



Quick Reference Guide

Completing the Memorandum of Understanding (MoU)/Progress and Planned Activity (PPA) on PeopleSoft for Students

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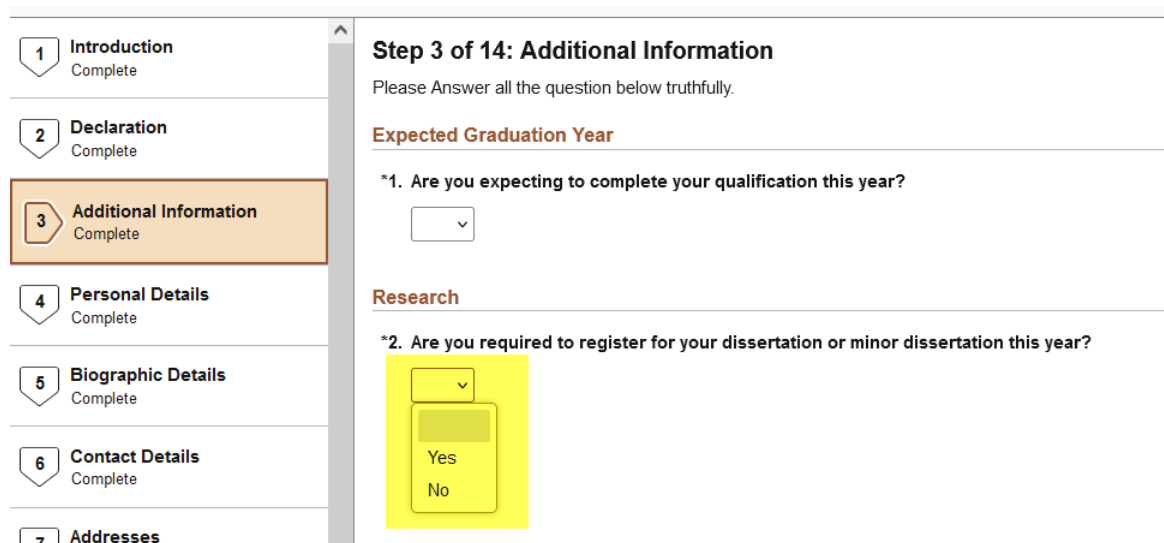
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Background Information

All students will be required to complete a Memorandum of Understanding (MoU) or Progress and Planned Activity form (PPA) on PeopleSoft for approval before registering if they are embarking on the thesis/dissertation component of their studies. The **MoU** should be completed during the first year when students embark on the dissertation while the **PPA** should be completed annually by returning students after embarking on their dissertation component.

Note An MoU/PPA (**only applicable to student writing a dissertation or minor dissertation**) is triggered during **Step 3 of the registration process**. Student must select **Yes** on the dropdown to trigger an MoU. Some full dissertation programmes will require an MOU to be completed and the MOU will be assigned without a trigger question in the activity guide.



The screenshot displays a registration process interface with a sidebar on the left and a main content area on the right. The sidebar contains seven steps, each with a number in a shield icon and a label: 1 Introduction Complete, 2 Declaration Complete, 3 Additional Information Complete (highlighted with an orange border), 4 Personal Details Complete, 5 Biographic Details Complete, 6 Contact Details Complete, and 7 Addresses. The main content area is titled 'Step 3 of 14: Additional Information' and includes the instruction 'Please Answer all the question below truthfully.' Below this, there are two sections: 'Expected Graduation Year' and 'Research'. The 'Expected Graduation Year' section contains a question '*1. Are you expecting to complete your qualification this year?' followed by a dropdown menu. The 'Research' section contains a question '*2. Are you required to register for your dissertation or minor dissertation this year?' followed by a dropdown menu with 'Yes' and 'No' options. The 'Yes' option is highlighted with a yellow background.

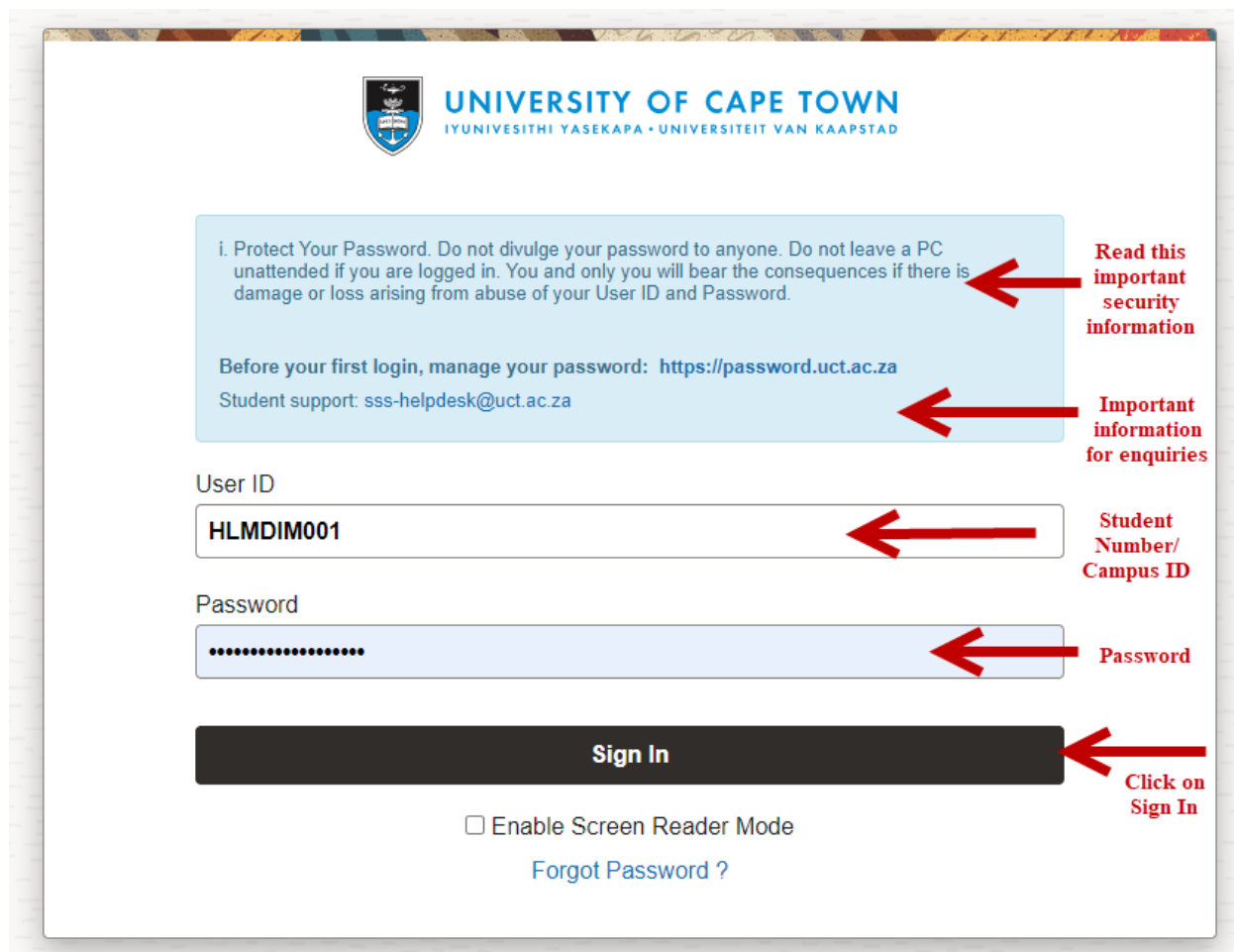
This is a Reference Guide on how to trigger or update your MoU and PPA on PeopleSoft.

Note All sections marked with an asterisk (*) must be completed through the MoU/PPA tile on Peoplesoft.

Navigate to PeopleSoft (self-service)

Logging onto PeopleSoft

Go to <https://studentsonline.uct.ac.za/>



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.

Before your first login, manage your password: <https://password.uct.ac.za>
Student support: sss-helpdesk@uct.ac.za

User ID
HLMDIM001

Password
.....

Sign In

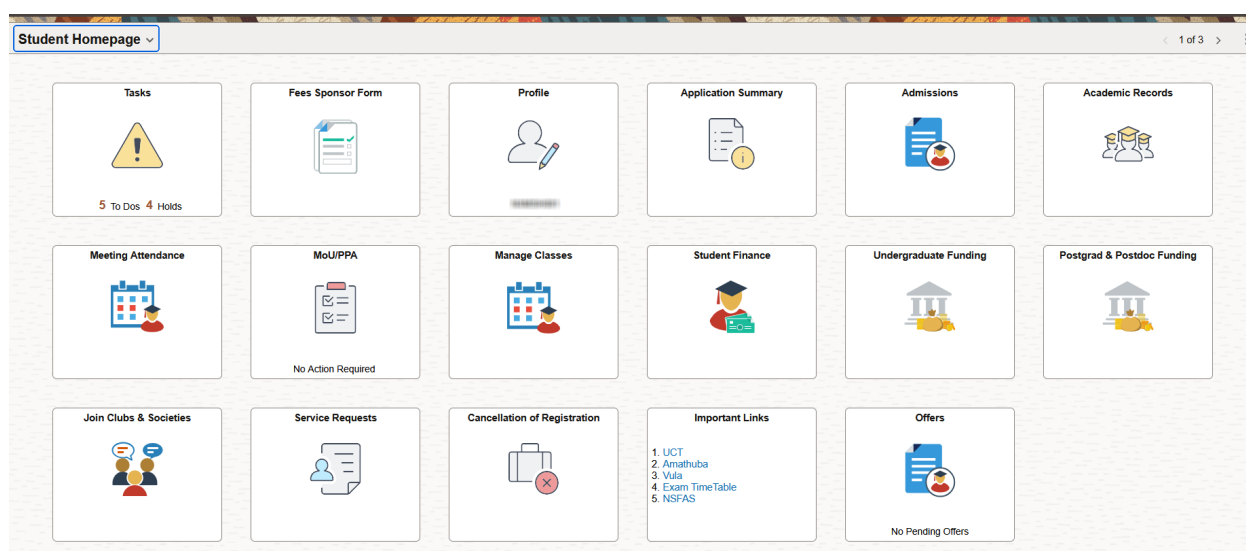
☐ Enable Screen Reader Mode
[Forgot Password ?](#)

Annotations:

- Read this important security information (points to password protection notice)
- Important information for enquiries (points to password management link)
- Student Number/ Campus ID (points to User ID field)
- Password (points to Password field)
- Click on Sign In (points to Sign In button)

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

The following **Student Homepage** with different tiles will be displayed.

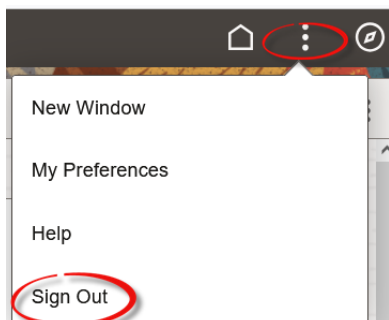


Student Homepage > 1 of 3 >

Tasks 5 To Dos 4 Holds	Fees Sponsor Form	Profile	Application Summary	Admissions	Academic Records
Meeting Attendance	MoU/PPA No Action Required	Manage Classes	Student Finance	Undergraduate Funding	Postgrad & Postdoc Funding
Join Clubs & Societies	Service Requests	Cancellation of Registration	Important Links 1. UCT 2. Amathuba 3. Vula 4. Exam Time Table 5. NSFAS	Offers No Pending Offers	

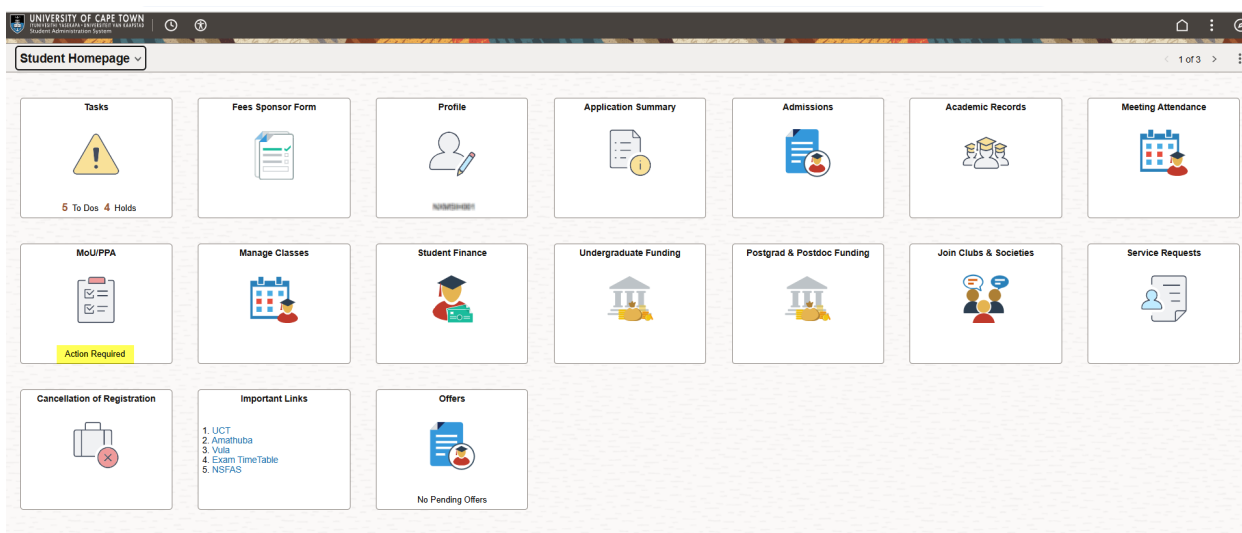
Logging out of PeopleSoft

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



Completing the MOU/PPA:

Navigate to the MoU/PPA tile (see below):



Note

If the MoU/PPA tile is not displayed and does not indicate “Action Required”, please contact Student Systems Support at sss-helpdesk@uct.ac.za. The MoU/PPA is triggered at step 3 of the online registration process, assuming an MOU is required. Where an MOU/PPA is not required, the MOU/PPA tile will indicate “No Action Required”.

Note

The MoU/PPA tile has been triggered “Action Required” for the student to complete. Student will be notified via email from a noreply@uct.ac.za to complete their MoU/PPA on Peoplesoft once it has been triggered. Please check your spam folder if email is not received.

Memorandum of Understanding

Status
Finalised

Actions

Useful Resources

Additional Actions

Expand All

between the Postgr
nd Doctoral Students

The Memorandum of Understanding (M.o.U) or Abridged M.o

The Progress and Planned Activity (P.P.A) Report should be

- Click on the **Actions** Button
- Select **Expand All** to open all sections of the form

Note

Scroll down the page to see all the **information fields**

Note

Clicking on **Expand All** will expand all the arrows next to each heading and the student will be required to populate or review the information applicable to them under each heading.

Progress and Planned Activity


ID
123456789

Campus ID
123456789

Memorandum of Understanding

Status
Finalised

Actions

Useful Resources

Additional Actions

Expand All

between the Postgraduate Student an
nd Doctoral Students

The Memorandum of Understanding (M.o.U) or Abridged M.o.U (where permitted)

The Progress and Planned Activity (P.P.A) Report should be completed for each su

The M.o.U and P.P.A provide the opportunity for the student and supervisor(s) to st
Critically, they aim to establish mutually agreeable student-supervisor interactions

The M.o.U and P.P.A may be referred to in resolving any disputes that may arise b
student's academic progress. Their content cannot impose any additional financial
directly with their supervisor(s) and apply to any available internal and external fun

By the time the M.o.U or the P.P.A (or the abridged M.o.U if permitted) is initiated a
engagement between the student and supervisor(s). The P.P.A provides a useful a
research project (and in essence forms an updated M.o.U) annually, in response to

Consistent use of the M.o.U and P.P.A is expected to enhance the student and sup
in full.

Note:

- This is a dynamic form where different fields will be displayed depending on you
- There is no limit on text input
- Required fields are marked with an Asterisk(*)
- Please note that any changes brought to the document is to be discussed with t

Candidate Information

First Name

Email Address

psoft.test@uct.ac.za

Campus Email

myuct.ac.za

Student Systems Support Documentation

> All Academic Qualifications
 > Qualification Information
 > Thesis Information
 > Supervisor Details
 > Supervisor Expectations and Commitments
 > Expectations and Plans of the Student
 > Funding
 > Authorship, Third party data and Intellectual Property
 > Ethics in Research and Biosafety
 > Agreements
 > Supporting Documents
 > History

Clicking on Expand All will expand all these headings, and you will see the information contained at once.

- Under **All Academic Qualifications**, students can add their qualifications from UCT and other institutions. Students should search with a % symbol and then the name of their university in the Description or Search Name inputs. If no university/institution comes up, the student should be advised to add **Foreign** in the Description input.

Cancel

Lookup

Search for: External Org ID

Search Criteria

External Org ID (begins with)

Description (begins with) %manitoba

Search Name (begins with)

City (begins with)

State (begins with)

Country (begins with)

Search Clear

Search Results

No Rows Found

Search Criteria

External Org ID (begins with)

Description (begins with) foreign

Search Name (begins with)

City (begins with)

State (begins with)

Country (begins with)

Search Clear

Search Results

External Org ID	Description	Search Name
1006013	Foreign University	FOREIGNUNIVERSITY

- Under the **Supervisor Details** heading, select the expansion arrow on the right and select the assigned supervisor on the drop-down list to view information of the **Primary supervisor** and **Co-supervisor** if applicable.

Supervisor Details

*Is your Supervisor a UCT staff member? Yes

*Any Co-Supervisors? Yes

*First Co-Supervisor Yes

*Second Co-Supervisor No

Type	Supervisor ID	Display Name
Primary Supervisor		
First Co-Supervisor		

Click on this expansion arrow to see the details of a supervisor or select a different supervisor

After clicking on the expansion arrow as indicated above, the following screen with supervisor information will be displayed:

Cancel

Supervisor

Done

Type Primary Supervisor

UCT Staff Member? Yes

Supervisor

Telephone

Email Address psoft.test@uct.ac.za

The drop down list contains a list of different supervisors

Select your designated **Supervisor** and **Co-supervisor** if applicable on the drop-down list.

Select **done** once Supervisor and Co-supervisor have been selected.



Student Systems Support Documentation

Expectations and Plans of the Student

Expectations from the Supervisor(s) and the department

NA

Agreed plan

NA

Agreed broad timetable

ACTIVITY Dec - 2025 Jan Feb Mar April May June 2026

PHASE 1

1. Proposal development

2. Ethical clearance: UP & GHS- Ethics Review Committee (Ghana)

3. Objective 1: Exploring the needs of pregnant women on midwifery-led continuity of care in Ghana

ACTIVITY July Aug Sep Oct Nov Dec Jan 2027

PHASE 2

Logistics e.g. fieldwork, labs, computers, research support

computational resources, data collection, interview

Re-registration will be dependent on the Student meeting the commitments stated above.

Employment and teaching commitments at UCT by the Student

N/A

Skills required, courses and classes

NA

Student's leave arrangement

NA

- Populate sections applicable to the student as per illustration above.

Student's presence on campus

The student and supervisor must come to an agreement about the times the student is expected to be on campus. How many days, on average, do you expect to be working on campus?

*Every day?

No

*Days per month

1. Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years.

2. Note that it is a requirement for both Master's and PhD, that their research proposals are formally accepted as part of the candidacy process, and approved by Faculty boards (Master's) or DDB (PhD).

3. [Guidelines for the inclusion of publications in a dissertation/thesis](#)

- Once both supervisor and student are satisfied select **Submit**

Memorandum of Understanding

Save

Submit

Qualification

Master of Science in Medicine

Department

Pathology

MoU/PPA will go back to the supervisor for approval and will be sent to the **HoD** for final sign off.



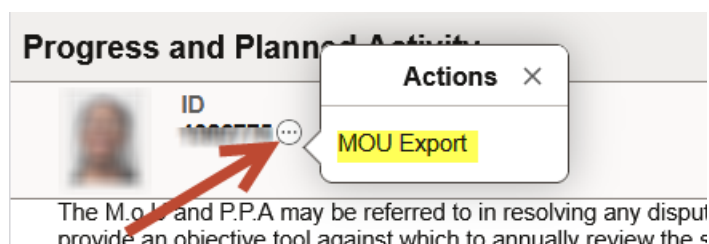
Note To view communication between Supervisor and student, navigate to the **History** tab at the bottom of the MoU/PPA submission page.

History

Status ¹	Name ¹	Updated ¹
Finalised - Ethics Pending	Theresa de Villiers	25/11/25 4:05:26.000000PM
Accepted by Supervisor	Theresa de Villiers	25/11/25 4:03:03.000000PM
Accepted by Student	Theresa de Villiers	25/11/25 2:28:04.000000PM
Submitted by Supervisor	Theresa de Villiers	25/11/25 11:29:03.000000AM
Submitted by Student	Theresa de Villiers	25/11/25 11:24:19.000000AM

Exporting the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

You may export the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form by following the instructions below. The Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form will be exported in a PDF format.

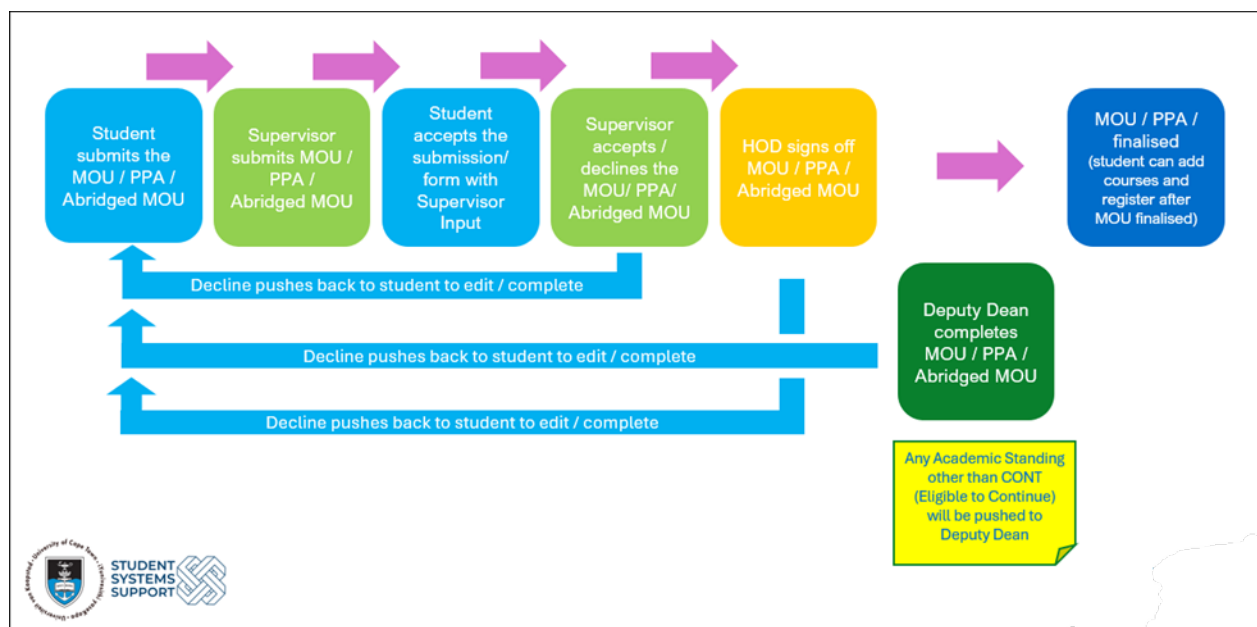


In the top left corner next to the student ID, you will see a **circle with three dots**

- Click on the **circle with three dots**
- The **Actions** pop-up will appear
- Click on the **MOU Export** option

A new tab will appear with a PDF version of the MOU which can be saved.

MOU Workflow



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