)
2. Three CV's: 1 x internal examiner, 2 x external examiners. Please note that one external examiner should be an international.

### Review and Approval of Examiners:

The nominated examiners are reviewed electronically (reviewed on the PhD Committee Meeting Google Drive) by the PhD committee. The approval letter is sent to the supervisor.

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### Application & Submission of the protocol:

Protocol application process through PhD Postgrad Admin office:

- Students to via Secretariat of PhD committee [franco.meintjes@up.ac.za](mailto:franco.meintjes@up.ac.za), to consider protocol by submission of the following required
  - PhD Title Form documents;
  - Signed Letter form Statistician
  - CV's of the student, supervisor and co-supervisor
  - Signed Memorandum of Agreement
  - Funding Letter signed by the HoD indicating adequate funding
  - Declaration letter from the student stating his/her contribution towards the proposed research.
  - Protocol
  - Signed checklist

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### Resubmissions of revised protocols:

Once the student revises the protocol; the revisions must be submitted to [franco.meintjes@up.ac.za](mailto:franco.meintjes@up.ac.za), accompanied by the following:

1. A rebuttal letter responding to the feedback letter.
2. A revised protocol with track changes to discern revisions made.
3. A PhD Title form – this only applies to protocol that have title changes.

The review process of resubmitted protocols are made electronically and the outcome thereof is emailed to the student as a signed approval letter.

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### Acknowledgement:

Application submission is acknowledged and student is informed of the date and details of the PhD meeting, of when the protocol will serve.

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### Review of protocol:

- The committee consider all protocols prior to the meeting.
- Protocols of students whose protocols will serve on the meeting, is invited to attend with their supervisor and co-supervisor.
- The student and supervisors receives feedback.
- The outcome and feedback is emailed to the student within a week of the meeting, copied to the supervisors.



Please note that the Chairperson of the PhD committee must approve the outcome and feedback letter of the protocol

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### Thesis Submission

Hardcopies & softcopy to Annette Welman

- April Graduation: \*End of August
- September Graduation: \*End of January

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## THESIS DEFENCE



**GRADUATION**