Quick Reference Guide

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

Date created: 28 December 2022
Date updated: 20 November 2023
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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. The MoU should be completed by first year students while the PPA should be completed annually by returning students.

Note: An MoU/PPA (only applicable to student conducting full research or minor thesis not coursework only) is triggered during Step 3 of the registration process. Student must select dissertation or dissertation and coursework on the dropdown arrow and NOT COURSEWORK to trigger MOU.

This is a Reference Guide on how to create 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)

- Go to the UCT Website: www.uct.ac.za
- Scroll down the webpage until you see the drop-down arrows next to “I AM” and “AND I WANT”
- From the I AM A section, select “Student” in the drop-down list (see below):

  ![Dropdown Image]

- From the AND I WANT section, select “to access PeopleSoft” in the drop-down list (see below):

  ![Dropdown Image]

Then click on the button as indicated below:
Logging onto PeopleSoft

- 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: 

Logging out of PeopleSoft
To sign out, click on the Actions List icon and select Sign Out

Submitting the MOU/PPA Service Item:
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 (MoU/PPA is triggered when a student selects dissertation only).
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.

- **Select Additional Actions**

- **Select Expand All** to expand all the headings.

**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.
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Supervisor ID</th>
<th>Display Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Co-Supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

- **Select** your designated **Supervisor** and **Co-supervisor** if applicable on the drop-down list.
- **Select done** once Supervisor and Co-supervisor have been selected.

**Expectations and Plans of the Student**

- **Expectations from the Supervisor(s) and the department**
  - Access supervisor(s) at least once a week via a meeting.
  - Within reasonable response time via email.

- **Agreed broad timetable**
  - Proposal completed by 30 April 2022
  - Literature review completed by 30 June 2022
  - Data collection completed by 30 April 2023
  - Data analysis completed by 31 July 2023
  - Submission of thesis completed by 30 November 2023

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

**Employment and teaching commitments at UCT by the Student**

- Lesson planning assistance and guidance when necessary

**Student's leave arrangement**

- Two week period to be taken at any time.

- **Populate sections applicable to the student as per illustration above.**
To view communication between Supervisor and student, navigate to the History tab at the bottom of the MoU/PPA submission page.

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Updated</th>
</tr>
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<tbody>
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<td>Finalised - Ethics Pending</td>
<td>Rajumar Ramsar</td>
<td>28/02/22 1:17:01:0000PM</td>
</tr>
<tr>
<td>Accepted by Supervisor</td>
<td>Collet Dandara</td>
<td>28/02/22 10:54:42:000000AM</td>
</tr>
<tr>
<td>Accepted by Student</td>
<td>Leagan Gwender</td>
<td>28/02/22 7:08:55:000000AM</td>
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<tr>
<td>Submitted by Supervisor</td>
<td>Collet Dandara</td>
<td>25/02/22 8:16:08:000000PM</td>
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<tr>
<td>Submitted by Student</td>
<td>Leagan Gwender</td>
<td>21/01/22 10:10:08:000000PM</td>
</tr>
</tbody>
</table>

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

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

**Note**

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