



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.




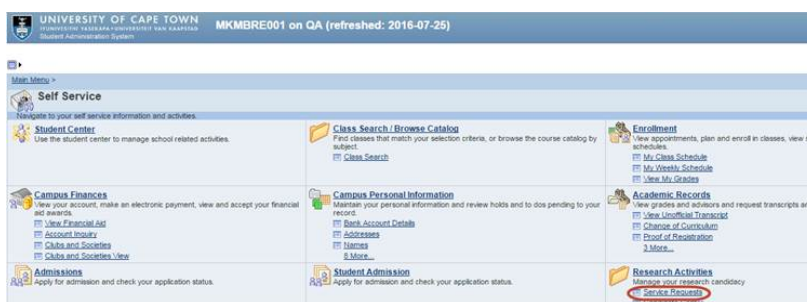
Note

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*.

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
2253	Intention to submit	Intention to submit GSB Master's dissertation	01/12/2015	Accepted	29/09/2016

CREATE NEW REQUEST

- Select the *Thesis/Dissertation related matters* option

Academic Institution

Select a Request Category

Request Category
<input checked="" type="radio"/> Thesis/Dissertation related matters

CANCEL **NEXT >**

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

Select a Request Type

Request Type
<input type="radio"/> Intention to submit
<input checked="" type="radio"/> Upload Thesis/Dissertation for Examination
<input type="radio"/> Library Copy:upload final Thesis/Dissertation for Library.

CANCEL < PREVIOUS **NEXT >**

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

Select a Request Subtype

Request Subtype
<input checked="" type="radio"/> Upload GSB Master's dissertation

CANCEL < PREVIOUS **NEXT >**

- Click *Next*

My Request Detail

Category: Thesis/Dissertation related matters Type: Upload Thesis/Dissertation for Examination

Subtype: Upload GSB Master's dissertation Request Date: 29/09/2016

Status: Received

Comment:

Attached File	View	Add Attachment
	View	add attachment

SUBMIT CANCEL



- 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.

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
5866	Upload Thesis/Dissertation for Examination	Upload GSB Master's dissertation	29/09/2016	Received	29/09/2016
2253	Intention to submit	Intention to submit GSB Master's dissertation	01/12/2015	Accepted	29/09/2016

CREATE NEW REQUEST

- 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