

HDC Digital System

Instructions to students

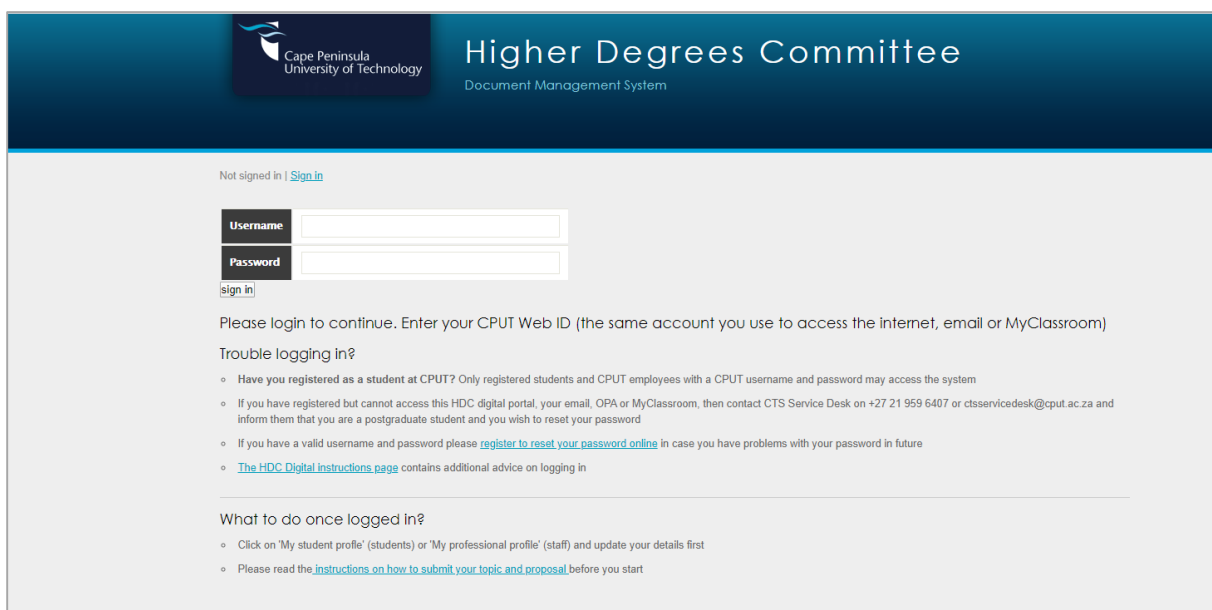
How to submit the Student and Supervisor Agreement (SSA)

Step 1

Please enter <http://hdcdocs.cput.ac.za> into your browser and log in.

(Read the document: “1-HDC-Online-System-instructions-for-students-logging-in-updating-details” for further instructions if you are not sure how to log in)

You should see the screen below:



The screenshot shows the login interface for the Higher Degrees Committee Document Management System. At the top, there is a header with the Cape Peninsula University of Technology logo and the text 'Higher Degrees Committee Document Management System'. Below the header, the page indicates 'Not signed in | [Sign in](#)'. The login form consists of two input fields: 'Username' and 'Password', each with a 'sign in' button next to it. Below the form, there is a message: 'Please login to continue. Enter your CPUT Web ID (the same account you use to access the Internet, email or MyClassroom)'. A section titled 'Trouble logging in?' provides several links and instructions: 'Have you registered as a student at CPUT? Only registered students and CPUT employees with a CPUT username and password may access the system', 'If you have registered but cannot access this HDC digital portal, your email, OPA or MyClassroom, then contact CTS Service Desk on +27 21 959 6407 or ctsservicedesk@cput.ac.za and inform them that you are a postgraduate student and you wish to reset your password', 'If you have a valid username and password please [register to reset your password online](#) in case you have problems with your password in future', and 'The [HDC Digital Instructions page](#) contains additional advice on logging in'. A section titled 'What to do once logged in?' provides instructions: 'Click on 'My student profile' (students) or 'My professional profile' (staff) and update your details first' and 'Please read the [instructions on how to submit your topic and proposal](#) before you start'.

Enter your username and password: It should be your **student number** and **password** that you use to log in to Active Directory account or surf the internet.

If you cannot log in and you get the following error message:

The username and/or password is invalid.

Then please first try to log in to:

- OPA : <https://opa.cput.ac.za/>
- My Classroom (Blackboard): <https://myclassroom.cput.ac.za/>
- MyCPUT: <http://www.cput.ac.za/mycput>

If you CANNOT log in to these three systems, then the problem is with your username and/or password and you have to contact the CTS service desk first to have this attended to. Part-time and postgraduates students may call the service desk on 021-9596407 or send an email to ctsservicedesk@cput.ac.za and inform them of the issue. Usernames and passwords are controlled centrally by CTS and **NOT** the Centre for Postgraduate Studies

- If you **CAN** log in to these but not the HDC system, then please let your departmental co-ordinator know

Step 2

Once logged in, you should see a screen as shown below:

My research
My student profile

Your personal research

D3JEWD : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2201210000	Topic New	Supervisor and student agreement New	Proposal Please note: You may only start the proposal submission process once you have submitted your topic and SSA to your supervisor. Your proposal will only be approved once your topic and SSA have been approved.	Currently assigned supervisors Principal Supervisor Not assigned. Co-supervisors Not assigned. External supervisors Not assigned. New supervisor nomination	Currently assigned external examiners Not assigned. New examiner nomination Examiners can only be nominated if the topic, SSA and proposal have been approved.	Thesis / Dissertation This section is to send on your individual chapters for checking and also to submit your thesis for examination. New Examination Not started yet.
Last name						
Title full names	Please note: You can only apply for a title change if the proposal has been approved.					
[IN THESIS] [NAME]						

Step 3

Under “SSA Approval” , click on “New”

My research
My student profile

Your personal research

D3JEWD : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
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Last name						
Title full names	Please note: You can only apply for a title change if the proposal has been approved.					
[IN THESIS] [NAME]						

You should see a screen as shown below: (Please follow the instructions as shown)

Student and Supervisor Agreement (SSA)

Student

Student's surname	MAHMOUD	Student no.	202012088
First names	TAMER		
Postal address	FLETCHERVILLE J.S.S, PO BOX 215, MOUNT FLETCHER, EASTERN CAPE, 4770		
Phone		Cell phone	0818284285
Email	202012088@cpup.ac.za		
Gender	Male	Ethnic group	Black
Nationality	S.S.A.		
Prior qualifications	BTech Industrial Design		

Check your details – report any errors to your department

Research

(This is the current status of your research and is not editable. It changes state as your submissions are processed, assigned and/or approved)

Title of dissertation/thesis	This field will be updated once your topic has been approved.		
Full thesis or 50% dissertation	Full thesis		
Faculty	INFORMATICS & DESIGN		
Department	JEWELLERY DESIGN & MANUFACTURE		
Status	Full Time		
Qualification	DIP IN JEWELLERY DESIGN AND MANUFACTURE		
Expected completion date		Expected graduation date	
Principal supervisor			
Co-supervisor(s)			

Check your details – report any errors to your department

Students, supervisors and departments, please note: if an MOU was previously uploaded as part of the topic and is deemed to be correctly completed by the student and supervisor, then an SSA is not required. If however the MOU is not acceptable or has not been uploaded before then an online SSA is required.

We, the undersigned, have read and agree to the general terms of the CPUP Memorandum of Understanding (MoU)* between research students and supervisors, and submit the following additional points of agreement in relation to the details of the intended work.

SUPERVISOR'S EXPECTATIONS AND ARRANGEMENTS

Supervisor's expectations:
After discussion, the supervisor should set out what he/she expects of the student in terms of reaching certain milestones or goals during the course of the research.
Expected date of submission of HDC 1.2 to FRC which should be within 6 months of initial registration:

Other expected milestones or goals:

Supervisor's plans and commitments:
The supervisor should record his/her plans for providing supervision, including the pattern and intended frequency of meetings, contributions from other researchers etc:

Supervision arrangements:
(a) Expected absence of supervisor(s) on leave/ sabbaticals/ conferences (giving arrangements for supervision if away for more than 2 months in any one year)

(b) Field work: Outline arrangements for field work:

Your supervisor will complete this section in consultation with you

(c) Laboratory work:

(d) Outline lab arrangements (if any) and supervision arrangements for lab work:

(e) Estimated timing of formal seminars:

(f) Access to computers and software:

(g) Responsibility for payment of costs (printing, stationary, copying, etc):

(h) Any departmental commitments by the student and details of remuneration:

(i) Courses and classes:

List any class, workshop or course that the student must attend as a pre-requisite and costs associated with this. Clarify the responsibility for costs associated with these (if any).

Co-Supervisory roles (if applicable):

The role of co-supervisors should be clarified. It should be noted that any co-supervisory suggestions and proposals by the student should be discussed with the supervisor.

Funding plans:

Specify any approved financial assistance to be provided, or organized, by the supervisor(s) to support this study (e.g. bursaries, teaching allowance e c.).

If, on withdrawing or being refused re-registration, the student becomes contractually obliged to repay any of the above, this should be noted. Funding from external agencies may stipulate such a provision.

Your supervisor will complete this section in consultation with you

EXPECTATIONS AND PLANS OF THE STUDENT

After discussion, the student should set out any expectations and requests to the supervisor and the department



After consultation with your supervisor, complete this section

Comment by the supervisor on this:



The student and supervisor should record their agreed plan and broad timetable for the completion of the thesis/ dissertation. The candidate should be informed on the Faculty's maximum time limits for completion.



After consultation with your supervisor, complete this section

Agreed intended date of completion:



INTELLECTUAL PROPERTY ISSUES, GENETIC RESOURCES AND ETHICS

Intellectual property:

CPUT policy on intellectual property (IP) is available on request. Students and supervisors should make themselves aware of University policies relating to both ethics and IP.

(a) Authorship:

Points on authorship must be noted here by the supervisor, including arrangements about the order of listing of co-authors:



(b) Ownership of intellectual property rights developed in the course of the research:

Ownership of intellectual property rights developed in the course of the research:

The IP emanating from research conducted at CPUT is (in general) owned by the University. Special circumstances should be noted below. These include, inter alia, instances where:

- substantive amounts of the work are carried out at a third party institution;
- the student is being paid a wage or salary to conduct aspects of the work included in the research proposal;
- the background IP of a third party is being developed as part of the research study;
- the research is being funded at full cost by a third party funder.

Additional contractual agreements may need to be put in place in such circumstances. In the event that such special circumstances are not noted and no agreement is put in place then the default position is that ownership of IP as created by the student in the course of the study vests in CPUT.



This section is completed in consultation with you

(c) Use of genetic resources and traditional knowledge in research

The supervisor and student should discuss the use of any genetic resource and the regulatory requirements pertaining to such use. Where indigenous genetic resources are used, specific attention is drawn to the National Environmental Management: Biodiversity Act No. 10 of 2004 and the regulations thereto. Traditional knowledge should also be acknowledged and the regulatory process of accessing such knowledge should be followed.

Where an indigenous genetic resource of a foreign country is used, the regulatory processes of the respective country should be complied with.

List below all genetic resources and/or traditional knowledge that will be used in this study.



(d) Assessment of ethics in research:

The supervisor and student should discuss the ethical issues involved in the research project and record their conclusions here. The student should confirm here that she/ he is aware of the requirement to complete and submit an ethics form prior to collecting or analysing data.



Ensure that you save to yourself while you are working on the form. If you need to send it to your supervisor for additional information, then save and submit to supervisor.

The form consists of three main sections:

- Recommendations**: A text input field.
- Additional comment**: A text input field with a note below it: "These comments are viewable by everyone who can view the student's submission – from student to HDC".
- Assign to/Submit to/Approve**: A dropdown menu with options "Student", "Student", and "Supervisor". Below the dropdown is the text: "own list to select who you wish to submit the form to then click on save/submit below. If you assign it to yourself, then you and submit it later."

At the bottom left of the form are "Cancel" and "Save" buttons. An orange callout box with an arrow pointing to the dropdown menu contains the following text:

Save to "Student" while still working on the submission. When ready to submit to your supervisor, assign to "Supervisor"