



Facilitating Positive Change in Academic Administration

Ideas and Processes for Improvement

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Exams and Graduation Office

Digital Transformation

- Online Forms & Workflows: Replace manual paper-based processes with e-forms and automated approvals (e.g., JOTFORM).

Why Digital Transformation?

- Improve efficiency
- Enhance customer experience
- Stay competitive
- Enable data-driven decisions
- Foster innovation
- Increase agility

WHERE TO START

POSTGRADUATE LIFECYCLE PROJECT

A work in progress, what can we do in the meantime



THESIS MANAGEMENT HAS BEEN DESCRIBED AS A **BLACK BOX** – ONCE IT IS SUBMITTED NOBODY KNOWS WHAT IS GOING ON

- Communication
- Confirmations
- Reminders
- Active participation by supervisors and faculty

WHAT HAPPENS

STUDENT SUBMITS

NOTIFICATIONS

SUPERVISOR

ADMINISTRATOR

Thesis has been submitted by student and they should expect submission for vetting and approval

Receives submission (all documents) and link for upload for submission to supervisor
Administrator to select Faculty, enter email and student number and upload documents
Supervisor and examiner information prepopulated and should be checked

WHAT HAPPENS

ADMINISTRATOR UPLOADS AND SUBMITS

Supervisor to check submission of student and examiner details

SUPERVISOR APPROVAL

NOTIFICATIONS – Student and Faculty

EGO to check that all FHD and SHD captured and correct

EXAMINATIONS OFFICE

NOTIFICATIONS – Supervisor, Student and Faculty


Examiners receive thesis and instructions for examinations, report submission and honorarium

SUBMIT TO EXAMINERS

NOTIFICATIONS – Supervisor, Student, Faculty and EGO


EXAMINER SUBMISSION


UNIVERSITY OF THE WESTERN CAPE



UWC THESIS EXAMINATION PORTAL
SUBMISSION OF REPORTS AND HONORARIUM CLAIMS

SUBMIT EXAMINER REPORT SUBMIT HONORARIUM CLAIM

 SUBMISSION OF EXAMINERS REPORTS
Click here


 SUBMISSION OF HONORARIUM CLAIM
Click here


Please use the submission tabs above to submit your examination report and/or your honorarium claim:

- You will receive a notification email once your report has been submitted as well as a confirmation letter for your service rendered.
- You will receive a notification once your Honorarium claim has been submitted and, a notification and payment date once the claim has been finalised and approved.

For queries please contact postgraduateoffice@uwc.ac.za or the Coordinator of the Examinations and Graduations Office, Lynn Poonah at lpoonah@uwc.ac.za.

We thank you for the time and effort you have taken to examine the thesis

EXAMINATION GUIDELINES 

HONORARIUM REMUNERATION 

When submitting, 2 options:

- Upload examiner report form
- Complete examiner report form online

Honorarium submissions

Change – Examiners born in SA but living and working abroad (that have not formally emigrated) can only be paid into **their SA bank accounts**. Those that have formally emigrated must have SARS clearance certificate.

WORKING TOGETHER

NOTIFICATIONS – A NUISANCE BUT NECESSARY

Supervisors should make sure they receive examiner confirmation notifications

Make follow-ups sooner rather than later

RESULTS:

EASY STEP-BY-STEP SYSTEM

An improved system which benefits all involved.
Students, Supervisor, Faculty and Admin

Tracking made easy, reports are available on request

Improvements are made as we go and open for
discussion at anytime.



THANK YOU