All students will be required to upload their completed Memorandum of Understanding (MoU) or Progress and Planned Activity form (PPA) into PeopleSoft for approval before registering. The MoU should be completed by first year students while the PPA should be completed annually by returning students.

This is a Reference Guide on how to create or update your MoU and PPA into PeopleSoft. For questions relating to how to complete the MOU/PPA, please refer to xxxx.

**Note** All required documents must be attached as part of creating or updating a MoU / PPA Service Item via the Postgraduate Center.

Logging into PeopleSoft:

- Go to the UCT Website: [www.uct.ac.za](http://www.uct.ac.za)
- Select the Main tab

- Scroll down and select *I am a “Student”* in the drop down list
• Select And I want “To Access PeopleSoft” in the drop down list

• 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 MOU/PPA Service Item:
Navigational path: Self Service> Research Activities> Postgraduate Center

- Click on the Home icon

- Click on the Postgraduate Center tile

**Note** If the Postgraduate Center tile is not displayed, please contact Student Systems Support at sss-helpdesk@uct.ac.za

- Select your program, as highlighted above

- Click on the Upload MoU/PPA tab
- Select the Create my MoU/PPA record option

**Note** The Update my MoU/PPA option can ONLY be used if your MoU/PPA has been declined.
• Click on the look up button to select the type of document you will be uploading (MoU/PPA)

• Select the type of document you will be uploading MoU or PPA

• Click on the add attachment hyperlink and upload the MoU or PPA
• Click on the **Browse** button and look up your **MoU** or **PPA** document

• Click on the **Open** button

• Click on the **Upload** button
• Click on the View hyperlink to review the uploaded documents

**Note** If additional documents are required like a by the Faculty select the Add a new row icon to attach the additional documents.

• Click on the Submit button once all documents have been uploaded

The Postgraduate Faculty Officer will be notified once the service item has been submitted

• Your MoU / PPA request is now ready for processing by your Faculty Office and Academic Staff. Further details are available by clicking on the MoU or PPA records in the Postgraduate Center. You will be receiving notifications during the approval process but it’s advised to keep track of your MoU / PPA status and comments made.
• The **Status** column will indicate the updated status during the approval process

**Resubmitting declined MoU or PPA:**

• Click on the **Memorandum of Understanding or Progress and Planned Activity Guide** hyperlink, to review the **MoU** or **PPA** status and to view any additional comments that has been added to the **MoU** or **PPA**

• The **Status** column will indicate the updated status and all additional comments will be available in the comments field.

**Note** You will be required to add a new **MoU** or **PPA** document to the system
Select the **Update my MoU/PPA record** option

The **Update my MoU/PPA** option can ONLY be used if the MoU/PPA has been declined. Additional updates to your MoU or PPA records, must be referred to the faculty.

- The type of document will be pre-populated, as you are amending the document only.
- Click on the **add attachment** hyperlink and upload the MoU or PPA

- Click on the **Browse** button and look up your updated MoU or PPA document
• Click on the **Open** button

• Click on the **Upload** button

• Click on the **View** hyperlink to review the uploaded documents

**Note** If additional documents are required like a by the Faculty select the **Add a new row** icon to attach the additional documents.

• Click on the **Submit** button once all documents have been uploaded

**Note** Should you have any technical issues with the PeopleSoft system, please contact Student Systems Support at **sss-helpdesk@uct.ac.za**