

**SUPERVISOR’S MOST FREQUENTLY ASKED QUESTIONS IN CAES**

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| **Question** | **Answer** | **Where can I find information?** |
| **REGISTRATION** | | |
| When does registration close? | Registration has been extended to 30 April 2020 | <https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa> |
| If a student has registered once for the dissertation or thesis module should they register again the following year? | Yes, a student must register and pay their fees every year until the study is completed | <https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&-doctoral-degrees/FAQs> |
| **RESEARCH PROPOSAL** | | |
| How much time does a student have to complete the research proposal? | It is advised that a student should complete the proposal in 1 year |  |
| How much time does a student have to complete a Masters degree? | 3 years |  |
| How much time does a student have to complete a PhD? | 5 years |  |
| Is a student’s research proposal evaluated? | **Yes,** the research proposal has to be assessed and approved before the student may continue to the research phase |  |
| Who does the evaluation? | Each department in the college has their own process. Consult the department in terms of the process of submission to be followed. |  |
| Can a student register for the dissertation or thesis module when the proposal has been passed? | No, the student may only register for these modules when Ethics clearance has been given and the module is signed off. |  |
| When the proposal has been passed what happens then? | The student needs to now apply for Ethics clearance. |  |
| Where can the student find the Ethics application form? | The form is on the College Website under Research and then Research Ethics | <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Research/Research-Ethics> |
| When can the student submit for Ethics Clearance? | There are specific due dates set by the Ethics committees which can be found on the College Website under Research and then Research Ethics | <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Research/Research-Ethics> |
| How long does Ethics Clearance take? | If the student adheres to the due dates and submits on time and if the application is approved the student should have the Ethics Certificate within a week or two. |  |
| To whom is the Ethics application submitted? | The application is submitted electronically to Ms Marthie Van Wyk the Ethics Administrator at [vwykmj@unisa.ac.za](mailto:vwykmj@unisa.ac.za) |  |
| Can a student register for the dissertation or thesis module if the ethics clearance has been given? | Yes, but only if the research proposal module has been signed off |  |
| What do I have to do to sign the Research Proposal module off? | The supervisor must complete the Research Proposal Module Result Form (RPM form) which can be found on the College Website | <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors> |
| If I have not submitted the RPM form what will happen? | The student will be blocked and will not be able to register for the next module. |  |
| Who do I submit the RPM form to? | The form is submitted to Ms Emelda Pimentel Postgraduate Administrator in the Deanery of the College. |  |
| Do I only submit the RPM form? | No, there is a list of documents that have to be submitted with the RPM form:   1. Ethics clearance certificate, 2. Proposal assessment criteria used 3. Departmental proposal acceptance letter   Please note these requirements are College Specific to CAES |  |
| **INTENTION TO SUBMIT** | | |
| When does a student give intention to submit? | The Intention to submit form must be submitted **at least 8 weeks prior to submitting for examination** (normally 30 September for the autumn graduation period of the next year, and 15 April for the spring graduation period) | <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Master%27s-&-doctoral-research-examination-process> |
| Where can the student find the intention to submit form? | On the CAES website under Masters & Doctoral information | <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Master%27s-&-doctoral-research-examination-process> |
| Where should the Intention to submit form be submitted? | When the COD of the Department and Director of the School has signed, it is either submitted to the department (please consult with your department and follow the recommended procedure) or submitted directly to Ms Emelda Pimentel, Postgraduate Administrator in the Deanery of the College. The Department will submit the form to Ms Pimentel should that be the Departmental procedure. Hard copy or electronic copy to be submitted. |  |
| **DEFERMENT OF STUDIES** | | |
| What is deferment? | This is when a student can’t register for the year due to unforeseen circumstances, financial difficulties or any other extenuating circumstances that will not allow the student to continue his or her studies for the year. |  |
| When may a student defer? | Deferment should be submitted before the relevant closing date for re-registration. No deferments will be considered once your registration for an academic year has been finalised. Any requests for deferments after your registration has been finalised will be treated as a request for cancellation. It is crucial that you remember to re-register online for the next academic year. You will not receive a reminder from Unisa. | <https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&-doctoral-degrees/FAQs> |
| Should the student complete a form to apply for deferment? | **Yes,** the form can be found on the CAES website under Masters & Doctoral information | <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Master%27s-&-doctoral-research-examination-process> |
| Where should the Deferment form be submitted? | It is either submitted to the department (please consult with your department and follow the recommended procedure) or submitted directly to Ms Emelda Pimentel, Postgraduate Administrator in the Deanery of the College. The Department will submit the form to Ms Pimentel should that be the Departmental procedure. Hard copy or electronic copy to be submitted. |  |
| Does a student pay registration during the year of deferment? | **No** registration is paid |  |
| May I supervise the student during the deferment? | **No** supervision may take place |  |
| What happens when the student returns the following year after deferring the previous year? | The student must check with the Student Admission division regarding registration when returning to complete the module. It might be necessary to register for the proposal module (if the proposal is completed before registration closes) and then be required to register for the dissertation or thesis module in the same year. Clarify the fees to be paid when returning well in advance. |  |
| How many times may a student defer? | Deferments are only granted a year at a time and for a maximum of two years during the course of study for a particular qualification. | <https://www.unisa.ac.za/sites/corporate/default/Register-to-study-through-Unisa/Master%27s-&-doctoral-degrees/FAQs> |
| **EXAMINATION** | | |
| When is the last day a student may submit for examination? | 31 January 2021. If the student was registered in 2020 the last day to submit for examination without having to register again. Should the student submit after this date the student will have to register. |  |
| Do I have to sign the student off to allow him/her to submit for examination? | **Yes,** the college has a specific document that you need to complete that can be found on the College website. The form should be submitted to Ms Pimentel Postgraduate Administrator in the Deanery of the College. Hard copy or electronic copy to be submitted. | <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Information-for-postgraduate-supervisors> |
| Is a Turn-it-In submission required before the student can submit for examination? | **Yes,** the final copy for examination should be submitted to Ms Marthie Van Wyk, Research Coordinator in the Deanery of the College as a **word** document. She will provide you with the report. | <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Master%27s-&-doctoral-research-examination-process> |
| Does the student need to include the Turn-it-In report in the examination copy? | **Yes,** the one-page digital receipt (not the full report) should be included in the examination copy. | <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Master%27s-&-doctoral-research-examination-process> |
| Does the student need to include the Ethics Clearance Certificate in the examination copy? | **Yes** |  |
| Should the student submit in hard copy? | **No,** submission is done electronically | <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Master%27s-&-doctoral-research-examination-process> |
| How does the student submit electronically? | A link is sent to the student’s myLife email by the examination division. |  |
| When will the student receive the link? | The link is sent when the examiners have been appointed |  |
| Do I as supervisor have to do anything when the student submits through the link? | **No,** unfortunately the process does not involve the supervisor. You will not receive any notification that the student has submitted or required to do anything. |  |
| How are the examiners appointed? | As supervisor you may be requested to provide the CVs of 3 potential examiners for a Masters and 4 potential examiners for a PhD. In some departments in CAES they may request more examiners. Should they not meet the departmental criteria for the appointment of examiners, you will be asked to provide additional CVs. The COD or Postgraduate Committee in the Department will decide which candidates meet the requirements. The final recommendation is signed off by the COD after which the Dean signs off the final recommendation which is submitted to the examination division. In CAES the appointment of examiners are administered according to the departmental procedures. |  |
| May I contact the examiners when my student is in examination? | **No,** you should not attempt to contact any of the examiners at any stage of the examination process. |  |
| How will I know how far the examination process is and what progress has been made? | You may contact the Non-examining chair who has been appointed to oversee your student’s examination. |  |
| How do I know who is the non-examining chair person, for my student? | You will receive a letter from the examination division indicating the Non-examining chair to you. |  |
| How long do examiners have to mark the dissertation or thesis? | Approximately 6 weeks |  |
| Will I know who is examining my student? | **No,** unfortunately you will not know who of the examiners you nominated were appointed. |  |
| Can a PhD student submit in article format? | **No,** only in chapter format |  |
| **PUBLICATIONS** | | |
| Does a PhD student have to produce an article? | **Yes,** the college requirements are 1 submitted article is required before graduation. This requirement will be mandatory soon as a submission was made to Senate in 2020. |  |
| Does a Masters student have to produce an article? | **No,** not at the moment, but nothing stops the student and supervisor to publish |  |
| Where must the student publish? | The publication should always be sent to an accredited journal |  |
| Where do I find the DHET accredited list? | The list can be found on the College Website under Research and then Resources | <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Research/Resources> |