

New
inclusions to the
CAES Procedures for Masters and Doctoral Degrees
FOR SUPERVISORS
in the
College of Agriculture and Environmental Sciences
Unisa

2020

Compiled by

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TO ALL SUPERVISORS AND CO-SUPERVISORS SUPERVISING STUDENTS IN THE COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

Dear Supervisors

This document is a quick reference for all supervisors and co-supervisor of the main College processes and due dates when supervising a student in CAES.

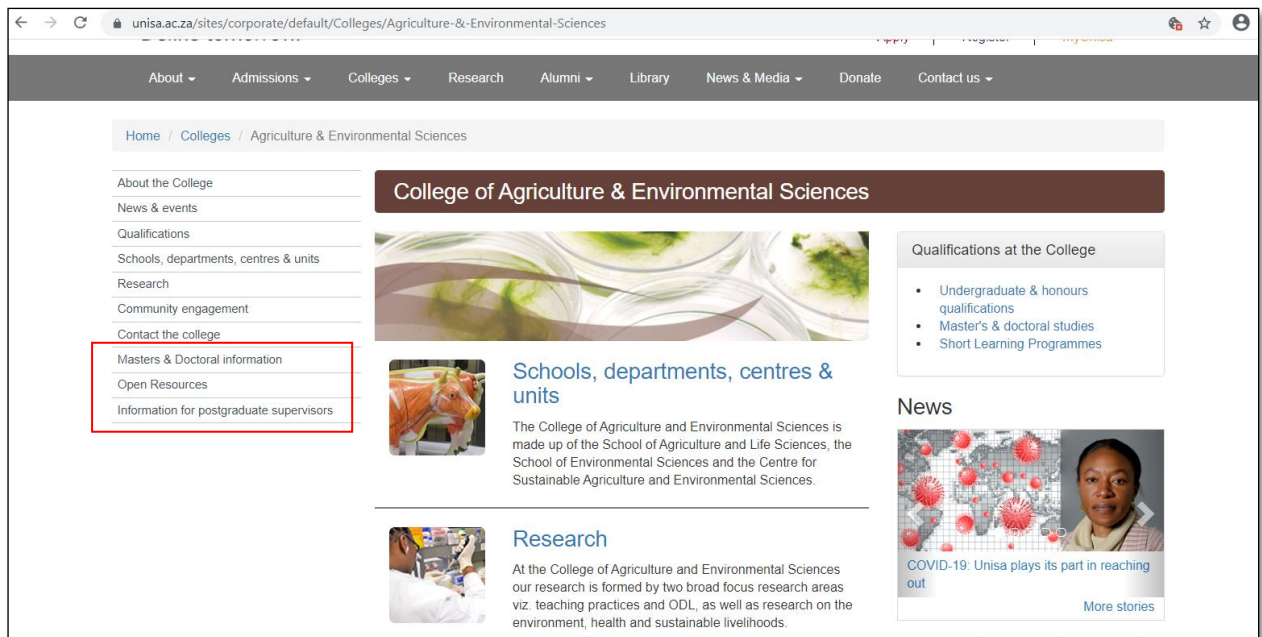
The following is important:

1. This guideline will help you during the supervision journey as it gives you an idea of the processes your students need to follow when completing the proposal and dissertation or thesis in CAES. The document advises in terms of:
 - a. Forms to be completed
 - b. Contracts for external supervisors
 - c. General processes and procedures you need to be aware of.
2. This document accompanies the CAES Procedures for Masters and Doctoral Degrees 2020 that has been placed on the myUnisa module sites for all Masters and Doctoral students and on the College website under Information for postgraduate supervisors.
3. Supervisors have their own site “**Information for postgraduate supervisors**” on the College website (externally) where all necessary information to assist you, can be found. Please refer to this site if you need anything. The site is accessible from anywhere.
4. A special information site is also available to your students which is the “**Masters & Doctoral information**” site, also on the CAES website (externally).
5. It is also advisable to study the CAES Procedures for Masters and Doctoral Degrees 2020. This is a document for your students. This document is also on the site under Masters and Doctoral Information.

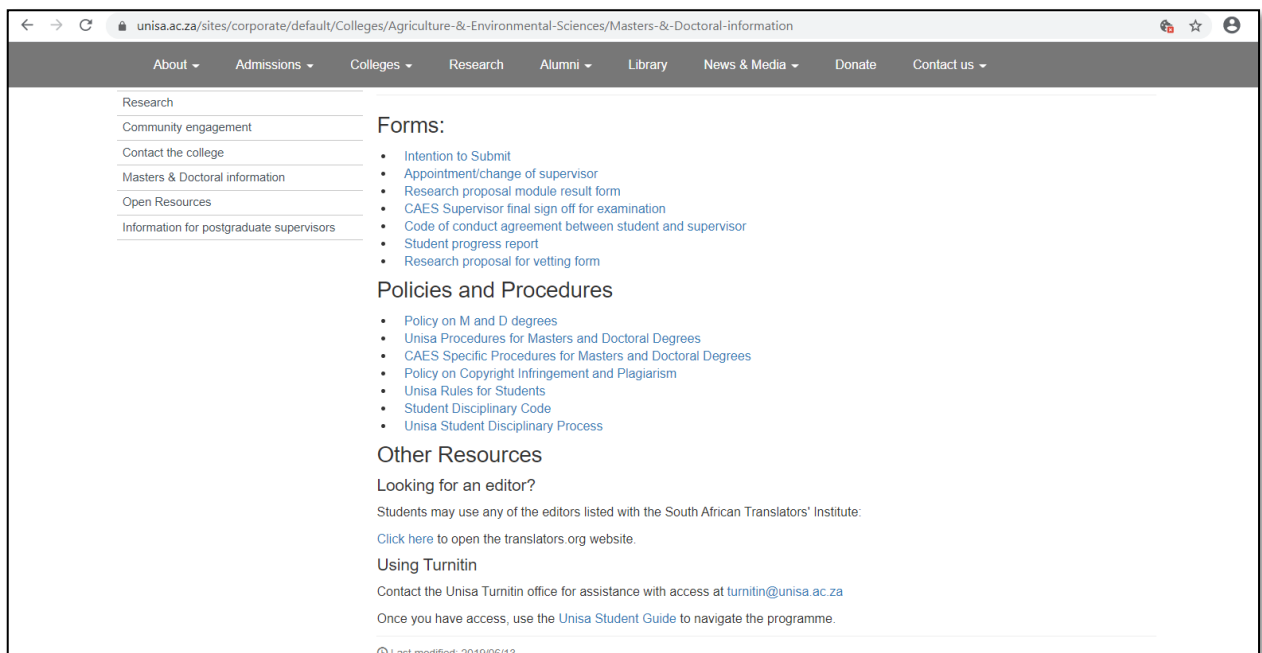
WEBSITE LINK TO THE COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

If you are external to Unisa you may want to access Unisa through the web <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences> to allow you to access the information and the necessary documentation you will need to complete when supervising your student within CAES.

This is the College of Agriculture and Environmental Sciences website below. The **red** block shows the site created for your student, OERs that you may refer your student to and **Your** site the **“Information for postgraduate supervisors”**.



When you click on the **“Masters & Doctoral information”** site you will find most of the forms, Policies and Procedures and other Resources you can refer your student to.



The following **sections** contain important information for you which will assist you when supervising your student.

1. Admission and Acceptance of students

Students registering for a Masters or Doctoral degree in CAES have been accepted according to specific research focus groups or designated research areas in which you are able to supervise students committed to the research focus, lead by such a group. This process was finalized during the end of the previous year and signed off during January of the following year. Departments consulted and considered the applications and final recommendations of candidates to be accepted, were submitted to College Management where the final consideration of the recommended students were approved.



It is always prudent to consider the number of students you have accepted for the duration of their studies. This information should be communicated to the Postgraduate coordinator of your department when new admission documents are set up for the next enrollment year.



COMPLETE THE CAES APPOINTMENT OF SUPERVISOR FORM

All supervisors in CAES are required **to be appointed to the student** they are supervising. **It does not happen automatically when accepting the student.** Complete the Supervisor Appointment form for each student that has been assigned to you **for the new academic year.**

If you are a **co-supervisor** please make sure that the main supervisor has completed such a form to include you as a supervisor of the student. This is especially important if the co-supervisor is contracted as this contract needs to be in place before a contracted supervisor can be linked to the student.

2. Supervisor appointments

A STUDENT MUST BE LINKED TO THE SUPERVISOR(S) WHO HAS ACCEPTED THE STUDENT.



Please check that your students are linked to you, as an incorrect allocation or no-allocation at all, may affect subsidy for that student and may also result in the graduation information not correctly captured as well as **non-payment of the external supervisor.**



A co-supervisor may also be appointed for a student. Co-supervisors can be appointed internally where a colleague in the department or in Unisa is approached to assist in the supervision of the student. Co-supervisors may also be appointed from external institutions such as the ARC or from other universities. Such appointments are considered as **external supervisors.** These supervisors are contracted for the role that they fulfill. However, an external supervisor may also be the main supervisor to a student.



Any appointments of external supervisors must be approved by the **COD of the Department** in consultation with the Postgraduate coordinator or the Department, where the appointment is situated.



Please note that a supervisor in any capacity **may not be appointed in an administrative capacity**. A supervisor is appointed to supervise and **assist the student academically** and to ensure that the student meets the requirements for the examination purposes. If the supervisor cannot fulfill this duty they should not be appointed.



A SUPERVISOR MAY BE CHANGED OR A NEW SUPERVISOR MAY BE APPOINTED LATER ON

How to appointment or change a supervisor



Step 1: Complete the **Appointment of Supervisor form (the required section)** that can be found on your “Information for postgraduate supervisor” site at <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors>.

Step 2: Obtain the signature from the COD

Step 3: Hand the form to **Ms Moleko** the HR Administrative Officer in the CORGS office to process further.

Regularly check myUnisa to see if you are linked to the correct students. If not, follow up with Ms Moleko.

If the appointment or change of supervisor is for a new supervisor that has not been appointed before **Step 4** has to be followed which is explained in section 3 below.

3. Contracts for external supervisors



If you are the main supervisor and you have a co-supervisor who is external to the university, a contract must be loaded on the system for this supervisor.

External Supervisors are contracted for **4 tasks** which are the following:

- Task 1: Successful completion of proposal and RPM form completed with Ethics approval (20%)
- Task 2: Completion of data collection (10%)
- Task 3: Intention to submit (10%)
- Task 4: Successful completion of the qualification (student was examined and has been added to the graduation list). If a student must resubmit for examination the task cannot be paid out as the student has not yet been awarded the qualification or placed on the graduation list. (60%)



For each of these task **evidence must** be submitted by the External supervisor. Payment will not be initiated if the contract is not in place and proof of activities have not been submitted. **External supervisors should therefore attend to the submission of the evidence to Ms Pimentel for payment of the completed task.** External supervisors may also request that the full payment be made at the end of the completion of Task 4 or per task. Unfortunately if the evidence for Task 2 is not submitted she will not know to process the claim for payment.

Step 4



BEFORE A CONTRACT CAN BE LOADED AN INTERVIEW IS REQUIRED IF THE EXTERNAL SUPERVISOR IS NEW AND HAS NOT BEEN CONTRACTED BEFORE FOR ANY SUPERVISION FUNCTION. This is an HR requirement, implemented by Unisa HR. The form to use for this interview can be found on your “Information for postgraduate supervisor” site at <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors>. The form is called the **Confirmation of interview and motivation for appointment of external supervisor**

Step 5

Hand both the Appointment of Supervisor form + the Confirmation of Interview and Motivation for appointment of external supervisor forms to **Ms Moleko the HR Administrative Officer in the CORGS office.**

Step 6

Ms Moleko will contact the external supervisor and request the following documentation:

- 1) Certified ID/Passport
- 2) Certified Highest qualification
- 3) Personal information form
- 4) Proof of Residence
- 5) Proof/Confirmation of ownership of bank account/ Bank statement (no longer the bank stamped form from UNISA)
- 6) SARS Letter (Notice of Registration).
- 7) CV



Please note that:

1. If **all** documentation is not in place the contract cannot be loaded as the system does not allow incomplete processes.
2. If the **Appointment of supervisor form** is not submitted the contract cannot be started
3. If the **Confirmation of an interview and motivation for appointment of external supervisor form** is not submitted the contract cannot be started
4. A contract is loaded on the tariffs in the year the contract was completed. These **tariffs may** change for the following year as Unisa. The system is changed accordingly by HR and cannot be manipulated by the college. Payments may therefore be less than originally contracted.
5. The contract is loaded by Ms Moleko.
6. The claim is processed by Ms Pimentel.
7. Several sign offs are required for each of the contract and claim processes. If one sign off on any of these submissions does not happen on time, the contract or claim lapses and must be reloaded.
8. Please note if the contract or claim is successfully signed off, payment is made through Unisa Finance and **not through the college**.
- 9. Ms Pimentel does not do the payment of any claim. If payments have not been received as indicated by Unisa, these requests should be directed to Finance.**
10. Please note that external **international payments take up to 8 weeks and more to process through Unisa Finance**. These payments are also not made by the college but has a very extensive process through the bank which releases the payment. Correct **IBAN numbers and SWIFT** codes should be given or payments will not be released by the bank. **Payments into family accounts of family members will not be accepted**. External supervisors from **Ethiopia may also liaise with Dr Aberra at the Ethiopian office regarding certification and other matters related to the original documentation**.

4. Registration for M and D students in the Research Proposal phase or students in dissertation or thesis phase

You will receive, via email, a confirmation of registration from MandD to indicate if your student has been registered. Check whether the information on this email is correct. If not report the incorrect information **firstly to the M&D Postgraduate coordinator in your department** as the records of the department may incorrectly reflect the details you have and then to Mrs Penny Ncgobo from student admission in CAES. She can be contacted at Ncgobpn@unisa.ac.za.

5. Contact with student

Students have been encouraged to contact their supervisor first. If some time has passed and there has not been any contact from the student, enquire with your M&D Postgraduate coordinator which contact details are available, if you do not have any details of your students. **Please contact the student from your side if the student has not done so.** It is important that you initiate contact with the student to enable you to add activities on myUnisa. Students have been kindly requested to contact the supervisor after they have been registered.

6. Development of a research plan

When contact has been established, discuss a research plan, to be completed by the student, for the particular year of registration. Students should be encouraged to complete the research proposal in **1 year and the dissertation in 2 years thereafter or 5 years after the completion of the research proposal for the thesis module.** The research plan should be submitted with the Code of Conduct.

7. Sign a Code of Conduct with the student.



When you have agreed upon a working schedule and research plan for the year, complete the **Code of Conduct** with the student. Submit the code of conduct to the COD for sign off and to the M&D Postgraduate Coordinator in your department for further processing against the student's record. The form **can be found on your** "Information for postgraduate supervisor" site at <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors>.

You may sign a code of conduct once with the student. Should anything change you may amend the code of conduct every year.

8. Regular submissions through Turn-it-in

Students are advised to regularly submit their work through Turn-it-in to ensure that the student attends to any incorrect referencing and possible plagiarism. Turn-it-in training sessions are provided by the College of Graduate Studies for supervisors in CAES. Booking notifications are forwarded for each of the training sessions by Ms Marthie van Wyk. Only 8 places are accommodated per training session and is a first come first serve basis applied. The training schedule is also hosted on the CAES website under Other Resources Using Turn-it-in. The information can be found at this link: <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Masters-&-Doctoral-information>



Please note, **supervisors may NOT submit a student's work through Turn-it-in.** The student should do this as they may resubmit as a supervisor is not allowed to do so.

9. Complete myUnisa activities

Throughout the year you are requested to complete M&D activities on myUnisa. This is a record of the student's submissions, discussions, etc. The M&D activities site should also be used to document non-completion of targets or activities as suggested in the research plan. It is critical that all activities are captured regularly as this has subsidy implications. If you experience problems with the capturing of activities, in terms of no reflection of the activities on the site or unable to capture activities, please report this to Ms Penny Ncgobo (Ngcobpn@unisa.ac.za).



FOR EXTERNAL SUPERVISORS

Please note that if you are an external supervisor **you will not have access to myUnisa** to load activities. In this instance you should make arrangements if you have a co-supervisor to load the activities for the student. If activities are not loaded subsidy for the student will be lost. If an external supervisor is the only supervisor to the student, arrangements must be made with the M&D Coordinator in the department to load the activities.

10. Complete progress report



If a student is not showing enough progress after several requests from your side to submit the necessary work committed too, a progress report should be completed and submitted by **31 August** of that academic year. In the progress report you should present a plan for completion and specific due dates. If the student does not comply with these due dates you can consider exiting the student from the Research Proposal module. However, this can only be done where the student has continuously been requested to submit work according to the new progress report plan and has not adhered to any of the request or has not produced work of an acceptable academic quality during this stage. **Always discuss the matter with your COD and M&D Coordinator and keep them briefed.**

The student for whom a progress report is being completed is requested to complete their own report which is attached to the supervisor document. Both reports have to be submitted to the COD by the supervisor for sign off, after which the signed documents are submitted to the M&D Postgraduate coordinator of the department. The submission should be discussed with the Head of Research and Postgraduate Studies in CAES. Formal procedures will be followed to inform and discuss the progress with the student. Evidence of the myUnisa activities or recording of no- activities should be attached.



Progress reports are not submitted for students who have shown enough progress to enable you to submit the research proposal on time for vetting. The progress report form to complete **can be found on your "Information for postgraduate supervisor" site at <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors>.**

11. Submission of the Research Proposal for vetting

It is the role of the supervisor to ensure that student's proposal is ready for submission to the department for vetting.



- Determine what process to following for the student's proposal to be vetted.
- Ensure that you know if there are due dates that the student must adhere to in terms of research proposal submission.
- Note that each department has a different vetting process.
- Note that if you are an external supervisor you need to contact the M&D Postgraduate Coordinator in the Department where you have been appointed for a student and follow the guidelines and procedures for submission of the research proposal for vetting.
- Supervisors should complete the Research proposal for vetting form and submit with the proposal to be vetting in the department. Should you not agree to the submission of the research proposal for vetting purposes, you may indicate so on the form. The form to complete **can be found on your** "Information for postgraduate supervisor" site at <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors>.
- The outcome of the Research Proposal Vetting will be communicated to the supervisor and student via a letter from either the COD or the M&D Postgraduate Coordinator in the Department. Please keep this letter as it will be needed when submitting for Ethics clearance and when signing off the module.
- **Record the outcome of the proposal on myUnisa.**

12. Apply for Ethics clearance



1. Only after the Research Proposal has been approved may the student apply for Ethics Clearance.
2. The approval of the Research Proposal and the Approval for Ethics Clearance should be obtained in the year that the student is registered for the Research Proposal module.
3. In CAES the student will not be permitted to register for the Dissertation or Thesis module if Ethics Clearance has not been obtained.
4. Supervisors are also requested to submit the ethics application in its complete form to the ethics representative of the Department to advise on the completion of the ethics application form.
5. Training on the use of Form 1 is also offered in the college.
6. There are different forms for different types of research. The forms can be found at the following link. <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Research/Research-Ethics>
7. Supervisors are requested to please ensure that all changes proposed by the

Vetting committee be included in the proposal submitted to the Ethics committee. A Final confirmation should be submitted either via email or per letter to indicate that the comments were considered and changes to the proposal were made. No track changed documents will be accepted.

8. When the Departmental Ethics Representative has considered the submission and approved it, the documents can be submitted in electronic format to Ms Marthie van Wyk at vwykmj@unisas.ac.za who is the Ethics Administrator: The following documents must be submitted:
 - a. New College Ethics application form that can be found at this link <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Research/Research-Ethics>
 - b. Letter from the supervisor confirming the research proposal was approved and changes made
 - c. All permission letters required from the institutions involved in the research if possible
 - d. Consent form where human participants will be used
 - e. Complete research proposal without track changes
9. The student will receive a clearance letter from Ms Marthie van Wyk which is sent to the supervisors as well. Keep this letter as it has to be included in the dissertation or thesis.
10. **Record the ethics clearance on myUnisa.**
11. If a student does not have Ethics clearance the Research Proposal module cannot be signed off **nor will the student be able to register for the next module** which is the Dissertation or Thesis module.
12. The clearance is for one year. Thereafter a report is required without a new application. The report form can be found at this link: <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Research/Research-Ethics>

13. **Completing the Research Proposal Module form also referred to as the RPM form**

When the student has successfully completed the Research Proposal and obtained Ethics Clearance a submission must be made for the module to be signed off. Many supervisors forget about this process. Do the following:



Step 1: Complete the Research Proposal Module Result form (in short **RPM form**) which **can be found on your** “Information for postgraduate supervisor” site at <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors>. CAES currently uses its own form.

Step 2: Ensure that the following documents are attached to this form:

1. a copy of the Ethics certificate
2. Approval letter from the Department in which it states that the student has

- successfully completed the Research Proposal and
3. the Proposal assessment criteria used to assess the proposal.

Use the check list at the bottom of the RPM form to make sure all the documentation is attached.

Step 3: Submitted the documentation to Ms Emelda Pimentel in hard copy or electronically (pimente1@unisa.ac.za). Ms Pimentel will then submit the documentation to the School director for final sign off. The documentation is then submitted to Student Admissions division for record keeping purposes.



Please note that if the RPM form has not been submitted the student may be blocked from registering for the next module.

14. Recording the outcome of the Research Proposal module

When the Research Proposal module has been signed off by the School director, the supervisor is required to go back onto myUnisa and to ensure that the “**yes**” block is ticked. If this is not completed the system will not allow the student to register for the next module which is the Dissertation or Thesis module.

15. Registration for the next module

After the proposal module has been signed off, the student may then reregister for the next module in the program which is either the Dissertation or Thesis module.

The student is not automatically registered.



Students are required to register every year for the dissertation module they are completing as well as for the proposal module should it extend to a second year with adequate motivation and request for such an extension.

A supervisor is requested to follow up on the registration of the student to ensure that there aren't any delays in the timely completion of the student's qualification.

16. Deferment

In some instances, students were deferred. This means they did not register for the academic year. Should they return the following year they must make sure they enquire about registration and for which module they will be required to register.

17. Requirements for the Dissertation or Thesis module

Section 4, 5 and 6 in the Procedures for Masters and Doctoral students in CAES 2020 gives some valuable guidelines for the completion of the dissertation or thesis in CAES. It is recommended that a supervisor considers these guidelines and advises the student

on specific requirements. It is also advisable that the chapters of the dissertation a student submits receives frequent comments and that regular Turn-it-in submissions are made. There are also Supervisor examination guidelines available on your “Information for postgraduate supervisors” site



Please note your attention is warranted in terms of student submissions for examination purposes. PhD thesis in CAES **may not submit in article format as yet**. Please do not encourage this option until further notice. When your student reaches the point where examination can be considered, the requirements for examination are provided in the following document **Supervisor Examination Guidelines 2020**.

18. Publish with your students

PhD students are required to currently have submitted 1 publication during the time the student is busy with the research phase and writing up. Supervisors are encouraged to publish with their students irrespective of this requirement. This is in part assisting the PhD student in achieving another dimension of scholarliness. Publications with your student can be considered during the dissertation or thesis phase in the form of review articles or the publication of research results. However, the publications are not a requirement for the purpose of a degree and should not impede on the timely delivery of the dissertation or thesis for examination purposes.

The publication for a PhD student must be submitted to an accredited non-predatory journal. The publication requirement does not apply for a master’s degree student in CAES at the moment, but students and supervisors are encouraged to publish together where possible.

Should a student who has graduated not complete any articles for the master’s degree a supervisor may take over the responsibility to complete an article from the dissertation. The supervisor should obtain in writing the student’s confirmation that the supervisor may take over the responsibility. Currently first authorship goes to the student.



Note that a publication will soon be a requirement for a PhD student as this request has been submitted for approval to Senate in 2020. You are advised to initiate a publication with a PhD student irrespective of when this rule comes into effect.

Conclusion

The College of Agriculture and Environmental Sciences is hopeful that this document has given supervisors a better picture of the processes involved during the completion of Masters and Doctoral Students in CAES.

Kind regards
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College of Agriculture and Environmental Sciences