Quick Reference Guide

Graduate Research Management – Student Upload Intention to Submit

Date created: 29 May 2015

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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). The Abstract document/s must be named according to a standard convention. You must create a new Service Request if the original has been rejected.**

Naming convention for Abstract files:

Abstract-Open - This must be attached to all Intention to Submit 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 Intention to Submit 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**

Uploading your Intention to Submit form:

- Login to the ***PeopleSoft Student Administration Self Service***:

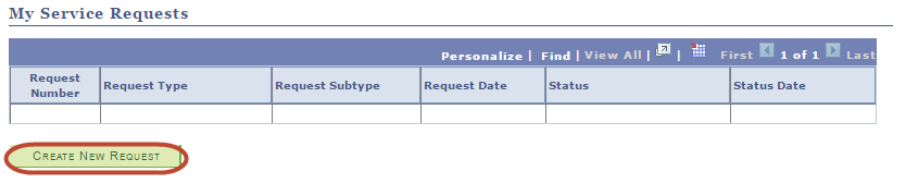
  www.uct.ac.za > Current Students > Postgraduates > Postgraduate & postdoctoral studies hub > PeopleSoft login

  - Enter ***User ID*** in UPPER CASE
  - Your ***Password*** is your regular network password

- Click on the ***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



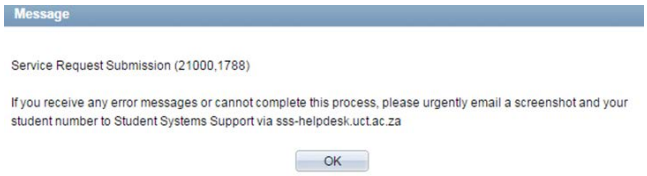
- Click on the ***Create New Request*** button



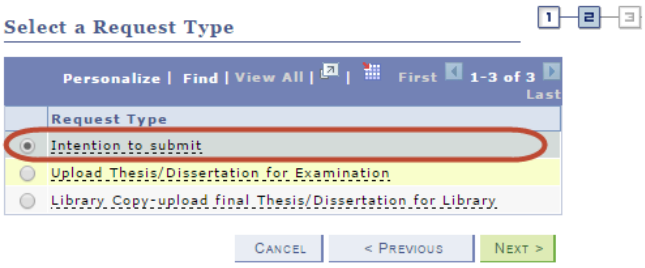
- Select on the ***Thesis/Dissertation*** *related matters* option



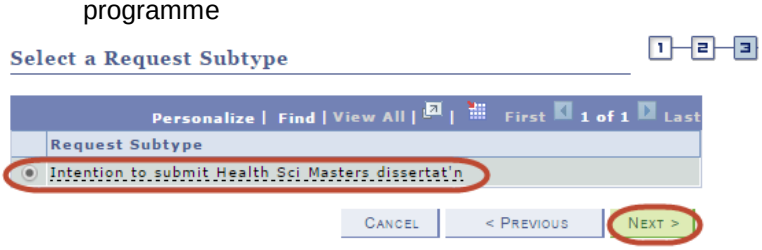
- Click on the ***Next button***
- A service request message will appear to advise you of what process to follow if you experience any error.
- Click on the ***Okay button***



- Select the request type ***Intention to Submit, Upload Thesis/Dissertation for Examination or Library Upload***

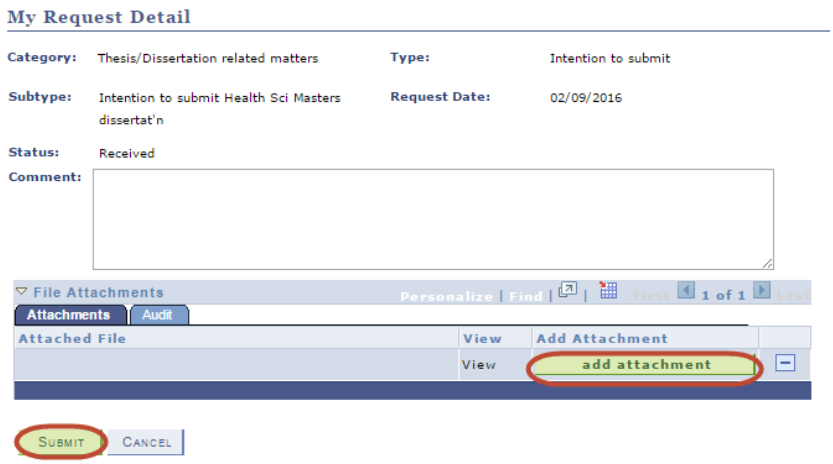


- Click on the ***Next button***
- *Select the* ***Request Subtype*** by selecting your Faculty and Career option applicable to your study programme

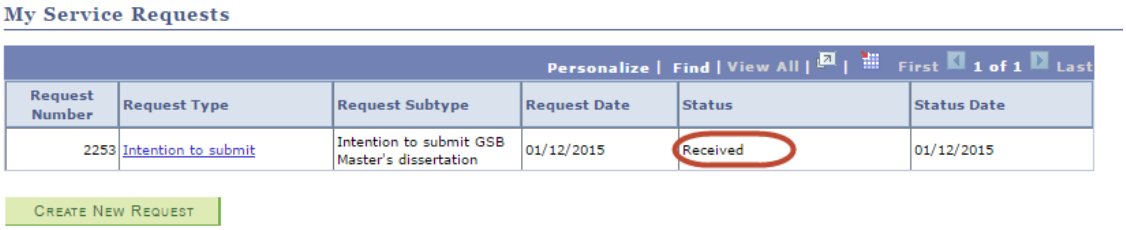


- Click on the ***Next button***

- Click on the ***add attachment*** button and upload thesis/dissertation for examination (i.e. ***Thesis*** *in a PDF format*)



- Click the ***Add*** button and upload your thesis/dissertation ***Abstract-open.pdf***
- Click the ***Add*** button and upload your thesis/dissertation ***Abstract-Restricted.pdf*** (**if applicable**)
- Click the ***View*** hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- Click the ***Submit*** button
- The ***Status*** column will indicate ***Received***, which means that you have successfully created your Intention to Submit 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

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