

## RESEARCH FLOW

### MPA 1: Compulsory Subject – NME 801: Research Methodology

- Practical assignment – Research Proposal for mini-dissertation
- Assessment and feedback – Make adjustments and amendments derived from feedback

#### STEP 1: Student:

- Register for PAD 899, submit draft Research Proposal, MoA and Ethical Clearance to SPMA Postgraduate Administrator during the 1<sup>st</sup> week of a month (see regulation for completion of the MPA degree)
- Postgraduate Committee considers the draft Research Proposal and appointment of supervisor (no submission June/Nov exam and Dec/Jan recess period)
- Conduct research and compile draft chapters for consideration – (no submission to supervisor during June/Nov exam and Dec/ Jan recess period)

**STUDENT RESPONSIBLE  
FOR CONTINUOUS  
INTERACTION WITH  
SUPERVISOR VIA  
APPOINTMENT**

#### STEP 2: Student:

- Obtain SPMA supervisor's approval for submission and 1<sup>st</sup> formal submission to SPMA Postgraduate Administrator (2nd week of April for May examination and 2nd week of September for Nov examination)
- Submit electronic copy of the mini-dissertation (inclusive of similarity report, language certificate and Ethics Approval letter)

#### STEP 3: SPMA:

- Postgraduate Committee: Appointment of examiners
- Distribute copies of mini-dissertation to examiners

#### STEP 4: Examiners:

- Review mini-dissertation – 1 month (May/Nov – 6 weeks allowed)
- Submit examiner's report/examination forms to SPMA Postgraduate Administrator (Postgraduate Committee) by middle of June/December – final results to EMS Faculty Administration

#### Recommendation 1:

- Accept with no adjustments

#### Recommendation 2:

- Accept, but request smaller adjustments
- Adjust in consultation with supervisor and submit to SPMA Administrator

#### Recommendation 3:

- Refer back for revision and re-submission
- Repeat steps 2 - 4
- Move to next graduation cycle - possibility for re-registration

#### Recommendation 4:

- Reject mini-dissertation
- **Re-registration**
- **Restart with step 1**

Student: Final editing in consultation with supervisor

**AWARD DEGREE**

**NOTE: Autumn Graduation – April**

**Spring Graduation – September**