



Quick Reference Guide

Graduate Research Management – Student Upload Intention to Submit

Date Created: 29 May 2015

Last Updated: 18 March 2019

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.

File Naming conventions:

Thesis

Abstract-Open

Abstract-Restricted

Note All file naming conventions are case sensitive

Uploading your Intention to Submit form:

Login to the PeopleSoft Student Administration Self Service:

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.

ii. Special pricing on laptops. [Read more](#)

ATTENTION IOS DEVICE USERS:
Please do not view Academic Records on your IOS device. If your Academic Record is more than one page, you will only be able to view the first page of your Academic Record due to a PeopleSoft compatibility issue with Safari. [View your Academic Record on a PC](#)

Before your first login, manage your password: <http://password.uct.ac.za>
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-ug@uct.ac.za
Student support: [ss-s-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

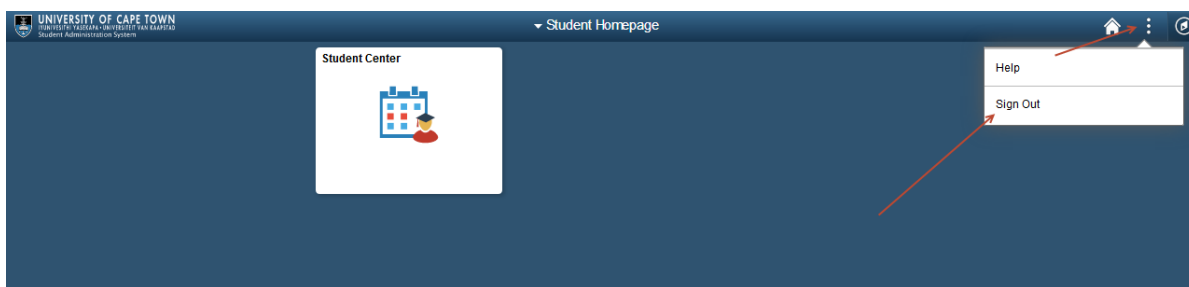
Enter User ID in UPPER CASE

Password

[Forgot Password ?](#)

- Enter your **student number** in capitals in the **Enter User ID field**
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button

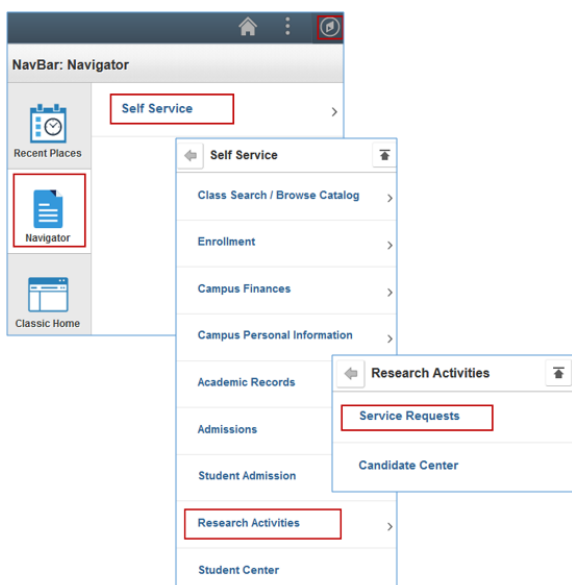
The **Student Homepage** appears



- To sign out, click on the **Actions List** icon  and select **Sign Out**



Submitting the Intention to Submit Service Request

Navigational path: Self Service> Research Activities> Service Requests





- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Self-Service** category
- Click on the **Research Activities** category
- Click on **Service Requests** category

My Service Requests

My Service Requests						Personalize Find View All  
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date	First 1 of 1 Last
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Create New Request</div>						

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

Select a Request Category 

Select a Request Category		Personalize Find View All  
Request Category		First 1-2 of 2 Last
<input type="radio"/> Memorandum of Understanding related matters		
<input checked="" type="radio"/> Thesis/Dissertation related matters		

Cancel

Next >

- Select on the **Thesis/Dissertation** related matters option
- Click on the **Next** Button

Select a Request Type

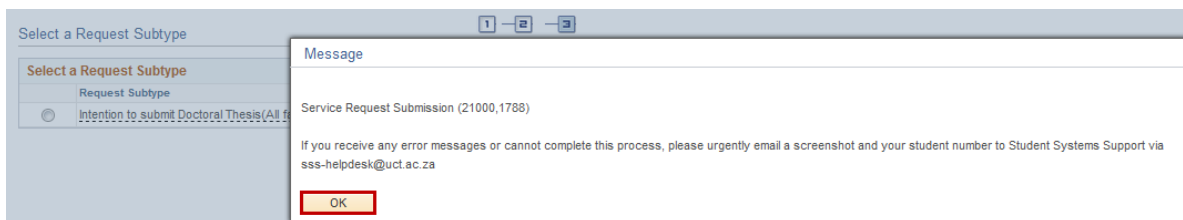


Personalize | Find | View All | First 1-3 of 3 Last

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 >**

- Select the request type **Intention to Submit**
- Click on the **Next Button**



Message

Service Request Submission (21000,1788)

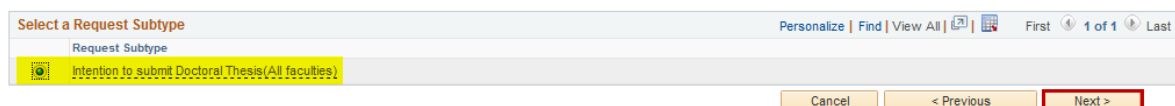
If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

OK

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 a Request Subtype



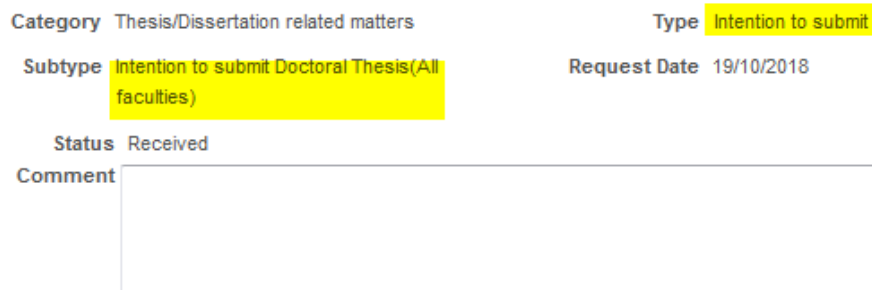
Personalize | Find | View All | First 1 of 1 Last

Request Subtype
<input checked="" type="radio"/> Intention to submit Doctoral Thesis(All faculties)

Cancel < Previous **Next >**

- Select the request type **Intention to Submit**
- Click on the **Next button**

My Request Detail



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

Subtype **Intention to submit Doctoral Thesis(All faculties)** Request Date 19/10/2018

Status Received

Comment



File Attachments Personalize | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

- Click on the **add attachment** Hyperlink and upload your Abstract



My Request Detail

Category Thesis/Dissertation related matters **Type** Intention to submit
Subtype Intention to submit Doctoral Thesis(All faculties) **Request Date** 19/10/2018
Status Received
Comment

File Attachments Personalize | Find | | First 1 of 1 Last

Attached File	Description	View
Abstract-Open.pdf	Abstract-Open.pdf	View

- Click on the **Add a new row icon** and upload Intention to Submit Form
- Click on the **Add a new row icon** and upload your **OpenUCT suppression form** (if applicable)
- Click on the **Add a new row icon** and upload to upload your thesis/dissertation and **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 on the **Submit** button

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16929	Intention to submit	Intention to submit Doctoral Thesis(All faculties)	19/10/2018	Received	19/10/2018

- 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



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