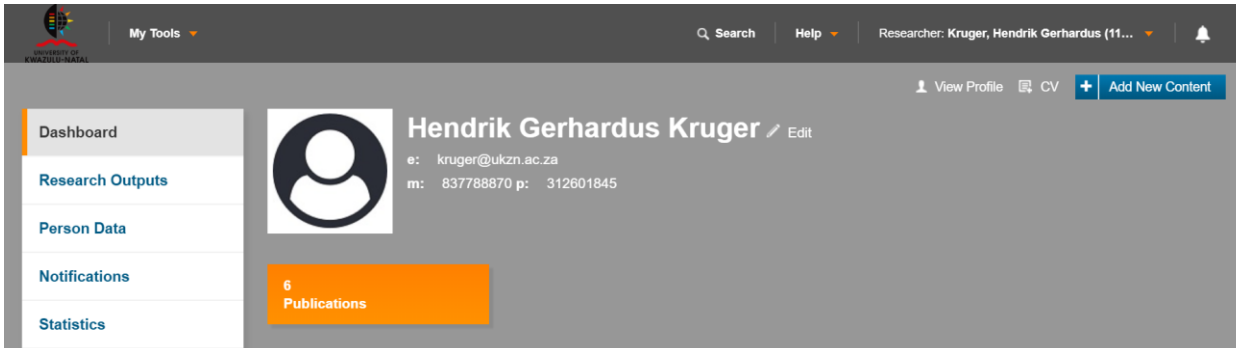


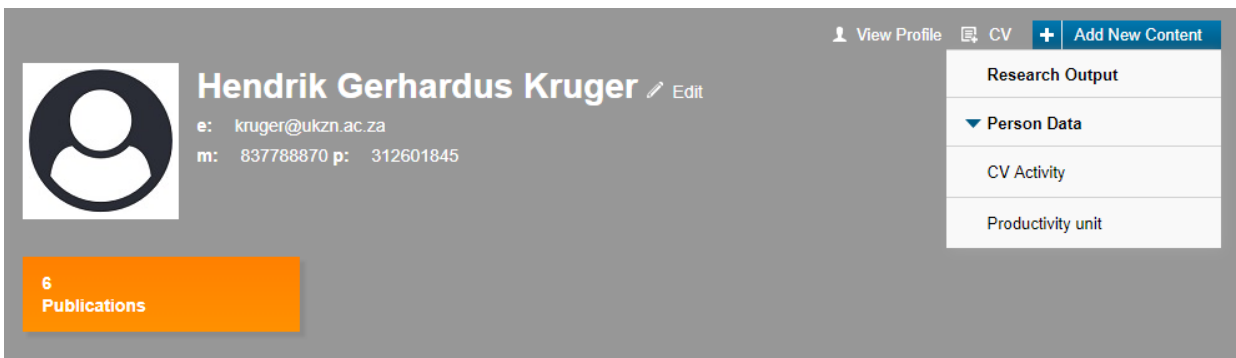
## ADDING A PHD/MASTER'S STUDENT TO YOUR CV

From the Home page:

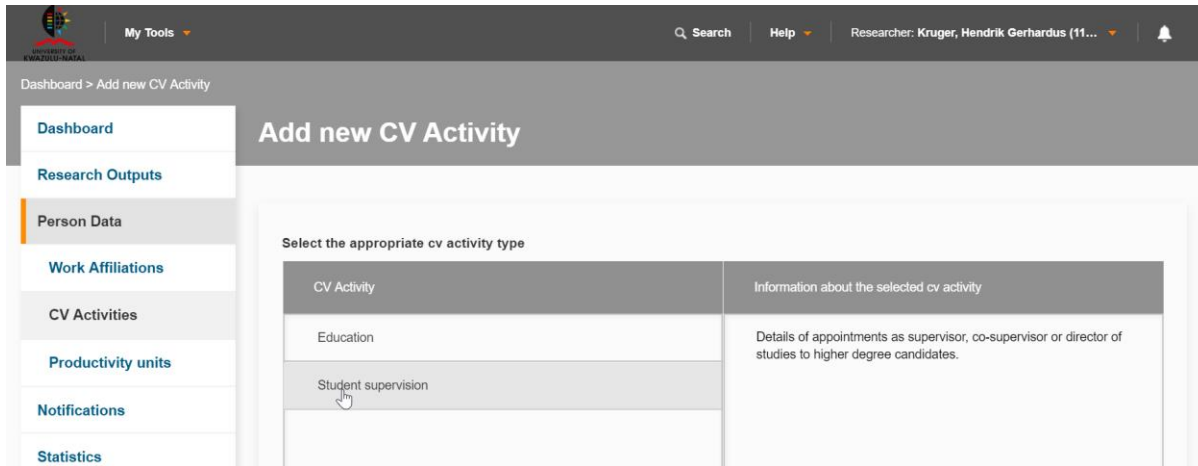
- Click on Add new Content



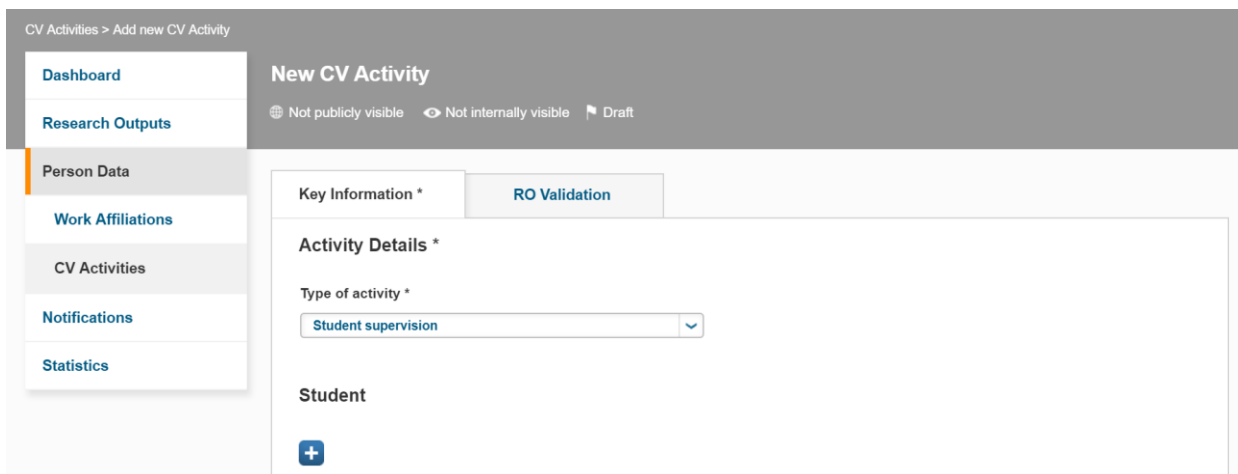
- Click on Person Data, then on CV Activity



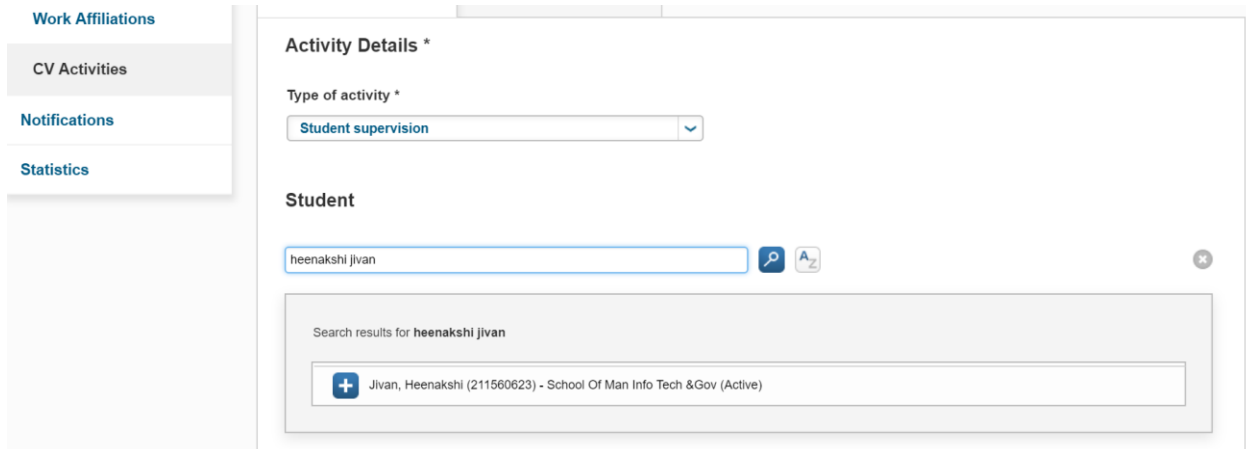
- Click on Student Supervision



- Type of Activity \* Chosen already
- Student
  - Click on the Plus



- Type in Student Name or Number and click the search icon
- From the search results, Select the Student by clicking on the Plus



**Work Affiliations**

- CV Activities
- Notifications**
- Statistics

**Activity Details \***

Type of activity \*  
Student supervision

**Student**

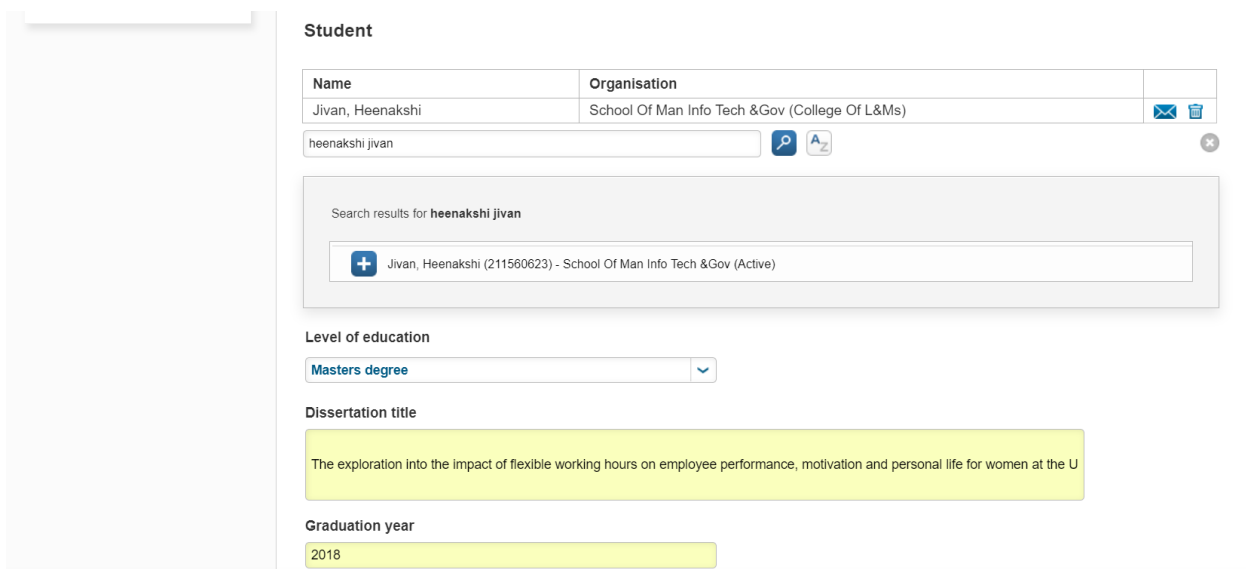
Search for: heenakshi jivan

Search results for **heenakshi jivan**



- + Jivan, Heenakshi (211560623) - School Of Man Info Tech &Gov (Active)

Please note only 1 student to be added at a time. Multiple students can be added after each application is completed

- Level of Education
  - Select Type
  - Dissertation Title – Add Title
  - Graduation Year – Add Year



**Student**

Name	Organisation	
Jivan, Heenakshi	School Of Man Info Tech &Gov (College Of L&Ms)	 

Search for: heenakshi jivan

Search results for **heenakshi jivan**

- + Jivan, Heenakshi (211560623) - School Of Man Info Tech &Gov (Active)

Level of education  
Masters degree

Dissertation title  
The exploration into the impact of flexible working hours on employee performance, motivation and personal life for women at the U

Graduation year  
2018

- Internal Supervisor (Is automatically populated)
- External Supervisor – Add if there are any
- Total Supervisors – Must be filled in
- Productivity Unit Reporting
  - Do you want to submit this record for Productivity Units? Select Yes or No
  - Select Yes for all Masters & PhD Students
  - Select No for all other students.
  - If this is a graduate student, please select the type of graduated student below –Choose appropriate category
  - Select the Reporting Year

**Internal Supervisor \***

Name	Organisation	Productivity units	
Kruger, Hendrik Gerhardus	School Of Health Sciences (College Of Hs)		✉

**External Supervisors**

**Total supervisors**

1

- Click on Save & Close Application
- 2 Options available
  - Draft – Saves a copy & does not submit to Research Office
  - Supervisor Review – Saves & submits a copy to the Research Office

**Productivity Unit Reporting**

activity.puinstructions.education

Do you want to submit this record for Productivity Units?

Yes

If this is a graduated student, please select the type of graduated student below

Graduated full dissertation masters student -16

Please select the reporting year

2018

Cancel

Save

Save & close