



## Quick Reference Guide

### Graduate Research Management – Student Upload Intention to Submit

Date created: 29 May 2015

Date of last update: 29 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). 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

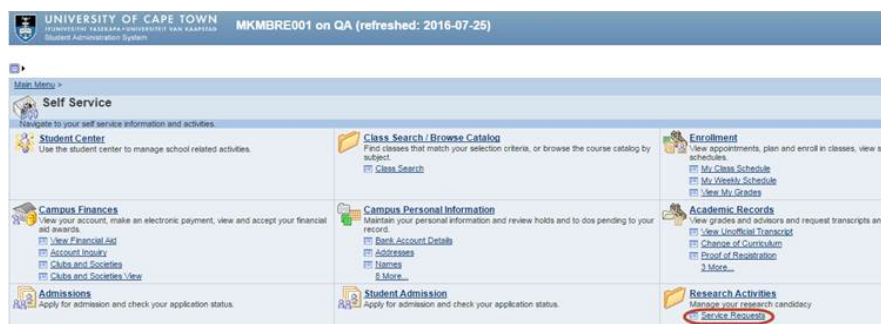
#### Uploading your Intention to Submit form:

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

[www.uct.ac.za](http://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

My Service Requests

| Request Number | Request Type | Request Subtype | Request Date | Status | Status Date |
|----------------|--------------|-----------------|--------------|--------|-------------|
|                |              |                 |              |        |             |

**CREATE NEW REQUEST**

- Select on 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 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**

Message

Service Request Submission (21000,1788)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

OK

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

Select a Request Type

| Request Type  |
|---|
| <input checked="" type="radio"/> Intention to submit                            |
| <input type="radio"/> Upload Thesis/Dissertation for Examination                |
| <input type="radio"/> Library Copy:upload_final_Thesis/Dissertation_for_Library |

CANCEL < PREVIOUS **NEXT >**

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

Select a Request Subtype

| Request Subtype   |
|---|
| <input checked="" type="radio"/> Intention to submit Health_Sci_Masters_dissertat'n |

CANCEL < PREVIOUS **NEXT >**

- Click on the **Next button**



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

My Request Detail

Category: Thesis/Dissertation related matters      Type: Intention to submit

Subtype: Intention to submit Health Sci Masters dissertat'n      Request Date: 02/09/2016

Status: Received

Comment:

File Attachments      Personalize | Find | 1 of 1

| Attached File | View | Add Attachment        |
|---------------|------|-----------------------|
|               | View | <b>add attachment</b> |

**Submit**    CANCEL

- 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.

My Service Requests

| Request Number | Request Type                        | Request Subtype                               | Request Date | Status          | Status Date |
|----------------|-------------------------------------|---|--------------|-----------------|-------------|
| 2253           | <a href="#">Intention to submit</a> | Intention to submit GSB Master's dissertation | 01/12/2015   | <b>Received</b> | 01/12/2015  |

[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

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