



MANCOSA

Member of

HONORIS UNITED UNIVERSITIES

MYMANCOSA STUDENT PORTAL

USER MANUAL

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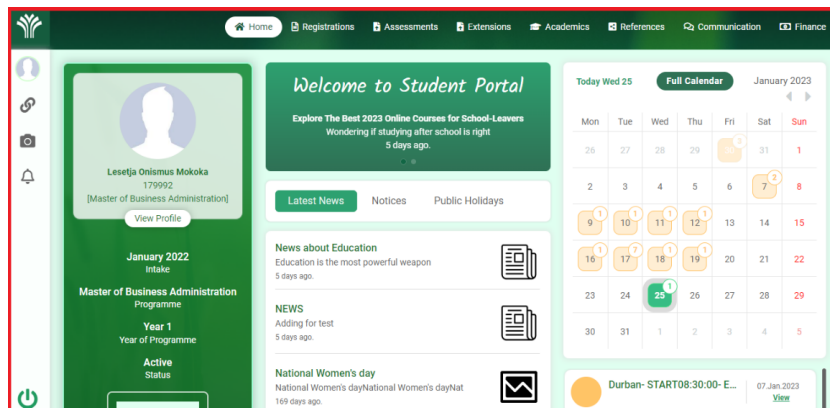
Logging into the Student Portal and Home

1. Follow the following steps to log in to the Student Portal:

- 1.1. Navigate to the website by entering the correct web address into the browser of your choice.
- 1.2. Once you have navigated to the site; the login screen will be displayed.
- 1.3. Please enter the correct "Username" and "Password" into the login screen and click the "Log in" button.
- 1.4. Once you have logged in you will be presented with the dashboard as shown below.

The Dashboard consists of eight tabs which are:

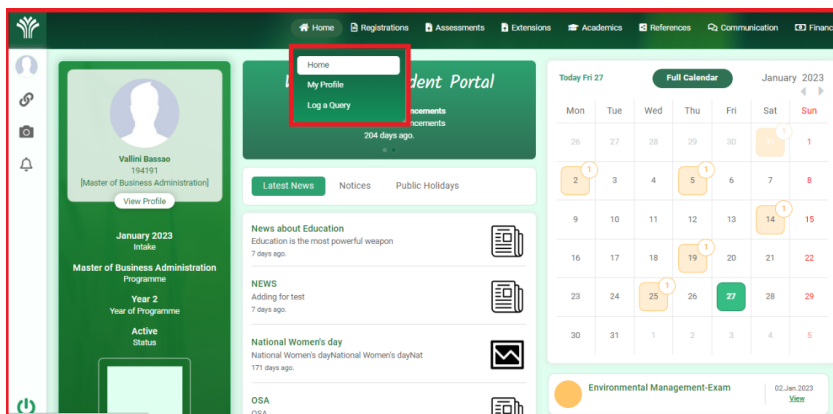
Home, Registrations, Assessments, Extensions, Academics, References, Communication, Finance.



The left side of the dashboard consists of Student information, MANCOSA Connect, Camera, Notification and Logout Icons.

2. Home

The Home tab consists of three screens: Home, My Profile and Log a Query. The Home Screen consists of a calendar in which you can see the number of events, assignments due dates, Holidays, Exam Dates so on. It also consists of information related to the Latest News, Notices and Public Holidays.



3. My Profile

The profile screen consists of:

3.1 Basic Information: This screen consists of Surname, First Name, Programme, Year of Programme and QR code.

The screenshot shows the 'Basic Information' section of the profile page. The left sidebar contains 'BASIC INFORMATION', 'CONTACT DETAILS', and 'CHANGE PASSWORD'. The main content area has a profile picture placeholder with a 'Replace' button. To the right, the following details are displayed: Surname: Mokoka, First Name: Lesejja Onismus, Programme: Master of Business Administration, and Year of Programme: 1. Below this is a QR code with a 'download' link and the text '(OR) Scan your QR Code'.

3.2 Contact Details: This screen consists of Contact Number, Email ID, Postal Address, Employer Address, Courier Address, Residential / Physical Address and Next of KIN contact details

The screenshot shows the 'Contact Details' section. The left sidebar highlights 'CONTACT DETAILS'. The main content area is titled 'Contact Details' and includes 'APPLICANT CONTACT DETAILS'. Under 'Contact Numbers', there are two rows: 'Unknown' with 'Cell1' and number '+919989528827', and 'South Africa' with 'Cell2' and number '658923529'. Each row has a radio button and a delete icon. At the bottom, there are 'Cancel' and 'Update' buttons.

3.3 Change Password: You can change your password here.

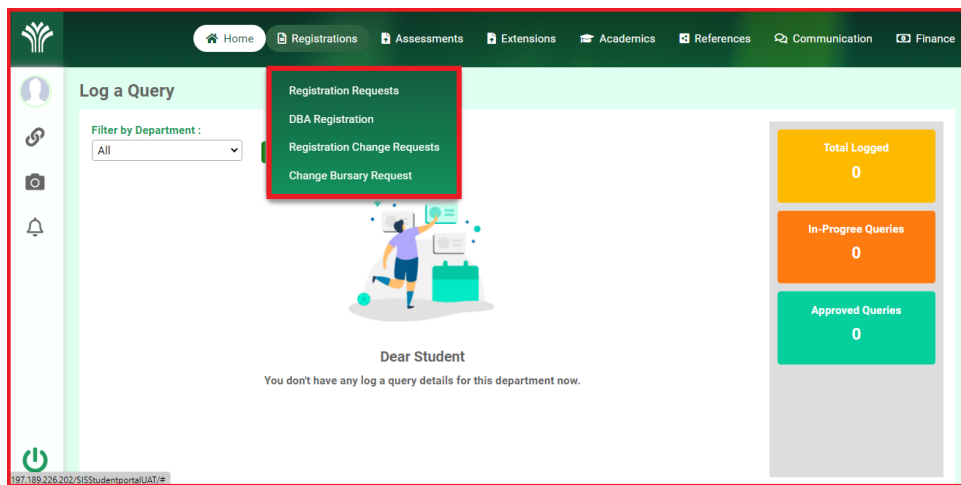
The screenshot shows the 'Change Password' section. The left sidebar highlights 'CHANGE PASSWORD'. The main content area has three input fields: 'Current Password', 'New Password', and 'Confirm New Password', each with a visibility toggle icon. At the bottom, there are 'Cancel' and 'Update' buttons.

Registrations and Registration Request

4. Registrations

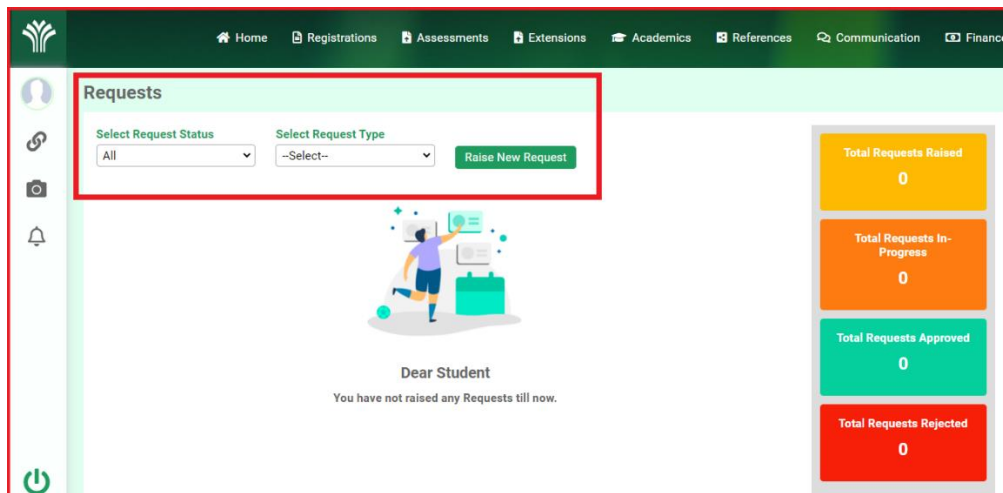
The Registration tab consists of the following requests:

- 4.1 Registration Requests
- 4.2 DBA Registration
- 4.3 Registration Change Request
- 4.4 Change Bursary Request

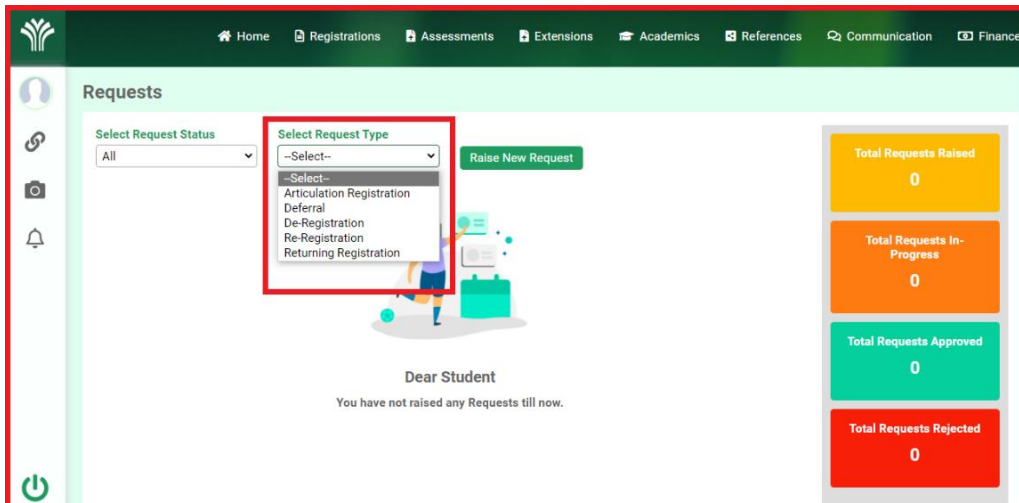
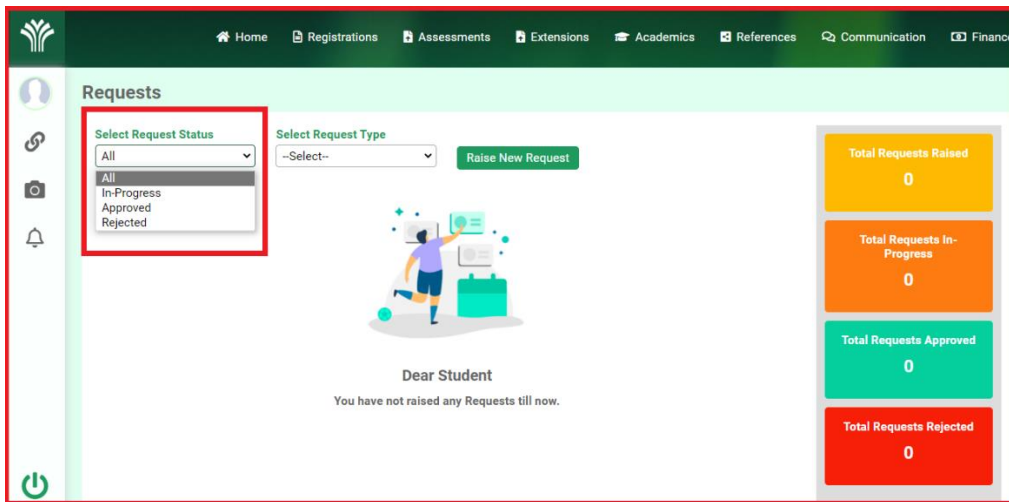


5. Registration Request

The Registration requests screen allows you to raise a request based on the status and the request type.



You will need to select the Status which is either In-progress, Approved or Rejected and then Request Type that is either a Deferral, Deregistration, Re-registration or Returning Registration then click on Raise New Request.



Deferrals

6. Deferrals

Deferral screen helps the user to defer their studies for a specific year, semester or module which will then change the student's status to deferred.

The screenshot shows the 'Add Deferral Request' form. At the top, there is a navigation bar with 'Home', 'Registrations', 'Assessments', 'Extensions', 'Academics', 'References', 'Communication', and 'Finance'. Below the navigation bar, there is a 'Back to Registration Requests' button. The form is titled 'Add Deferral Request' and contains the following fields:

Intake :	Learning mode :	Method of teaching :	Campus :
January 2022	Distance	Distance	Durban
Registration Number :	Student Name :	Programme :	Year of Programme :
179992	Lesetja Onismus Mokoka	Master of Business Administration	1

Below the form, there is a 'SUPPORT DETAILS' section with the following fields:

Date of Application : *	Deferral for Sem or Year : *	Preferred New Intake : *	Reason For Request : *
26-Jan-2023	--Select--	-- Select --	Enter
Document Type : *	Description : *		
--Select--	Enter		

At the bottom of the form, there is a green 'UPLOAD DOCUMENTS' button.

This screen shows the following information: Intake, Learning Mode, Method of Teaching, Campus, Registration Number, Student Name, Programme and Year of Programme.

After filling in the required fields, you will need to upload the required documents and click on the Save button in order for the deferral request to be sent for approval.

The screenshot shows the 'Upload Documents' section. At the top, there is a navigation bar with 'Home', 'Registrations', 'Assessments', 'Extensions', 'Academics', 'References', 'Communication', and 'Finance'. Below the navigation bar, there is a 'Back to Registration Requests' button. The section is titled 'UPLOAD DOCUMENTS' and contains a 'Drag & Drop' area with the text 'Drag & Drop your files here or Browse'. Below the drag & drop area, there is a green 'Add Documents' button. Below the 'Add Documents' button, there is a table with the following columns: Document Type, Description, Document Name, File, and Delete. Below the table, there is a 'TERMS & CONDITIONS' section with two checkboxes:

- I acknowledge the above
- I accept MANCOSA's general & Deferral [terms and conditions](#)

At the bottom of the section, there are two buttons: 'CANCEL' and 'SAVE'.

7. Deregistration

The Deregistration screen allows the student to apply for a deregistration from the programme that they are currently registered for which, after approval, the student's status will be changed to Deregistered.

The screenshot shows the 'Add De-Registration Request' form. The form is titled 'Add De-Registration Request' and contains the following fields:

Intake :	Learning mode :	Method of teaching :	Campus :
January 2022	Distance	Distance	Durban
Registration Number :	Student Name :	Programme :	Year of Programme :
179992	Lesetja Onismus Mokoka	Master of Business Administration	1

Comments : *
Type your reason here

Document Type : *
--Select--

Description : *

1024/0

This screen shows the Intake, Learning Mode, Method of Teaching, Campus, Registration Number, Student Name, Programme, Year of Programme. You will need to provide the information related to the Document type, Description, Comments and then upload the required documents and click on the Save button to save the request. Once saved, the application will be sent for approval.

The screenshot shows the 'Upload Documents' section. It includes the following elements:

UPLOAD DOCUMENTS

Drag & Drop
your files here or [Browse](#)

Add Documents

Document Type	Description	Document Name	File	Delete
---------------	-------------	---------------	------	--------

TERMS & CONDITIONS

I acknowledge the above

I accept MANCOSA's general & De-registration [terms and conditions](#)

CANCEL SAVE

8. Re-Registration

The Re-Registration request screen provides the current information of the student regarding their registration like the Intake, Learning Mode, Method of Teaching, Campus, Registration Number, Student Name, Programme, Year of Programme and the backlogged modules details. The Re-Registration Intake will auto populate for the student. The student will be required to provide the Payment Plan, Document Type and Description.

The screenshot shows the 'Add Re-Registration Request' form. At the top, there is a navigation bar with 'Home', 'Registrations', 'Assessments', 'Extensions', 'Academics', 'References', 'Communication', and 'Finance'. Below the navigation bar, there is a 'Back to Registration Requests' link. The main form area is titled 'Add Re-Registration Request' and contains the following sections:

- SUPPORT DETAILS:** A table with four columns: Intake (January 2022), Learning mode (Distance), Method of teaching (Distance), and Campus (Durban). Below this, another row shows Registration Number (179992), Student Name (Lesetja Onismus Mokoka), Programme (Master of Business Administration), and Year of Programme (1).
- Re-Registration Intake *:** A dropdown menu currently showing 'January 2023'.
- Payment Plan *:** A dropdown menu currently showing '-- Select --'.
- BACKLOG DETAILS:** A table with columns: S.No, Module Name, Year, Semester, Re-Register, Assessment Intake, Method of Teaching, and Marks. The total backlogs are shown as 0.
- Document Type *:** A dropdown menu currently showing '--Select--'.
- Description:** A text input field with the value 'Enter'.

The student will need to upload the required documents and save for the application to be approved.

The screenshot shows the 'Upload Documents' section of the form. It includes the following elements:

- Document Type *:** A dropdown menu currently showing '--Select--'.
- Description:** A text input field with the value 'Enter'.
- UPLOAD DOCUMENTS:** A section with a 'Drag & Drop your files here or Browse' area and a '+ Add Documents' button.
- Document Table:** A table with columns: Document Type, Description, Document Name, File, and Delete.
- TERMS & CONDITIONS:** Two checkboxes: 'I acknowledge the above' and 'I accept MANCOSA's general & re-registration [terms and conditions](#)'.
- Buttons:** 'CANCEL' and 'SAVE' buttons at the bottom right.

Returning Registration

9. Returning Registration

The Returning Registration request screen provides the information of Date of Request, Learning Mode, Registration to Tuitions, Method of Teaching, New Student Intake, New Structure Intake, Year of Programme, Student Type and so on.

The screenshot shows the 'SUPPORT DETAILS' section of the registration form. It includes the following fields:

- Date of Request: 26-Jan-2023
- Learning Mode: Distance
- Registration to Tuitions: No
- Method of Teaching: Distance
- New Student Intake: January 2022
- New Structure Intake: January 2022
- Programme Category: PostGraduate
- Programme Sub Category: Masters
- Programme: MainStream_DIST_PG_Master of Busin
- Year of Programme: Year 2
- Campus: Durban
- Student Type: Returning Student
- Title: Mr
- Surname: Mokoka
- First Name: Lesetja Orasmus
- Citizenship: (empty)
- Is Bursary Application: (checkbox)

If it is a **Bursary Application**, then the student will need to provide the necessary information related to the Bursary Company.

The student will see the details of the New Year Modules and the payment details such as Payment of Fee, Payment Method, Payment Plan and will be needed to provide Preferred day of Payment.

The screenshot shows the 'NEW YEAR MODULES' and 'PAYMENT DETAILS' sections of the registration form.

NEW YEAR MODULES

Year	Semester	Module	Module #	Module Type	Select	Elective?	Is Exemption Granted	Assessment Intake	New Year	New Sem
2	1									
Year	Semester	Supply Chain Management	9	Elective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	January 2023	Year 2	Semester 1
Year	Semester	Environmental Management	9	Elective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	January 2023	Year 2	Semester 1
Year	Semester	Change Management	9	Elective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	January 2023	Year 2	Semester 1
Year	Semester	Strategic Project Management (Project Management)	9	Elective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	January 2023	Year 2	Semester 1
Year	Semester	Dissertation	10	Compulsory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	January 2023	Year 2	Semester 1

PAYMENT DETAILS

- Payment of Fee: -Select-
- Payment Method: Company Sponsored Letter
- Payment Plan: Plan 1
- Preferred Day of Payment: -Select-

Finally, the student will need to provide the Module Exemption Request details as shown below and then save so that the application can be sent for approval.

The screenshot shows the 'MODULE EXEMPTION REQUEST' section of the registration form.

OTHER DETAILS

- Exam Centre: Pretoria
- Work shop: Pretoria

PROOF OF PAYMENT

- Submitted On: 26-Jan-2023
- Submitted: -Select-
- Description: (empty)
- Upload: (file upload area)

TERMS & CONDITIONS

- I acknowledge the above
- I accept MANCOSA's general & Deferral [terms and conditions](#)

Save

10. DBA

This option will only appear for students that are eligible to apply for the DBA process. DBA-PR Registration (Pre-Registration) Request screen provides the information as per the image below. Fill in all the required details, Payment details and other details. Select the required check boxes and Terms and Conditions and submit the request. Enter OTP and send so that the application can be sent for approval.

The screenshot shows the 'DBA-PR Registration Request' form with the following fields filled:

- Date of Request: 27-Jan-2023
- Learning Mode: Distance
- Registration to Tutorials: No
- Method of Teaching: Part Time
- New Intake: --Select--
- Programme Structure Intake: --Select--
- Programme Category: Doctoral Programme
- Programme Sub Category: DBA-PR
- Programme: --Select--
- Year of Programme: --Select--
- Campus: Johannesburg
- Region: Johannesburg
- Student Type: DBA Student
- Title: Ms
- Surname: S
- First Name: Iminathi
- Initial: I
- Calling Name: Iminathi
- ID Type: Passport Number
- ID/Passport Number: 8636546356567
- Gender: Female
- Country: South Africa
- Nationality: South African
- Citizenship: South Africa
- Race: African
- Rural or Urban: Urban
- Disability Level: None
- Disability Rating: No difficulty

The screenshot shows the 'DBA-PR Registration Request' form with the following fields filled:

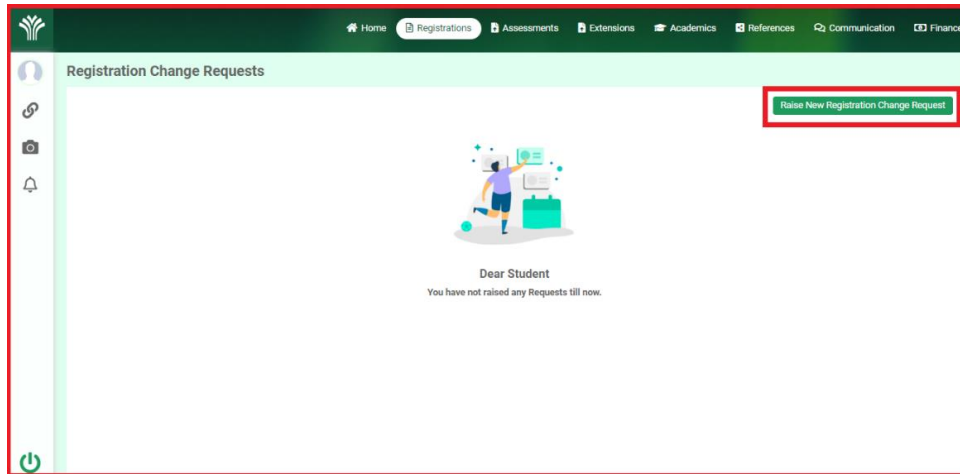
- Topic: (Empty)
- Statement of Intent: (Empty)
- Is Bursary Application:
- Payment of Fee: --Select--
- Payment Method: --Select--
- Payment Plan: --Select--
- Preferred Day of Payment: --Select--
- Date of Enrollment Contract: 27-Jan-2023
- Other Details:
 - Internet Access: Yes No
 - Availability To Study Groups: Yes No
 - Has Computer Literacy: Yes No

Buttons: Back, Save & Next

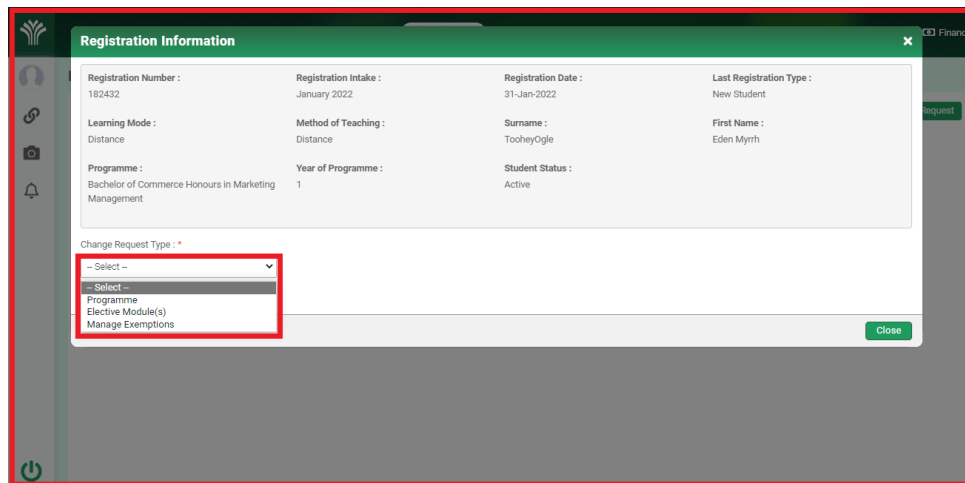
Registration Change Request

11. Registration Change Request

The Registration Change Request is used to raise a request towards the registration change.



This screen provides the registration information. For the request change the student will need to provide the change request type such as Programme, Elective Modules or Manage Exemptions.



If the change request type is for a Programme, then the student will need to provide the details of New Learning Mode, New Method of Teaching, New Programme Structure Intake, New Programme, New Year of Programme, New Registration Option, Document Type, Description and Relevant Document.

Select the required check boxes in Terms and Conditions and submit the request. Enter OTP and send so that it can go for approval.

Registration Information

Registration Number : 194254 Registration Intake : July 2022 Registration Date : 18-Jan-2023 Last Registration Type : New Student

Learning Mode : Distance Method of Teaching : Distance Surname : Chantae Nicole First Name : David

Programme : Bachelor of Business Administration Year of Programme : 1 Student Status : Active

Change Request Type : Programme

New Learning Mode : Distance New Method of Teaching : Distance New Programme Structure Intake : July 2022 New Programme : Bachelor of Commerce in Corporate Comm

New Year of Programme : 1 Year New Registration Option : Option 1

Document Type : -Select- Description : Relevant Document :

Registration Information

Document Type : -Select- Description : Relevant Document :

CURRENT PROGRAMME REGISTERED MODULES

Programme	Module	Year	Semester	Module Type	Assessment Intake	Is Exempted	Has Academic Activity
Bachelor of Business Administration	Introduction to Business Management (Business Management 1A)	Year 1	Semester 1	Compulsory	July 2022	No	No
Bachelor of Business Administration	Economics 1A	Year 1	Semester 1	Compulsory	July 2022	No	No
Bachelor of Business Administration	Digital Transformation in the Business Environment	Year 1	Semester 1	Elective	July 2022	No	No
Bachelor of Business Administration	Business Mathematics	Year 1	Semester 1	Compulsory	July 2022	No	No
Bachelor of Business Administration	Introduction to Functional Areas of Management (Business Management 1B)	Year 1	Semester 2	Compulsory	January 2023	No	No
Bachelor of Business Administration	Economics 1B	Year 1	Semester 2	Compulsory	January 2023	No	No

You can select 1 Module(s) from Group 4

NEW PROGRAMME MODULES

Programme	Module	Year	Semester	Module Type	Mandatory	Elective Group	Assessment Intake
-----------	--------	------	----------	-------------	-----------	----------------	-------------------

Registration Information

Bachelor of Business Administration Economics 1B Year 1 Semester 2 Compulsory January 2023 No No

You can select 1 Module(s) from Group 4

NEW PROGRAMME MODULES

Programme	Module	Year	Semester	Module Type	Mandatory	Elective Group	Assessment Intake
Bachelor of Commerce in Corporate Communication	Introduction to Corporate Communication	Year 1	Semester 1	Compulsory	<input checked="" type="checkbox"/>	1	
Bachelor of Commerce in Corporate Communication	Introduction to Communication Science	Year 1	Semester 1	Compulsory	<input checked="" type="checkbox"/>	2	
Bachelor of Commerce in Corporate Communication	Introduction to Business Management (Business Management 1A)	Year 1	Semester 1	Compulsory	<input checked="" type="checkbox"/>	3	
Bachelor of Commerce in Corporate Communication	End User Computing	Year 1	Semester 1	Elective	<input type="checkbox"/>	4	
Bachelor of Commerce in Corporate Communication	Digital Transformation in the Business Environment	Year 1	Semester 1	Elective	<input type="checkbox"/>	4	
Bachelor of Commerce in Corporate Communication	Corporate Communication Practices	Year 1	Semester 2	Compulsory	<input checked="" type="checkbox"/>	5	January 2023
Bachelor of Commerce in Corporate Communication	Interpersonal Communication	Year 1	Semester 2	Compulsory	<input checked="" type="checkbox"/>	6	

TERMS & CONDITIONS

If the change request type is Elective Module, then it the screen below will reflect. Enter/Select the required data and select required modules from Programme Elective Modules as Per Structure (selected elective modules count should match with the elective group count) and then select the required check boxes under Terms and Conditions and submit the request. Enter OTP and send so that the request can be sent for approval.

The screenshot shows the 'Registration Information' form with the following details:

- Registration Number: 194234
- Registration Intake: July 2022
- Registration Date: 18-Jan-2023
- Last Registration Type: New Student
- Learning Mode: Distance
- Method of Teaching: Distance
- Surname: Chantae Nicole
- First Name: David
- Programme: Bachelor of Business Administration
- Year of Programme: 1
- Student Status: Active

Change Request Type: Elective Module(s)

PROGRAMME ELECTIVE MODULES AS PER STRUCTURE
You can select 1 Module(s) from Group 3

Year	Semester	Module	Assessment Intake	Module Type	Module Group	Modules from Elective	Is Module Cleared	Is Registered	Activate / De-Activate Elective	Reason
Year 1	Semester 1	End User Computing	July 2022	Elective	3	1	N	No	<input type="checkbox"/>	
Year 1	Semester 1	Digital Transformation in the Business Environment	July 2022	Elective	3	1	N	Yes	<input checked="" type="checkbox"/>	

TERMS & CONDITIONS

- I acknowledge the above
- I accept MANCOSA's general & Deferral terms and conditions:

Terms of service are the legal agreements between a service provider and a person who wants to use that service. The person must agree to abide by the terms of service in order to use the service.

Finally if the change request type is Module Exemptions, then you be required to fill in the Exemption details such as the Module in Programme Applying, Institution Name, Completed Programme, Completed Module Name, Module NQF Level, % of marks obtained in Module and Course Completed.

The screenshot shows the 'Registration Information' form with the following details:

- Change Request Type: Manage Exemptions

MANAGE EXEMPTIONS

Module in Programme Applying: --Select--

Institution Name: [Text Field] Completed Programme: [Text Field] Completed Module Name: [Text Field] Module NQF Level: --Select--

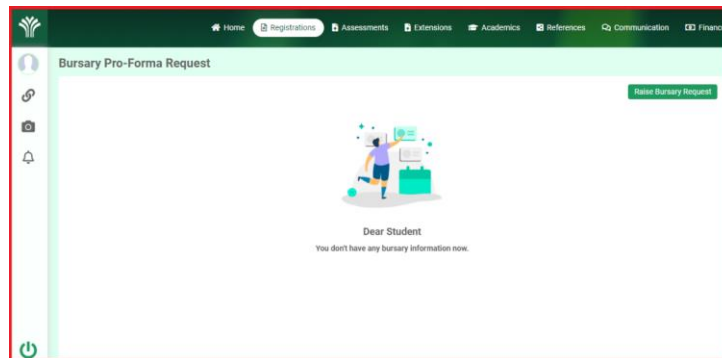
% of Marks Obtained in Module: [Text Field] Course Completed: --Select--

[Add] [Close] [Submit] [Close]

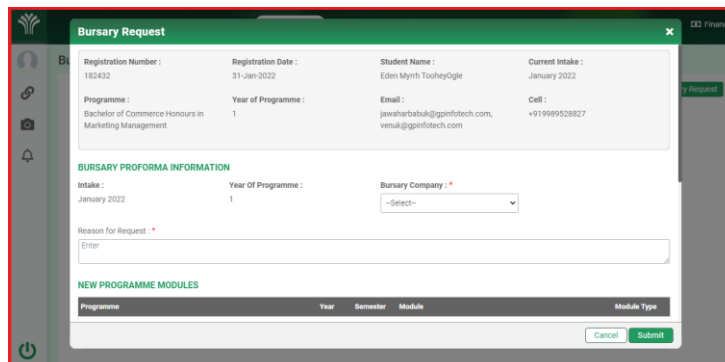
Change Bursary Request

12. Change Bursary Request

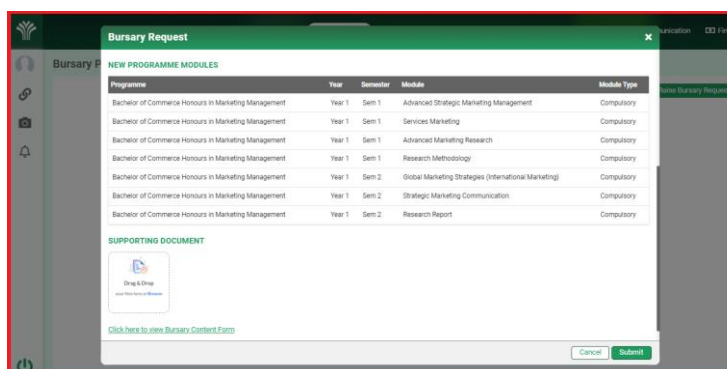
Change Bursary Request is also known as Bursary Pro-Forma Request. To raise the request, click on the Raise Bursary Request button.



This Bursary request shows the information about the Registration Number, Registration Date, Student Name, Current Intake, Programme, Year of Programme, Email, Cell.



Enter the required data and upload all the documents which are necessary and enter OTP The request will then be sent for approval.



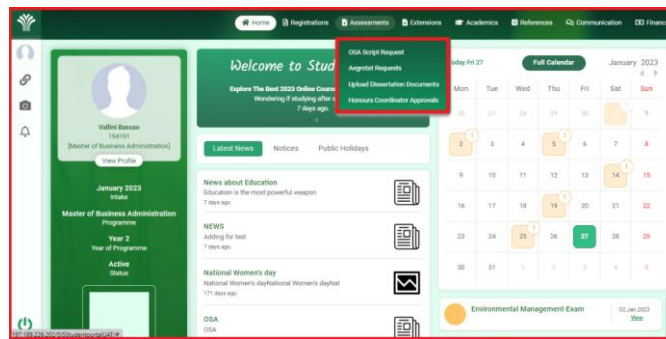
The student will be able to view the Bursary Information in the View functionality.

Assessments and OSA Script Request

13. Assessments

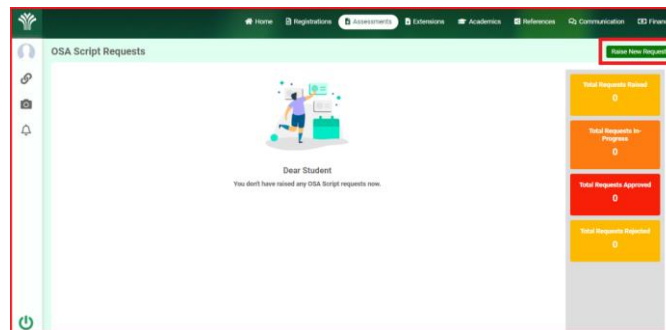
The Assessments tab consists of four following requests.

- 14.1 OSA Script Request
- 14.2 Aegrotat Request
- 14.3 Upload Dissertation Documents
- 14.4 Honours Coordinate Approvals

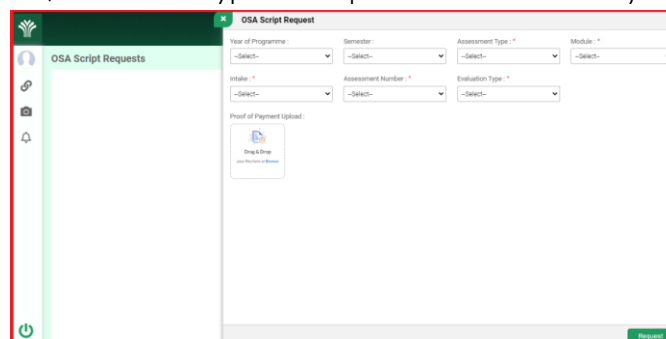


14. OSA Script Request

To raise the request, you can click on the raise new request tab as shown below and then provide all the required details.



Fill in the details about the Year of Programme, Semester, Assessments Type, Module, Intake, Assessments Number, Evaluation Type and upload the Proof of Payment then click on Request.



Aegrotat Request

15. Aegrotat Request

To raise an Aegrotat Request, the student will need to select the request status, which is either: All, In-Progress, Approved or Rejected.

After selecting the Request status click on the Raise New Request button the following screen will reflect.

The Aegrotat details such as Registration, Intake, Student Name, Programme, Year of Programme, Date of Application will reflect. The student will need to provide some information about the Examination Type, Supplementary Examination Type, Reason For Application, comments and upload all the required documents.

Upload Dissertation Document

The screenshot shows a web interface for uploading documents. At the top, there is a navigation bar with links for Home, Registrations, Assessments, Extensions, Academics, References, Communication, and Finance. Below the navigation bar, there is a sidebar with icons for a user profile, a link, a camera, and a bell. The main content area is titled 'Upload Documents' and contains the following fields:

- Reason For Application:** A text input field.
- Comments:** A text input field.
- Document Type:** A dropdown menu with '-Select-' selected.
- Upload:** A file upload button with a downward arrow icon.
- Description:** A text input field.
- + Add:** A green button to add the document.

Below the 'Upload Documents' section, there is a section titled 'STUDENT MODULES' with a table:

Year	Semester	Module	Select Module

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

The system will allow the student to select the required modules and raise a request and send it for approval

Note: The student will only be allowed to raise a new request only when their modules have met the sub-minimum criteria for all the formative assessments.

Students can view the Modules which did not get approved or have been rejected along with the comments. They can also raise the request for rejected modules or other based on the sub-minimum criteria.

16. Upload Dissertation Document

This screen displays the list of uploaded dissertation documents with the Topic Title, Raised on, Status, Comments, Supervisor, Module and Deadline Date.

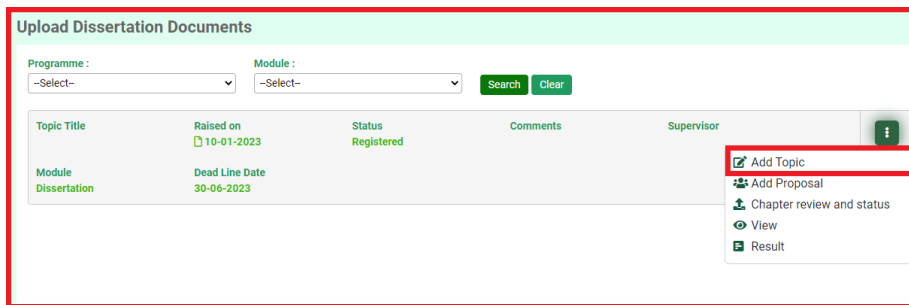
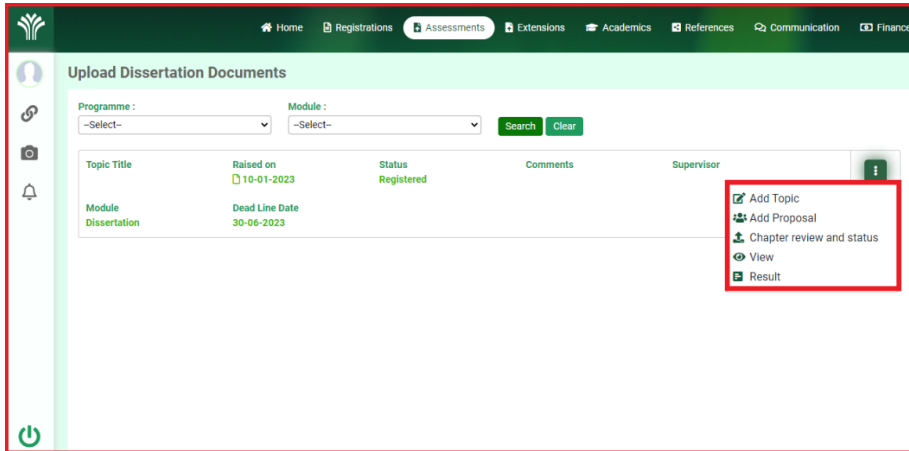
The screenshot shows a web interface for viewing uploaded dissertation documents. At the top, there is a navigation bar with links for Home, Registrations, Assessments, Extensions, Academics, References, Communication, and Finance. Below the navigation bar, there is a sidebar with icons for a user profile, a link, a camera, and a bell. The main content area is titled 'Upload Dissertation Documents' and contains the following elements:

- Programme:** A dropdown menu with '-Select-' selected.
- Module:** A dropdown menu with '-Select-' selected.
- Search:** A green button.
- Clear:** A green button.

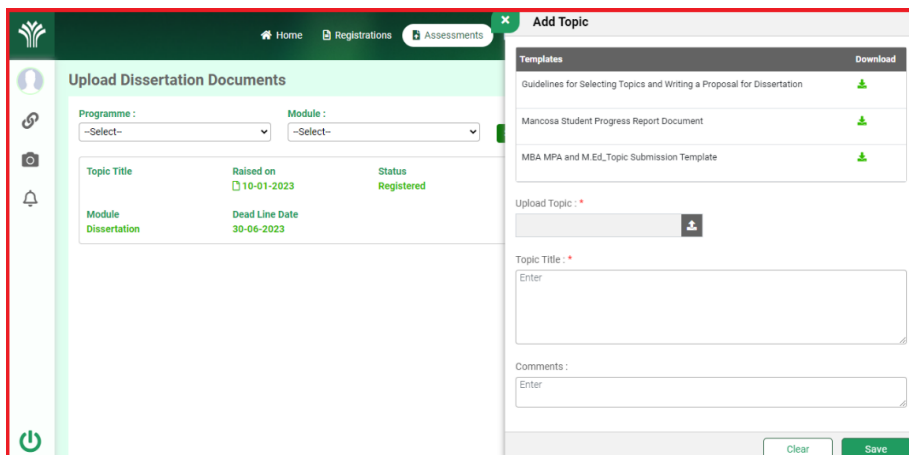
Below the search filters, there is a table with the following columns:

Topic Title	Raised on	Status	Comments	Supervisor	
Module Dissertation	Dead Line Date 30-06-2023	Registered			

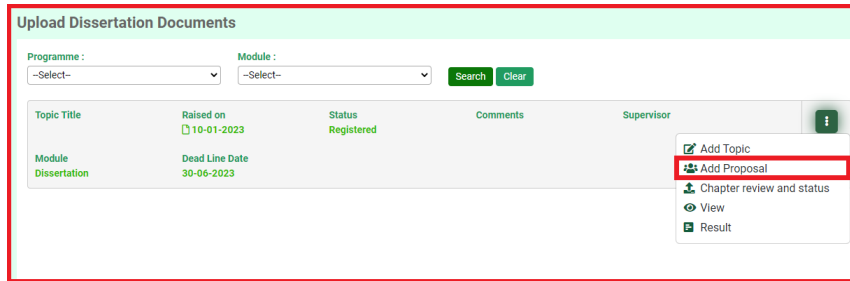
On this screen, the student can Add Topic and send it for Approval once approved, student can add the proposal.



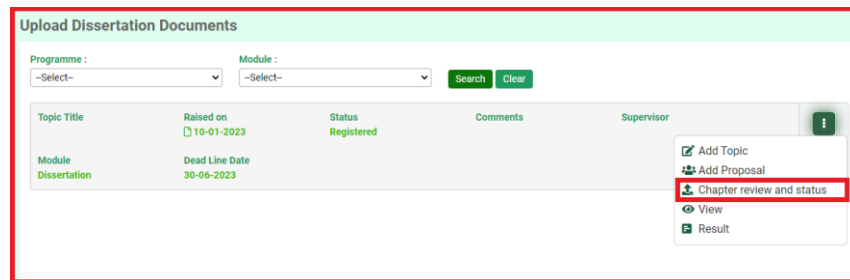
If Topic is approved with Amendment, the student can correct the topic and send for approval and if it is rejected, the student will be allowed to add Topic and send it for approval again.



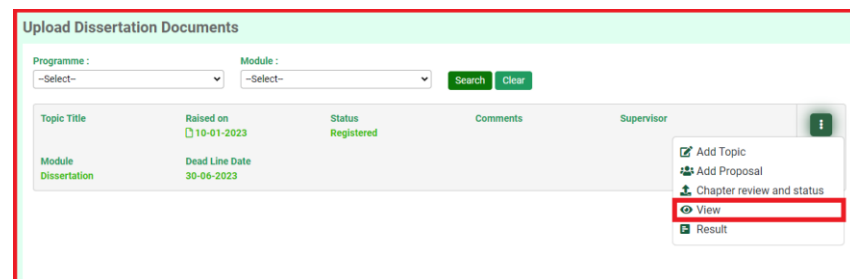
Once the Proposal is approved, the student will be able to add Chapter review and Status. In this stage they have an option to change their supervisor if required. The proposal will get approved by the Supervisor.



If the Proposal is Approved with Amendments, the student can correct the Proposal and send for approval and if it is rejected, the student will be allowed to add Proposal and send it for approval again.

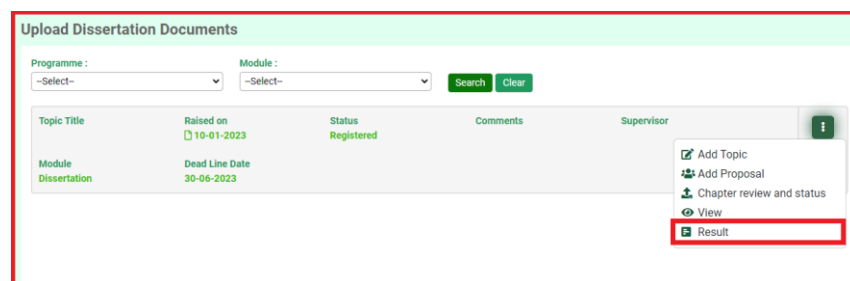


The student will be able to upload the related documents for chapter review and status.



The student can view the uploaded documents related to Chapter Review and status by selecting the view option.

Communication – The student can compose a message and send it to get a response (this screen will be visible only when the Topic and Proposal is approved).



Result – On this screen, student details are displayed along with the Registration Number, Student Name, Gender, Intake, Programme, Year of Programme, Module and Final Title. Once the results have been released, student will be able to view their final marks.

Honours Coordinator Approvals and Extensions

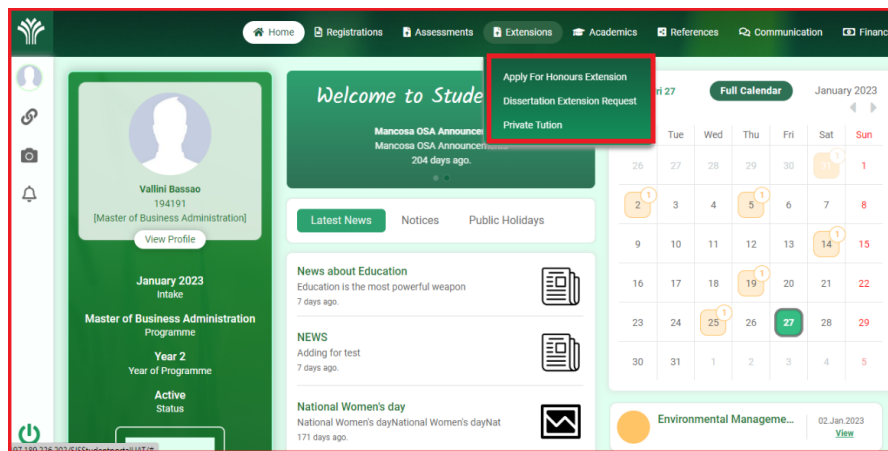
17. Honours Coordinator Approvals

When the student sends the application, the application will need to be authorized by the supervisor. The supervisor then allocates the coordinator to the application for approval.

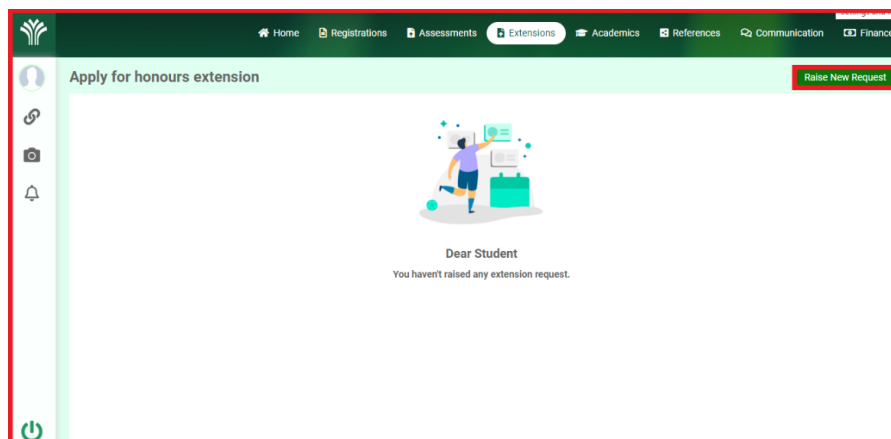
18. Extensions

The Extensions tab consists of three options:

- 19.1 Apply for Honours Extension
- 19.2 Dissertation Extension Request
- 19.3 Private Tuton



Applying for Honours Extension can be done by Raising a new request by clicking on the Raise New Request tab.



Dissertation Extension Requests

19. Dissertation Extension Requests

This option allows the student to raise the extension request from the action column which will open the Extension Appeals form. This screen provides some details such as the Intake, Module Name, Date of Request, Review Option, Request Status, Dead Line and Review Status.

Intake	Module Name	Date of Request	Review Option	Dissertation Extension Amo...
January 2023	Dissertation			
Request Status	Dead Line	Review Status		
	30-Jun-2023			

The Extension Appeals form shows the student details. The student is required to fill in all the required details, click on Save and Next.

STUDENT DETAILS

Student Number: 194187 Title: Test Topic Surname: AD First Name: Andre

Reasons For The Required Extension: -Select- Work Attempted: -Select- Topic Submitted / Approved And Working: On proposal: -Select- Proposal Submitted And Approved: -Select-

Buttons: Clear, Save & Next

The next step will be the Acknowledgement, where the students is required to add their initials and answers to the form – which needs to be short. On completion, click on Save and Next.

ACKNOWLEDGEMENT

* Student needs to be informed to add initial to the form - Not long answers.

S.No	Questions	Answers
1	Extension dissertation submission deadlines are granted under exceptional circumstances ONLY *	Enter Answers
2	Extension dissertation submission deadlines are granted at the discretion of the Research Directorate as a final resort *	Enter Answers
3	A prescribed fee(inflation based)as deemed appropriate by MANCOSA and based on a student's progress on the dissertation(amongs to their things) will be levied, if an extension the dissertation submission deadline is granted *	Enter Answers
4	MANCOSA doesnot under any circumstances guarantee that an extension of a dissertation submission deadline, will be granted *	Enter Answers
5	Should my appeal for an extension on the dissertation submission deadline not be granted, I will re-register for the dissertation at theregistration fee prescribed by MANCOSA *	Enter Answers
6	Neither the Postgraduate Research Department nor MANCOSA will be obligated under any circumstance to elaborate on the reasons for refusing an extension on a dissertation submission deadline	Enter Answers
7	All appeals to the Postgraduate Research Department for consideration of an extension of the dissertation submission deadline are subject to clear once and approval by MANCOSA's Student Accounts Department / ALTERNATIVELY A RECENT FEE STATEMENT MAY BE SUBMITTED TOGETHER WITH THIS FORM, TO SPEED UP THE PROCESS *	Enter Answers

Buttons: Clear, Save & Next

The EXTENSION OF DISSERTATION SUBMISSION DEADLINE details will be displayed. This can be previewed as PDF and then saved. By doing this, the Extension Appeal Form will be Submitted Successfully.

APPEAL FORM
EXTENSION OF DISSERTATION SUBMISSION DEADLINE

Dear Student

All MBA and MPA students have the opportunity to complete this appeal form and submit same to the Postgraduate Research Department for consideration. Dissertation submission dates are unique to each student, based on the date of registration confirmation for the dissertation. All MBA and MPA students, in accordance with the duration of the respective programmes, are afforded six(6)months in which to complete and submit their dissertation.

Should a student be unable to complete and submit their dissertation within the allotted six(6)months, he/she may appeal to the Postgraduate Research Department for consideration of an extension of his/her dissertation submission deadline.

Please complete Sections A,B and C below

SECTION A: STUDENT DETAILS

Student number	194187
Title	Test Topic
Surname	AD
First name	Andre

After being approved, the student will get an Extension Deadline Date under the Upload Dissertation Documents screen.

Note: The extension due date is updated as per approval status.

The Pro-forma Invoice and POP Upload functionality is available under Actions after approval

- On the Pro-forma invoice, the student will be able to view the Extension details
- On the POP upload, the student will be able to upload the required document and submit for approval.

Please note that this appeal form will not be processed if there required acknowledgements, signatures and dates are not inserted by the student.

Student Signature: _____
Date: _____

Please submit this form along with any supporting documentation to : dissertation.extension@mancosa.co.za

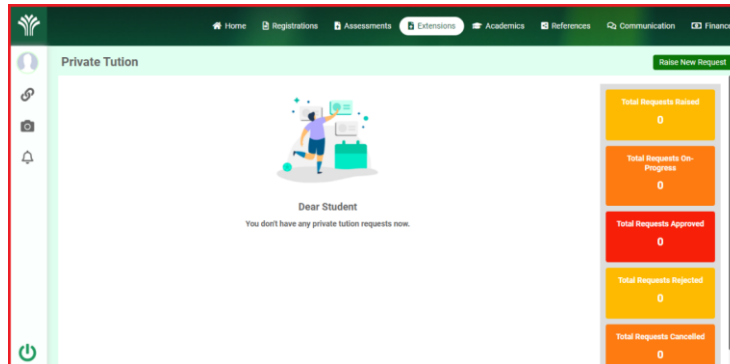
SECTION D: FOR OFFICIAL USE ONLY

Extension granted	Yes	No
Final date for submission		
Authorisation from the Research Directorate		
Date		

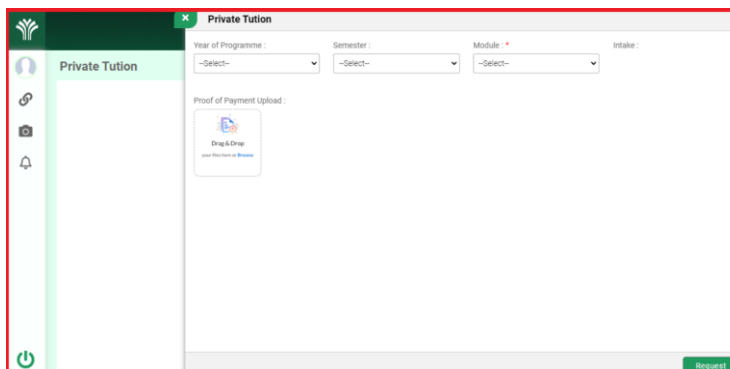
Previous Preview PDF Save

20. Private Tuition

Should the student require private tuition, they can apply by raising a new request and provide the required details.

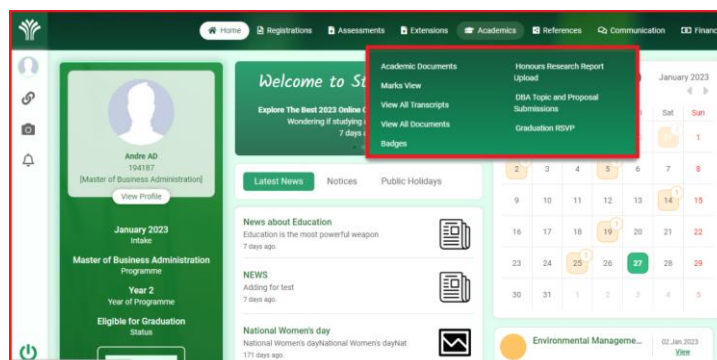


Fill in the details for the Year of Programme, Semester, Module, Intake and upload the Proof of Payment and finally click on Request tab.



21. Academics

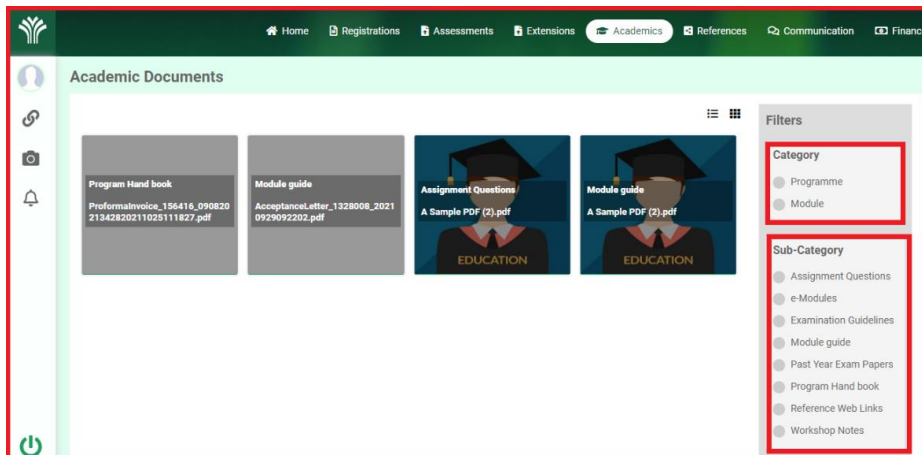
The Academic tab consists of eight topics which are: Academic Documents, Marks View, View all Transcripts, View all Documents, Badges, Honours Research Report Upload, DBA Topic and Proposal Submission and Graduation RSVP.



Academic Documents, Marks View and View All Transcripts

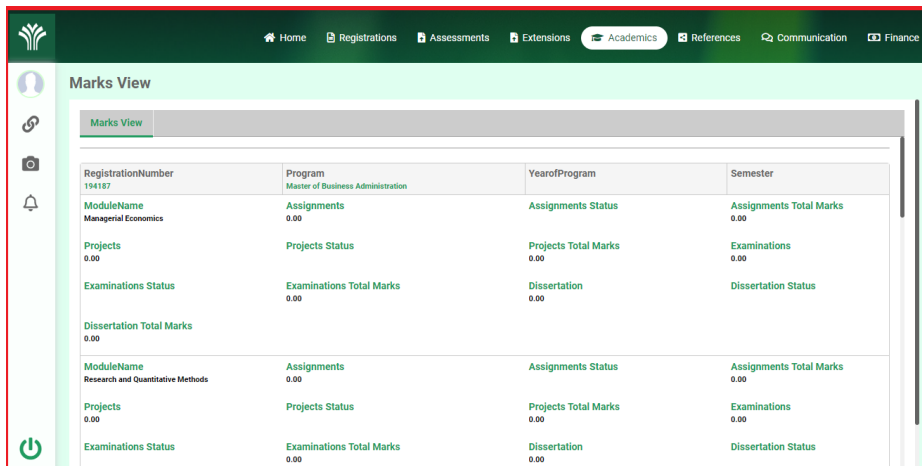
22. Academic Documents

On this screen, all the academic documents related to your programme reflects here which can be filtered based on the category and Sub-category as shown below.



23. Marks View

The Marks View screen consists of the information related to the Assignments, Projects, Examinations and Final Marks.



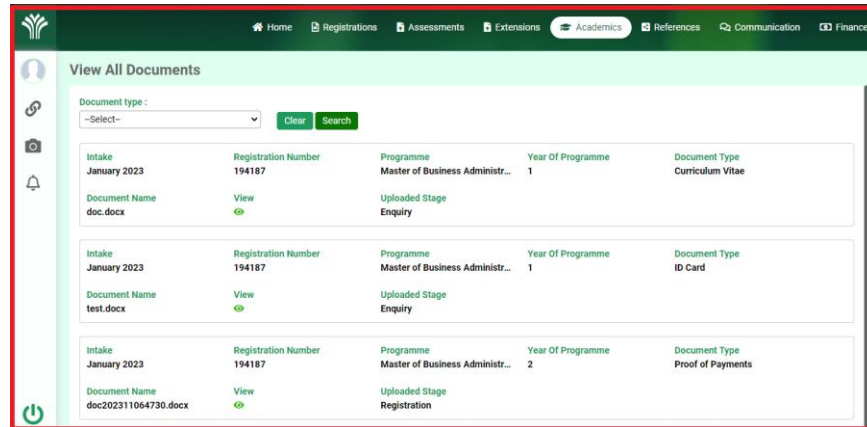
24. View All Transcripts

All the transcripts related to the programme with all the required information is available here.

View All Documents and Research

25. View All Documents

View All Documents tab shows all the documents which are related to the programme and can be accessed by searching for the document.



26. Honours Research Report Upload

The student can view the report only when a supervisor is allocated to the request.

All the details such as Assessment Intake, Programme, Module Name, Proposal Due Date, Research Report Due Date, Supervisor, Coordinator and Status reflects on this screen.

27. Change Supervisor

The student can request for change in supervisor and will be required to provide a reason for the request. The request may get accepted or rejected based on the selected supervisor. If the request is rejected, the current supervisor will remain.

28. Upload Proposal

Uploading the proposal will only be allowed after the allocation of a supervisor.

29. Communicate to Supervisor

Here you can communicate with the supervisor regarding the uploaded proposal.

30. Proposal Upload History

Here you will see the history of the supervisor approval, feedback and the status.

31. Upload Final Proposal

The upload of the Final Proposal will be done here. It will then be authorised by the supervisor.

32. Upload Research Report

Uploading of the Research Report will be done here, which will be authorized by the supervisor.

33. Research Report Upload History

Displays the history of all the reports uploaded, like Status, Date of Approval and Feedback.

34. Upload Final Research Report

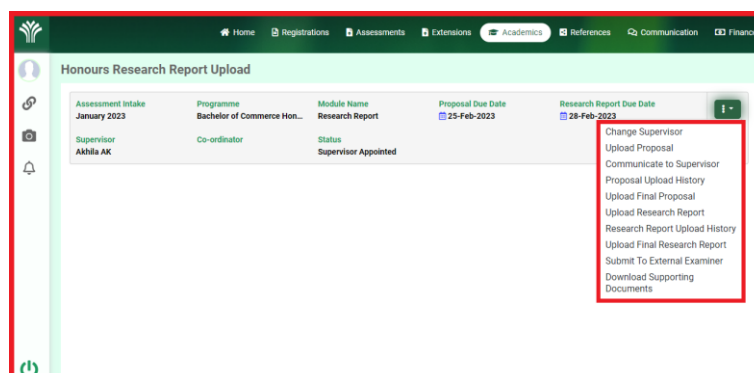
The student will need to upload the Final Research Report here which will then be approved by the QA department.

35. Submit to External Examiner

Finally, the Research Report will be submitted to an external examiner to authorise.

36. Download Supporting Documents

Here you can download all the documents.



DBA Topic and Proposal Submission and Graduation RSVP

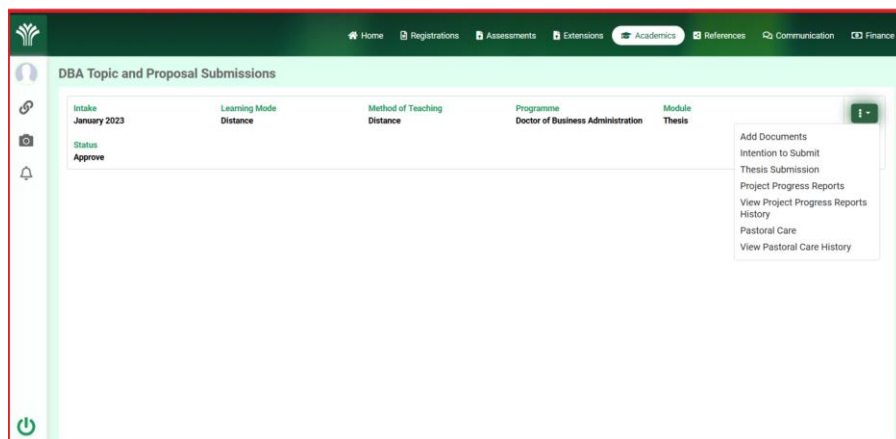
37. DBA Topic and Proposal Submission

This option will only be displayed when a supervisor is allocated with the details such as Intake, Learning Mode, Method of Teaching, Programme, Module and Status.

The student can Add the Document by choosing the option from the drop down and will need to submit it once the document is approved by the supervisor. Then only will the thesis be submitted.

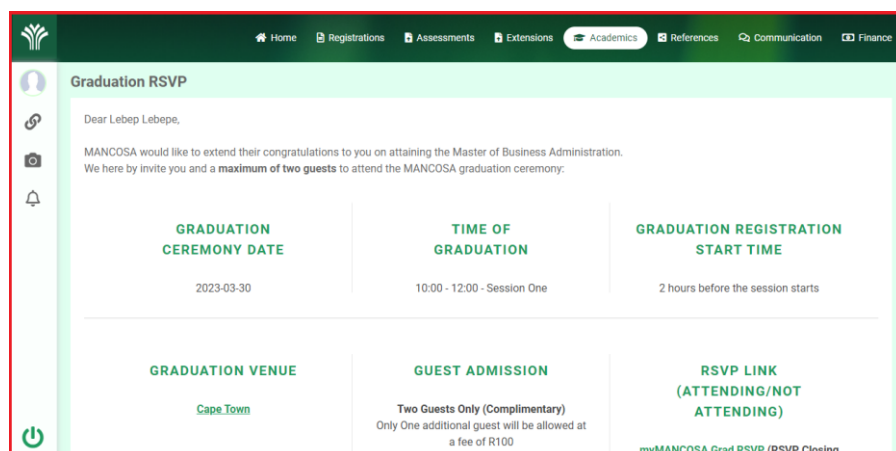
The entire project process can be viewed under the Project Process Report section as you are provided with the details of Approval, Feedback, Status and Date of approval.

The View Project Progress Reports history shows the complete history of the Project progress.

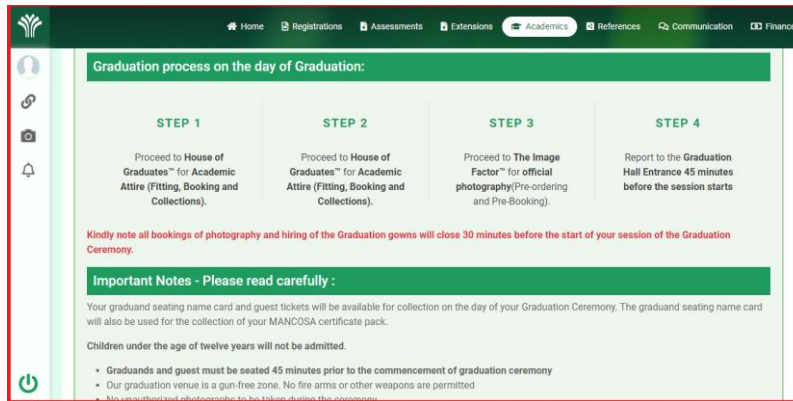


38. Graduation RSVP

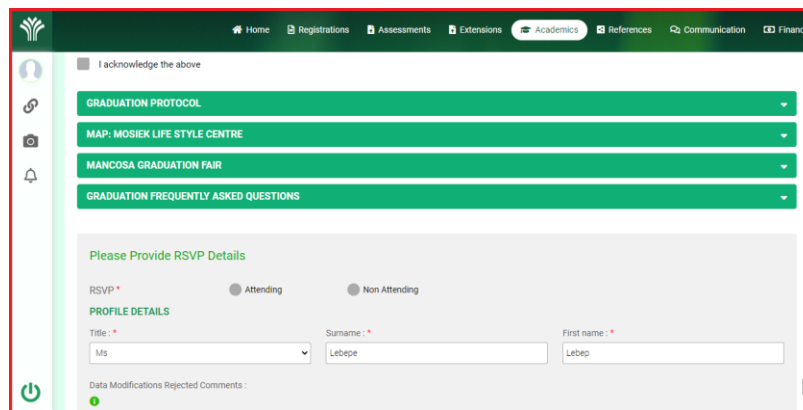
The Graduation RSVP will display all the details about the Graduation Ceremony, which includes the Time of Graduation, Graduation Registration Start Date, Graduation Venue, Guest Admission and RSVP Link.



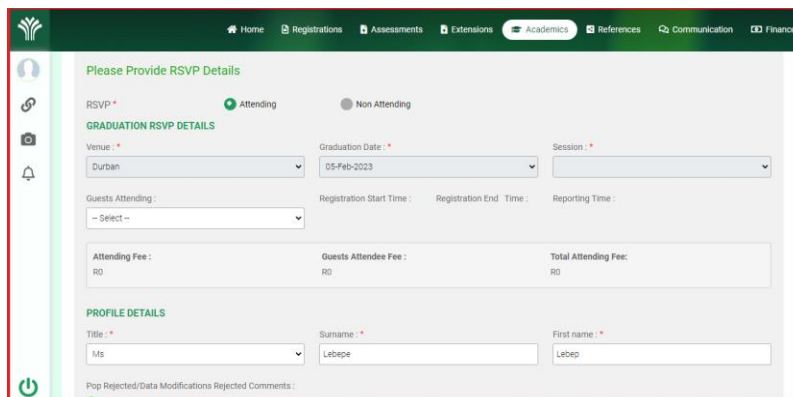
This screen also explains all the process of the graduation ceremony and the conditions to follow which are: Important Notes, Protocol, details on the venue, MANCOSA Graduation Fair, and Frequently Asked Questions.



The student is required to provide the RSVP details whether they will be attending or not.



If the student is attending, he/she will to provide the following details such as whether there are guest attending, Title, Name and proof of payment if there are more than three guest attending.



References

If the student is not attending, he/she will need to provide the courier address and profile details so that the certificate can be couriered to them.

GRADUATION RSVP DETAILS

Note: Please add courier address details

Courier Address

House/Building Number: * Building Name: Street Name: *
Suburb / Area: * Country: * Province: *
City: * Postal Code: *

PROFILE DETAILS

Title: * Surname: * First name: *
Ms Lebepe Lebep

Data Modifications Rejected Comments:

39. References

The References tab consists of two things: Add/View Second Hand Books and Journal View.

Home Registrations Assessments Extensions Academics **References** Communication Finance

Add/View Second Hand Books
Journal View

January 2023

Master of Business Administration Programme
Year 2
Year of Programme
Eligible for Graduation Status

News about Education
Education is the most powerful weapon
7 days ago.

NEWS
Adding for test
7 days ago.

National Women's day
National Women's day
171 days ago.

Environmental Managem... 02 Jan 2023

The Add/View Second Hand Books displays the list of books with Subject name, Author Name, Publications, Book Title.

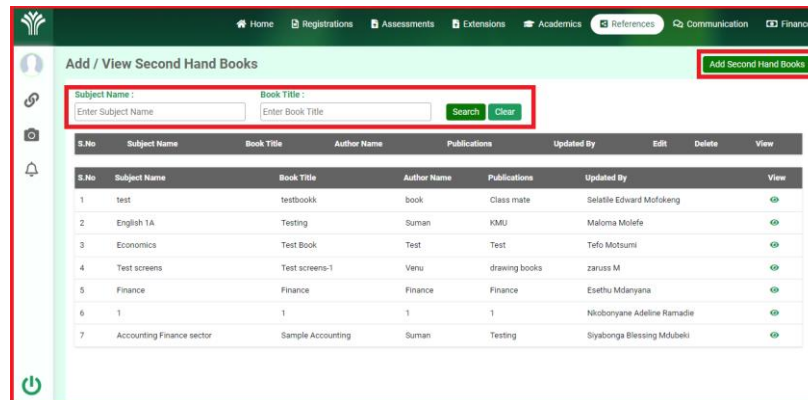
Add / View Second Hand Books

Subject Name: Enter Subject Name Book Title: Enter Book Title Search Clear

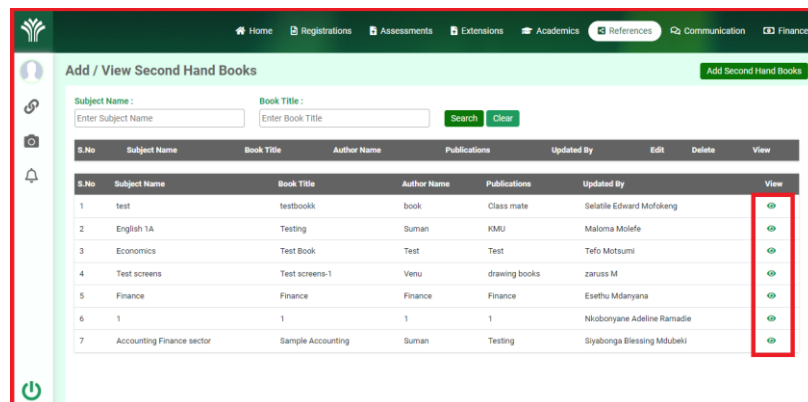
S.No	Subject Name	Book Title	Author Name	Publications	Updated By	Edit	Delete	View
1	test	testbookk	book	Class mate	Selatile Edward Mofokeng			
2	English 1A	Testing	Suman	K&U	Maloma Molefe			
3	Economics	Test Book	Test	Test	Telo Motsumi			
4	Test screens	Test screens-1	Venu	drawing books	zaruss M			
5	Finance	Finance	Finance	Finance	Esethu Mdiaryana			
6	1	1	1	1	Nkobonyane Adeline Ramadie			
7	Accounting Finance sector	Sample Accounting	Suman	Testing	Siyabonga Blessing Mdubeki			

Communication

Books can be searched by the Subject Name and Book Title. Where as the second hand book can be added by clicking on the Add Second Hands Books button.



View by clicking on the respetive View Icon.



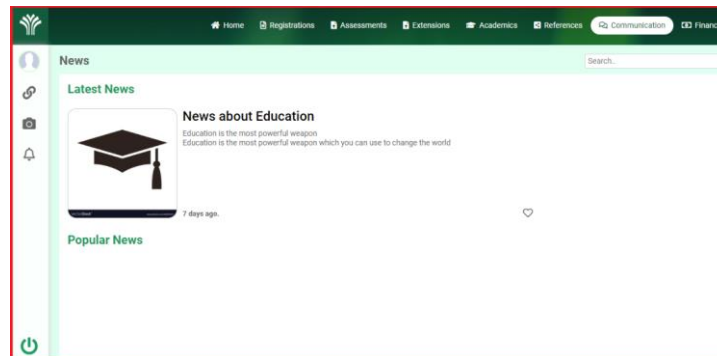
40. Communication

The Communication tab consists six things which are: News, Notices, Announcements, Classroom and Workshop Attendance, Upcoming Events and Job.

News, Notice and Announcements

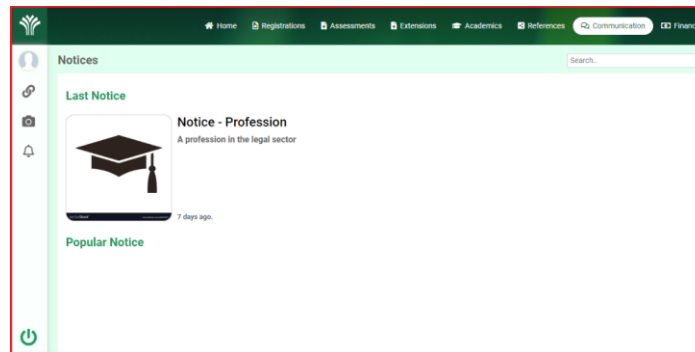
41. News

All the latest Institution information and programmes will be available here.



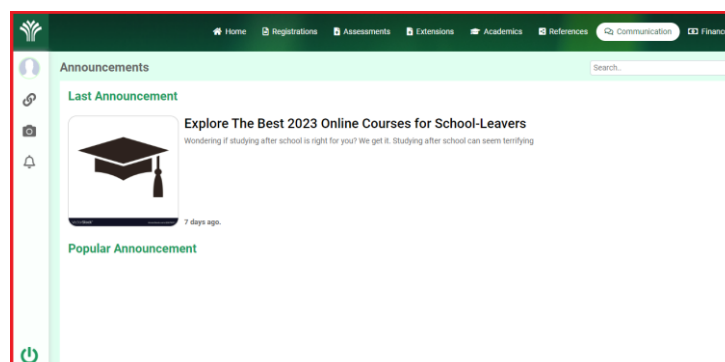
42. Notice

The Notice board displays the information related to the Exams.



43. Announcements

Information related to the Institution and it's programmes.



Upcoming Events

44. Upcoming Events

This screen displays all the upcoming events with the Event Date and Event Name.

