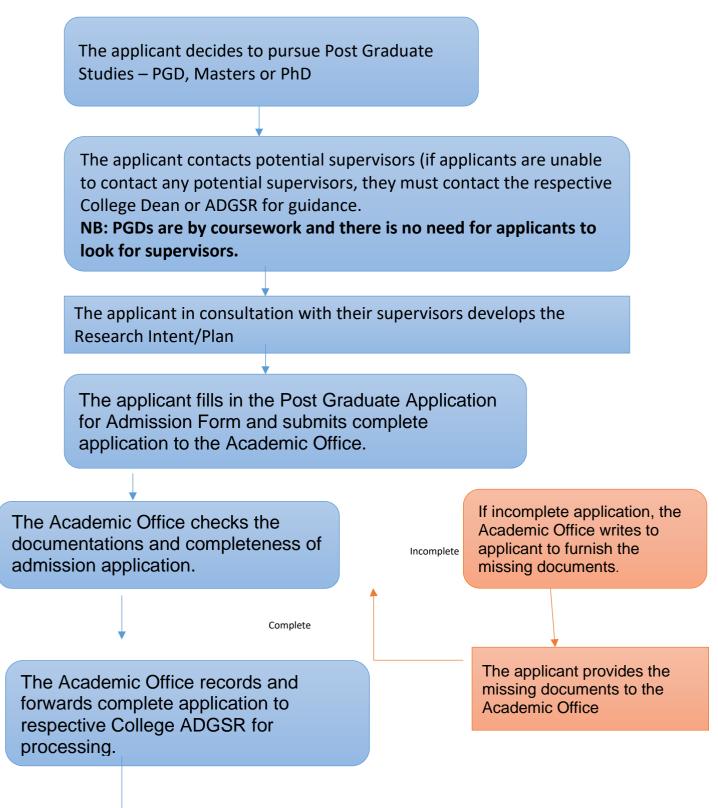




## **FLOWCHART – POSTGRADUATE APPLICATION FOR ADMISSION PROCESS**



The College ADGSR vets the application form, evaluates MER, determines resource and supervision capacity at college.

Meets MER

The College ADGSR and Dean endorses supervisors for applicants who have contacted supervisors or appoints supervisors for applicants who were unable to contact potential supervisors. If applicant does not meet MER or there is lack of supervision capacity at the College, (i) the ADGSR notifies the applicant accordingly, (ii) the ADGSR provides alternative pathway and/or advice to the applicant. (iii) when communicating with the applicant, the ADGSR copies the Academic Office and Centre for Graduate Studies in the email for recording and tracking the application status.

Unsuccessful

The College ADGSR forwards the endorsed application form to the Centre for Graduate Studies for further processing.

The Centre for Graduate Studies processes the application form and forwards to the Academic Office for creation of offer letter and for notifying the applicant.

The Academic Office generates offer letter and notifies the applicant (with contact details of the supervisors provided).

-END-

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