**SCHOOL OF HEALTHCARE SCIENCES**

**RESEARCH AND POSTGRADUATE COMMITTEE**

**GUIDELINES FOR SUBMISSION OF PROTOCOLS TO THE SoHCS RESCOM**

**INTRODUCTION**

In order to support and fast track postgraduate student progress in the School, the following guidelines are devised. Departments are encouraged to follow similar processes to allow for streamlining of the submission process.

Supervisors must ensure that students use the School protocol template to guide the structure and content of the protocol submitted. The template is the basis of the evaluation form used to assess the protocol in the school.

**Submission dates**

Please consult the school calendar for closing dates for submission. The dates specify that documents must be submitted not later than 10.00 on the last day. This is because the documents need to be circulated on that same day to reviewers to allow them two weeks. That is why late submissions will not be accepted.

* Kindly note that school submission dates have been set to align with the ethics committee date.

**1st Submission:**

* 3 Hard copies (ring bound) – 1 copy signed by the study leader
* 1 Electronic copy (**MS Word format**)
	+ Word format to enable secretary to check formatting compliance
	+ Also this is a blind review and the supervisors needs to be excluded when documentation are mailed to the committee members)
* Approval letter from the In-house/Departmental Research Committee
* A list of In-house/Departmental evaluators who approved the specific proposal
* A Turn-it-in report to accompany the proposal
* Document format:
	+ Font: Arial
	+ Font size: 11
	+ Spacing 1,5cm
	+ Margins: 2cm on both sides
	+ 15 Pages (Body) for a Master study (excl Front page, Addenda and References)
	+ 25 Pages (Body) for a PhD study (excl Front page, Addenda and References)

**2nd Submission:**

When major corrections are warranted, a second submission is called for. Therefore the student needs time to re-work the document and is allowed to submit to the next meeting after the failed attempt.

Requirements:

* **3 Hard copies** (ring bound) - 1 copy signed by the study leader
* 1 Electronic copy (MS Word format)
* A summary of essential changes made must be submitted separately in a table format with cross references to the highlighted changes in the protocol text in response to previous evaluation documents received from the evaluators
* A Turn-it-in report to accompany the revised proposal
* Document format: similar to first submission

**3rd Submission:**

In the unfortunate event of the need for a 3rd submission, School policy requires that the protocol be referred to an EXCO meeting where EXCO members and study leaders can discuss the protocol in detail.

Submission requirements:

* **6 Hard copies** (ring bound) - 1 copy signed by the study leader
* 1 Electronic copy (MS Word format)
* A summary of essential changes made must be submitted separately in a table format with cross references to the highlighted changes in the protocol text in response to previous evaluation documents received from the evaluators
* A Turn-it-in report to accompany the revised proposal
* Document format: (see 1st and 2nd submission)

Proposals will not be accepted if they do not adhere to the above stipulations. Non-compliant proposals will stand over until they are submitted in the correct format - no exceptions can be made.

**PhD Defences**

Specific dates have been scheduled on the school calendar (a Tuesday morning before the Wednesday of the Proposal meeting). Supervisors are urged to consult with potential external examiners long before submission to ensure availability on the day of the defence. Internal reviewers for PhD Protocol defence are chosen by the SoHCS RESCOM chair, not supervisors.

Also, note thatPhD defence are not scheduled during recess (School Holidays) - staff should be able to take leave during this time and this could impact on the desired attendance of such presentations.

DJ Mothabeng (April 2017)