

# School of Oral Health Sciences PhD step by step process

## Application

- ✓ Completed postgraduate application form online
- ✓ Choose a particular field or discipline in dentistry using the following link to the various departments available:  
<https://www.wits.ac.za/oralhealthsciences/departments/>
- ✓ Detailed CV including all research activities and publications
- ✓ Motivation detailing reasons why consideration should be given to application
- ✓ School research committee assesses application and capture decisions
- ✓ HOD/HOS written recommendation in support of the application

## Research proposal and appointment of supervisor

- ✓ The School, on the recommendation of the relevant Head of Department, will appoint at least two supervisors, or one supervisor supported by a departmental advisory panel, to oversee the work of the candidate.
  - ✓ Prepare a carefully written research proposal, as specified in the relevant Faculty Standing Orders. Candidates are advised to:
    - ✓ Supply a title
    - ✓ State concisely and specifically the aims of the research;
    - ✓ Give a review of the relevant literature
- FHS guidelines on the development of a research proposal is available at: <https://www.wits.ac.za/health/faculty-services/research-and-postgraduate-offices/postgraduate-studies/protocols--research/> available.

## Submission of research proposal

- ✓ Research proposal written as per the FHS guidelines
- ✓ Completed and sign protocol cover sheet
- ✓ Signed statement of principles for postgraduate supervision
- ✓ Recommendation of appointment of supervisor(s) form
- ✓ Submitted within Six(6) months full-time students and twelve (12) months for part-time students

## Receipt of research proposal

- ✓ system-generated acknowledgement form is sent
- Faculty officer (FO) date stamps the proposal and FO gives the student a stamped acknowledgement form and a out later.

## Review of PhD research proposal

- ✓ Submitted PhD research protocol is reviewed by the Graduate Studies Committee.
- ✓ The outcome is emailed to the student and copied to the supervisor and the HOD/S of the respective department or school.
- ✓ If the research is favourable, student and supervisor are advised to address corrections (if any).

## Research Funding

- ✓ Faculty Research Office is responsible for the administration of several research funds.
- ✓ Members of the Faculty Research Committee play a vital role in reviewing funding applications submitted by Health Sciences staff and students.
- ✓ All doctorate students are encouraged to submit applications for grants.
- ✓ Information and applications for various research funds which are available can be accessed using the following link:  
<https://www.wits.ac.za/health/research/research-office/research-funding/>

## Ethics and ethical clearance

- ✓ All postgraduate research conducted in the faculty of health sciences must have either a human research ethics clearance certificate or waiver, or an animal research ethics clearance certificate.
- ✓ In most cases requests for ethical clearance certificates need to be submitted via the online Ethics Management System (EMS). There are six committees which can be reached by following this link  
<https://www.wits.ac.za/research/researcher-support/research-ethics/ethics-committees/>

## Thesis submission

- ✓ Supervisor(s), in consultation with HoD/HoS, nominates examiner(s)
- ✓ If research submission is in order, Faculty Officer accepts submission for administration of examination, provided examiners are approved
- ✓ FO to commence the process of administration of examination
- ✓ FO to send approved outcomes to supervisor(s) and student
- ✓ If the research outcome is favourable, student and supervisor are advised to address corrections (if any) and deliver final submission to FHS.

## Graduation process

- ✓ FO to check that all the requirements have been met for the student to qualify
- ✓ FO to qualify student on the system and include student details for upcoming graduation
- ✓ Students scheduled to graduate must ensure that the fees are cleared at least 6 weeks prior to their graduation.

