SHSPH MINI-DISSERTATION PROCESS

Supervisor submits **"nomination of examiners" (**Examiners Appointment form) **form & external examiner's CV** to Academic

→ **APC APPROVES** →

APC Secretariat submits approved **"nomination of examiners"** (Examiners Appointment Form) and external examiner's CV to **Ms Kgomotso Modingoana (FLY@UP person)** who will submit all the documents to **Mrs Hellen Ramatswi** at Faculty (Examination Office)

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Student does research and write-up

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Supervisor signs and completes "submission form" (MPH2)

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Student submits Electronic copies of the mini dissertation, research data (CD or raw data) and the signed submission form (MPH2) to the **Division administrator**

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Division administrator sends copy of submission form (MPH2) to **Mrs Hellen Ramatswi**

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Division administrator compiles and sends the mark sheet (A or B), dissertation **Mrs Hellen Ramatswi**

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Mrs Hellen Ramatswi submits to the **examiners**

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Examiners submit results to **Mrs Hellen Ramatswi** who then sends to **Supervisor**

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Supervisor communicates corrections with student

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Student does corrections and submits one leather bound dissertation to **Division Administrator**

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Division administrator submits the leather bound copy to the library

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Division administrator submits SHSPH student summary to quality review committee for review