

Quick Reference Guide

Graduate Research Management – Memorandum of Understanding and Progress and Planned Activity Form Upload for Students

Date created: 14 June 2018




Note

All documents that need to be uploaded must be uploaded as part of one Service Request. You must create a new Service Request if the original has been rejected.

Uploading your Memorandum of Understanding or Progress and Planned Activity form:

- Login to the **PeopleSoft Student Administration Self Service**:

www.uct.ac.za > **Current Students** > **Postgraduates** > **Postgraduate & postdoctoral studies hub** > **PeopleSoft login**

- Enter **User ID** in UPPER CASE
- Your **Password** is your regular network password
- Click on the **Home** icon or the expand menu icon 
- Click on the **Self-Service** hyperlink
- Navigate to and click on the **Research Activities** folder
- Click on the **Service Requests** hyperlink

The screenshot shows the PeopleSoft Self-Service portal interface. At the top, it displays 'UNIVERSITY OF CAPE TOWN' and 'ATKRYA002 on QA (refreshed: 2018-02-28)'. The main menu includes 'Self Service' and 'Main Menu'. Under 'Self Service', there are several categories: 'Student Center', 'Campus Finances', 'Admissions', 'Class Search / Browse Catalog', 'Campus Personal Information', 'Student Admission', 'Enrollment', 'Academic Records', and 'Research Activities'. The 'Research Activities' folder is expanded, showing 'Service Requests' and 'Candidate Center' links. The 'Service Requests' link is highlighted with a red box.

- Click on the **Create New Request** button

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

[CREATE NEW REQUEST](#)

- Select the **Memorandum of Understanding related matters** option

Academic Institution

Select a Request Category 1-2-3

Request Category
<input checked="" type="radio"/> Memorandum of Understanding related matters
<input type="radio"/> Thesis/Dissertation related matters

- Click on the **Next** button
- Select the request type **Upload MoU or PPA for Approval**

Select a Request Type 1-2-3

Request Type
<input checked="" type="radio"/> Upload MoU or PPA for Approval

- Click on the **Next** button

Select a Request Subtype 1-2-3

Request Subtype
<input type="radio"/> Upload Science MoU or PPA

Message

Service Request Submission (21000,1788)

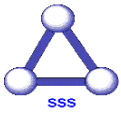
If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

- 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

Request Subtype
<input checked="" type="radio"/> Upload Science MoU or PPA

- Click on the **Next** button



- Click on the **add attachment** button and upload the Memorandum of Understanding or Progress and Planned Activity Form in a PDF format

My Request Detail

Category: Memorandum of Understanding related matters **Type:** Upload MoU or PPA for Approval

Subtype: Upload Science MoU or PPA **Request Date:** 14/06/2018

Status: Received

Comment:

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

Attached File	View	Add Attachment	
	View	add attachment	

SUBMIT **CANCEL**

- Click on the **Browse** button and look up your Memorandum of Understanding or Progress and Planned Activity document

My Request Detail

Category: Memorandum of Understanding related matters **Type:** Upload MoU or PPA for Approval

Subtype: Upload Science MoU or PPA **Request Date:** 14/06/2018

Status: Received

Comment:

File Attachments Personalize | Find | | 1 of 1

Attached File	View	Add Attachment	
	View	add attachment	

SUBMIT **CANCEL**

File Attachment ? Help

Browse... No file selected.

Upload **Cancel**

- Click on the **Upload** button

My Request Detail

Category: Memorandum of Understanding related matters **Type:** Upload MoU or PPA for Approval

Subtype: Upload Science MoU or PPA **Request Date:** 14/06/2018

Status: Received

Comment:

File Attachments Personalize | Find | | 1 of 1

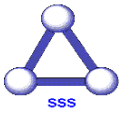
Attached File	View	Add Attachment	
	View	add attachment	

SUBMIT **CANCEL**

File Attachment ? Help

Browse... MOU.pdf

Upload **Cancel**



My Request Detail

Category: Memorandum of Understanding related matters **Type:** Upload MoU or PPA for Approval

Subtype: Upload Science MoU or PPA **Request Date:** 14/06/2018

Status: Received

Comment:

File Attachments		
Attached File	Description	View
MOU.pdf	MOU.pdf	View

[Add](#)

[SUBMIT](#) [CANCEL](#)

Note If additional documents are required by the Faculty select the **Add** button to attach the additional documents.

- Click on the **Submit** button once all documents have been uploaded
- If the original **MOU** or **PPA** has been updated, please list the changes in the comment box
- The **Status** column will indicate **Received**, which means that you have successfully created your **Upload MoU or PPA for Approval** Service Request.

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
15288	Upload MoU or PPA for Approval	Upload Science MoU or PPA	14/06/2018	Received	14/06/2018

[CREATE NEW REQUEST](#)

- The Postgraduate Faculty Officer will be notified once the service requested has been submitted.
- Once your service request has been submitted, you will receive an **Acknowledgment of Receipt** email notification from your Faculty Office once your submission has been processed.

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
15288	Upload MoU or PPA for Approval	Upload Science MoU or PPA	14/06/2018	Accepted	14/06/2018

[CREATE NEW REQUEST](#)

- The **Status** column will indicate the updated status once the Faculty Office has processed the submission.

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