

Supervisor Guide

Approval of the Memorandum of Understanding (MOU) and Progress and Planned Activity (PPA) forms PeopleSoft

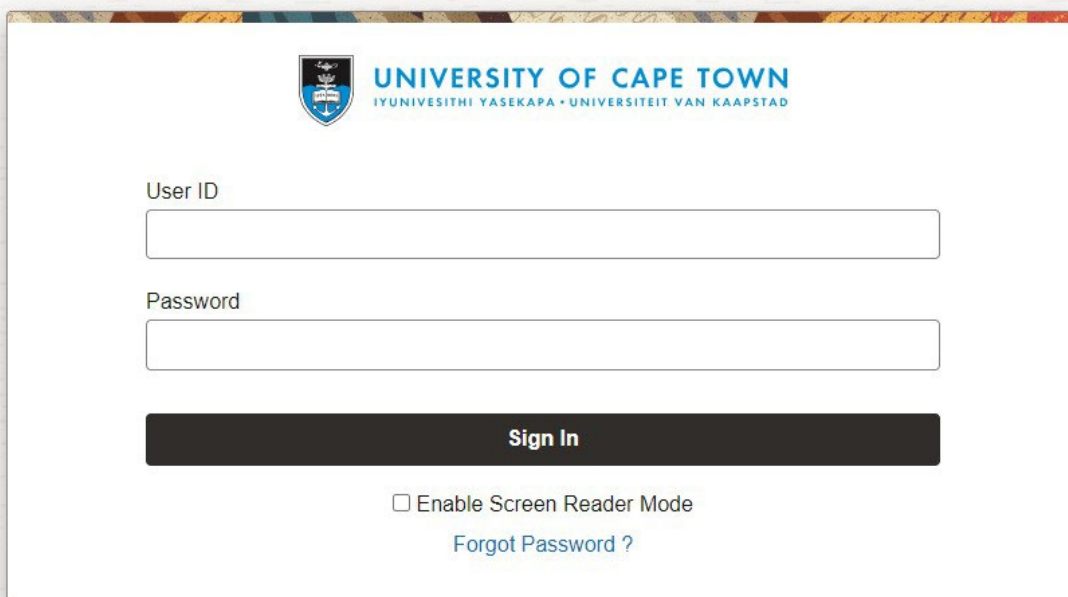
Date created: 02 October 2020

Last Updated: 27 November 2025

Login to PeopleSoft

You will need to log into the PeopleSoft student administration system, which is used to administer student records at UCT. You will be required to enter your eight-digit staff number and a network password.

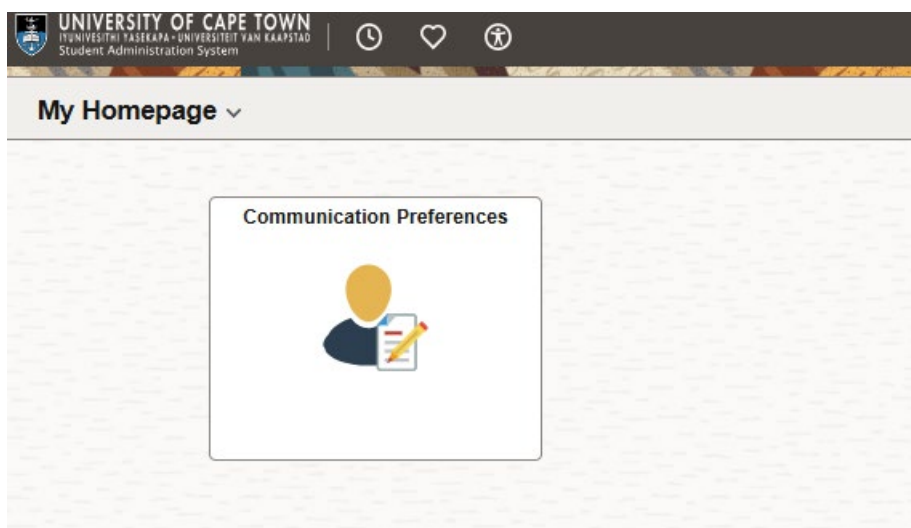
- You will receive an email from no-reply@uct.ac.za when you need to action an MOU
- Alternatively, you can go directly to <https://staffonline.uct.ac.za>



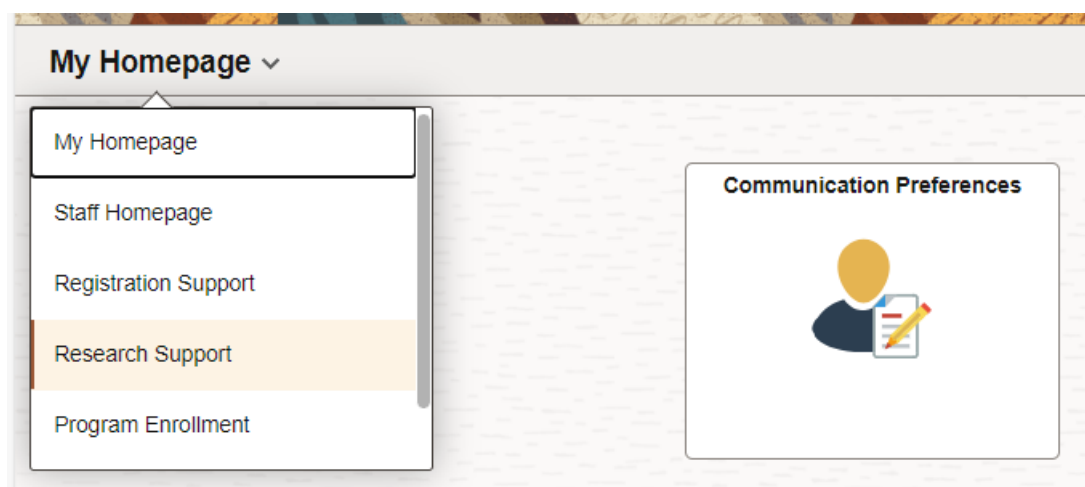
The image shows a screenshot of the University of Cape Town PeopleSoft login page. At the top, there is the University of Cape Town logo and name in English and Afrikaans. Below this, there are two input fields: 'User ID' and 'Password'. A 'Sign In' button is located below the password field. At the bottom, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Forgot Password?'.

- The **PeopleSoft Login** page will appear
- You will be required to enter your **Staff Number** and **Network Password**.

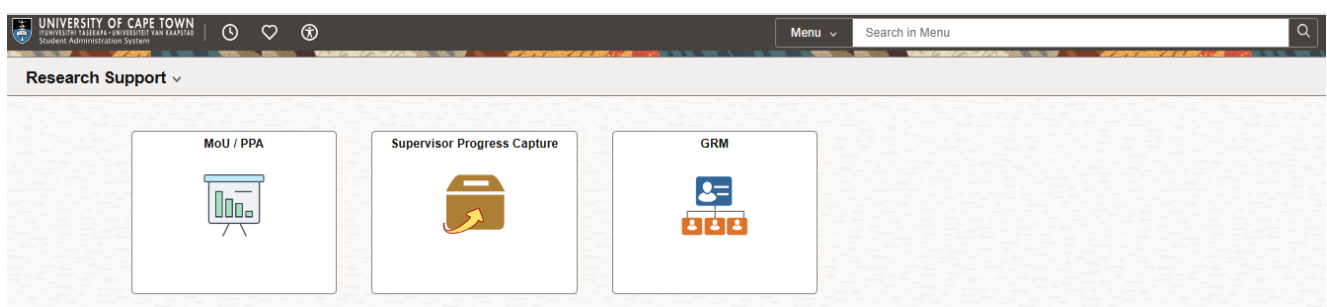
- The PeopleSoft Staff Homepage page will be displayed.



- Click on **My Homepage**, scroll down to **Research Support**



- Click on **Research Support**. The **MOU/PPA** tile will appear as one of the tiles on this page.

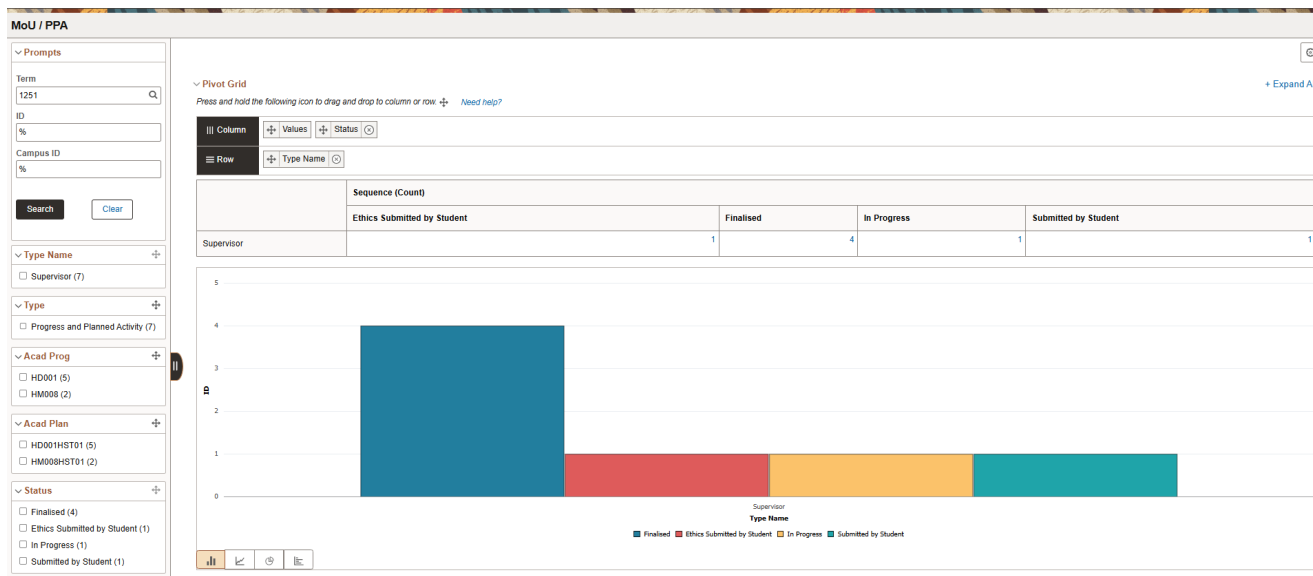


- Click on the **MoU/PPA** tile

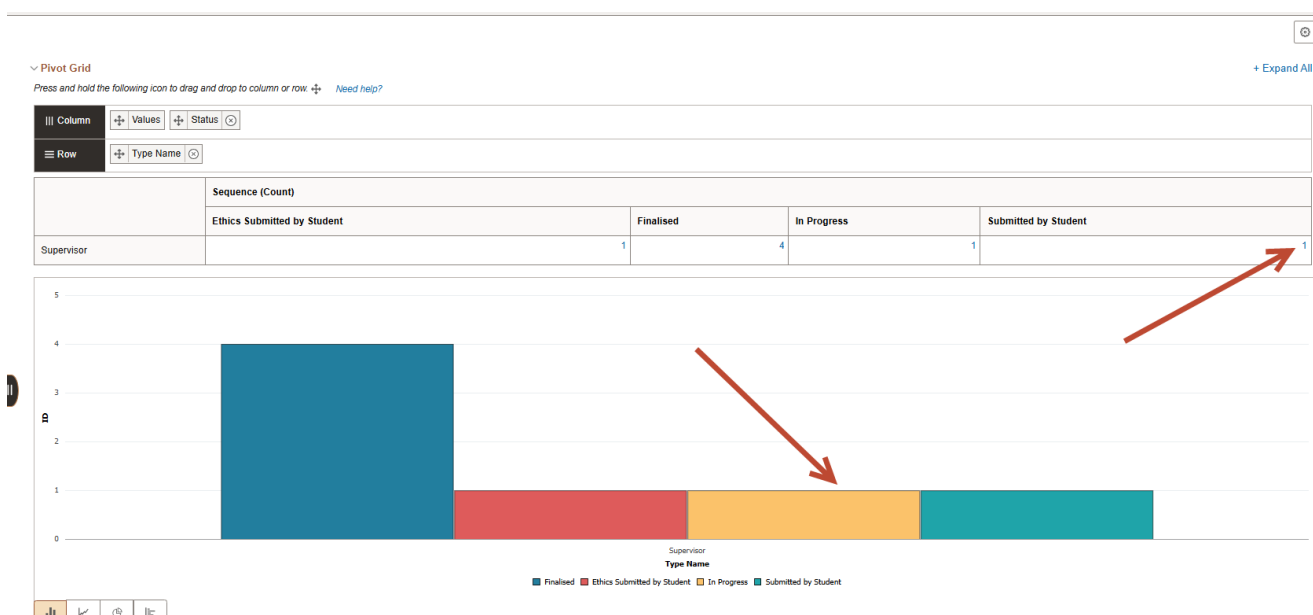
Viewing the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

To view the student record of the postgraduate students which require your approval, use the following actions:

Note All postgraduate students who have submitted MoU or PPA forms will appear on the MoU and PPA Approvals

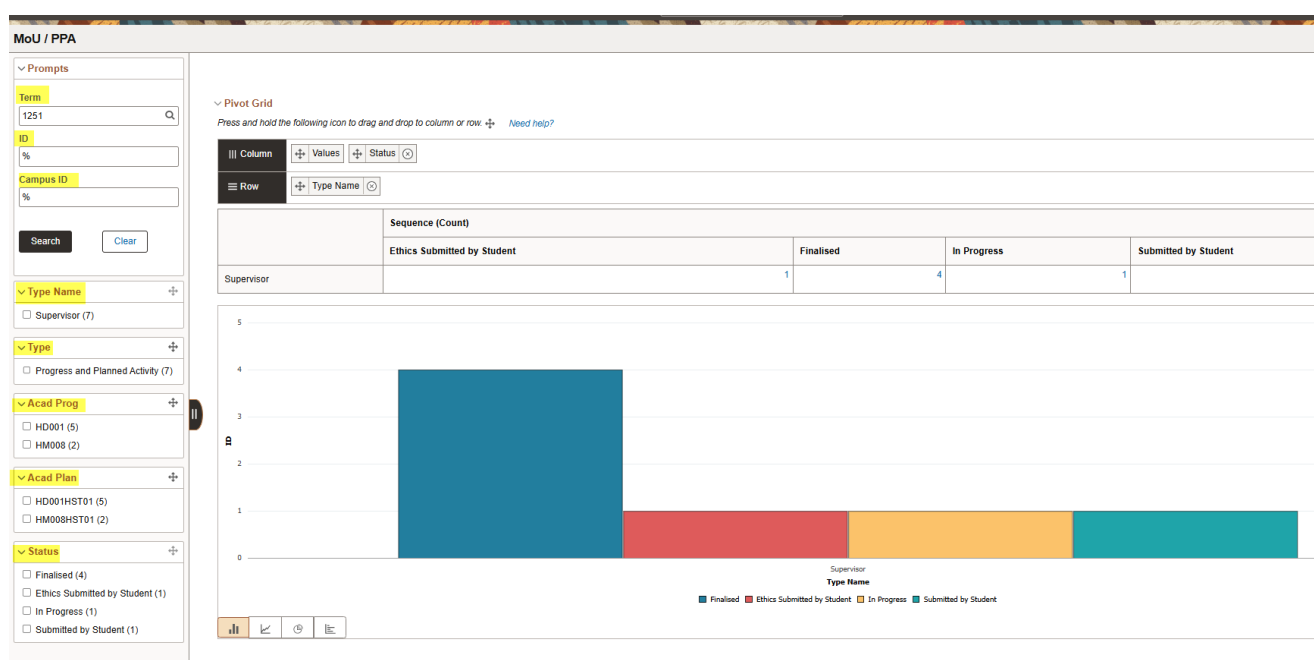


- The **Pivot Grid** screen will appear
- The **Term** information will be pre-configured for the current year/term (e.g. 1251 or 1261)
- Click on the **Search** button



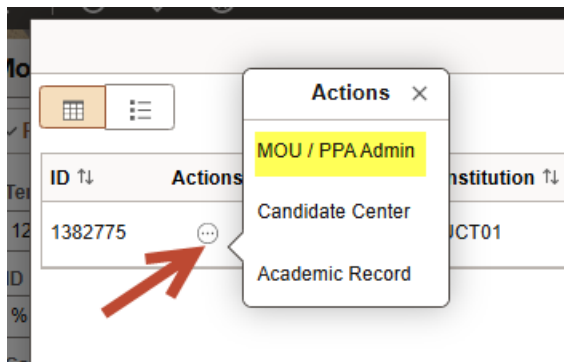


- Click on the **Submitted by Student bar** OR you may click on the number in the **Submitted by Student** column below the Sequence (Count) to access a list of MOU/PPAs available to you.
- You may also filter the MOUs by
 - Term (i.e. 1251 for 2025 or 1261 for 2026)
 - EMPL ID (Unique PeopleSoft number)
 - Campus ID (UCT Student number)
 - MOU Status (e.g. Submitted by Student)
 - Type (Supervisor, Head of Department, Deputy Dean)
 - Acad Prog (Degree)
 - Acad Plan (Major)



MoU / PPA													
ID ↑	Actions	Campus ID ↑	Institution ↑	Term ↑	Sequence ↑	Type ↑	Can Nbr ↑	Updated ↑	By ↑	Status ↑	Display Name ↑	User ↑	Type Name ↑
1382775		1382775	UCT01	1251	1	Progress and Planned Activity	000000102714	2025-04-01-18:42.03.000000	NMMSH001	Submitted by Student	Sihle Wutsa	01411081	Supervisor
HM008 HM008HST01													

- The **Actions** list will appear.



- Select the **circle with three dots** menu and the **MOU/PPA Admin Actions** menu will appear
- Click on the **MOU/PPA Admin** option

Progress and Planned Activity

ID: 1382775 Campus ID: 1382775

Memorandum of Understanding

Status: Finalised

Introduction

Memorandum of Understanding between the Postgraduate Student and Supervisor.
First Year of Registration for Master's and Doctoral Students

The Memorandum of Understanding (M.o.U) or Abridged M.o.U (where permitted) should be completed by postgraduate students and their supervisor(s) when the student registers for the first time for either their Master's or Doctoral degrees. Critically, they aim to establish mutually agreeable student-supervisor interactions with a view to ensuring that the supervision experience is productive and rewarding. They also aim to ensure knowledge of, and adherence to, relevant UCT guidelines and policies.

The Progress and Planned Activity (PPA) Report should be completed for each subsequent year as a condition for renewal of registration.

The M.o.U and PPA provide the opportunity for the student and supervisor(s) to structure their relationship, outline the student's annual workplan and clearly set out their respective expectations of one another with the aim of ensuring satisfactory annual academic progress and steady headway towards fulfilling the degree requirements. Critically, they aim to establish mutually agreeable student-supervisor interactions with a view to ensuring that the supervision experience is productive and rewarding. They also aim to ensure knowledge of, and adherence to, relevant UCT guidelines and policies.

The M.o.U and PPA may be referred to in resolving any disputes that may arise between the student and supervisor(s) during the course of the student's registration, with these disputes needing to follow the applicable UCT dispute resolution and grievance procedures. They also provide an objective tool against which to annually review the student's academic progress. Their content cannot impose any additional financial obligations on UCT generally, such as funding, fieldwork/research costs, attending conferences and workshops, receiving training, and editing services. Students are encouraged to discuss options for securing funding for any anticipated costs of this nature directly with their supervisor(s) and apply to any available internal and external funding sources to cover them. Should any sources of funding have been secured specifically by the student or supervisor to support the student's research towards the degree, these must be clearly recorded in the M.o.U and PPA.

By the time the M.o.U or the PPA (or the abridged M.o.U if permitted) is initiated and/or completed, the expectation is that there has been adequate discussion and/or written engagement between the student and supervisor(s). The completion of these documents is required to formalise a record of the outcome of the discussion and engagement between the student and supervisor(s). The PPA provides a useful and objective means of reviewing progress against agreed milestones at appropriate points in the student cycle, normally towards the end of each year of registration. It also affords the student and supervisor(s) an opportunity to assess and adjust elements of the research project (and in essence forms an updated M.o.U) annually, in response to progress and research findings and development through the research and student journey.

Consistent use of the M.o.U and PPA 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
<input type="text"/>	<input type="text"/>
Email Address	SA Cellular
<input type="text"/>	<input type="text"/>
Campus Email	Home (Phone)
<input type="text"/>	<input type="text"/>

> 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

- The **Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA)** form will appear

Note

All required fields on the form are marked with an Asterisk. Please ensure any changed brought to this document is discussed with your student before finalisation.

Memorandum of Understanding

Status Finalised **Actions** Useful Resources

Additional Actions ✕

Expand All

between the Postgr
nd Doctoral Students

The Memorandum of Understanding (M.o.U) or Abridged M.o

The Progress and Planned Activity (PPA) Report should be

- Click on the **Actions** Button
- Select **Expand All** to open all sections of the form



Scroll down the page to see all the **information fields**

Qualification Information

Academic Plan
SD001BIO09 Conservation Biology

Candidate Number
00000096561

Qualification Code
QSD001

Faculty
Science

Qualification
Doctor of Philosophy

Department
Dept of Biological Sciences

Is this a jointly awarded or co-badged degree?
No

*I have checked my Faculty-specific requirements and understand that, for example, the word limit for a Doctoral (PhD) thesis must not be more than 80 000 words in length. Additional note: Students may motivate to their Dean for permission to exceed the stipulated word limit prior to submission of their thesis.

Agree

Thesis Information

Provisional thesis/dissertation title or area of study
test

- **Review** all fields ensuring the correct information has been entered

Supervisor Details

Is your Supervisor a UCT staff member?
Yes

Any Co-Supervisors?
No

Type	Supervisor ID	Display Name
Primary Supervisor	1479311	Ngwenyama

- **Review** the Primary, Administrative and Co-Supervisor information

Head of Department (HoD) Nomination

(Note: This list that appears when you indicate 'Yes' includes approved academics only). HoD nomination is required if you are both the supervisor and the HoD.

*HoD nomination required?
No



The Head of Department (HoD) nomination function will allow you to refer the **MoU or PPA directly to a HoD listed in the nomination dropdown**. For example if you are set up as a HoD but the student requires approval from a different HoD, you can utilise the Head of Department (HoD) nomination function. The alternate HoD will need to be set up by your Faculty. Please contact your Faculty if you do not see the name of the HoD you would like to approve the MOU.

- Select **Yes** if HoD Nomination is required
- Select the appropriate **HoD** from the dropdown list

▼ Evaluation of progress of the student over the last cycle	
Previous year's commitments Evaluation of Progress	
<div></div>	
Presentation of Research Findings & Submission of the Thesis	
Evaluation of Progress test	*Supervisor Comment <div></div>
Response by student to supervisor comments <div></div>	

- **Review** the student progress (applicable to the PPA only) and update a comment.

▼ Supervisor Expectations and Commitments	
*Supervisor's Expectations The Supervisor must set out what they expect of the Student in terms of reaching certain milestones or goals during the research for the degree.	*Summary of other expectations A summary of any other expectations that the Supervisor has from the Student (For example: Teaching in department, attending departmental seminars etc).
*Supervisor's Commitments The Supervisor must set out their plans for providing supervision, including the pattern and intended frequency of meetings, and their commitment to turnaround time for written responses to work submitted by Students.	*Supervisor's Leave Arrangement Summarise expected absence of Supervisor(s) on research leave/sabbaticals. Explain what arrangements will be made for supervision during periods of absence, and how lines of communication will be maintained.
*Comment by the Supervisor on the agreed plan <div></div>	*Supervisor's Role Please outline the role of the supervisor

- **Update the Supervisor Expectations and Commitments section**

▼ Expectations and Plans of the Student	
Expectations from the Supervisor(s) and the department To submit monthly drafts prior to monthly supervisory meetings.	Agreed plan To complete three chapters and submit thesis by the end of 2025.
Agreed broad timetable Completion of three chapters by August. Revision between August and November. Submission by December 2025.	Logistics e.g. fieldwork, lab, computers, research support Monthly meeting at the end of the month, from the 25th of April to the 25th of August.
Re-registration will be dependent on the Student meeting the commitments stated above. Employment and teaching commitments at UCT by the Student None.	Skills required, courses and classes Not applicable. Student as completed coursework and has adequate research and writing skills.
Student's leave arrangement Students is not entitled to leave.	

- **Review the Expectations and Plans of the Student**

▼ Funding	
Has a bursary/scholarship been secured? No ⓘ	
Detail financial support that has been applied for (if any) test	How will your fees and living costs be paid? test
*Are there funds available for research? No ⓘ	*How will research costs be covered? test



Student Systems Support Documentation

✓ **Authorship, Third party data and Intellectual Property**

Authorship

Have you read UCT's guidelines on authorship? [?](#)

Student

Supervisor

Supervisor Comment

Any additional points on authorship must be noted here by the supervisor.

Use of third-party data

To the best of your knowledge, are there issues relating to the use of third-party data in this project? To the current text Graduate students often use data that belongs to the University, or a research group, or a funder. If relevant, any issues relating to permission to use third party data should be noted here.

Any issues relating to the use of third-party data?

Student

Supervisor

Supervisor Comments

Any additional points on the use of third-party data must be noted below.

Research data management policy

Submitting a DMP is a requirement of many funding agencies, and since 2019 it is a requirement for UCT researchers and postgraduate students (specifically Masters and Ph.D. students who produce dissertations, mini-dissertations, and theses) – You are not required to submit a DMP if you are not collecting data e.g. in a systematic review or theoretical thesis. [Learn more](#)

Have you read the research data management policy?

Student

Supervisor

Is a data management plan required?

Has the plan been prepared and submitted?

Confirm that this requirement has been adhered to

Student

Supervisor

Please provide a link to your research data management plan

Supervisor Comments

Any additional points on research data management must be noted here

UCT Intellectual Property (IP) policy

"In terms of the funding arrangement, has the IP been assigned to the funder? (i.e. either because the full cost model has been applied to the project, or in terms of the research contract)

Have you read and understood the UCT IP Policy?

Student

Supervisor

Further comments (Supervisor and/or student comments on IP)

Supervisor and/or student can add additional comments regarding IP

- Review the **Funding, Authorship, Third party data and Intellectual Property** and add the required comments under **Supervisor Comments**
- Review the **Research data management policy** and add the required comments under **Supervisor Comments**
- Review the **UCT Intellectual Property (IP) policy information** and select **Yes** or **No** from the dropdown

✓ **Ethics in Research and Biosafety**

Ethics Review

Does your research require ethics approval?

No [?](#)

Please motivate

My research does [?](#)

Permits to collect materials

Does your research require permits to collect materials (e.g. artefacts, research materials, books, etc.)?

[?](#)

Please indicate your answer below

No

Biosafety Review

Confirm that you have read your Faculty rules regarding the use of potentially hazardous biological agents and that you will comply with these [regulations](#).

Please indicate your answer below

Not Applicable

- Review the **Ethics in Research and Biosafety**
- Review the **Agreements** and select **Yes** or **No** from the dropdown

✓ **Agreements**

Presentation of Research Findings & Submission of the Thesis

"I have read and understood my Faculty and the University's guidelines on what constitutes [plagiarism](#).

Yes [?](#)

"I confirm that I have read and understood the requirements for archiving theses or dissertations.

Yes [?](#)

"Are you (student or supervisor) likely to apply for deferred publication?

No

"Is the study funded by the NRF?

Yes [?](#)

Comments

Social Media

"I confirm that I have read and understood the guidelines on social media

Yes [?](#)

Dispute Resolution Procedures and Communication Channel

The supervisor(s) and student acknowledge by checking the box below, that they have read the [University's Conflict Resolution Process](#) in the event of disputes arising from agreements reached in this MOU or a breakdown in the student supervisor relationship.

Student

Yes

Supervisor

Yes

"Are you aware of the channel to be followed if there is a supervisor/student communication break down?

Yes

Comments

a

Progress and Planned Activity

ID: 4387088 Campus ID: 4387088

Save Submit

Progress and Planned Activity

Status Submitted by Student

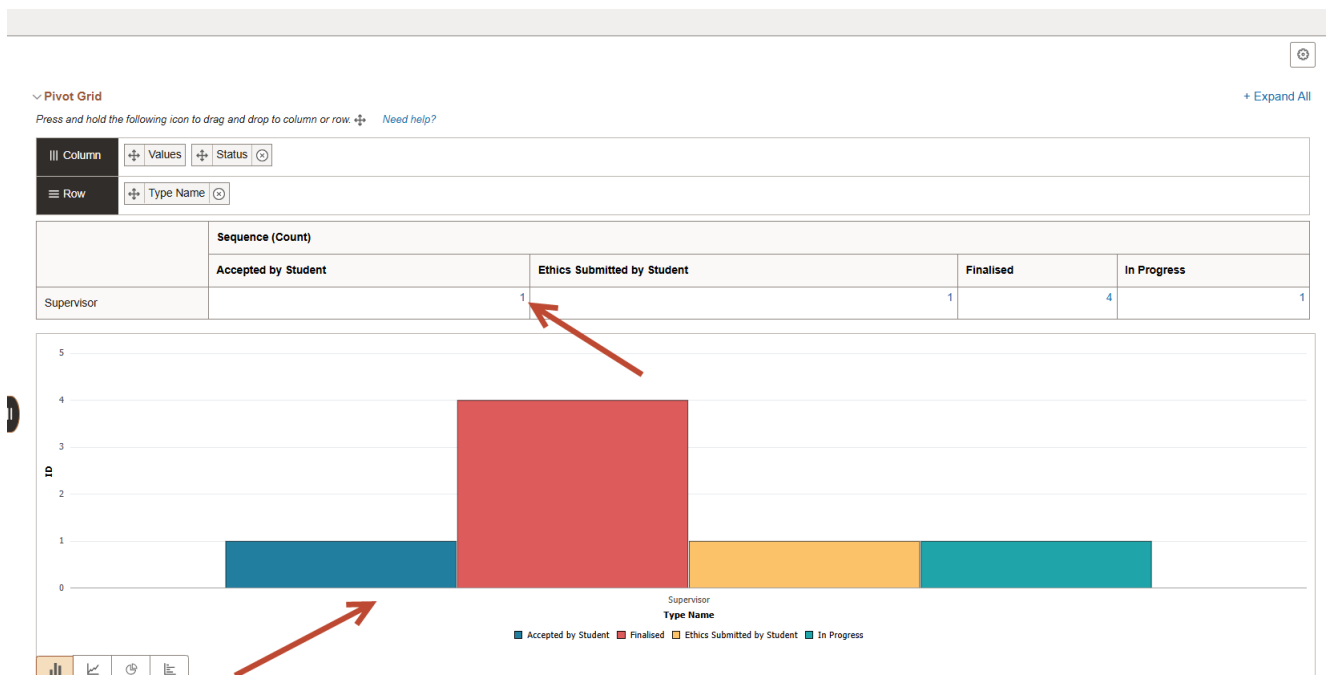
Actions Useful Resources

- Click on the **Submit** button once the form has been checked and completed

Note Once the form has been reviewed a Submitted notification email will be sent to the student to accept the submission, when the student accepts the form, the form will be returned to the Supervisor to Accept or Decline the MoU or PPA

Approving or Declining the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

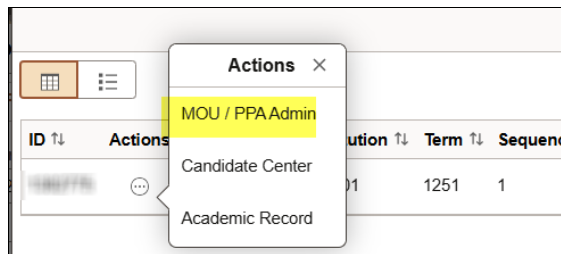
The supervisor will log back into PeopleSoft after receiving an email notification that the student has accepted the MoU or PPA form.



- Click the **Accepted by Student** bar graph

MoU / PPA													
ID	Actions	Campus ID	Institution	Term	Sequence	Type	Can Nbr	Updated	By	Status	Display Name	User	Type Name
1382775	⋮	UCT01	UCT01	1251	1	Progress and Planned Activity	000000102714	2025-11-28-16:44:45.000000	Accepted by Student	Accepted by Student	Supervisor	HM008	HM008HST01

- The **Actions** list will appear.



- Select the **Circle with three dots** and the **MOU/PPA Admin Actions** menu will appear
- Click on the **MOU/PPA Admin** dropdown

Progress and Planned Activity

ID: [User Icon] Campus ID: [User Icon]

Accept Decline

Progress and Planned Activity

Status: Accepted by Student

Additional Actions Useful Resources

- When all the information has been verified and checked the Supervisor may accept or decline the MoU or PPA form.
- If you would like to decline the form, click on the **Decline** button

Decline

Action: Decline

Comment: This form has been declined due to omissions in the following fields:

Save Cancel

- Enter a comment in the **Comment** box, which will be reviewed by the student

Note After saving, an email notification will be sent to the student that the document has been declined. The student will need to amend the form according to the comments and resubmit to the Supervisor.

Progress and Planned Activity

ID: [User Icon] Campus ID: [User Icon]

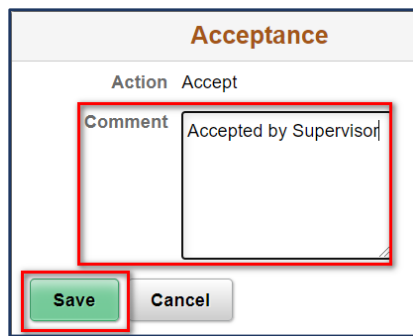
Accept Decline

Progress and Planned Activity

Status: Accepted by Student

Additional Actions Useful Resources

- Alternatively, you can click on the **Accept** button

A screenshot of a web form titled "Acceptance". At the top, there is a tab labeled "Action" with a sub-tab "Accept". Below this, there is a "Comment" label followed by a text input field containing the text "Accepted by Supervisor". At the bottom left of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

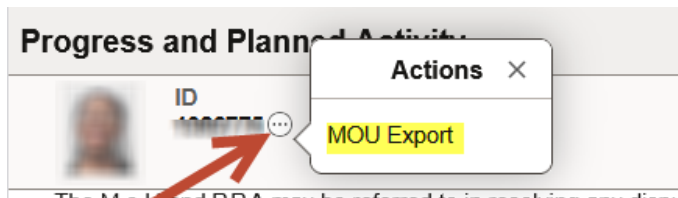
- Enter a comment in the **Comment** box
- Click on the **Save** button

► Note

After Saving the form, a notification will be sent to the student and Head of Department that the document has been accepted and requires approval by the Head of Department. The MoU is usually finalized when the HoD Accepts the MoU and saves the form. However, if the student has an academic standing other than CONT (Eligible to Continue), the MoU will be sent to the Deputy Dean for acceptance and finalization.

Exporting the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

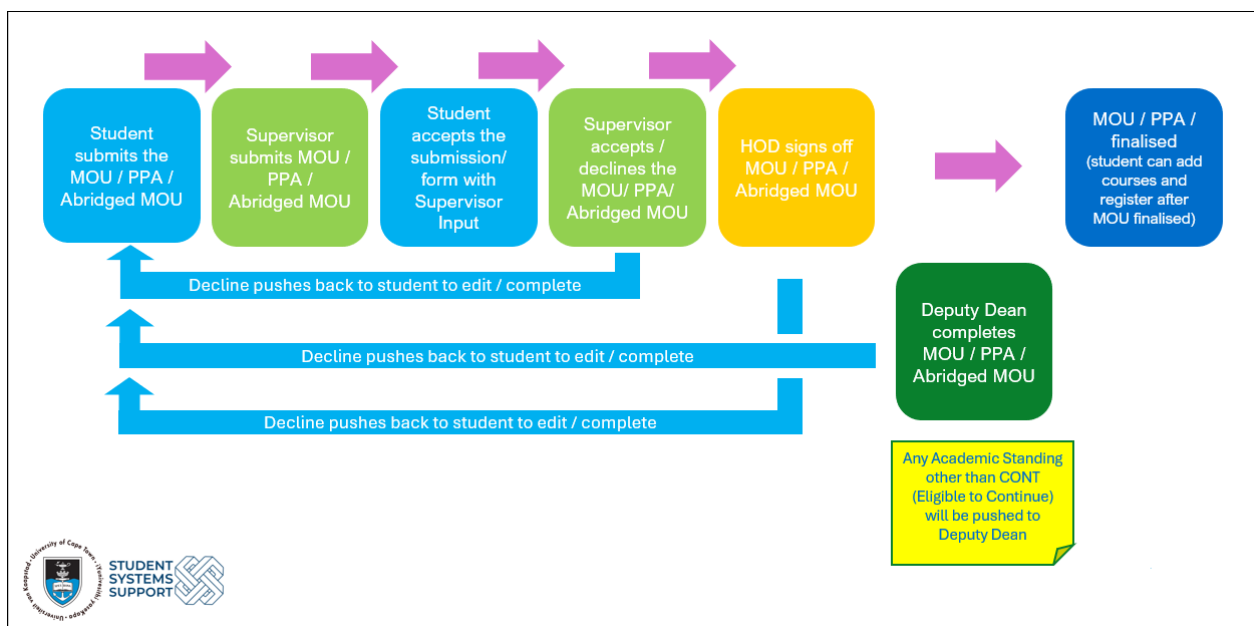
You may export the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form by following the instructions below. The Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form will be exported in a PDF format.



In the top left corner next to the student ID, you will see a **circle with three dots**

- Click on the **circle with three dots**
- The **Actions** pop-up will appear
- Click on the **MOU Export** option |

Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Workflow Process



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