

## Quick Reference Guide

### Graduate Research Management – Student Upload Intention to Submit

Date Created: 29 May 2015

Last Updated: 18 March 2019

#### ▶ 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.

#### File Naming conventions:

Thesis

Abstract-Open

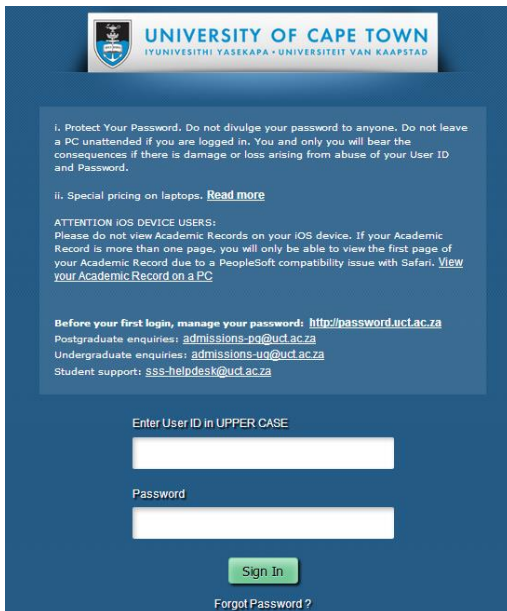
Abstract-Restricted

#### ▶ Note

All file naming conventions are case sensitive

#### Uploading your Intention to Submit form:

Login to the PeopleSoft Student Administration Self Service:



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.

ii. Special pricing on laptops. [Read more](#)

ATTENTION IOS DEVICE USERS:  
Please do not view Academic Records on your IOS device. If your Academic Record is more than one page, you will only be able to view the first page of your Academic Record due to a PeopleSoft compatibility issue with Safari. [View your Academic Record on a PC](#)

Before your first login, manage your password: <http://password.uct.ac.za>  
Postgraduate enquiries: [admissions.pg@uct.ac.za](mailto:admissions.pg@uct.ac.za)  
Undergraduate enquiries: [admissions.ug@uct.ac.za](mailto:admissions.ug@uct.ac.za)  
Student support: [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

Enter User ID in UPPER CASE

Password


[Sign In](#)

[Forgot Password ?](#)



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

The **Student Homepage** appears



- To sign out, click on the **Actions List** icon  and select **Sign Out**
- Click on **Service Requests** tile

My Service Requests

My Service Requests						Personalize   Find   View All    	First	1 of 1	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date				
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Create New Request</div>									

- Click on the **Create New Request** button



Select a Request Category

Select a Request Category		Personalize   Find   View All    	First	1-2 of 2	Last
Request Category					
<input type="radio"/>	Memorandum of Understanding related matters				
<input checked="" type="radio"/>	Thesis/Dissertation related matters				

Cancel
Next >

- Select on the **Thesis/Dissertation** related matters option
- Click on the **Next** Button

Select a Request Type

Select a Request Type		Personalize   Find   View All    	First	1-3 of 3	Last
Request Type					
<input checked="" type="radio"/>	Intention to submit				
<input type="radio"/>	Upload Thesis/Dissertation for Examination				
<input type="radio"/>	Library Copy-upload final Thesis/Dissertation for Library				

Cancel
< Previous
Next >

- Select the request type **Intention to Submit**
- Click on the **Next** Button

Select a Request Subtype 1 - 2 - 3

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Select a Request Subtype Personalize | Find | View All | First 1 of 1 Last

Request Subtype

Intention to submit Doctoral Thesis(All faculties)

Cancel < Previous **Next >**

- Select the request type **Intention to Submit**
- Click on the **Next** button

My Request Detail

Category Thesis/Dissertation related matters Type **Intention to submit**

Subtype **Intention to submit Doctoral Thesis(All faculties)** Request Date 19/10/2018

Status Received

Comment

File Attachments Personalize | Find | First 1 of 1 Last

Attachments Audit

Attached File	View	Add Attachment
	View	<b>Add Attachment</b>

- Click on the **add attachment** Hyperlink and upload your Abstract

My Request Detail

Category Thesis/Dissertation related matters Type **Intention to submit**

Subtype Intention to submit Doctoral Thesis(All faculties) Request Date 19/10/2018

Status Received




Comment

File Attachments Personalize | Find | First 1 of 1 Last

Attachments Audit

Attached File	Description	View
Abstract-Open.pdf	Abstract-Open.pdf	<b>View</b>

**Submit** Cancel

- Click on the **Add a new row icon**  and upload Intention to Submit Form
- Click on the **Add a new row icon**  and upload your **OpenUCT suppression form** (if applicable)
- Click on the **Add a new row icon**  and upload to upload your thesis/dissertation and **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 on the **Submit** button

My Service Requests

My Service Requests Personalize | Find | View All | First 1 of 1 Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16929	<b>Intention to submit</b>	Intention to submit Doctoral Thesis(All faculties)	19/10/2018	<b>Received</b>	19/10/2018



- 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 processed, you will receive an email notification from your faculty or the DDB office once your submission has been processed

**▶ Note**

**Should you have any technical issues with the PeopleSoft system, please contact Student Systems Support at [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)**