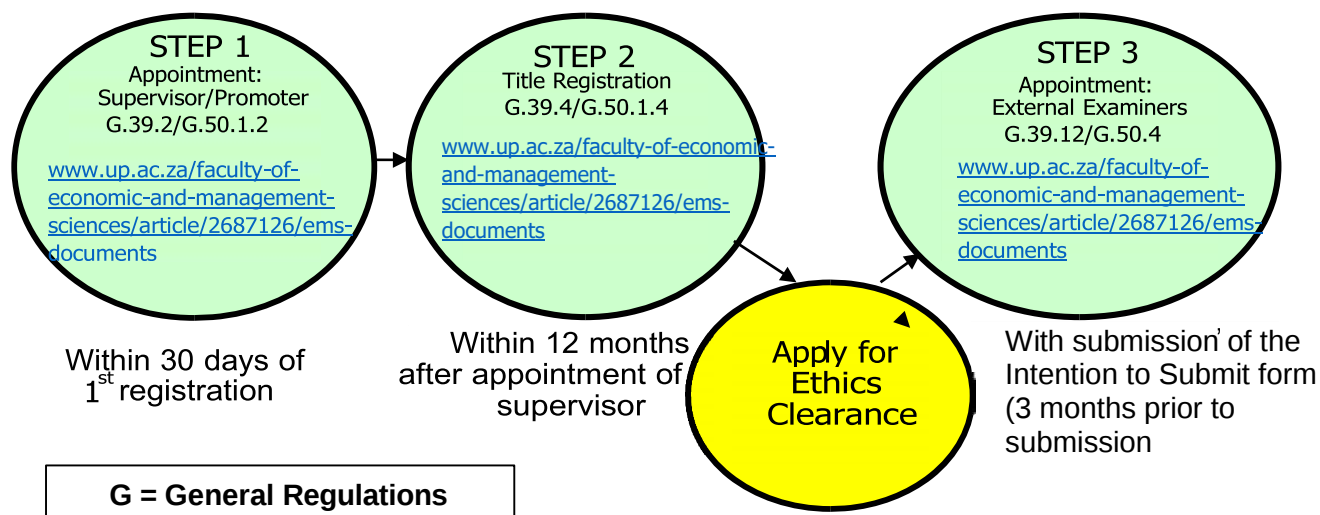


POSTGRADUATE PROCESS

3-Tier Process

The **3-tier process** regulating postgraduate studies in the Faculty, approved by the Faculty Board in July 2008, is described below.



STEP 1

Appointment of Supervisor/Promoter [General Regulations - G.39.2 and G.50.1.2]

Within 30 days of a postgraduate candidate's date of first registration, the Postgraduate Committee, on the recommendation of the Head of Department, designates a supervisor and co-supervisor for that candidate. If a nominated supervisor or co-supervisor is from outside UP, the appointment form must be accompanied by a full academic CV of that nominee.

- The form ***Appointment of Supervisor/Co-supervisor/Promoter/Co-promoter*** (www.up.ac.za/faculty-of-economic-and-management-sciences/article/2687126/ems-documents) must be completed and signed by the Head of Department and submitted to the Secretariat of the Postgraduate Committee.

The Postgraduate Committee confirms the approval in writing to the **Head of Department**.

- A ***Memorandum of Agreement*** [General Regulations G.39.3 and G50.1.3 between the supervisor and candidate must be completed **within 30 days after appointment of the supervisor** and signed by both parties, and forwarded to **Faculty Administration** for capturing in student records and a copy to be kept in the supervisor's student file.

The following documents available herein (www.up.ac.za/faculty-of-economic-and-management-sciences/article/2687126/ems-documents) must be provided to the candidate:

- Code of Research Ethics
- Guidelines for Ethical Research
- Plagiarism Policy

STEP 2

- **Title registration** [General Regulations – G.39.4 and G.50.1.4]

Once the appointment of the supervisor has been confirmed, the title may be registered. Applications for approval of titles, as well as amendments of titles, are submitted to the Postgraduate Committee on recommendation of the relevant Supervisor and Head of Department as soon as possible, but a working title should be registered **within 12 months of first registration**.

- **Formulation of titles**

- Don't type the full title in capital letters. The current convention is to use lower case and not capital letters for titles. Upper case is used only for the **first letter of the title** and for **proper nouns**.
- **English (UK)** is the language standard for the spelling of words in the title. Ensure
- that the title is grammatically correct.
- The title should not contain the method of study, which would rather appear in the abstract.
- Colons should only be used in a title when it is imperative to reflect the specificity of the research. If used, **colons in titles are followed by a lower case, not a capital letter**.
- The use of abbreviations/acronyms in titles is strongly discouraged. Write out the full words/meaning and only use the abbreviation in the body of the research text. Universally accepted and understood abbreviations and acronyms may be considered on merit.
- All research material should contain the title as approved by the Postgraduate Committee.

- The form **Title Registration: Dissertations/Theses** (www.up.ac.za/faculty-of-economic-and-management-sciences/article/2687126/ems-documents) must be completed and signed by the supervisor, departmental representative of the Postgraduate Committee and the Head of Department, and submitted to the Secretariat of the Postgraduate Committee.

The supervisor is informed in writing, copied to the Head of Department, whether the title has been approved or is referred back for reconsideration. If **referred back**, a **new application form** with the reformulated title must be submitted for the Postgraduate Committee's approval.

The Postgraduate Committee's forms and **meeting dates** for the year, including the **deadline dates for submissions**, will be announced annually after the November meeting. These dates will be available at the link(www.up.ac.za/faculty-of-economic-and-management-sciences/article/2687126/ems-documents).

PLEASE NOTE

- The Postgraduate and Ethics Committees do not communicate directly with postgraduate students.
- All communications are directed to the SUPERVISOR/PROMOTER, who in turn advises the student accordingly.

Step 3

- **Appointment of External Examiners** [General Regulations – G.39.12 and G.50.4.]

As soon as the candidate submits his/her **three months' notice of intent to submit**, external examiners must be appointed for the candidate.

- The form **Appointment of Examiners for Dissertations/Theses** (www.up.ac.za/faculty-of-economic-and-management-sciences/article/2687126/ems-documents), must be completed and signed by the supervisor, departmental representative of the Postgraduate Committee and Head of Department, and submitted to the Secretariat of the Postgraduate Committee. The Postgraduate Committee selects the examiners from the nominees provided.

NB:

- **Dissertations:** At least **3 examiners** must be nominated.
- **Theses:** At least **5 examiners** must be nominated, of whom **at least 2** must be from **international tertiary institutions**.

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- Proposed examiners for a particular candidate may not be from the same tertiary institution.
- Proposed examiners may not have co-authored publications with the supervisor in the past five years.
- A summary of the thesis/dissertation in English of not more than 250 words must be attached (General Regulations G.39.11 and G.50.3.1.
- **Academic curricula vitae** must be attached for all prospective examiners.
- A department may not appoint a specific examiner more than 3 times in a 5-year cycle.
- All **original** documents for consideration by the Postgraduate Committee are to be submitted to the Committee Secretariat by the communicated deadlines. www.up.ac.za/faculty-of-economic-and-management-sciences/article/2687126/ems-documents)

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Approved at PG Meeting of 7 Aug 2025