

ADEP-FNASREC

Training Material

Supervisor



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SUPERVISOR TRAINING: MANAGING YOUR PROFILE

1. Accessing your profile

1.1 Navigating to your profile

- At the top right of the website, click on your name to open a dropdown menu.
- From the dropdown, select Profile to access your profile page.

1.2 Profile page overview

- The profile page allows you to update your personal information and upload any relevant documentation required for your and/or your student's application.
- This page is essential for ensuring that all necessary documents are up-to-date and available in the system.

2. Updating information and uploading documentation

2.1 Personal information

- On the profile page, you can update fields such as your title, first name, last name, email, and staff number.
- Ensure that this information is accurate and current.

2.2 Uploading proof of ethics training

- *TRREE* training modules: If you are conducting a low-risk study, you must upload proof of ethics training. This includes the three compulsory modules of *TRREE* training and the country supplement OR other relevant ethics training.
- Other ethics training: If you have other relevant proof of ethics training, you can upload it under this section.
- Expiry date: Ethics training is valid for three years. You must provide the expiry date of your training in the designated field.

2.3 IRIMS Training

- You have the option to upload your IRIMS training certificate or a screenshot of an email confirming your attendance. The system will not allow you to submit applications without this proof starting from 2025.

2.4 Agreeing to the NWU Code of Conduct

- Mandatory for all studies: The NWU Code of Conduct is required for all applications submitted for ethics evaluation.
- Agreeing to the code: You must read and agree to the NWU Code of Conduct by checking the checkbox on your profile page.

- Automatic expiry date: Once you agree to the Code of Conduct, the system will automatically set its expiry date to one year from the agreement date.
- Document generation: After agreeing, the system will automatically generate and send the NWU Code of Conduct to you via email.

3. Managing expiry and notifications

3.1 Expiry notifications

- Three-month reminder: The system will notify you three months before your NWU Code of Conduct or proof of ethics training is set to expire.
- Post-expiry notification: If your Code of Conduct expires, the system will notify you and prompt you to log in and agree to a new Code of Conduct.

3.2 Ongoing management

- Regularly check your profile to ensure all information and documents are up to date.
- Pay attention to system notifications regarding expiries to avoid any interruptions in your research or supervision responsibilities.

Key points to remember

- Mandatory documentation: Ensure that you have uploaded all required documents, especially proof of ethics training and the NWU Code of Conduct.
- Automatic notifications: The system will keep you informed about upcoming expiries, helping you maintain compliance without needing to track dates manually.
- Profile updates: Keeping your profile information accurate is crucial for receiving the correct notifications and ensuring smooth communication.

SUPERVISOR TRAINING: SUPERVISOR APPROVAL ON STUDENT APPLICATIONS

1. Automatic Submission to You as the Supervisor

Once the student submits on the final step of their research proposal:

1.1 Automatic packaging


- The system automatically compiles the proposal and the student-initiated scientific review form and sends them to you for review.

1.2 Email notification to you

- You will receive an email notification informing you that a research proposal requires your approval.
- The subject of the email will indicate that the **Research Proposal Requires Your Approval**.
- Inside the email, there is a direct link that will take you to the scientific review form within the system.

1.3 Accessing the proposal and scientific review form

- When you click the link in the email, it will direct you to the scientific review form within the system.
- On this form, you will find an **Open Proposal** button. Clicking this button will open the detailed research proposal in a new tab for you to review.

A purple rectangular button with the text "Open Proposal" in white, centered within the button.

1.4 Reviewing the documents

- It is important that you thoroughly read both the research proposal and the scientific review form.
- These documents will provide you with all the necessary information to make an informed decision.

1.5 Providing feedback

- At the bottom of the research proposal, there is a comments section where you can provide feedback.
- Here, you can make any notes or suggest changes that the student needs to address.

Comments

Comments

Enter text...

Font Size B I U A- A+ [bulleted list] [numbered list] [link] [unlink] [text color] [background color] [undo] [redo] [help]

Approve Reject

1.6 Approval or rejection

- **Approve button**
 - If you are satisfied with the proposal, you can click the **Approve** button.
 - This action will forward the proposal to the Chairperson of the Scientific Committee specified in the proposal.
 - The student will receive a confirmation email stating that their proposal has been approved by you.
 - The Chairperson will also receive an email notification informing them that a new submission requires their review.
- **Reject Button**
 - If you believe the proposal requires revisions or is not suitable, you should add detailed comments regarding the required changes and click the **Reject** button.
 - Your comments will be communicated back to the student via email.
 - The rejection email will contain a link allowing the student to access, edit, and resubmit the proposal and scientific review form to you.

1.7 Next steps after approval

- Once you approve the proposal, it will move to the next stage where the Chairperson of the Scientific Committee will review it.
- The system will continue to manage these steps automatically, ensuring smooth progression through the approval process.

Key points to remember

- The submission and approval process is designed to be seamless and requires minimal manual intervention once the proposal is submitted.
- You are responsible for making critical decisions that determine whether the proposal advances to the Scientific Committee.
- The student is kept informed throughout the process via automated email notifications, ensuring they know the status of their submission at every stage.

SUPERVISOR TRAINING: AGREEING TO A NEW NWU CODE OF CONDUCT

1. Accessing the code of conduct section

1.1 Navigating to your profile

- To agree to a new NWU Code of Conduct, first navigate to your Profile page.
- Look for the section labeled NWU Code of Conduct.

1.2 Checking current status

- If you have already agreed to a Code of Conduct, you will see the expiry date of your current Code of Conduct displayed under this section.
- If your Code of Conduct has expired or you do not have a valid one, the system will display the full text of the NWU Code of Conduct for you to review.

2. Reading and agreeing to the Code of Conduct

2.1 Reviewing the code of conduct

- Carefully read through the displayed NWU Code of Conduct to understand your responsibilities and obligations.

2.2 Agreeing to the code of conduct

- After reviewing, you can agree to the Code of Conduct by checking the checkbox next to the statement: I agree to the NWU Code of Conduct.

2.3 Confirmation pop-up

- Once you select the checkbox, a pop-up will appear asking you to confirm your agreement.
- This pop-up is a reminder that the Code of Conduct is a legally binding document, and by agreeing, you accept its terms and conditions.

2.4 Finalizing your agreement

- If you confirm that you agree, the system will process your agreement.
- You have now successfully agreed to the NWU Code of Conduct.

3. Receiving the agreed Code of Conduct

3.1 Email confirmation

- After you agree to the Code of Conduct, the system will automatically send a copy of the agreed document to your email.
- Keep this email for your records, as it serves as proof of your agreement.

Key points to remember

- **Legally binding:** The NWU Code of Conduct is a legally binding document, so ensure you fully understand it before agreeing.
- **Automatic notifications:** The system will send you a copy of the agreed Code of Conduct via email for your records.
- **Profile updates:** Regularly check your profile to ensure your Code of Conduct is up to date, especially if you're engaged in ongoing research activities.