



**STUDENT HELP DOCUMENT:  
DIGITAL SUBMISSION OF A THESIS/DISSERTATION FOR  
EXAMINATION AND LIBRARY ACCESS**

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## 1. Presentation and submission of a Master's dissertation/ PhD thesis

Master's and PhD candidates are to submit electronic versions of (full or minor) dissertations/theses online via the PeopleSoft Student Administration Self-service functionality. Hard copies of 'intention to submit' forms and dissertations/theses no longer need to be physically deposited at UCT<sup>1</sup>; you must submit your work for examination from any digitally-connected destination.

At the conclusion of your research, you will be required to complete and upload your 'intention to submit' form on PeopleSoft, followed by the upload of your dissertation/thesis. All communication from UCT regarding the examination process will occur via your UCT e-mail address – [student number]@myuct.ac.za.

**Please make sure that you have your username and password and are able to access the [PeopleSoft Student Administration Self Service](#).**

Should you have any problems with this service, please consult the following document: [Accessing PeopleSoft Self Service for Students](#), or get help by accessing [Student Self Service Help](#) or emailing [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za).

## 2. Intention to submit

Approximately 4-6 weeks before you submit your dissertation/thesis for examination, you need to notify UCT of your intention to do so by uploading an 'intention to submit' form. This will let the University know that examiners need to be secured for you. If you do not upload the 'intention to submit' form in good time, it potentially delays your examination.

In addition, students registered in the Faculties of Science, Health Sciences and Engineering and the Built Environment must also upload, along with the 'intention to submit' form and abstract, the **IP Assessment form**.

If you are a Master's candidate, please download an 'intention to submit' form from your Faculty's website.

If you are a PhD candidate, please download the intention to submit form found here: [Notice of Intention to Submit a PhD Thesis](#)

In addition to the 'intention to submit' form all students are to upload an abstract. The file must be named as follows:

**Abstract-open.pdf**

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<sup>1</sup> In the event that any of your external examiners request a hard copy of your dissertation/ thesis, you will be required to supply this. The Faculty or the Doctoral Degrees Board Office will contact you should this be necessary.

If you have sought and been granted permission for embargo of your dissertation/thesis (please see [http://open.uct.ac.za/thesis\\_guidelines.html](http://open.uct.ac.za/thesis_guidelines.html)) you must additionally provide a neutralised/restricted abstract which will be placed on *OpenUCT* after examination. After the expiry of the embargo period, the full or open abstract will be placed on *OpenUCT*.

The file must be named as follows:

**Abstract-Restricted.pdf**

Complete the 'intention to submit' form and then log in to the [PeopleSoft Student Administration Self Service](#). Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. On the next screen choose 'Intention to submit' as the request type.

Select the Request Subtype appropriate to you, taking particular note of which degree (PhD or Master's) and the faculty in which you are registered, and upload your completed 'intention to submit' form and your abstract as separate PDF documents.

You may also view what you have uploaded to confirm that all is in order and may add any additional notes in the 'Comment' section if you so wish, but this may be left blank. Once your form has been successfully uploaded, click the 'Submit' button.

Once your form has been submitted and processed, you will receive an acknowledgement of receipt via e-mail. You may also log in to [PeopleSoft Student Administration Self Service](#) to check the status of the service request.

In cases where a submission is incomplete it will be rejected, and you are required to upload the incorrect or missing document/s as a **new** service request (if you add them to the existing service request, the DDB Office/Faculty Office is not made aware that new/additional documents have been uploaded).

### **3. Uploading and submitting your dissertation/thesis for examination**

You will need to submit the following documents:

3.1 **Thesis:** Once you are ready to submit your dissertation/thesis for examination save it as a PDF file type. The file must be named as follows:

- **Thesis.pdf**

(This name is to be used by both PhD and Master's students).

3.2 **Abstract:** All students must again upload an abstract (it may have changed since it was first uploaded at the 'intention to submit' stage).

If you have sought and been granted permission for embargo of your dissertation/thesis (please see [http://open.uct.ac.za/thesis\\_guidelines.html](http://open.uct.ac.za/thesis_guidelines.html)) you must additionally provide a neutralised/ restricted abstract which will be placed on *OpenUCT* after examination.

The abstract files must be named as follows:

- **Abstract-open.pdf** (the full abstract), or
- **Abstract-Restricted.pdf** (the neutralised abstract which has all sensitive information removed)

This will ensure that the correct versions of the documents are made available on *OpenUCT*.

**3.3 Turnitin originality report:** All Doctoral and Master's students who submit their dissertations/theses for examination must include a plagiarism report from Turnitin - also known as an Originality Report – with their submission. **The onus is on you as the student to ensure that the Turnitin Originality Report is signed off by your supervisor and included in your submission.** Please see guidance on how to access Vula in order to obtain a Turnitin Originality Report on [page 6](#).

**3.4 The submission declaration/word count form;**

**3.5** If applicable, the **OpenUCT suppression form**, where the supervisor supports a delay in making the dissertation/thesis available via *OpenUCT* to enable publication.

Log in to the [PeopleSoft Student Administration Self Service](#). Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. Then choose 'Upload Thesis/ Dissertation for Examination' as the request type.

Please choose the Request Subtype, taking particular note of which degree (PhD or Master's) and the faculty in which you are registered, and upload your dissertation/thesis for examination, along with the additional documents listed above.

You may view what you have uploaded to confirm that the correct file will be submitted. Type the following confirmation statement in the comment section:

*"I confirm that the uploaded document is the dissertation/thesis to be examined."* and then click 'Submit'.

Once your dissertation/ thesis has been submitted and processed, you will receive an acknowledgement.

You can check the progress of your submission on PeopleSoft.

In cases where a submission is incomplete it will be rejected, and you are required to upload the incorrect or missing document/s as a **new** service request (if you add them to the existing service request, the DDB Office/Faculty Office is not made aware that new/additional documents have been uploaded).

**Please note:** In the event that any of your external examiners request a hard copy of your dissertation/ thesis, you will be required to supply this. The Faculty or the Doctoral Degrees Board Office will inform you should this be necessary.

#### **4. Library access: providing the library with a corrected copy of your dissertation/ thesis**

Once you have received the result of the examination of your dissertation/ thesis, you will be required to upload a final corrected copy as a PDF file type for the library in order to be eligible for graduation.

To do this, log in to the [PeopleSoft Student Administration Self Service](#). Select 'Self-service' and navigate to the 'Research Activities' section. Go to 'Service Requests' and select 'Create New Request'. On the following screen, select the Request Category of 'Thesis/ Dissertation related requests'. Then choose 'Library Copy – upload final Thesis/Dissertation for Library' as the request type.

Choose the Request Subtype, taking particular note of which degree (PhD or Master's) and the faculty in which you are registered and upload your corrected dissertation/thesis for the library.

All students must again upload an abstract (it may have changed after being examined).

If you have sought and been granted permission for embargo of your dissertation/thesis (please see [http://open.uct.ac.za/thesis\\_guidelines.html](http://open.uct.ac.za/thesis_guidelines.html)) you must additionally provide a neutralised/ restricted abstract which will be placed on *OpenUCT* after examination. The abstract files must be named as follows:

- **Abstract-open.pdf** (the full abstract), or
- **Abstract-Restricted.pdf** (the neutralised abstract which has all sensitive information removed)

This will ensure that the correct versions of the documents are made available on *OpenUCT*.

You may view what you have uploaded to confirm that the correct file will be submitted. Once confirmed, please click 'Submit'.

You need to insert a statement in the comment section confirming that the uploaded files are the correct versions for the Library/ *OpenUCT*.

Once your dissertation/thesis has been submitted and processed, you will receive an acknowledgement of receipt.

## 5. Assistance with digital submissions

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

## 6. Using Vula and Turnitin

1. Send an email to [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za) to request access to the Turnitin 2015 Vula tab.
2. Once you receive confirmation that you have been granted access to the tab, open an internet browser and type <http://vula.uct.ac.za> into the address bar. Alternatively, go to the UCT homepage at <http://www.uct.ac.za> and use the Vula quick link<sup>2</sup>
3. Login (UCT Login) by entering your UCT Student Number and Password in the top right hand corner
4. Click 'Login'
5. Once logged in to Vula you will find yourself in My Workspace
6. Along the top of the screen you will see a series of tabs of the Vula sites you are a member of
7. Click the tab called "Turnitin 2015" to enter the site
8. Click "Assignments" on the left hand side of the screen
9. Under the heading "Submission", you will need to upload your dissertation/thesis as an attachment
10. Click "choose file"
  - i. A new window will open up allowing you to select the document
  - ii. Find your file and click Open
11. You will return to the Vula page
12. Tick the plagiarism box found under the declaration
13. Click "submit"
14. Your report will generally be generated within an hour to 24 hours.
15. To view your report:
  - i. Repeat the above process up to step 9
  - ii. Once you have opened the assignment you will see an icon next to Turnitin Report to view your report
  - iii. If you would like to submit a revised or other document, click "Remove" and go through the process of submission again

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<sup>2</sup> When you first arrive in Vula, click on 'Profile' in the left menu to update your details. You can also use the 'Preferences' tool to edit your tabs and adjust your notification options.

The Turnitin report (the first pages of the report with the percentages up to the title of your actual thesis) is to be signed by yourself and supervisor and uploaded together with your Thesis submission.

Note:

**The file size may not exceed 20MB.** Files of larger size may be reduced by removing non-text content (pictures, graphs etc.) or submitted by chapter or in sections.

**NEED HELP?**

Please contact the *Vula* helpdesk for assistance [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za) 021-650-5500.

You may also visit the UCT Library knowledge commons:

<http://www.lib.uct.ac.za/lib/knowledge-commons>