GRM – Upload Thesis/Dissertation for Examination Service Request

Student Examination Upload Important Notes

- All documents are required to be uploaded as part of one service request. Only PDF files can be uploaded.
- Refer to the following Student Help Document as a guideline before submitting your Thesis/Dissertation for Examination.
- If other files are to be uploaded, contact your Faculty Office (Masters Students) or the DDB office (Doctoral Students).
- Thesis/Dissertation and Abstract documents must be named according to a standard convention.
- You must create a new Service Request if the original has been rejected.

Thesis	Upload your Thesis/Dissertation document in a single PDF format.
Abstract-Open	This must be attached to all Examination Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students are required to upload this type of Abstract.
Abstract-Restricted	This must be attached to any Examination Service Request where the abstract contains confidential information. It must not be sent to Examiners until they have entered a confidentiality agreement.

File Naming Conventions

- Thesis (Uppercase '**T**')
- Abstract-Open (Uppercase '**A**' and Uppercase '**O**')
- Abstract-Restricted (Uppercase '**A**' and Uppercase '**R**')

Do not add any additional wording to the label of the document. E.g. *Document 1*

❖ Uploading your Thesis/Dissertation for Examination

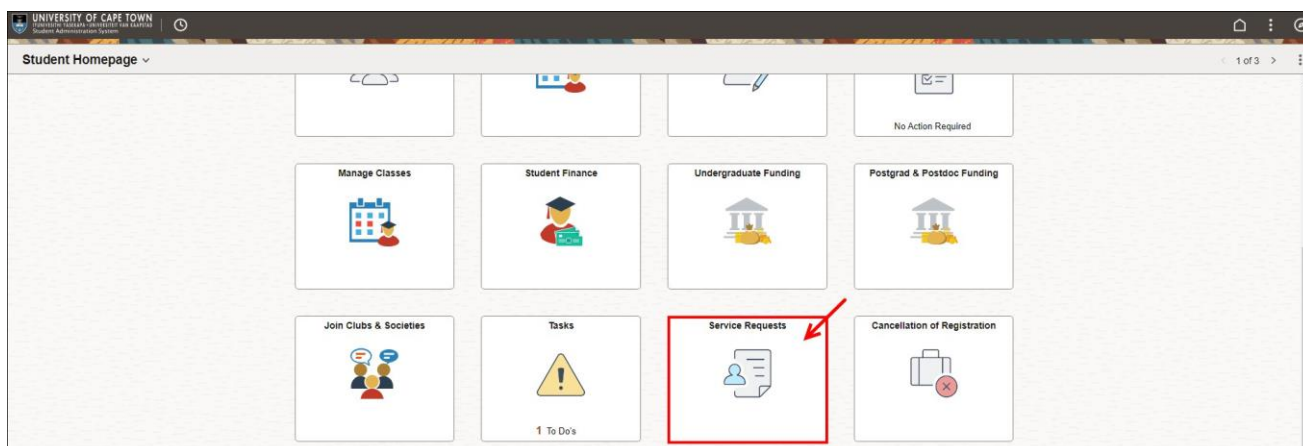- Login to the PeopleSoft Student Administration Self Service:

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Click the **Sign In** button

- Select the **Service Requests** tile on the Student Homepage

- Ensure that your **Intention to Submit** has been **Accepted**.

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

- Select the **tick box** for **Thesis/Dissertation related matters**.
- Click the **Next** button once the tick box has been selected.

- Select the **tick box** for **Upload Thesis/Dissertation for Examination**.
- Click the **Next** button once the tick box has been selected.

- Select the **tick box** for **Upload … Dissertation**
- Click the **Next** button once the tick box has been selected.

Note   If the Next button does not appear, reduce your browser zoom to +/- 80%

Create Service Requests

My Request Detail

Category	Thesis/Dissertation related matters	**Type**	Upload Thesis/Dissertation for Examination
Subtype	Upload Humanities Master's dissertation	**Request Date**	23/10/2024
Status	Submission received		
Comment			

File Attachments

Attachments   Audit   ▷

1-1 of 1

Attached File	View	Add Attachment	
	View	Add Attachment	—

Submit   Cancel

- Click the **Add Attachment** button to upload your Thesis/Dissertation.

File Attachment ✕

Choose File No file chosen

Upload   Cancel

- Click the **Choose File** button to locate the file/document.

File Attachment ✕

Choose File Thesis.pdf

Upload   Cancel

- Click the **Upload** button once the file/document has been selected.

🛈 Note Please note that you must upload two pdfs and label exactly as follows:
- **Thesis** (Capital **T**)
- **Abstract-Open** (capital **A** and capital **O**) OR **Abstract-Restricted** (capital **A** and capital **R**) if applicable.

Note: Please label your document either **Abstract-Open** or **Abstract-Restricted** and not both together.

Do not add any additional wording to the label of the documents. E.g. Document 1.

- Click on the **+ button** to add any additional documents.
- Click the **View** button to review your attached document.

- Click on the **+ button** and upload your **Abstract-Open** / **Abstract-Restricted**.
- Click on the **+ button** and upload your **DDB11 form** (if applicable).
- Click on the **+ button** and upload your **Citation** in Microsoft Word format.
- Click on the **+ button** and upload you **Mini Citation** in Microsoft Word format.

PHD Students:
- Click on the **+ button** and upload a signed **Turnitin Plagiarism Declaration**.

Masters Students:
- Click on the **+ button** and upload a signed **Plagiarism Declaration:**
  "This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software) and I confirm that my supervisor has seen my report and any concerns revealed by such have been resolved with my supervisor."

- Click on the **View** button to confirm that the correct files/documents will be uploaded.
- Add a comment in the **Comment Section** confirming that the uploaded documents are the correct versions for examination. (e.g., I confirm that the uploaded document is the Thesis/Dissertation to be examined.").

- Click the **Submit** button.

- The **Status** column will indicate **Received,** which means that you have successfully created your **Upload Thesis/Dissertation for Examination** service request, and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.
- Once your Thesis/Dissertation has been processed, you will receive an email notification from your Faculty or the DDB office.