

Quick Reference Guide

Graduate Research Management – Student Upload Thesis/Dissertation for Examination

Date Created: 29 May 2015

Last Update: 22 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). 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:

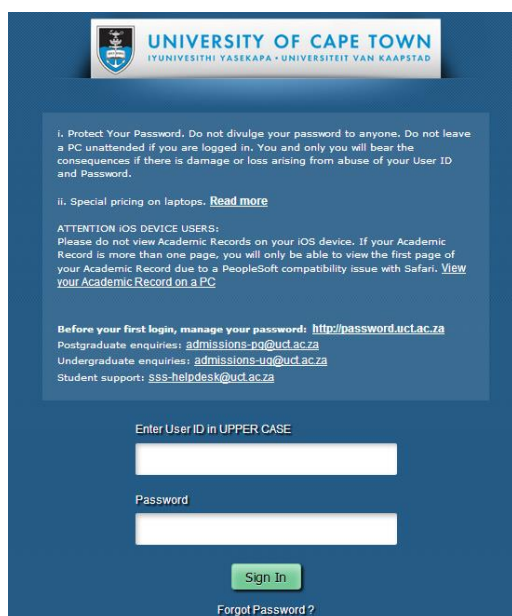
Abstract-Open - this must be attached to all Examination Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students must upload this type of abstract.

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:



- 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**
- Click on **Service Requests** tile

My Service Requests

My Service Requests Personalize | Find | View All | First 1 of 1 Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16883	Intention to submit	Intention to submit Science Master's dissertation	22/08/2018	Accepted	18/10/2018

Create New Request

- Ensure your **Intention to submit** is **accepted**.
- Click on the **Create New Request** button

Select a Request Category

Select a Request Category Personalize | Find | View All | First 1-2 of 2 Last

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

Cancel **Next >**

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

Select a Request Type

Select a Request Type Personalize | Find | View All | First 1-3 of 3 Last

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 >**

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

Select a Request Subtype 1 - 2 - 3

Select a Request Subtype Personalize | Find | View All | First 1 of 1 Last

Request Subtype

Upload Science Master's dissertation

Cancel < Previous **Next >**

- Select the request type **Upload Dissertation**
- Click on the **Next** button

My Request Detail

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

Subtype **Upload Science Master's dissertation** Request Date 19/10/2018

Status Received

Comment

File Attachments Personalize | Find | First 1 of 1 Last

Attachments Audit

Attached File	View	Add Attachment
	View	Add Attachment

- Click on the **Add Attachment** hyperlink and upload your thesis/dissertation **Thesis**

My Request Detail

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

Subtype **Upload Science Master's dissertation** Request Date 18/10/2018

Status Received







Comment

File Attachments Personalize | Find | First 1 of 1 Last

Attachments Audit

Attached File	Description	View
Thesis.pdf	Thesis.pdf	View

+

- Click on the **Add a new row icon**  and upload your **Abstract-Open/ Abstract-Restricted**
- Click on the **Add a new row icon**  and upload your **DDB11 form (if applicable)**
- Click on the **Add a new row icon**  and upload **Citation** in MS Word format
- Click on the **Add a new row icon**  and upload your **Mini Citation** in MS Word Format
- **Ph.D students:** Click on the **Add a new row icon**  and upload a signed **Turnitin Plagiarism Declaration**.
- **Masters Students:** Click on the **Add a new row icon**  and upload a 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.”**

My Request Detail

Category Thesis/Dissertation related matters **Type** Upload Thesis/Dissertation for Examination
Subtype Upload Science Master's dissertation **Request Date** 18/10/2018
Status Received
Comment

File Attachments Personalize | Find | First 1 of 1 Last

Attached File	Description	View
Thesis.pdf	Thesis.pdf	View

- Click on the **Submit** button

My Service Requests

My Service Requests Personalize | Find | View All | First 1-2 of 2 Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16928	Upload Thesis/Dissertation for Examination	Upload Science Master's dissertation	18/10/2018	Received	18/10/2018
16883	Intention to submit	Intention to submit Science Master's dissertation	22/08/2018	Accepted	18/10/2018

- 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.
- 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