FIJI NATIONAL UNIVERSITY

CENTRE FOR GRADUATE STUDIES

FLOWCHART – GRADUATE STUDIES APPLICATION FOR ADMISSION PROCESS

The applicant decides to pursue Graduate Studies – PGD, Masters or PhD

The applicant contacts potential supervisors (if applicants are unable to contact any potential supervisors, they must contact the respective College Dean or ADGSR for guidance.
NB: PGDs are by coursework and there is no need for applicants to look for supervisors.

The applicant in consultation with their supervisors develops the Research Intent/Plan

The applicant fills in the Post Graduate Application for Admission Form and submits complete application to the Academic Office.

The Academic Office checks the documentations and completeness of admission application.

INCOMPLETE

If incomplete application, the Academic Office writes to applicant to furnish the missing documents.

The applicant provides the missing documents to the Academic Office

COMPLETE

The Academic Office records and forwards complete application to respective College ADGSR for processing.

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

UNSUCCESSFUL

If applicant does not meet MER or there is lack of supervision capacity at the College,

1. the ADGSR notifies the applicant accordingly,
2. the ADGSR provides alternative pathway and/or advice to the applicant,
3. 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.

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.

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).