

## Quick Reference Guide

### Graduate Research Management – Student Upload Thesis/Dissertation for Examination

Date of last update: 1 June 2015



#### 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). Thesis/Dissertation and Abstract documents must be named according to a standard convention.

#### Naming convention for Thesis/Dissertation file:

**Thesis.pdf** - upload your thesis/dissertation document in a single PDF file format.

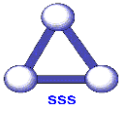
#### Naming convention for Abstract files:

**Abstract-open.pdf** - this must be attached to all Examination Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students must upload this type of abstract.

**Abstract-Restricted.pdf** - This must be attached to any Examination Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

#### Submitting your thesis/dissertation and abstract for examination:

- Login to the **PeopleSoft Student Administration Self Service**:  
[www.uct.ac.za](http://www.uct.ac.za) > **Current Students** > **Postgraduates** > **Postgraduate & postdoctoral studies hub** > **PeopleSoft login**
  - Enter **User ID** in UPPER CASE
  - Your **Password** is your regular network password
- Click on the **Self Service** hyperlink
- Navigate to and click on the **Research Activities** folder
- Click on the **Service Requests** hyperlink
- Click the **Create New Request** button
- Select the **Thesis/Dissertation related matters** option
- Click **Next**
- Select request type **Upload Thesis/Dissertation for Examination**
- Click **Next**
- **Select a Request Subtype** by selecting the Faculty and Career option applicable to your study programme
- Click **Next**
- Click the **add attachment** button and upload thesis/dissertation for examination (i.e. **Thesis.pdf**)
- Click the **Add** button and upload your thesis/dissertation **Abstract-open.pdf**
- Click the **Add** button and upload your thesis/dissertation **Abstract-Restricted.pdf** (if applicable)



- Click the **Add** button and upload your OpenUCT suppression form (**if applicable**)
- Click the **Add** button and upload your word count form
- Click the **Add** button and upload your submission declaration form
- Click the **Add** button and upload your Turnitin Originality report
- Click the **Add** button and upload your signed plagiarism declaration
- Click the **View** hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- Enter the following confirmation statement in the **Comment** box: ***“I confirm that the uploaded document is the thesis/dissertation to be examined.”***
- Click the **Submit** button
- The **Status** column will indicate **Received**, which means that you have successfully created your Upload Thesis/Dissertation for Examination 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 submitted, you will receive an **Acknowledgment of Receipt** email notification from your faculty or the DDB office once your submission has been processed.

**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)**