



GRM – Thesis/Dissertation for Library Copy Service Request Upload

Student Library Upload Important Notes

- All documents are required to be uploaded as part of one service request. Only PDF files can be uploaded.
- Refer to the following [Student Help Document](#) as a guideline before submitting your Library Copy of your Thesis/Dissertation.
- If other files are to be uploaded, contact your Faculty Office (Masters Students) or the DDB office (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.

Thesis	Upload your Thesis/Dissertation document in a single PDF format.
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 are required to upload this type of Abstract.
Abstract-Restricted	This must be attached to any Examination Service Request where the abstract contains confidential information. It must not be sent to Examiners until they have entered a confidentiality agreement.

File Naming Conventions

- Thesis (Uppercase 'T')
- Abstract-Open (Uppercase 'A' and Uppercase 'O')
- Abstract-Restricted (Uppercase 'A' and Uppercase 'R')

Do not add any additional wording to the label of the document. E.g. *Document 1*

❖ Uploading your Thesis/Dissertation Library Copy

- Login to the [PeopleSoft Student Administration Self Service](#):

User ID

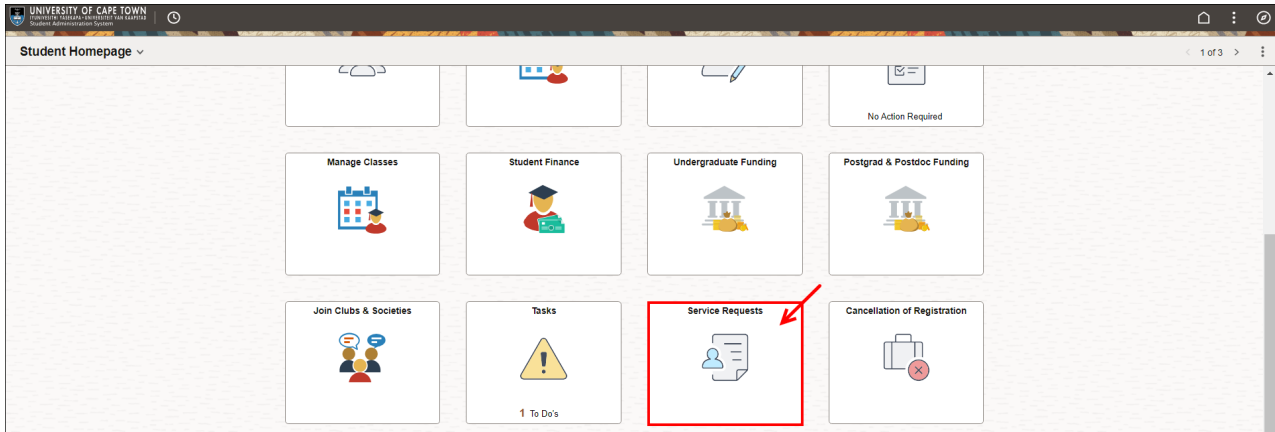
Password

Sign In

Enable Screen Reader Mode

[Forgot Password ?](#)

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Click the **Sign In** button



- Select the **Service Requests** tile on the Student Homepage

Service Requests					
My Service Requests					
My Service Requests					
<div style="display: flex; justify-content: space-between; align-items: center;"> 1-9 of 9 View All </div>					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270113	Upload Thesis/Dissertation for Examination	Upload Humanities Masters dissertation	23/10/2024	Submission approved	23/10/2024
270112	Intention to submit	Intention to submit Humanities Masters Dissertat'n	23/10/2024	Submission approved	23/10/2024

- Ensure that both your **Intention to Submit** and **Upload Thesis/Dissertation for Examination** status indicates **Submission Approved**.

Service Requests					
My Service Requests					
My Service Requests					
<div style="display: flex; justify-content: space-between; align-items: center;"> 1-9 of 9 View All </div>					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270113	Upload Thesis/Dissertation for Examination	Upload Humanities Master's dissertation	23/10/2024	Submission approved	23/10/2024
270112	Intention to submit	Intention to submit Humanities Masters Dissertat'n	23/10/2024	Submission approved	23/10/2024
Create New Request					

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

Service Requests

Academic Institution: University of Cape Town

Select a Request Category

Select a Request Category

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications
<input type="radio"/> Postgraduate Funding Student Enquiries
<input type="radio"/> PostDoctoral Fellow Enquiries

Cancel Next >

- Select the **tick box** for **Thesis/Dissertation related matters**.
- Click the **Next** button once the tick box has been selected.

Service Requests

Select a Request Type

Select a Request Type

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

Cancel < Previous Next >

- Select the **tick box** for **Library Copy-upload final Thesis/Dissertation for Library**.
- Click the **Next** button once the tick box has been selected.

Service Requests

Select a Request Subtype

Select a Request Subtype

Request Subtype
<input checked="" type="radio"/> Upload Library copy Humanitie Masters Dissertation

Cancel < Previous Next >

- Select the **tick box** for **Upload Library copy... Dissertation**
- Click the **Next** button once the tick box has been selected.

Create Service Requests


My Request Detail

Category Thesis/Dissertation related matters **Type** Library Copy-upload final Thesis/Dissertation for Library

Subtype Upload Library copy Humanitie Masters Dissertation **Request Date** 23/10/2024

Status Submission received

Comment

 Please upload two documents with these file names, in a PDF format:
Document 1. Thesis
Document 2. Abstract-Open or Abstract-Restricted

File Attachments

Attachments Audit ▶▶

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

+ ← ↑

- Click the **Add Attachment** button to upload your Thesis/Dissertation.
- Click on the **+** button and upload your Abstract-Open or Abstract-Restricted.
- Click the **View** button to review your attached document.



Note Please note that you must upload two pdfs and label exactly as follows:

- **Thesis** (Capital **T**)
- **Abstract-Open** (capital **A** and capital **O**) OR **Abstract-Restricted** (capital **A** and capital **R**) if applicable.

Note: Please label your document either Abstract-Open or Abstract-Restricted and not both together.

Do not add any additional wording to the label of the documents. E.g., Document 1.

Create Service Requests

My Request Detail

Category	Thesis/Dissertation related matters	Type	Library Copy-upload final Thesis/Dissertation for Library
Subtype	Upload Library copy Humanitie Masters Dissertation	Request Date	23/10/2024
Status	Submission received		
Comment	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> I confirm that the uploaded files are the correct versions for the library. </div>		

Please upload two documents with these file names, in a PDF format:
 Document 1. Thesis
 Document 2. Abstract-Open or Abstract-Restricted

File Attachments

Attachments
1-2 of 2

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

+
Submit
Cancel

- Add a comment in the **Comment** field confirming that the uploaded documents are the correct versions for the library. (e.g., “I confirm that the uploaded files are the correct versions for the library.”).
- Click the **Submit** button.

Service Requests					
My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270114	Library Copy-upload final Thesis/Dissertation for Library	Upload Library copy Humanitie Masters Dissertation	23/10/2024	Submission received	23/10/2024

- The **Status** column will indicate **Submission Received**, which means that you have successfully created your **Library 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 processed, you will receive an email notification from your Faculty or the DDB office once your submission has been processed.

❖ Adding Additional Documents to a Library Upload Service Request

- This section is for adding additional documents to a Library Upload service request (e.g., Corrections or Abstract-Restricted)
- Your **Library Upload** service request status needs to be **Submission Received** to add additional documents.

Service Requests					
My Service Requests					
My Service Requests					
<div style="display: flex; justify-content: space-between;"> 1-10 of 10 View All </div>					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270114	Library Copy-upload final Thesis/Dissertation for Library	Upload Library copy Humanitie Masters Dissertation	23/10/2024	Submission received	23/10/2024

- Click the **Library Copy – Upload final Thesis/Dissertation for Library** hyperlink.

Update Service Requests

My Request Detail

University of Cape Town

Category	Thesis/Dissertation related matters	Request Number	270114
Type	Library Copy-upload final Thesis/Dissertation for Library	Request Date	23/10/2024
Subtype	Upload Library copy Humanitie Masters Dissertation	Status	Submission received

Status Date	Comment	By
23/10/2024	I confirm that the uploaded files are the correct versions for the library.	

Add Comment
Update Last Comment

Enter Comment Below

File Attachments

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

+

Save
Cancel

- Click the **+** button and upload your additional documents.
- Add a comment into the **Comment Field**.
- Click the **Save** button