**HELM PROGRAMME – LEAD COMPONENT 2013**

**INTERNAL RHODES UNIVERSITY PROCESS**

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| **ACTIVITY** | **WHEN** | **RESPONSIBILITY** |
| The request for application ( top list) | 18 June 2013 | Human Resources to forward the email |
| Closing date for applicants | 24 June 2013 (end of day) | Applicants ( applications to be forwarded to T. Rippon at t.rippon@ru.ac.za) |
| Evaluation of the applications | 28 June 2013 | Appointed Committee |
| Final preparation (completion of documentation) | 3 July 2013 | Human Resources with successful applicants |
| Forward applications to HELM | 5 July 2013 (12:00) | Human Resources |