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:

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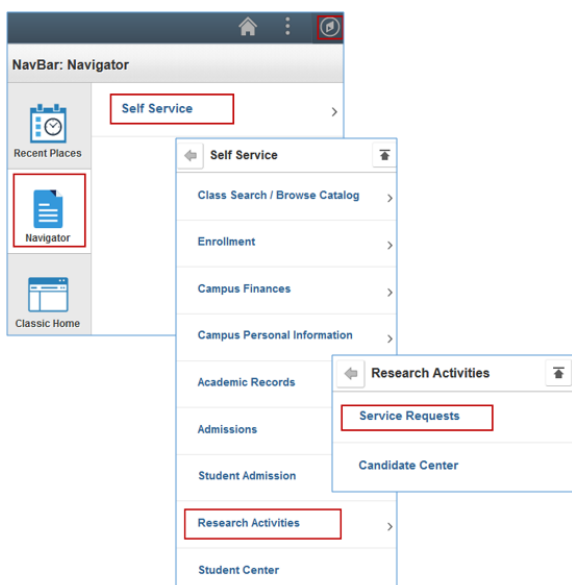- Click on the **Sign In** button

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The **Student Homepage** appears
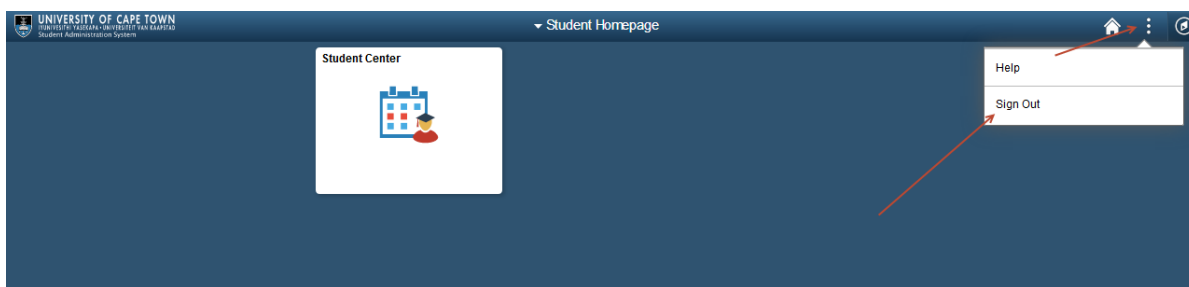
- To sign out, click on the **Actions List** icon ⋮ and select **Sign Out**

Submitting the Intention to Submit Service Request
Navigational path: Self Service> Research Activities> Service Requests

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Self-Service** category
- Click on the **Research Activities** category
- Click on **Service Requests** category

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

Create New Request

- 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	
○	Memorandum of Understanding related matters	
●	Thesis/Dissertation related matters	

Cancel   Next >

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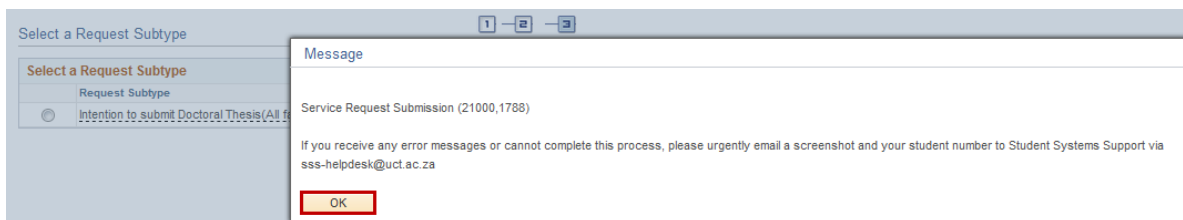- Click on the **Next** Button

- Select the request type **Intention to Submit**
- Click on the **Next** Button
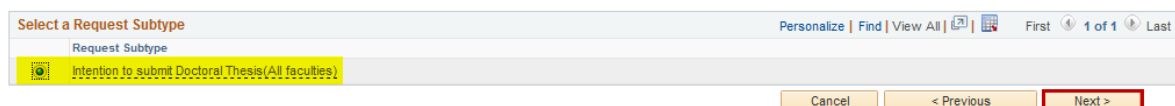
A service request message will appear to advise you of what process to follow if you experience any error.

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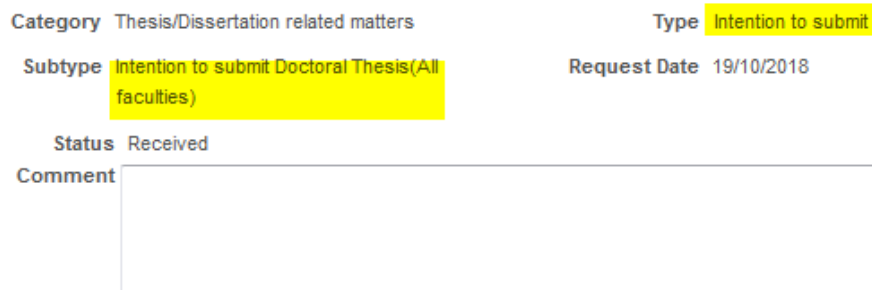
- Select the request type **Intention to Submit**
- Click on the **Next button**

My Request Detail

Category Thesis/Dissertation related matters   Type Intention to submit

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

Status Received

Comment

File Attachments

Attachments	Audit	

Attached File	View	Add Attachment	
	View	Add Attachment	−

- 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	View	−
			+

[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** (<u>if applicable</u>)
- 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	Intention to submit	Intention to submit Doctoral Thesis(All faculties)	19/10/2018	Received	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**