



Quick Reference Guide

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

Date created: 28 December 2022

Date updated: 03 December 2025



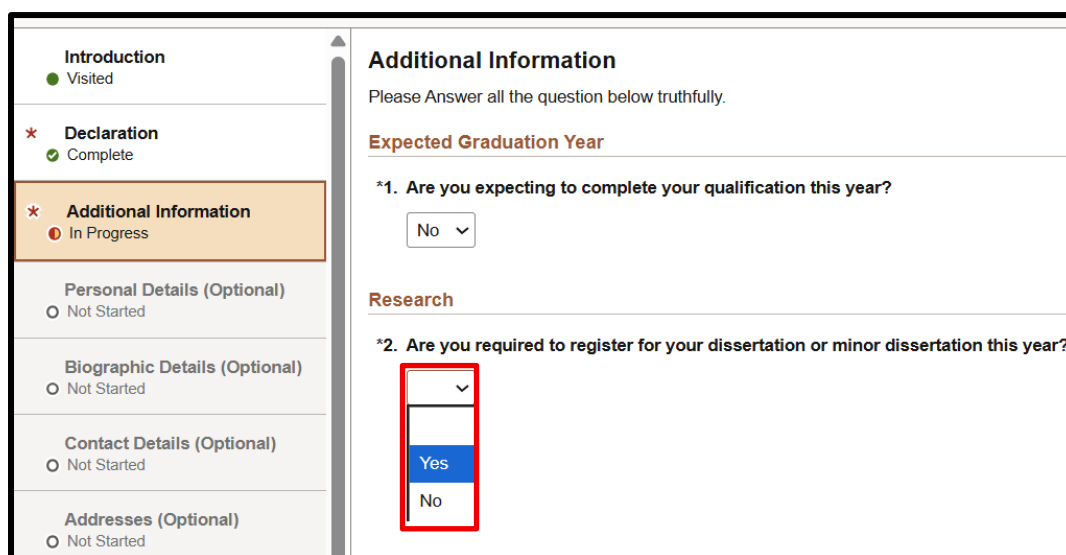
Contents

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

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 if they are embarking on the thesis/dissertation component of their studies. The **MoU** should be completed during the first year when students embark on the dissertation while the **PPA** should be completed annually by returning students after embarking on their dissertation component.

Note An MoU/PPA (only applicable to student writing a dissertation or minor dissertation) is triggered during **Step 3 of the registration process**. Student must select **Yes** on the dropdown to trigger an MoU. Some full dissertation programmes will require an MOU to be completed and the MOU will be assigned without a trigger question in the activity guide.



Introduction
● Visited

*** Declaration**
● Complete

*** Additional Information**
● In Progress

Personal Details (Optional)
○ Not Started

Biographic Details (Optional)
○ Not Started

Contact Details (Optional)
○ Not Started

Addresses (Optional)
○ Not Started

Additional Information
Please Answer all the question below truthfully.

Expected Graduation Year

*1. Are you expecting to complete your qualification this year?
No ▾

Research

*2. Are you required to register for your dissertation or minor dissertation this year?
▾
Yes
No


This is a Reference Guide on how to trigger 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)

Logging onto PeopleSoft

Go to <https://studentsonline.uct.ac.za/>

**UNIVERSITY OF CAPE TOWN**
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.

Before your first login, manage your password: <https://password.uct.ac.za>
Student support: sss-helpdesk@uct.ac.za

User ID / Campus ID

User ID / CAMPUS ID

Password

UCT PASSWORD

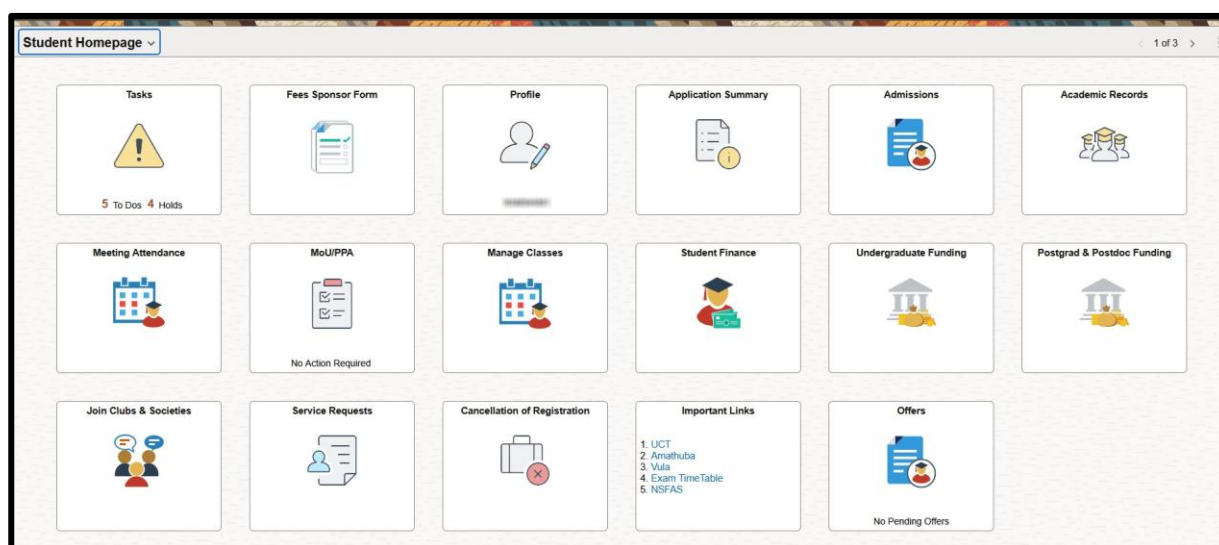
Sign In

☐ Enable Screen Reader Mode

[Forgot Password ?](#)

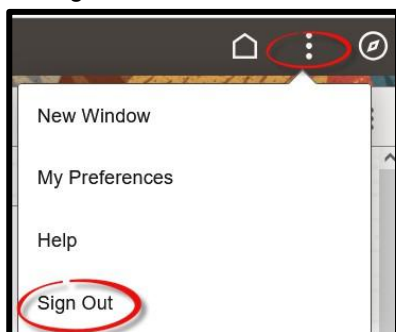
- Enter your **student number** in Uppercase in the **User ID field**
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button

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



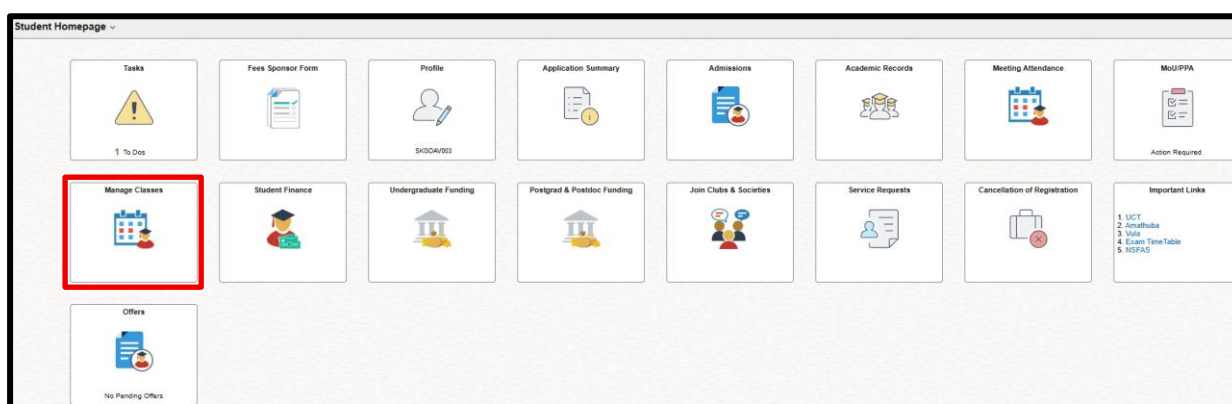
Logging out of PeopleSoft

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



Completing the MOU/PPA:

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

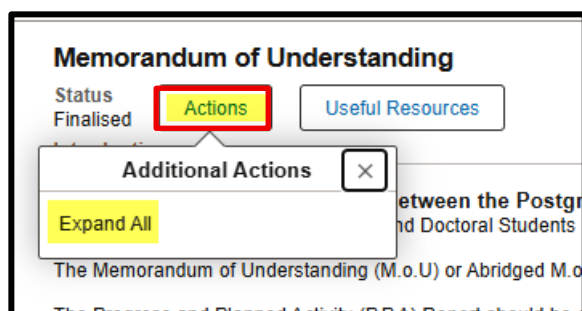


► Note

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, assuming an MOU is required. Where an MOU/PPA is not required, the MOU/PPA tile will indicate “No Action Required”.

► Note

The MoU/PPA tile 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. Please check your spam folder if email is not received.



Memorandum of Understanding

Status Finalised **Actions** Useful Resources

Additional Actions X

Expand All

between the Postgraduate Student and Doctoral Students

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

The Progress and Planned Activity (P.P.A) Report should be

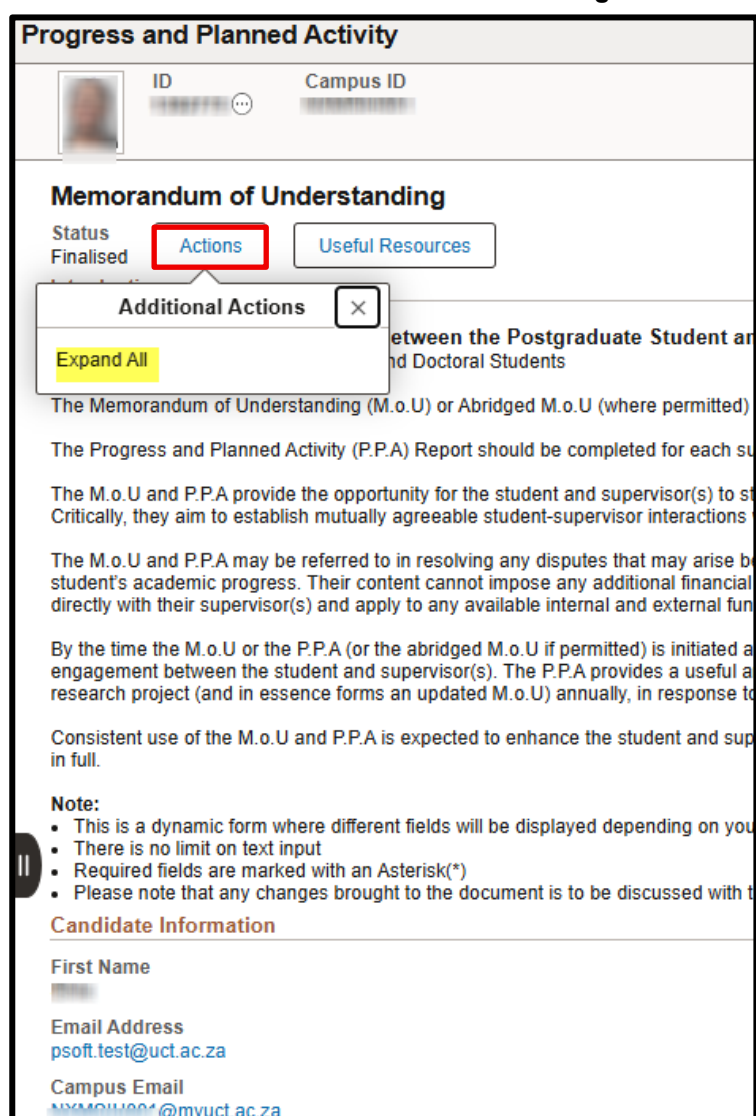
- Click on the **Actions** Button
- Select **Expand All** to open all sections of the form

Note

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

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.



Progress and Planned Activity

ID Campus ID

Memorandum of Understanding

Status Finalised **Actions** Useful Resources

Additional Actions X

Expand All

between the Postgraduate Student and Doctoral Students

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

The Progress and Planned Activity (P.P.A) Report should be completed for each student

The M.o.U and P.P.A provide the opportunity for the student and supervisor(s) to establish mutually agreeable student-supervisor interactions. Critically, they aim to establish mutually agreeable student-supervisor interactions.

The M.o.U and P.P.A may be referred to in resolving any disputes that may arise between the student and supervisor(s). Their content cannot impose any additional financial obligations directly with their supervisor(s) and apply to any available internal and external funding.

By the time the M.o.U or the P.P.A (or the abridged M.o.U if permitted) is initiated an engagement between the student and supervisor(s). The P.P.A provides a useful template for a research project (and in essence forms an updated M.o.U) annually, in response to the student's academic progress.

Consistent use of the M.o.U and P.P.A is expected to enhance the student and supervisor's engagement in full.

Note:

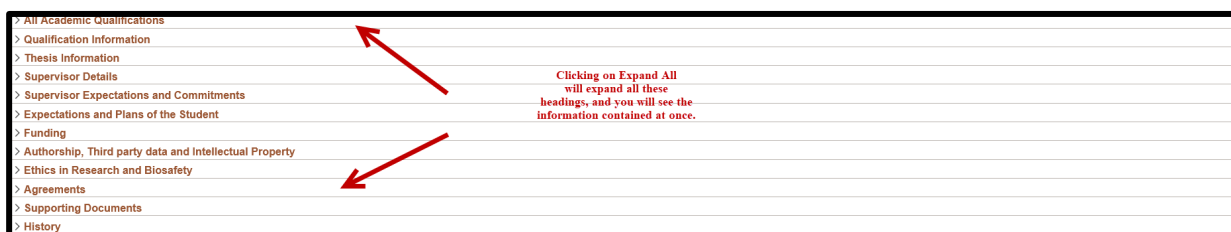
- This is a dynamic form where different fields will be displayed depending on your role
- There is no limit on text input
- Required fields are marked with an Asterisk(*)
- Please note that any changes brought to the document is to be discussed with the supervisor

Candidate Information

First Name

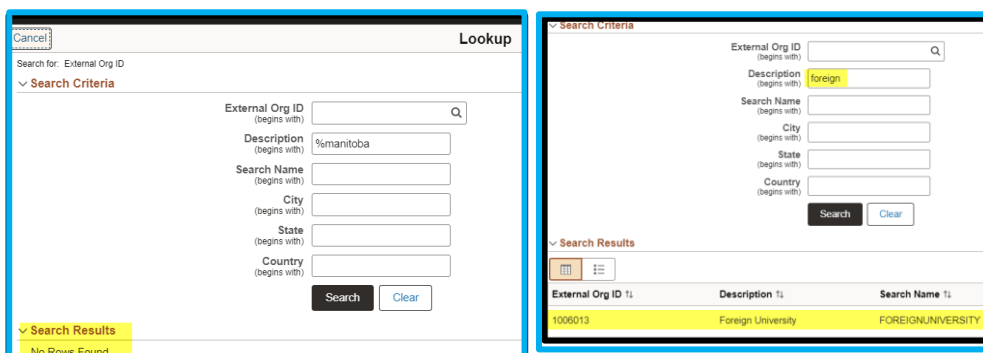
Email Address
psoft.test@uct.ac.za

Campus Email
psoft.test@myuct.ac.za

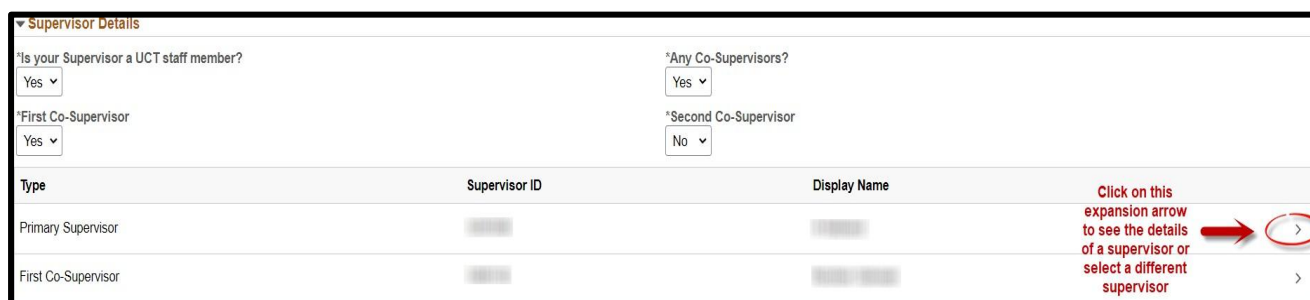


Clicking on Expand All will expand all these headings, and you will see the information contained at once.

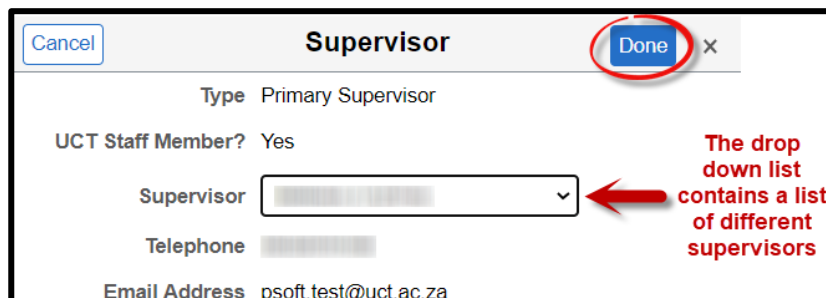
- Under **All Academic Qualifications**, students can add their qualifications from UCT and other institutions. Students should search with a % symbol and then the name of their university in the Description or Search Name inputs. If no university/institution comes up, the student should be advised to add **Foreign** in the Description input.



- 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.



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



The drop down list contains a list of different supervisors

Select your designated **Supervisor** and **Co-supervisor** if applicable on the drop-down list.

Select **done** once Supervisor and Co-supervisor have been selected.

Student Systems Support Documentation

▼ Expectations and Plans of the Student

Expectations from the Supervisor(s) and the department

NA

Agreed plan

NA

Agreed broad timetable

ACTIVITY Dec - 2025 Jan Feb Mar April May June 2026

PHASE 1

1. Proposal development

2. Ethical clearance: UP & GHS- Ethics Review Committee (Ghana)

3. Objective 1: Exploring the needs of pregnant women on midwifery-led continuity of care in Ghana

ACTIVITY July Aug Sep Oct Nov Dec Jan 2027

PHASE 2

Logistics e.g. fieldwork, labs, computers, research support

computational resources, data collection, interview

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

Employment and teaching commitments at UCT by the Student

NA

Skills required, courses and classes

NA

Student's leave arrangement

NA

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

Student's presence on campus

The student and supervisor must come to an agreement about the times the student is expected to be on campus. How many days, on average, do you expect to be working on campus?

*Every day?

No

*Days per month

1. Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years.

2. Note that it is a requirement for both Master's and PhD, that their research proposals are formally accepted as part of the candidacy process, and approved by Faculty boards (Master's) or DDB (PhD).

3. [Guidelines for the inclusion of publications in a dissertation/thesis](#)

- Once both supervisor and student are satisfied click **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.

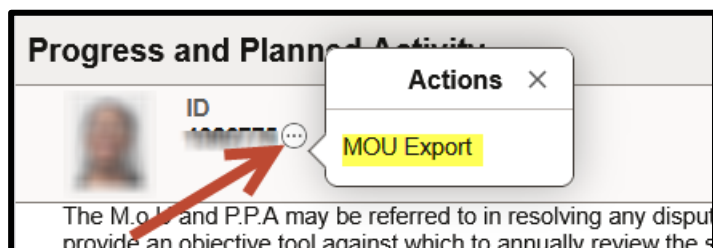
Note To view workflow of the MoU between Student and Supervisor, navigate to the History tab at the bottom of the MoU/PPA submission page.

▼ History

Status	Name	Updated
Finalised - Ethics Pending	Thesemba, Thesemba	25/11/25 4:05:26.000000PM
Accepted by Supervisor	Thesemba, Thesemba	25/11/25 4:03:03.000000PM
Accepted by Student	Thesemba, Thesemba	25/11/25 2:28:04.000000PM
Submitted by Supervisor	Thesemba, Thesemba	25/11/25 11:29:03.000000AM
Submitted by Student	Thesemba, Thesemba	25/11/25 11:24:19.000000AM

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.

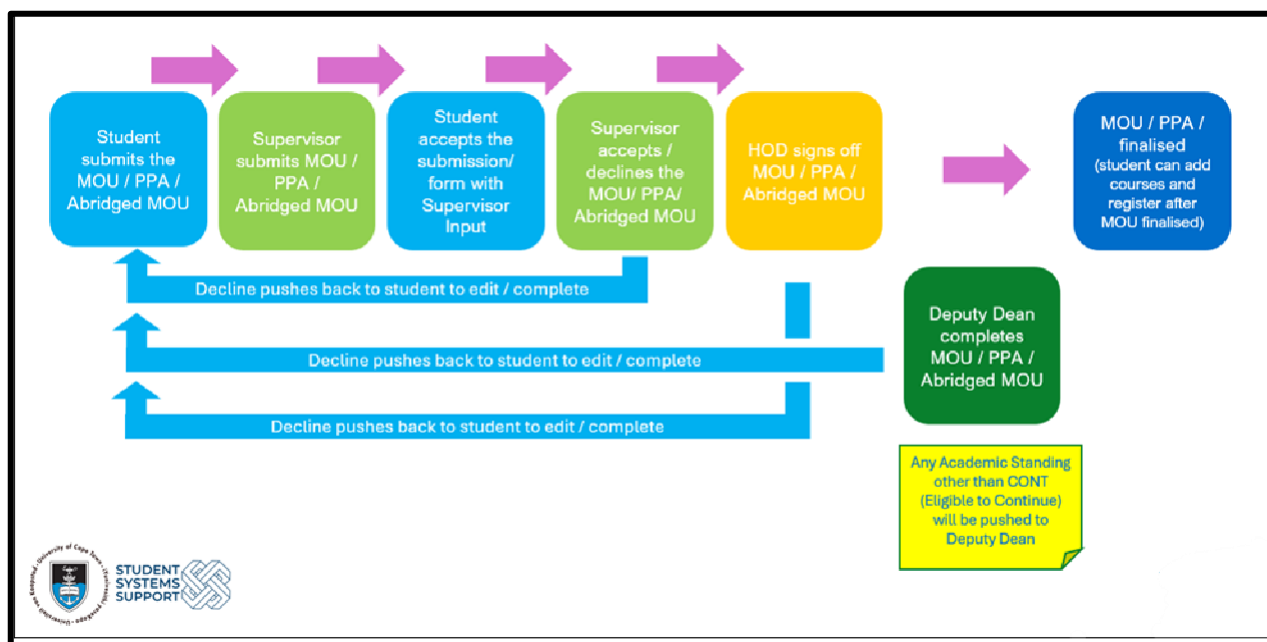


In the top left corner next to the student ID, you will see a **circle with three dots**

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

A new tab will appear with a PDF version of the MOU which can be saved (if the PDF does not automatically reflect ensure pop-ups is enabled).

MOU Workflow



► Note

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