2nd Avenue Campus

School of Management Sciences

Tel. +27 (0)41 504 2202/+27 (0)504 4301

[Madele.Tait@mandela.ac.za](mailto:Madele.Tait@mandela.ac.za)

**PROCESS FOR M & D APPLICATIONS: SCHOOL OF MANAGEMENT SCIENCES: 2017**

**International students**:

* Students apply for M & D studies via NMU International Office (included should be application form, previous qualifications and **research essay/proposal**)
* NMU International Office forward application/student file to respective HoD
* HoD check if all in order and if all documentation is correct
* If missing documentation HoD contact International Office or student to obtain correct documentation
* HoD evaluates the research essay / proposal of applicant and decide on acceptance or not.
* If accepted, HoD arrange for appointment of supervisor
* HoD informs International Office and student of outcome and hand file to supervisor

**National/local students:**

* Students apply for M & D studies via Faculty Admissions Office (included should be application form, previous qualifications and research essay/proposal)
* Faculty Admissions Office forward application/student file to respective HoD
* HoD check if all in order and all documentation is correct
* If missing documentation HoD contact student directly to obtain correct documentation
* HoD evaluates **research essay / proposal** of applicant and decide on acceptance or not.
* If accepted, HoD appoints supervisor
* HoD informs student and Faculty Admissions Office of outcome and hand file to supervisor

**SUPERVISOR APPOINTED WHAT NOW?**

* Once a supervisor is appointed the applicant – has 1 year to submit a research proposal for approval (check rules as Masters has 6 months to do so) at the **Faculty Research Committee**
* **BEFORE** a proposal can be submitted at the Faculty Research Committee – it need to be approved by the School Research Committee – therefore 2/3 weeks before the Faculty Research Committee due date the proposal need to be submitted to the School Research Committee (due dates circulated)
* A signature of acceptance by the School Research Committee needs to accompany the proposal to the Faculty Research Committee.