Quick Reference Guide

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

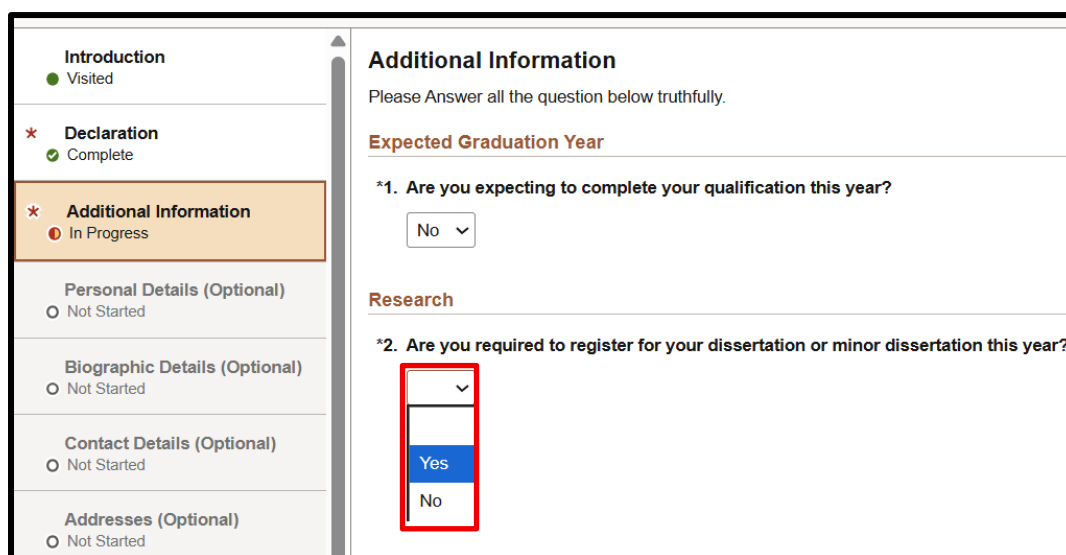Date created: 28 December 2022

Date updated: 03 December 2025

Contents

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.

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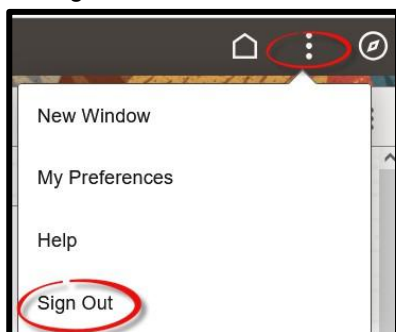
- Enter your **student number** in Uppercase in the **User ID field**
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button

The following **Student Homepage** with different tiles will be displayed.
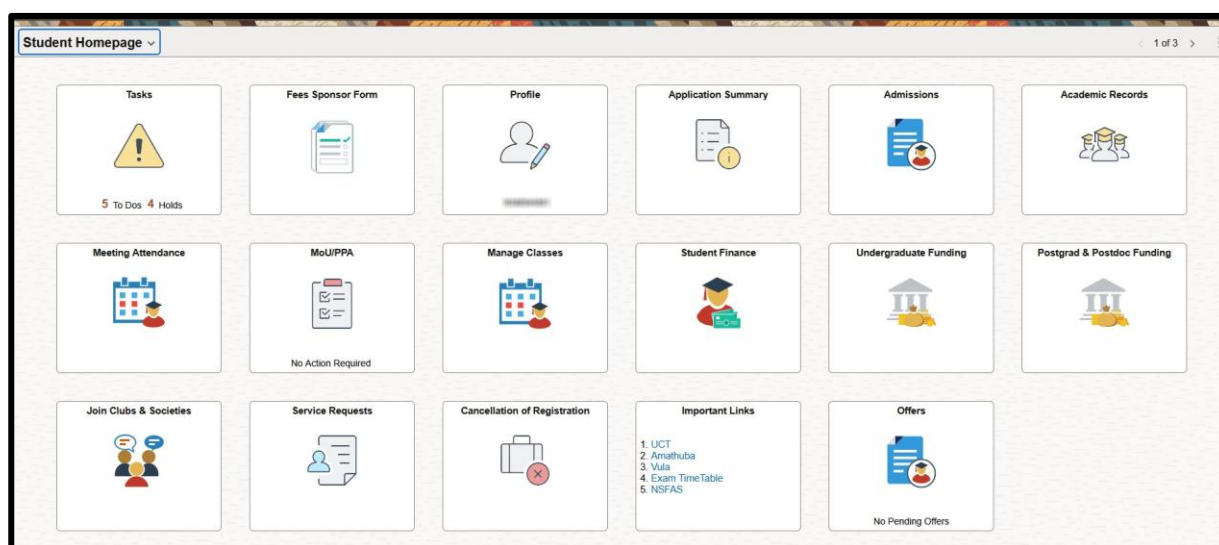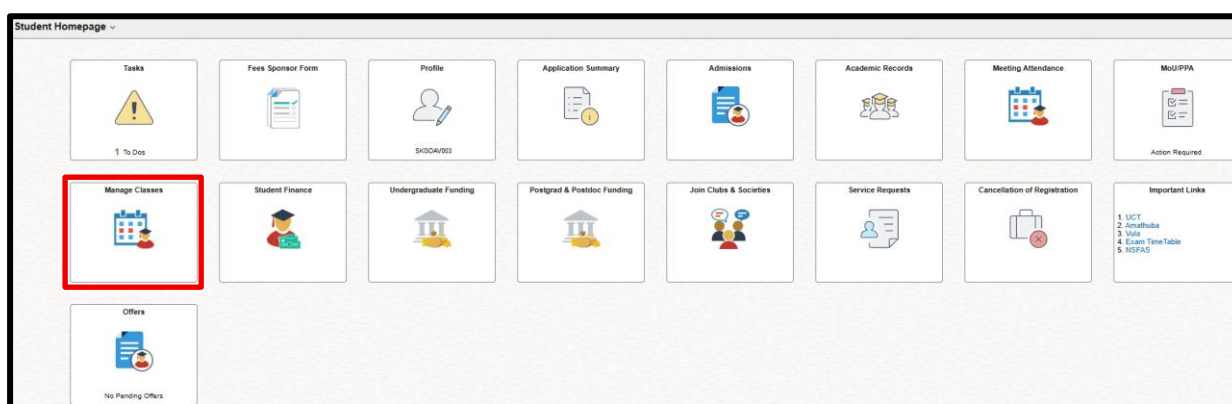
Logging out of PeopleSoft

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

Completing the MOU/PPA:

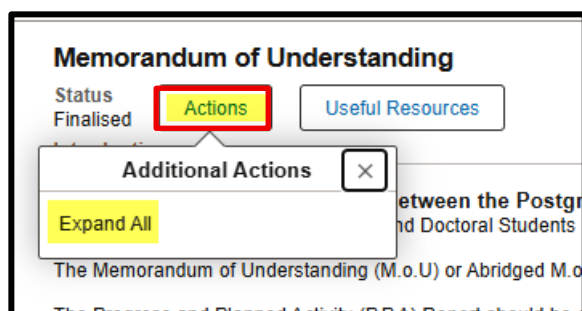**Navigate to the MoU/PPA tile (see below):**

 **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".**

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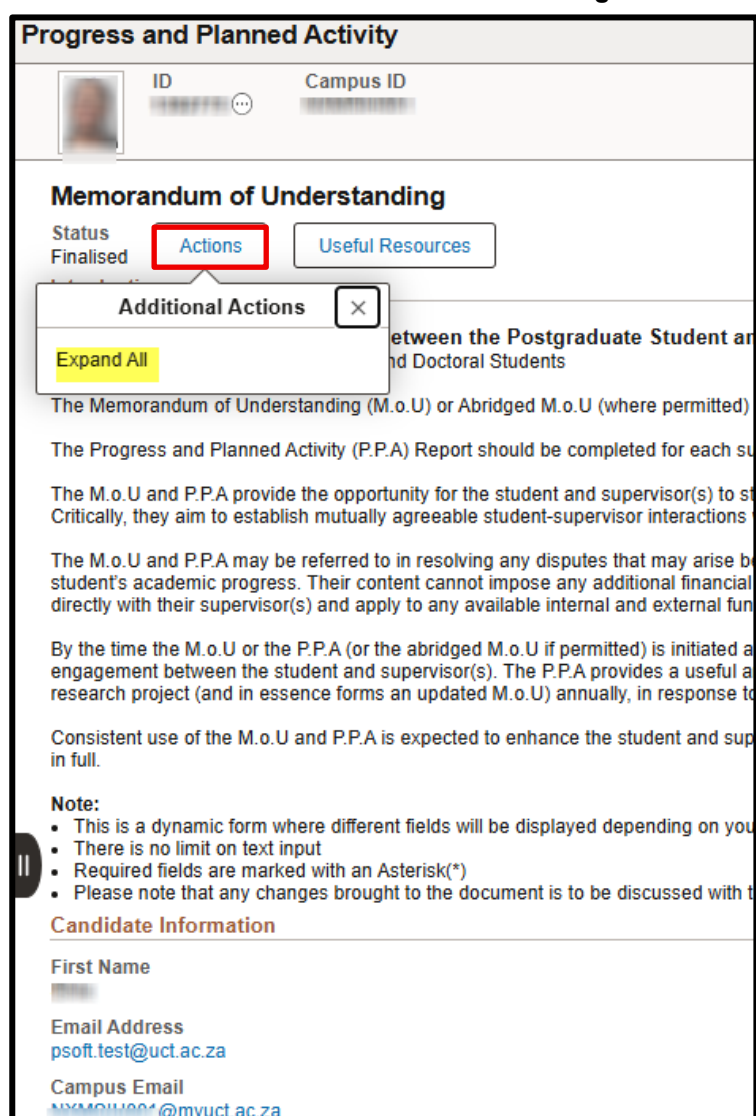
- Click on the **Actions** Button
- Select **Expand All** to open all sections of the form

▶ 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.**

- 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.

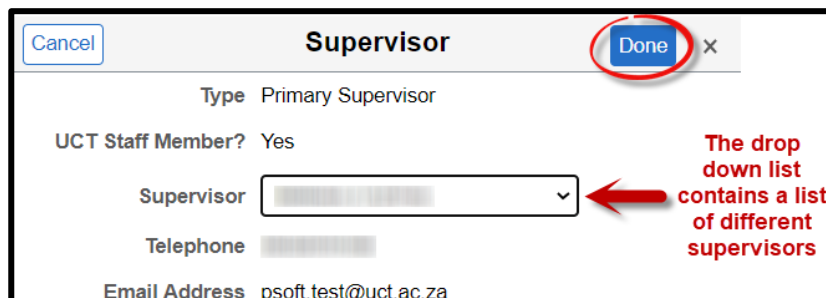- Under the **Supervisor Details** heading, select the expansion arrow on the right and select the assigned supervisor on the drop-down list to view information of the **Primary supervisor** and **Co-supervisor** if applicable.

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

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

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

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

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

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.**

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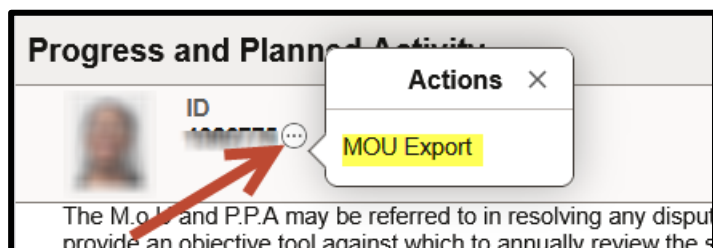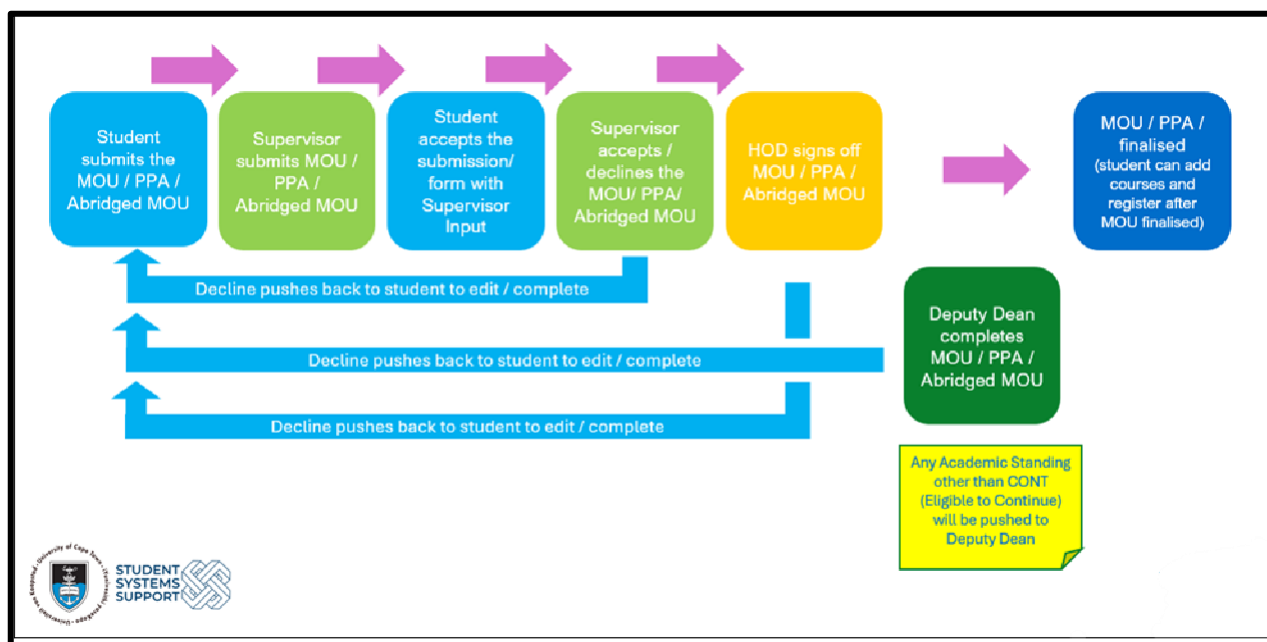

In the top left corner next to the student ID, you will see a **circle with three dots**

- 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**