



Your responsibilities at the beginning.

- Generate your application through the PG-SIS
- Formulate your proposal with your supervisor/s
- Do the proposal presentation at the department
- Ensure that documents related to the application and proposal are sent to the HDC. After this, you should receive a letter from the University regarding payment details
- Make relevant payments to the University

Commencing your research work.

- Have regular meetings with your Supervisor/s
- Make yourself a timeline and set targets for your research for your first year
- Commence your research
- You should receive a letter from the University regarding your registration/ number

In your first year

- You would be expected to make a progress presentation at the department annually and submit a progress report to the department/ PG coordinator
- Complete your M. Phil Q requirement (if required) within the first year
- Be mindful to work towards a publication in a journal indexed in the approved list (ask your supervisor)
- Ensure that you communicate any concerns/ issues to your Supervisor/ PG coordinator

At the end of your second year

- If you are progressing to a PhD, ensure that the upgrade requirements (Annexure 24) are satisfied
- Submit the upgrade form (Annexure 25) through your supervisor to the HDC

In your final year

- In concurrence with your Supervisor, ensure that you are on target with respect to your research project and it is objectives

- Ensure that you have a publication in a journal indexed in the approved list and get permission from your supervisor to submit your dissertation
- Make sure that you have obtained HDC approval for any required changes (example: title change)
- Ensure that you go through the approved format for the dissertation and adhere to it
- Hand over the required number of copies of your dissertation, to the Examinations branch

After submission

- Complete your publications
- Get ready for the Viva
- Adhere to the instructions given at the Viva

General rules

- Inform your Supervisor/ HDC if you are travelling overseas for work or otherwise
- Inform your Supervisor/ HDC of additional Supervisors/ Collaborators if required
- Your publications from the postgraduate work must include the names of the Supervisors

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