



Quick Reference Guide

Completing the Memorandum of Understanding (MoU)/Progress and Planned Activity (PPA) on PeopleSoft for Students

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Contents

<i>Background Information</i>	3
<i>Navigate to PeopleSoft (self-service)</i>	3
<i>Logging onto PeopleSoft</i>	4
<i>Logging out of PeopleSoft</i>	5
<i>Submitting the MOU/PPA Service Item</i> :.....	5

Background Information

All students will be required to complete a Memorandum of Understanding (MoU) or Progress and Planned Activity form (PPA) on PeopleSoft for approval before registering. The **MoU** should be completed by first year students while the **PPA** should be completed annually by returning students.

► Note

An MoU/PPA (**only applicable to student conducting full research or minor thesis not coursework only**) is triggered during **Step 3 of the registration process**. Student must select dissertation or dissertation and coursework on the dropdown arrow and **NOT COURSEWORK** to trigger MOU.

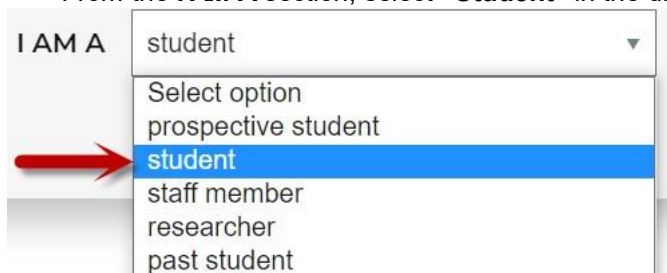
This is a Reference Guide on how to create or update your MoU and PPA on PeopleSoft.

► Note

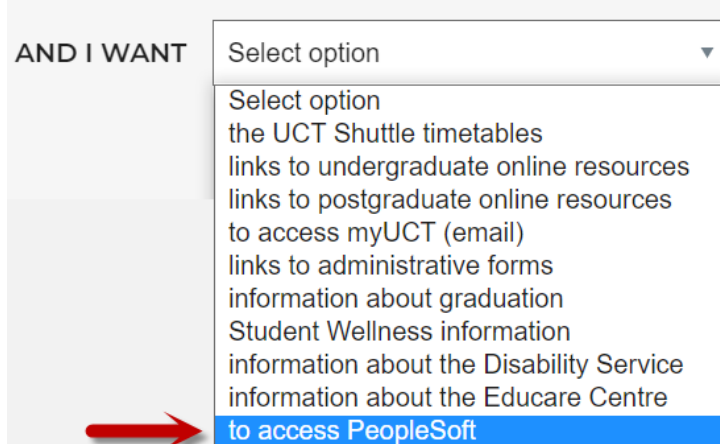
All sections marked with an asterisk (*) must be completed through the MoU/PPA tile on Peoplesoft.

Navigate to PeopleSoft (self-service)

- Go to the **UCT Website**: www.uct.ac.za
- Scroll down the webpage until you see the drop-down arrows next to **“I AM”** and **“AND I WANT”**
- From the **I AM A** section, select **“Student”** in the drop-down list (see below):




- From the **AND I WANT** section, select **“to access PeopleSoft”** in the drop-down list (see below):



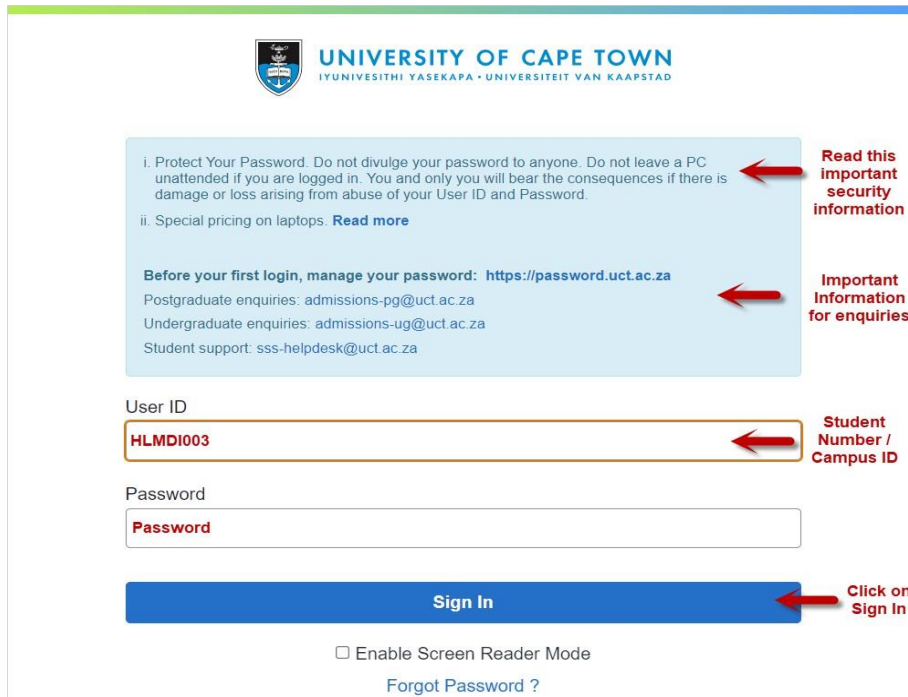
Then click on the button as indicated below:



AND I WANT 

Click on this button

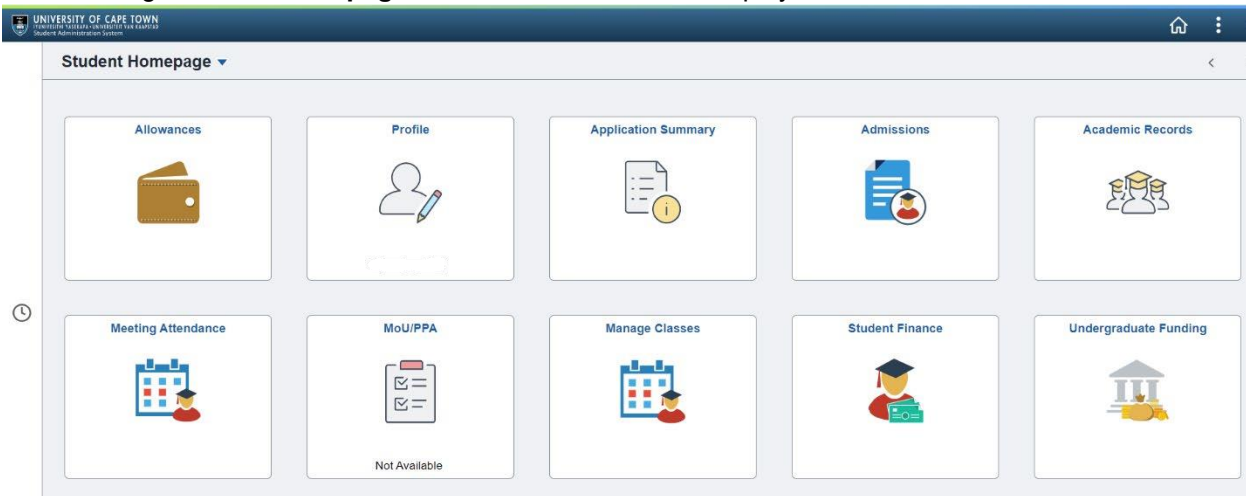
Logging onto PeopleSoft



The screenshot shows the PeopleSoft login page for the University of Cape Town. It includes a header with the university's name in English and Afrikaans. Below the header is a light blue box containing security and password management information. There are two red arrows pointing to this box with the text "Read this important security information" and "Important Information for enquiries". Below this box are three input fields: "User ID" with the value "HLMDI003", "Password" with the value "Password", and a "Sign In" button. A red arrow points to the "Sign In" button with the text "Click on Sign In". At the bottom, there is a checkbox for "Enable Screen Reader Mode" and a link for "Forgot Password?".

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

The following **Student Homepage** with different tiles will be displayed:



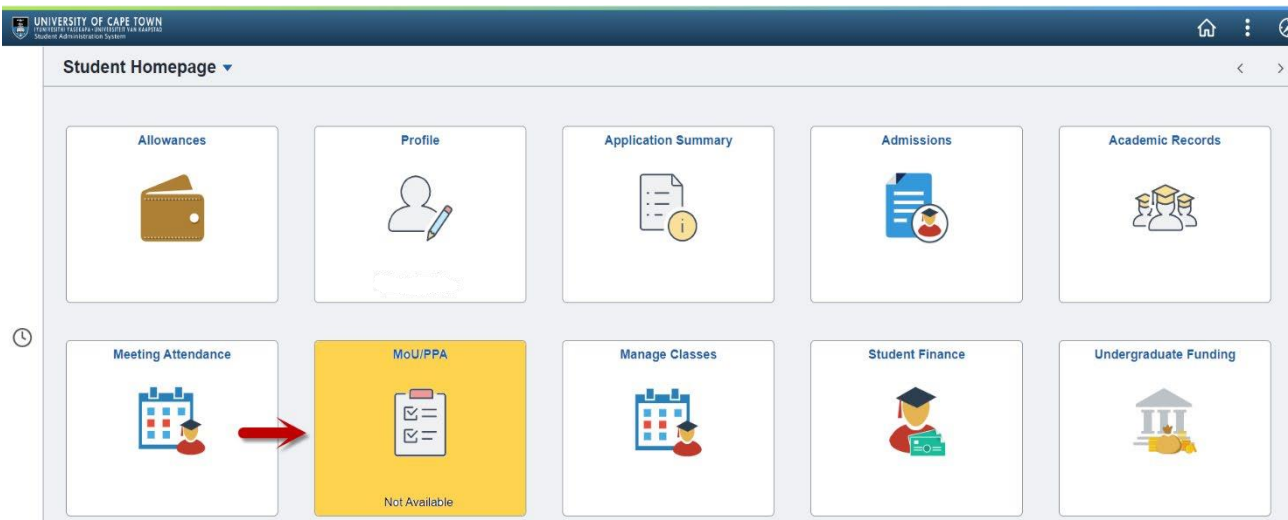
Logging out of PeopleSoft

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



Submitting the MOU/PPA Service Item:

Navigate to the **MoU/PPA** tile (see below):



Note

If the MoU/PPA tile is not displayed and does not indicate “Action Required”, please contact Student Systems Support at sss-helpdesk@uct.ac.za. The MoU/PPA is triggered at step 3 of the online registration process (MoU/PPA is triggered when a student selects dissertation only).

Note

The MoU/PPA file has been triggered “Action Required” for the student to complete. Student will be notified via email from a noreply@uct.ac.za to complete their MoU/PPA on Peoplesoft once it has been triggered.

- Select **Additional Actions**

ID Campus ID

Memorandum of Understanding

Status
In Progress

[Additional Actions](#) ← **Click on Additional Actions**

Introduction

- Select **Expand All** to expand all the headings.

ID Campus ID

Memorandum of Understanding

Status
In Progress

[Additional Actions](#)

Introduction

Additional Actions x

[Useful Resources](#)

[Expand All](#)

Memorandum of Understanding

First Name

The Memorandum of Understanding

The Purpose of the Memorandum of Understanding

Note

Clicking on Expand All will expand all the arrows next to each heading and the student will be required to populate or review the information applicable to them under each heading.

Student Homepage Memorandum of Understanding

ID Campus ID Save Submit

Consistent use of the M.o.U and P.P.A is expected to enhance the student and supervisor experience, the quality of the research and the time to completion of the degree. It is intended to be a helpful and necessary tool, as opposed to a purely bureaucratic requirement. Thus, care should be taken in completing these documents timeously, and in full.

Note:

- This is a dynamic form where different fields will be displayed depending on your selected options.
- There is no limit on text input
- Required fields are marked with an Asterisk(*)
- Please note that any changes brought to the document is to be discussed with the supervisor before finalisation. There is a form history to view any comments previously made.

Candidate Information

First Name	Last Name
Email Address psoft.test@uct.ac.za	Home (Phone)
Campus Email @myuct.ac.za	Non-SA Cellular

▶ All Academic Qualifications

- ▶ Qualification Information
- ▶ Thesis Information
- ▶ Supervisor Details
- ▶ Supervisor Expectations and Commitments
- ▶ Expectations and Plans of the Student
- ▶ Funding
- ▶ Authorship, Third party data and Intellectual Property
- ▶ Ethics in Research and Biosafety
- ▶ Agreements
- ▶ Supporting Documents
- ▶ History

← Clicking on Expand All will expand all these headings, and you will see the information contained at once.

- Under the **Supervisor Details** heading, select the expansion arrow on the right and select the assigned supervisor on the drop-down list to view information of the **Primary supervisor** and **Co-supervisor** if applicable.

▼ **Supervisor Details**

*Is your Supervisor a UCT staff member? Yes ▾

*Any Co-Supervisors? Yes ▾

*First Co-Supervisor Yes ▾

*Second Co-Supervisor No ▾

Type	Supervisor ID	Display Name	
Primary Supervisor	[REDACTED]	[REDACTED]	Click on this expansion arrow to see the details of a supervisor or select a different supervisor →
First Co-Supervisor	[REDACTED]	[REDACTED]	>

After clicking on the expansion arrow as indicated above, the following screen with supervisor information will be displayed:

Cancel **Supervisor** Done ×

Type Primary Supervisor

UCT Staff Member? Yes

Supervisor [REDACTED] ▾ ← The drop down list contains a list of different supervisors

Telephone [REDACTED]

Email Address psoft.test@uct.ac.za

- Select your designated **Supervisor** and **Co-supervisor** if applicable on the drop-down list.
- Select **done** once Supervisor and Co-supervisor have been selected.

▼ **Expectations and Plans of the Student**

Expectations from the Supervisor(s) and the department

Access supervisor(s) at least once a week via a meeting.
Within reasonable response time via email.

Agreed broad timetable

Proposal completed by: 30 April 2022
Literature review completed by: 30 June 2022
Data collection completed by: 30 April 2023
Data analysis completed by: 31 July 2023
Submission of thesis completed by: 30 November 2023

Re-registration will be dependent on the Student meeting the commitments stated above.

Employment and teaching commitments at UCT by the Student

Lesson planning assistance and guidance when necessary.

Student's leave arrangement

Two week period to be taken at any time.

- Populate sections applicable to the student as per illustration above.

Note

To view communication between Supervisor and student, navigate to the **History** tab at the bottom of the MoU/PPA submission page.

Attach supporting documents if available

▼ History

Status	Name	Updated
Finalised - Ethics Pending	Rajkumar Ramessar	28/02/22 1:17:01.000000PM
Accepted by Supervisor	Coflet Daniels	28/02/22 10:54:42.000000AM
Accepted by Student	Leegan Govender	28/02/22 7:08:55.000000AM
Submitted by Supervisor	Coflet Daniels	25/02/22 6:16:06.000000PM
Submitted by Student	Leegan Govender	21/01/22 10:10:08.000000PM

- Once both supervisor and student are satisfied select **Submit**



Memorandum of Understanding

Save Submit

Qualification
Master of Science in Medicine
Department
Pathology

MoU/PPA will go back to the supervisor for approval and will be sent to the **HoD** for final sign off.

Note

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