

**UNIVERSITY OF ZULULAND**  
**Research and Innovation Office**  
**Postgraduate Studies: Faculty Checklist**

<b>Check list before submitting any postgraduate proposal to the Higher Degree Committee/Ethics Committee for approval</b>		<b>Yes/ No</b>	<b>Action</b>	<b>Signature</b>
1.	The candidate meets the minimum requirements as stipulated in the University/Faculty Prospectus/Calendar.			
2.	Student complies with the admission processes outlined in the Postgraduate Admission and Registration Policy (Letter of intent submitted)			
3.	The HoD, with the approval of the Department and the FHDC allocated a suitably qualified Supervisor(s)/provisional supervisor(s) to the candidate			
4.	A presentation/seminar of the proposal was made to members of the Department as required in the Research Proposal Guide			
5.	The applicant is a bona-fide registered student in the University in that particular year			
6.	An agreement/contract was drawn between the supervisor(s) and the student with regard to the responsibilities/expectations of both parties and was duly signed as outlined in MoA guideline.			
7.	The proposal was sent to at least two reviewers qualified in the field and comments incorporated before presentation to the panel in the Faculty.			
8	The proposal indicates whether special intellectual rights will or will not emanate from this research			
9.	The proposal was reviewed by the Faculty Research /Higher Degrees Committee			
10	The proposal was reviewed by the Faculty Research Ethics Committee			
11	The proposal was approved by the Faculty Board and date noted			