

myUNISA BURSARY & STUDENT SUPPORT SUPERVISOR GUIDE



Reclaiming Africa's Intellectual Futures

Define tomorrow.

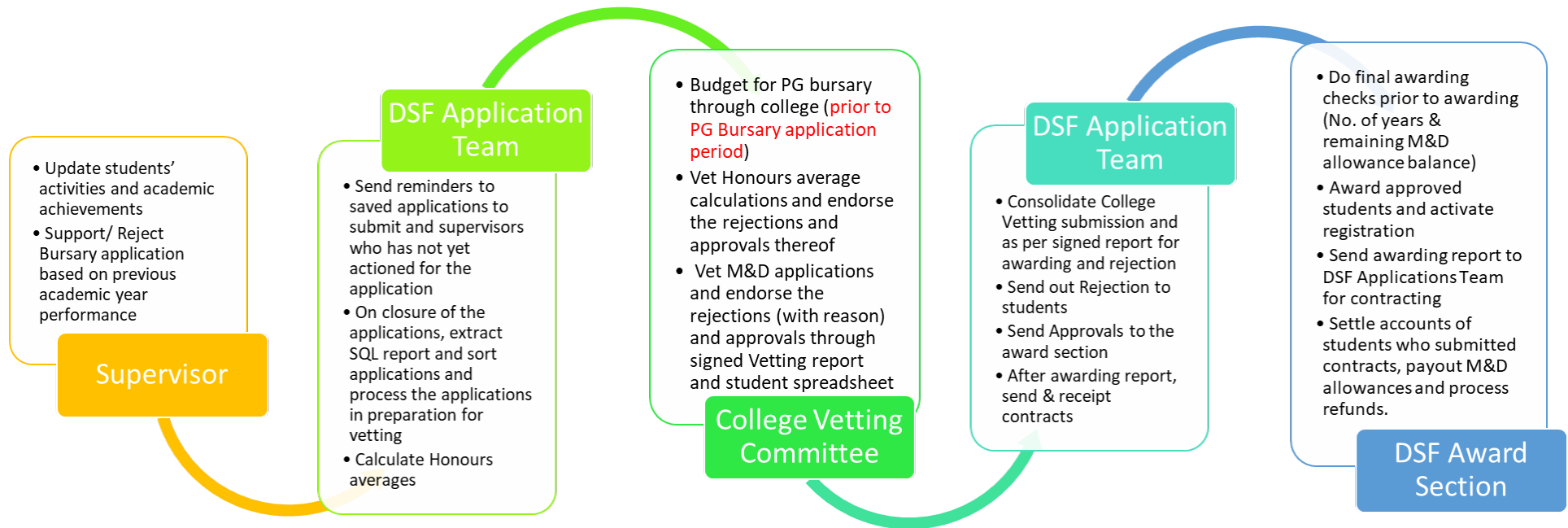
UNISA | 
university
of south africa

Contents

UNISA PG Bursaries process mind map	2
College of Graduate Studies essential guides/ pointers	3
What is a supervisor required to do:	3
A. Ensure that student's previous years activities are updated on the system through M&D activities platform on myUnisa.	3
How to update M&D activities on myUnisa:	3
Supervisor's M&D activities:	8
B. Support/ Not Support student's bursary application through M&D activities tool on myUnisa.	10
Supervisor's Bursary activities:	10
M&D Activity alignment for Bursary Support activity:	11
How to support bursary application on M&D activities:	12



UNISA PG Bursaries process mind map



College of Graduate Studies essential guides/ pointers

The Procedures for Master's and Doctoral degrees guides students and academics on all aspects of the journey of a master's and doctoral student, from application to graduation.

- M&D Policies, Procedures and Forms can be accessed [here](#)
- Internal forms, i.e. V2 (Research proposal results), V3 (coursework – research proposal module result form) can be access [here](#)

What is a supervisor required to do:

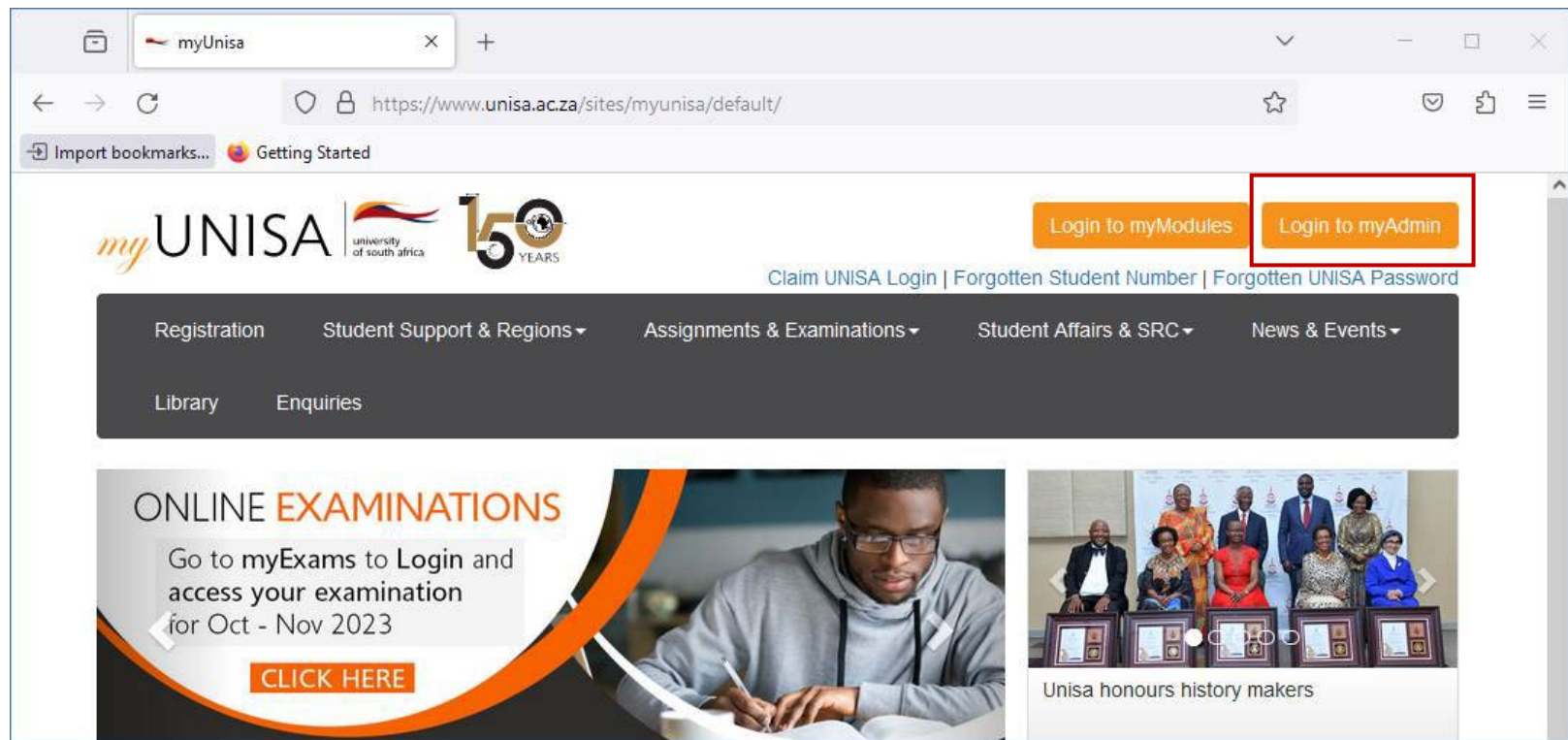
- A. Ensure that student's previous years activities are updated on the system through M&D activities platform on myUnisa.

How to update M&D activities on myUnisa:

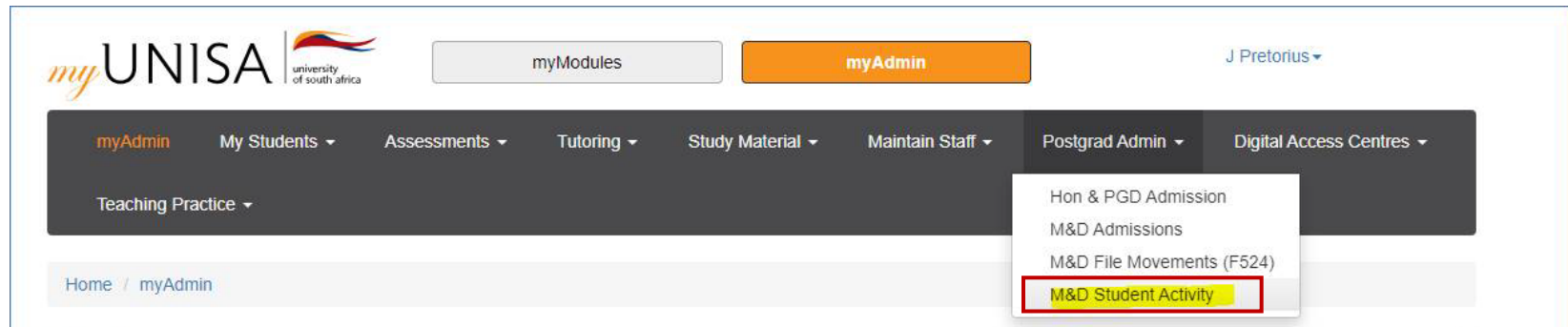
1. **Click** on myAdmin to login using network code.

Use URL: <https://www.unisa.ac.za/sites/myunisa/default/>

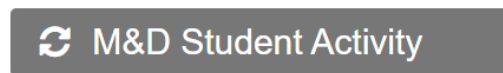
SHOULD YOU EXPERIENCE AN ERROR MESSAGE ON THE WEB, KINDLY KEEP REFRESHING AND LOGIN AGAIN, UNTIL YOUR SUCCESSFULLY LOGGED IN OR USE A DIFFERENT BROWER.



2. **Select** M&D Student Activity under Postgrad Admin tab.



3. Type your student's student number or click on select a student, select the student then click continue.



M&D Student Activity

Please enter a valid student number

Student number

OR

Please select a student number

Student number

↓

4. Click the thesis/dissertation module NOT THE PROPOSAL MODULE, then click display.

M&D Student Activity

M&D Student Activity

Select the study unit.

Student number

Name

Study unit	Qualification	Last academic year	Thesis entry	Status
☒ DFENN95	Dissertation: English	98519 MA EST 2023	Y	Registered
☐ MPCHS92	Master Proposal - CHS FG 2	98519 MA EST 2022	Y	Result Outstanding



Display Cancel

- Click add new student activity.

M&D Student Activity

ADD NEW STUDENT ACTIVITY



M&D Student Activity

Click the "Add new student activity" link to add a new student activity.

To add a comment or date of feedback, select the appropriate item below and then click on the button "Add comment/date of feedback". NB: This functionality is only allowed for certain activities.

Student number

Qualification 98519 (MASTER OF ARTS IN ENGLISH STUDIES)

Speciality n.a. (Not applicable)

First Registration Date 20220420

Number of Years For Qualification: 2

Registered

For Research Proposal: 1

Study unit DFENN95 (Dissertation)

- 

University of South Africa
Preller Street, Muckleneuk Ridge, City of Tshwane
PO Box 392 UNISA 0003 South Africa
Telephone: +27 12 429 3111 Facsimile: +27 12 429 4150
www.unisa.ac.za

Supervisor's M&D activities:

Activity No.	M&D Activity title	Activity description
01	Attention to research methodology	Flag when academic discussion on research methodology took place.
02	Draft research proposal submitted	Flag once student submits first or second draft of the proposal, comment whether it has been referred for improvements to be done.
03	Final research proposal submitted	Flag once student submits final draft of the research proposal.
04	Chapter(s) received (indicate the chapters...)	Flag once student submits a chapter(s), indicate in the comments how many chapter/ which chapters did student submit/ Comment if draft was referred to student for corrections/ improvements).
05	Draft research component submitted.	Flag once student submits draft approval for final approval to submit for examination.
06	Permission to submit for examination	Flag once supervisor signed off on V35 that student may submit research component for examination.
07	Academic discussions with student	Flag when academic discussion took place.
08	Workshop/ Practical/ Fieldwork attended	Flag once student has participated in a workshop/practical work/fieldwork. Provide more information in the comment section.
09	Progress report on pract/experm/research	Flag when supervisor submits progress report on student's participation in practical/experimental or research (laboratory work). Provide more information in the comment section.
10	Research proposal approved	Flag once V2/V3 form has been submitted for approval indicating that research proposal has been approved.
11	Chapter(s) Approved (indicate the chapters...)	Flag once student submitted approved revised chapter(s), indicate in the comments how many chapter/ which chapters did student submit which supervisor approved.
12	Research component submitted for examination	Flag when student submitted research component for M&D Research examination.
13	No activity (*)	Flag if student made no contact after various attempts from supervisor to contact the student failed.
14	Insufficient progress/may not reregister (*)	Flag if student's work is inadequate to allow reregistration or continue to be not of an acceptable standard after various interventions from the supervisor.
15	Online submission for ethics approval submitted	Flag if student completed the online ethics approval submission process, comment if submission has been referred to student for improvements/ changes.

16	Ethics approval certificate received	Flag when ethics approval has been granted and the final certificate has been issued.
17	Deferment approved/not approved (indicate...)	Flag if supervisor approves/ not approve request for deferment. The reason for the recommendation or rejection must be captured in comment section.
18	Submission of manuscripts	Flag if supervisor and doctoral student is working on the manuscripts. Provide feedback on progress/referred for improvements/if manuscripts were submitted to an accredited journal as per the Procedures for master's and doctoral degrees.
19	Supervision agreement signed	Flag if the supervision agreement has been signed and uploaded on the M&D dashboard.
20	Bursary Supported – Tuition & Research	Flag if student is at research stage and obtained final ethics approval certificate.
21	Bursary Supported – Tuition fees only	Flag if student has an approved research proposal and needs ONLY tuition and is therefore not at a data collecting stage or is only submitting for examination.
22	Bursary Not Supported	Flag if student's academic performance is inadequate and unsatisfactory as per activity 13, 14 and 23.
23	Research proposal not approved (*)	Flag if the V2/V3 has been submitted with the recommendation that the student be excluded from studies for two academic years due to failing the research proposal.
24	Research proposal not completed, may reregister	Flag if the V2/V3 form has been submitted with the recommendation that the student could not complete the proposal in the first year but may reregister for the next academic year.
25	Final draft of examination copy submitted to Professional editor/proofreader	Flag if the student submitted the final approved draft for editing (not required for all students).
26	Turnitin report	Flag and comment if support is given to student regarding Turnitin/ report has been received and analysed and whether feedback has been given to the student.

B. Support/ Not Support student's bursary application through M&D activities tool on myUnisa.

For UNISA PG Bursary guidelines, terms and conditions in the interest of advising the student visit [Master's and doctoral bursary \(unisa.ac.za\)](https://www.unisa.ac.za/master-and-doctoral-bursary)

Supervisor's Bursary activities:

Only 1 option available per year, avoid incorrect selection. Supervisor support period: Returning Beneficiaries or New Applicants in their 3rd or more year: OCTOBER – DECEMBER New Applicants in their 2nd year of study: OCTOBER – JANUARY <i>Coursework students who never registered a dissertation module cannot be supported, they will only be supported on the subsequent year from when dissertation module was registered, which ethical clearance certificate can be updated accordingly as well.</i>		
Activity No.	M&D bursary Activity	Activity description
20	Bursary supported – Tuition & Research funds	Supervisor gives consent that the candidate's tuition and research funds may be paid out; Student has obtained ethical clearance certificate; complied with Research Proposal requirements and is needs research funds for research academic activities.
21	Bursary supported – Tuition fees only	Supervisor gives consent that the candidate's tuition fee may be paid out. Student has complied with Research Proposal requirements but does NOT have ethical clearance certificate.
22	Bursary Not supported	Supervisor does not support the candidate's application for a bursary. Student is NOT attending/ completing previous year research objectives/ activities as set out in the supervision agreement (poor academic performance).

M&D Activity alignment for Bursary Support activity:

Academic Performance scale as per M&D activities

Activity No.	Activity description	Effect on bursary support
10	Research proposal approved	Only Bursary activity 21 can be selected
12	Research component submitted for examination	Only Bursary activity 22 can be selected
13	No activity (*)	Only Bursary activity 22 can be selected
14	Insufficient progress/may not reregister (*)	Only Bursary activity 22 can be selected
16	Ethics approval certificate received	Activities 20 and 21 can be selected depending on need for research funds (e.g., activity “21” if student is only registering to submit their thesis/ dissertation)
17	Deferment approved/rejected	Should be selected if student’s previous deferment application was approved, otherwise vetting committee will Not Approve application due to student not being active in previous year(s).
23	Research proposal not approved (*)	Only bursary activity 22 can be selected, and this option must only be selected when student has failed to comply with research proposal requirements post corrections.
04	Chapters received (with indicated number of chapters)	M&D Bursary performance scale for funding. M&D students whose qualifications are (not counting the year of application): • 3 or more years old since, first year of registration (approved deferments considered) – minimum of 2 or more chapters submitted to supervisor in addition to passed research proposal phase/chapter. • 2 years old since, first year of registration (approved deferments considered) – minimum of 1 chapter submitted to supervisor in addition to passed research proposal phase/chapter. • 1 years old since, first year of registration (approved deferments considered) – research proposal submitted (subject to scientific review result, only students who passed by 31 January will be eligible).
08	Workshop/ Practical/ Fieldwork attended	M&D Bursary performance scale for funding for experimental research students with less chapter drafts submitted: Elaborate in comment section, the practical work/fieldwork that the student is attending to in preparation of chapters not yet drafted.
09	Progress report on pract/experm/research	M&D Bursary performance scale for funding for experimental research students with less chapter drafts submitted: Briefly state in the comment section the progress on student’s participation in practical/experimental or research (laboratory work) in preparation of chapters not yet finalized.

How to support bursary application on M&D activities:

1. From the M&D student activity platform on myUnisa (<https://www.unisa.ac.za/sites/myunisa/default/>) **Click** the dropdown menu and **select** the M&D bursary activity relative to the student's previous academic year performance, then add the bursary application academic year in the comment space thereafter **click** submit.

M&D Student Activity

Add new student activity

Select the student activity.

Enter date of activity and comment (if applicable).

Activity Select student activity

- 07 - Academic discussions with student
- 08 - Workshop/ Practical/ Fieldwork attended
- 09 - Progress report on pract/expem/research
- 10 - Research proposal approved
- 11 - Chapter(s) Approved (indicate which chapters were approved)
- 12 - Research component submitted for examination
- 13 - No activity (*)
- 14 - Insufficient progress/may not reregister (*)
- 15 - Online submission for Ethics approval submitted
- 16 - Ethics approval certificate received
- 17 - Deferment approved/rejected (indicate whether approved/not approved)
- 18 - Submission of manuscripts
- 19 - Supervision agreement signed
- 20 - Bursary Supported - Tuition & Research funds**
- 21 - Bursary Supported - Tuition fees only
- 22 - Bursary Not Support
- 23 - Research proposal not approved (*)

Date

Please enter not re-registe

Please enter if you select 'Bursary Not

Comment

Please note that by selecting activity 13 "No activity", 14 "Insufficient progress/may not re-register" or activity 15 "Research proposal not approved" the question "May the student re-register for next year?" will be set automatically to No. Selecting any of the other activities will set it automatically to Yes.

Date format - YYYYMMDD)

ity", 14 "insufficient progress/may

on Only' or

NB: please note that you can only action this once the student has applied for the bursary for the respective academic year. Once application has been submitted supervisor allocated to the student on the system will receive email notifying them to support bursary application.

Comment

2025

Enter the year of which the bursary application is for, e.g. funding for academic year 2025, type in "2025", then next year when supporting re-application for academic year 2026, you will then type in "2026".

Submit Cancel