

## Supervisor Guide

### Approval of the Memorandum of Understanding (MOU) and Progress and Planned Activity (PPA) forms PeopleSoft

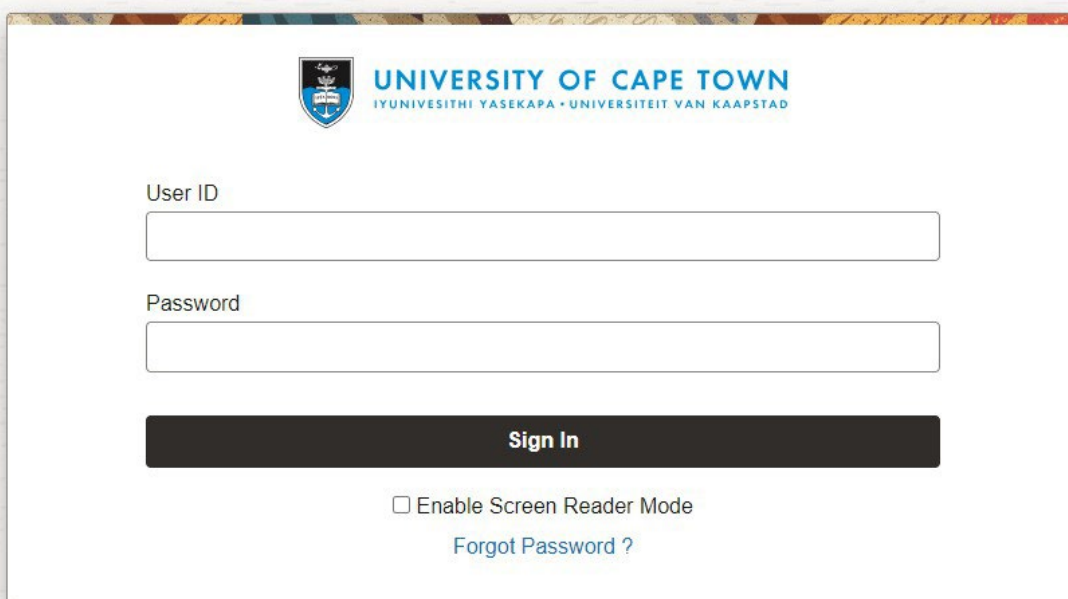
Date created: 02 October 2020

Last Updated: December 2024

#### Login to PeopleSoft

You will need to log into the PeopleSoft student administration system, which is used to administer student records at UCT. You will be required to enter your eight-digit staff number and a network password.

- Go to the UCT website: [www.uct.ac.za](http://www.uct.ac.za)
- Click on the **Staff** tab
- Click on the **Online Resources** tab
- Scroll down and click on the [PeopleSoft Student Administration System](#) hyperlink
- Alternatively, go directly to <https://staffonline.uct.ac.za>



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User ID

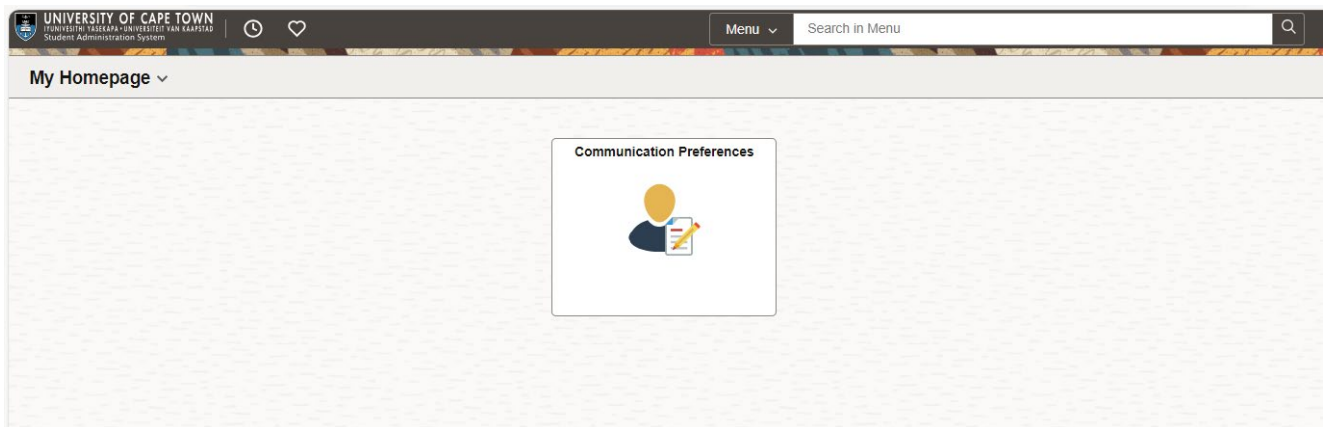
Password

**Sign In**

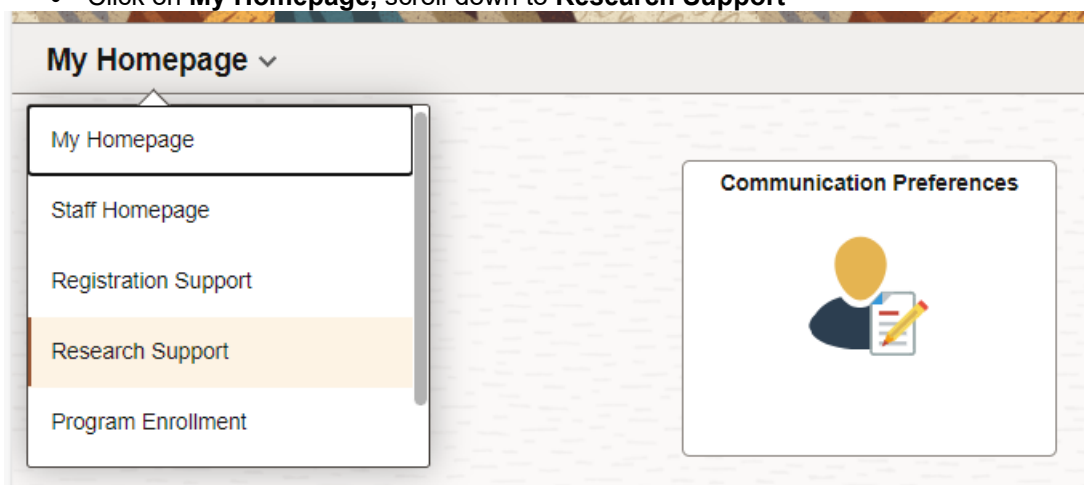
Enable Screen Reader Mode  
[Forgot Password ?](#)

- The **PeopleSoft Login** page will appear  
You will be required to enter your **Staff Number** and **Network Password**.

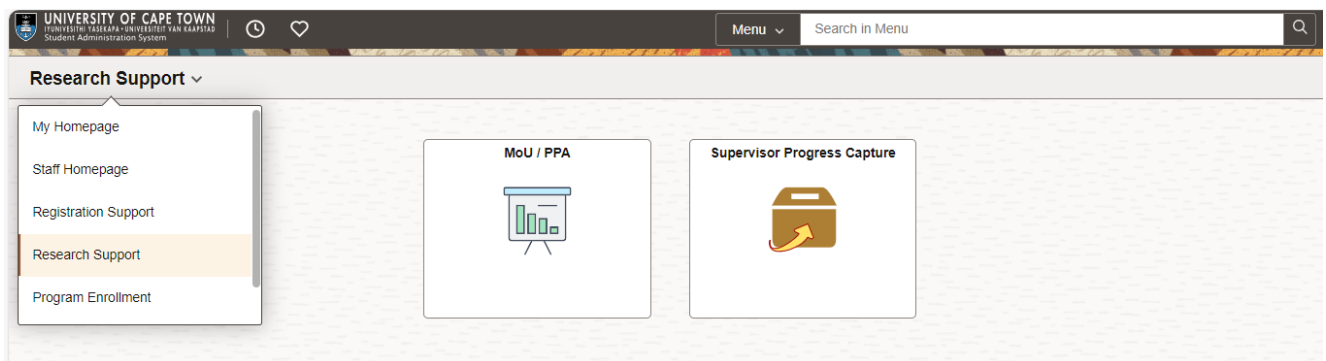
- The PeopleSoft Staff Homepage page will be displayed.



- Click on **My Homepage**, scroll down to **Research Support**



- Click on **Research Support**. The **MOU/PPA** tile will appear as one of the tiles on this page,



- Click on the **MoU/PPA** tile



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

To view the student record of the postgraduate students which require your approval, use the following actions:

**Note** All postgraduate students who have submitted MoU or PPA forms will appear on the MoU and PPA Approvals

MoU / PPA

**Prompts**

Term  
1241

ID  
%

**Search** **Clear**

**Status**

Submitted by Student (3)

Ethics Submitted by Student (1)

**Type Name**

Supervisor (4)

**Type**

Progress and Planned Activity (4)

**Acad Prog**

HD001 (2)

HM007 (1)

HM008 (1)

**Acad Plan**

**Pivot Grid** + Expand All

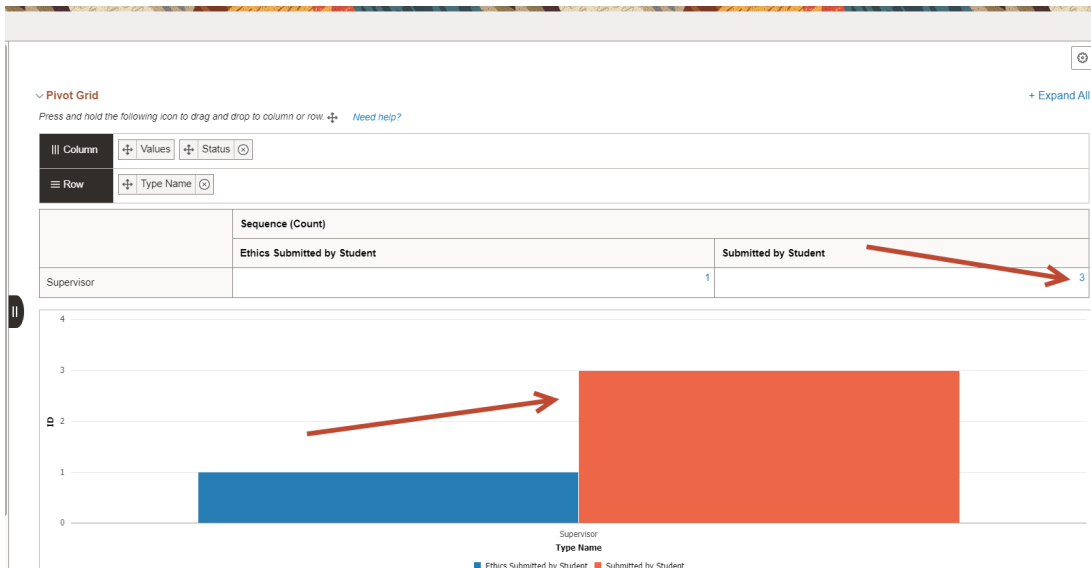
Press and hold the following icon to drag and drop to column or row. [Need help?](#)

Column	Values	Status
Row	Type Name	
Sequence (Count)		
	Ethics Submitted by Student	Submitted by Student
Supervisor	1	3

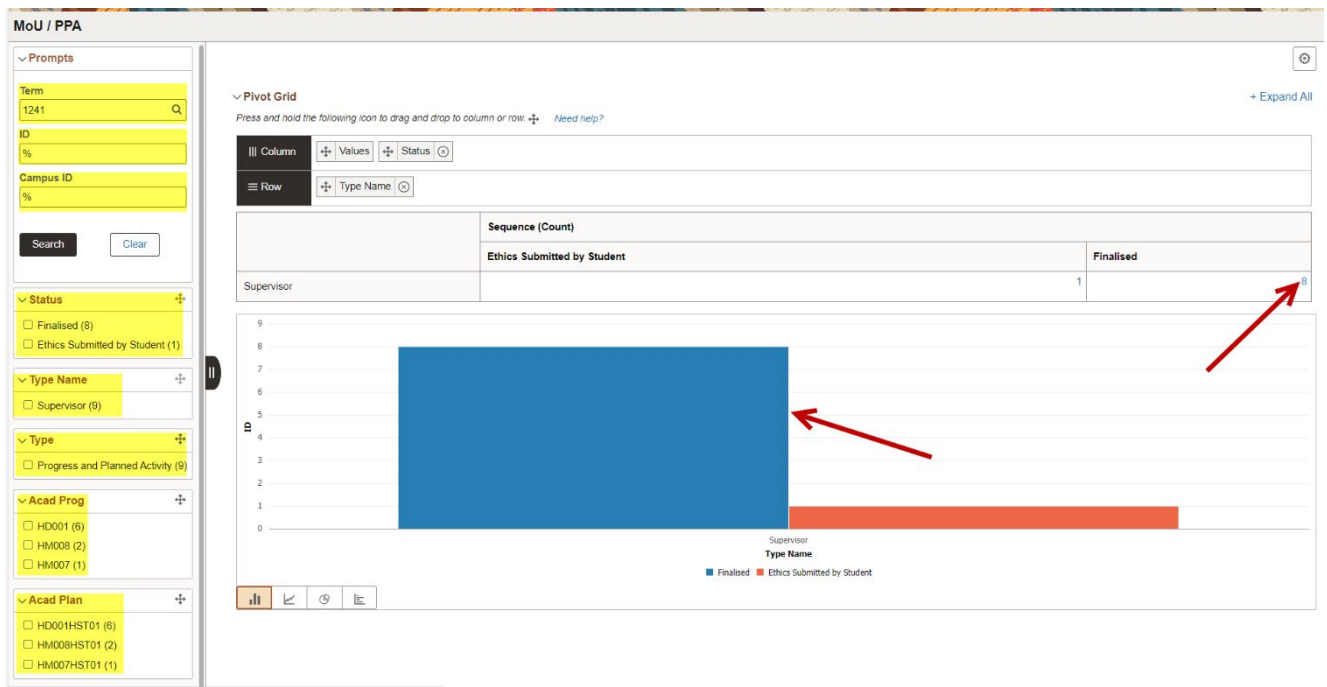
Supervisor Type Name

■ Ethics Submitted by Student ■ Submitted by Student

- The **Pivot Grid** screen will appear
- The **Term** information will be configured to the current year (e.g. 1241 or 1251)
- Click on the **Search** button

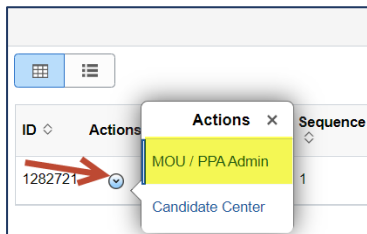


- Click on the **Submitted by Student** bar OR you may click on the number in the **Submitted by Student** column below the Sequence (Count) to access a list of MOU/PPAs available to you.
- You may also filter the MOUs by
  - Term
  - EMPL ID
  - Campus ID
  - MOU Status
  - Type (Supervisor, Head of Department, Deputy Dean)
  - Acad Prog (Degree)
  - Acad Plan (Major)



ID	Actions	Institution	Term	Sequence	Type	Can Nbr	Updated	By	Status	Display Name	User	Type Name	Acad Prog	Acad Plan
1282721		UCT01	1221	1	Progress and Planned Activity	000000096561	2021-10-27-14:15:16.000000	1111111111	Submitted by Student	Student-Postgraduate	1111111111	Supervisor	SD001	SD001BIO09

- The **Actions** list will appear.



- Select the **dropdown** menu and the **MOU/PPA Admin Actions** menu will appear
- Click on the **MOU/PPA Admin** option

- The **Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA)** form will appear

**Note** All required fields on the form are marked with an Asterisk. Please ensure any changed brought to this document is discussed with your student before finalisation.

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

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



**Qualification Information**

Academic Plan  
SD001BIO09 Conservation Biology

Candidate Number  
00000096561

Qualification Code  
QSD001

Faculty  
Science

Qualification  
Doctor of Philosophy

Department  
Dept of Biological Sciences

Is this a jointly awarded or co-badged degree?  
No

\*I have checked my Faculty-specific requirements and understand that, for example, the word limit for a Doctoral (PhD) thesis must not be more than 80 000 words in length. Additional note: Students may motivate to their Dean for permission to exceed the stipulated word limit prior to submission of their thesis.

Agree

**Thesis Information**

Provisional thesis/dissertation title or area of study  
test

- **Review** all fields ensuring the correct information has been entered

**Supervisor Details**

Is your Supervisor a UCT staff member?  
Yes

Any Co-Supervisors?  
No

Type	Supervisor ID	Display Name
Primary Supervisor	1479311	Ngwenyama

- **Review** the Primary, Administrative and Co-Supervisor information

**Head of Department (HoD) Nomination**

\*HoD nomination required?  
Yes

\*Nominated as HoD  
Verboom, George (APr)



The Head of Department (HoD) nomination function will allow you to refer the **MoU or PPA directly to a HoD listed in the nomination dropdown**. For example if you are set up as a HoD but the student requires approval from a different HoD, you can utilise the Head of Department (HoD) nomination function. The alternate HoD will need to be set up by your Faculty.

- Select **Yes** for the HoD Nomination required
- Select the **HoD** from the dropdown list

**Evaluation of progress of the student over the last cycle**

Previous year's commitments

Evaluation of Progress

Presentation of Research Findings & Submission of the Thesis

Evaluation of Progress

Supervisor Comment

Response by student to supervisor comments

- **Review** the student progress (applicable to the PPA only) and update a comment.

▼ Supervisor Expectations and Commitments

<b>*Supervisor's Expectations</b> The Supervisor must set out what they expect of the Student in terms of reaching certain milestones or goals during the research for the degree.	<b>*Summary of other expectations</b> A summary of any other expectations that the Supervisor has from the Student (For example: Teaching in department, attending departmental seminars etc).
<b>*Supervisor's Commitments</b> The Supervisor must set out their plans for providing supervision, including the pattern and intended frequency of meetings, and their commitment to turnaround time for written responses to work submitted by Students.	<b>*Supervisor's Leave Arrangement</b> Summarise expected absence of Supervisor(s) on research leave/sabbaticals. Explain what arrangements will be made for supervision during periods of absence, and how lines of communication will be maintained.
<b>*Comment by the Supervisor on the agreed plan</b>	<b>*Supervisor's Role</b> Please outline the role of the supervisor

- Update the **Supervisor Expectations and Commitments** section

▼ Expectations and Plans of the Student

Expectations from the Supervisor(s) and the department test	Agreed plan test
Agreed broad timetable test	Logistics test
Re-registration will be dependent on the Student meeting the commitments stated above. Employment and teaching commitments at UCT by the Student test	Skills required, courses and classes test
Student's leave arrangement test	

- Review the **Expectations and Plans of the Student**

▼ Funding

Has a bursary/scholarship been secured?  
No ⓘ

Detail financial support that has been applied for (if any)  
test

How will your fees and living costs be paid?  
test

**\*Are there funds available for research?**  
No ⓘ

**\*How will research costs be covered?**  
test

▼ Authorship, Third party data and Intellectual Property

Authorship

Are you aware of UCT's guidelines on authorship?

Student  
Yes ⓘ

**\*Supervisor**

**\*Supervisor Comment**  
Any additional points on authorship must be noted here by the supervisor.

- Review the **Funding, Authorship, Third party data and Intellectual Property** and add the required comments under **Supervisor Comments**



**Use of third-party data**

To the best of your knowledge, are there issues relating to the use of third-party data in this project? To the current text Graduate students often use data that belongs to the University, or a research group, or a funder. If relevant, any issues relating to permission to use third party data should be noted here.

Any issues relating to the use of third-party data?

Student  
No

\*Supervisor  
▼

**Research data management policy**

The requirements for storage of research data as specified by funders must be met - i.e. both research and scholarship / bursaries. The supervisor and candidate should confirm that they are aware of the requirement to complete and submit a Data Management Plan (DMP) (available on the Library Website) prior to collecting, storing, describing or analysing data.

Are you aware of the research data management policy?

Student  
Yes

\*Supervisor  
▼

Please motivate

test

Is a data management plan required?

No

Confirm that this requirement has been adhered to

Student  
Yes

\*Supervisor  
▼

\*Supervisor Comments  
Any additional points on the use of third-party data must be noted below.

\*Supervisor Comments  
Any additional points on research data management must be noted here.

- Review the **Research data management policy** and add the required comments under **Supervisor Comments**

**UCT Intellectual Property (IP) policy**

\*In terms of the funding arrangement, has the IP been assigned to the funder? (i.e. either because the full cost model has been applied to the project, or in terms of the research contract)

Have you read and understood the UCT IP Policy?

No

Student  
Yes

\*Supervisor  
▼

**Further comments**

test

**Ethics In Research and Biosafety**

**Ethics Review**

Does your research require ethics approval?

Yes

Human  
No

Animals  
Yes

Plants  
No

Have you submitted an ethics application?

Yes

Have you received your ethics application approval?

Yes

Application Approval Number	Expiration Date
TEST	30/10/2021

**Permits to collect materials**

Does your research require permits to collect materials?

No

- Review the **UCT Intellectual Property (IP) policy information** and select **Yes or No** from the dropdown

**Biosafety Review**

Confirm that you have read your Faculty rules regarding the use of potentially hazardous biological agents and that you will comply with these regulations.

Please indicate your answer below

Not Applicable

**Agreements**

**Presentation of Research Findings & Submission of the Thesis**

\*I have read and understood my Faculty and the University's guidelines on what constitutes plagiarism.

Yes

\*I confirm that I have read and understood the requirements for archiving theses or dissertations.

Yes

\*Are you (student or supervisor) likely to apply for deferred publication?

Yes

\*Is the study funded by the NRF?

Yes

**Comments**

test

**Social Media**

\*I confirm that I have read and understood the guidelines on social media

Yes

**Dispute Resolution Procedures and Communication Channel**

The supervisor(s) and student acknowledge by checking the box below, that they have read the University's Conflict Resolution Process in the event of disputes arising from agreements reached in this MOU or a breakdown in the student supervisor relationship.

Student  
Yes

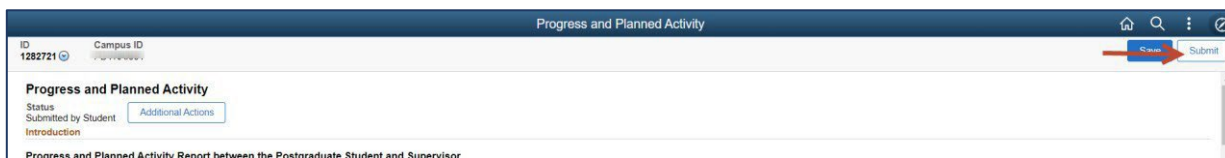
\*Supervisor  
▼

\*Are you aware of the channel to be followed if there is a supervisor/student communication break down?

Comments

- Review the **Agreements** and select **Yes or No** from the dropdown



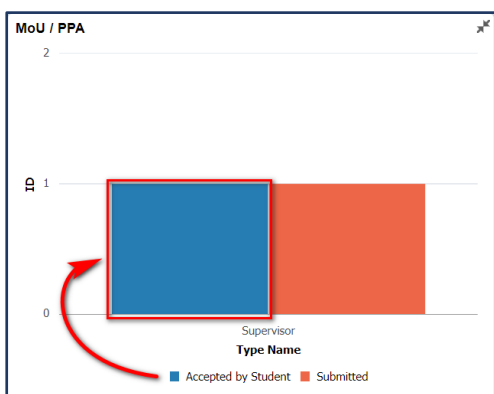


- Click on the **Submit** button once the form has been checked and completed

**Note** Once the form has been reviewed a Submitted notification email will be sent to the student to accept the submission, when the student accepts the form, the form will be returned to the Supervisor to Accept or Decline the MoU or PPA

### Approving or Declining the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

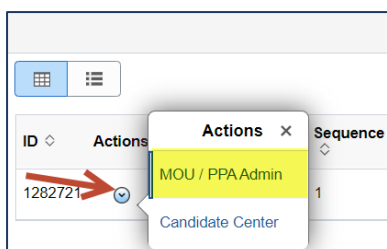
The supervisor will log back into PeopleSoft after receiving an email notification that the student has accepted the MoU or PPA form.



- Click the **Accepted by Student** bar graph

ID	Actions	Institution	Term	Sequence	Type	Can Nbr	Updated	By	Status	Display Name	User	Type Name
		UCT01	1201	1	Progress and Planned Activity	000000084301	2020-10-23-10.36.45.000000		Submitted			Deputy Dean
		UCT01	1201	1	Memorandum of Understanding	000000077355	2020-10-23-10.27.26.000000		Submitted			Deputy Dean

- The **Actions** list will appear.



- Select the **dropdown** menu and the **MOU/PPA Admin Actions** menu will appear
- Click on the **MOU/PPA Admin** dropdown



- When all the information has been verified and checked the Supervisor may accept or decline the MoU or PPA form.
- If you would like to decline the form, click on the **Decline** button

- Enter a comment in the **Comment** box, which will be reviewed by the student

**Note**

After saving, an email notification will be sent to the student that the document has been declined. The student will need to amend the form according to the comments and resubmit to the Supervisor.

- Click on the **Accept** button

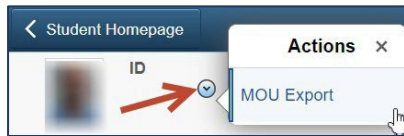
- Enter a comment in the **Comment** box
- Click on the **Save** button


**Note**

After Saving the form, a notification will be sent to the student and Head of Department that the document has been accepted and requires approval by the Head of Department. The MoU is usually finalized when the HoD Accepts the MoU and saves the form. However if the student has an academic standing other than CONT (Eligible to Continue), the MoU will be sent to the Deputy Dean for acceptance and finalization.

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

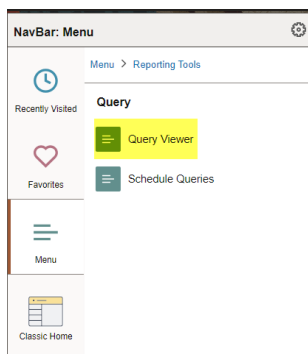
You may export the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form by following the instructions below. The Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form will be exported in a PDF format.



In the top left corner next to the student ID, you will see a **drop-down arrow** 

- Click on the **drop-down** arrow
- The **Actions** pop-up will appear
- Click on the **MOU Export** option

## Useful MOU Queries



**UCT\_SR\_MOU\_PPA\_FORM\_STATUS** (checking the status on Student's MOU/PPA)  
**UCT\_SR\_USER\_PROFILE\_EMPLID** (getting EMPL ID of student)  
**UCT\_SR\_ADMIN\_PROFILE\_DEPDEAN** (Identifying who has been set up as DD per faculty)  
**UCT\_SR\_ADMIN\_PROFILE\_HOD** (checking who is set up as HOD per faculty)  
**UCT\_SR\_ADMIN\_PROFILE\_STAFF** - Academic Staff Admin Profiles (per dept)  
**UCT\_SR\_ADMIN\_PROFILE\_SUPERV** (staff number used to determine what prog sup set up on)  
**UCT\_RS\_SUPERVISORS\_ALL** - Research Supervisors (ALL SUP and their students per prog)  
**UCT\_SR\_PROG\_CANDIT\_NBR** (Acad Prog Candidate Number)



# Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Workflow Process

