

Application Process Flow for Doctoral (DBA) Degree Students

Application is to be made on the appropriate **Ethical Clearance Application Form** in accordance with the guidelines below:



Step:	Title:	Description:
1	Complete the Ethical Clearance Application Form	Doctoral Student prepares the application
2	Supervisor Review	Supervisor reviews the application and then approves.
3	<p>Submit completed application with:</p> <ol style="list-style-type: none"> 1. Approved Proposal with Appendices [Completed Letter of Information and Informed Consent Form; Gatekeeper Letter, Data Collection Instrument, Ethics Training Certificate (as from 2025); DRC Approval Letter]. 2. Abridged CV of Supervisor (to be requested if required, to determine expertise). 3. To be submitted to: mhrecadmin@mancosa.co.za no later than the stipulated date (See Submission Dates) 	Research Ethics Administrator will send email acknowledgment to the DBA student.
4	Research Ethics Administrator check	Research Ethics Administrator checks application for completeness and once complete, assigns reviewers in consultation with the Deputy Chair/s.
5	Review of application	Reviewers complete review sheets and return them to the M-HREC within two weeks.
6	Committee meeting and review	M-HREC makes a recommendation regarding an outcome based on the reviews and deliberations.
7	Outcome	An outcome letter is issued to the student applicant.