

# Higher Degrees Management System

## Application Approvals

### Overview

Once an application for a Masters or Doctoral qualification has been entered into ITS (see notes 1 and 2), together with the application fee if applicable, the application needs to be approved by the school concerned. School administrators will ensure that the proposed title is appropriate, and that all necessary documentation such as a research overview has been submitted. Confirmation of supervisor appointments will also take place during this process.

Once the application has been approved, an email will be sent to the applicant with an invitation to accept the offer.

Once an applicant has accepted an offer, he or she will be able to register, provided the required acceptance fee and registration deposit have been paid where applicable.

If the application is rejected/declined, a suitable comment should be entered by the applicant so that the school office handling the application will know whether to ignore the application (since the applicant has changed his or her mind) or to resubmit the application with amendments on behalf of the applicant.

Note 1 : the application may have been entered into the ITS back-office system by staff at UKZN, or may have been entered by the applicant using the UKZN Applications iEnabler system.

Note 2 : the ITS back-office system refers to the Integrator system. Users with id's provided by ICT log into Integrator where they can access forms, reports and updates, but only for options to which they have been granted access.

Note 3 : Email notifications will be sent each time an action takes place. If a decision needs to be made – typically an Approve or Reject decision - users can click the embedded link to log into the Personnel iEnabler if they are not already logged in.

Note 4 : The CAO Events and Applications Status (SCAO1-6) on the ITS back office system will be used to define which codes should be used when an offer is made or an application is declined or rejected.

Note 5 : In addition to being able to view entries waiting for their attention by clicking the View Applications node, any users involved in the process can change the Display Records option under View Applications to Awaiting Attention to show entries awaiting attention from other users, or change the option to All to see all entries for a specified date range, including those for which a final decision has been made. Users can see the qualification and status descriptions for any entry by hovering the mouse over the Qualification and Status codes respectively.

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Note 6 : After clicking View Applications, users can click the student name instead of the student number to view details, including attachments, for entries which are awaiting someone else's approval or which are no longer active.

### Summary of Role-Players and Associated Processes

<b>College Admissions Office</b>	Forward application to school
<b>School Office</b>	Add a supervisor
<b>School Office</b>	Forward application to supervisor
<b>Supervisor</b>	Provide funding information, recommend co-supervisors
<b>School Office</b>	Approve or reject response from supervisor, or invite another supervisor
<b>School Research Leader</b>	Add (or remove) planned subjects
<b>School Research Leader</b>	Approve or reject application forwarded sent by school office
<b>Applicant</b>	Accept or decline application

### Details of Role-Players and Associated Processes

<b>College Admissions Office</b>  Forward application to school	Use <b>LSNAPA-31</b> on the ITS back office system to forward the application to an appropriate school. If any documents such as a research overview have been provided, the College Admissions office must attach them to the application using <b>LSNAPA-2</b> – these attachments will then be available from all forms during the approval process in the HDMS.
<b>School Office</b>  Add a supervisor	Click <b>Add Supervisor</b> to assign a supervisor to the applicant. If the supervisor does not have a staff number on the UKZN HR system, either use the Personnel Web Appointments option under the Personnel iEnabler if the supervisor will receive remuneration, or click New Unpaid Employee under the General node if the supervisor will not receive remuneration.

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	<p>To add a supervisor for an applicant, click on the Student Number, type in the Personnel Number and click Search. Next, click on the Personnel Number and click Add Supervisor.</p> <p>An email will be sent to the supervisor, inviting him or her to accept the task of supervising the applicant.</p>
<p><b>School Office</b></p> <p>Forward application to supervisor</p>	<p>Click View Applications, and click on the Student Number to whom the supervisor was associated. Type in comments and then select an outcome :</p> <p>Approve will forward the application to the supervisor who will then accept or decline the appointment.</p> <p>Cancel will cancel the application on the system.</p> <p>Reject will decline the application on the system and send automated emails to the College Admissions staff and to the applicant, advising them to reapply after making certain changes.</p>
<p><b>Supervisor</b></p> <p>Provide funding information, recommend co-supervisors</p>	<p>Click View Applications, and click on the Student Number on the left of the screen.</p> <p>Accept will send the application back to the school office. If accepting, type in funding information, details of recommended co-supervisors and comments.</p> <p>Decline will require the school office to find another supervisor.</p>

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<b>School Office</b>  Approve or reject response from supervisor, or invite another supervisor	<p>Click View Applications, and click on the Student Number to whom the supervisor was associated.</p> <p>If a supervisor has accepted an invitation to supervise an applicant, review the submission received from the supervisor and either :</p> <p>Approve, which will forward the application to the school research leader, or</p> <p>Reject, which will send the submission back to the supervisor with appropriate comments, typically requesting more information.</p> <p>Before approving, you can optionally assign co-supervisors.</p> <p>If the supervisor has declined the invitation to supervise, the application approval process will be restarted from the point where, once again, you will need to add a supervisor to the application and forward it as an invitation. Before adding an alternative supervisor, you will need to use the Remove Supervisor option.</p>
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<b>School Research Leader</b>  Add (or remove) planned subjects	<p>Before approving an application, you can optionally add one or more subject codes to the application using the Add Planned Subjects node. If the applicant accepts the offer to study, he or she will need to register for these subjects as well.</p>
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<b>School Research Leader</b>  Process application forwarded for approval by school office	<p>Click View Applications, and click on the Student Number for whom the supervisor was associated.</p> <p>If you are satisfied with the application submission (including details provided by the supervisor), Approve the submission. This will result in the application status being changed to an offer on the</p>
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	<p>ITS system. Emails will be sent to the student, supervisor(s) and school office users and the application will be forwarded to the student as an offer.</p> <p>When approving, you need to decide if the student will be submitting a thesis or a dissertation. Also, if a research overview has been attached, you can direct the system to use the research override as the proposal for the applicant so that no formal proposal submission is required after registration.</p> <p>If you Cancel the submission, the application will be set to withdrawn, and emails will be sent to the student, supervisor(s) and school office users. No more actions will take place for this application.</p> <p>If you Reject the application submission, the application will be set to declined and college admissions staff will need to resubmit a new application for consideration.</p> <p>If you select Reject – More Info Required, the application status will be left as pending and the approval process will be redirected back to the school office. School office users will typically reject the submission with suitable comments which will cause the submission to be sent back to the supervisor for amendments. Once the supervisor has responded with amendments, the school office will send the application back to you for reassessment.</p>
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<b>Applicant</b>  Accept or Decline Application	<p>The applicant can click View Applications, and click on the Student Number column to accept or decline the application.</p> <p>If Accept is selected, emails are sent to College Admissions users, School Office staff and the School Research Leader. It will then be the responsibility of the College Admissions users to</p>
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	<p>update the status of the application to Accepted on the back office system once an acceptance fee has been confirmed.</p> <p>If Reject is selected, emails are sent to the School Office and School Research Leader and the applicant status is changed to Declined on the back office system.</p>
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