



## Quick Reference Guide

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

Date Created: 29 May 2015

Last Update: 18 October 2018

Updated for the Faculty of Engineering & the Built Environment: 09 September 2024

#### 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. You must create a new Service Request if the original has been rejected.

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

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

#### Naming convention for Abstract files:

**Abstract-Open** - 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** - 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.

#### Note

All file naming conventions are case sensitive

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

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

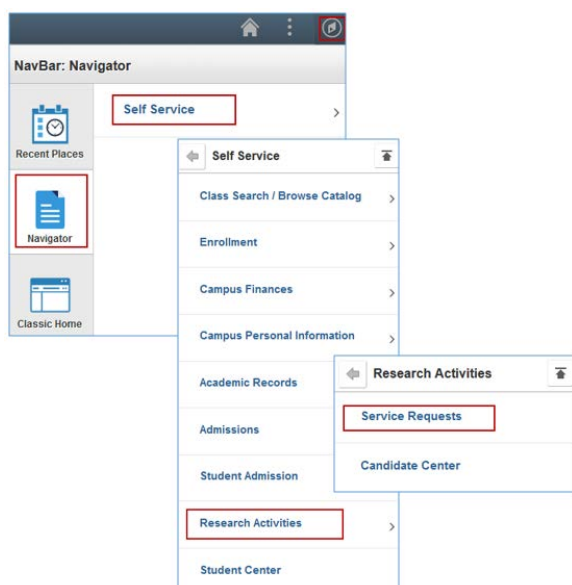
The **Student Homepage** appears



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

## Submitting the Upload for Examination 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		
16883	intention to submit	Intention to submit Science Master's dissertation	22/08/2018	Accepted	18/10/2018		
<a href="#">Create New Request</a>							

- Ensure your **Intention to submit** is **accepted**.
- Click on the **Create New Request** button

Select a Request Category

1 - 2 - 3

Select a Request Category Personalize | Find | View All | [Print] [Refresh] 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 the **Thesis/Dissertation related matters** option
- Click on the **Next** button

Select a Request Type

1 - 2 - 3

Select a Request Type Personalize | Find | View All | [Print] [Refresh] First 1-3 of 3 Last

Request Type
<input type="radio"/> Intention to submit
<input checked="" type="radio"/> Upload Thesis/Dissertation for Examination
<input type="radio"/> Library Copy-upload final Thesis/Dissertation for Library

Cancel < Previous **Next >**

- Select request type **Upload Thesis/Dissertation for Examination**
- Click on the **Next** button

Select a Request Subtype

1 - 2 - 3

Select a Request Subtype

Request Subtype
<input type="radio"/> Upload Science Master's dissertation

Message

Service Request Submission (21000,1768)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

OK

- A service request message will appear to advise you of what process to follow if you experience any error.
- Click on the **Ok** button

Select a Request Subtype

1 - 2 - 3

Select a Request Subtype Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Request Subtype
<input checked="" type="radio"/> Upload Science Master's dissertation

Cancel < Previous **Next >**

- Select the request type **Upload Dissertation**
- Click on the **Next** button

### My Request Detail

<b>Category</b> Thesis/Dissertation related matters	<b>Type</b> Upload Thesis/Dissertation for Examination
<b>Subtype</b> Upload Science Master's dissertation	<b>Request Date</b> 19/10/2018
<b>Status</b> Received	
<b>Comment</b>	

File Attachments Personalize | Find | [Print] [Refresh] First 1 of 1 Last

Attachments Audit [Add]

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

- Click on the **Add Attachment** hyperlink and upload your thesis/dissertation **Thesis**









### My Request Detail

Category Thesis/Dissertation related matters      Type Upload Thesis/Dissertation for Examination  
Subtype Upload Science Master's dissertation      Request Date 18/10/2018  
Status Received







Comment

File Attachments		Personalize	Find	First	1 of 1	Last
Attached File	Description			View		
Thesis.pdf	Thesis.pdf			View		

### **Note** Applicable to EBE Masters students

- Click on the **Add a new row icon**  and upload your **Abstract-Open/ Abstract-Restricted**
- 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 your **Approved EBE Faculty 'Assessment of Ethics form**.
- Click on the **Add a new row icon**  and upload a copy of your **Unofficial Transcript**.
- Click on the **Add a new row icon**  and upload **EBE04 - Declaration of Free Licence form**.
- Click on the **Add a new row icon**  and upload the following signed **plagiarism declaration**:  
**“This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software) and I confirm that my supervisor has seen my report and any concerns revealed by such have been resolved with my supervisor.”**
- Click on 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.”**

### **Note** Applicable to Doctoral students

- Click on the **Add a new row icon**  and upload your **Abstract-Open/ Abstract-Restricted**
- 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 your **DDB 11 form (if applicable)**
- Click on the **Add a new row icon**  and upload **Citation** in MS Word format
- Click on the **Add a new row icon**  and upload your **Mini Citation** in MS Word Format
- Click on the **Add a new row icon**  and upload the following signed **plagiarism declaration**:  
**“This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software) and I confirm that my supervisor has seen my report and any concerns revealed by such have been resolved with my supervisor.”**
- Click on 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.”**



My Request Detail

Category Thesis/Dissertation related matters      Type Upload Thesis/Dissertation for Examination  
 Subtype Upload Science Master's dissertation      Request Date 18/10/2018  
 Status Received

Comment

File Attachments      Personalize | Find | View All | First 1 of 1 Last

Attached File	Description	View
Thesis.pdf	Thesis.pdf	View

- Click on the **Submit** button

My Service Requests

My Service Requests      Personalize | Find | View All | First 1-2 of 2 Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16928	Upload Thesis/Dissertation for Examination	Upload Science Master's dissertation	18/10/2018	Received	18/10/2018
16883	Intention to submit	Intention to submit Science Master's dissertation	22/08/2018	Accepted	18/10/2018

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



**Your Intention to Submit Service Request must be Accepted before you can submit your Upload Thesis/Dissertation for Examination Service Request.**

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)