

SCIENCE FACULTY

2018

Postgraduate Remote Registration

GUIDE to completing and submitting your registration and curriculum form for PhD students.

There are three forms (two PDF, one MS Word) required of the registration process which includes:

- the “2018 Postgraduate registration form” containing a signed declaration and binding you to the content of the declaration, and a statement that you have checked your personal details on system, and;
- the curriculum form, the “2018 PhD Curriculum Form”. The curriculum form lists your specialisation and courses for 2018 as well as important metadata.
- The MoU (Memorandum of Understanding) or PPA (Progress and Planned Activity) form. Students registering for the PhD for the first time in 2018 must complete the MoU and returning students must complete the PPA form.

You will be required to complete, sign and return all three forms. Your departmental administrator will arrange for the HoD signature and ensure that the forms are returned to the Faculty Office who will obtain the Dean’s signature and capture your registration. The forms will be checked by the Faculty Office and, if approved, the courses will be captured on system. You will know that your form has been captured by checking your enrolment on PeopleSoft. Please allow a turnaround time of 3-4 working days as the curriculum approval takes time.

Follow these steps:

1. Open the PDF form “2018 Postgraduate registration form” and insert the required information.
 - 1.1 Complete all required fields of the registration form; read it carefully as it is a legally binding document.
2. Open the PDF form “2018 PhD Curriculum Form” and insert the required information.
 - a. For the sub-sections “Student number”, “Date of birth” and “Registration date”, simply place your cursor in the first square and start typing. The cursor will automatically insert one digit per square.
 - b. For the sub-section “Previous academic record”, type the text in free format.
 - c. Select your specialisation using the drop-down menu to access the list of options. The selection of the specialisation will populate the degree code and course code sections of the form with the appropriate code and courses. Note: you may only select the option for which you have been admitted.
3. Open the MoU (Memorandum of Understanding) or PPA (Progress and Planned Activity) form and complete the relevant sections.
4. Save a copy of all three forms, for your record. Then print the forms, sign the hard copies and obtain the signature of your supervisor/s. Your departmental administrator will arrange for the signature of the HoD and ensure that the completed forms are submitted to the Faculty Office. The Faculty Office will obtain the approval of the Dean and capture the forms.
5. You will know that your form has been captured by checking your enrolment on PeopleSoft. Please allow a turnaround time of 3-4 working days as the curriculum approval takes time.
6. It is your responsibility to check that you have been registered for the correct courses. Also check your UCT email account regularly since any registration queries will be sent to you via email. If your registration does not reflect on Peoplesoft within 3-4 days of submitting it to the Faculty Office, send an enquiry via email to sci-postgrad@uct.ac.za