



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](#):

User ID

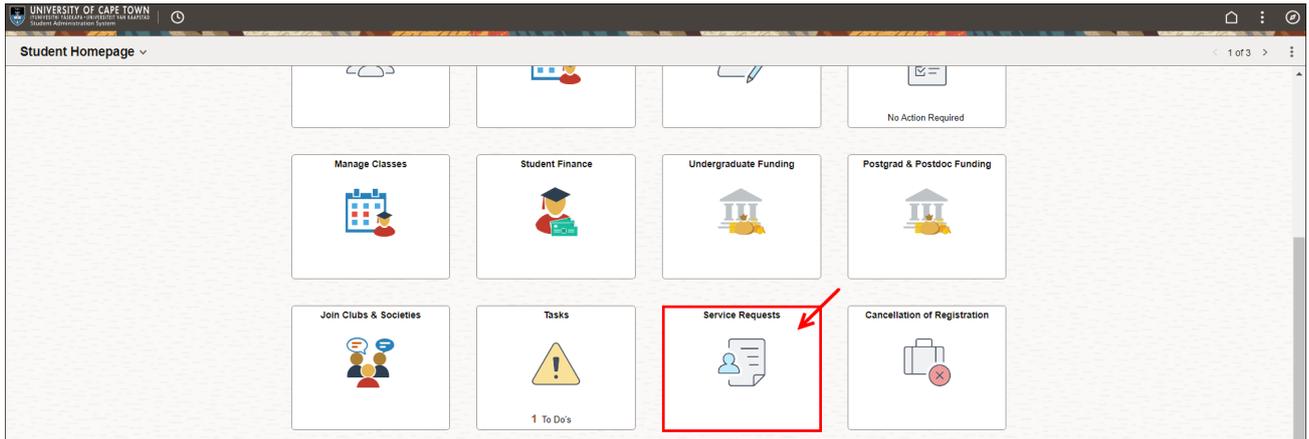
Password

Sign In

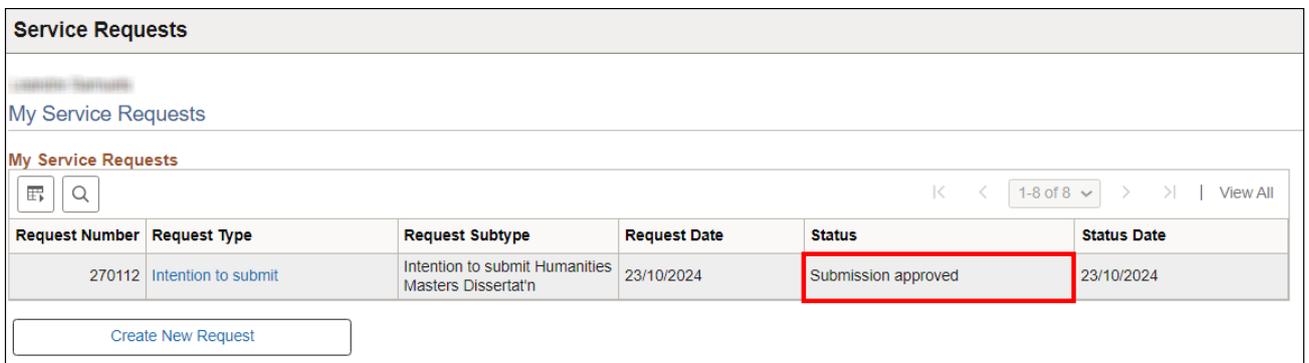
Enable Screen Reader Mode

[Forgot Password ?](#)

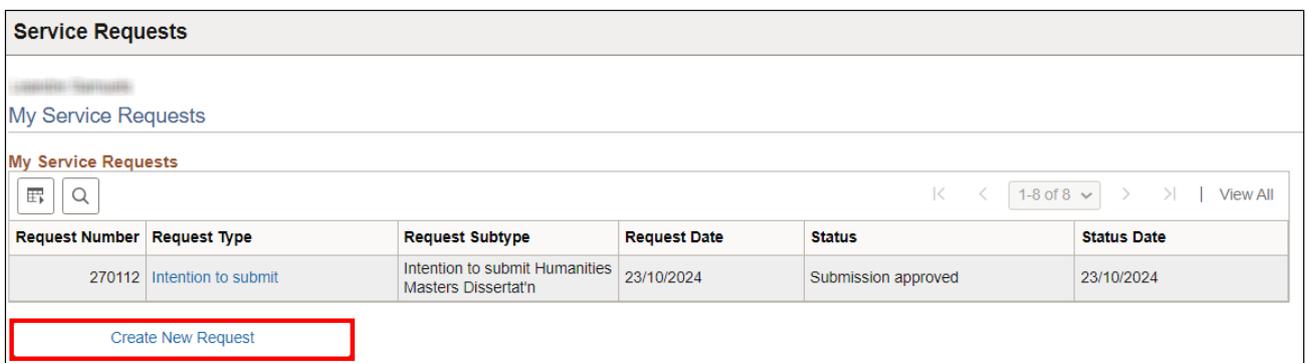
- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Click the **Sign In** button



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



- Ensure that your **Intention to Submit** indicates **Submission Approved**.



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

Service Requests

Academic Institution: University of Cape Town

Select a Request Category

Select a Request Category

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications
<input type="radio"/> Postgraduate Funding Student Enquiries
<input type="radio"/> PostDoctoral Fellow Enquiries

Cancel Next >

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

Service Requests

Select a Request Type

Select a Request Type

Request Type
<input type="radio"/> Intention to submit
<input checked="" type="radio"/> Upload Thesis/Dissertation for Examination
<input type="radio"/> Library Copy-upload final Thesis/Dissertation for Library

Cancel < Previous Next >

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

Service Requests

Select a Request Subtype

Select a Request Subtype

Request Subtype
<input checked="" type="radio"/> Upload Humanities Master's dissertation

Cancel < Previous Next >

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



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

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.

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 I confirm that the uploaded document is the Thesis/Dissertation to be examined.

File Attachments

Attached File	Description	View
Thesis.pdf	Thesis.pdf	View
Abstract-Open.pdf	Abstract-Open.pdf	View

+ **View**

Submit Cancel

- 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 your **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.)



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: I confirm that the uploaded document is the Thesis/Dissertation to be examined.

File Attachments

Attached File	Description	View
Thesis.pdf	Thesis.pdf	View
Abstract-Open.pdf	Abstract-Open.pdf	View
Citation.pdf	Citation.pdf	View

Submit Cancel

- Click the **Submit** button.

Service Requests

My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270113	Upload Thesis/Dissertation for Examination	Upload Humanities Master's dissertation	23/10/2024	Submission received	23/10/2024

- The **Status** column will indicate **Submission 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.