POSTGRADUATE SUPERVISION MANAGEMENT FLOWCHART

A. Notice of Submission (NOS)

PROCESS A:-
1. STUDENT'S SIGNATURE
2. SUPERVISOR'S SIGNATURE

14-21 DAYS

3. SUBMISSION MADE BY SUPERVISOR TO HBP
4. REVIEW BY JPS
5. HBP BOARD APPROVAL

7 DAYS

6. HBP'S SIGNATURE
7. DEAN'S SIGNATURE
8. COVER LETTER PREPARATION BY ASSISTANT REGISTRAR

A4

B. NOS Documents submitted to IPS

IPS ISSUES NOTICE FOR THESIS SUBMISSION

3 months from Student's signature date

C. Appointment of Examiner

Submit draft thesis process

Student submits draft thesis to HBP for Turnitin

MATURATION PERIOD OF 3 MONTHS

Outside 'Pool'

Inside 'Pool'

Achieved <25%

Did not achieved < 25%

Reject

Accept

Senate

MPSU

MPSU

HBP emails student:-
1. Proof of thesis examination fee payment-Bursary
2. Draft thesis submission form
3. Turnitin report
4. Verification of English Language editing

HBP emails for resubmission

Examiner (Not reserved)

Reject

Examiner (Reserved) Go to Process C

Accept

Letter of Appointment to Examiners from IPS

Student submits to IPS Form 1 for format checking

Student sends all to HBP and dean approval

ONCE ALL EXAMINERS HAVE BEEN APPOINTED IN THE SYSTEM AND DRAFT THESIS HAS BEEN CHECKED AND APPROVED BY IPS, HBP HAS **7-14 DAYS** TO SEND THE THESIS TO THE EXAMINERS.

Student submits complete draft thesis submission

EXAMINERS' NAMES APPEAR IN IPS SYSTEM

IPS

EXAMINER HAS TWO MONTHS TO REVIEW THE THESIS

HBP submits thesis to Examiners

2nd direction 5 item

Set viva date

Deal with bursary

IMPORTANT DATES
- SUBMIT REPORT BY EXAMINER (WITHIN 2 MONTHS)
- VIVA TENTATIVE DATE **WITHIN 3 - 8 WEEKS MAXIMUM**, AFTER ALL REPORTS HAS BEEN RECEIVED

Document by IPS - file secretary

IPS confirms completion

Viva documentation by HBP:-
- Thesis Examiner Panel Certification Form
- Thesis Examiner Panel Declaration
- Thesis Examiner Panel Report
- Turnitin result

Reminder
- Secretary emails to examiner before Viva

1. **SCALE 1:** PASS (CORRECTIONS WITHIN A MAXIMUM OF 3 MONTHS)
2. **SCALE 2:** PASS WITH MINOR CORRECTIONS (MAXIMUM 6 MONTHS)
3. **SCALE 3:** PASS WITH MAJOR CORRECTIONS (MAXIMUM 9 MONTHS)
4. **SCALE 4:** RE-VIVA (CORRECTIONS WITHIN A MAXIMUM OF 1 YEAR)
5. **SCALE 5:** FAIL
6. **SUSPENDED** (PLAGIARISM)

*FOR SCALE 1, 2, AND 3: EXAMINERS MAY DETERMINE A SUITABLE CORRECTION PERIOD, NOT EXCEEDING 1 YEAR.

1 OR 2 DAYS BEFORE VIVA

Test run with Student for Viva

VIVA

1. SV RETURN CQI FORM TO HBP.
2. SV GIVES HBP THE CORRECTION FORM TO BE EMAILED WITH THE VIVA REPORT TO THE CHAIRPERSON FOR SIGNATURE.
3. HBP GIVES RESULT FORM TO STUDENT FOR THEM TO CHECK AND SIGN AND RETURN TO HBP.

Document after Viva by Secretary

HBP collects all document to submit to IPS

1. THESIS EXAMINATION PANEL RESULT FORM (VIVA VOCE EXAMINATION RESULT)
2. ADDITIONAL AMENDMENT REPORT CERTIFIED BY THE THESIS EXAMINATION PANEL
3. ENDORSEMENT OF CORRECTIONS MADE AS REQUIRED BY THE THESIS EXAMINATION PANEL
4. VERIFICATION FORM FOR FINAL THESIS SUBMISSION / FINAL THESIS SUBMISSION FORM
5. EXTERNAL EXAMINER'S REPORT
6. INTERNAL EXAMINER'S REPORT (MASTER: 1 EXAMINER, PHD: 2 EXAMINERS)
7. LIST OF CORRECTIONS
8. STEPS FOR FINAL THESIS SOFTCOPY SUBMISSION
9. ADDITIONAL COMMENTS REPORT FROM THE PANEL

HBP sends to student 9 documents and reports for correction

1. VERIFICATION FORM FOR FINAL THESIS SUBMISSION / FINAL THESIS SUBMISSION FORM.
2. LIST OF CORRECTIONS.
3. ENDORSEMENT OF CORRECTIONS MADE AS REQUIRED BY THE THESIS EXAMINATION PANEL.
4. CORRECTED THESIS.

Student does correction within correction period

Student gets supervisor and appointed examiner to check and approve (sign)

Student submits report to HBP with 4 forms

1. VERFICATION FORM
2. FINAL THESIS SUBMISSION FORM
3. FINAL THESIS
4. ENDORSEMENT OF CORRECTION MADE
5. PHOTOCOPY OF IDENTITY CARD
6. VIVA VOCE DECISION
7. FIRST PAGE OF PUBLICATION
8. JOURNAL CITATION REPORT (JCR)
9. LKM100 EXEMPTION LETTER (INTERNATIONAL STUDENTS ONLY)

HBP sends back all documents to student

AT LEAST 2 MONTHS BEFORE FINAL DATE OF SUBMISSION

Student sends to IPS

1. TDR TO CHECK AND APPROVE
2. DEAN TO APPROVE

IPS emails: all process completed

Senate letter

SENATE APPROVAL (1-3 MONTHS)

Congrats!

LEGEND:-
- DOCUMENTS
- STUDENT
- HBP ADMIN
- IPS