

**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/ems-docs>

**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

**2. Title registration:**

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

**3. Appointment of External Examiners:**

- Form: “Recommendation regarding appointment of examiners for dissertations/theses” (EBW 03/08)
- Form to be signed by:
  - Supervisor
  - Departmental member of Postgraduate Committee
  - Head of Department
- 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 academic CV of each proposed external examiner
- Summary of the dissertation/thesis (250 words)

**4. 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
- Confirmation by supervisor that the required changes/corrections have been made
- Draft article (Masters) / Proof of submission of article (Doctorate)

**Marcel Deysel**

**Administrative Officer: Postgraduate Committee**

**June 2018**