Quick Reference Guide

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

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This is a Reference Guide on how to trigger or update your MoU and PPA on Peoplesoft.

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.



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.

1 Introduction Complete	Step 3 of 14: Additional Information Please Answer all the question below truthfully.
2 Declaration Complete	Expected Graduation Year
3 Additional Information Complete	*1. Are you expecting to complete your qualification this year?
Personal Details Complete	Research *2. Are you required to register for your dissertation or minor dissertation this year?
5 Biographic Details Complete	
6 Contact Details Complete	Yes No
7 Addresses	

Completing the MoU/PPA via Peoplesoft

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



IVNIVERSITY OF CAPE TOWN	
 Protect Your Password. Do not divulge your password to anyone. Do not leave a P0 unattended if you are logged in. You and only you will bear the consequences if the 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	Importar information
User ID	for enquir
	Student Number/
Password	Campus II
	Password
Sign In	Click
Enable Screen Reader Mode	Sign 1
Forgot Password ?	

- Enter your user ID/Student number in upper case in the User ID field. E.g., XXXYYY001
- Enter your UCT password into the **Password** field.
- Click the **Sign In** button

UNIVERSITY OF CAPE TOWN Insuration Administration System						0 : 0
Student Homepage ~						< 1 of 3 > 🚦
	Profile	Application Summary	Admissions	Academic Records	Meeting Attendance	
	Postgraduate Center	MoUPPA	Manage Classes	Student Finance	Undergraduate Funding	

- Click the MoU/PPA tile on your Student Homepage
- Alternatively, the MOU/PPA can be accessed through Step 11(Holds Step) of the Activity Guide.

Note If the MoU/PPA tile is not visible or does not indicate "Action Required", please contact the SSS Helpdesk (<u>sss-helpdesk@uct.ac.za</u>). The MoU/PPA is triggered at step 3 of the online registration process (MoU/PPA is triggered when a student selects dissertation only).

Note Once the MoU/PPA has been triggered, "Action Required" will display on the MoU/PPA tile. Students will be notified via email from a no-reply@uct.ac.za email address to complete their MoU/PPA. Ensure that you check your spam/junk mail as the email may be classified as spam.

	Useful Resources
	UCT Postgraduate Hub Guidelines for doctoral students
Progress and Planned Activity	Postgraduate Events Calendar
	Follow @UCTpostgrads Introduction to Postgraduate Funding Brochure
Progress and Planned Activity	Postgraduate degree funding UCT Research Support Hub
In Progress Additional Actions Useful Resources	Intellectual Property Guidelines and Disclosure forms
	Intellectual Property for postgraduate students Research Data Management
	Further guidelines relating to the deferred publication of a dissertation/thesis on OpenUCT

• Click the **Useful Resources** button to open a list of useful resources.

Progress a	nd Planned	Activity	,
		Campus	ID
Progress	s and Plann	ed Activ	ity
Status Finalised	Additional Acti	ons	Useful Resources
Intr	Additional Ac	tions	×
Pro Expan For	d All	han a line as the f	between the Pos

- Click the Additional Actions button.
- Click the Expand All button.

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Progress and Planned Activity
ID Campus ID
lescards working to secure introduced on the Vol and PA.
By the time the M to L of the PPA (or the abridged M to LI "permitted is initiated and/or completed, the expectation is that there has been adequated efficiency and/or written engagement between the student and supervisor(s). The completion of these documents is required to formalize a record of the outcome of the discussion and engagement between the student and supervisor(s). The completion of these documents is required to formalize a record of the discussion and supervisor(s) and proporting to grant and supervisor(s). The completion of these documents is required to formalize a supervisor of relevance to the discussion and engagement between the student and supervisor(s). The completion of these documents is required to domalie a record of the discussion and supervisor(s) and protoining to assess and adjust elements of the research and supervisor(s) and protoining to assess and adjust elements of the research and supervisor(s) and the completion of the research and su
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 for degree. It is intended to be a heipful and necessary tool, as opposed to a purely bureaucratic requirement. Thus, care should be taken in completion these documents timescular, and in M.I.
Note: This is a dynamic form where different fields will be displayed depending on your selected options. There is no limit on text input Preserve that any charges bound 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 SA Cellular
Campus Email
> All Academic Qualifications
> Qualification Information
> Thesis Information
> Supervisor Details
> Evaluation of progress of the student over the last cycle
> 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 K

• Clicking the **Expand All** button 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 Systems Support Documentation

		Cancel	Lookup
	Degrees	Search for: External Org ID ✓ Search Criteria	
*External Org ID	Q 7	External Org ID Q	
Description *Academic		Description (begins with)	
Career*Year	`	Search Name (begins with)	
*Field of Study		City (begins with)	
Save Cance		State (begins with)	
		Country (begins with)	
		Search	

- If no university/institution comes up, click the Magnifying Glass button to expand the Lookup feature.
- 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 fields. E.g. %manitoba for University of Manitoba
- The student should be advised to add **Foreign** in the **Description field** or **1006013** into the **External Org ID field**.

✓ Supervisor Details		
*Is your Supervisor a UCT staff member?	*Any Co-Supervisors?	
Туре	Supervisor ID	Display Name
Primary Supervisor	10.0010000	

• Under the **Supervisor Details** heading, click 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:

Cancel	Supervisor		Done	\times
Туре	Primary Supervisor			
UCT Staff Member?	Yes			
Supervisor	-mark markers	~		-
Telephone	00.77700000			
Email Address	2071003010-0			

- Select your designated **Supervisor** and **Co-supervisor** if applicable on the drop-down list.
- If the **Co-supervisor** is not a **UCT Staff Member**, the student will need to manually input the name of the person.
- Click **done** once you have selected Supervisor and Co-supervisor.



Student Systems Support Documentation

✓ Expectations and Plans of the Student	
'Expectations from the Supervisor(s) and the department	*Agreed plan
The Student must set out in detail the expectations from the Supervisor(s) and the department (For example: Access to Supervisor and facilities, etc)	The Student and Supervisor must set out their agreed plan what are you expecting to do for the research project.
*Agreed broad timetable	*Logistics
Estimated timing of presentation and or submission of formal research proposal for candidacy (where applicable) The iterature review completed by (where applicable): Data collection completed by (where applicable): Submission of dissertation/thesis completed by:	Outline arrangements to support the research plan (For example: Field work, laboratory work, access to computational resources and equipment, data collection and storage, performance, interviews etc.).
Re-registration will be dependent on the Student meeting the commitments stated above.	
*Employment and teaching commitments at UCT by the Student	*Skills required, courses and classes
Employment and leaching commitments at UCT by the Student, and what mentorship/support is given to enable students to undertake these activities.	List any lectures, workshop or course(s) that the Student must attend, to enhance their research skills or knowledge. Clarify the responsibility for costs associated with these (if any).
*Student's leave arrangement	
The Student and Supervisor should state their agreement below on the timing and length of the Student's leave entitlement.	
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 "Every day? "Days per month "Bays per month "Bays per month"	expect to be working on campus?
 Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years. 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 3 cludidines for the inclusion of outbucknown is discritation/thesis. 	boards (Master's) or DDB (PhD).

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

I Note All sections marked with an asterisk (*) must be completed on the MoU/PPA form.

Save	Submit
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- The student will click the **Submit** button.
- The supervisor will click the **Submit** Button.
- The MoU/PPA will go back to the student and supervisor for approval and will be sent to the HOD for final approval.
- Where the student had any other academic standing other than CONT in the previous year of study, the MOU sill be sent to the Deputy Dean for final approval.

Note To view communication between the Supervisor and Student, navigate to the History tab at the bottom of the MoU/PPA form. Click in the different statuses to see the messages from different stakeholders.



Student Systems Support Documentation

~ History			
Status ↑↓	Name ↑↓	Updated ↑↓	
Declined	THE REPORT OF THE PARTY OF	06/12/24 10:17:08.000000AM	>
Accepted by HoD		02/08/24 11:45:42.000000AM	>
Accepted by Supervisor	Residence - Supervise	15/07/24 4:05:46.000000PM	>
Accepted by Student	Tanimas Thingson in	15/07/24 3:22:56.000000AM	>
Submitted by Supervisor	Antionity (Surrey)	14/07/24 10:25:36.000000PM	>
Submitted by Student	Bundhar (Seleganer Ball	12/07/24 4:17:50.00000PM	>

* MoU / PPA / Abridged MoU Workflow Process

