

PRO FORMA COVER PAGE FOR DOCTORAL SUBMISSIONS

This form must be completed electronically by the chair of the Doctoral Admissions Committee (DAC) in consultation with the supervisor/s. The DAC must formulate a recommendation and sign the form.

1. STUDENT INFORMATION

Title, initials and surname	
Application number (required)	
Student number [if available]	
Previous degree(s) and where obtained	
Department	
PhD programme	
Title of dissertation	
Place(s) of study	

2. SUPERVISOR(S) INFORMATION

Supervisor

Title, initials and surname	
Department/Institution	
Highest qualification [specify degree and subject]	

Co-supervisor

Title, initials and surname	
Department/Institution	
Highest qualification [specify degree and subject]	

** At least one of the supervisors must be a permanent member of staff at SU*

3. MEETING INFORMATION

Date(s) on which Admissions Committee met	
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The committee should consist of at least four members, all of whom should have doctorates: (a) the supervisor(s); (b) the chair of the department (or a senior member from the department if the chair is the supervisor) who acts as the chair of the committee and reader; (c) an additional member who is a senior colleague in the department; and (d) one further member from a related department. If the chair of the committee acts solely in a facilitation role, then an additional independent reader from the department must be appointed. If preferred, the committee may have more than four members, but the committee must have at least two independent readers from the home department and representatives must be drawn from at least two departments. The composition of the committee must be approved by the Vice-Dean: Research (stella@sun.ac.za) prior to the meeting.

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4. MEMBERS OF ADMISSIONS COMMITTEE IN ADDITION TO SUPERVISOR(S):

Role	Name and Department
Chair of committee	
Departmental reader	
Additional departmental reader [required when Chair facilitates meeting only]	
External reader (incl. departmental affiliation)	
Other (specify)	

5. RECOMMENDATION ON ACADEMIC MERITS OF THE PROPOSAL

(± 150-250 words per section)

The importance and feasibility of the project

The candidate's ability to complete the project successfully

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The suitability of the approach that will be followed

Motivation for whether the project requires ethical clearance or not

Is the study financially viable and how will the potential costs be funded?

Please indicate [X] the format of the proposed PhD

Traditional monograph format		
PhD by publication		
Integrated format (theoretical component and creative output)		
Is the committee in agreement that the selected format is the most suitable and feasible for this research project and candidate?	Yes	No

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Any further comments

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Recommended by: {signatures}

(1) Chair of committee	
(2) Departmental reader	
(3) Additional departmental reader [if present]	
(4) External reader	
(5) Supervisor	
(6) Other	

Where a signature has been added on behalf of a member of the Doctoral Admissions Committee, please indicate [X] whether permission has been received.

Yes	No
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[This completed and signed pro forma cover page must be emailed, together with a copy of the final version of the PhD research proposal and the form with the Vice Dean: Research's approval of the composition of the Admissions Committee, to fasscomm@sun.ac.za.]