

Graduate Research Management (GRM)

Manual for Postgraduate Students 2026



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*Inspiring excellence, transforming lives
through quality, impact, and care.*

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



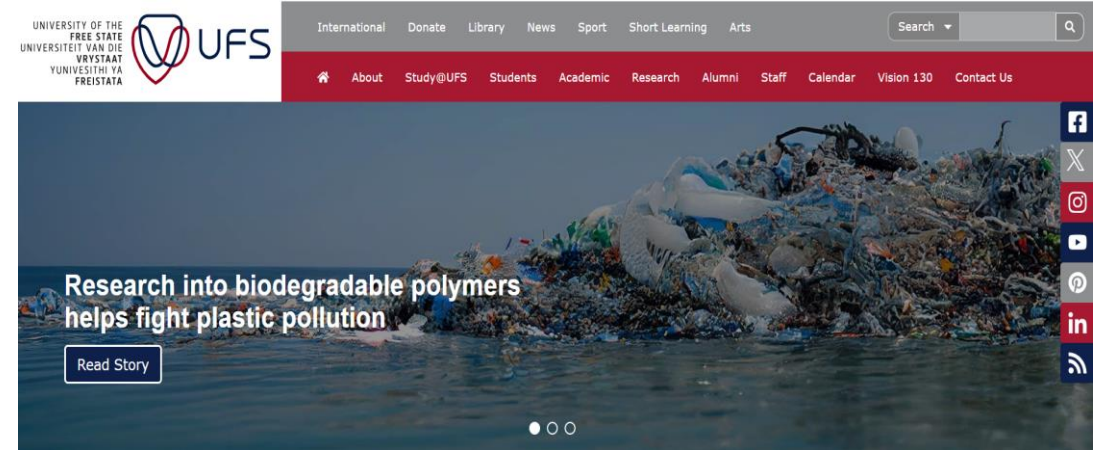
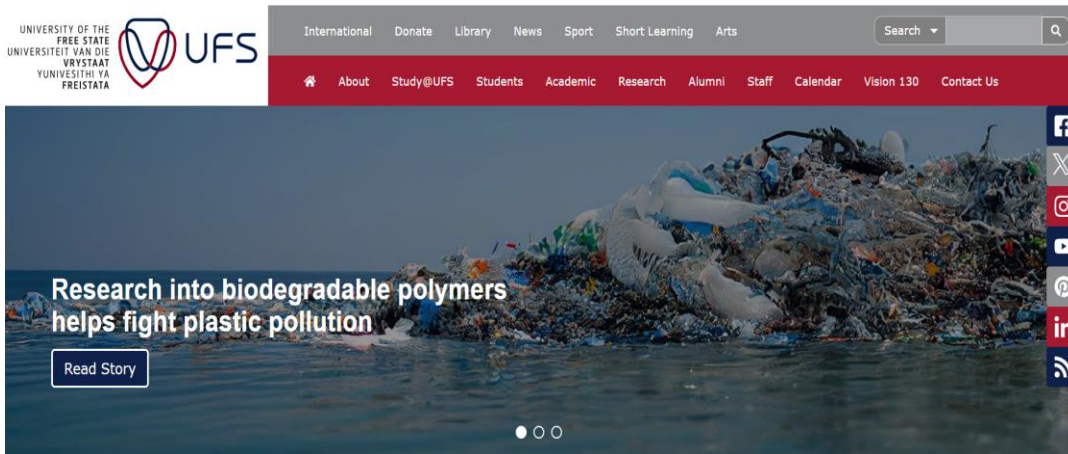
UFS
CENTRE FOR
GRADUATE SUPPORT

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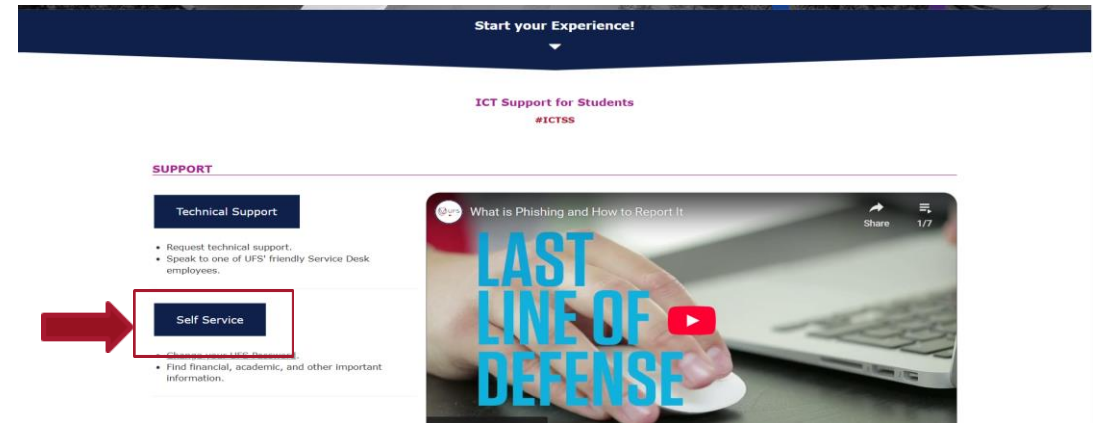
Login

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'.

Step 4: Scroll down and click on 'Self Service'.



Step 5: Click on 'Student Self Service'.

The screenshot shows a dashboard with three main service tiles:

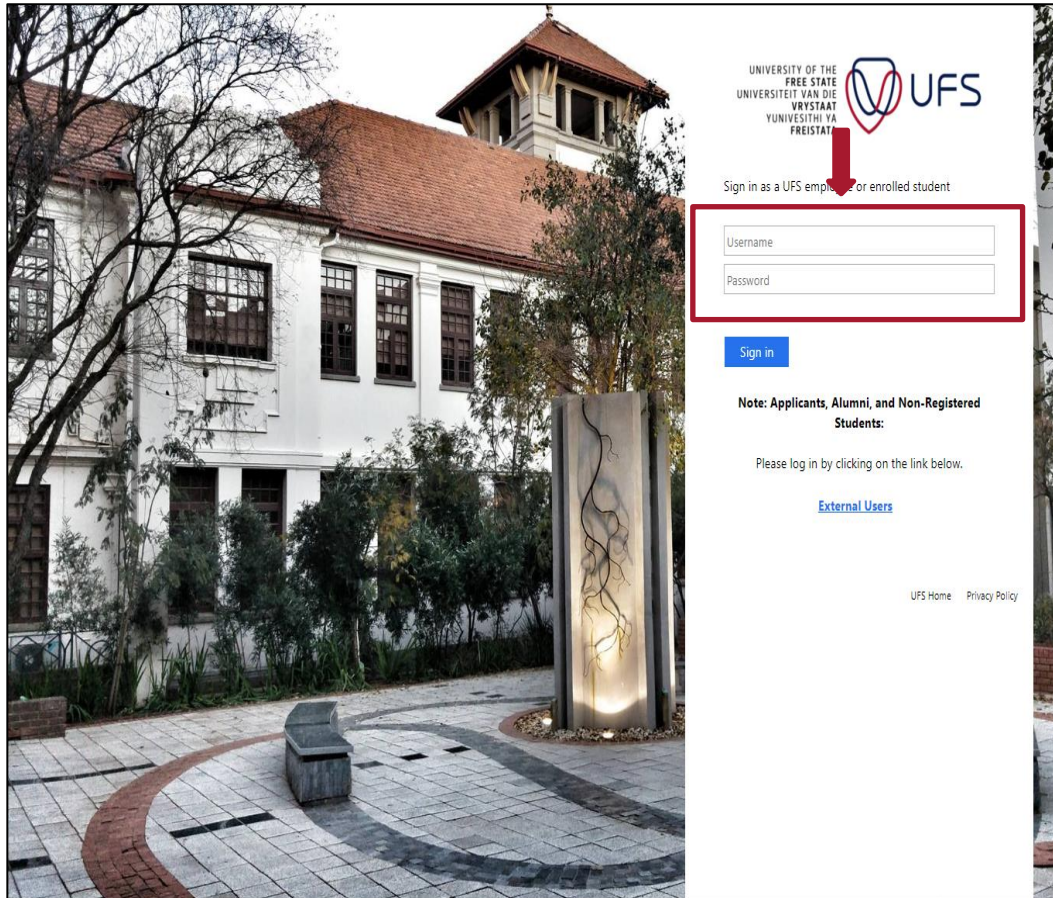
- Student Password Management** (with a padlock icon):
 - Change password
 - Security questions
 - Login troubles
- Student Self-Service** (with a graduation cap icon):
 - Academic records
 - Financial records
 - Timetables
 - Proof of registration
 - Housing and Residence Affairs
- Blackboard** (with the Blackboard logo):
 - eLearn
 - Blackboard maintenance: Blackboard will be unavailable from 06:00 to 07:00 every Wednesday.

A red box highlights the 'Student Self-Service' tile, and a red arrow points to it from the right.

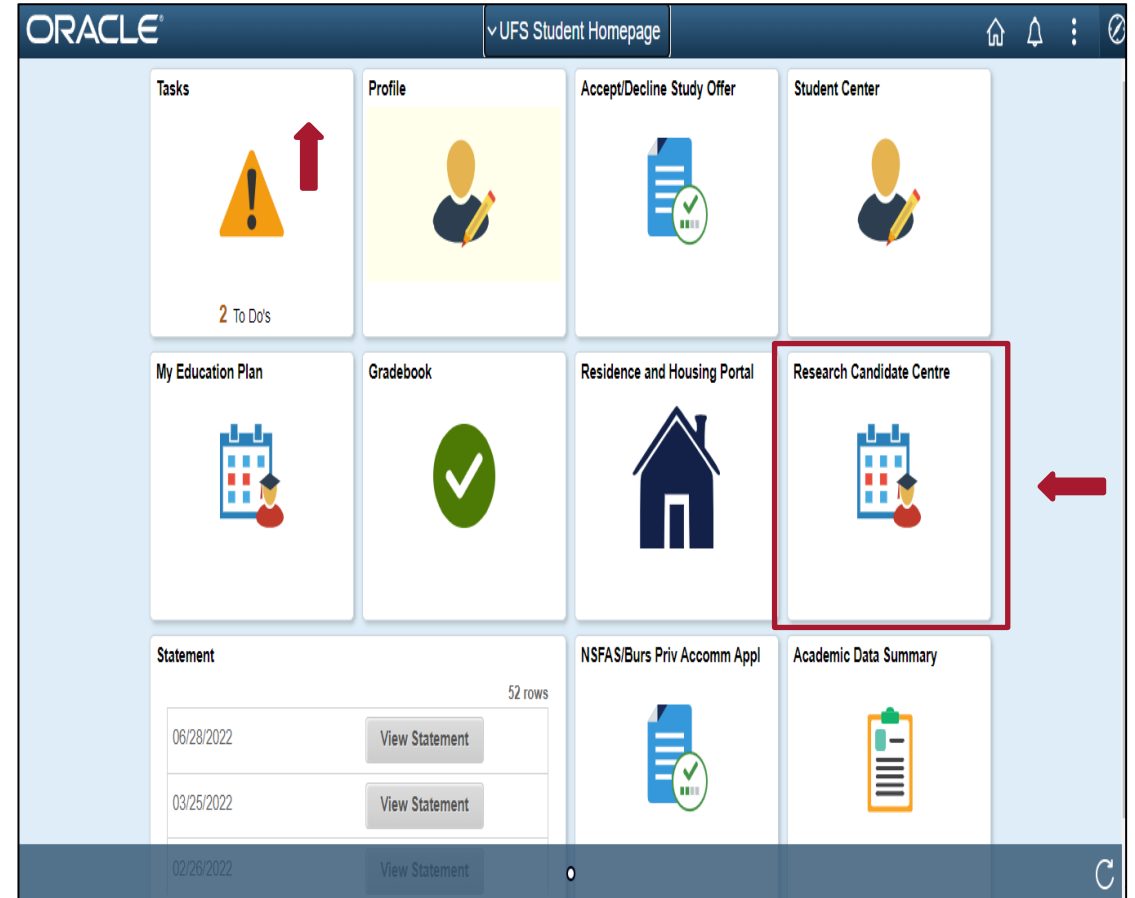
Below these tiles is a purple banner titled **Connect with Student Affairs**, containing four cards:

- ISRC Information** (with a graduation cap icon): [Read More](#)
- Office for Student Governance** (with a portrait of a man): [Read More](#)
- Student Leadership Development** (with a group of people): [Read More](#)
- Student Counselling and Development** (with a 'MENTAL HEALTH' sign): [Read More](#)

Step 6: Enter your UFS login credentials.



Step 7: 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.

The screenshot shows the 'View Supervision Agreement' page. A table displays one row of data. Below the table, a message states: 'The student will only be able to use candidate centre once they have agreed on the terms and conditions of the supervision agreement with their supervisor.' An 'OK' button is highlighted with a red box, and a red arrow points to it from below.

ID	Can Nbr	Both Approved	Student	Supervisor
2022123123	00000000488	N	SURNAME, Name	SURNAME, Name

The screenshot shows the 'View Supervision Agreement' page. A table displays one row of data. The student ID '2022123123' is highlighted with a red box, and a red arrow points to it from the left.

ID	Can Nbr	Both Approved	Student	Supervisor
2022123123	00000000488	N		

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.

The Supervisor

1. Undertakes to provide academic guidance and support to the best of their ability in relation to the scope and design of the research project, as detailed in a formal research proposal accepted by the department/school.
2. Will make time available for regular contact with the student (at least once a month). This contact may include emails or phone calls, as well as face-to-face contact sessions, as agreed in advance with the student.
3. Will provide written feedback and constructive criticism within a reasonable timeframe of receiving written submissions from the student. This timeframe for feedback is to be agreed upon in advance but should not exceed 4 weeks.
4. Will provide a 6-monthly progress report on the student's work to the HOD, which will be entered onto the student's academic record and may be accessed by the Dean's Office or Institutional Higher Degrees Committee.
5. Will be prepared for any pre-arranged meeting with the student.
6. Will consider the student's academic, technical and writing skills and refer them to an appropriate postgraduate workshop/support activity if deemed necessary to supplement any gaps in knowledge or expertise.
7. Will support and advise the student in preparation for all required steps on the postgraduate journey, including title registration, ethical clearance, legal or policy issues relating to the conduct of the research and the submission and assessment processes.
8. Undertakes to familiarise themselves with all policies and rules governing postgraduate programmes and to advise the student on such issues should the student request clarity on any particular issue.
9. Will help to ensure, to the best of their ability, that student's final submission is of sufficient quality for examination, including complying with all submission requirements and policies.
10. To liaise with the Examination Control Office or other relevant body to ensure the examination process and feedback/corrections are managed according to standards set by the university.

The Student

1. Undertakes to work independently and conscientiously under the guidance of the supervisor, including reading widely on the topic to ensure a thorough knowledge of the pertinent literature, and familiarising themselves adequately with the agreed-upon methodology.
2. Takes responsibility to make appointments with the supervisor well in advance, to confirm such appointments closer to the time and to ensure appointments are kept.
3. Will carefully plan and prepare for contact sessions with the supervisor for maximum benefit of the time allotted. This could include doing required reading or preparing written input for the meeting.
4. Should submit written work for discussion at the meeting well in advance, as agreed upon with the supervisor.
5. Will ensure written work is relatively free of grammar and spelling errors. Responsibility for writing quality should rest with the student.
6. Undertakes to consider all advice and feedback provided by the supervisor and will demonstrate how they have done so in the following draft of their work.
7. Should keep a record of all points discussed in each meeting, in writing, and ensure appropriate steps are taken to apply such feedback and advice. These discussion reports/minutes should be kept on record and presented at meetings if requested by the supervisor for further discussion.
8. Should plan their time to ensure they keep to an agreed-upon schedule with their supervisor.
9. Will ensure that all steps are taken to uphold university policies, ethical principles and rules in all their applied research and written work. Where unsure, they should contact their supervisor for clarity.
10. Will not apply undue pressure or unrealistic expectations on a supervisor by missing deadlines, expecting feedback within unreasonable timeframes or submitting substandard or rushed work. This includes trying to submit the final research product before the supervisor is satisfied that it meets all examination criteria and is of sufficient standard.

Both Supervisor & Student

1. Agree on all expected roles and processes, including the specific roles of co-supervisors where appropriate.
2. Will meet regularly and as frequently as is reasonably expected, to ensure steady progress and will keep appointments, be punctual and respond appropriately and timely to messages.
3. Will ensure they are contactable by the other party and will respond to queries or requests within a reasonable, agreed-upon timeframe.
4. Will keep each other informed of any unforeseen absences or changes in personal circumstances, which could impact on the work schedule. Alternate plans must be discussed and agreed-upon in such cases.
5. Will undertake to ensure all written work or practical research is done according to expected university standards and abide by all university policies and rules. Where it is felt this is not the case, breaches of quality or ethical standards should be discussed and attempts made to improve this situation before any grievance proceedings are engaged.

Agreement

We confirm that we have read and understood the statement on the student page and that we all agree to submit this agreement. In addition, we agree to the following:

The student will submit work according to an agreed-upon schedule and will receive written feedback within weeks of submission.

We, the student and supervisor, agree to meet at least once every weeks.

Comment

Student Approve No

Supervisor Approve Yes

[Return to Candidate Center](#)

Step 3: To sign the agreement, select “Yes” next to ‘Student Approve’ and click on ‘Save’ at the bottom

The Supervisor

1. Undertakes to provide academic guidance and support to the best of their ability in relation to the scope and design of the research project, as detailed in a formal research proposal accepted by the department/school.
2. Will make time available for regular contact with the student (at least once a month). This contact may include emails or phone calls, as well as face-to-face contact sessions, as agreed in advance with the student.
3. Will provide written feedback and constructive criticism within a reasonable timeframe of receiving written submissions from the student. This timeframe for feedback is to be agreed upon in advance but should not exceed 4 weeks.
4. Will provide a 6-monthly progress report on the student's work to the HOD, which will be entered onto the student's academic record and may be accessed by the Dean's Office or Institutional Higher Degrees Committee.
5. Will be prepared for any pre-arranged meeting with the student.
6. Will consider the student's academic, technical and writing skills and refer them to an appropriate postgraduate workshop/support activity if deemed necessary to supplement any gaps in knowledge or expertise.
7. Will support and advise the student in preparation for all required steps on the postgraduate journey, including title registration, ethical clearance, legal or policy issues relating to the conduct of the research and the submission and assessment processes.
8. Undertakes to familiarise themselves with all policies and rules governing postgraduate programmes and to advise the student on such issues should the student request clarity on any particular issue.
9. Will help to ensure, to the best of their ability, that student's final submission is of sufficient quality for examination, including complying with all submission requirements and policies.
10. To liaise with the Examination Control Office or other relevant body to ensure the examination process and feedback/corrections are managed according to standards set by the university.

The Student

1. Undertakes to work independently and conscientiously under the guidance of the supervisor, including reading widely on the topic to ensure a thorough knowledge of the pertinent literature, and familiarising themselves adequately with the agreed-upon methodology.
2. Takes responsibility to make appointments with the supervisor well in advance, to confirm such appointments closer to the time and to ensure appointments are kept.
3. Will carefully plan and prepare for contact sessions with the supervisor for maximum benefit of the time allotted. This could include doing required reading or preparing written input for the meeting.
4. Should submit written work for discussion at the meeting well in advance, as agreed upon with the supervisor.
5. Will ensure written work is relatively free of grammar and spelling errors. Responsibility for writing quality should rest with the student.
6. Undertakes to consider all advice and feedback provided by the supervisor and will demonstrate how they have done so in the following draft of their work.
7. Should keep a record of all points discussed in each meeting, in writing, and ensure appropriate steps are taken to apply such feedback and advice. These discussion reports/minutes should be kept on record and presented at meetings if requested by the supervisor for further discussion.
8. Should plan their time to ensure they keep to an agreed-upon schedule with their supervisor.
9. Will ensure that all steps are taken to uphold university policies, ethical principles and rules in all their applied research and written work. Where unsure, they should contact their supervisor for clarity.
10. Will not apply undue pressure or unrealistic expectations on a supervisor by missing deadlines, expecting feedback within unreasonable timeframes or submitting substandard or rushed work. This includes trying to submit the final research product before the supervisor is satisfied that it meets all examination criteria and is of sufficient standard.

Both Supervisor & Student

1. Agree on all expected roles and processes, including the specific roles of co-supervisors where appropriate.
2. Will meet regularly and as frequently as is reasonably expected, to ensure steady progress and will keep appointments, be punctual and respond appropriately and timeously to messages.
3. Will ensure they are contactable by the other party and will respond to queries or requests within a reasonable, agreed-upon timeframe.
4. Will keep each other informed of any unforeseen absences or changes in personal circumstances, which could impact on the work schedule. Alternate plans must be discussed and agreed-upon in such cases.
5. Will undertake to ensure all written work or practical research is done according to expected university standards and abide by all university policies and rules. Where it is felt this is not the case, breaches of quality or ethical standards should be discussed and attempts made to improve this situation before any grievance proceedings are engaged.


Agreement

We confirm that we have read and understood the statement on the previous page and that we will agree to uphold this agreement. In addition, we agree to the following:

The student will submit work according to an agreed-upon schedule and will receive written feedback within weeks of submission.


We, the student and supervisor, agree to meet at least once every weeks.

Comment

Student Approve Yes 

Supervisor Approve Yes

[Return to Candidate Center](#)



Step 4: Click on “OK” for both pop ups.

The screenshot shows the 'Supervision Agreement' interface. At the top, there is a header with the title 'Supervision Agreement' and a notification bell icon. Below the header, the main content area is titled 'View Supervision Agreement' and indicates '1 results found.'. A table is displayed with columns: ID, Can Nbr, Both Approved, Student, and Supervisor. The first row contains the values: 2022123123, 00000000400, Y, SURNAME, Name, and SURNAME, Name. A 'Chart' toggle is set to 'No'. A white pop-up box titled 'Complete notification' is overlaid on the table, containing a single 'OK' button. A red rectangular box highlights the 'OK' button, and a red arrow points to it from the right.

The screenshot shows the 'Supervision Agreement' interface. At the top, there is a header with the title 'Supervision Agreement' and a back arrow icon. Below the header, the main content area is titled 'View Supervision Agreement' and indicates '1 results found.'. A table is displayed with columns: ID, Can Nbr, Both Approved, Student, and Supervisor. The first row contains the values: 0010500404, 00000000400, Y, NIENGA, Gennel, and MARGYN, Lieke. A white notification box is overlaid on the table, containing the text: '• The student will only be able to use candidate centre once they have agreed on the terms and conditions of the supervision agreement with their supervisor.'. Below the text is a single 'OK' button. A red rectangular box highlights the 'OK' button, and a red arrow points to it from the right.













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

The screenshot displays the UFS Candidate Center interface. On the left is a 'Menu' sidebar with a search field and a list of navigation options. The 'UFS Self Service' option is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Candidate Center' and is divided into two tabs: 'My Research Projects' and 'My Service Items'. Under 'My Research Projects', a dropdown menu is open, showing 'PhD Theology:PhD Systematic Theology' selected. Below this, there are sections for 'Research Topic Information - None', 'Thesis Status - None', 'Supervisors', and 'Additional Assignment', which includes links for 'Ethical Clearance', 'Chapters', and 'Annual Progress Report'. The 'My Service Items' tab is partially visible on the right, showing the text 'The Candidate Centre allows Candidates to re...'.

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

Main Menu >

 **UFS Self Service**
Self service for UFS applications

 Application Choice Maintenance Application Choice Maintenance	 CFP Venue Selection Select your Venues	 Update Study Choice Update Study Choice
 Gradebook Gradebook	 Activity Current Year Activity Current Year	 Communication Preference Communication Preference
 Biographic Information Biographic Information	 Student Documentation UV_SS_STUD_DOC_GBL	 Research Supervisor Agreement Research Supervisor Agreement
 Graduate Research Management Graduate Research Management  GRM Progress Report  View GRM Progress Report	 Refund Application Transfer Allowance/Refund Request	




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



Supervision Agreement

View Supervision Agreement

1 results found.


Chart No 

1 row

ID	Can Nbr	Both Approved	Student	Supervisor
2022123123		Y	SURNAME, Name	SURNAME, Name

Supervision Agreement

reement

- New Window
- Home** 
- Add to Homepage
- Add to NavBar
- Add to Favorites
- NavBar
- My Preferences
- Help
- Sign Out

GRM Interface

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

The screenshot shows the Oracle UFS Student Homepage. The interface is organized into a grid of tiles. The top navigation bar includes the Oracle logo, the text 'UFS Student Homepage', and icons for home, notifications, and user profile. The main content area contains the following tiles:

- Tasks:** Displays a warning icon and '2 To Do's'.
- Profile:** Displays a person icon with a pencil, highlighted in yellow.
- Accept/Decline Study Offer:** Displays a document icon with a checkmark.
- Student Center:** Displays a person icon with a pencil.
- My Education Plan:** Displays a calendar icon with a person.
- Gradebook:** Displays a green checkmark icon.
- Residence and Housing Portal:** Displays a house icon.
- Research Candidate Centre:** Displays a calendar icon with a person, highlighted with a red border and a red arrow pointing to it from the right.
- Statement:** A table with 52 rows, showing dates and 'View Statement' buttons.
- NSFAS/Burs Priv Accomm Appl:** Displays a document icon with a checkmark.
- Academic Data Summary:** Displays a clipboard icon.

Date	Action
06/28/2022	View Statement
03/25/2022	View Statement
02/26/2022	View Statement

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

The screenshot displays a web application interface for 'Supervision Agreement'. The main content area is titled 'View Supervision Agreement' and shows '1 results found.' Below this is a table with the following data:

ID	Can Nbr	Both Approved	Student	Supervisor
2022123123			SURNAME, Name	SURNAME, Name

A modal dialog box titled 'Complete notification' is centered on the screen, containing an 'OK' button. A red arrow points to the 'OK' button. The background interface includes a sidebar with a search bar, a 'Chart' toggle set to 'No', and a settings gear icon.

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

The screenshot displays the 'Candidate Workspace' interface. At the top, there is a navigation bar with a back arrow, the text 'Research Supervision Agreement', and the title 'Candidate Workspace'. On the right side of the navigation bar are icons for home, notifications, and a settings menu.

On the left side, there is a 'Menu' section with a search bar and a list of navigation options: 'Self Service', 'UFS Self Service', 'Records and Enrollment', 'Enterprise Components', 'PeopleTools', and 'Student SelfService'. The main content area is titled 'Samuel's Candidate Center' and is divided into two panels: 'My Research Projects' and 'My Service Items'.

The 'My Research Projects' panel shows a selected project: 'PhD Economic and Management S:PhD Business Administration'. Below this, there are three expandable sections: 'Research Topic Information', 'Supervisors', and 'Additional Assignment'. The 'Additional Assignment' section is currently expanded, showing links for 'Ethical Clearance' and 'Chapters', each with a question mark icon.

The 'My Service Items' panel contains a text description: 'The Candidate Centre allows Candidates to request or update details with regards to rese...' and a set of tabs: 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis Submission'.

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.

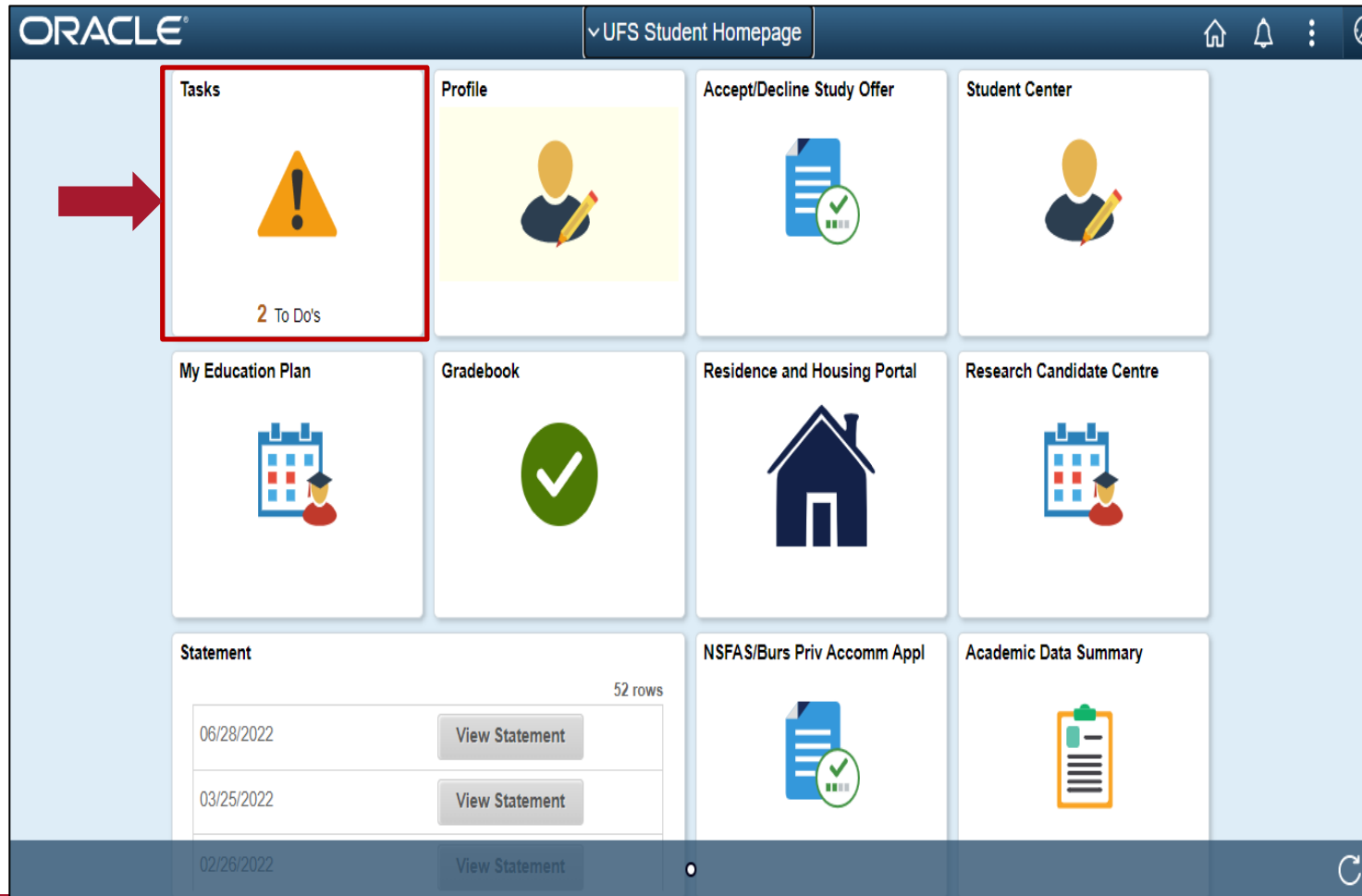
Kind Regards,

Graduate Research Management Help Desk
Centre for Graduate Support

Progress Report

Step 2: Access on GRM student interface

You can also access the 2025 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”

The screenshot shows a 'Tasks' window with a 'To Do List' table. The table has columns for 'Task', 'Due Date', and 'Status'. The second row, 'GRM Annual Progress Report', is highlighted with a red box and a red arrow. Below the table is a 'Task Details' window for the same task. The text in the 'Task Details' window says 'Please click here to complete your Annual Research Progress Report.' The word 'here' is highlighted with a red box and a red arrow.

Task	Due Date	Status
Registration/Enrollment Guide 2021		Assigned
GRM Annual Progress Report	12/31/2022	Initiated

Task Details

GRM Annual Progress Report

Please click [here](#) to complete your Annual Research Progress Report.


Progress Report

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

The screenshot displays the 'GRM Annual Progress Report' interface. On the left, a sidebar contains four menu items: 'Personal Details', 'Contact Details', 'Addresses', and 'GRM Progress Report'. A red arrow points to the 'GRM Progress Report' item, which is highlighted with a red rectangular box. The main content area is titled 'GRM Annual Progress Report' and shows the 'Personal Details' section. This section includes fields for 'Date of Birth', 'Gender', and 'National id'. Below these fields is a 'Names' section, which features a '+' icon in a box and a table with columns for 'Name' and 'Type'. The table has two rows: one with 'Primary' under the 'Type' column and another with 'Preferred' under the 'Type' column.

Progress Report

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



GRM Annual Progress Report			
Candidate Number	Academic Year	Program	Plan
1			

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

The screenshot shows a web-based form for an 'Annual Postgraduate Progress Report (2022)'. The form is titled 'Annual Postgraduate Progress Report (2022)' and is for a 'Doctor of Philosophy in Psychology'. It contains several sections for data entry:

- Student Information:** Fields for First Name, Last Name, Student Number, Email Address, College Number, Professional Process, Professional Gender, Gender, Race, and Address.
- Faculty Information:** Fields for Faculty, Department or Center, Year of study in 2022, Date of admission into program, First date of registration, Calculated date of completion, Title Registration Approval, Ethics Approval, and Funding for Current Study.
- Employment Status:** Fields for Employment Status, Type of Study, Research Title, and Coping mechanisms.
- Academic Year:** A dropdown menu for 'Academic Year' and a text field for 'Description'.
- JRF's Funding:** A dropdown menu for 'JRF's Funding' and a text field for 'Description'.
- Other Funding:** A text field for 'Description'.
- Milestones Completed:** A section titled 'What is the current level of progress achieved in your research?' with a table of milestones and their status (Not Yet Started, Partially Completed, Awaiting Feedback, Completed).
- Data Analysis:** A section with a table of data analysis milestones and their status.
- Additional Comments:** A text area for 'Additional Comments not at this point'.

A red arrow points to the 'Submit' button at the bottom left of the form, which is labeled 'Submit' and has a small red box around it. Below the button, there is a small text line: 'I hereby confirm and acknowledge that the information provided is accurate and truthful.'

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.

UFS Student Homepage View GRM Progress Report

Student Details

Student Number

All GRM Progress Reports that have a CMP (Completed) status are available to view. This will be in descending order from the most recent year. You can use the Candidate Number to identify the relevant one, if applicable. Click on the > icon to view the report.

Progress Report

Academic Year	Candidate Number	
2023	000000005991	>
2022	000000005991	>



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



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YUNIVESITHI YA FREISTATA

UFS
CENTRE FOR GRADUATE SUPPORT

Annual UFS Postgraduate Student Progress Report 2023

The Annual UFS Postgraduate Student Progress Report is intended to assist postgraduate students (master's by research and doctoral, excluding structured masters). The report should reflect the progress of your studies to ensure the timely submission of your thesis/dissertation.

Student Details	
Student Name	Progress Report Status
Student Number	Funding for Current Study
Academic Program	Title Registration Approval Date
First Date Enrolled in Program	Ethics Committee Approval Date
Faculty	Candidate Number

Research Title	
Progress Reports/Tenring	Milestones
Proposal	Data Analysis
Literature Review	Final Editing
Methods Selection	Executive Summary / Abstract
Data Collection	Final Editing

Happy with student progress

By clicking submit, I hereby confirm and acknowledge that the information provided is accurate and truthful.

Supervisor Details	
Supervisor	Student Progress
Academic writing (e.g. plagiarism, literature review, critical reading)	Support Required in Upcoming Year
Mentoring	Supervisor Comments

Happy with student progress

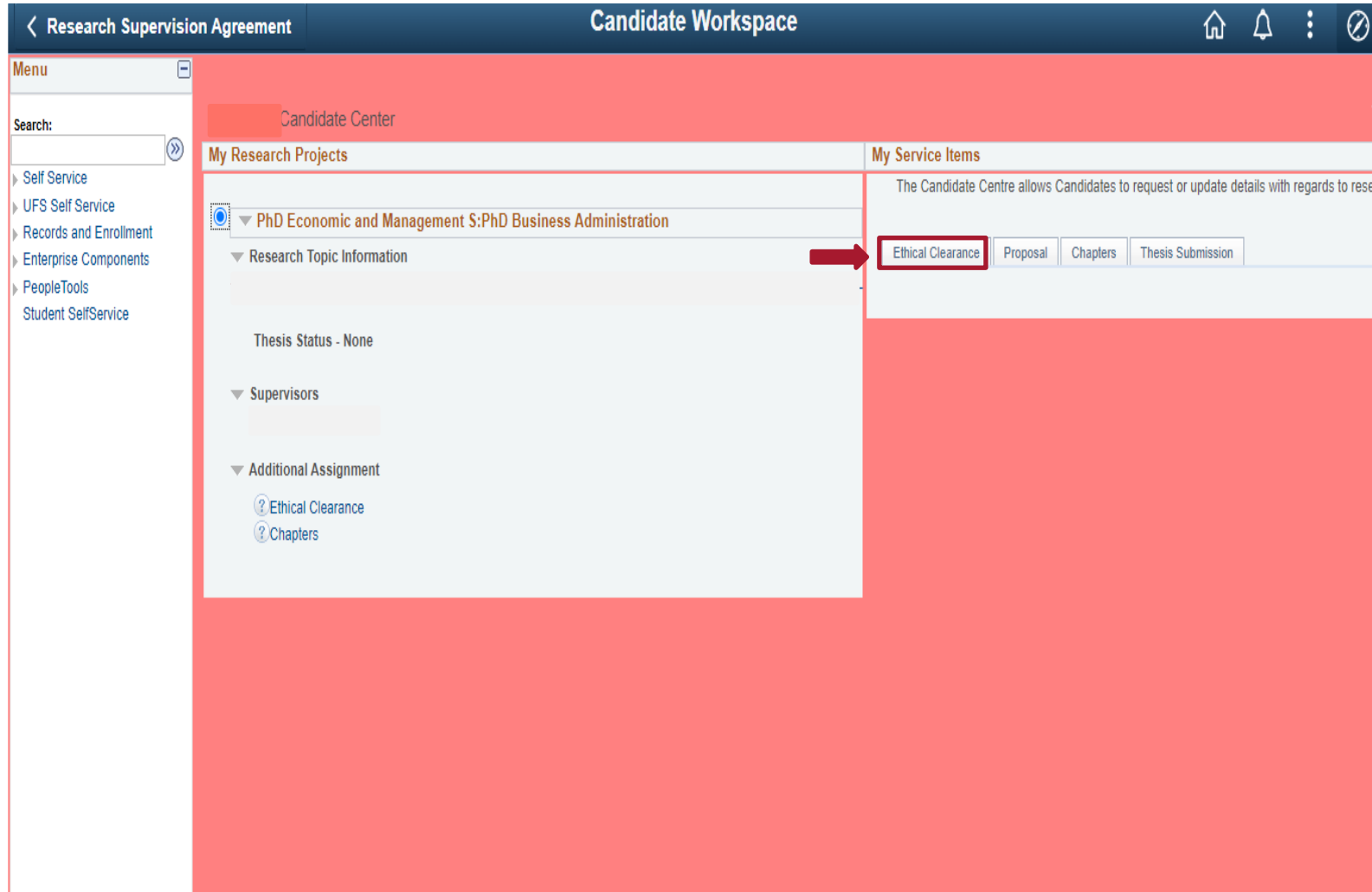
By clicking Approve, I confirm that I have verified and corrected (if applicable) the milestones achieved by the student for the current academic year and acknowledge that the information provided is accurate and truthful.

Disclaimer: Please note this report was completed and signed off on the Graduate Research Management system by the student and the supervisor and thus is an official UFS document.

205 Nelson Mandela Drive | Park West, Bloemfontein 9301 | South Africa
P.O. Box 338 | Bloemfontein 9300 | South Africa
T: +27 51 401 9011 | E: GRMhelpDesk@ufs.ac.za | www.ufs.ac.za | Johannes Bill Building

GRM: Ethical Clearance

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



Step 2: Click on 'Submit Ethical Clearance'

The screenshot displays the 'Candidate Workspace' interface. On the left, a 'Menu' sidebar lists various services: Self Service, UFS Self Service, Records and Enrollment, Enterprise Components, PeopleTools, and Student SelfService. The main content area is titled 'Candidate Center' and is divided into two panels: 'My Research Projects' and 'My Service Items'. Under 'My Research Projects', a project titled 'PhD Economic and Management S:PhD Business Administration' is selected. Below this, there are sections for 'Research Topic Information', 'Thesis Status - None', 'Supervisors', and 'Additional Assignment'. The 'Additional Assignment' section includes links for 'Ethical Clearance' and 'Chapters'. The 'My Service Items' panel on the right contains a header 'The Candidate Centre allows Candidates to request or update details with regards to rese...' and a sub-header 'This page is used to submit ethical clearance. Use functionality only on Supervisor instruction...'. Below this, there are four tabs: 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis Submission'. The 'Ethical Clearance' tab is active, and a red box highlights the 'Submit Ethical Clearance' button. A red arrow points from the 'Ethical Clearance' link in the 'Additional Assignment' section to this button.

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

The screenshot displays the 'Candidate Center' interface. On the left is a navigation menu with categories like 'User Service', 'Enrollment', 'UFS Campus Finances', 'Campus Personal Information', 'Degree Progress/Graduation', 'Research Activities', 'Candidate Center', 'Program Enrollment', 'UFS Study Material', 'Admissions Self Service', 'AWS Service Tester', 'Academic Data Summary', 'Accept/Decline Study Offer', 'Pvt Accommodation Application', 'Student Self Service', 'Student Center', 'Notifications Center', 'Upload Application Documents', 'Upload Documents', 'View Applications', 'UFS Self Service', 'Records and Enrollment', 'Enterprise Components', 'PeopleTools', and 'Student SelfService'. The main content area is titled 'Candidate Center' and contains sections for 'My Research Projects' and 'My Service Items'. The 'My Research Projects' section shows a selected project: 'PhD Economic and Management S:PhD Business Administration'. Below this, there are sections for 'Research Topic Information', 'Thesis Status', 'Supervisor' (listing '1.Massyn'), and 'Additional' (with links for '? Ethical' and '? Chapt'). The 'My Service Items' section includes a description: 'The Candidate Centre allows Candidates to request or update details with regards to rese...' and a set of tabs: 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis Submission'. A red dialog box titled 'Assignment Details' is overlaid on the screen, with a sub-header 'Submit Ethical Clearance'. It contains a 'Candidate Number' field, a '*Assignment Type' dropdown menu, and a 'Cancel' button. The dropdown menu is open, showing options: 'Chapters' and 'Ethical Clearance'. A red arrow points to the 'Ethical Clearance' option.

Step 4: Click on 'Add Attachment' to upload

The screenshot displays the 'Candidate Workspace' interface. A modal window titled 'Assignment Details' is open, showing the 'Submit Ethical Clearance' form. The form includes a 'Candidate Number' field, an '*Assignment Type' dropdown menu set to 'Ethical Clearance', and a 'Comment' field with a rich text editor. Below the comment field is a 'File Attachments' section with a table containing an 'Add Attachment' button highlighted by a red box and arrow.

Attached File	View	Add Attachment
	View	Add Attachment

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

The screenshot displays the 'Candidate Workspace' interface. The main content area is titled 'Assignment Details' and 'Submit Ethical Clearance'. A dropdown menu for '*Assignment Type' is set to 'Ethical Clearance'. Below this is a 'Comment' field with a rich text editor toolbar. A 'File Attachment' dialog box is open over the comment field, featuring a 'Choose File' button and an 'Upload' button, both highlighted with red boxes and arrows. The background shows a navigation menu on the left with options like 'Self Service', 'UFS Self Service', and 'Records and Enrollment'. At the bottom of the dialog, there is a 'File Attachments' section with a table for managing attachments.

Attached File	View	Add Attachment
	View	Add Attachment
	View	Add Attachment

Step 6: Submit file by clicking on 'Submit'

The screenshot shows the 'Candidate Workspace' interface. A central dialog box titled 'Assignment Details' is open, featuring a red background. At the top, it shows '*Assignment Type' set to 'Ethical Clearance'. Below this is a 'Comment' field with a rich text editor toolbar. Underneath the comment field is a 'File Attachments' section with a table. At the bottom of the dialog, there are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button.

Assignment Details

*Assignment Type: Ethical Clearance

Comment

File Attachments

Attached File	Description	View
Ethical_clearance_application.pdf	Ethical_clearance_application.pdf	View

Submit Cancel

Step 7: Click 'Return'

The screenshot displays the 'Candidate Workspace' interface. A modal window titled 'Assignment Details' is open, showing the following information:

- Candidate Number: [Redacted]
- Completion Date: [Redacted]
- Status: Complete
- Comment: [Redacted]

Below the comment field is an 'Attachments' section with the following table:

Attached File	Description	View
Ethical_clearance_application.pdf	Ethical_clearance_application.pdf	View

A red box highlights the 'Return' button at the bottom of the modal, with a red arrow pointing to it.

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'

The screenshot displays the 'Candidate Workspace' interface. On the left, a sidebar menu lists various services, with 'Ethical Clearance' highlighted under the 'Additional Assignment' section. The main content area shows the 'Assignment Details' for a specific task, including fields for 'Candidate Number', 'Completion Date', 'Status' (Complete), and a 'Comment' box. Below this, an 'Attachments' table lists the document 'Ethical_clearance_application.pdf' with a 'View' button next to it. A 'Return' button is located at the bottom of the modal window. Red arrows point to the 'Ethical Clearance' menu item, the 'View' button in the attachments table, and the 'Return' button.

Attached File	Description	View
Ethical_clearance_application.pdf	Ethical_clearance_application.pdf	View

GRM: Proposal

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

The screenshot displays the 'Candidate Workspace' interface. On the left, a 'Menu' sidebar lists various services like 'Self Service', 'UFS Self Service', and 'Records and Enrollment'. The main area is titled 'Candidate Center' and is divided into 'My Research Projects' and 'My Service Items'. Under 'My Research Projects', a project titled 'PhD Economic and Management S:PhD Business Administration' is selected, showing details like 'Research Topic Information', 'Thesis Status - None', 'Supervisors', and 'Additional Assignment' (with links for 'Ethical Clearance' and 'Chapters'). The 'My Service Items' section contains a navigation bar with buttons for 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis Submission'. The 'Proposal' button is highlighted with a red box and a red arrow. Below this, a text box states 'This page is used to submit a proposal. Use functionality only on Supervisor instruction.' and a 'Submit Proposal' button is also highlighted with a red box and a red arrow.

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

The screenshot displays the 'Candidate Center' interface. A 'Submit Proposal' modal window is open, featuring a 'Candidate Number' input field and a 'Thesis Title' field with a rich text editor. Below the text fields is a 'File Attachments' section with a table for listing files and 'SUBMIT' and 'CANCEL' buttons.

Attached File	View	Add Attachment
	View	add attachment

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

The screenshot displays the 'Candidate Workspace' interface. On the left, a 'Menu' sidebar lists various services. The main area shows 'My Research Projects' with a dropdown menu for 'PhD Economic and Management S:PhD Business Administration'. The 'Research Topic Information' link is highlighted with a red box and an arrow. A modal window titled 'Research Topic Details' is open, showing fields for 'Candidate Number', 'Research Topic', and 'Thesis Title'. Below these fields, the status is 'Research In Progress'. An 'Attachments' table is visible at the bottom of the modal, with a 'View' button highlighted by a red box and an arrow.

Attached File	Description	View
Proposal.pdf	Proposal.pdf	View

GRM: Chapters

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

The screenshot displays the 'Candidate Workspace' interface. On the left, a 'Menu' sidebar lists various services like 'Self Service', 'UFS Self Service', and 'Records and Enrollment'. The main area is titled 'Candidate Center' and is divided into 'My Research Projects' and 'My Service Items'. Under 'My Service Items', there are tabs for 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis'. The 'Chapters' tab is selected and highlighted with a red box. Below the tabs, a text box states: 'This page is used to submit chapters. Use functionality only on Supervisor instruction.' Below this text, an 'Upload Chapter' button is highlighted with a red box and an arrow pointing to it from the right. The 'My Research Projects' section shows a project titled 'PhD Economic and Management S:PhD Business Administration' with sub-sections for 'Research Topic Information', 'Thesis Status - None', 'Supervisors', and 'Additional Assignment'.

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

The screenshot displays the 'Candidate Center' interface. On the left is a 'Menu' sidebar with various service options. The main content area is titled 'Candidate Center' and contains sections for 'My Research Projects' and 'My Service Items'. A modal dialog box titled 'Assignment Details' is open, showing the 'Upload Chapter' form. The form includes a 'Candidate Number' field and a '*Assignment Type' dropdown menu. The dropdown menu is open, showing 'Chapters' as the selected option, with a red arrow pointing to it. Other options in the dropdown include 'Ethical Clearance'. The background interface shows a navigation menu on the left and a main content area with tabs for 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis Submission'. The 'Chapters' tab is currently active.

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

The screenshot displays the 'Candidate Center' interface. A modal dialog box titled 'Assignment Details' is open, with a sub-header 'Upload Chapter'. The dialog contains a 'Candidate Number' field, a dropdown menu for '*Assignment Type' set to 'Chapters', and a 'File Attachments' section. The 'File Attachments' section includes a table with columns for 'Attached File', 'View', and 'Add Attachment'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

Attached File	View	Add Attachment
	View	Add Attachment
	View	Add Attachment

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

The screenshot displays the 'Candidate Workspace' interface. On the left, a sidebar menu lists various services, with 'Chapters' highlighted under the 'Additional Assignment' section. A red arrow points to this link. The main content area shows 'My Research Projects' for a 'PhD Economic and Management S:PhD Business Administration' student. Below this, there are sections for 'Research Topic Information', 'Thesis Status - None', 'Supervisors', and 'Additional Assignment'. The 'Additional Assignment' section contains links for 'Ethical Clearance' and 'Chapters'. A modal window titled 'Assignment Details' is open, showing fields for 'Candidate Number', 'Completion Date', 'Status Active', and 'Comment'. Below these fields is an 'Attachments' table with one entry: 'Chapters.pdf'. A red arrow points to the 'View' button next to this entry. At the bottom of the modal, there is a 'Return' button.

Attached File	Description	View
Chapters.pdf	Chapters.pdf	View

GRM: Supervisor

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

The screenshot displays the 'Candidate Center' interface. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Candidate Center' and is divided into two columns: 'My Research Projects' and 'My Service Items'. Under 'My Research Projects', a dropdown menu is open for 'PhD Economic and Management S:PhD Business Administration', showing 'Research Topic Information' with two items. Below this, the 'Supervisors' section is highlighted with a red rectangular box, and a red arrow points to it. Under 'Supervisors', there is a redacted area. Below the redaction, there are links for 'Ethical Clearance' and 'Chapters'. The 'My Service Items' column contains a header, a description, and buttons for 'Ethical Clearance', 'Proposal', 'Chapters', and 'Thesis Submission'. Below these buttons, there is a text box with the instruction 'This Page is used to submit NOITS as well as the final submission request.' and two buttons: 'Submit Notification to Submit' and 'Request Submission'.

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

The screenshot displays the UFS Candidate Center interface. A modal window titled "Supervisor Details" is open, showing the following information:

- Candidate Number: [Redacted]
- Supervisor: [Redacted]
- Primary Supervisor: Y
- Status: Approved
- Attachments table:

Attached File	Description	View
[Redacted]	[Redacted]	View

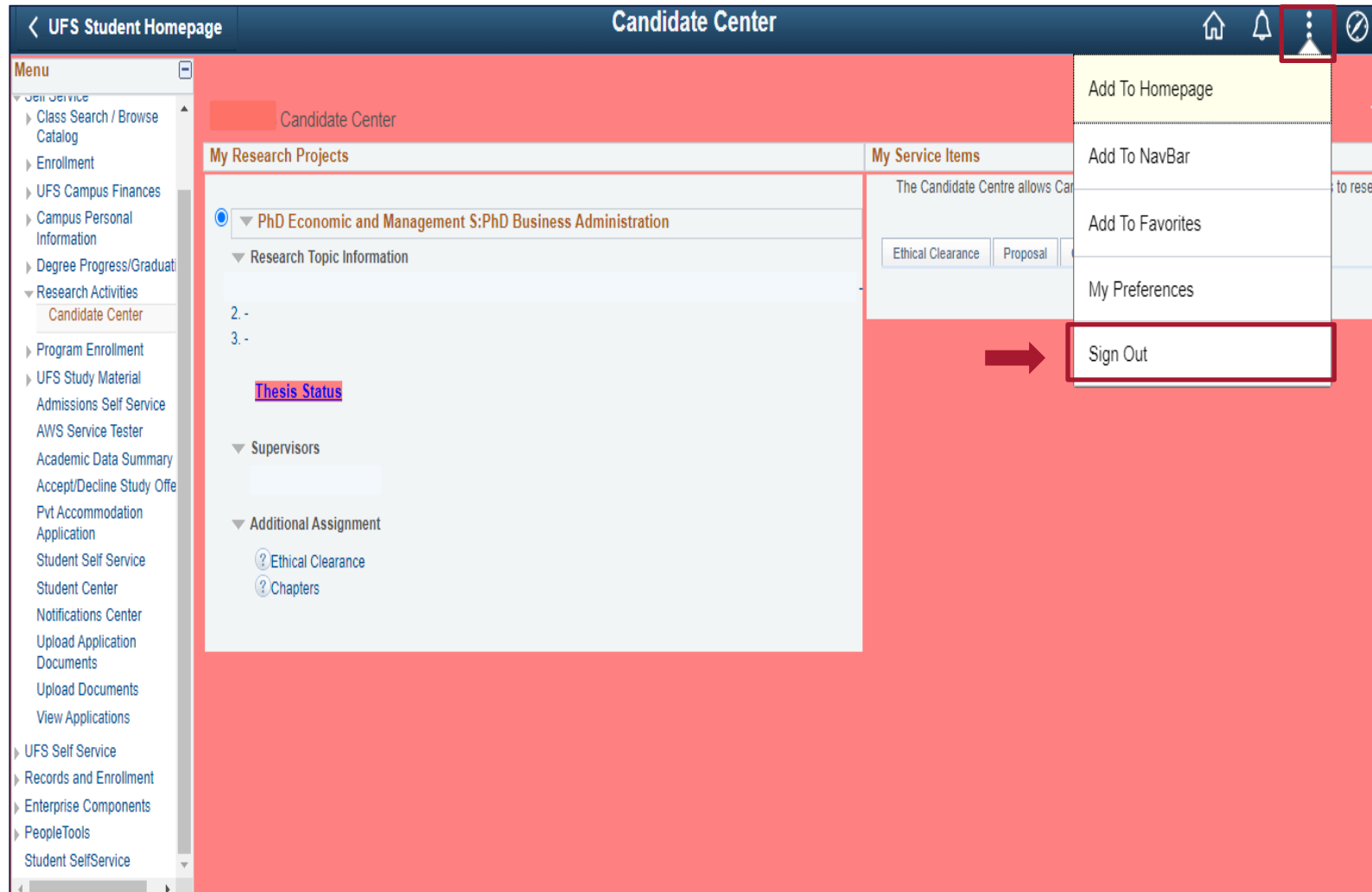
A red arrow points to the "View" link in the attachments table. The background interface shows a navigation menu on the left and a main content area with sections for "My Research Projects" and "My Service Items".

Step 3: Click on 'View' to open the document.

The screenshot displays the UFS Candidate Center interface. On the left is a navigation menu with categories like 'UFS Self Service', 'Records and Enrollment', and 'Enterprise Components'. The main content area shows 'Candidate Center' with sections for 'My Research Projects' and 'My Service Items'. A modal window titled 'Supervisor Details' is open, showing fields for 'Candidate Number', 'Supervisor', 'Primary Supervisor: Y', and 'Status: Approved'. Below this is an 'Attachments' table with columns 'Attached File', 'Description', and 'View'. A red arrow points to the 'View' button in the table. A 'Return' button is at the bottom of the modal.

Attached File	Description	View
		View

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

GRM Helpdesk contacts

Email address: GRMHelpdesk@ufs.ac.za,

Bloemfontein campus contact details (Johannes Bril building)

Katleho Nyaile (Office No 11)

Tel no: 051 401 9011

Kenny Mokoena: (Office No 5)

Tel no: 051 401 9642

QwaQwa campus contact details (EMS building)

Lethiwe Sokhela: (Cubicle A9 & A11)

Tel no : 058 718 5292

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

Take note of the following:

- Supervisors can request GRM access and student-supervisor linking from the GRMHelpdesk.