Quick Reference Guide

Graduate Research Management – Student Upload Thesis/Dissertation for Examination

Date of last update: 30 September 2016

Note **All documents that need to be uploaded must be uploaded as part of one Service Request. Only PDF files can be uploaded, if other files must be uploaded contact your Faculty office (Masters Students) or the DDB (Doctoral Students). Thesis/Dissertation and Abstract documents must be named according to a standard convention. You must create a new Service Request if the original has been rejected.**

Naming convention for Thesis/Dissertation file:

Thesis - upload your thesis/dissertation document in a single PDF file format.

Naming convention for Abstract files:

Abstract-Open - this must be attached to all Examination Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students must upload this type of abstract.

Abstract-Restricted - This must be attached to any Examination Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

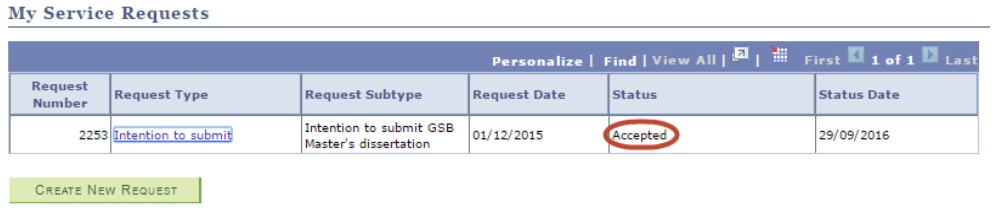
Note **All file naming conventions are case sensitive**

Submitting your thesis/dissertation and abstract for examination:

- Login to the ***PeopleSoft Student Administration Self Service***: ***www.uct.ac.za > Current Students > Postgraduates > Postgraduate & postdoctoral studies hub > PeopleSoft login***
  - Enter ***User ID*** in UPPER CASE
  - Your ***Password*** is your regular network password
- Click on ***Home*** or the expand menu icon
- Click on the ***Self Service*** hyperlink
- Navigate to and click on the ***Research Activities*** folder
- Click on the ***Service Requests*** hyperlink
- Click the ***Create New Request*** button



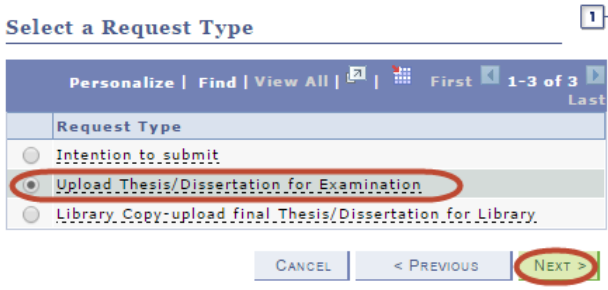
- Ensure your ***intention to submit*** is ***accepted.***



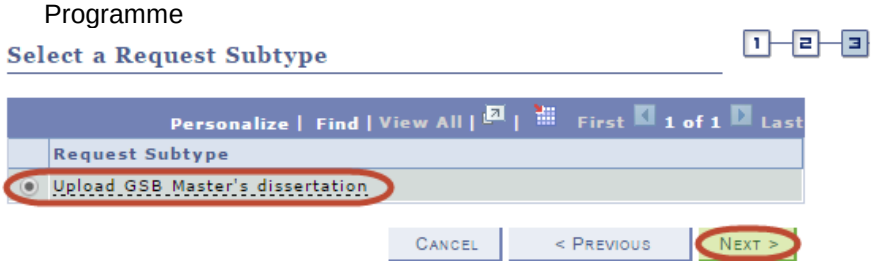
- Select the ***Thesis/Dissertation related matters*** option



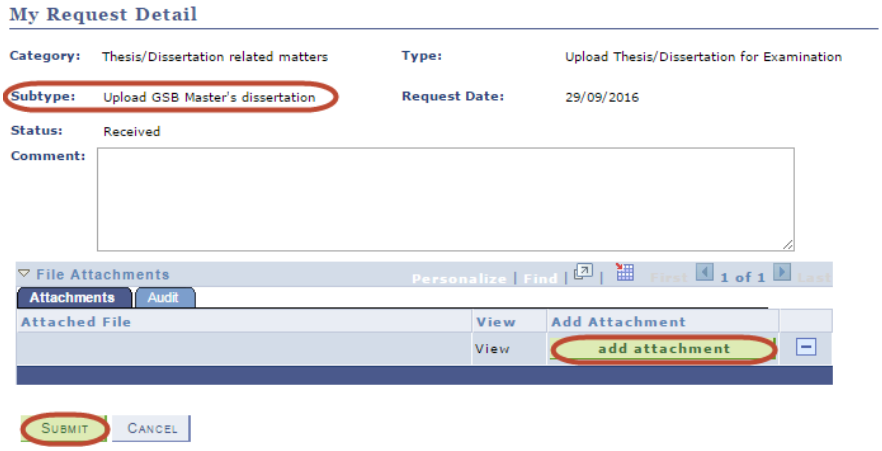
- Click ***Next***
- Select request type ***Upload Thesis/Dissertation for Examination***



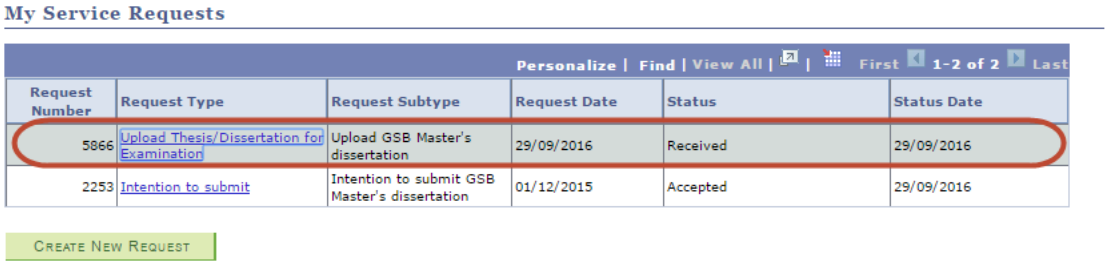
- Click ***Next***
- ***Select a Request Subtype*** by selecting the Faculty and Career option applicable to your study Programme



- Click ***Next***



- Click on the ***Add Attachment*** button and upload your thesis/dissertation ***Abstract-Open***
- Click on the ***Add Attachment*** button and upload your thesis/dissertation ***Abstract-Restricted***
- Click on the ***Add Attachment*** button and upload your OpenUCT suppression form (if applicable)
- Click on the ***Add Attachment*** button and upload your submission declaration form which includes your word count
- Click on the ***Add Attachment*** button and upload the following signed plagiarism declaration: ***"This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software) and I confirm that my supervisor has seen my report and any concerns revealed by such have been resolved with my supervisor."***
- Click on the **View hyperlinks** to view what you have uploaded to confirm that the correct files will be submitted
- Enter the following confirmation statement in the Comment box**: *"I confirm that the uploaded document is the thesis/dissertation to be examined."***
- Click the ***Submit*** button
- The ***Status*** column will indicate ***Received*****,** which means that you have successfully created your Upload Thesis/Dissertation for Examination Service Request and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.



- Once your thesis/dissertation has been processed, you will receive an email notification from your faculty or the DDB office once your submission has been processed

Note **Your *Intention to Submit* Service Request must be Accepted before you can submit your *Upload Thesis/Dissertation for Examination* Service Request.**

Should you have any technical issues with the PeopleSoft system, please contact Student Systems Support at sss-helpdesk@uct.ac.za