

Quick Guide to Divisional Approval for PG Admissions in Humanities

Please refer to the full document, *Divisional Approval Requirements for Postgraduate Admissions in Humanities*, for further detail and explanation; this is just for quick reference.

General Rule:

PG admissions require Divisional approval by the Associate Dean Graduate Studies (or ADGS as the PVC nominee) in addition to HoP approval, unless a specified exception applies.

Exceptions:

ADGS approval is not required in the following situations where Divisional approval is delegated to the Programme HoP or Co-ordinator (as PVC nominee):

1. **Honours, PGCerts & PGDips** where admission regulations are clearly met (no variation or ambiguity involved). These still require HoP/Co-ordinator approval. If a variation or alternative qualification or experience is involved, then ADGS approval is required.
2. PG admissions in
 - **Education** postgraduate taught masters (MTchGln)
 - **Social Work** postgraduate taught masters (MSCW Applied)
 - **Planning** (MPlan 1st year or coursework in 2nd year.) ADGS approval is still required for admission to the thesis.

These programmes have a committee process for admissions.

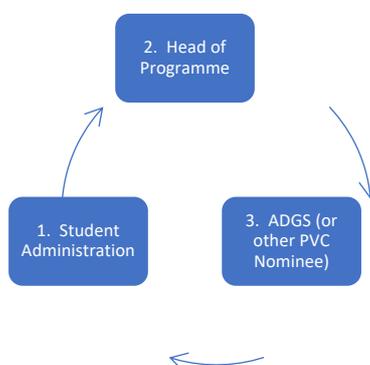
If a variation or alternative qualification or experience is involved, then ADGS approval is required.

3. **MA (Coursework) – All Subjects.** The PVC nominee is the MA(Coursework) Coordinator and their approval is needed in addition to HoP approval in all cases.
4. **Ambiguity.** Divisional approval from the ADGS is required whenever it is difficult to ascertain whether admission regulations are met.

Process:

The HoP/Co-ordinator forwards Programme-approved applications (with SA template and all supporting documents) to the ADGS (or other PVC Nominee), who provides Divisional approval, and then sends final decisions back to Student Administration for actioning in eVision.

Approval Triangle:



Note: If ADGS/Nominee approval is required but missing (and Programme approval is sent directly to Student Administration), these will be returned to the Programme and the Programme will be asked to forward them to the ADGS (along with the SA template and all documentation) as per the standard process.