



Quick Reference Guide

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

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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. The **MoU** should be completed by first year students while the **PPA** should be completed annually by returning students.

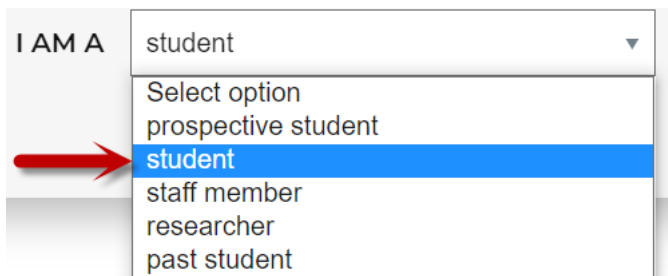
Note An MoU/PPA (**only applicable to student conducting full research or minor thesis not coursework only**) is triggered during **Step 3 of the registration process**. Student must select dissertation or dissertation and coursework on the dropdown arrow and **NOT COURSEWORK** to trigger MOU.

This is a Reference Guide on how to create or update your MoU and PPA on PeopleSoft.

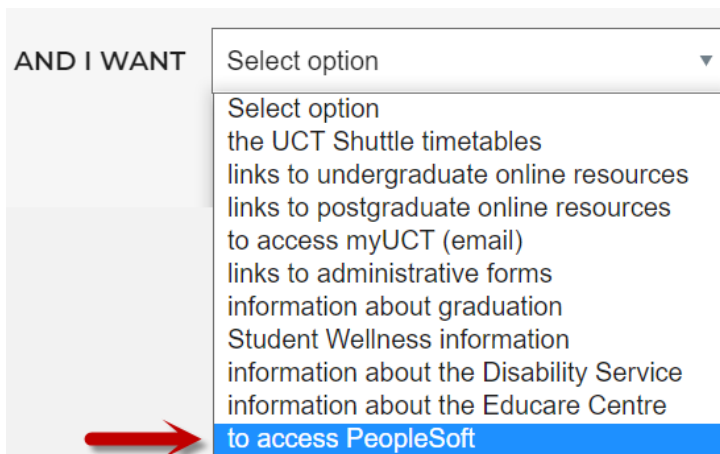
Note All sections marked with an asterisk (*) must be completed through the MoU/PPA tile on Peoplesoft.

Navigate to PeopleSoft (self-service)

- Go to the **UCT Website:** www.uct.ac.za
- Scroll down the webpage until you see the drop-down arrows next to “**I AM**” and “**AND I WANT**”
- From the **I AM A** section, select “**Student**” in the drop-down list (see below):



- From the **AND I WANT** section, select “**to access PeopleSoft**” in the drop-down list (see below):



Then click on the button as indicated below:



AND I WANT

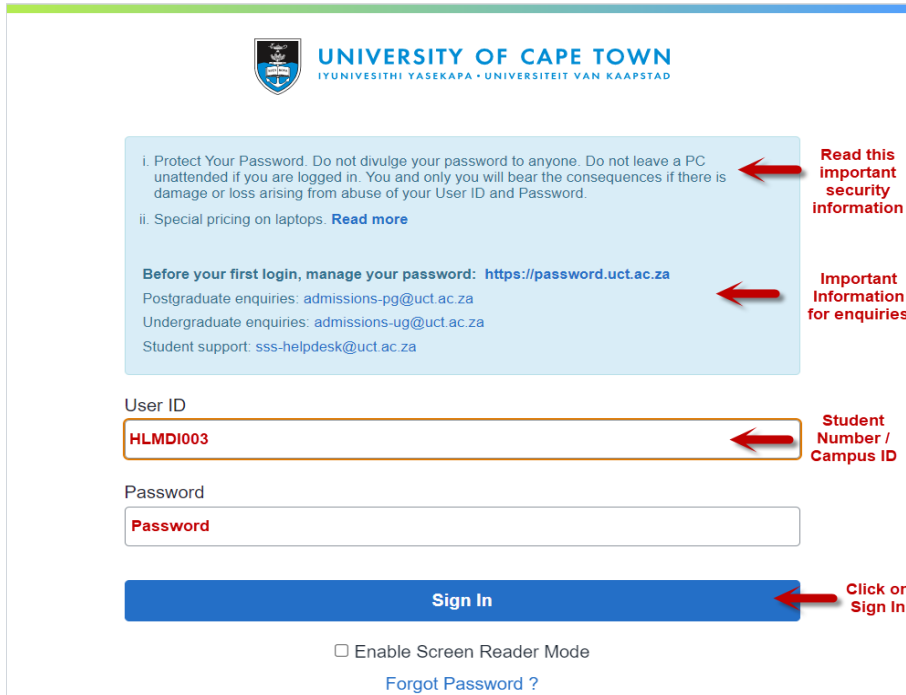
to access PeopleSoft



**Click on this
button**

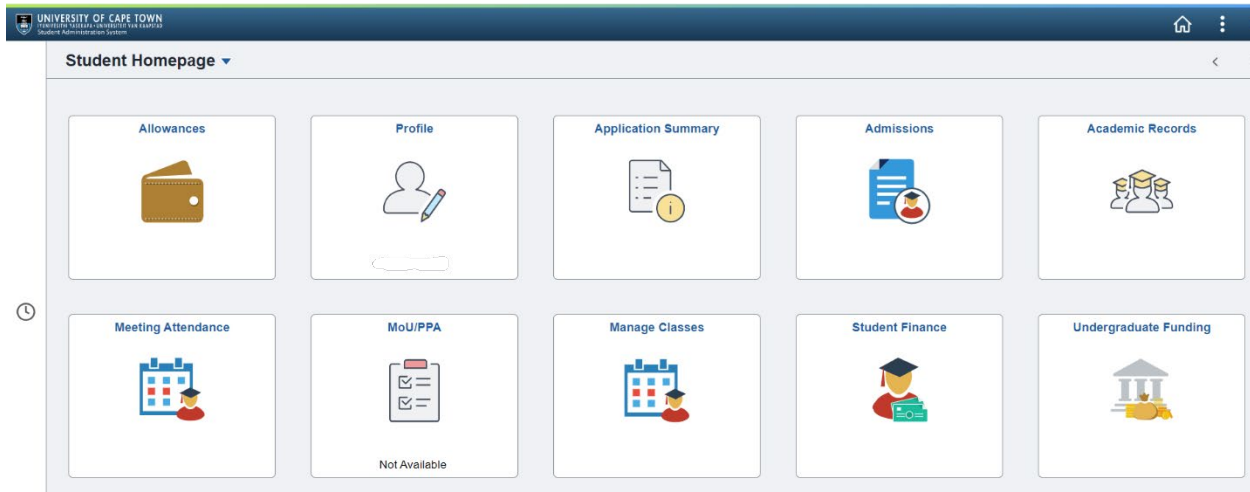


Logging onto PeopleSoft



- 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

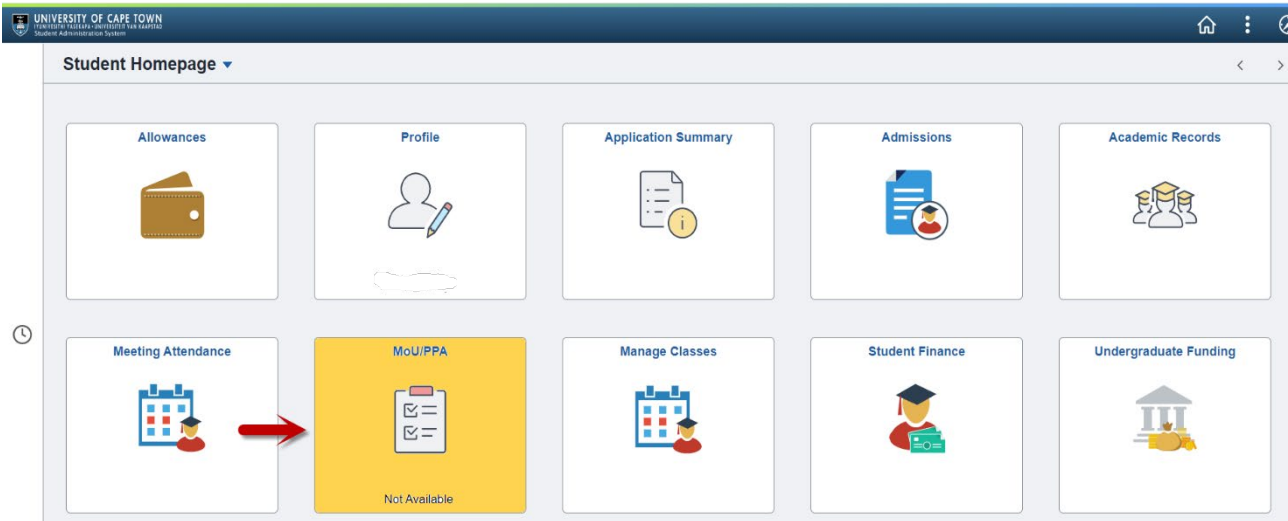
To sign out, click on the **Actions List icon** and select **Sign Out**





Submitting the MOU/PPA Service Item:

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 (MoU/PPA is triggered when a student selects dissertation only).

▶ 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.

- Select **Additional Actions**

ID	Campus ID
<input type="text"/>	<input type="text"/>

Memorandum of Understanding

Status

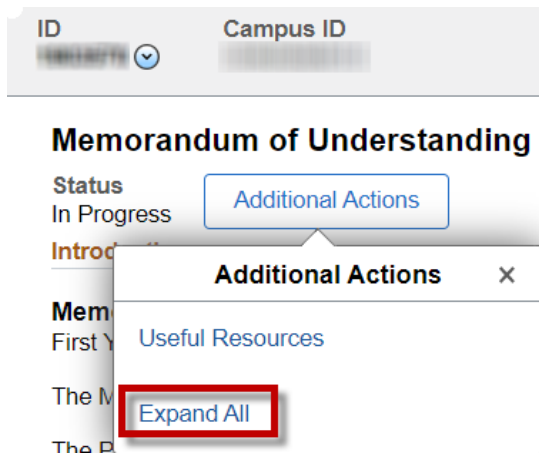
In Progress

[Additional Actions](#)

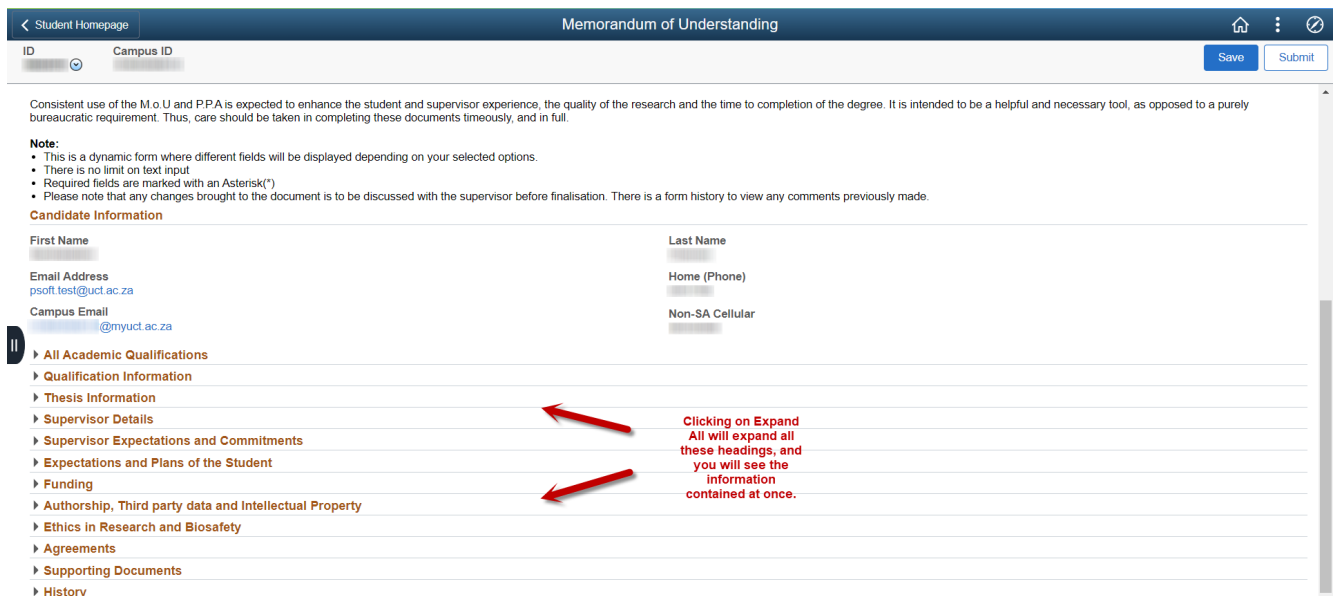
Click on
Additional
Actions

Introduction

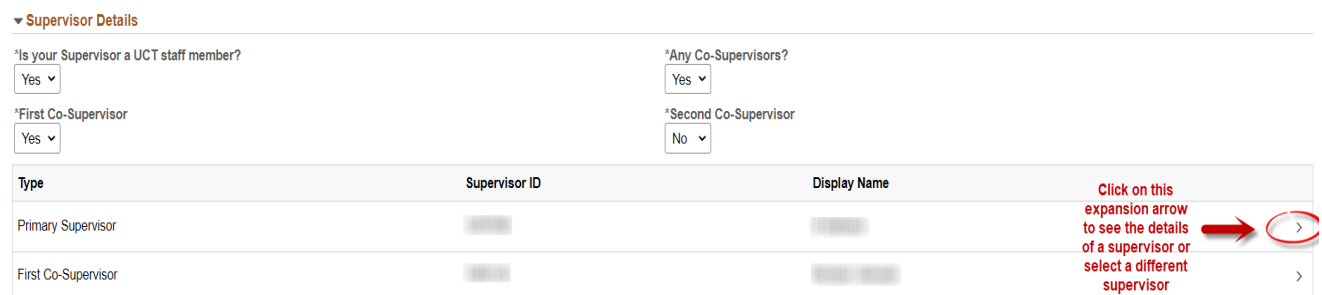
- Select **Expand All** to expand all the headings.



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 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:

Supervisor Cancel Done x

Type Primary Supervisor

UCT Staff Member? Yes

Supervisor

Telephone

Email Address psoft.test@uct.ac.za

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.

▼ **Expectations and Plans of the Student**

Expectations from the Supervisor(s) and the department

Access supervisor(s) at least once a week via a meeting.
Within reasonable response time via email.

Agreed broad timetable

Proposal completed by: 30 April 2022
Literature review completed by: 30 June 2022
Data collection completed by: 30 April 2023
Data analysis completed by: 31 July 2023
Submission of thesis completed by: 30 November 2023

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

Employment and teaching commitments at UCT by the Student

Lesson planning assistance and guidance when necessary.

Student's leave arrangement

Two week period to be taken at any time.

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

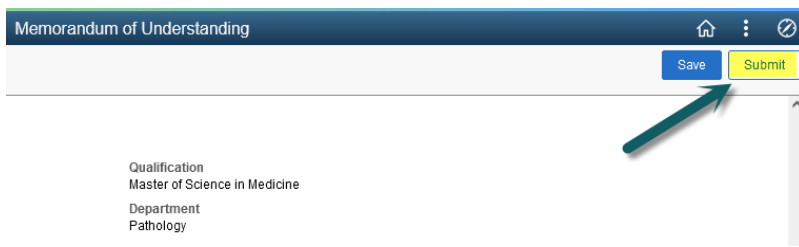
Note To view communication between Supervisor and student, navigate to the **History** tab at the bottom of the MoU/PPA submission page.

Attach supporting documents if available

▼ **History**

Status	Name	Updated
Finalised - Ethics Pending	Rajumar Ramesar	28/02/22 1:17:01.000000PM
Accepted by Supervisor	Collet Dandara	28/02/22 10:54:42.000000AM
Accepted by Student	Leegan Govender	28/02/22 7:08:55.000000AM
Submitted by Supervisor	Collet Dandara	25/02/22 6:16:06.000000PM
Submitted by Student	Leegan Govender	21/01/22 10:10:08.000000PM

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



MoU/PPA will go back to the supervisor for approval and will be sent to the **HoD** for final sign off.

Note

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