

HDC Online System

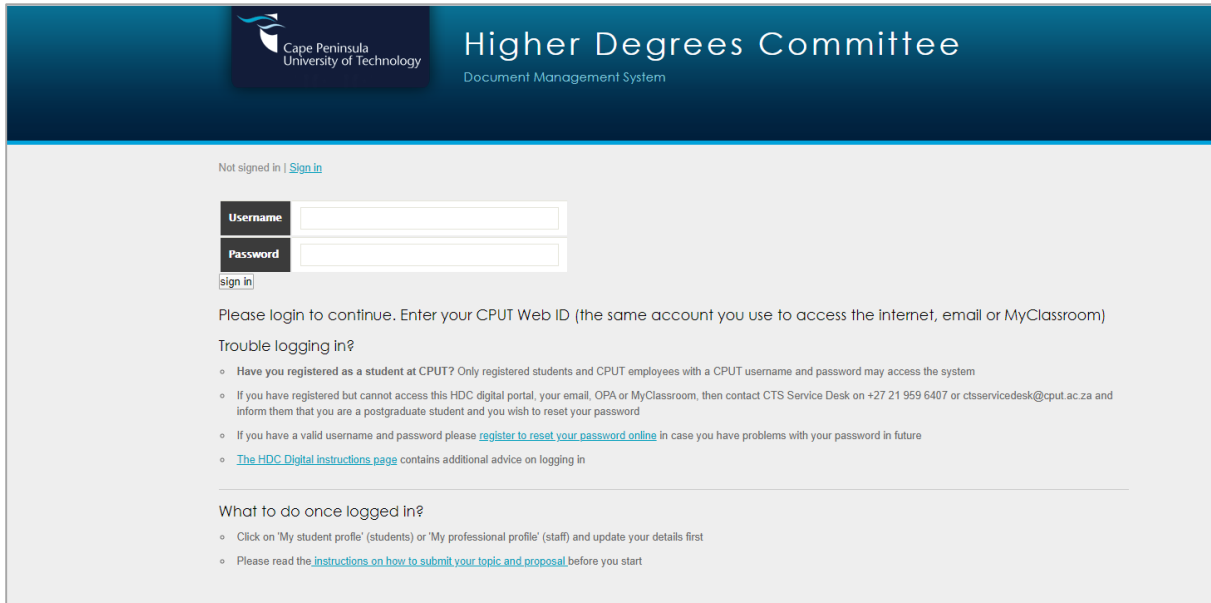
Instructions to students

How to submit your proposal (HDC1.2)

Step 1

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

You should see the screen below:



The screenshot shows the login page for the Higher Degrees Committee Document Management System. At the top left is the Cape Peninsula University of Technology logo. The main header reads 'Higher Degrees Committee Document Management System'. Below the header, it says 'Not signed in | [Sign in](#)'. There are two input fields: 'Username' and 'Password', with a 'sign in' button below them. Below the login fields, 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)'. Underneath, there is a section titled 'Trouble logging in?' with three bullet points: 1. 'Have you registered as a student at CPUT? Only registered students and CPUT employees with a CPUT username and password may access the system'. 2. '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'. 3. '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'. Below this is a link: '[The HDC Digital instructions page](#) contains additional advice on logging in'. At the bottom, there is a section titled 'What to do once logged in?' with two bullet points: 1. 'Click on 'My student profile' (students) or 'My professional profile' (staff) and update your details first'. 2. '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 AD 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 and you have already submitted your Topic (HDC1.1) to your supervisor, you should see a screen as shown below: (Note that you may submit your Topic, SSA and Proposal together but you must first submit the Topic and SSA to the Supervisor first)

Your personal research

D3JEWD : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2020120000	Topic [Waiting for Supervisor to approve / release.] View	Supervisor and student agreement [Waiting for Supervisor to approve / release.] View	Proposal New 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. Interruption of studies New	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.

Step 3

Under "Proposal Approval", click on "New"

Your personal research

D3JEWD : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2020120000	Topic [Waiting for Supervisor to approve / release.] View	Supervisor and student agreement [Waiting for Supervisor to approve / release.] View	Proposal New 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. Interruption of studies New	<div style="border: 1px solid orange; padding: 2px; display: inline-block;">Click on "New"</div> 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.

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

Registration of Proposal for Dissertation / Thesis

Student

Student's surname	XXXXXXXXXX	Student no.	XXXXXXXXXX
First names	XXXXXXXXXX		
Postal address	XX XXXXXX STREET, XXXXXXXX, TXXX		
Phone	001-XXXXXXXX	Cell phone	001-XXXXXXXX
Email	XXXXXXXXXX@XXXXXX.XX		
Gender	M	Ethnic group	European
Nationality	U.S.A.		
Prior qualifications			

Check your details

Research

Title of dissertation/thesis			
Full thesis or 50% dissertation	NOT APPROVED YET		
Faculty	INFORMATICS & DESIGN		
Department	INFORMATION TECHNOLOGY		
Status	Part Time		
Qualification	M TECH: INFORMATION TECHNOLOGY		
Expected completion date		Expected graduation date	
Principal supervisor			
Co-supervisor(s)			

Check your details

Proposal

Note these IMPORTANT instructions

Please note that ALL attachments are required to be uploaded BEFORE submitting to the next level. If you still need to obtain some documents to upload, save this form to yourself and once you have all the documents attached, you may submit to the next level.

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.

Summary
(No more than 250 words)

Enter your summary (drag the bottom right corner if you need more space)

Key terms

Enter the key terms for your study (max 10 words or phrases)

Upload (new) proposal
(Max file size: 9 MB)

 No file chosen

Select and upload your proposal as a MSWord doc/docx or as specified by your supervisor

Is ethics clearance required for this study

--Select Ethics clearance--

If Yes, the student must:

- Obtain [ethics approval](#) for the research from the Faculty Ethics Committee
- Upload a STATEMENT of the approval.

If No, the student must:

- Obtain [ethics clearance](#) for the research from the Faculty Ethics Committee.
- Upload a STATEMENT that ethics approval is not required.

Select whether ethical clearance is required

Upload (new) ethics approval or clearance statement
(Max file size: 9 MB)

 No file chosen

Select and upload the ethics statement (note the file size limitation)

Is data collection permission required for this study

--Select Data acquisition--

If Yes, the student must:

- Obtain [data collection permission](#) for the research from the relevant institution
- Upload a STATEMENT of the permission

If No, the student must:

- Obtain [data collection clearance](#) for the research from the relevant institution.
- Upload a STATEMENT that permission is not required.

Select whether data collection permission is required

Upload (new) data collection permission or clearance statement
(Max file size: 9 MB)

 No file chosen

Select and upload the data collection statement (note the file size limitation)

Please note that two reviewers are required. Both reviewers can be internal or external or one can be internal and the other external. Please add their names in the appropriate box below.

Internal reviewer A	<input type="text"/>	Please note, for CPUT staff, simply enter the first few letters of their name or surname and they should appear in capital letters if they have a profile on HDC Digital.	If one or more reviewer is internal (CPUT staff members), add their names here
Internal reviewer B	<input type="text"/>	Please note, for CPUT staff, simply enter the first few letters of their name or surname and they should appear in capital letters if they have a profile on HDC Digital.	
External reviewer A	<input type="text"/>	If reviewer A is external, use this field to record their full name including title.	If one or more reviewer is external (not a CPUT staff member), add their names
External reviewer B	<input type="text"/>	If reviewers B is external, use this field to record their full name including title.	
Upload (new) review form(Max file size: 9 MB)	<input type="button" value="Choose File"/> No file chosen		Select and upload both the review forms (as one document -note the file size limitation)

Accept terms and conditions	<p>I, the undersigned, certify that:</p> <ul style="list-style-type: none"> This project has not been submitted to any other educational institution for the purpose of a qualification. All subsidy-earning outputs (artefacts and publications) from my postgraduate studies will be regarded as the property of the Cape Peninsula University of Technology (CPUT) for subsidy purposes. Where intellectual property (IP) is developed under the supervision of the CPUT involving institutional or government expenditure, such IP will be subject to the IP Policy of CPUT and the National Act on Intellectual Property generated from Government funded research. I understand that the dissertation/ thesis is the copyright of CPUT and may not be published or reproduced in any form without the prior permission of the university. I understand that I am required to submit an article for publication based on my research results, with the CPUT affiliation clearly stated. I understand that plagiarism is wrong, and incurs severe penalties including possible suspension or expulsion, according to the university's Policy on Plagiarism. I shall list all assistance obtained, such as editorial, financial and statistical assistance, and assistance from other institutions or persons, clearly on the Acknowledgements page of the dissertation/ thesis. I have read and taken cognisance of the responsibilities of students and supervisors, as included in the Memorandum of Understanding (MoU) signed with the Faculty. I will follow the CPUT guidelines for writing dissertations/ theses. I have read and taken note of the guide to postgraduate studies published in the document "Postgraduate Studies @ CPUT" at http://www.cput.ac.za/postgraduate-information. I understand that all subsequent registrations are not automatic, but depend on the approval of my supervisor and are based on measurable progress. I understand that I may appeal, if my registration is not approved, through the appropriate CPUT appeals system. I understand that non-compliance with the MoU may result in disciplinary action that may culminate in de-registration. <p>I accept: <input checked="" type="checkbox"/></p>	Carefully read through the Terms and Conditions and check "I accept"	
Additional comment or recommendation	<input type="text"/>	These comments are viewable by everyone who can view the student's submission - from student to HDC	
Assign to/Submit to/Approve	<input type="text" value="Student"/>	Use this dropdown 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 can still edit it and submit it later.	

[Cancel](#) [Save](#)

NOTE: If you still wish to make changes later, click on "student" and "Save" so you can still make changes later. If you are happy with your submission click on "Supervisor" and then "Save"

This will submit your application to your supervisor – Your supervisor can always send it back to you if changes are required

If your submission is ready to be sent to your supervisor, select “Supervisor” from the dropdown and “Save”

I accept:

Additional comment or recommendation

These comments are viewable by everyone who can view the student's submission – from student to HDC

Assign to/Submit to/Approve

Student 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 click on save/submit below. If you assign it to your supervisor, then click on supervisor/submit below.

Student

Supervisor

[Cancel](#) [Save](#)

You may add comments for your supervisor if you wish

Step 4

Click on “My research” to take you back to your home screen.



You should see the screen below (if you have saved to “Supervisor”)

D3JEW : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2020100000	<p>Topic</p> <p>[Waiting for Supervisor to approve / release.]</p> <p>View</p>	<p>Supervisor and student agreement</p> <p>[Waiting for Supervisor to approve / release.]</p> <p>View</p>	<p>Proposal</p> <p>[Waiting for Supervisor to approve / release.]</p> <p>View</p> <p>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.</p> <p>Interruption of studies</p> <p>New</p>	<p>Currently assigned supervisors</p> <p>Principal Supervisor</p> <p>Not assigned.</p> <p>Co-supervisors</p> <p>Not assigned.</p> <p>External supervisors</p> <p>Not assigned.</p> <p>New supervisor nomination</p>	<p>Currently assigned external examiners</p> <p>Not assigned.</p> <p>New examiner nomination</p> <p>Examiners can only be nominated if the topic, SSA and proposal have been approved.</p>	<p>Thesis / Dissertation</p> <p>This section is to send on your individual chapters for checking and also to submit your thesis for examination.</p> <p>New</p> <p>Examination</p> <p>Not started yet.</p> <p>Re-examination</p> <p>Final marks</p>

PLEASE NOTE: Your supervisor will now receive your submission and send it back to you for revision if s/he deems it necessary or send it on to the next level.

You may log in at any time to track the status is of your documents.