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/](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.](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).

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/](https://www.wits.ac.za/research/researcher-support/research-ethics/ethics-committees/)

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/](https://www.wits.ac.za/health/research/research-office/research-funding/)

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.