Graduate Research Management (GRM)

Manual for Postgraduate Students 2023

T: +27 51 401 9011 | E: GRMHelpdesk@ufs.ac.za | **www.ufs.ac.za/centreforgraduatesupport**

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UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

UFS
CENTRE FOR GRADUATE SUPPORT

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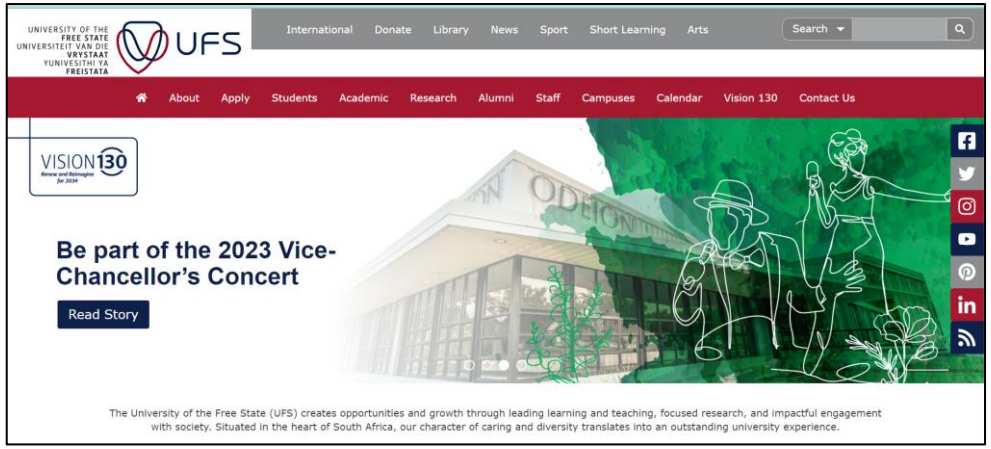
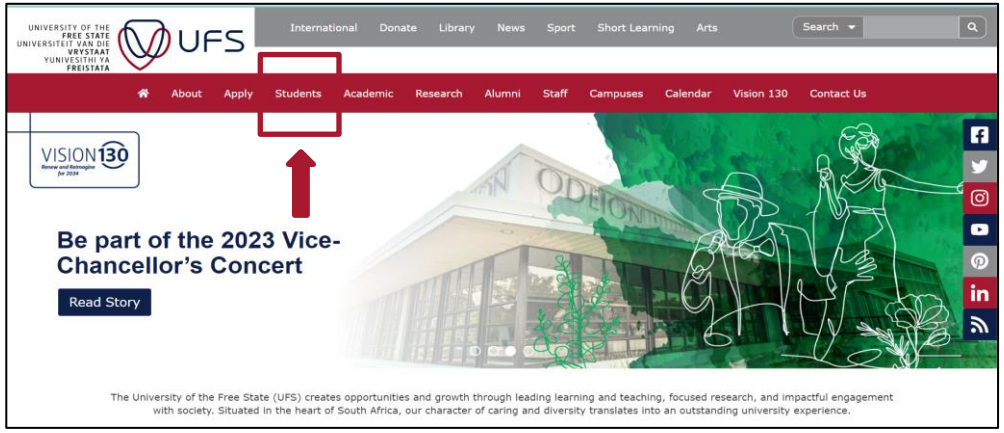
Login

***Step 1:** Go to the University of Free State website www.ufs.ac.za*

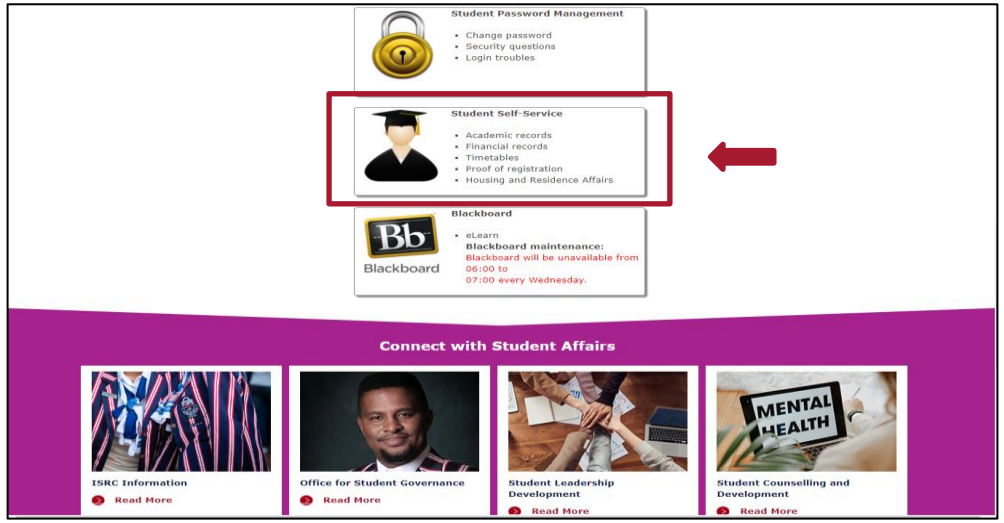


***Step 2:** Click on 'Students'*

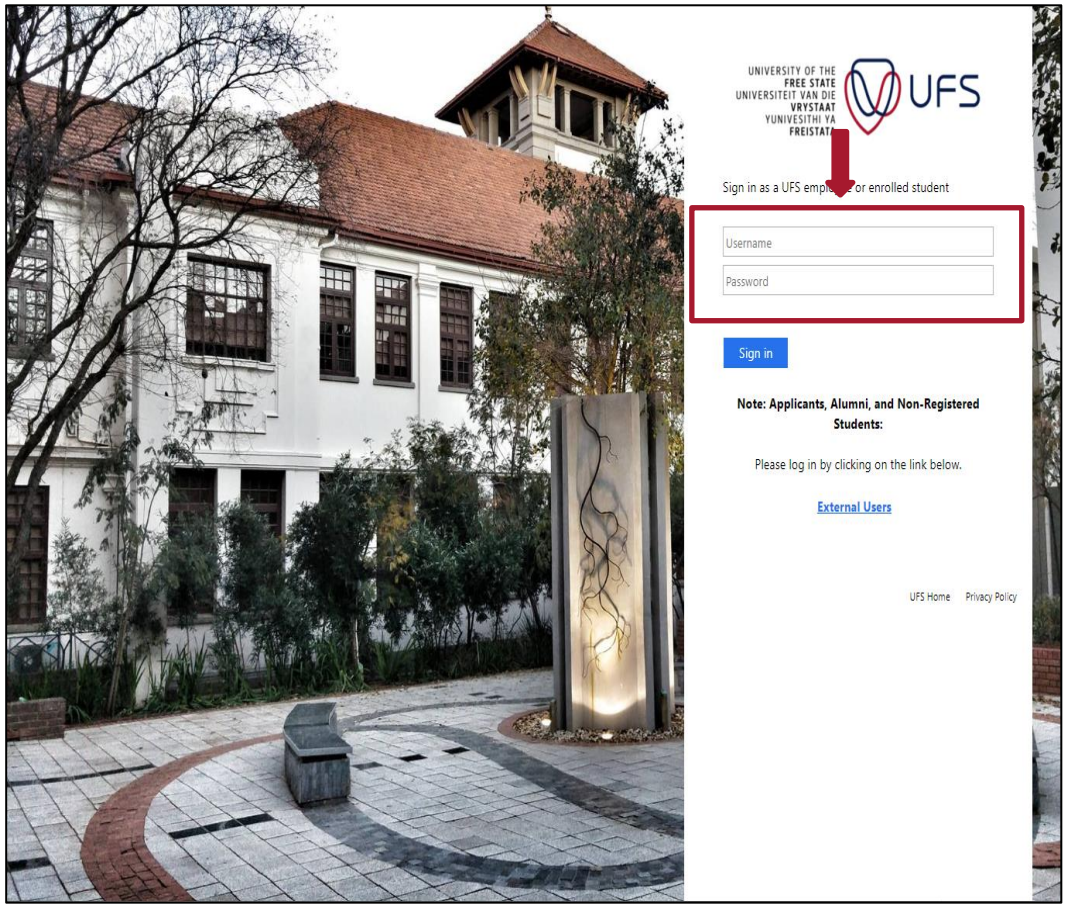


***Step 3:** Click on 'Student Self Service' and scroll down.*

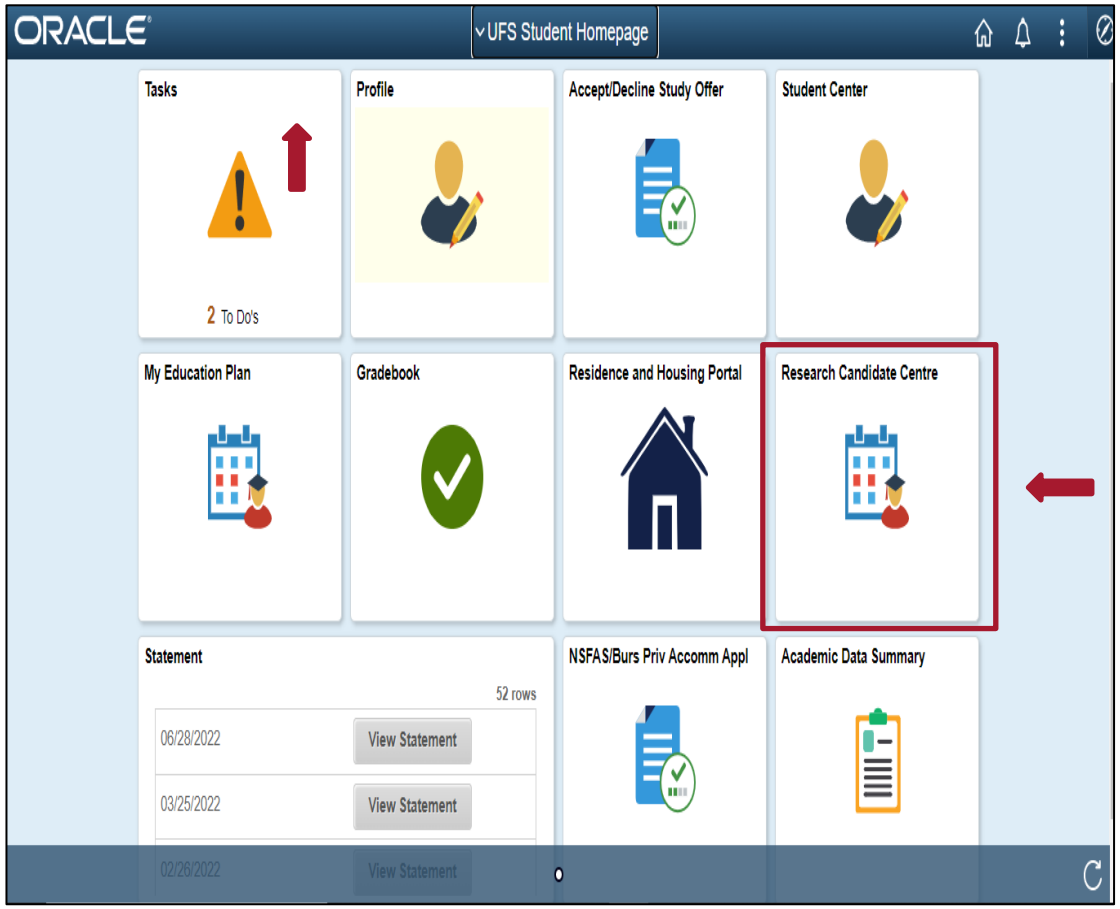
***Step 4:** Click on 'Student Self Service'.*



Step 5: Enter your UFS login credentials.



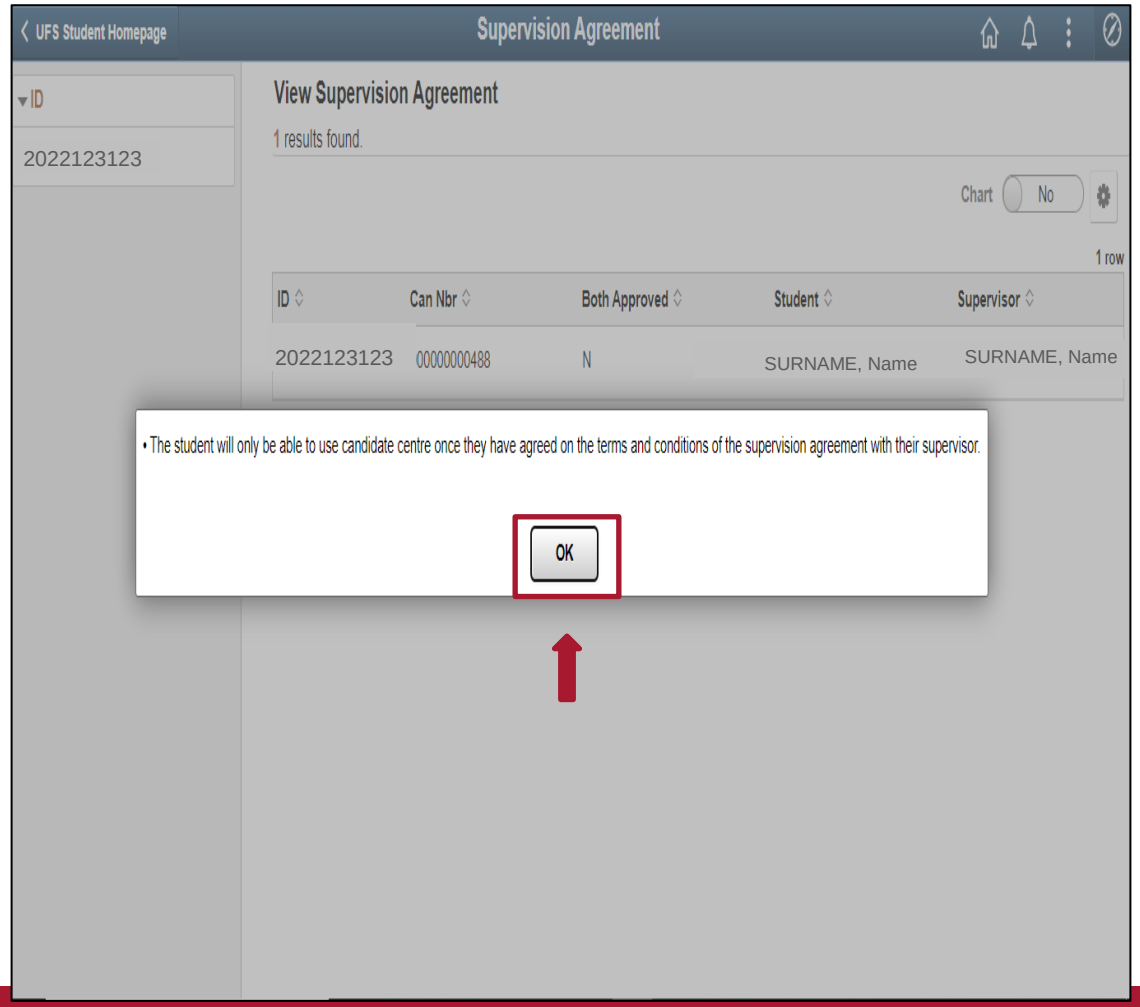
Step 6: Click on 'Research Candidate Centre'.

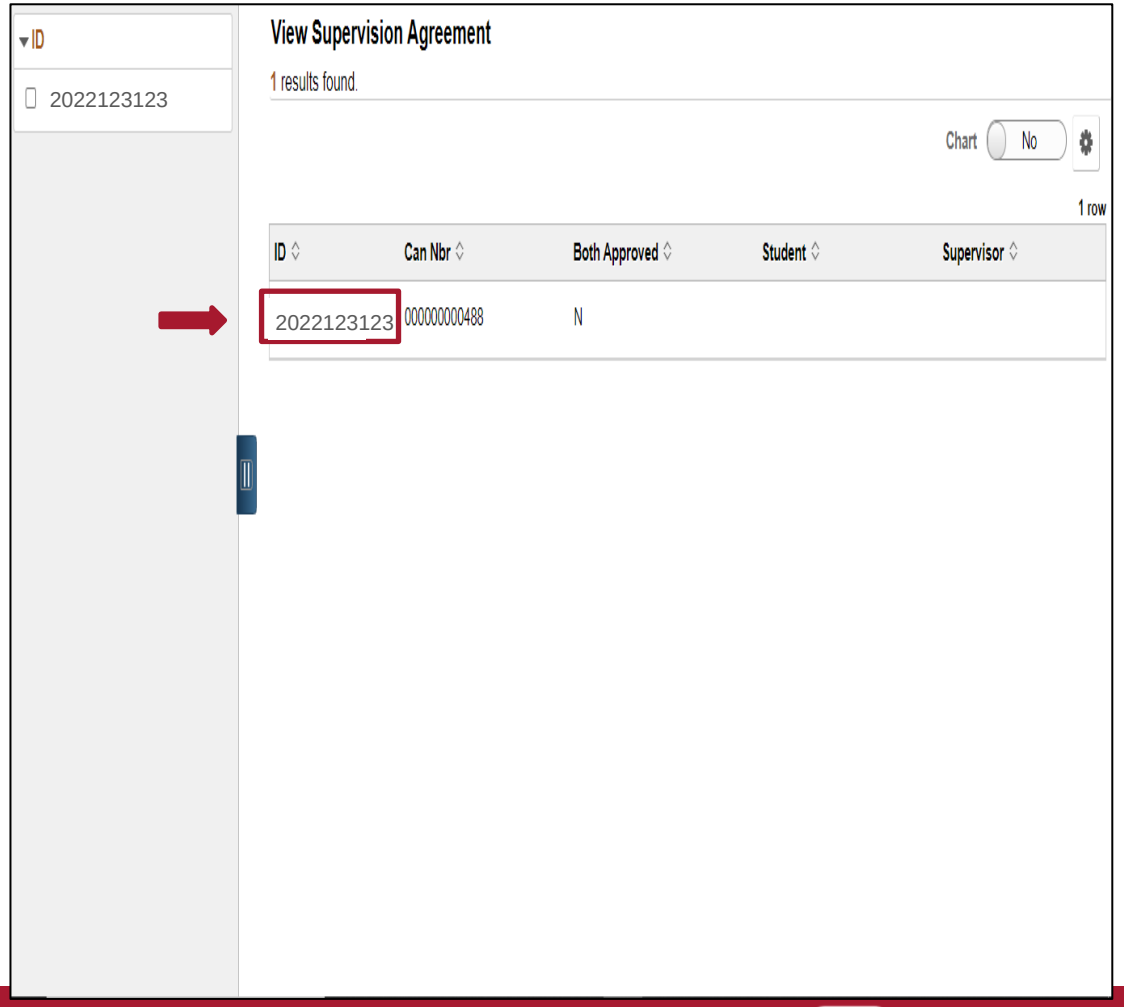


Supervision Agreement

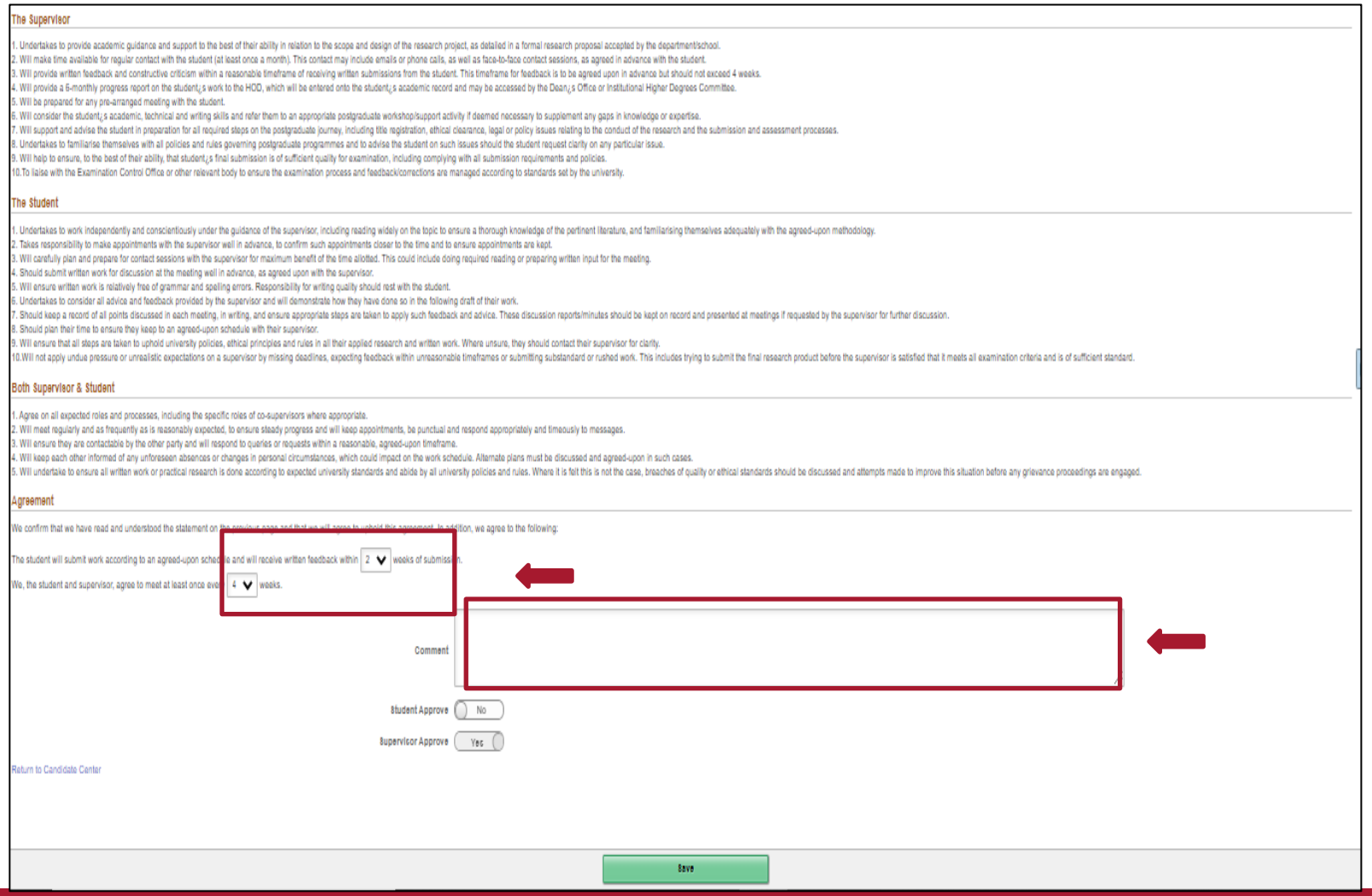
Make sure you are linked to your Supervisor to complete this step. For assistance contact the GRMHelpdesk@ufs.ac.za.

Step 1: Discuss the Supervision Agreement with your supervisor before completing this step. Once ready, click on 'OK' , then Click on your student number to complete the supervision form.

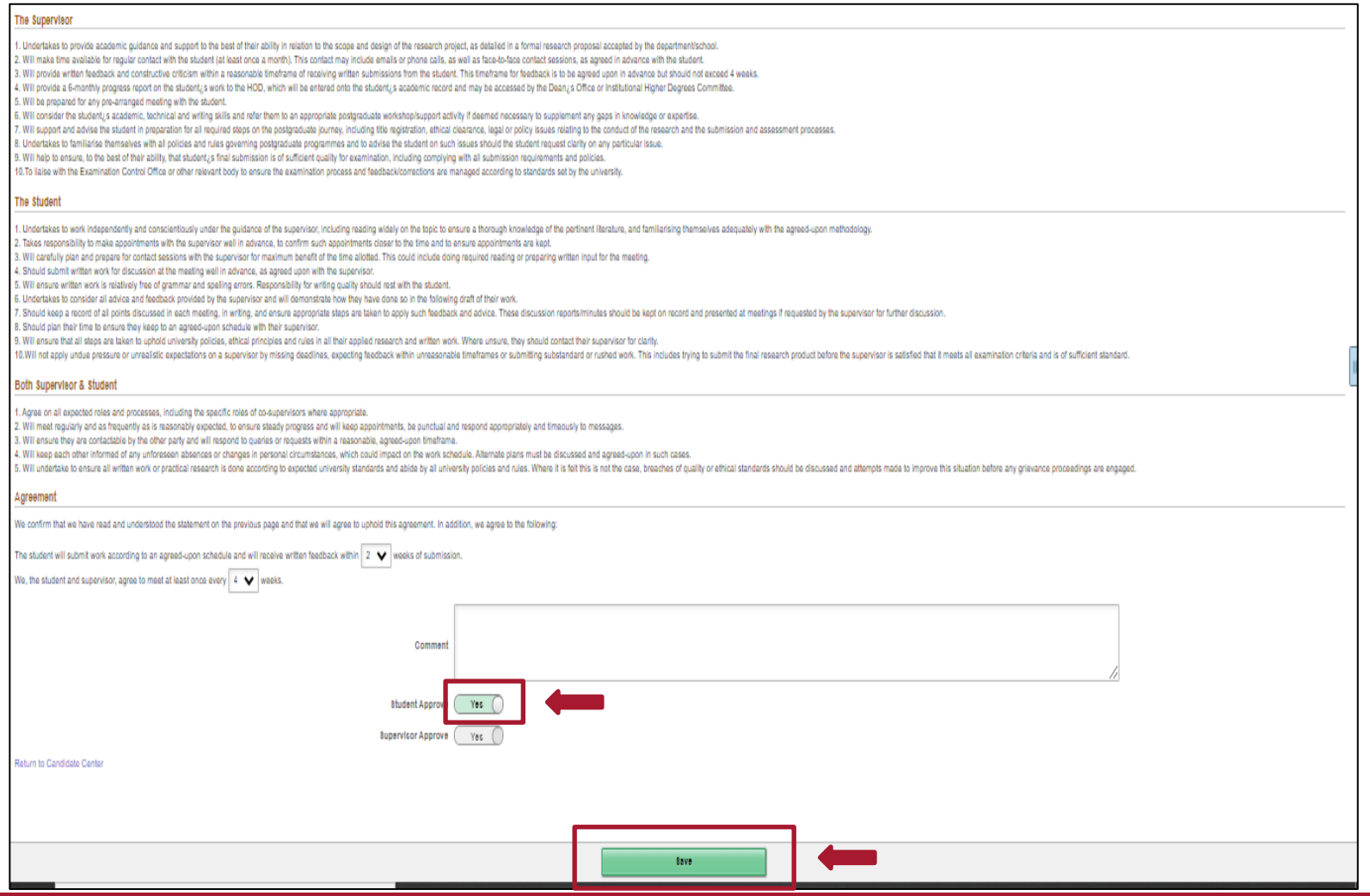




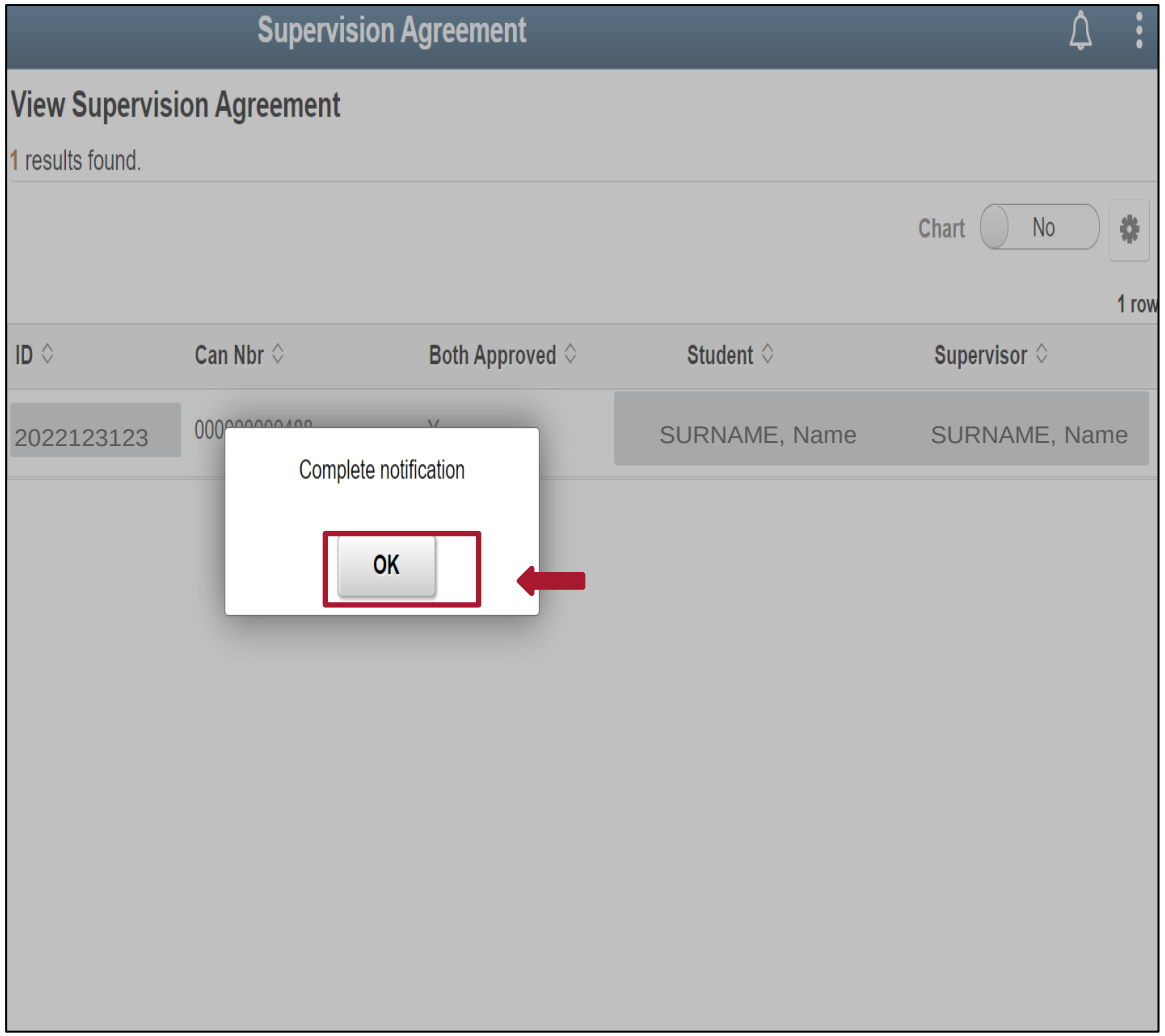
***Step 2:** Select the agreed number of weeks in the drop-down list as agreed with your supervisor. Type the additional terms and conditions (if any) in the comment box as agreed upon.*

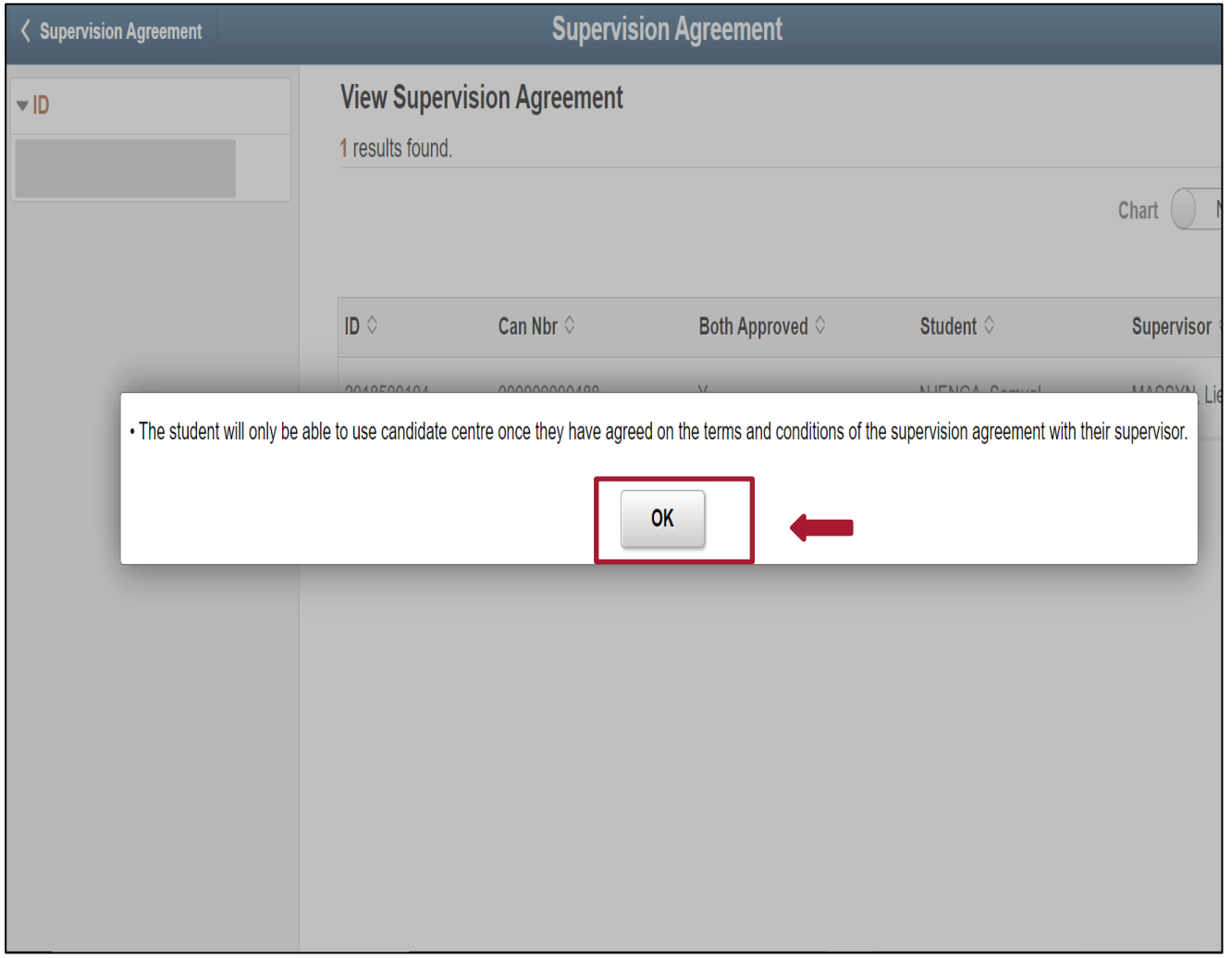


Step 3: To sign the agreement, select "Yes" next to 'Student Approve' and click on 'Save' at the bottom

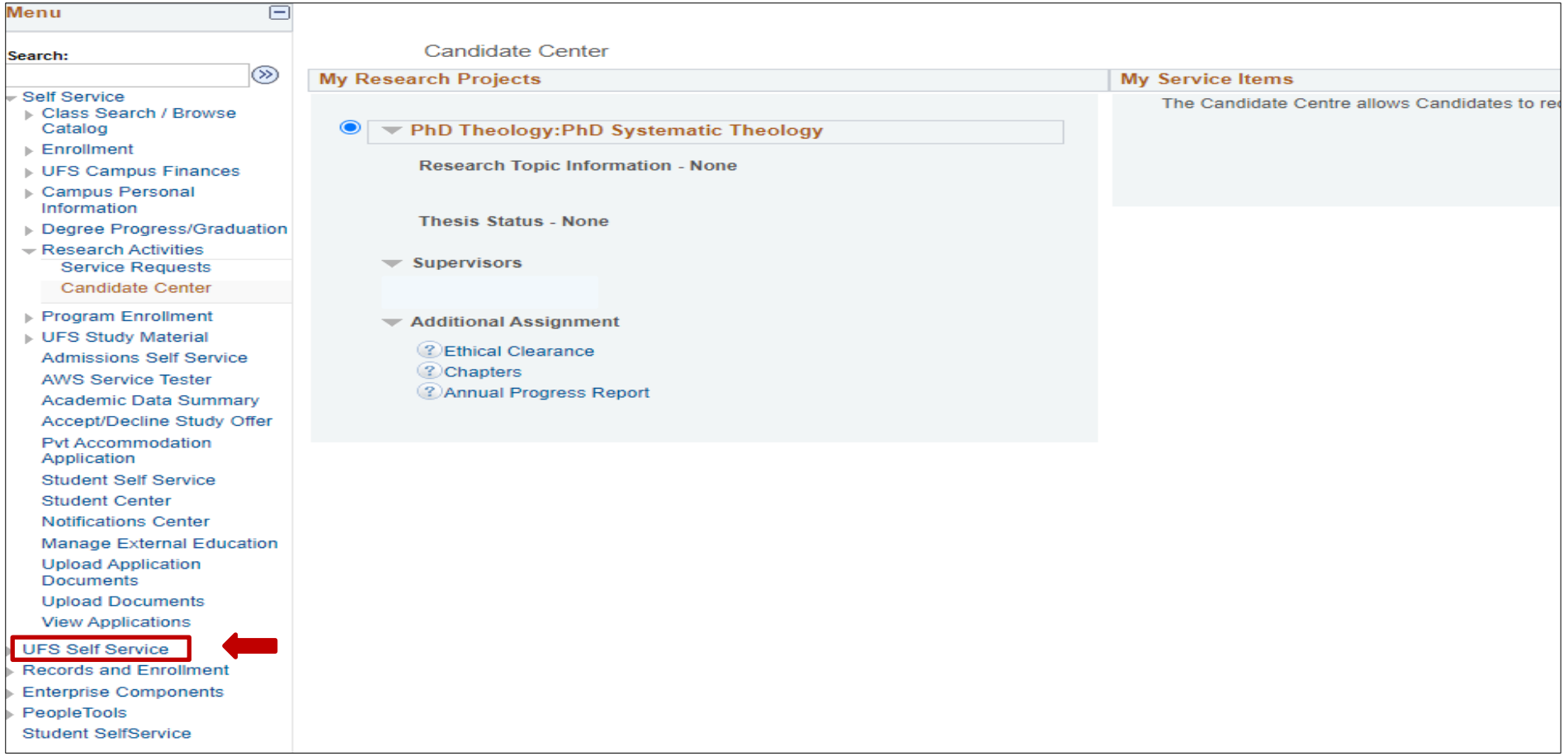


Step 4: Click on "OK" for both pop ups.

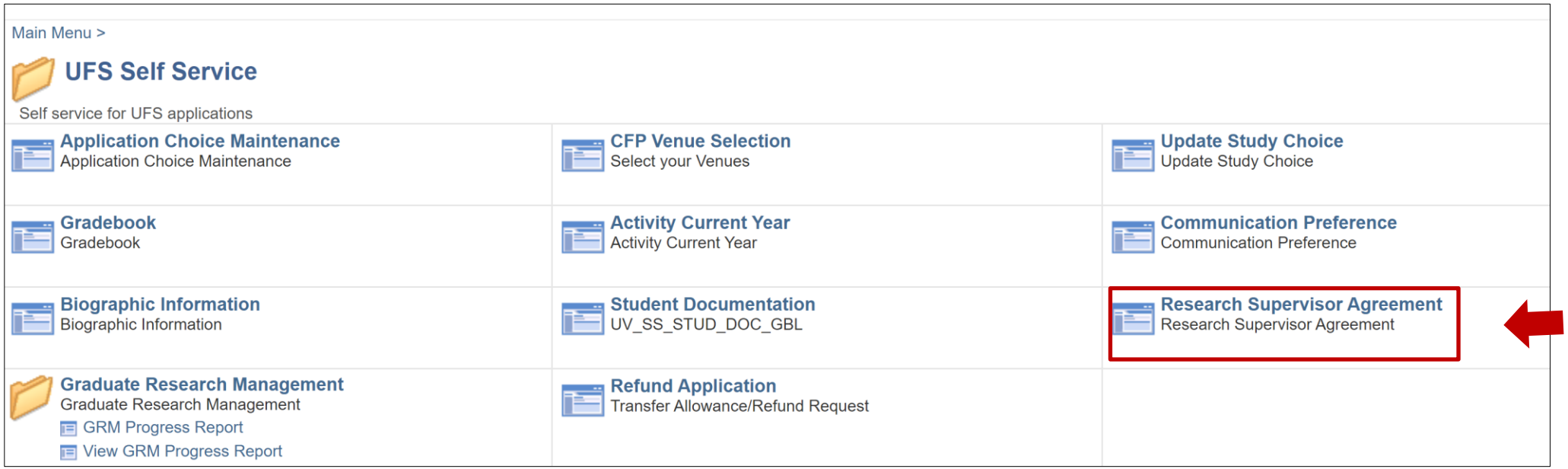




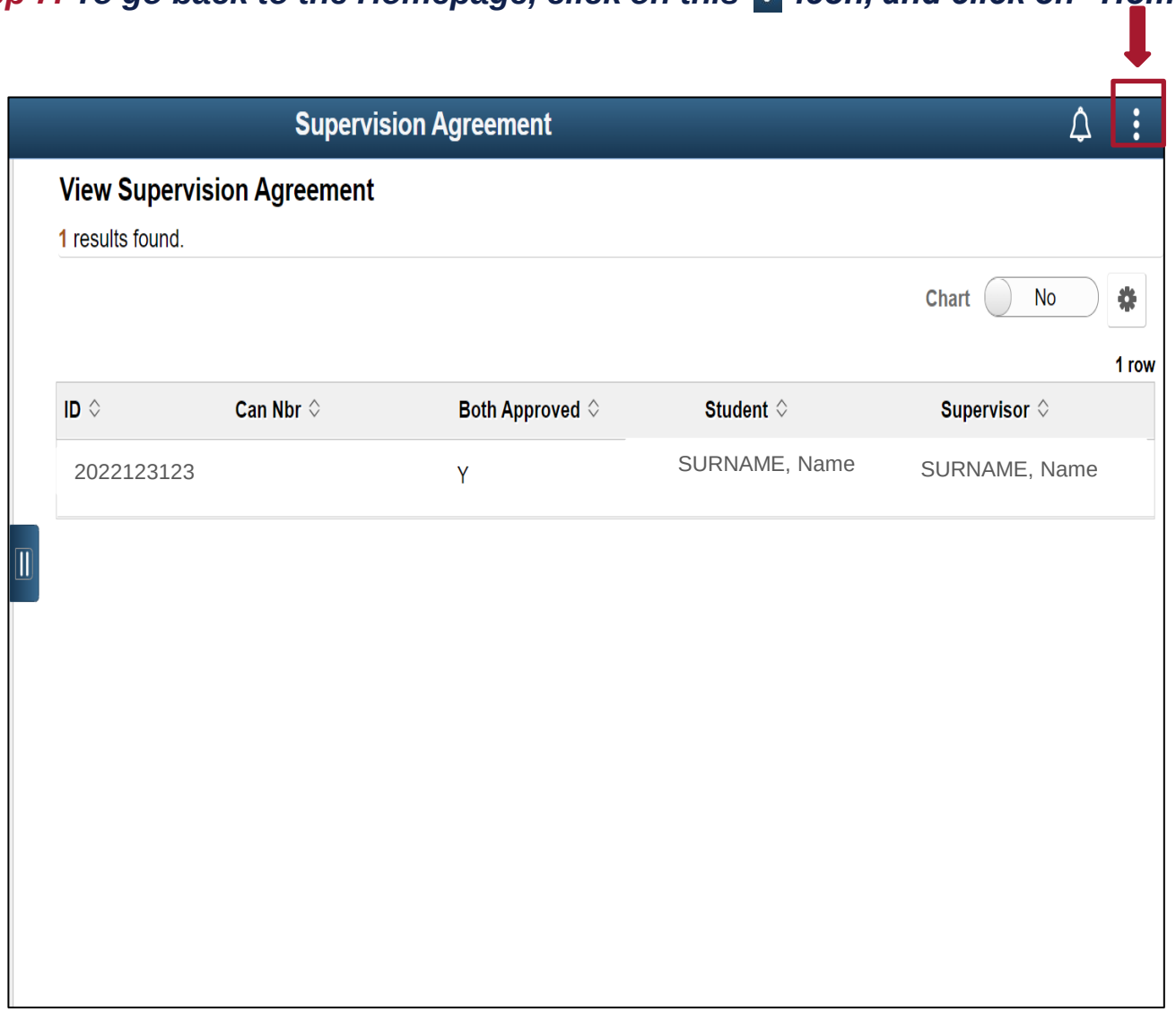
Step 5: Click on UFS Self Service to view the completed Supervisor Agreement

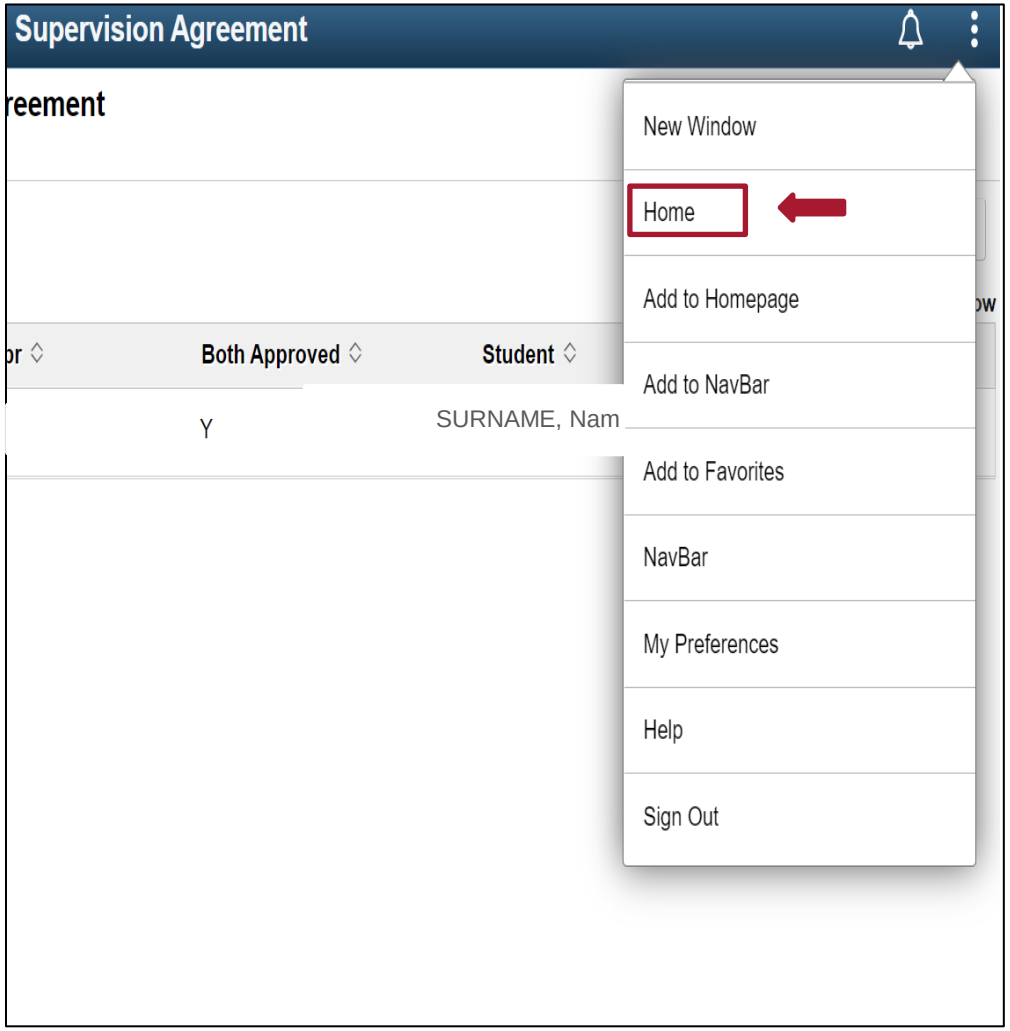


Step 6: **Click on the Research Supervisor Agreement to view the completed supervision agreement.**



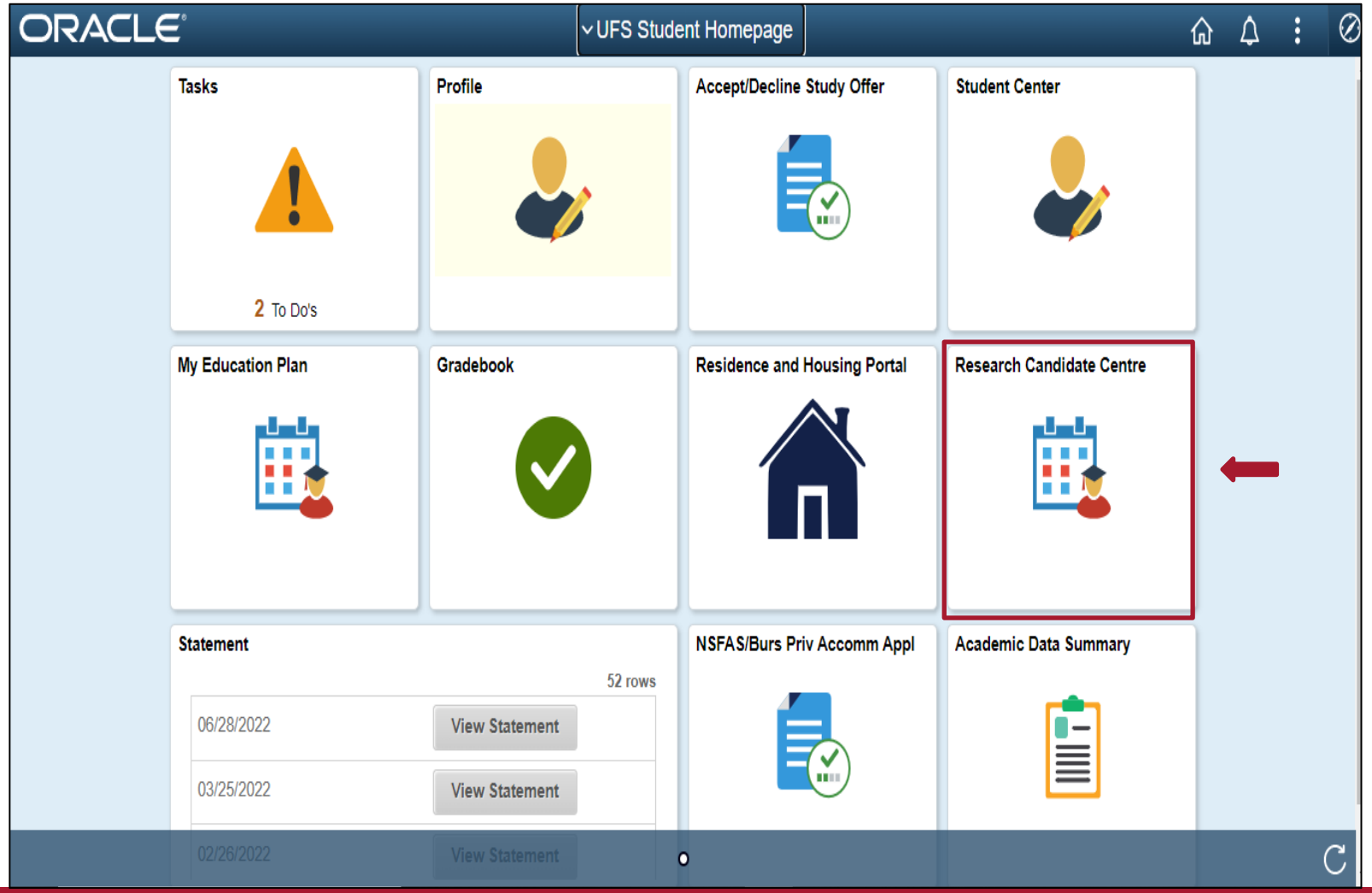
***Step 7:** To go back to the Homepage, click on this ⋮ icon, and click on "Home".*



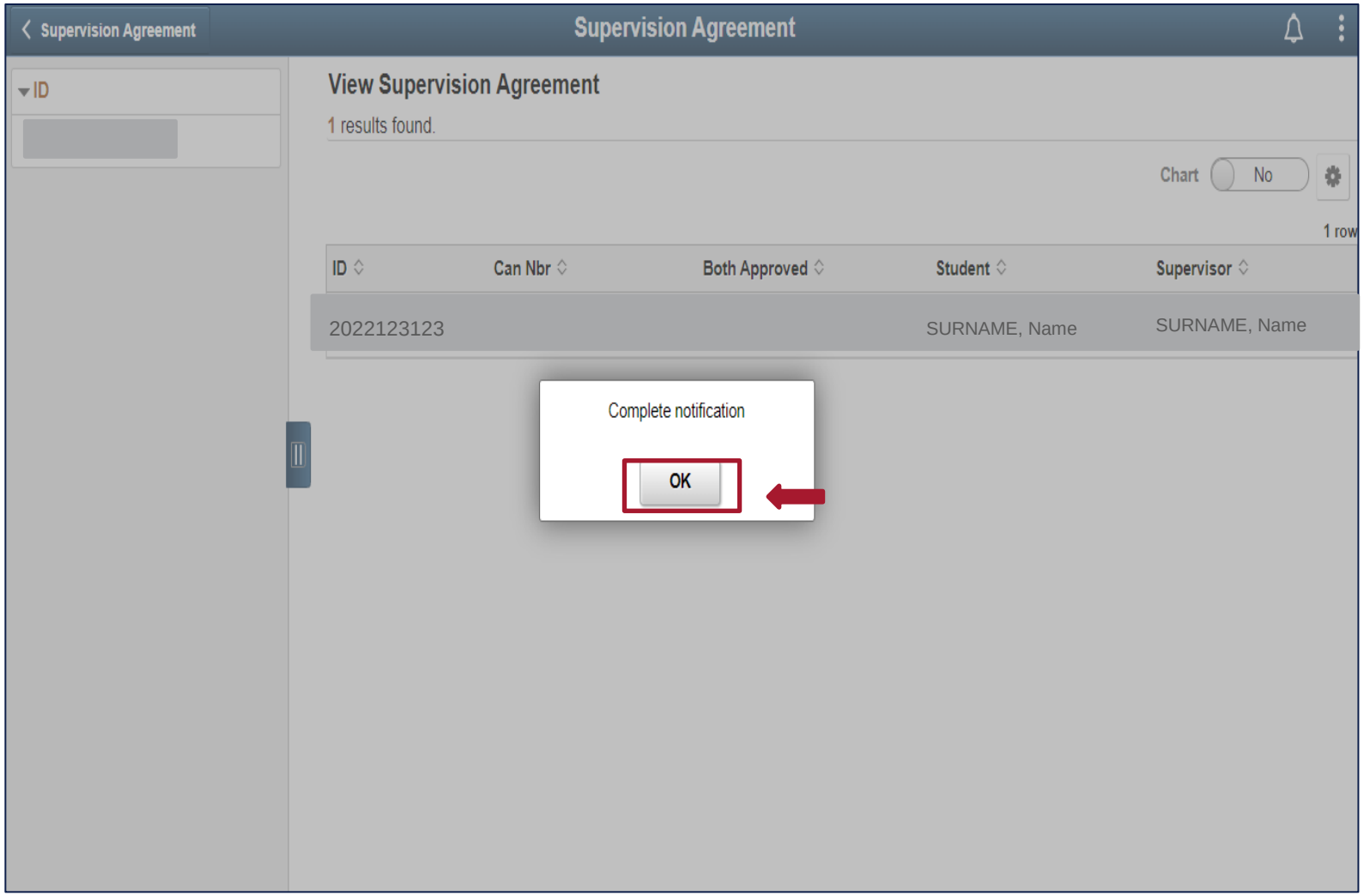


GRM Interface

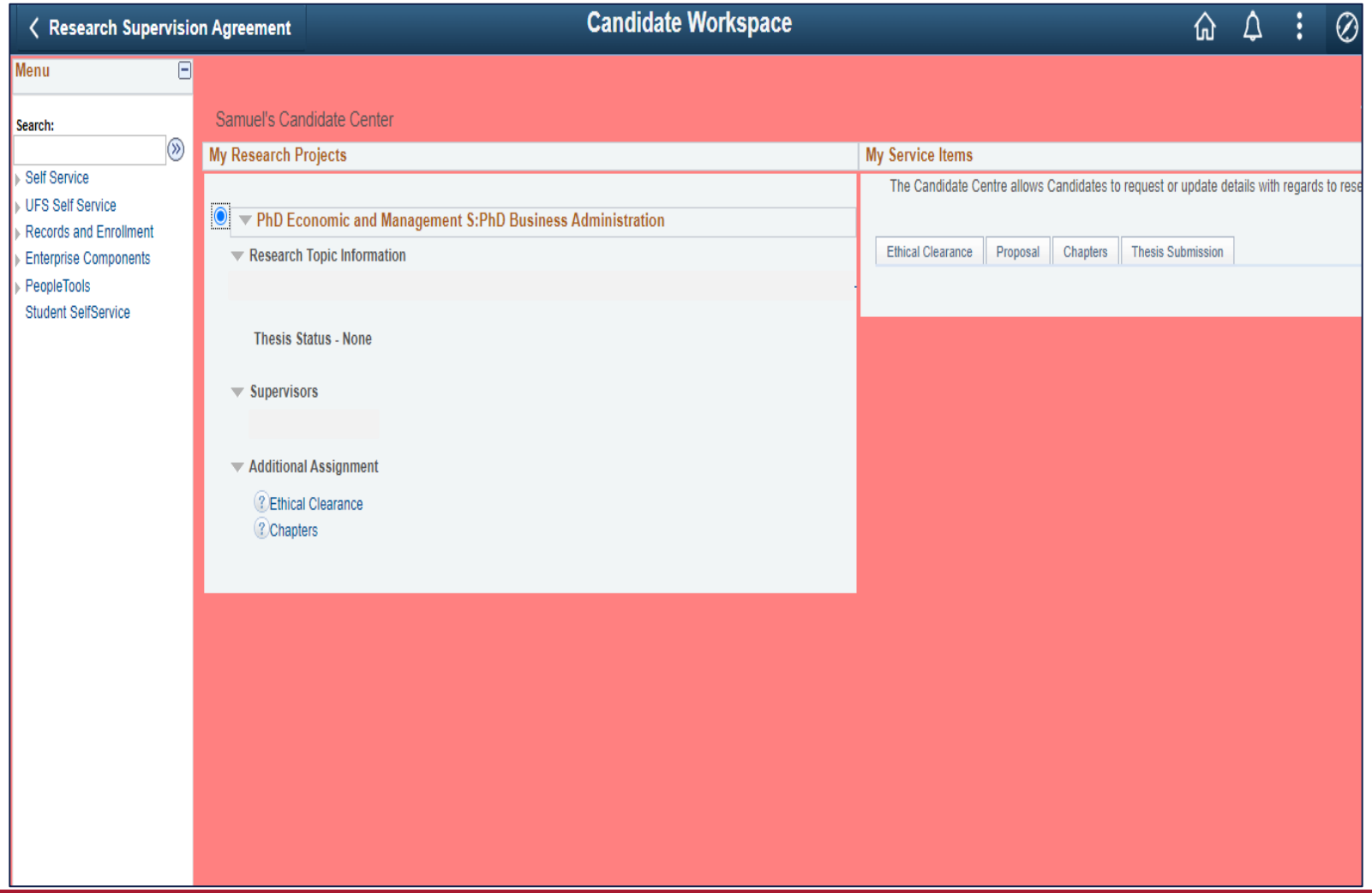
Click on 'Research Candidate Centre' to start using GRM.



You will only see the 'Complete notification' message once BOTH you and your supervisor have signed the supervision form.



The following sections will show you how to make use of different components of GRM



Annual Postgraduate Student Progress Report

The following section will show you how to complete the Annual Postgraduate Progress Report.

Note:

ONLY Students can start the process of completing the progress reports. Supervisors can only complete their part of the progress report once students have submitted the progress reports.

Progress Report

Step 1: Access via Link

You will receive a system generated email with the instructions and a quick link to the progress report (see below). Click on the "Progress Report Link" to open the progress report

2023 Annual UFS Postgraduate Student Progress Report

From noreply@ufs.ac.za on 2023-11-20 11:49

Details Plain text

Dear

The 2023 Annual Postgraduate Student Progress Report Call for **research master's and doctoral students** is now open from **23 November 2023- 31 January 2024**

The 2023 Annual Postgraduate Student Progress Report is intended to assist postgraduate students **(master's by research and doctoral)** to reflect on the progress of their studies to ensure the timely submission of their thesis/dissertation.

The progress report will be based on the following academic plan: Master of Psychology

It is **important to consult your supervisor** and discuss the progress made in 2023 before completing the progress report.

Click on the link below to complete the 2023 Annual Progress Report:
Progress Report Link

Note: contact your academic department/faculty if you have not yet been linked to your supervisor on GRM.

For more information, contact the GRM Help Desk at GRMHelpdesk@ufs.ac.za and/or 051 401 9011.

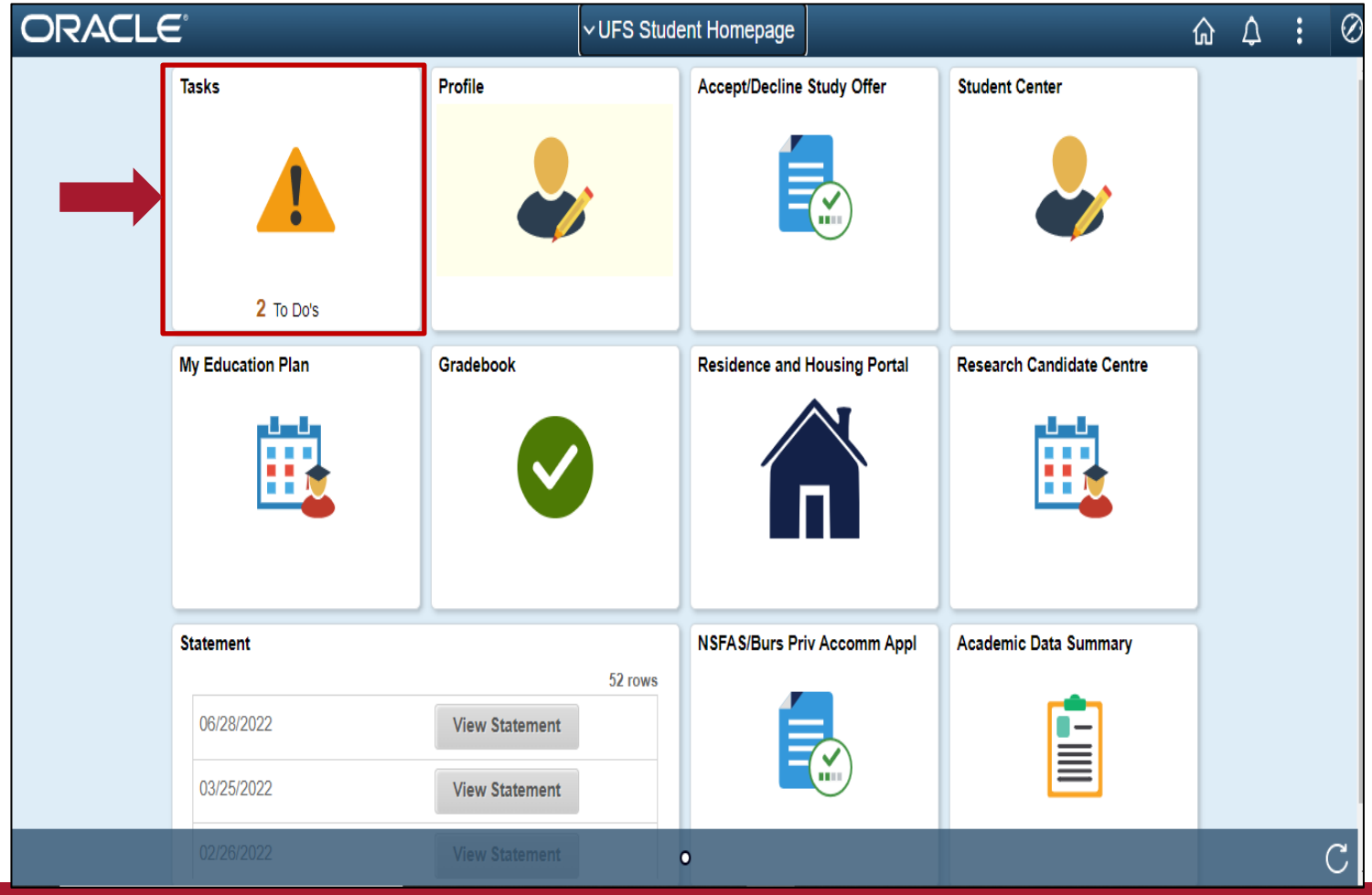
Kind Regards,

Graduate Research Management Help Desk
Centre for Graduate Support

Progress Report

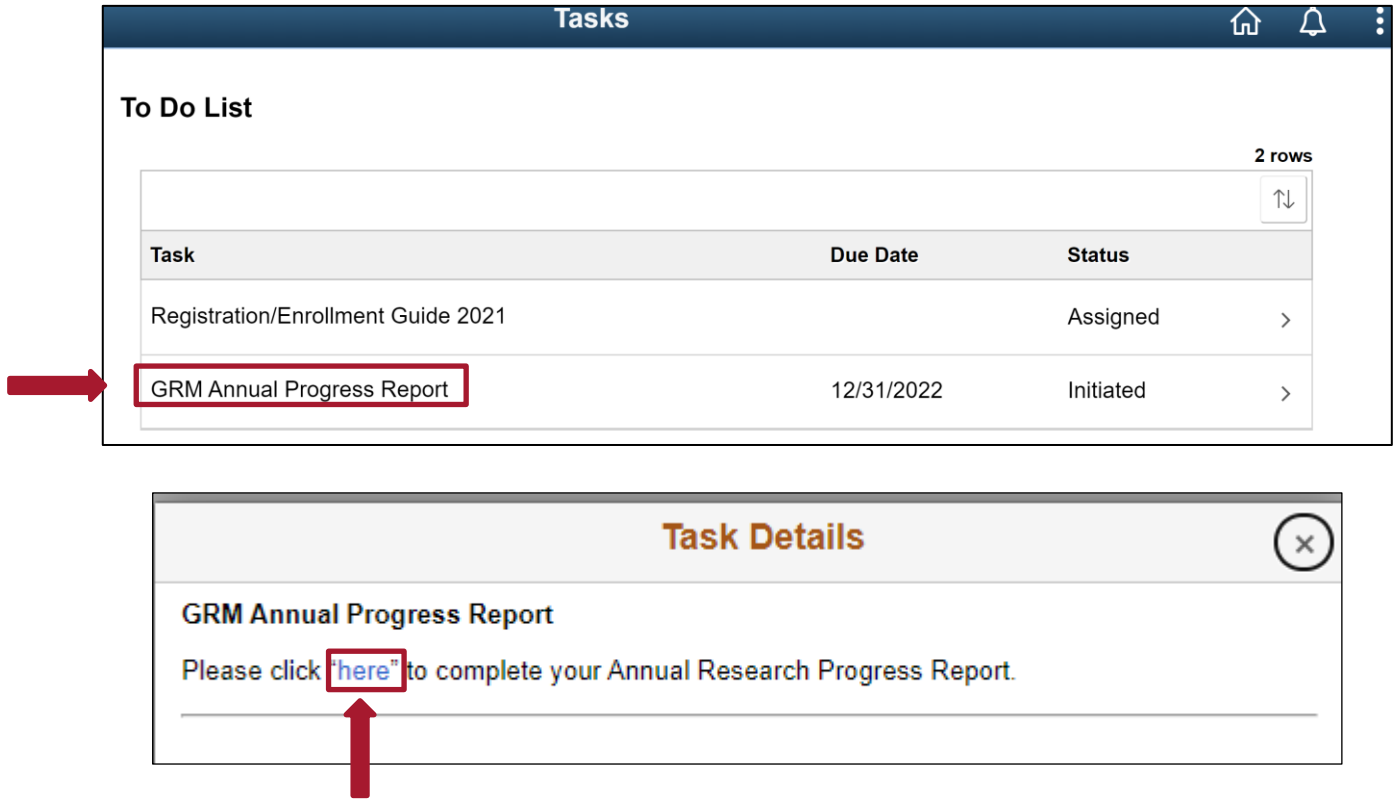
Step 2: Access on GRM student interface

You can also access the 2023 annual progress report from your GRM student interface on PeopleSoft campus solution. Click on task and follow the steps below.



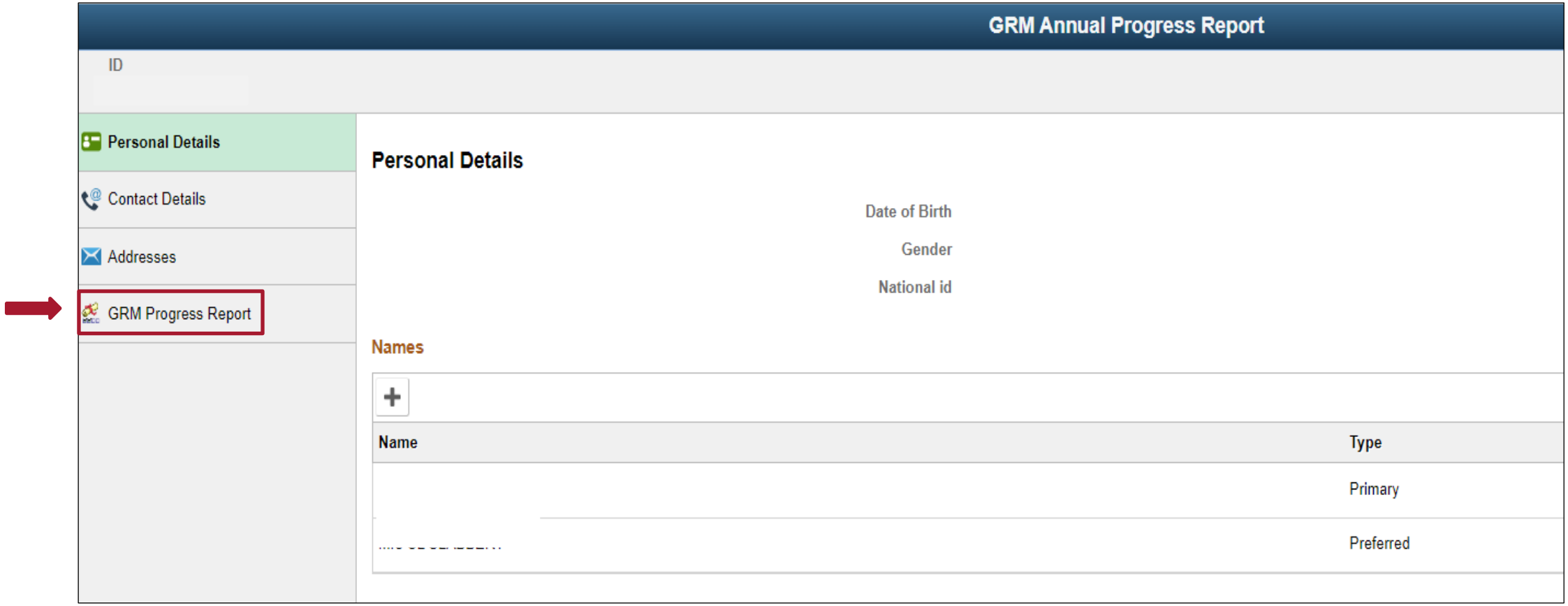
Progress Report

***Step 3:** The link will take you to PeopleSoft Campus Solutions, Login using your UFS login details. Once you have logged in, click on "GRM Annual Progress Report" and then click on "here"*



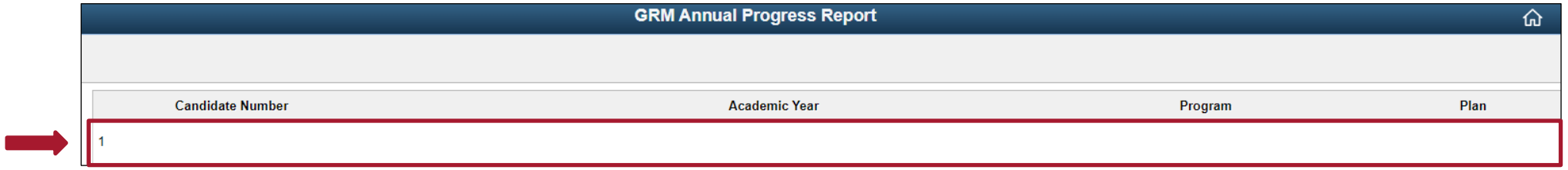
Progress Report

Step 4: ***Check that you your contact details are correct and then click on "GRM Progress Report"***



Progress Report

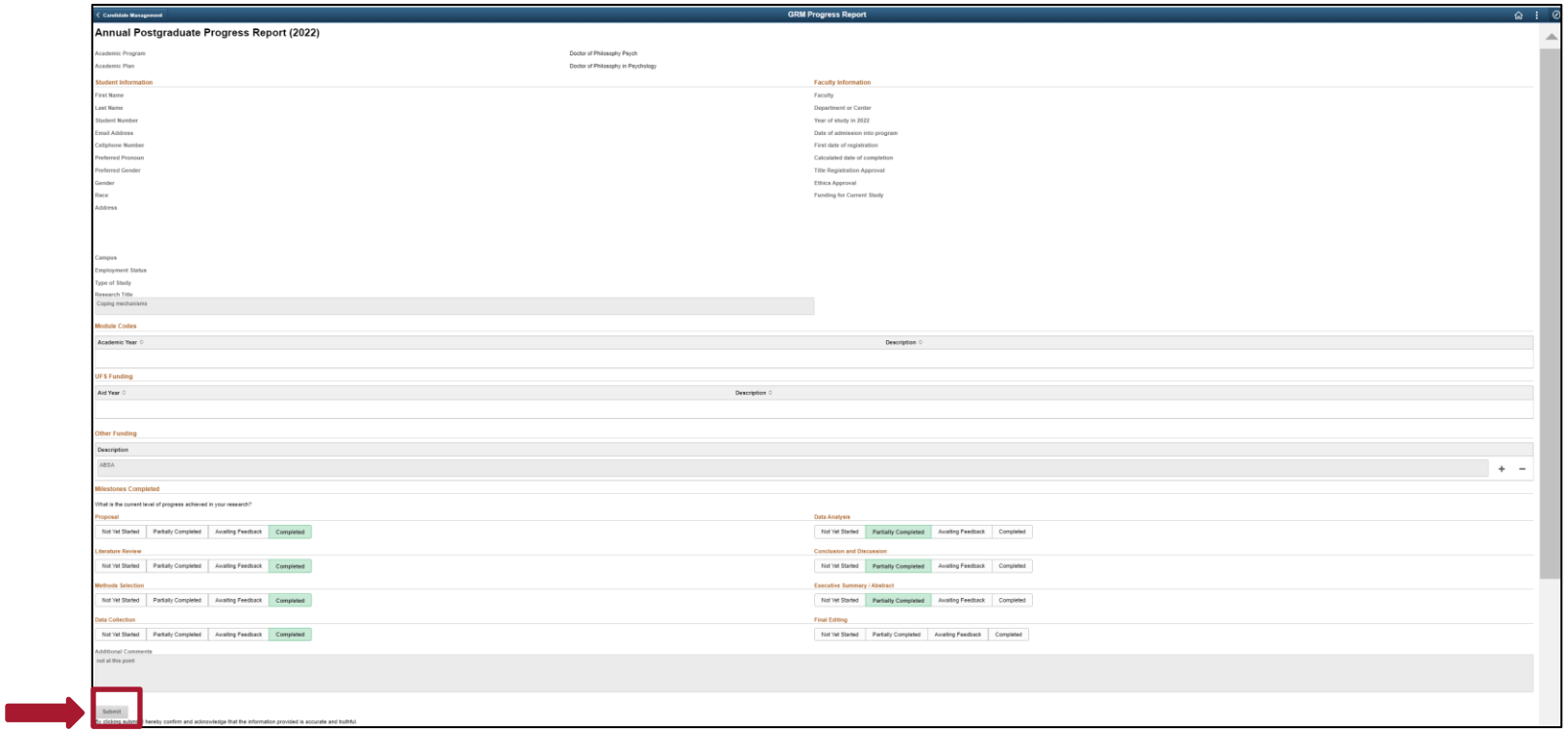
***Step 5:** Check that your academic program is correct and click on it to open the progress report*



Progress Report

Step 6:

- ***Provide only information that is not system generated.***
- ***You need not worry about dates for ethical clearance and/or title registration approvals if they are not yet available.***
- ***You will not be able to submit the progress report if you did not select the status for all the milestones***
- ***Click on "Submit" once you have completed the progress report***



Progress Report

Take Note:

- ***Once you have submitted the progress report, your supervisor (only UFS/UFS affiliate) will receive a system generated email informing them that you have completed the progress report.***
- ***They will also have a quick link via their UFS email to your submitted report, and they can also access it via their GRM Supervisor profile.***
- ***As soon as your supervisor has completed their part of your progress report, a system generated email will be sent to your UFS student email address to notify you that your progress report has been submitted for the 2023 calendar year.***

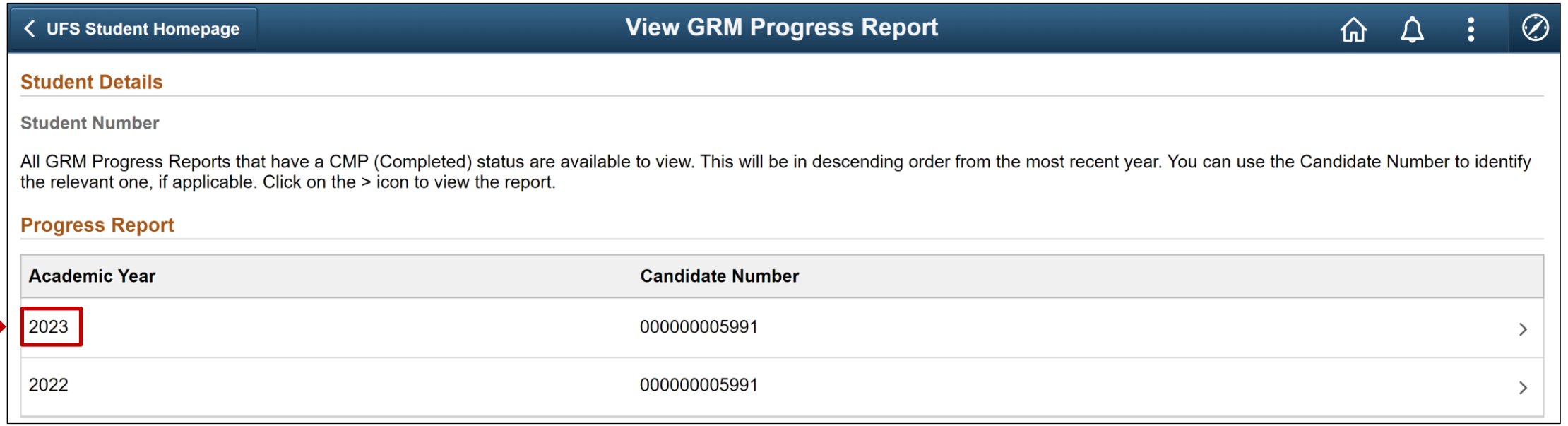
For enquires on the 2023 Annual Postgraduate Student Progress Reports, contact the GRM Help Desk at GRMHelpDesk@ufs.ac.za

To access a complete Progress Report

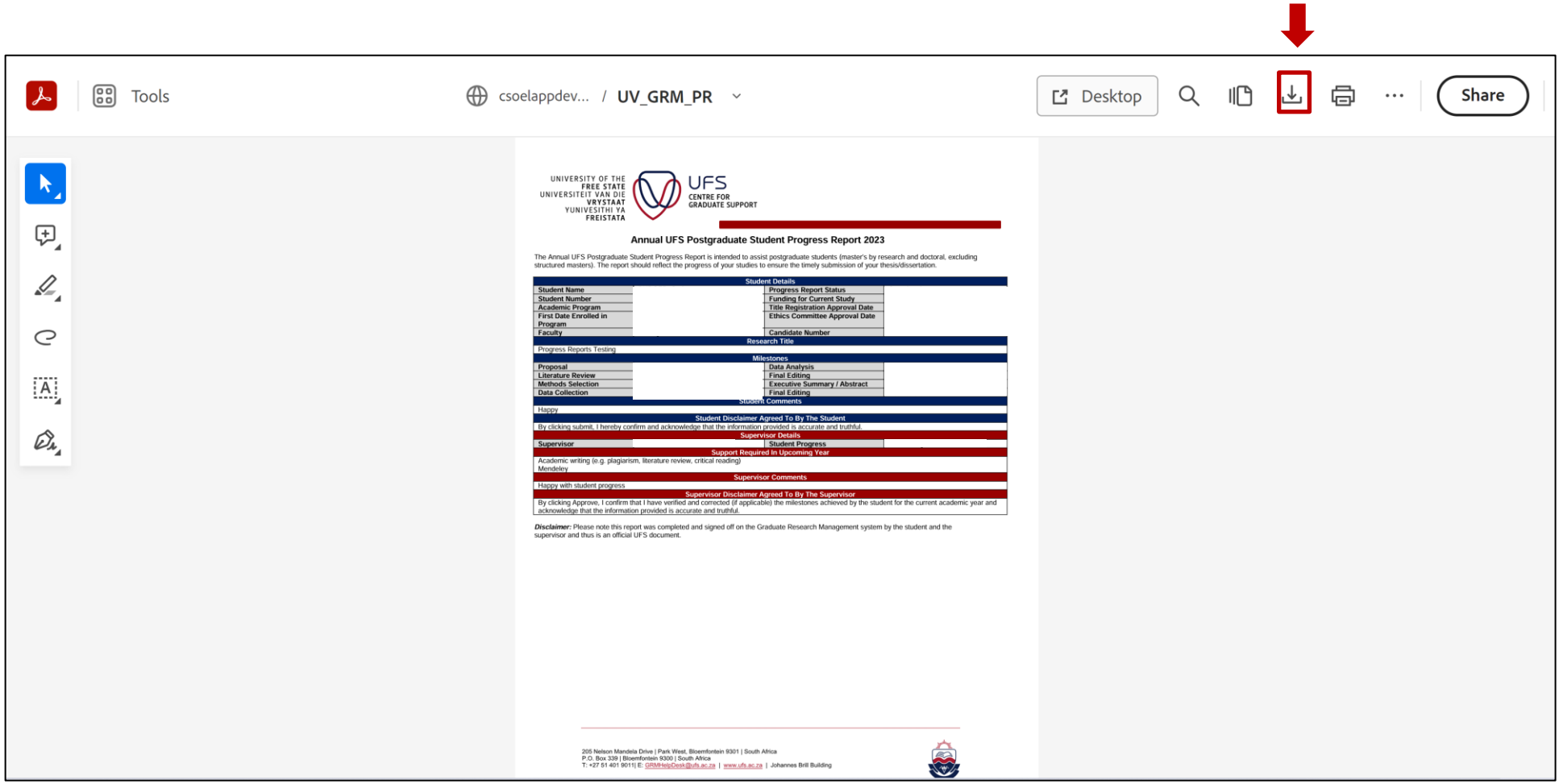
***Step 1:** Scroll down the 'Home page' to access GRM Progress Report.*

***Step 2:** Click on 'View GRM Progress Report'.*

***Step 3:** Click on the academic year you want to view the Progress Report.*

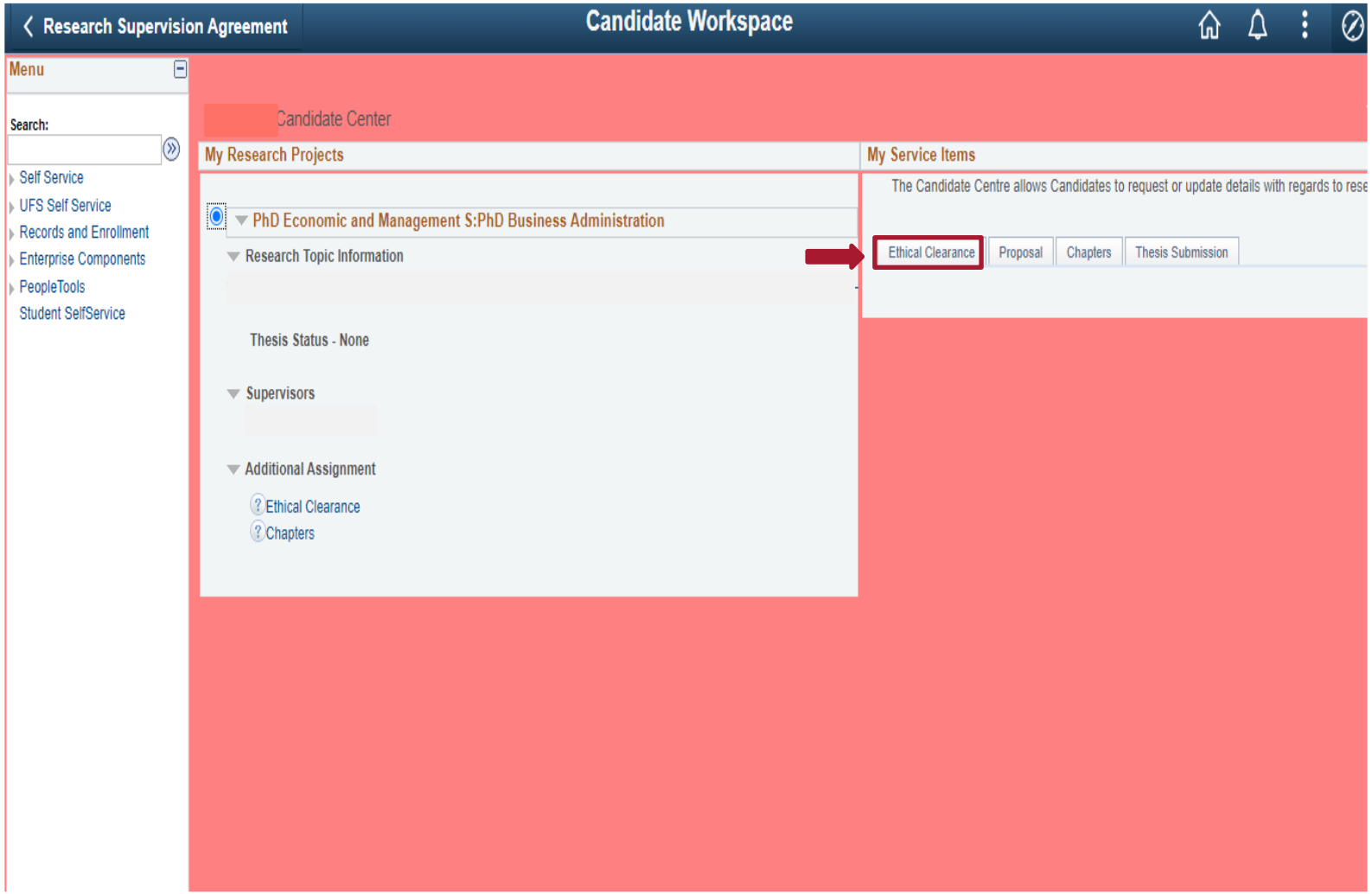


Step 4: To download the 'GRM Progress Report' click on the download sign.

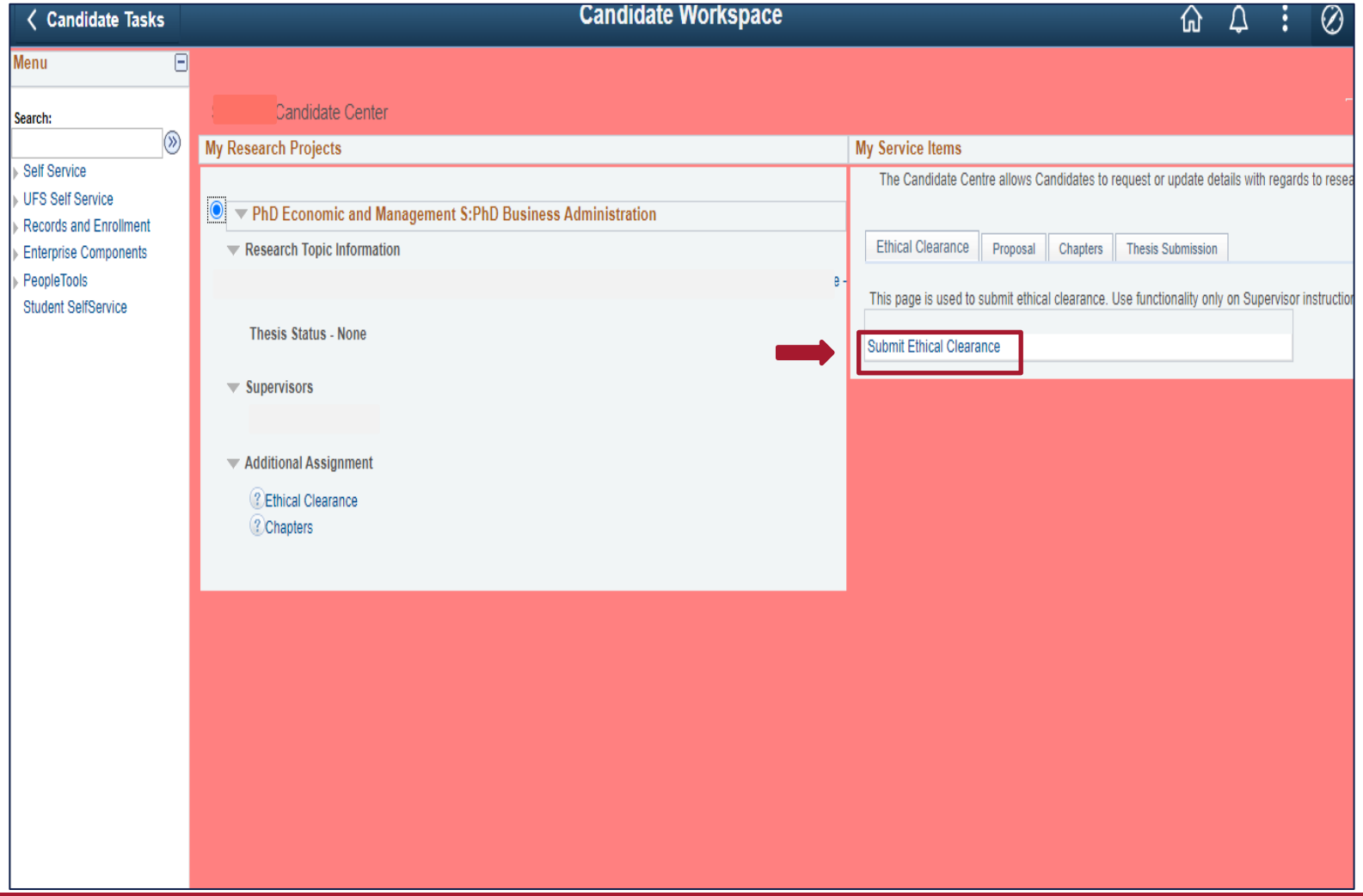


GRM: Ethical Clearance

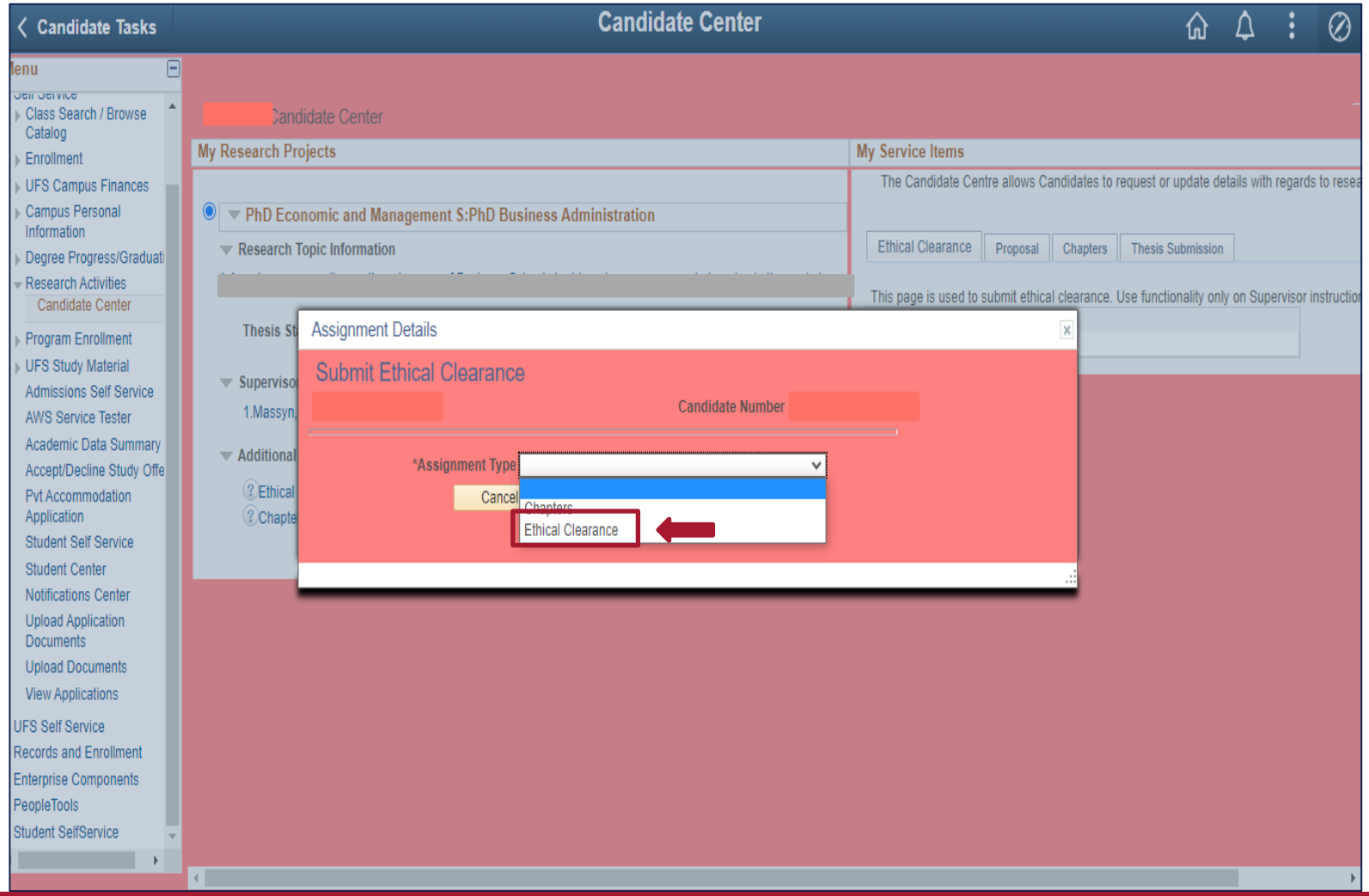
Step 1: ***Click on 'Ethical Clearance' to upload ethical clearance documents***



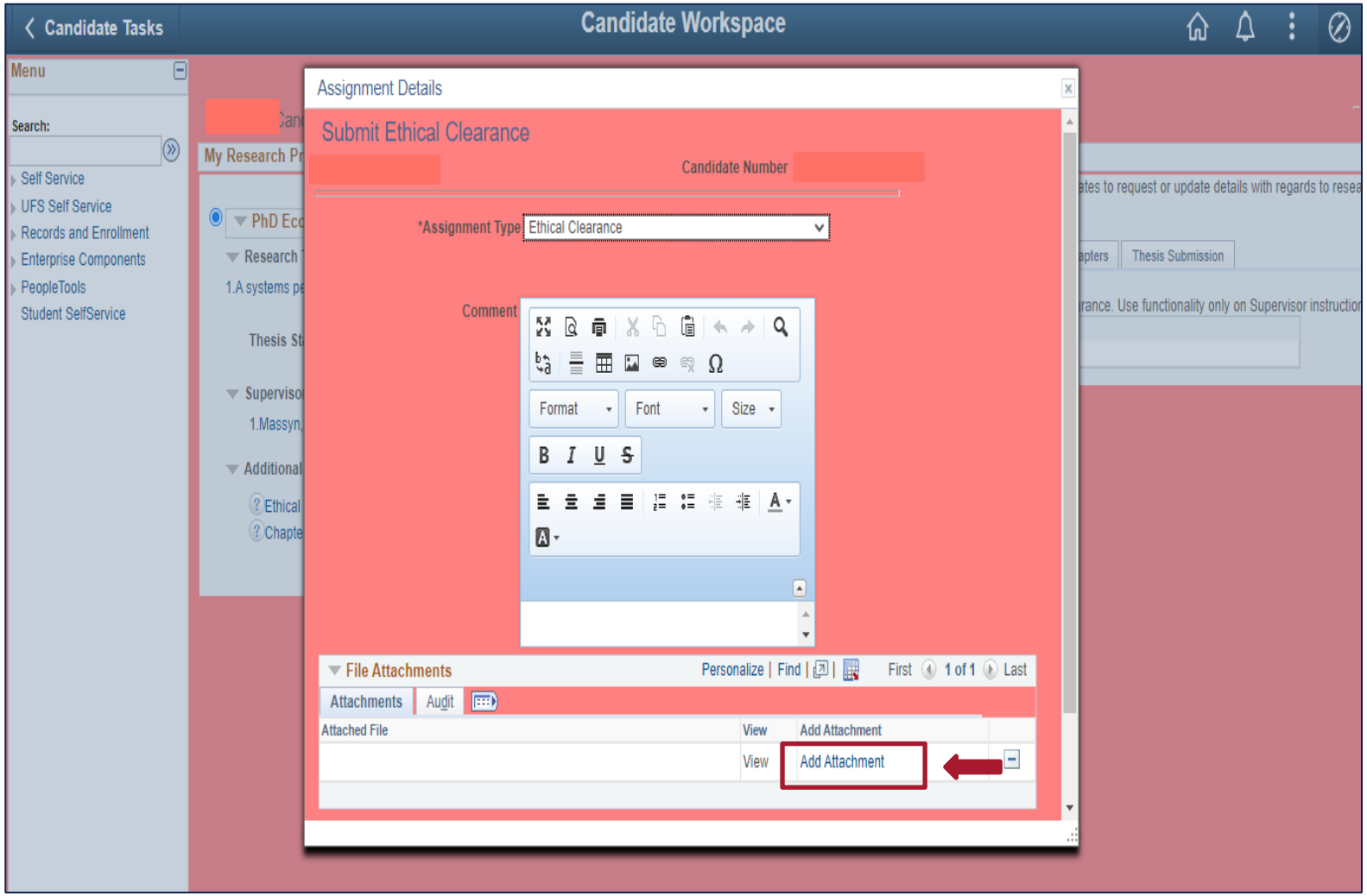
Step 2: Click on 'Submit Ethical Clearance'



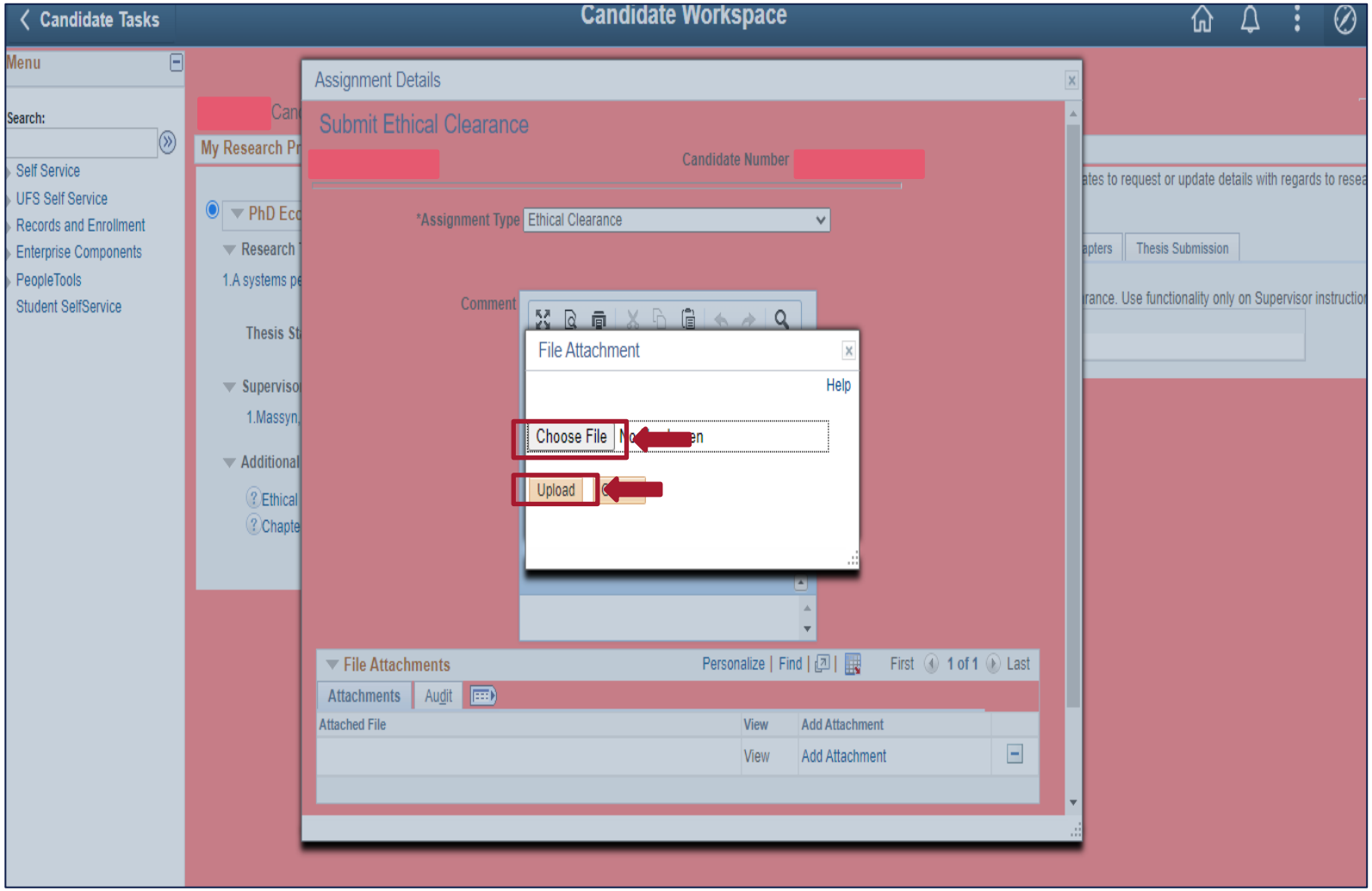
Step 3: Select 'Ethical Clearance' from the dropdown list



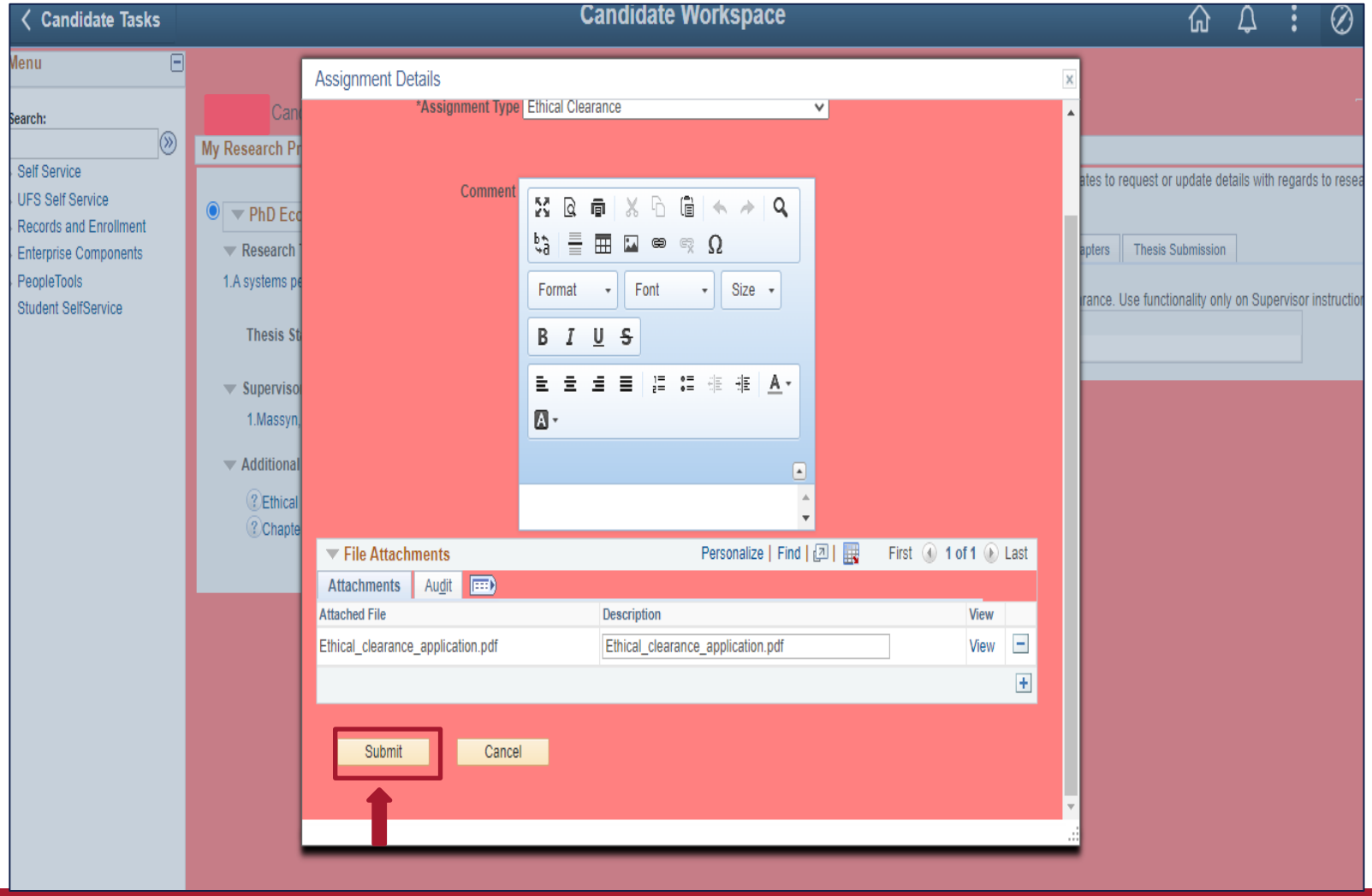
Step 4: Click on 'Add Attachment' to upload



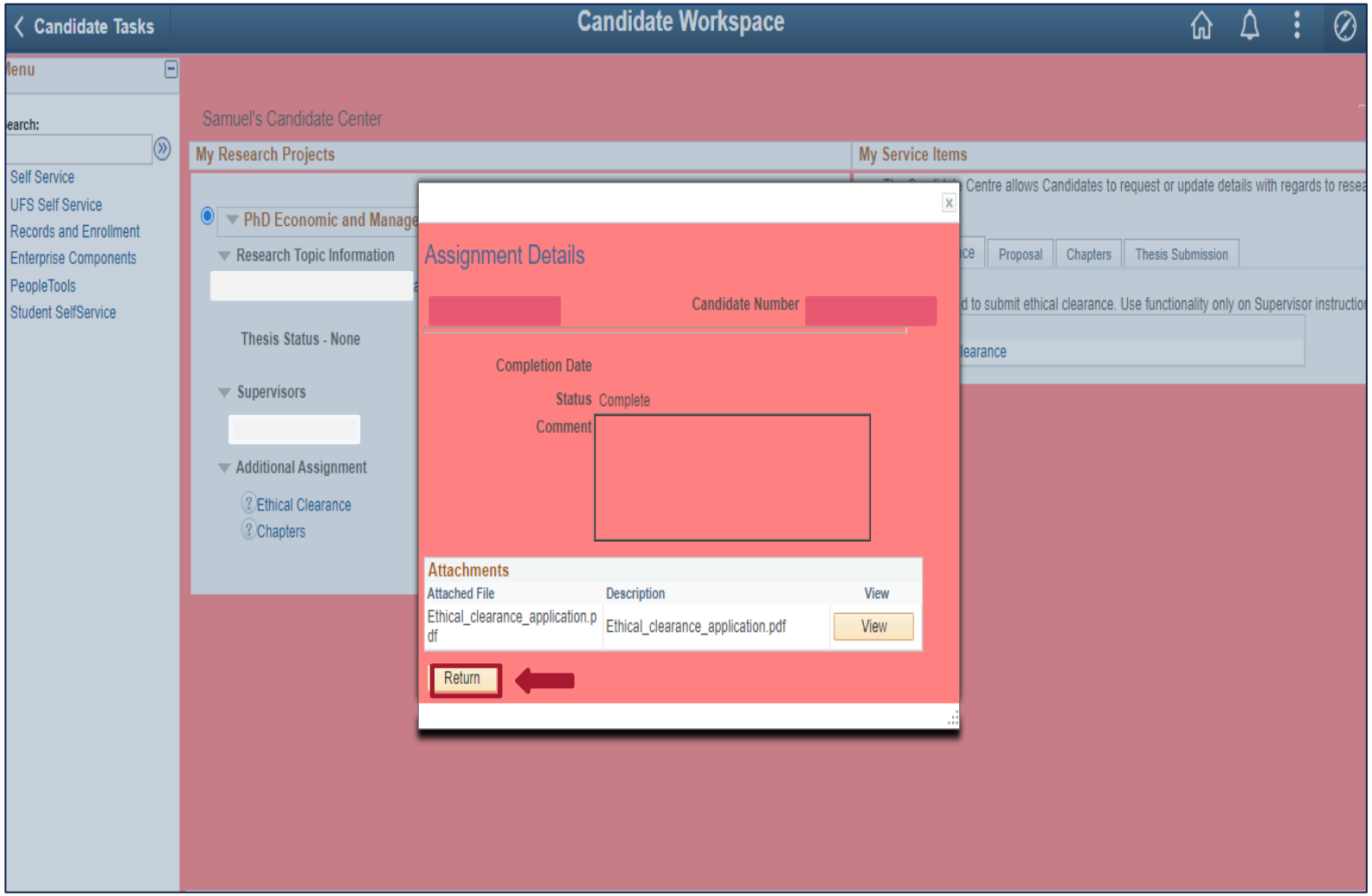
Step 5: ***Click on 'Choose File' and select file from your computer. Click on 'Upload'.***



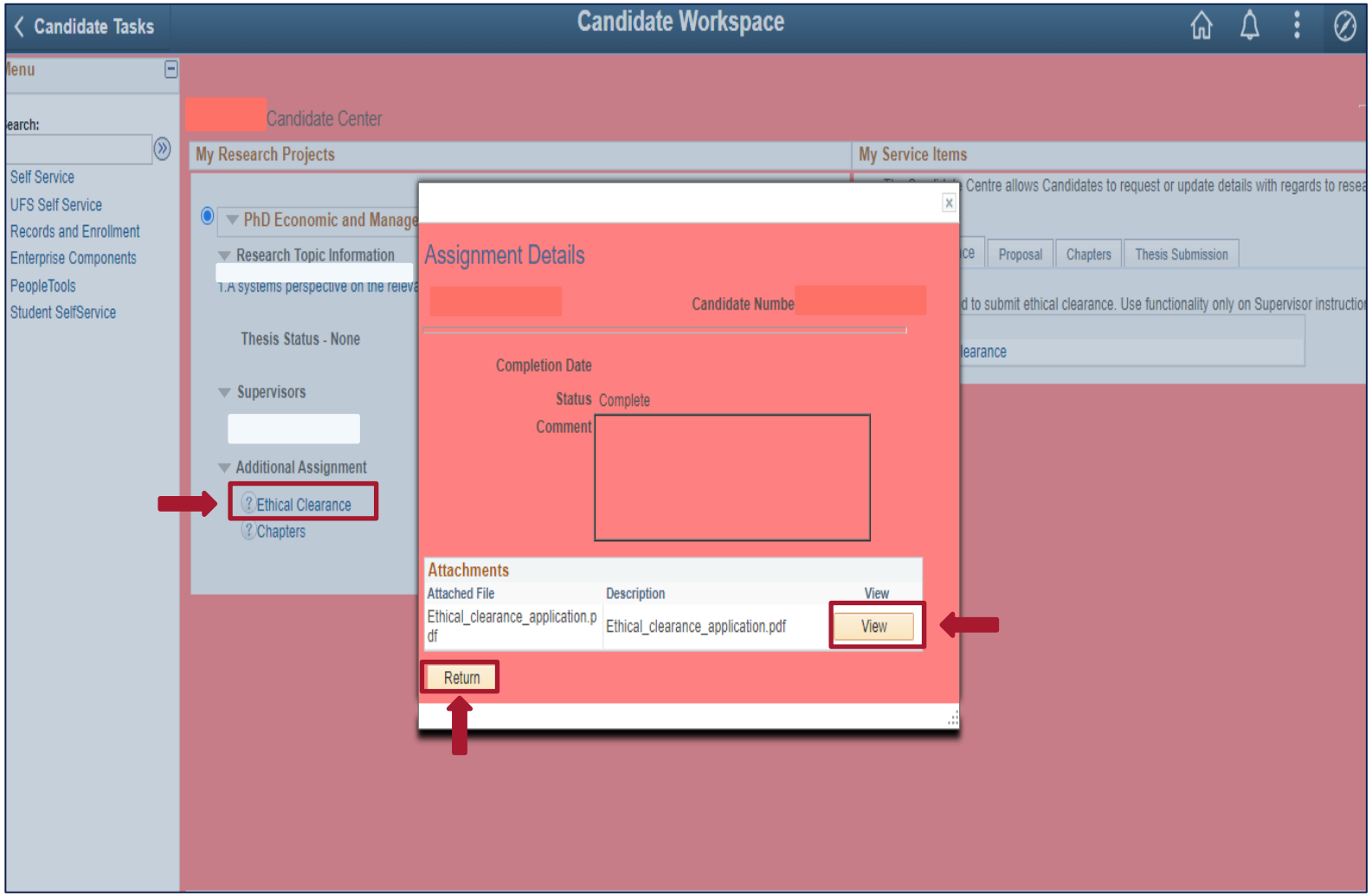
Step 6: Submit file by clicking on 'Submit'



Step 7: Click 'Return'

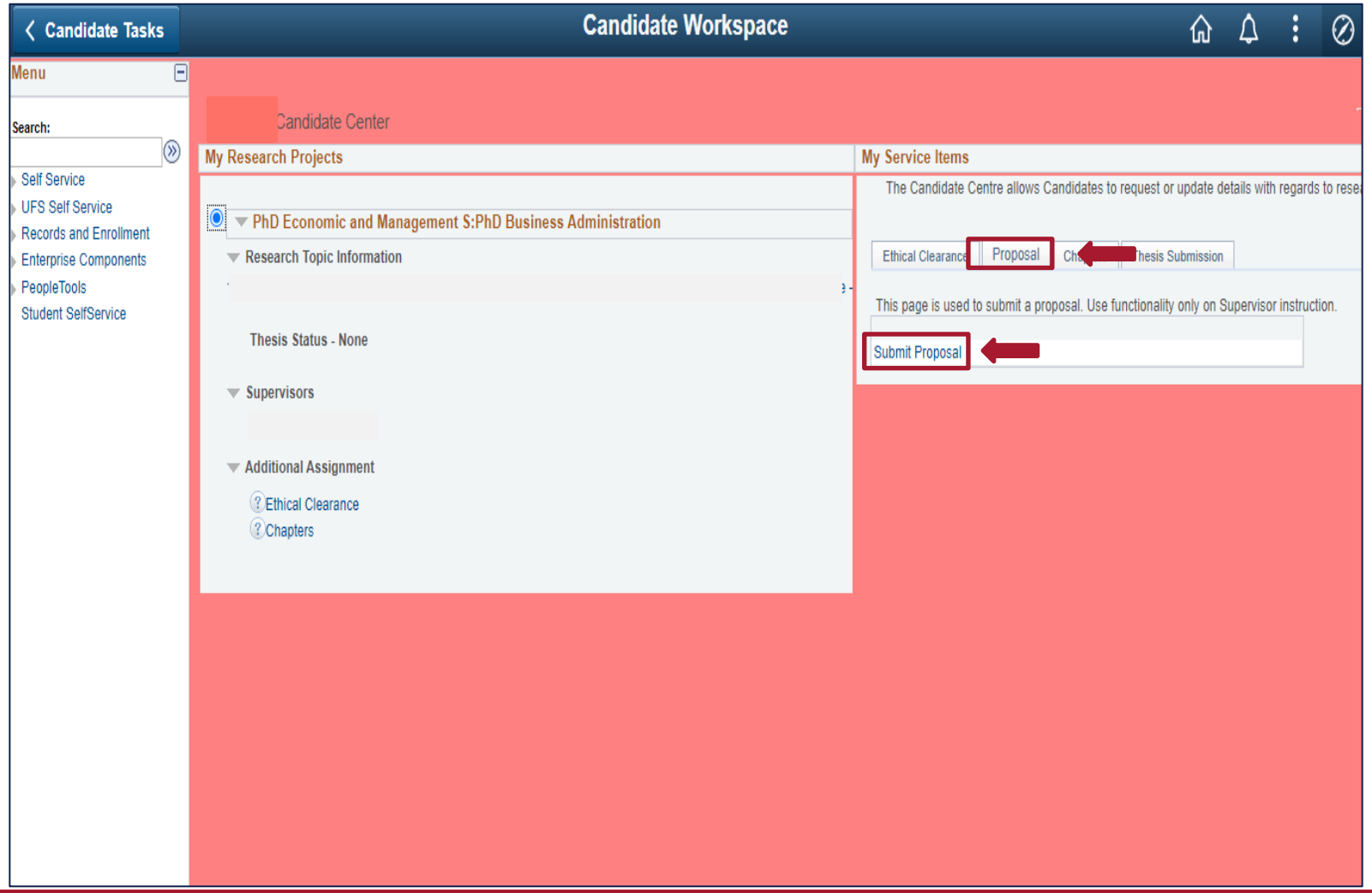


Step 8: ***To see ethical clearance documents, click on 'Ethical Clearance' under 'Additional Assignments', then click on 'View' to open the document, and click 'Return'***

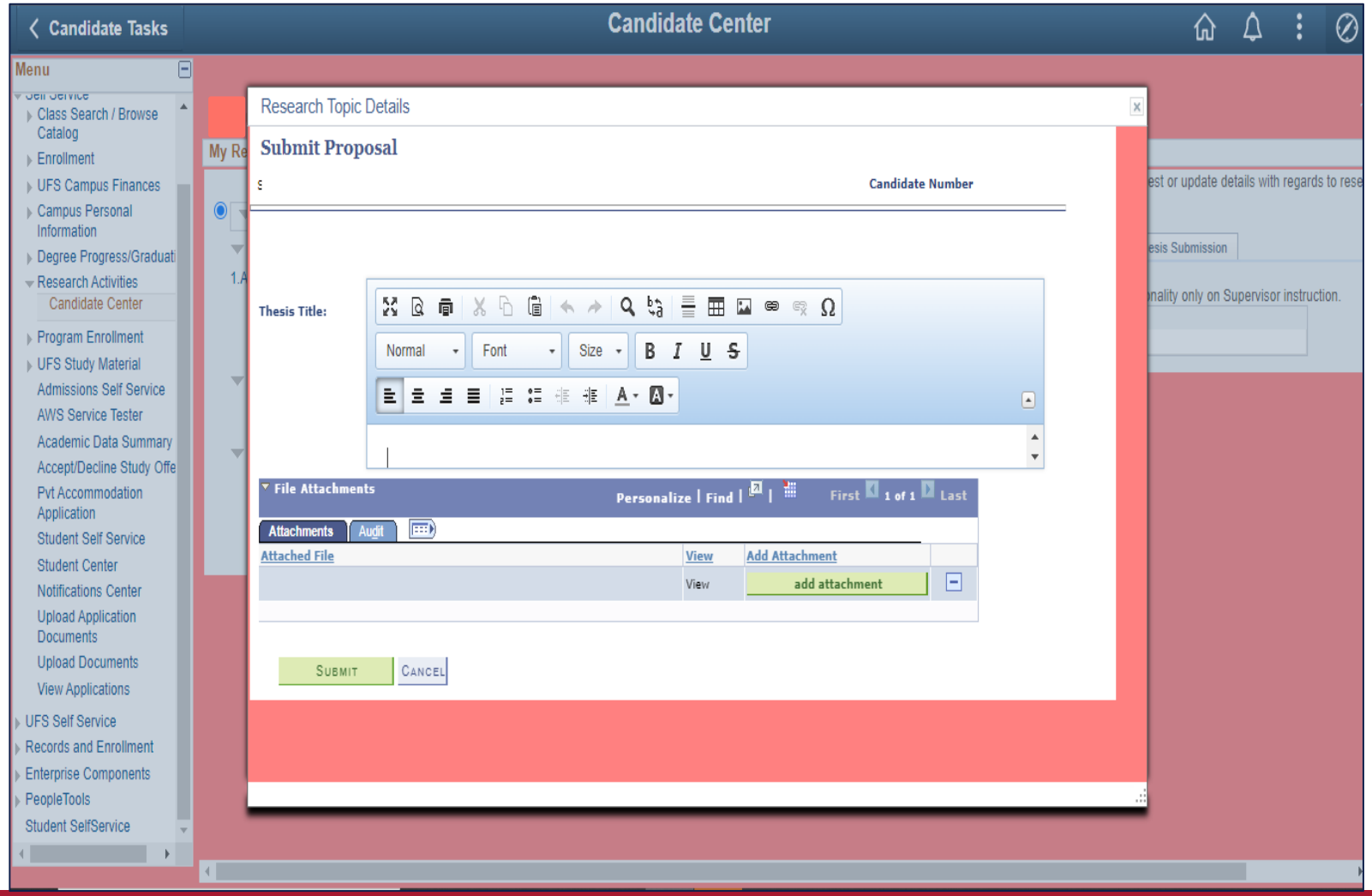


GRM: Proposal

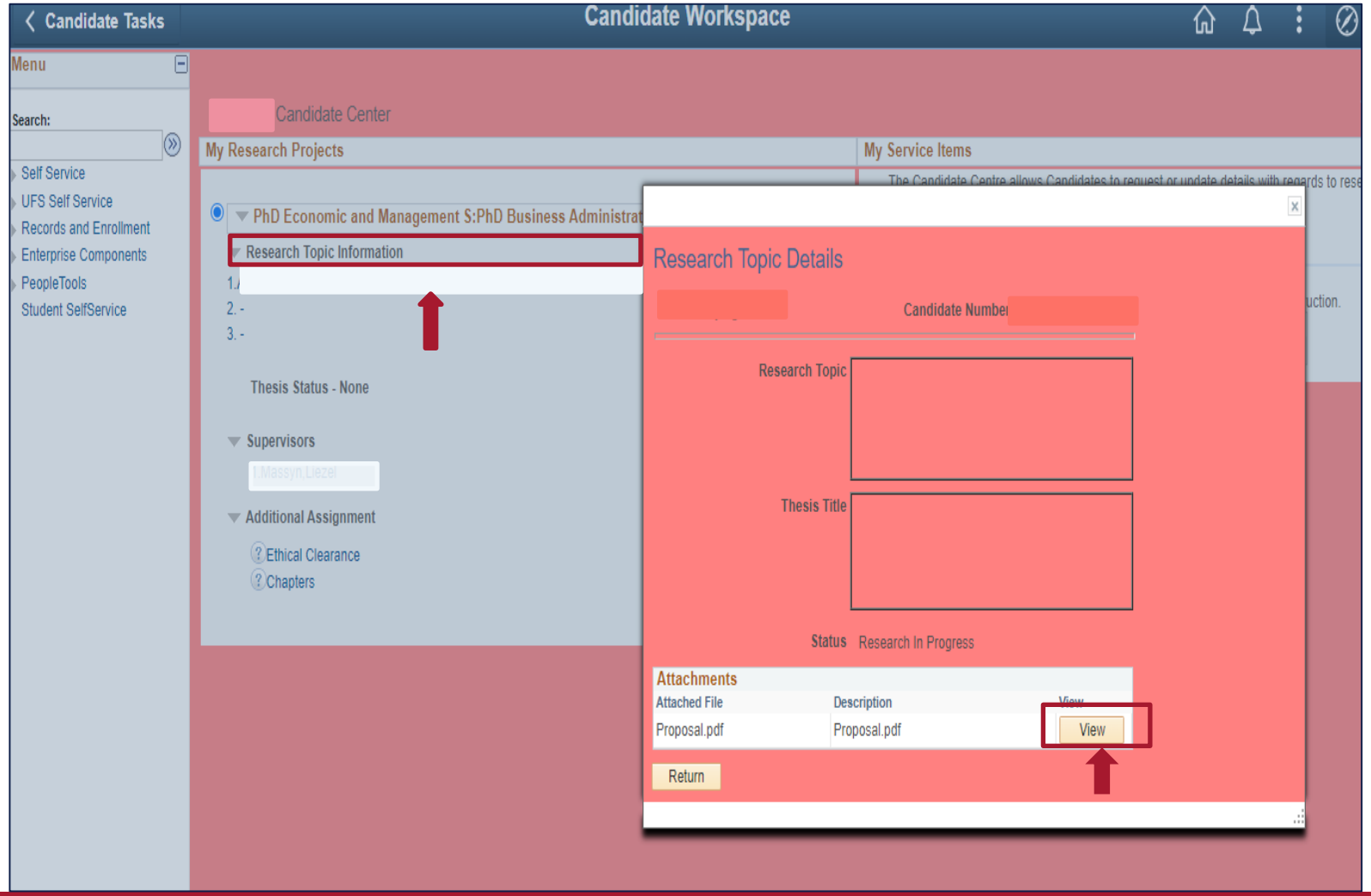
Step 1: To submit your proposal, click on 'Proposal' and then on 'Submit Proposal'



Step 2: Repeat steps 4-6 under GRM Ethical Clearance (To upload your proposal)

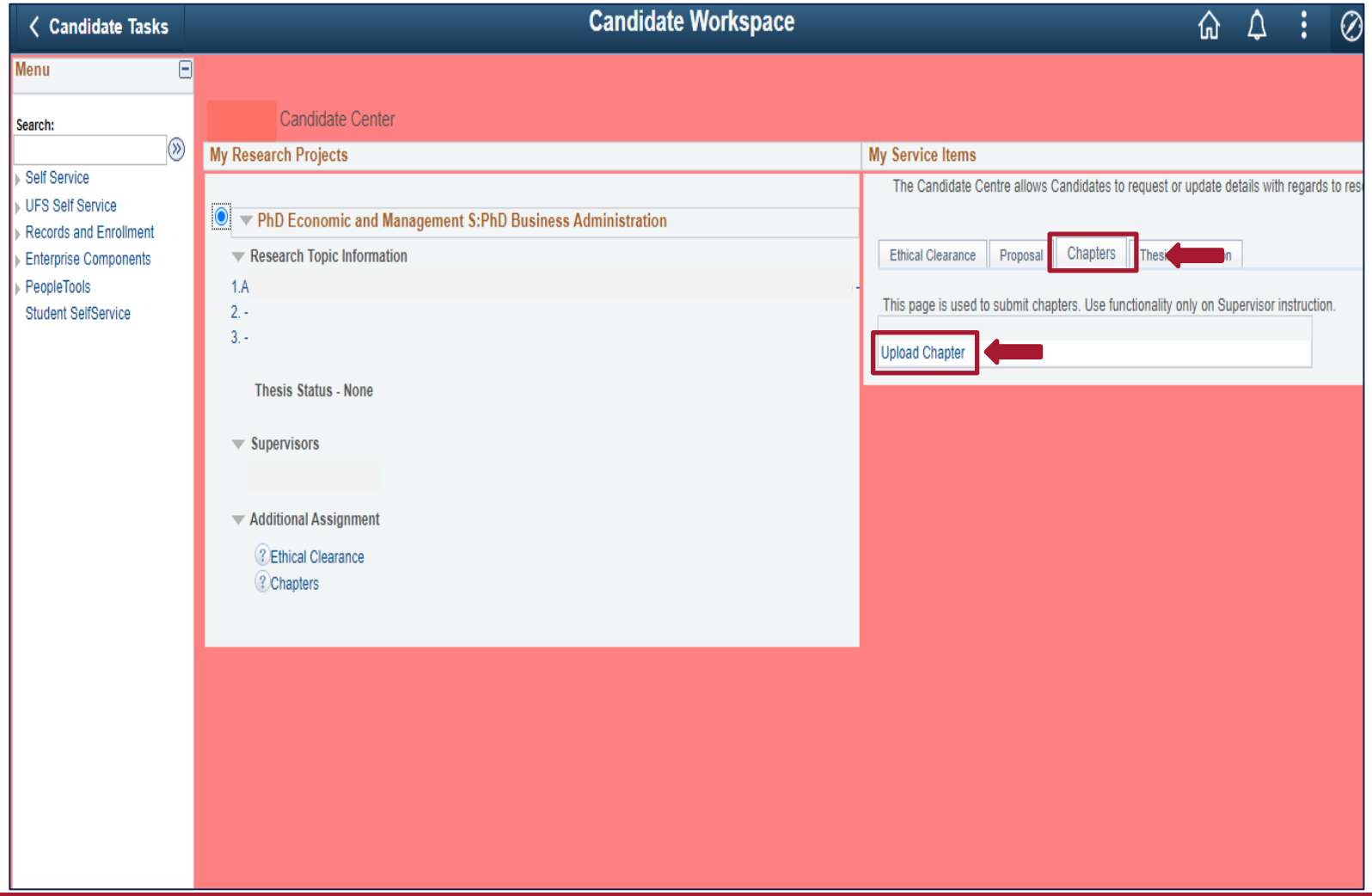


Step 3: **Click on the link under ‘Research Topic Information’ to see proposal documents. Click on ‘View’ to open the proposal.**

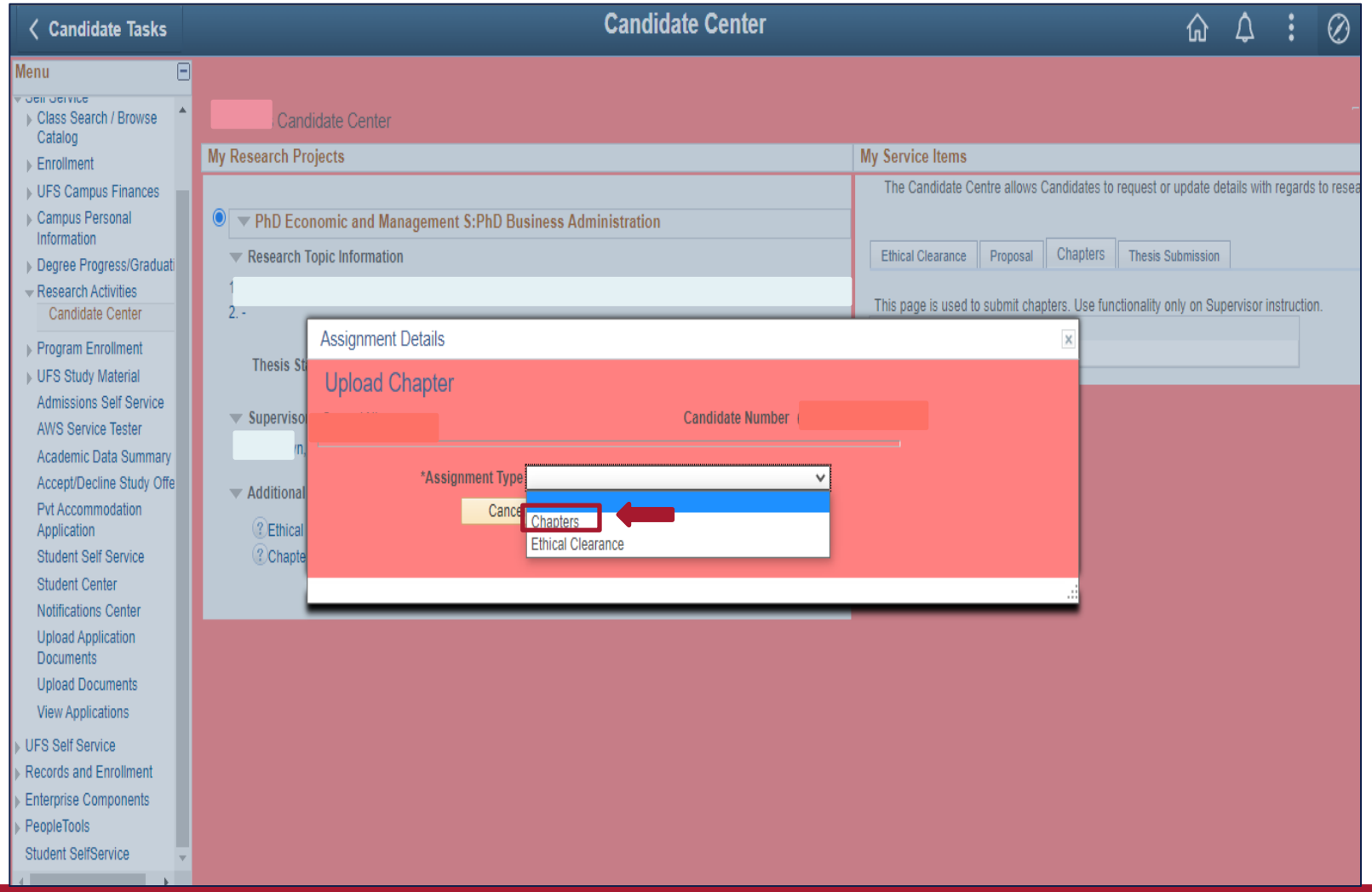


GRM: Chapters

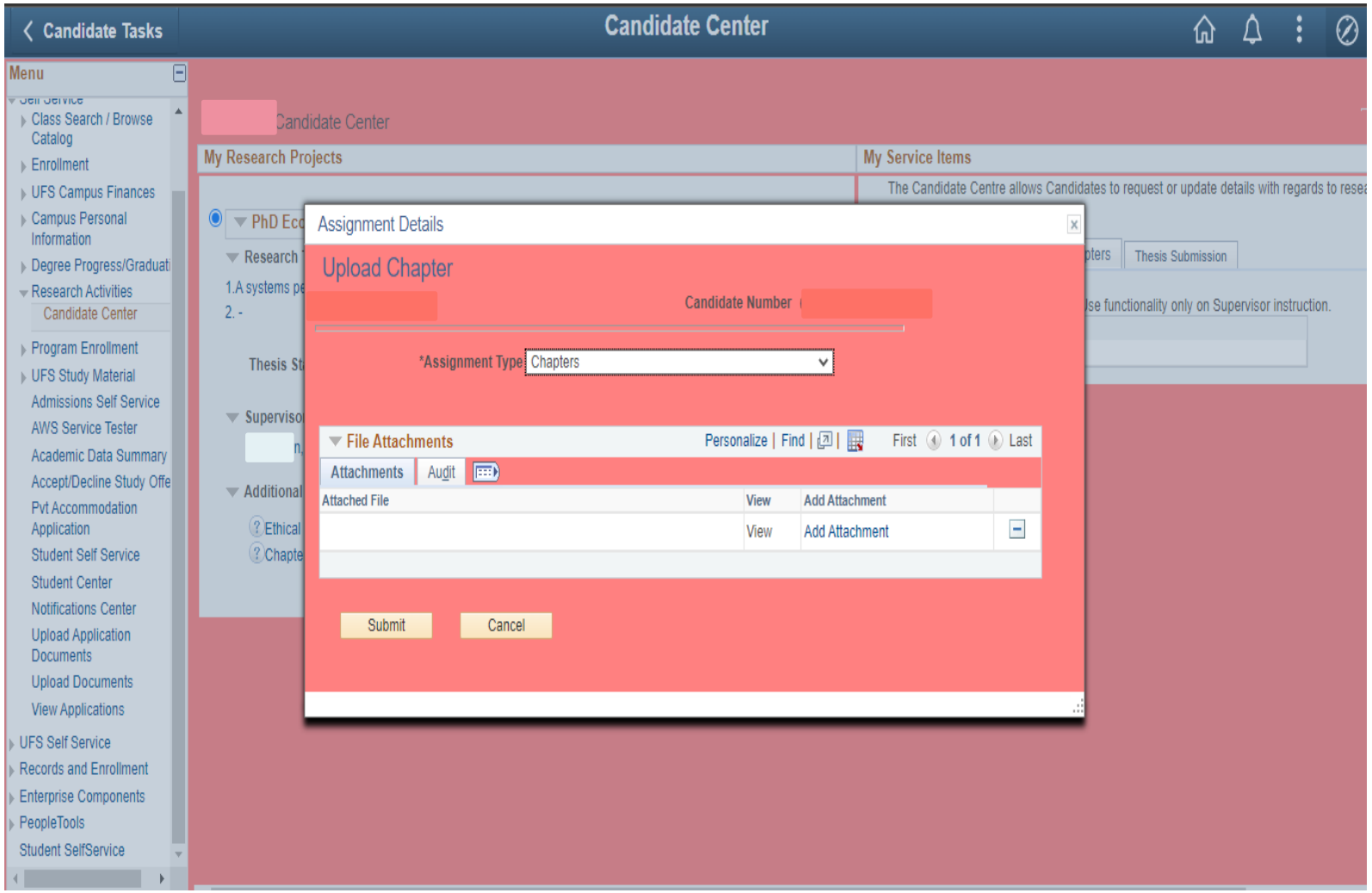
Step 1: ***To submit your chapters, click on 'Chapters' and then click on 'Upload Chapter'.***



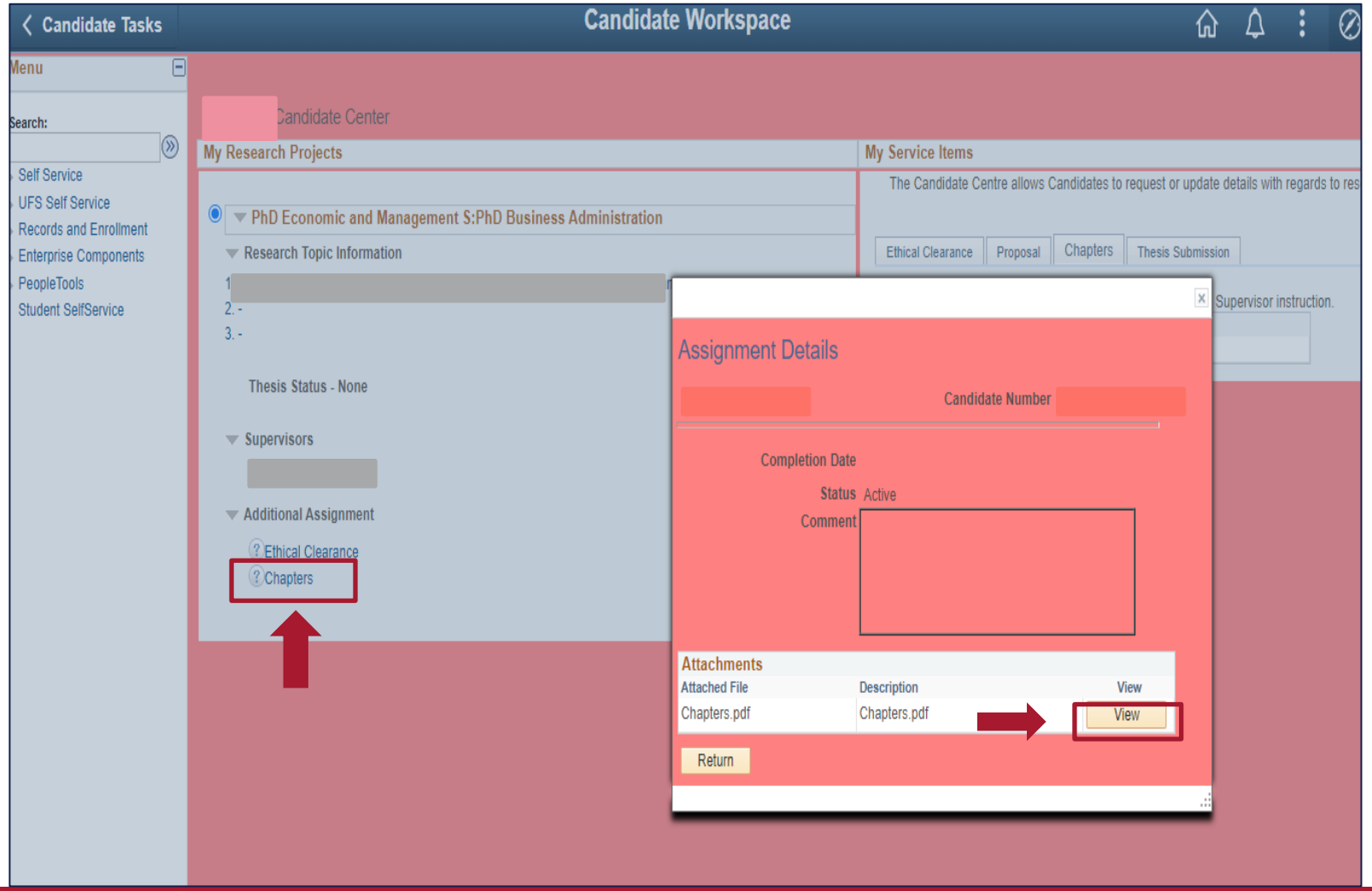
Step 2: *Select 'Chapters' from the dropdown list.*



Step 3: Repeat steps 4-6 under GRM Ethical Clearance (To upload a chapter)

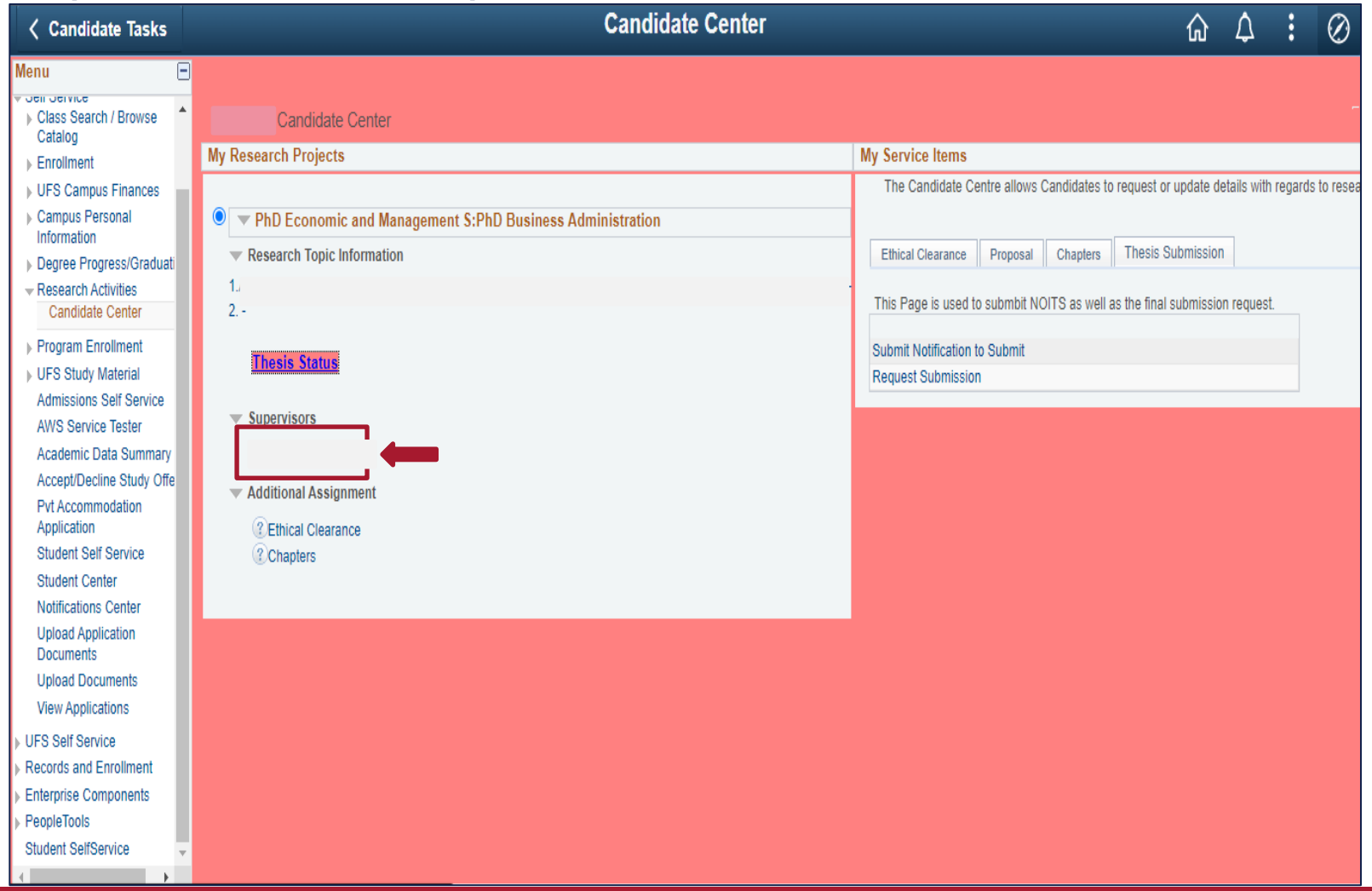


Step 4: Click on ‘Chapters’ under ‘Additional Assignment’ to see uploaded documents. Click on ‘View’ to open a chapter.

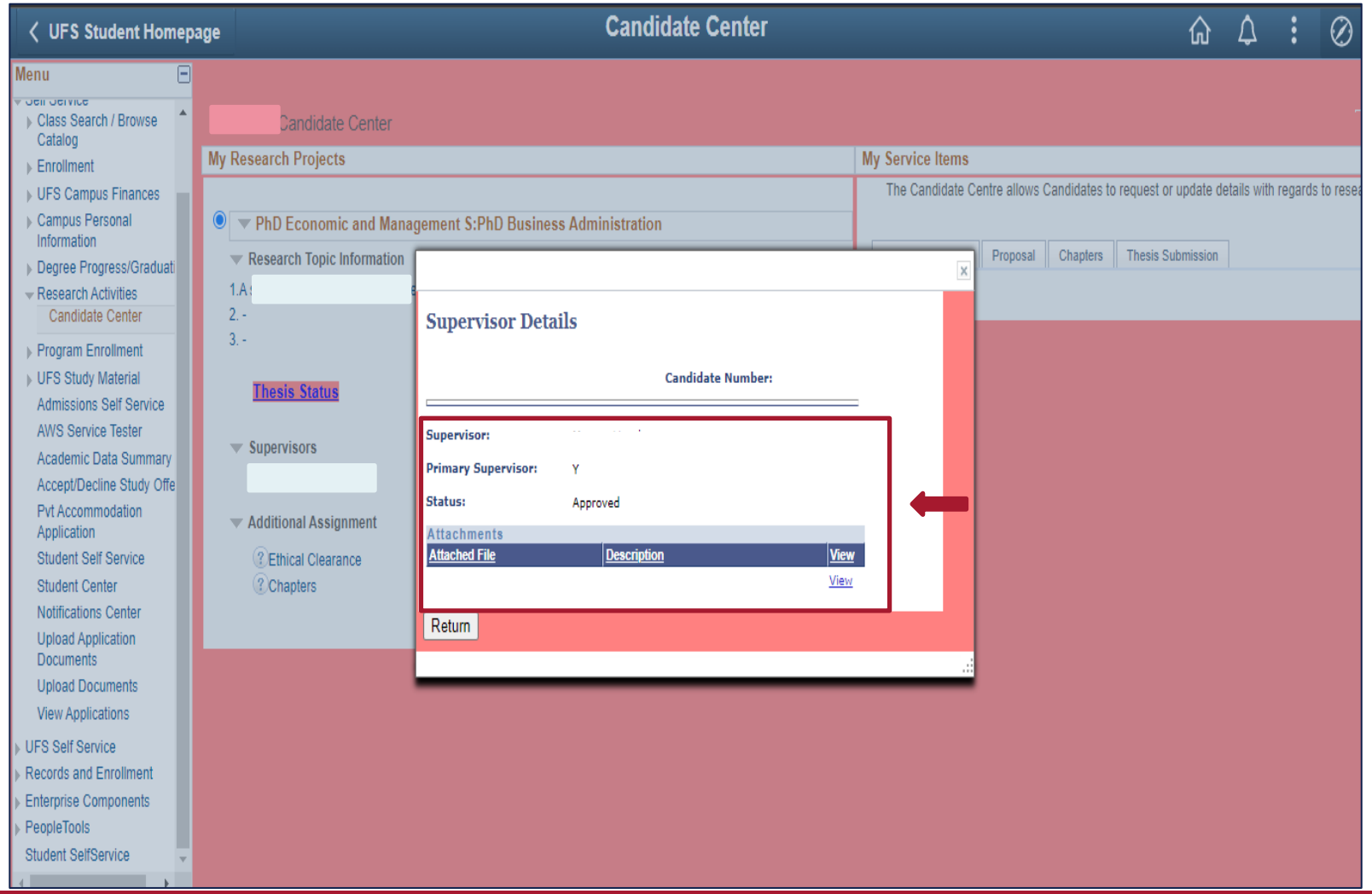


GRM: Supervisor

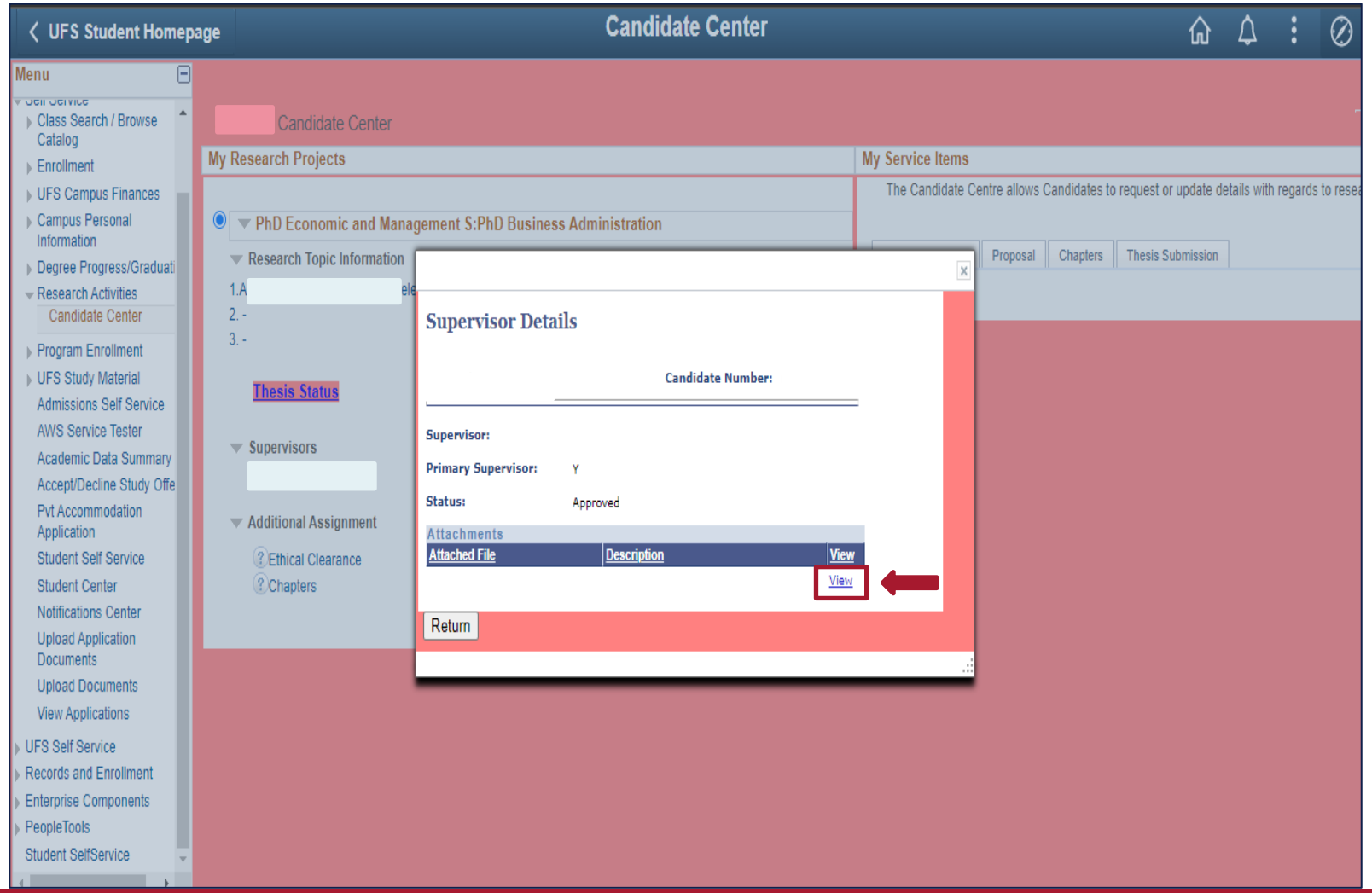
***Step 1:** Click on the supervisor's name under 'Supervisors' to see their details*



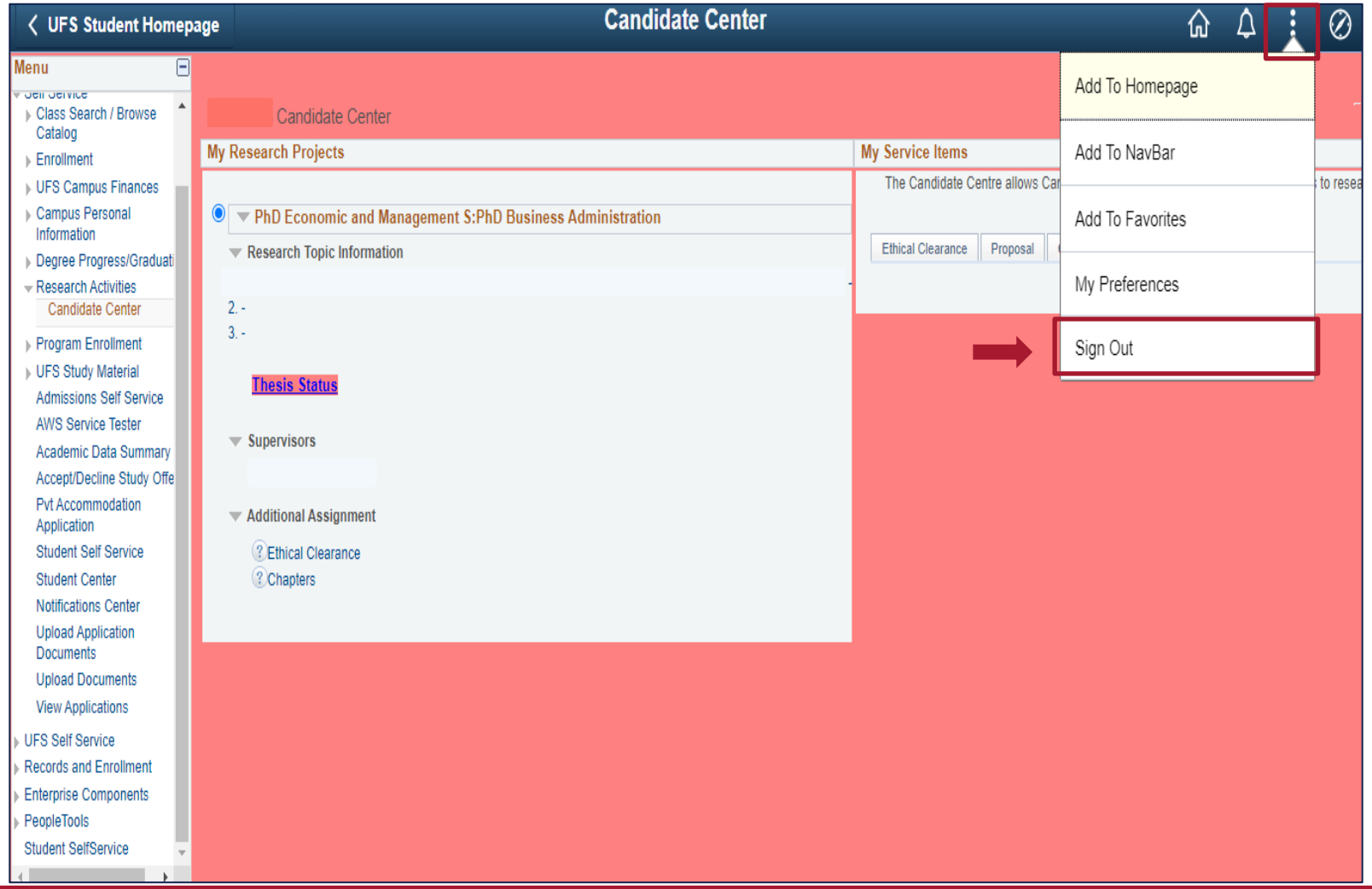
Step 2: **When you click on the supervisor's name, you'll see the supervisor's details,, and documents uploaded by the supervisor.**



Step 3: Click on ‘View’ to open the document.



Step 4: To sign out, click on the icon as indicated in the image below and then click on “Sign Out”.



Centre for Graduate Support

For enquiries, contact

GRM Helpdesk contacts
Email address: GRMHelpdesk@ufs.ac.za,
Tel no: 051 401 9011

To link your UFS email address to your preferred personal email and if you have login issues, please contact Information and Communications Technology (ICT) at: 051 401 2000 or send an email to studentdesk@ufs.ac.za