

Graduate Research Management (GRM)

Manual for Supervisors 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



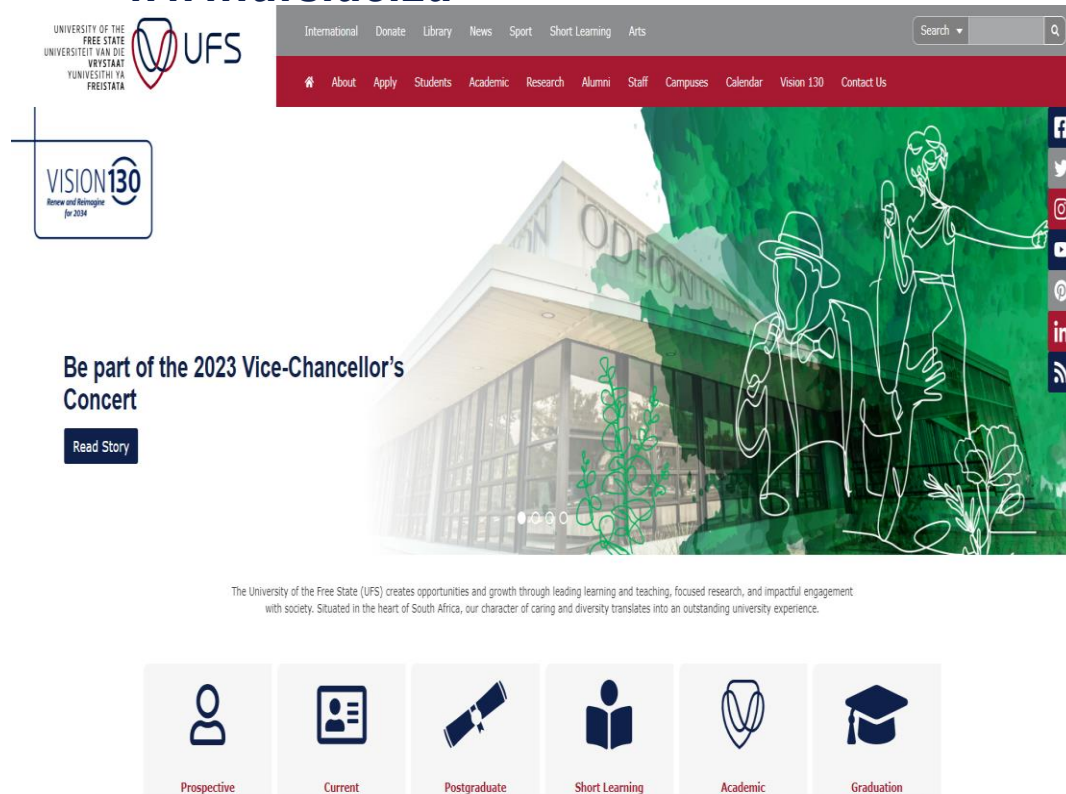
UFS
CENTRE FOR
GRADUATE SUPPORT

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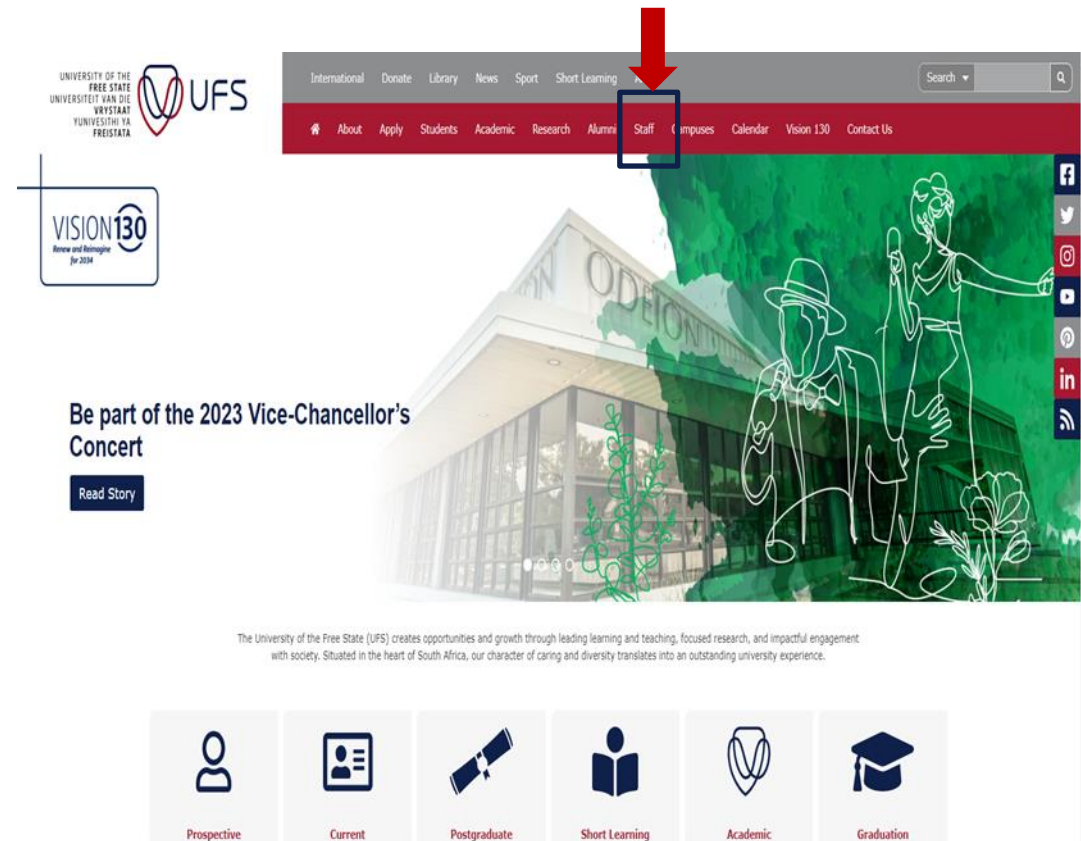
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1. GRM LOGIN PROCESS:

- **STEP1:** Go to the University the Free State www.ufs.ac.za

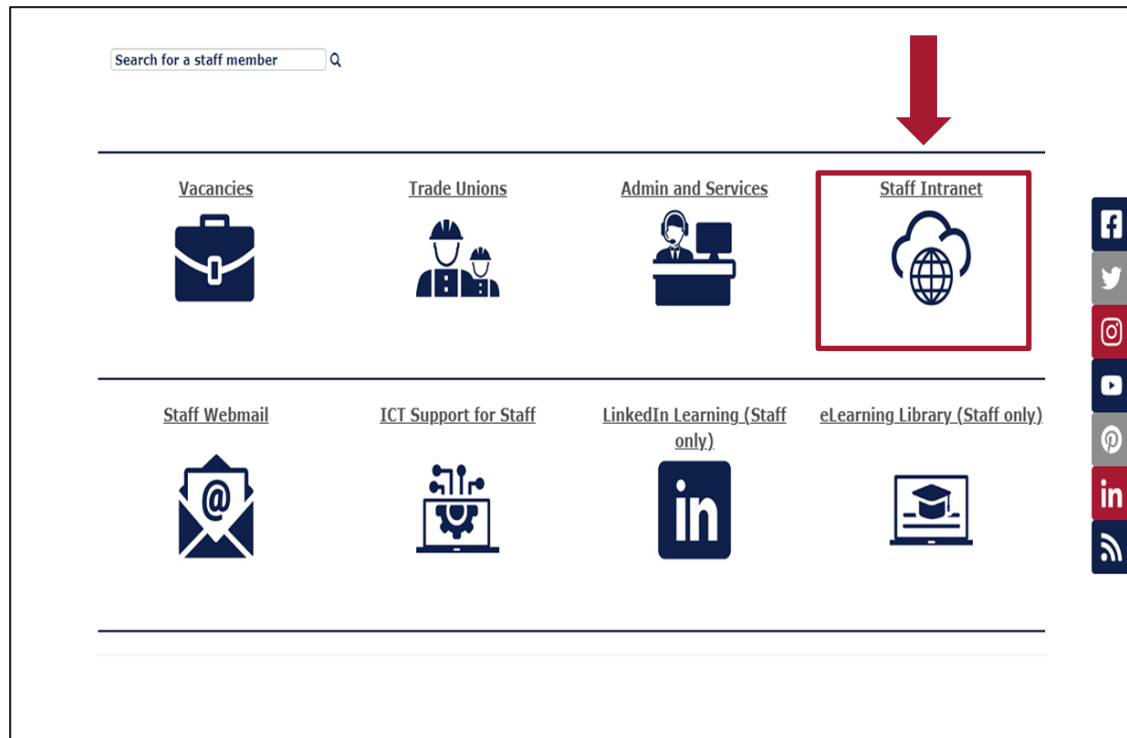


- **STEP2:** Click on staff and scroll down

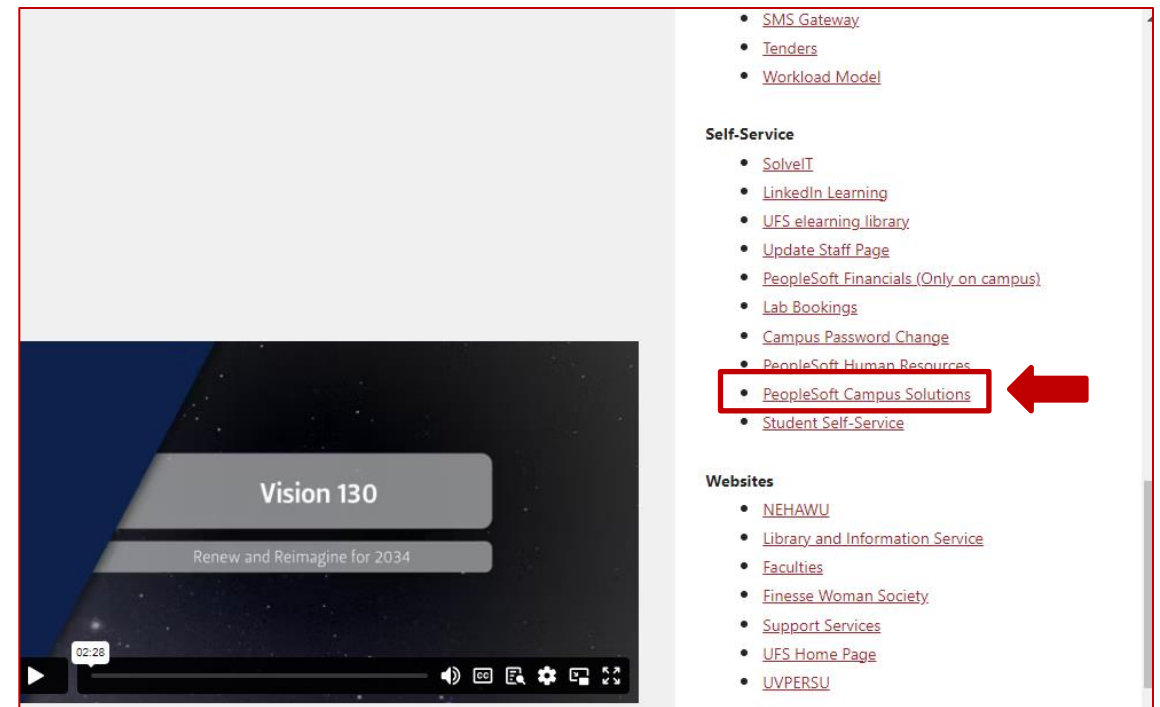


GRM LOGIN PROCESS:

STEP 3: Click on Staff Intranet



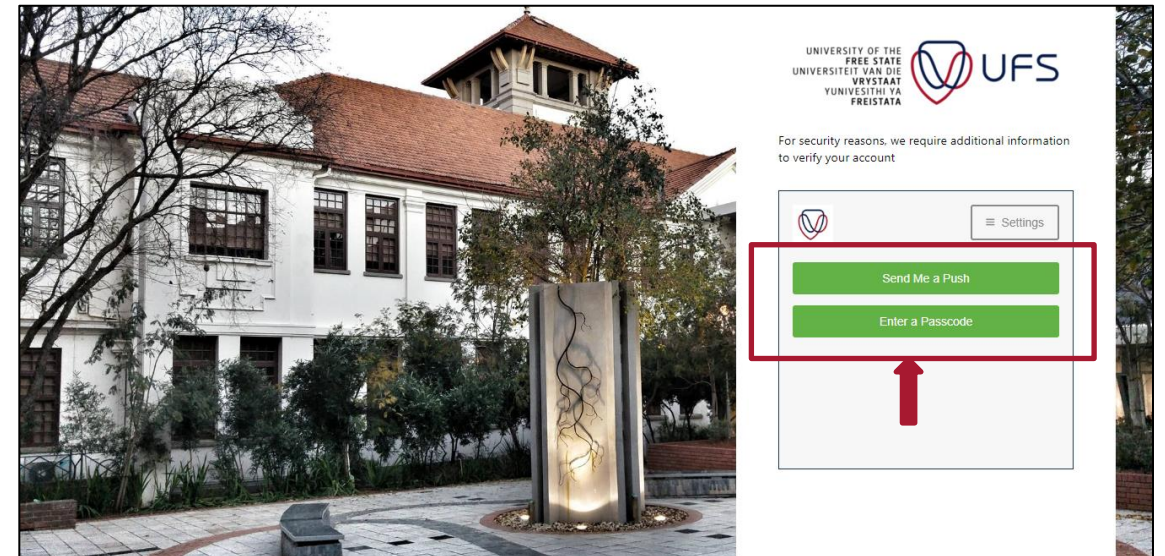
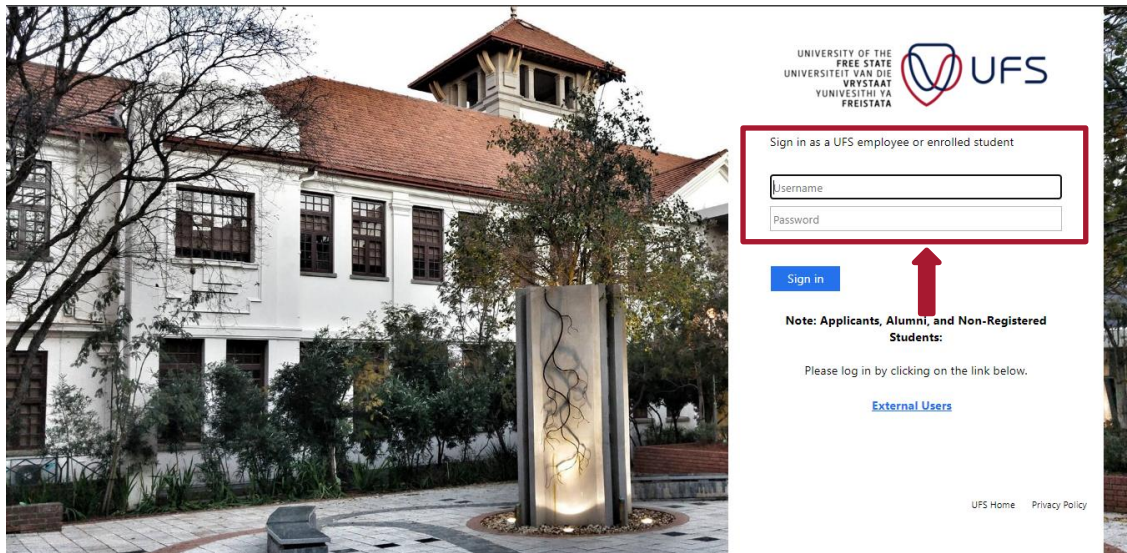
STEP 4: Scroll down on the self-service option and click on PeopleSoft campus solution.



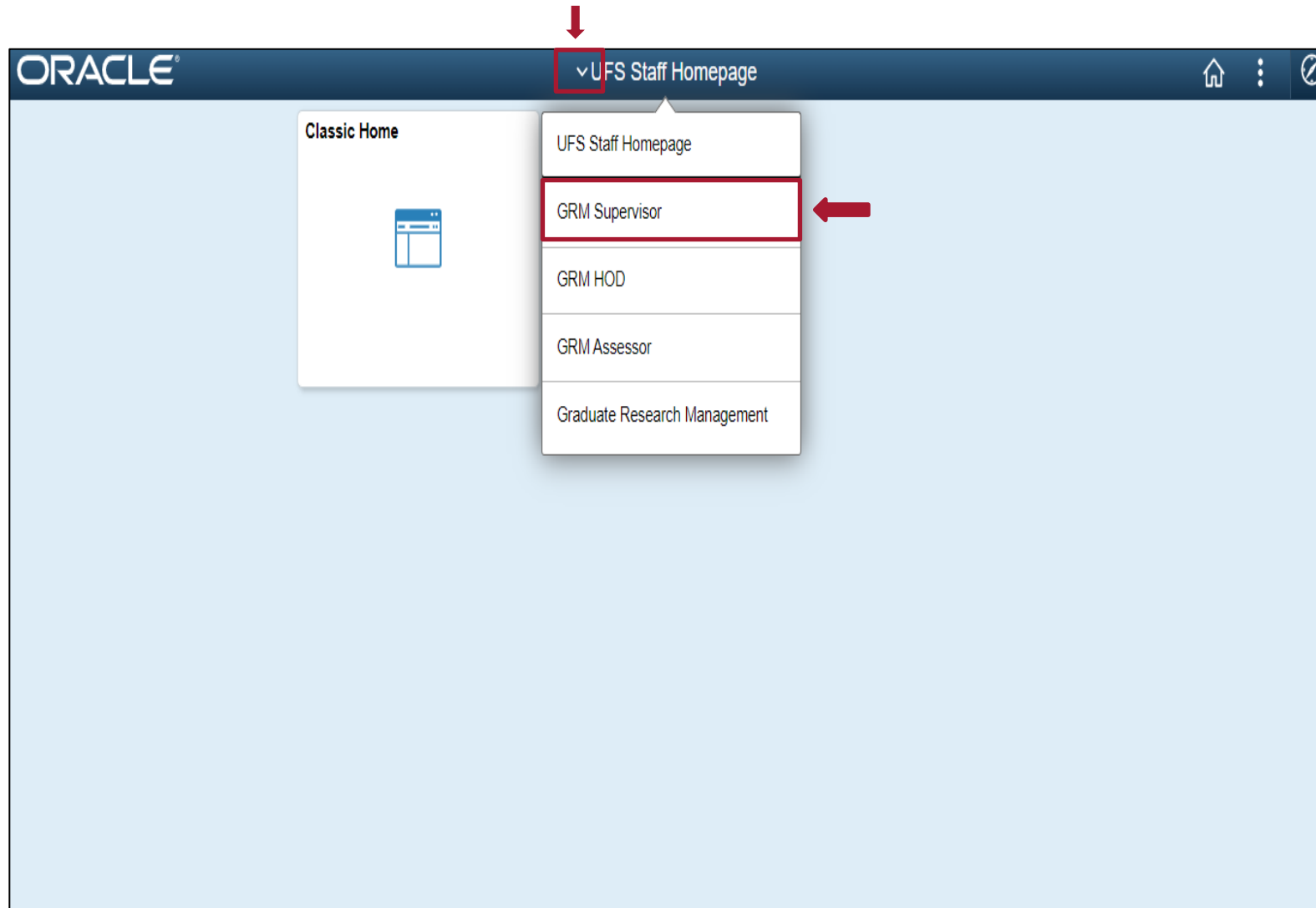
GRM LOGIN PROCESS:

STEP 5: Enter your UFS login credentials

STEP 6: Use the Duo mobile system to authenticate your identity



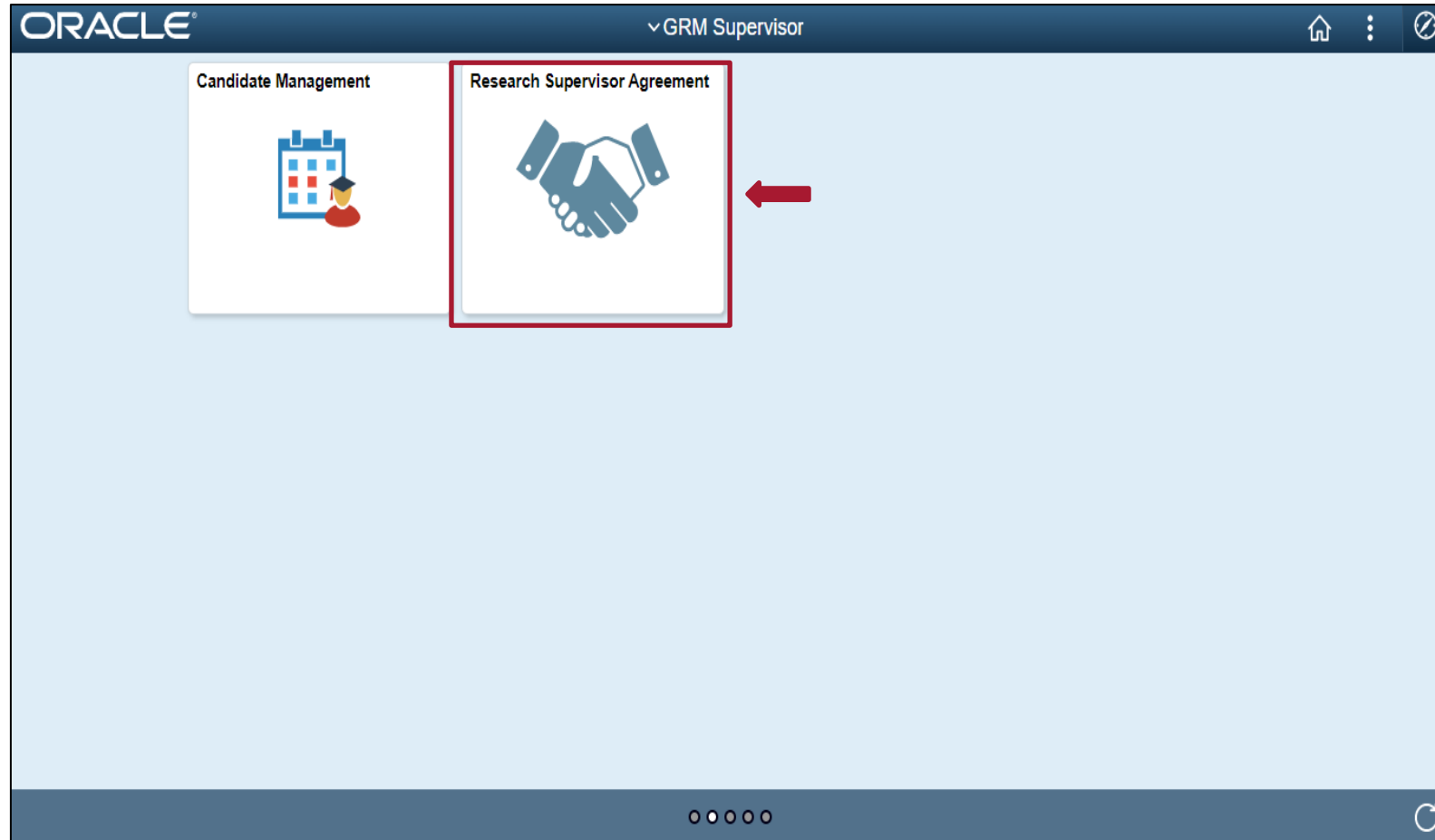
STEP 7: Click on the drop-down arrow and select 'GRM Supervisor'.



2. SUPERVISION AGREEMENT

Follow the steps below to sign the supervision agreement form after you have had a discussion with your student.

STEP 1: *Click on 'Research Supervisor Agreement'*



STEP 2: Click on 'OK' and select the student you want to sign the supervision agreement for.

The screenshot shows a dialog box titled "View Supervision Agreement" with a message: "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." At the bottom of the dialog, there is a button labeled "OK" which is highlighted with a red rectangular box. A red arrow points to the right side of this box.

The screenshot shows a table titled "View Supervision Agreement" with the text "4 results found." The table has five columns: "ID", "Can Nbr", "Both Approved", "Student", and "Supervisor". The first row contains the following data: "2022123123", an empty cell, "SURNAME, Name", and "SURNAME, Name". A red rectangular box highlights the entire first row. A red arrow points upwards to the "ID" field of this row.

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

STEP 3: Select the number of weeks as agreed with the student and type in additional conditions (if any) in the comment box.

Search Results Research Supervision Agreement

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

Supervisor Approve

Return to Candidate Center

Save

Search Results Research Supervision Agreement

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

Supervisor Approve

Return to Candidate Center

Save

STEP 4: To sign the agreement, select “Yes” next to ‘Supervisor Approve’ and click on ‘Save’.

[← Search Results](#) **Research Supervision Agreement** ↓ ⋮

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 5: Click on 'Search Results' to go back to the list of students, then click GRM supervisor for supervisor homepage.

Research Supervision Agreement

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](#)

Research Supervision Agreement

View Supervision Agreement

4 results found.

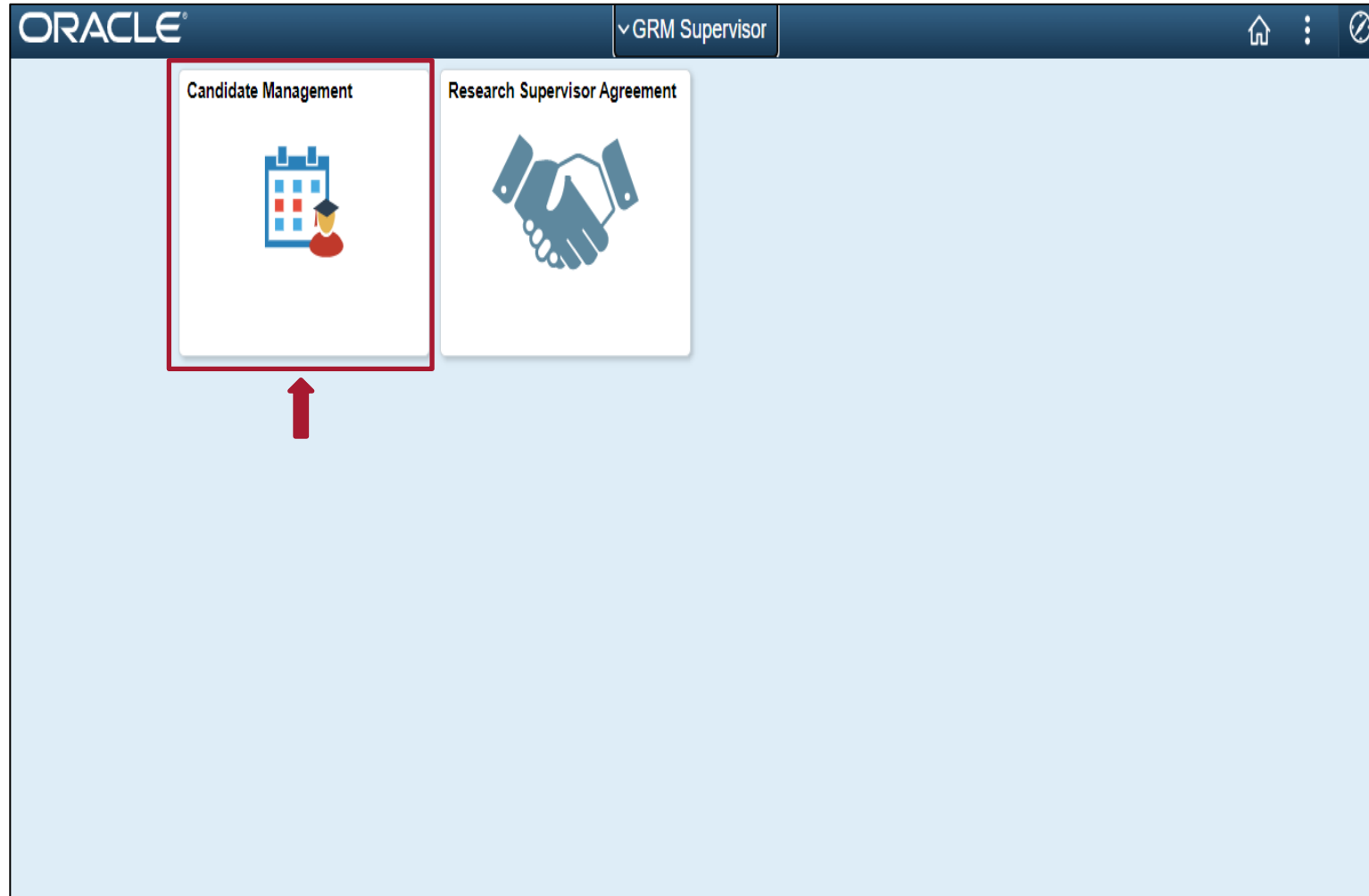
Chart No Yes

4 rows

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

3. Candidate Management

STEP 1: Click on 'Candidate Management' to display a list of your students.



STEP 2: A list of your students will be displayed here. Click on 'Candidate Management Record' to open a student's record. The following pages will go through the different components of candidate management.

The screenshot displays the 'Candidate Management (Sprvsr)' interface. On the left, a sidebar contains filters for Status (APPROVED (7)), ID (2022123123, 2018500104 (1)), Institution (KOVSI (7)), Research Status (Research Interest Required (5), Research In Progress (1), Title Registration Approved (1)), and Last (S (2)). The main area shows a list of 'Candidate Management Record' entries. The first entry is highlighted with a red box and a red arrow pointing to it. To the right, a 'Search Results' panel shows a list of components: Supervisor Agreement, Status, Proposal, Title Registration, Ethical Clearance, Chapters, Supervisors, Supervisor Uploads, and Requested Assessors. The first three items in this list are also highlighted with a red box.

2.1. Supervisor Agreement: This shows the status of the agreement in relation to the student's record.

Candidate Management	
Empl ID	
Candidate Number	
Supervisor Agreement	←
Status	▼
Proposal	▼
Title Registration	▼
Ethical Clearance	▼
Chapters	▼
Supervisors	▼
Supervisor Uploads	▼
Requested Assessors	▲

2.2 Status: Click on the 'Status' tab to see the status information of the student.

← Search Results Candidate Management ↓ ⋮

Empl ID

Candidate Number

Supervisor Agreement ▾

Status ▴

Timer Status Active

Days Remaining 181.00

Early Submission Date 01/16/2021 ←

Final Submission Date 01/16/2023

Student Status Research In Progress

Intended Submission Date 10/16/2022

Actual Submission Date

Proposal ▾

Title Registration ▾

Ethical Clearance ▾

Chapters ▾

2.3 Proposal: Click on the 'Proposal' tab to see documents that the student uploaded. Click on 'View' to open the document.

The screenshot shows the 'Candidate Management' interface. At the top, there is a navigation bar with a back arrow, 'Search Results', and 'Candidate Management'. Below this, there are fields for 'Empl ID' and 'Candidate Number'. A sidebar on the left contains several tabs: 'Supervisor Agreement', 'Status', 'Proposal', 'Change Research Proposal', 'Title Registration', 'Ethical Clearance', and 'Chapters'. The 'Proposal' tab is highlighted with a red border. Below the tabs is a table with the following columns: 'Attached File', 'Document Date', 'Created By', 'Visible to Student', and 'View'. The table contains two rows of data. The first row has '1' in the first column, 'Proposal.pdf' in the second, '07/18/2022' in the third, '2018500104' in the fourth, and a 'View' button in the fifth. A red arrow points from the 'Visible to Student' toggle (which is set to 'Yes') to the 'View' button. The 'View' button is also highlighted with a red border. Below the table is a 'Save' button and a '2 ro' indicator.

Attached File	Document Date	Created By	Visible to Student	View
1 Proposal.pdf	07/18/2022	2018500104	Yes	View
2 Proposal.pdf	07/18/2022	2018500104	Yes	View

Proposal: To upload a document, click on the '+' .

Search Results Candidate Management

Empl ID

Candidate Number

Supervisor Agreement

Status

Proposal

Change Research Proposal

Attached File	Document Date	Created By	Visible to Student	View	
1 Proposal.pdf	07/18/2022	2018500104	<input checked="" type="checkbox"/>	View	+
2 Proposal.pdf	07/18/2022	2018500104	<input checked="" type="checkbox"/>	View	+

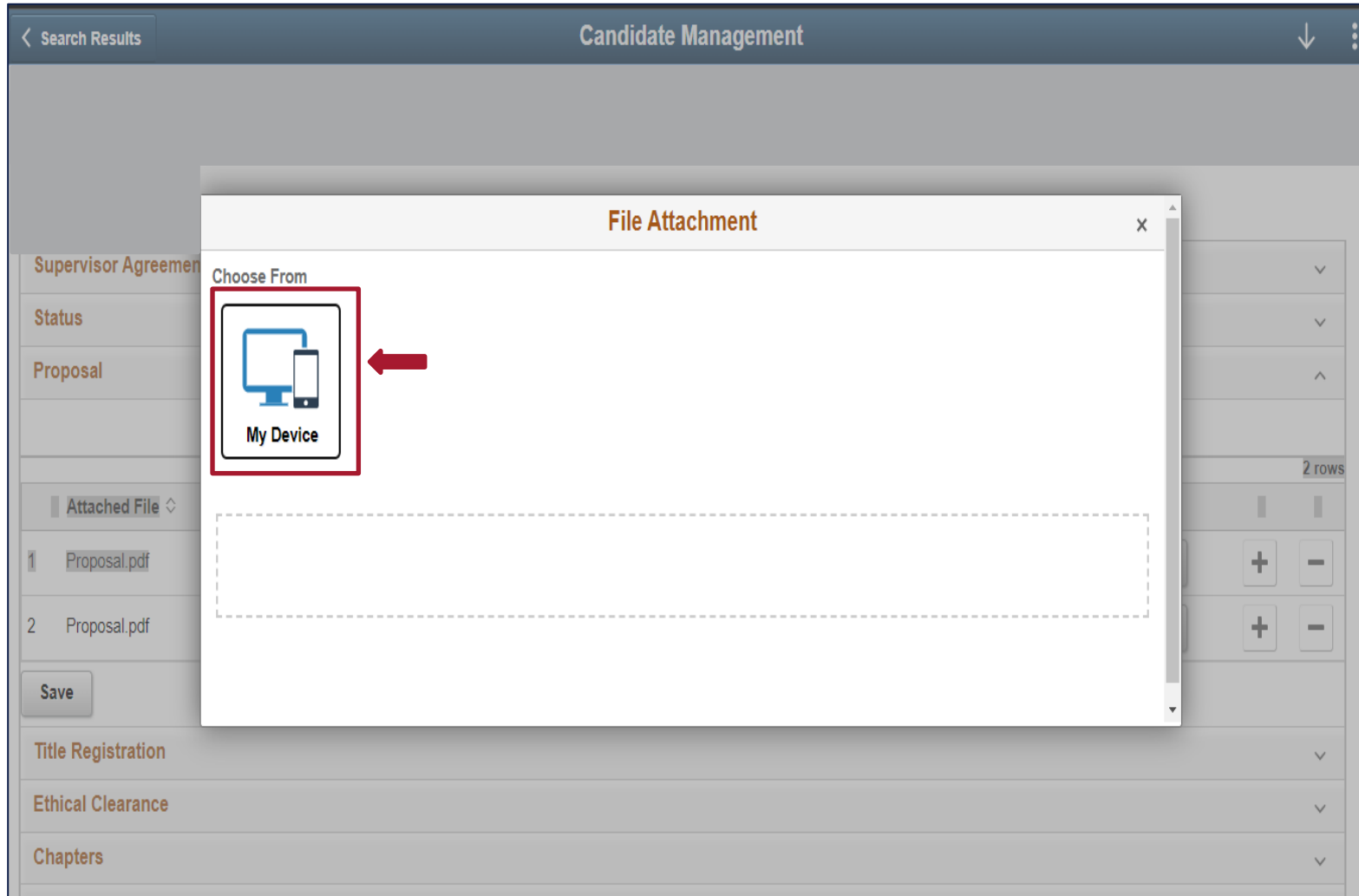
Save

Title Registration

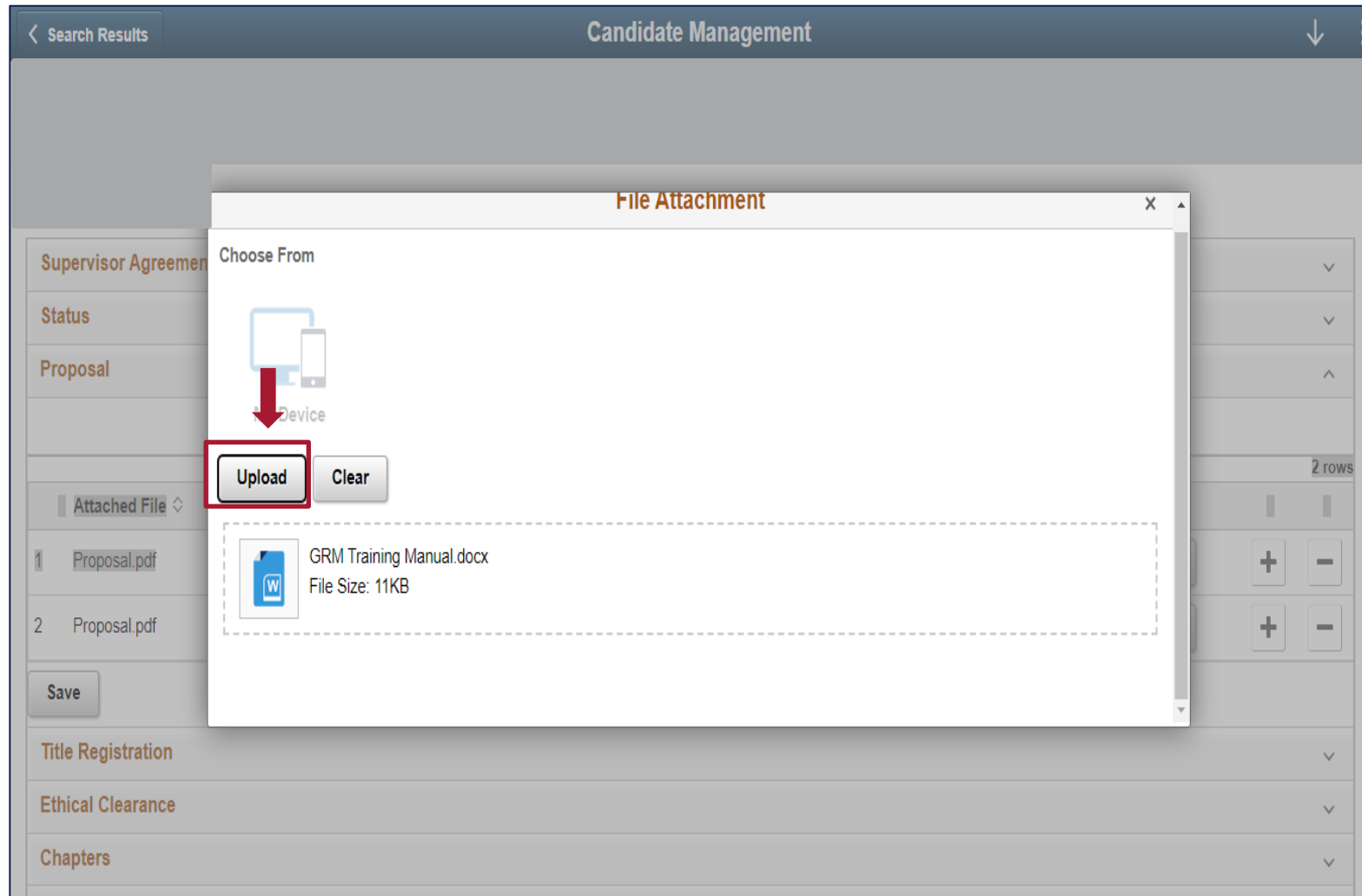
Ethical Clearance

Chapters

Proposal: Click on “My Device” to choose the document from your computer.



Proposal: Click on 'Upload' once you have located and selected the document you wish to upload from your device.



Proposal: Click on 'Done' to complete uploading.

The screenshot displays a 'Candidate Management' application window. A 'File Attachment' modal dialog is open in the center. The dialog's title bar is labeled 'File Attachment' and contains a 'Done' button on the right, which is highlighted with a red rectangular box and a red arrow pointing to it. Below the title bar, the dialog is divided into two main sections. The top section, titled 'Choose From', features an icon of a computer and a smartphone labeled 'My Device'. The bottom section, enclosed in a dashed border, shows a file named 'GRM Training Manual.docx' with a file size of 11KB. At the bottom right of this section, a green progress bar is shown, and the text 'Upload Complete' is displayed. The background of the application is dimmed, showing a sidebar with various menu items like 'Supervisor Agreement', 'Status', 'Proposal', and 'Attached File', and a main table area with two rows of data.

Proposal: You have the option to choose whether you want the documents you upload to be visible to the student or not. Simply change the status under 'Visible to Student' to "Yes" or "No".

Search Results **Candidate Management**

Emp ID

Candidate Number

Supervisor Agreement

Status

Proposal

Change Research Proposal

2 rows

Attached File	Document Date	Created By	Visible to Student	View
1 Proposal.pdf	07/18/2022		<input checked="" type="checkbox"/> Yes	View + -
2 Proposal.pdf	07/18/2022		<input checked="" type="checkbox"/> Yes	View + -

Save

Title Registration

Ethical Clearance

Chapters

Supervisors

Supervisor Uploads

Proposal: Click on 'Save'.

Search Results **Candidate Management**

EMBRID

Candidate Number

Supervisor Agreement

Status

Proposal

Change Research Proposal

2 rows

Attached File	Document Date	Created By	Visible to Student	View
1 Proposal.pdf	07/18/2022		Yes	View
2 Proposal.pdf	07/18/2022		Yes	View

Save

Title Registration

Ethical Clearance

Chapters

Supervisors

Supervisor Uploads

Proposal: Should you wish to delete an uploaded document, click on '-' to delete.

Search Results **Candidate Management**

Emp ID

Candidate Number

Supervisor Agreement

Status

Proposal

Change Research Proposal

2 rows

Attached File	Document Date	Created By	Visible to Student	View	
1 Proposal.pdf	07/18/2022		<input checked="" type="checkbox"/> Yes	View	<input type="checkbox"/> -
2 Proposal.pdf	07/18/2022		<input checked="" type="checkbox"/> Yes	View	<input type="checkbox"/> + <input type="checkbox"/> -

Save

Title Registration

Ethical Clearance

Chapters

Supervisors

Supervisor Uploads

Proposal: Click on 'OK' to confirm that you want to delete a selected document

The screenshot shows a 'Candidate Management' interface with a confirmation dialog. The dialog text is: 'Delete current/selected rows from this page?' and 'The delete will occur when the transaction is saved.' Below the text are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button. The background interface shows a table with columns: 'Attached File', 'Document Date', 'Visible to Student', and 'View'. There are two rows of data, both with 'Proposal.pdf' as the attached file and '07/18/2022' as the document date. The 'Visible to Student' column has a 'Yes' toggle switch. The 'View' column has a 'View' button and '+' and '-' icons. A 'Save' button is visible at the bottom left of the table area.

Attached File	Document Date	Visible to Student	View
1 Proposal.pdf	07/18/2022	Yes	View + -
2 Proposal.pdf	07/18/2022	Yes	View + -

2.4 Title Registration: Click on the 'Title Registration' tab and select 'change title' to complete the title registration application for the student.

The screenshot displays the 'Candidate Management' interface. At the top, there is a navigation bar with a back arrow, 'Search Results', and 'Candidate Management'. Below this, there are fields for 'Empl ID' and 'Candidate Number'. A list of tabs is shown, including 'Supervisor Agreement', 'Status', 'Proposal', 'Title Registration', 'Thesis Status', 'Last Thesis Title Registered', 'Ethical Clearance', 'Chapters', 'Supervisors', 'Supervisor Uploads', and 'Requested Assessors'. The 'Title Registration' tab is highlighted with a red border. Below this tab, a 'Change Title' button is visible, also highlighted with a red border. A red arrow points down to the 'Title Registration' tab, and another red arrow points left to the 'Change Title' button. The 'Thesis Status' is indicated as 'NOITS Submitted'.

STEP 1: Type in the correct title in the box, click on save and click done to save the title.

This screenshot shows the 'Change Research Title' dialog box. The 'Save' button is highlighted with a red box and a red arrow pointing to it from the right. Below the dialog, the 'Enter text ...' input field is also highlighted with a red box and a red arrow pointing to it from the right. The background shows a sidebar with menu items like 'Supervisor Agreement', 'Status', 'Proposal', 'Title Registration', 'Thesis Status', 'Last Thesis Title Registered', 'Ethical Clearance', 'Chapters', 'Supervisors', and 'Supervisor Uploads'. The main content area displays 'Empl ID 2018500104' and 'Candidate Number 000000000488'.

This screenshot shows the 'Change Research Title' dialog box after the title has been entered. The 'Done' button in the top right corner is highlighted with a red box and a red arrow pointing to it from above. The input field now contains the text 'Title Registration Application Form'. The background sidebar and main content area are identical to the previous screenshot.

STEP 2: Click on the icon as displayed and then click on 'Initiate Title Registration' to open the application.

The screenshot displays the 'Candidate Management' application interface. At the top, there is a dark blue header bar with a back arrow and the text 'Candidate Management' on the left, and a downward arrow and a three-dot menu icon on the right. A red arrow points to the three-dot menu icon. Below the header, the main content area shows candidate details: 'Empl ID', 'Candidate Number 000000000488', and a list of menu items including 'Supervisor Agreement', 'Status', 'Proposal', 'Title Registration', 'Ethical Clearance', 'Chapters', 'Supervisors', 'Supervisor Uploads', and 'Requested Assessors'. A red arrow points to the 'Title Registration' item. On the right side, a dropdown menu is open, listing options: 'Initiate Title Registration' (highlighted with a red box and a red arrow), 'Initiate Assessor Appointment', 'Approve NOITS', 'Reject NOITS', 'New Window', 'Home', 'NavBar', 'My Preferences', 'Help', and 'Sign Out'.

STEP 3: Verify the correct 'Description of study' for the student in question.

Candidate Management Title Registration


Instructions

- The system will allow you to select more than one option such as multiple supervisors or examiners.
- The system will allow you to skip steps not applicable to you faculty or department.
- The supervisor will complete the application and it will be routed to the Faculty Secretary/Postgraduate (PG) Office/Faculty's Research Coordinator on time. Late submissions will be deferred to the next round of title registrations.
- After the approval of the Research or Scientific Committee, processing by the Faculty Secretary/Postgraduate (PG) Office/Faculty's Research Coordinator, and approval of the Faculty Management and Faculty Board, the application will be processed and routed to Administration and the relevant Academic department.

Description of Study

Masters **Dissertation** Research Articles (Masters)

Doctoral Thesis Research Articles (Doctoral)



Application Type

New / Internal (Resubmission)

Study Details

Academic Program B6900 PhD Economic and Management S
Academic Plan BC690100 Doctor of Philosophy with specialisation in Business Administration

Enrollments 2 rows

	Subject Area	Catalog Nbr	Enrollment Status	First Year Enrolled
1	PDBA		Currently Enrolled	2023
2	PDBA		Not Currently Enrolled	2019

Ethical Clearance Number

Previous Degree Obtained




Institution


Date Obtained

Student Details

Student Number
Candidate Number

STEP 4: Student details will be automatically populated by the system, click on the open field to type the field of study.


Candidate Management **Title Registration**   

Ethical Clearance Number
Previous Degree Obtained
Institution
Date Obtained 






Student Details

Student Number
Candidate Number
Name
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State / Province FS
Country ZAF
Country Code
Telephone
Email Address

Field of Study

Field of Study 
Degree Doctor of Philosophy with specialisation in Business Administration
Thesis Title (Applied for) KENNY TESTING
Previous Title

Internal Supervisors 3 rows

Supervisor Number 	Name 	Description 	Primary Supervisor 	Status 
---	--	---	--	--

STEP 5: Click on the details icon to provide details of examiners

The screenshot displays a web application interface with several sections: External Supervisors, Internal Examiners, External Examiners, Supporting Documents, and Disclosure/Declaration of conflict of Interest. A 'Details' modal form is open in the center, containing fields for Assessor ID, Title, First Name, Last Name, Assessor Type, Previously Appointed, Field of Expertise, Institution, Formal Qualifications, # of Succ. Masters Supervised, and # of Succ PhD Supervised. In the background, a table of examiners is visible. A red box highlights the 'Details' button in the table, with a red arrow pointing to it.

STEP 6: Click on “Add” to upload additional supporting documents, e.g., Examiners CV

Supporting Documents

*Description		Add		1 row
1	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="+"/> <input type="button" value="-"/>	

Disclosure/Declaration of conflict of Interest

The examiner(s) is related to the supervisor(s) or to this student.

The examiner(s) has co-authored/co-published with the supervisor(s) or this student.

The examiner(s) holds grants in common with the supervisor(s) or with this student.

The examiner(s) is a former postgraduate student of the supervisor(s).

Are there any further conflict of interest between the examiner(s), supervisor(s) and this student that should be declared?

Comments

Comment		1 row
+	<input type="text"/>	

Actions

STEP 7: Click on “My Device” to locate supporting documents

Internal Examiners 1 row

+ Changes to the internal examiners will take effect immediately irrespective if the form is submitted/approved/denied/sent back.

Assessor ID	Name	Assessor Type	Details	Remove
1			Details	Remove

External Examiners 1 row

+ Title

1				
---	--	--	--	--

Supporting Documents 1 row

*Description

1				
---	--	--	--	--

Disclosure/Declaration of conflict

The examiner(s)

The examiner(s) has co-authored/co

The examiner(s) holds grants in co


The examiner(s) is a former postgraduate student of the supervisor(s). Yes No

Are there any further conflict of interest between the examiner(s), supervisor(s) and this student that should be declared? Yes No

Comments

File Attachment x

Choose From



My Device

←

STEP 8: Once you locate the file, click on the file you want to upload and click on open.

The screenshot illustrates the final step of uploading a file to a web application. A Windows File Explorer window is open, displaying the contents of the 'Incidents' folder. The file 'Incident 2' is selected, and the 'Open' button is highlighted with a red box and a red arrow. The background web application shows a 'Title Registration' form with various fields and buttons, including a 'File Attachment' dialog box.

STEP 9: Click on upload and select done to complete attaching the file

The screenshot displays the 'Title Registration' interface. A 'File Attachment' dialog box is open, showing a file named 'Incident 2.docx' with a size of 576KB. The 'Upload' button is highlighted with a red box and a red arrow. The background interface includes sections for 'Internal Examiners', 'External Examiners', 'Supporting Documents', and 'Disclosure/Declaration of conflict'. The 'Internal Examiners' section has a table with columns for Assessor ID, Name, Assessor Type, Details, and Remove. The 'External Examiners' section has a table with a Title column. The 'Supporting Documents' section has a table with a Description column. The 'Disclosure/Declaration of conflict' section has several questions with Yes/No buttons. The 'Comments' section has a table with a Comment column.

STEP 10: Provide a description for the attached file in the highlighted field below.

Supporting Documents		Delete		View		1 row	
	*Description ▾						
1	<input type="text" value="Examiner CV 1"/>	Delete		View		+	-

Disclosure/Declaration of conflict of Interest

The examiner(s) is related to the supervisor(s) or to this student. Yes No

The examiner(s) has co-authored/co-published with the supervisor(s) or this student. Yes No

The examiner(s) holds grants in common with the supervisor(s) or with this student. Yes No

The examiner(s) is a former postgraduate student of the supervisor(s). Yes No

Are there any further conflict of interest between the examiner(s), supervisor(s) and this student that should be declared? Yes No

Comments

						1 row	

STEP 11: Click on the (+) to add comments, add comments in the box then click on done.

Supporting Documents 1 row

*Description ▾	Delete	View
1 Examiner CV 1	Delete	View

Disclosure/Declaration of conflict of Interest

The examiner(s) is related to the supervisor(s) or to this student. Yes No

The examiner(s) has co-authored/co-published with the supervisor(s) or this student. Yes No

The examiner(s) holds grants in common with the supervisor(s) or with this student. Yes No

The examiner(s) is a former postgraduate student of the supervisor(s). Yes No

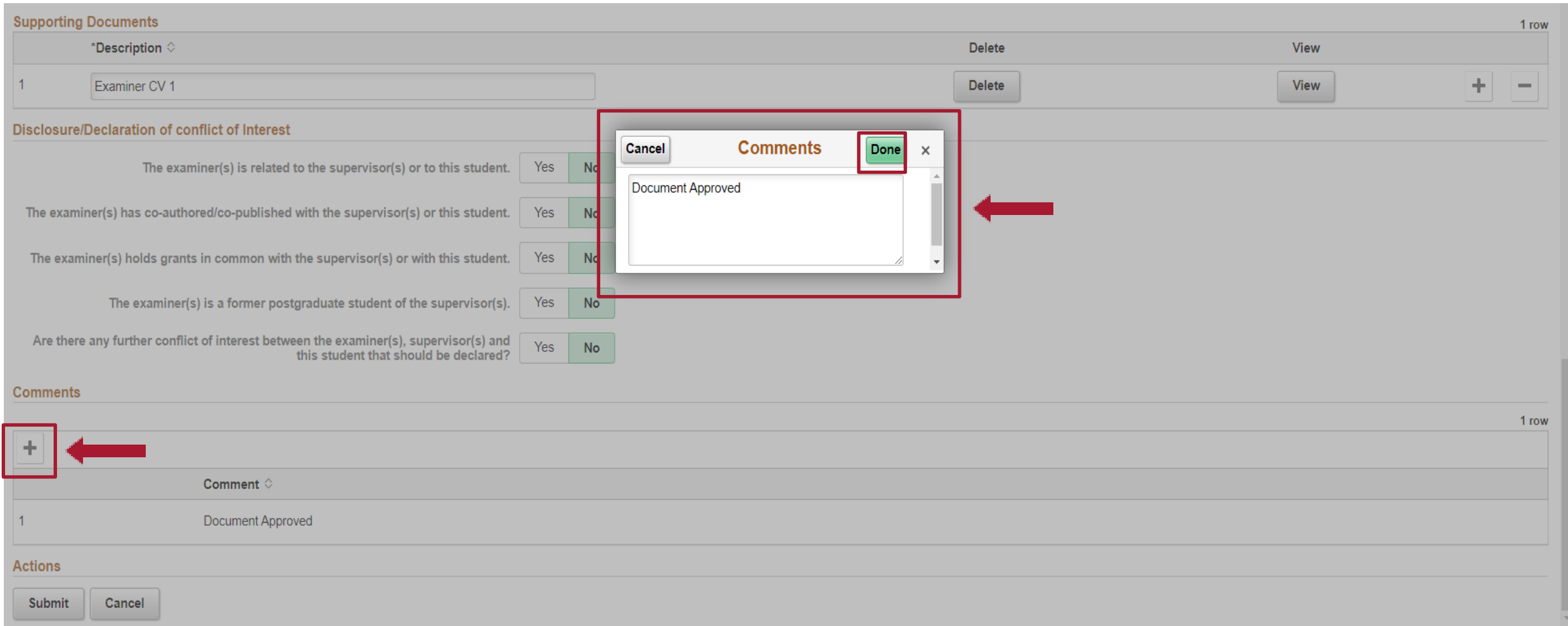
Are there any further conflict of interest between the examiner(s), supervisor(s) and this student that should be declared? Yes No

Comments 1 row

Comment ▾
1 Document Approved

Actions

Submit Cancel



STEP 12: Click on submit to complete the title registration process




Comments

2 rows

+	Comment
1	Document Approved
2	Document Approved

Actions


STEP 13: Click on status to view title registration status


< Title Registration **Candidate Management**   

Makara, Relebohile Violet

Empl ID
2007070895

Candidate Number
00000000460

Supervisor Agreement 


Status 

Timer Status Active

Days Remaining -148.00


Early Submission Date 01/17/2021


Final Submission Date 01/17/2023


Student Status **Title Registration In Progress** 


Intended Submission Date


Actual Submission Date


Proposal 


Title Registration 


Ethical Clearance 

Chapters 

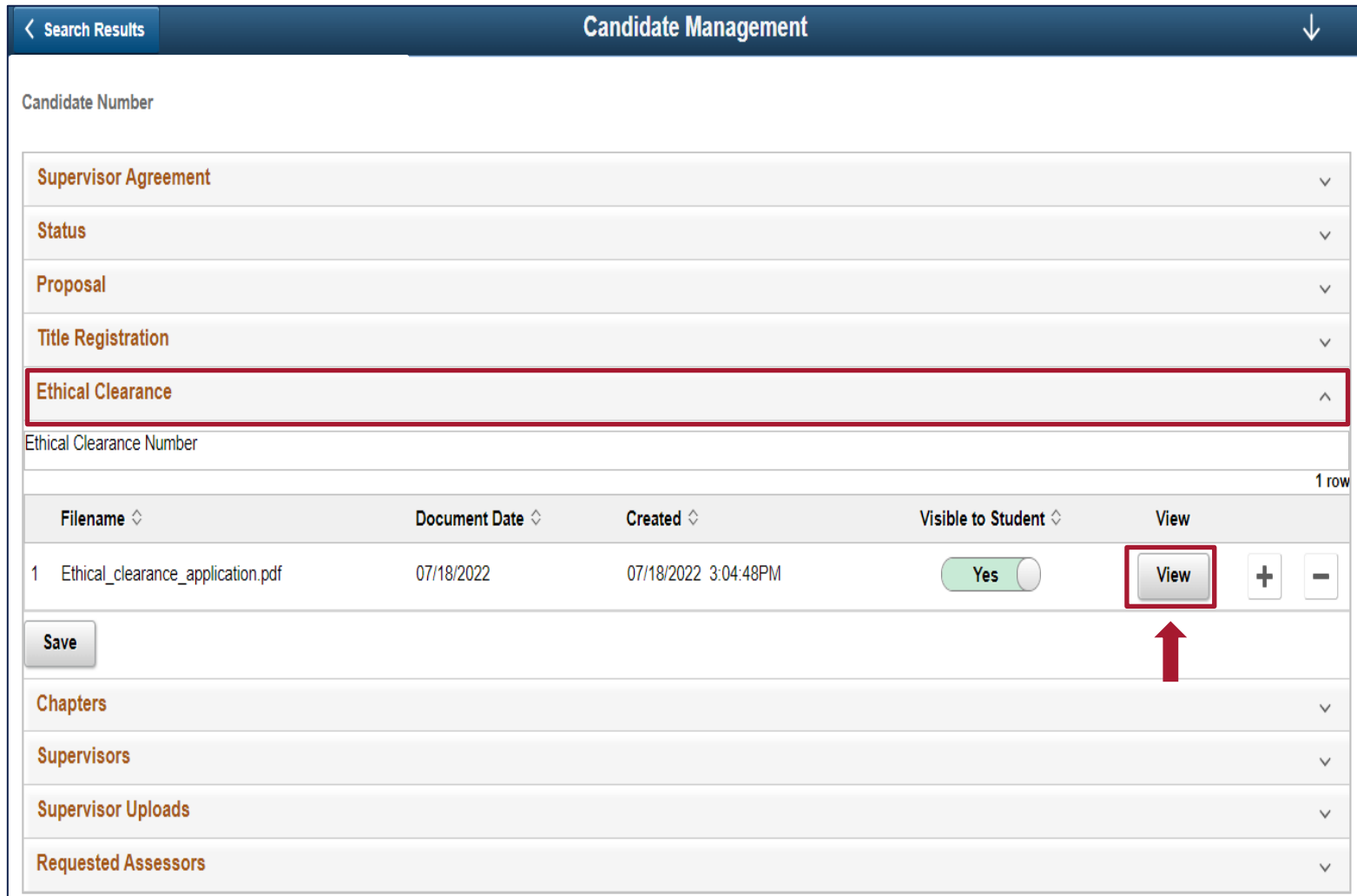
Supervisors 

Supervisor Uploads 

Progress Reports 

Requested Assessors 

2.5. Ethical Clearance: Click on the 'Ethical Clearance' tab to see the students' uploaded ethical clearance approval document (if applicable) and then click on 'View' to open the document.



The screenshot displays the 'Candidate Management' interface. At the top, there is a navigation bar with a back arrow, 'Search Results', and 'Candidate Management'. Below this, a list of tabs is shown: Supervisor Agreement, Status, Proposal, Title Registration, Ethical Clearance (highlighted with a red border), and Ethical Clearance Number. Below the tabs, a table with 1 row is visible. The table has columns for Filename, Document Date, Created, Visible to Student, and View. The 'View' column contains a 'View' button, which is highlighted with a red box and a red arrow pointing to it. Below the table, there is a 'Save' button and a list of other tabs: Chapters, Supervisors, Supervisor Uploads, and Requested Assessors.

Filename	Document Date	Created	Visible to Student	View
1 Ethical_clearance_application.pdf	07/18/2022	07/18/2022 3:04:48PM	<input checked="" type="checkbox"/>	View

2.6. Chapters: Click on the 'Chapters' tab to see all the chapters that the student uploaded and then click on 'View' to open the chapters.

The screenshot shows the 'Candidate Management' interface. At the top, there is a navigation bar with a back arrow, 'Search Results', and 'Candidate Management'. Below this, there are several tabs: 'Empl ID', 'Candidate Number', 'Supervisor Agreement', 'Status', 'Proposal', 'Title Registration', 'Ethical Clearance', 'Chapters', 'Supervisors', 'Supervisor Uploads', and 'Requested Assessors'. The 'Chapters' tab is highlighted with a red border. Below the tabs, there is a table with columns: 'Filename', 'Document Date', 'Created By', 'Visible to Student', and 'View'. The first row of the table contains the following data: '1', 'Chapters.pdf', '07/18/2022', 'Yes', and 'View'. The 'View' button in the first row is highlighted with a red box, and a red arrow points to it from the right. Below the table, there is a 'Save' button and a '1 row' indicator.

Filename	Document Date	Created By	Visible to Student	View
1 Chapters.pdf	07/18/2022		Yes	View

2.7. Supervisors: The Supervisor's details will be displayed under the 'Supervisors' tab.

Search Results Candidate Management

Empl ID

Candidate Number

Supervisor Agreement

Status

Proposal

Title Registration

Ethical Clearance

Chapters

Supervisors

1 row

Supervisor Number	Name	Description	Primary Supervisor	Status
0087965	Surname, Name	Internal Primary Supervisor	Yes	APPROVED

Supervisor Uploads

Requested Assessors

2.8. Supervisor Uploads: Under the 'Supervisor Uploads' tab, you will see all the uploaded documents by the supervisor(s).

The screenshot shows the 'Candidate Management' interface. At the top, there is a navigation bar with a back arrow, 'Search Results', and 'Candidate Management'. Below this is a list of tabs: Supervisor Agreement, Status, Proposal, Title Registration, Ethical Clearance, Chapters, Supervisors, and Supervisor Uploads. The 'Supervisor Uploads' tab is highlighted with a red border and a red arrow pointing down to it. Below the tabs is a table with columns: Filename, Document Date, Created By, Visible to Student, and View. The table contains one row with the following data: 1, Supervisor_GRM_manual.pdf, 07/20/2022, Yes (toggle), View, +, -. Below the table is a 'Save' button and a 'Requested Assessors' dropdown menu.

Filename	Document Date	Created By	Visible to Student	View
1 Supervisor_GRM_manual.pdf	07/20/2022		<input checked="" type="checkbox"/>	View

4. Annual Postgraduate Student Progress Report

*The following section will show you how to complete the **Annual Postgraduate Progress Report** for your students.*

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 their progress reports.

STEP 1: Click on “Progress Reports” to see the status of the student’s progress report

Candidate Management		↑	↓
00000010125			
Supervisor Agreement			▼
Status			▼
Proposal			▼
Title Registration			▼
Ethical Clearance			▼
Chapters			▼
Supervisors			▼
Supervisor Uploads			▼
Progress Reports			▲



STEP 2: The “Report Status” will indicate “Awaiting the Student” if the student has not yet completed report and thus the supervisor **will not** be able to open the report until the student has completed a report.

Search Results		Candidate Management				↑	↓
00000010125							
Supervisor Agreement							▼
Status							▼
Proposal							▼
Title Registration							▼
Ethical Clearance							▼
Chapters							▼
Supervisors							▼
Supervisor Uploads							▼
Progress Reports							▲
Empl ID	Candidate Number	Academic Year	Name	Report Status	View		
1	00000010125	2022		Awaiting Student	View		

STEP 3:The “Report Status” will indicate “Awaiting Supervisor” as soon as the student has completed the report. Click on “View” to open and complete the student’s progress report. *You will also be able to complete the progress report by clicking on the link that will be provided via the email notification you will receive as soon as your student completes their part of the progress report.*

Search Results		Candidate Management				↑	↓
00000010125							
Supervisor Agreement							▼
Status							▼
Proposal							▼
Title Registration							▼
Ethical Clearance							▼
Chapters							▼
Supervisors							▼
Supervisor Uploads							▼
Progress Reports							▲
Empl ID	Candidate Number	Academic Year	Name	Report Status	View		
1	00000010125	2022		Awaiting Supervisor	View	←	

STEP 4: Once the report opens, you will be able to view the student progress report, their milestones and comments. *Supervisors can change the milestones submitted by their students (if applicable).*

Candidate Management
GRM Progress Report

Annual Postgraduate Progress Report (2022)

Academic Program: Doctor of Philosophy Psych

Academic Plan: Doctor of Philosophy in Psychology

Student Information

First Name	RAYDENE
Last Name	NAIDOO
Student Number	2020893794
Email Address	2020893794@ufs4life.ac.za
Cellphone Number	0796932328
Preferred Pronoun	
Preferred Gender	
Gender	Female
Race	Asian
Address	16 Beaconhurst Drive Beacon Bay 5241 East London
Campus	MAIN
Employment Status	UFS Full Time
Type of Study	Full Time
Research Title	
Coping mechanisms	

Module Codes

Academic Year	Description

Faculty Information

Faculty	Faculty of the Humanities
Department or Center	Psychology
Year of study in 2022	Year 2
Date of admission into program	2021-01-27
First date of registration	2021-02-09
Calculated date of completion	2025-01-31
Title Registration Approval	2022-10-05
Ethics Approval	2022-06-08
Funding for Current Study	Other

UFS Funding

Aid Year	Description

Other Funding

Description
ABSA

Milestones Completed




What is the current level of progress achieved in your research?

<p>Proposal</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Literature Review</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Methods Selection</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Data Collection</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Additional Comments</p> <p>not at this point</p>	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	<p>Data Analysis</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Conclusion and Discussion</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Executive Summary / Abstract</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table> <p>Final Editing</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Not Yet Started</td> <td style="width: 25%;">Partially Completed</td> <td style="width: 25%;">Awaiting Feedback</td> <td style="width: 25%;">Completed</td> </tr> </table>	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	Not Yet Started	Partially Completed	Awaiting Feedback	Completed	Not Yet Started	Partially Completed	Awaiting Feedback	Completed
Not Yet Started	Partially Completed	Awaiting Feedback	Completed																														
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Not Yet Started	Partially Completed	Awaiting Feedback	Completed																														
Not Yet Started	Partially Completed	Awaiting Feedback	Completed																														

Submit

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

STEP 5: To finalize the report, verify that the student provided the correct milestones and then scroll down to the Supervisor Information. Click on “Satisfactory or Unsatisfactory” to indicate the student’s progress for 2023 and then click on “Approve”

< Candidate Management **GRM Progress Report**   


Supervisor Information

UFS Employee No 0082552
Title Mej
Full Name Luzelle
Surname
UFS Campus Email
Faculty


How was the student's progress in 2022?

Satisfactory Unsatisfactory

Additional Comments

Happy with 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.



STEP 6: The “Report Status” will indicate “Complete” as soon as the supervisor has completed the progress report and the student will receive a system generated notification via email that their report has been completed. *The supervisor can click on “View” to see the completed progress report but will not be able to make changes.*

Search Results		Candidate Management				↑	↓
000000010125							
Supervisor Agreement						▼	
Status						▼	
Proposal						▼	
Title Registration						▼	
Ethical Clearance						▼	
Chapters						▼	
Supervisors						▼	
Supervisor Uploads						▼	
Progress Reports						▲	
Empl ID	Candidate Number	Academic Year	Name	Report Status	View		
1	000000010125	2022		Complete	View		



STEP 7: To sign out, click on the icon as indicated in the image below and click on “Sign Out”.

The screenshot displays the 'Candidate Management' interface for 'Njenga, Samuel Gikaru'. The top navigation bar includes a 'Search Results' link, the title 'Candidate Management', and a dropdown arrow. A red arrow points to a three-dot menu icon in the top right corner, which is highlighted with a red box. This icon has opened a dropdown menu with the following options: 'Initiate Title Registration', 'Initiate Assessor Appointment', 'Approve NOITS', 'Reject NOITS', 'New Window', 'Home', 'NavBar', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red box, and a red arrow points to it from the left. The main content area shows the candidate's details: 'Empl ID 2018500104' and 'Candidate Number 000000000488'. Below this is a list of menu items: 'Supervisor Agreement', 'Status', 'Proposal', 'Title Registration', 'Ethical Clearance', 'Chapters', 'Supervisors', 'Supervisor Uploads', and 'Requested Assessors'. At the bottom, the name 'Prof Smith' is visible.

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

Take note of the following:

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