Quick Reference Guide

Graduate Research Management – Student Upload Final Library Copy

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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). 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.pdf - upload your thesis/dissertation document in a single PDF file format (publication of this will be deferred if an embargo has been approved).

Naming convention for Abstract files:

Abstract-open.pdf - this must be attached to all Library Upload Service Requests and will be published immediately upon Graduation regardless of any embargo. All students must upload this type of abstract.

Abstract-Restricted.pdf - this must be attached to any Library Upload Service Request where the abstract contains confidential information. It must not be published by the library until the embargo is lifted. Only students with a pre-approved suppression form will upload this type of abstract in addition to the Abstract-open.pdf

Submitting a library copy of your thesis/dissertation and abstract once your result has been finalised in order to graduate:

- 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
- Select the ***Thesis/Dissertation related matters*** option
- Click ***Next***
- Select request type ***Library Copy-upload final Thesis/Dissertation for Library***
- Click ***Next***
- ***Select a Request Subtype*** by selecting the Faculty and Career option applicable to your study programme

- Click ***Next***
- Click the ***add attachment*** button and upload final corrected copy of thesis/dissertation for library (i.e. ***Thesis.pdf***)
- 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 ***Add*** button and upload your OpenUCT suppression form **(if applicable)**
- Click the ***View*** hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- Enter a comment in the ***Comment*** box confirming that the uploaded files are the correct versions for the library
- Click the ***Submit*** button
- The ***Status*** column will indicate ***Received***, which means that you have successfully created your Library Copy-upload 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 submitted, you will receive an ***Acknowledgment of Receipt*** email notification from your faculty or the DDB office once your submission has been processed.

Note **Your *Intention to Submit* Service Request and your *Upload Thesis/Dissertation for Examination* Service Request must be approved before you can submit your *Library Copy-upload final Thesis/Dissertation for Library* Service Request.**

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