



Quick Reference Guide

Graduate Research Management – Student Upload Intention to Submit

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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). The Abstract document/s must be named according to a standard convention. You must create a new Service Request if the original has been rejected.

Naming convention for Abstract files:

Abstract-open.pdf - this must be attached to all Intention to Submit 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.pdf - This must be attached to any Intention to Submit Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

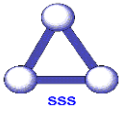
Uploading your Intention to Submit form:

- Login to the **PeopleSoft Student Administration Self Service**:

www.uct.ac.za > **Current Students** > **Postgraduates** > **Postgraduate & postdoctoral studies hub** > **PeopleSoft login**

- Enter **User ID** in UPPER CASE
- Your **Password** is your regular network password

- Click on **Home** or the expand menu icon 
- Click on the **Self Service** hyperlink
- Navigate to and click on the **Research Activities** folder
- Click on the **Service Requests** hyperlink
- Click the **Create New Request** button
- Select the **Thesis/Dissertation related matters** option
- Click **Next**
- Select request type **Intention to Submit**
- Click **Next**
- **Select a Request Subtype** by selecting the Faculty and Career option applicable to your study programme
- Click **Next**
- Click the **add attachment** button and upload your **Intention to Submit** form, which has been signed by your supervisor
- Click the **Add** button and upload your thesis/dissertation **Abstract-open.pdf**



- Click the **Add** button and upload your thesis/dissertation **Abstract-Restricted.pdf** (**if applicable**)
- Click the **View** hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- Click the **Submit** button
- The **Status** column will indicate **Received**, which means that you have successfully created your Intention to Submit 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 submitted, you will receive an **Acknowledgment of Receipt** email notification from your faculty or the DDB office once your submission has been processed.

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