

**SCHOOL OF MANAGEMENT SCIENCES
M & D APPLICATION PROCESS**

1. All applications for the four departments in the School of Management Sciences are to be sent to Ms Vanessa Smith via either the PG Admissions Office (Ms Juliet Kakembo) or the International Office (Ms Natasha September).
Students are to apply via these offices by completing the necessary Application Form, submitting a draft proposal, as well as the necessary supporting documents.
2. When the applications are sent to Ms Smith, from either Ms September or Ms Kakembo, please make sure that all the supporting documents are attached. **NO** application will be accepted by the School without an essay or proposal for the proposed study. An incomplete application will be sent back as unaccepted to the Admissions Department.
3. Once all the necessary documentation and Application Form is sent to Ms Smith, she will circulate the application within the four departments. The applications will be sent to the HODs only.
4. The HODs will circulate the application within their departments to identify a possible supervisor/s.

If a proposal is accepted within a department:

1. If there is capacity in a particular department, the application gets accepted by that HOD.
 - a. The Application Form must be completed and signed off before sending it to Ms Smith.
 - b. The Supervisor Form with all necessary signatures must be completed and be sent to Ms Smith.
2. Ms Smith to complete the School Acceptance form, form 2 with the outcome of the four departments
 - a. Prof Tait to sign off the School Acceptance Form.



3. All documentation, Form 2, the completed Acceptance Form and the completed Supervisor Form will be sent to either Ms Kakembo or Ms September to inform them of the School outcome.

It is the responsibility of the Admissions Department/International Office to inform the student of the outcome. Please note, the correspondence sent to you by Ms Smith is confidential and not to be sent to the students.

4. A record of the application will be kept in the School logbook. This logbook is submitted to the Faculty RTI.

If a proposal is not accepted by the four departments:

1. Each HOD to inform Prof Tait (via Ms Smith) of the reason why the proposal was not accepted.
2. If there is no capacity in the School or if the proposal was rejected by the departments, Ms Smith will complete the School Acceptance Form with the reason.
 - a. Prof Tait to sign off the School Acceptance Form, Form 2.
3. The School outcome, Form 2, together with the signed Application Form will be sent to either Ms Kakembo or Ms September to inform them of the outcome.

It is the responsibility of the Admissions Department/International Office to inform the student of the outcome. Please note, the correspondence sent to you by Ms Smith is confidential and not to be sent to the students.

4. A record of the application will be kept in the School logbook. This logbook is submitted to the Faculty RTI Committee.

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 students has one year and Doctoral students two years to do so) at the **Faculty Research Committee (FREC)**
- **BEFORE** a proposal can be submitted to the FREC Committee – it needs to be approved by the School Research Committee (SREC) – therefore at least 2/3 weeks before the FREC due date the proposal need to be submitted to the SREC Committee (due dates circulated and on our Schools website)



- A signature of acceptance by the SREC Committee needs to accompany the proposal to the FREC Committee.

Faculty Research Proposal Committee (FREC) meeting dates for 2019:

DATE OF MEETING	VENUE	TIME	AGENDA CLOSES
8 February 2019	To be confirmed	10:00	30 January 2019
24 May 2019	To be confirmed	10:00	10 May 2019
6 September 2019	To be confirmed	10:00	23 August 2019
8 November 2019	To be confirmed	10:00	29 October 2019

School Research and Engagement Committee (SREC) meeting dates for 2019:

DATE OF MEETING	VENUE	TIME	AGENDA CLOSES
15 January 2019	To be confirmed	11:00	4 January 2019
11 April 2019	To be confirmed	11:00	1 April 2019
30 July 2019	To be confirmed	11:00	19 July 2019
10 October 2019	To be confirmed	11:00	1 October 2019

