

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

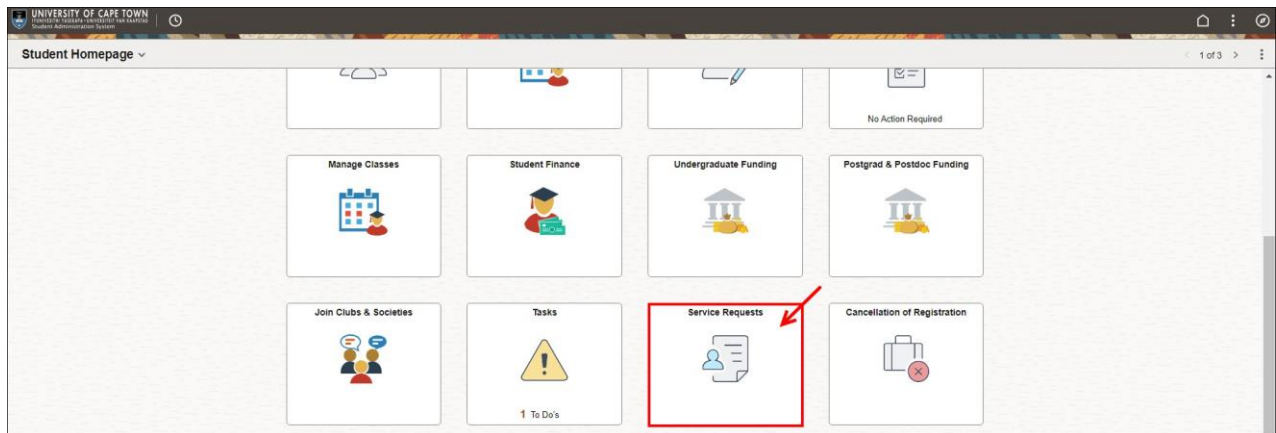
Password

Sign In

☐ Enable Screen Reader Mode

[Forgot Password ?](#)

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXXYY001**
- 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> <div> <div></div> <div></div> </div> <div>1-9 of 9</div> <div>View All</div> </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

- Ensure that both your **Intention to Submit** and **Upload Thesis/Dissertation for Examination** has been **Accepted**.

Service Requests					
My Service Requests					
My Service Requests					
<div> <div> <div></div> <div></div> </div> <div>1-9 of 9</div> <div>View All</div> </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
<div>Create New Request</div>					

- 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.



Note If the Next button does not appear, reduce your browser zoom to +/- 80%

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	

Submit

Cancel

- 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

Library Upload

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

I confirm that the uploaded files are the correct versions for the library.

Please upload two documents with these file names, in a PDF format:

Document 1.

Thesis

Document 2.

Abstract-Open or Abstract-Restricted

File Attachments

1-2 of 2

Attachments

Audit

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					
Library Upload					
My Service Requests					
My Service Requests					
<div> <div> <div></div> <div></div> </div> <div>1-10 of 10</div> <div>View All</div> </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

- The **Status** column will indicate **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 **Received** to add additional documents.

Service Requests					
My Service Requests					
My Service Requests					
<div> <div> <div></div> <div></div> </div> <div>1-10 of 10</div> <div>View All</div> </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

Type

Library Copy-upload final Thesis/Dissertation for Library

Subtype

Upload Library copy Humanitie Masters Dissertation

Request Number

270114

Request Date

23/10/2024

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

Attachments

Audit

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