



Quick Reference Guide

Graduate Research Management Memorandum of Understanding (MoU) Upload into PeopleSoft for Students

Date created: 13 February 2020

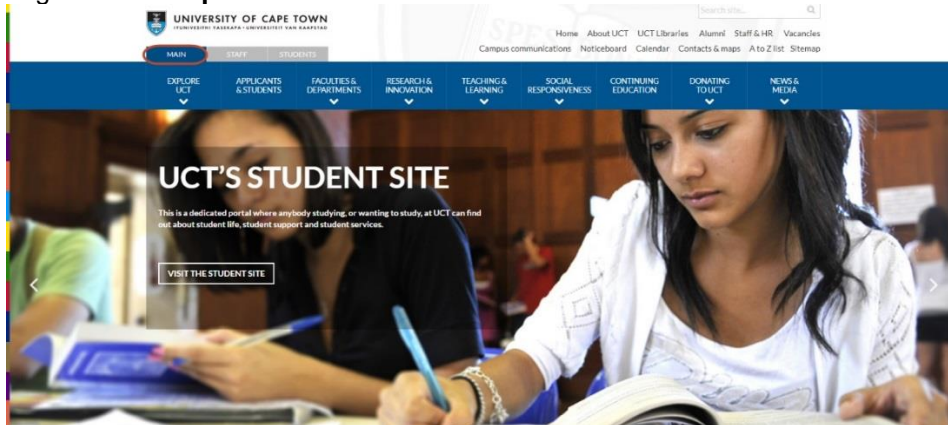
All students will be required to upload their completed Memorandum of Understanding (MoU) or Progress and Planned Activity form (PPA) into PeopleSoft for approval before registering. The MoU should be completed by first year students while the PPA should be completed annually by returning students.

This is a Reference Guide on how to create or update your MoU and PPA into PeopleSoft. For questions relating to how to complete the MOU/PPA, please refer to xxxx.

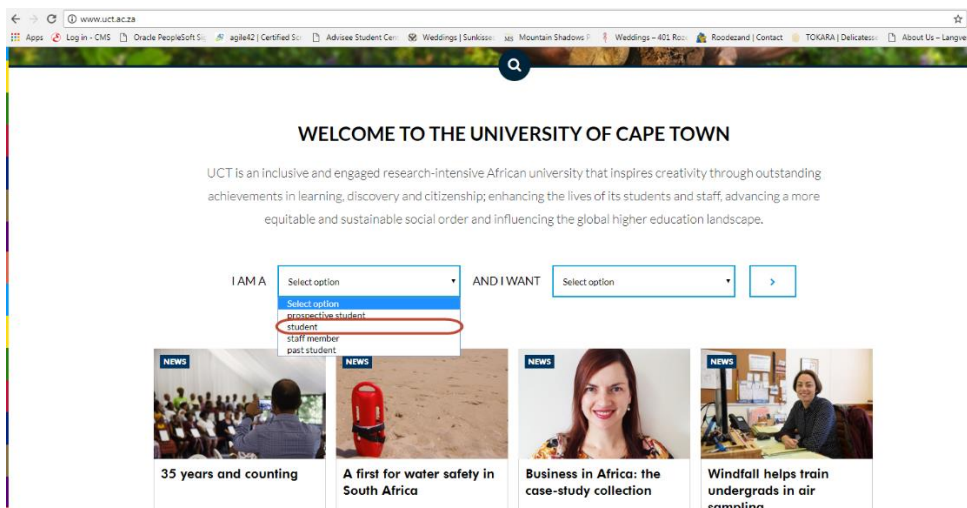
Note All required documents must be attached as part of creating or updating a Mou / PPA Service Item via the Postgraduate Center.

Logging into PeopleSoft:

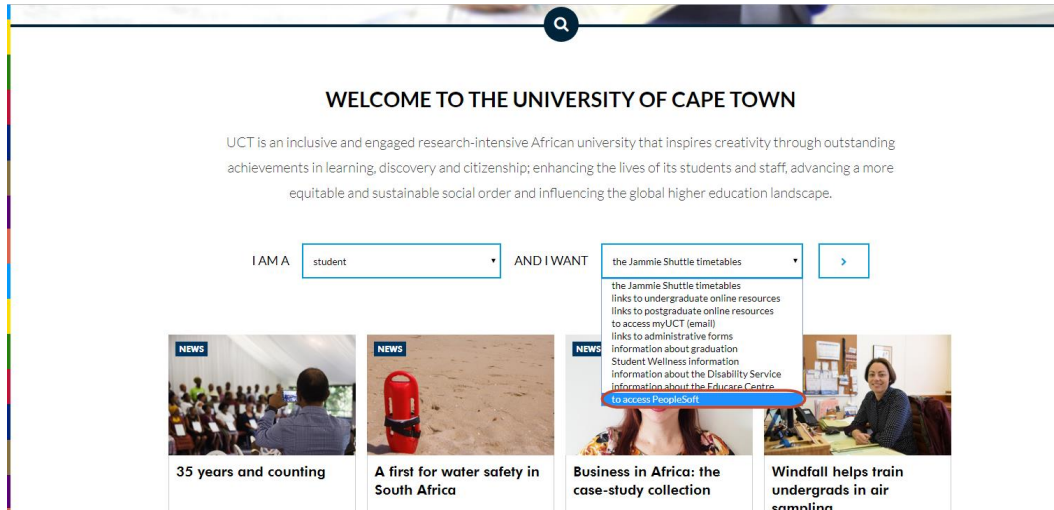
Login to the **PeopleSoft Student Administration Self Service:**



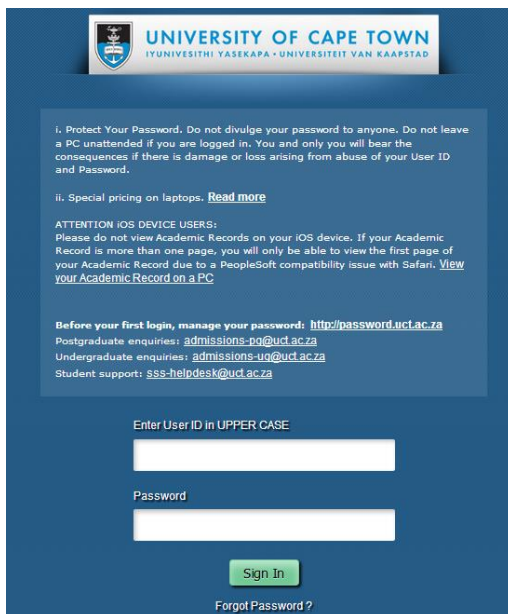
- Go to the **UCT Website:** www.uct.ac.za
- Select the **Main** tab



- Scroll down and select **I am a “Student”** in the drop down list



- Select **And I want** “**To Access PeopleSoft**” in the drop down list



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

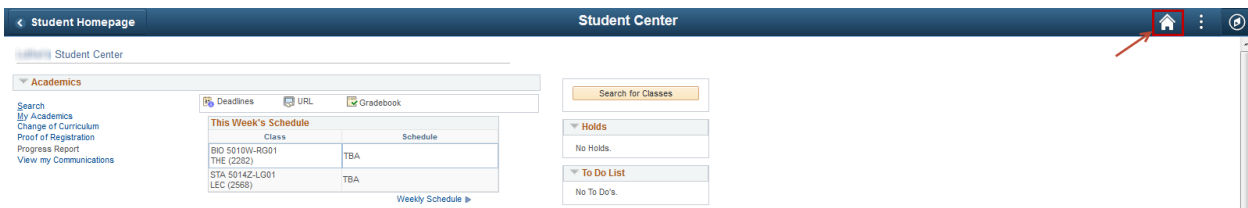
The **Student Homepage** appears



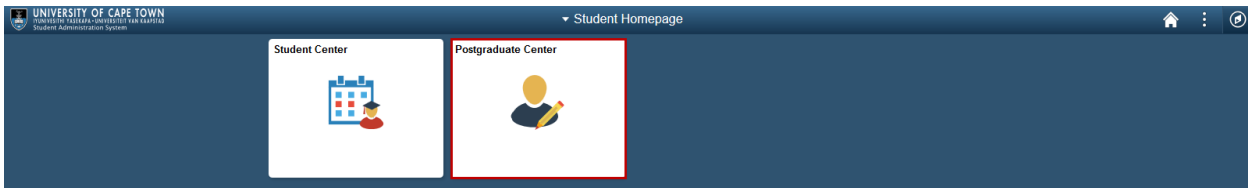
- To sign out, click on the **Actions List** icon  and select **Sign Out**

Submitting the MOU/PPA Service Item:

Navigational path: **Self Service > Research Activities > Postgraduate Center**



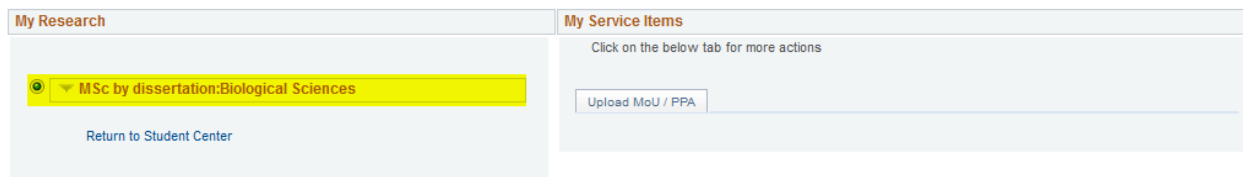
- Click on the **Home**  icon



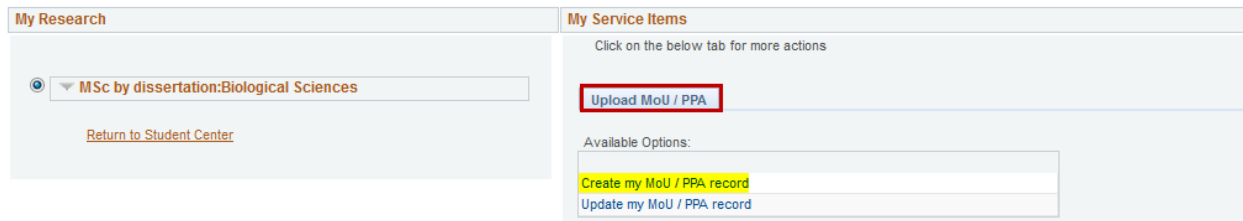
- Click on the **Postgraduate Center** tile



If the Postgraduate Center tile is not displayed, please contact **Student Systems Support** at sss-helpdesk@uct.ac.za



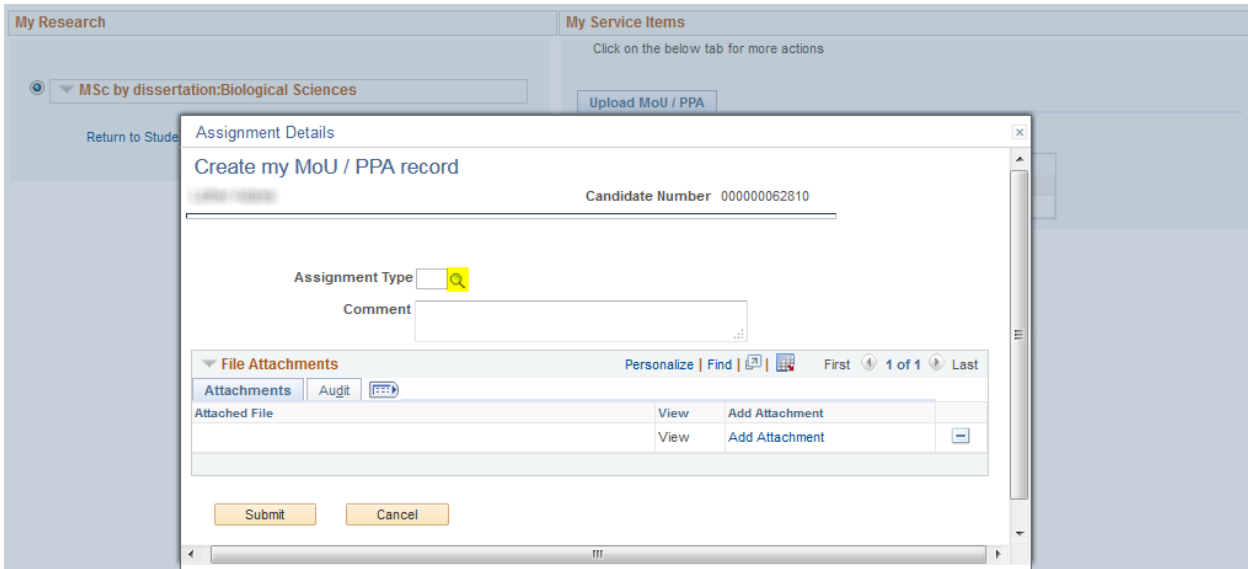
- Select your program, as highlighted above




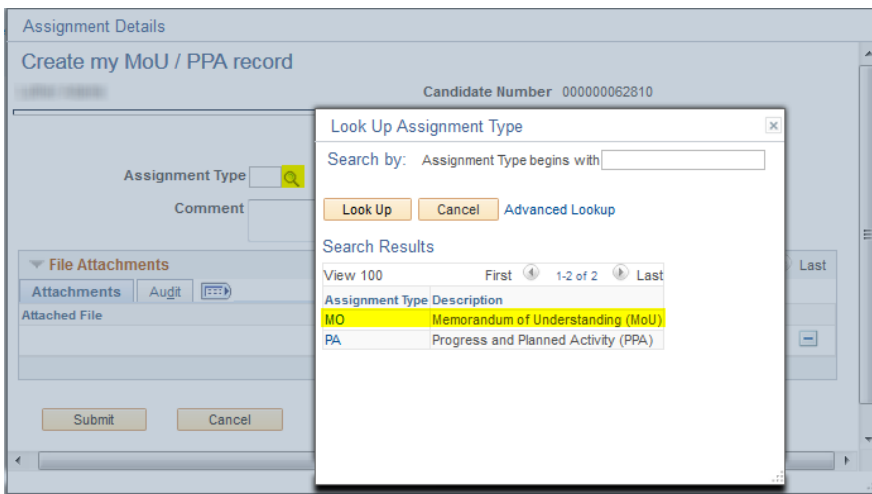
- Click on the **Upload MoU/PPA** tab
- Select the **Create my MoU/PPA record** option



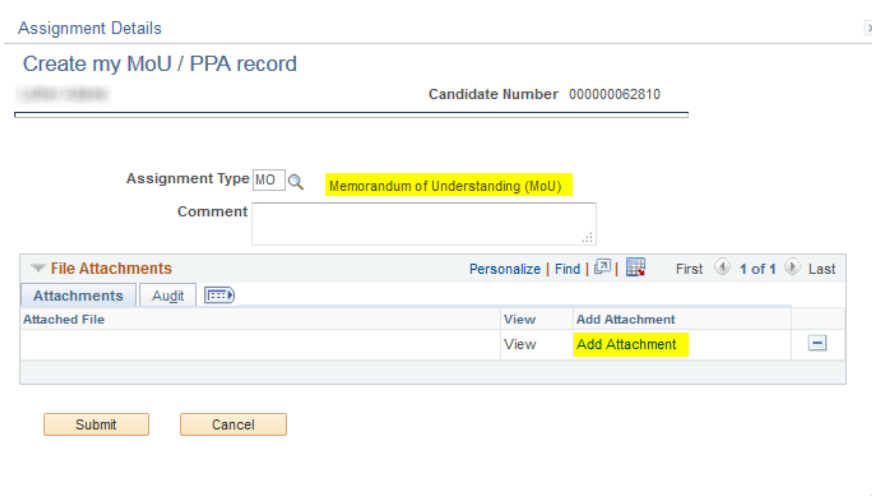
The **Update my MoU/PPA** option can **ONLY** be used if the MoU/PPA has been **declined** or if you are **uploading your new MoU or PPA for the new academic term**.



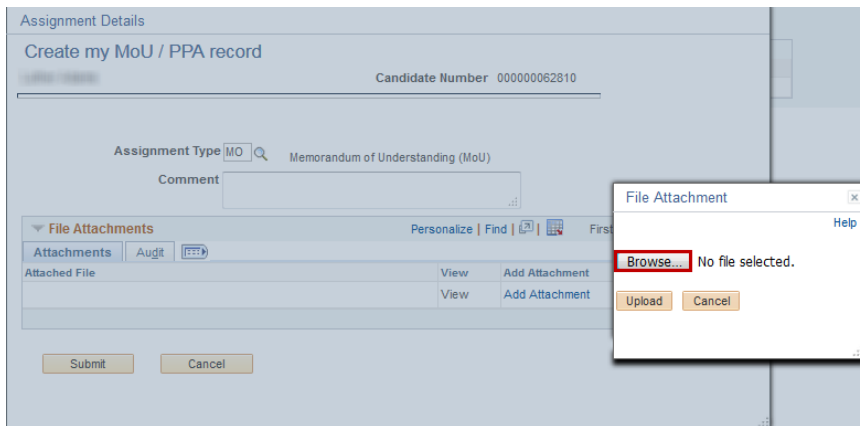
- Click on the  **look up** button to select the type of document you will be uploading (**MoU/PPA**)



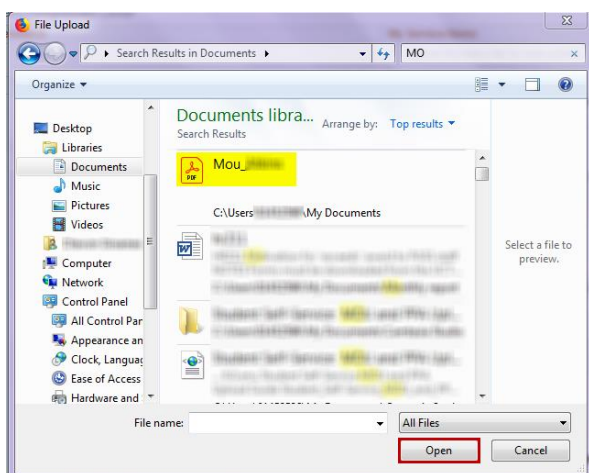
- Select the type of document you will be uploading **MoU** or **PPA**



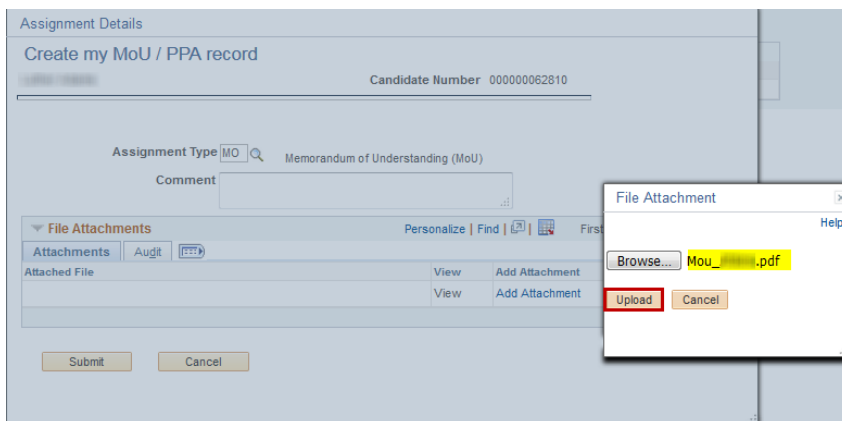
- Click on the **add attachment** hyperlink and upload the **MoU** or **PPA**



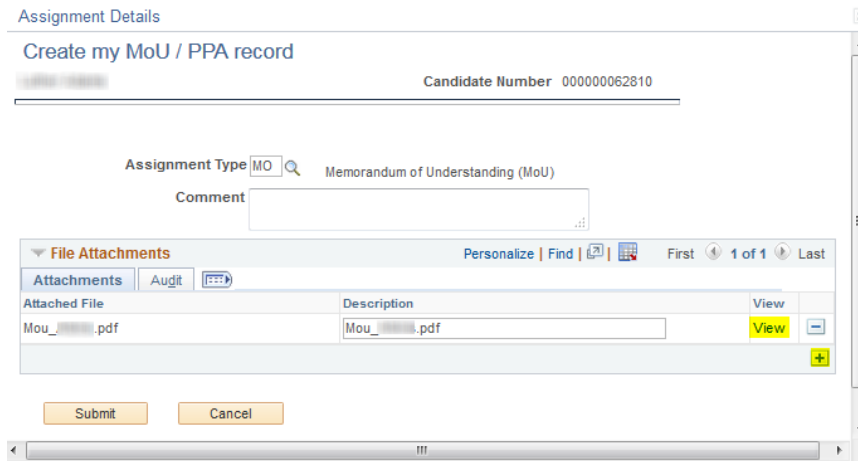
- Click on the **Browse** button and look up your **MoU** or **PPA** document



- Click on the **Open** button




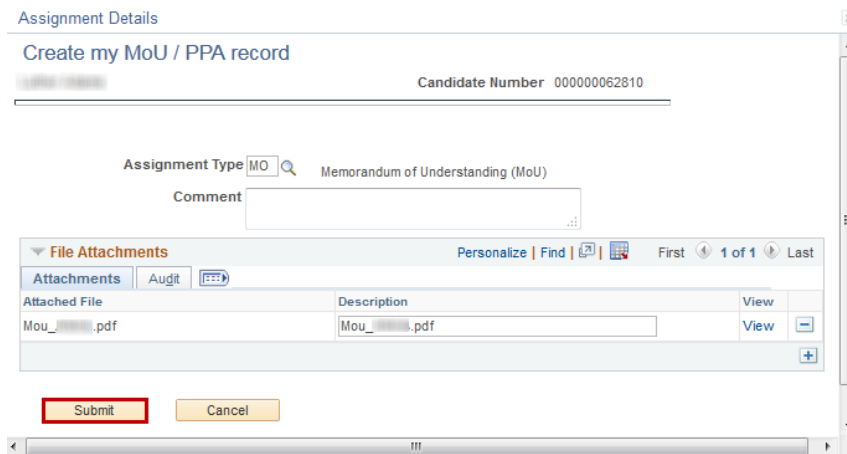
- Click on the **Upload** button



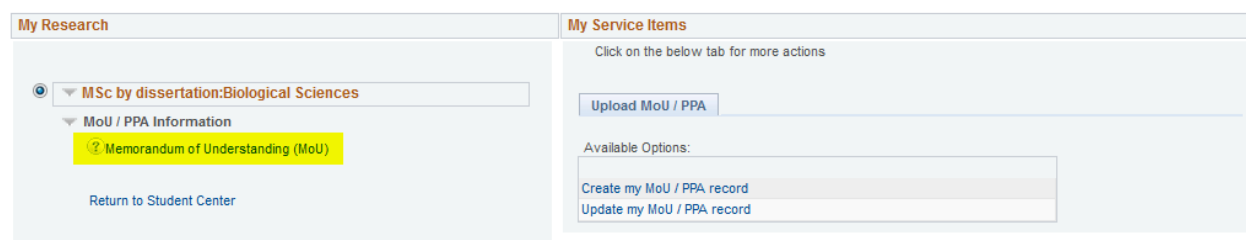
- Click on the **View** hyperlink to review the uploaded documents



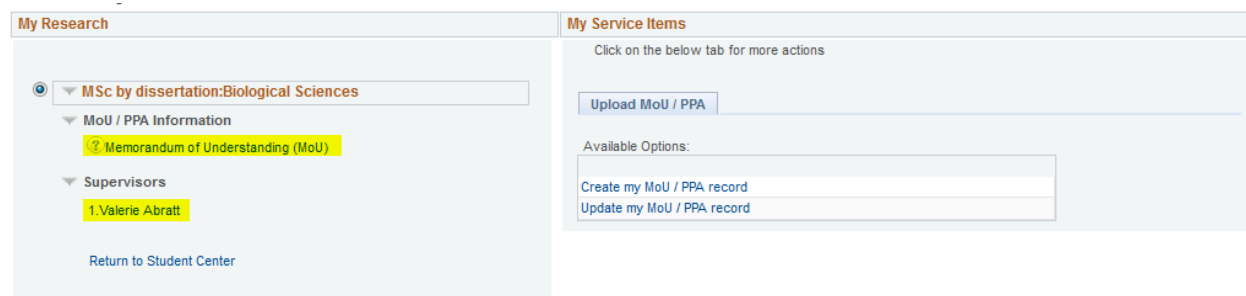
If additional documents are required like a by the Faculty select the **Add a new row** icon  to attach the additional documents.



- Click on the **Submit** button once all documents have been uploaded



The Postgraduate Faculty Officer will be notified once the service item has been submitted



- Your MoU / PPA request is now ready for processing by your Faculty Office and Academic Staff. Further details are available by clicking on the MoU or PPA records in the Postgraduate Center. You will be receiving notifications during the approval process but it's advised to keep track of your MoU / PPA status and comments made.

Assignment Details

Candidate Number 000000062810

Assignment Type Memorandum of Understanding (MOU)

Status Supervisor approval pending

Status Date 29/11/2018

Comment Your MOU Submission has been accepted

Attached File	Description	View
Mou_Atkins.pdf	Mou_Atkins.pdf	View

[Return](#)

- The **Status** column will indicate the updated status during the approval process

Adding a new MoU or PPA for the next term or Resubmitting declined MoU or PPA:

My Research

MSc by dissertation: Biological Sciences

MoU / PPA Information

Memorandum of Understanding (MoU)

Supervisors

1. Valerie Abratt

[Return to Student Center](#)

My Service Items

Click on the below tab for more actions

[Upload MoU / PPA](#)

Available Options:

[Create my MoU / PPA record](#)

[Update my MoU / PPA record](#)

- Click on the **Memorandum of Understanding or Progress and Planned Activity Guide** hyperlink, to review the **MoU** or **PPA** status and to view any additional comments that has been added to the **MoU** or **PPA**

Assignment Details

Candidate Number 000000062810

Assignment Type Memorandum of Understanding (MOU)

Status Declined by Faculty

Status Date 29/11/2018

Comment Please add all documents in one attachment

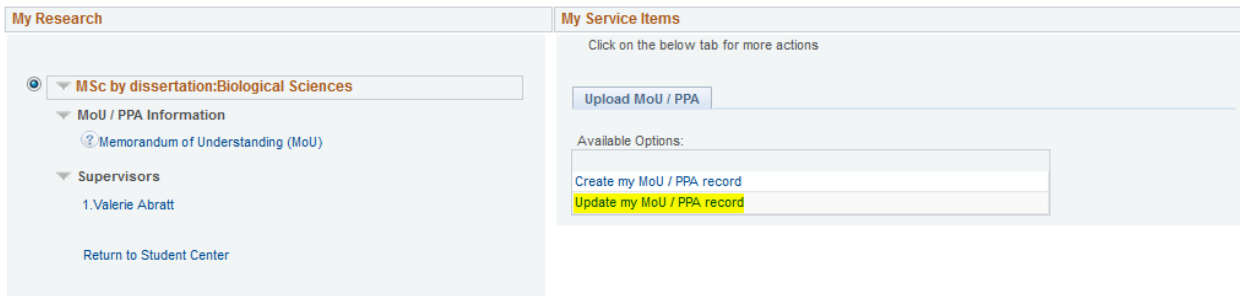
Attached File	Description	View
Mou_Atkins.pdf	Mou_Atkins.pdf	View

[Return](#)

- The **Status** column will indicate the updated status and all additional comments will be available in the comments field.

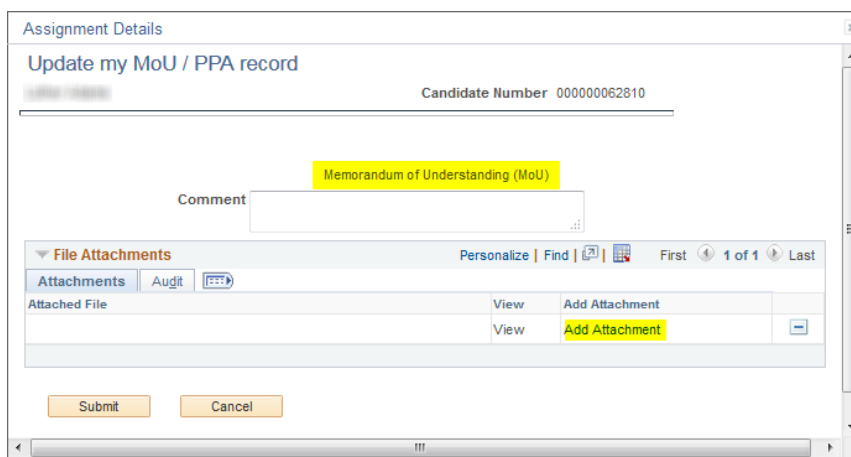


You will be required to add a new **MoU** or **PPA** document to the system

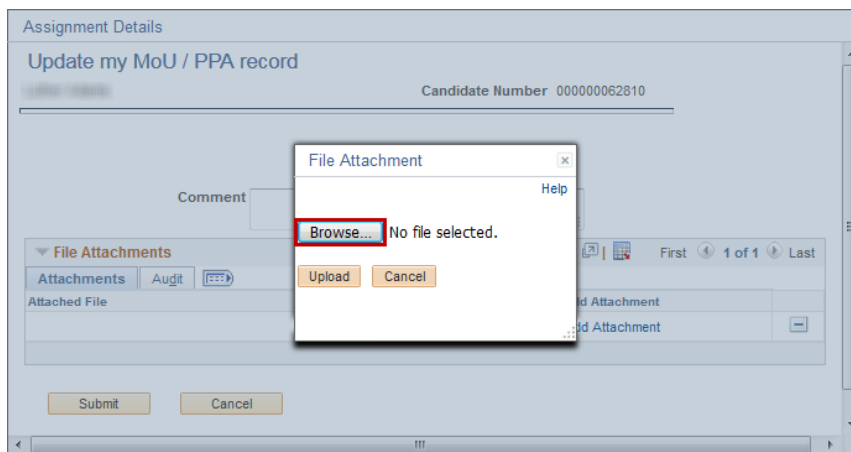


- Select the **Update my MoU/PPA record** option

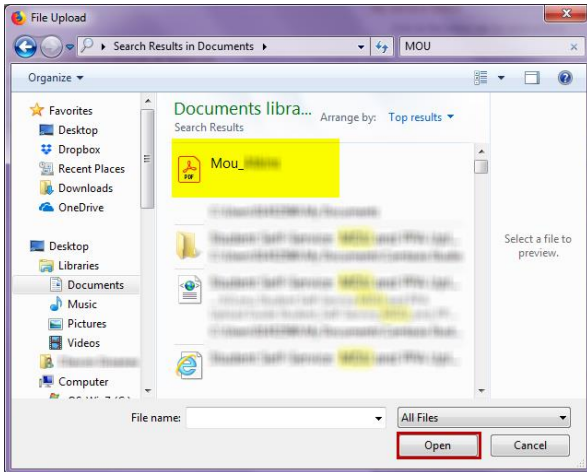
Note The **Update my MoU/PPA** option can **ONLY** be used if the MoU/PPA has been **declined** or if you are **uploading your new MoU or PPA for the new academic term**. Additional updates to your MoU or PPA records, must be referred to the faculty.



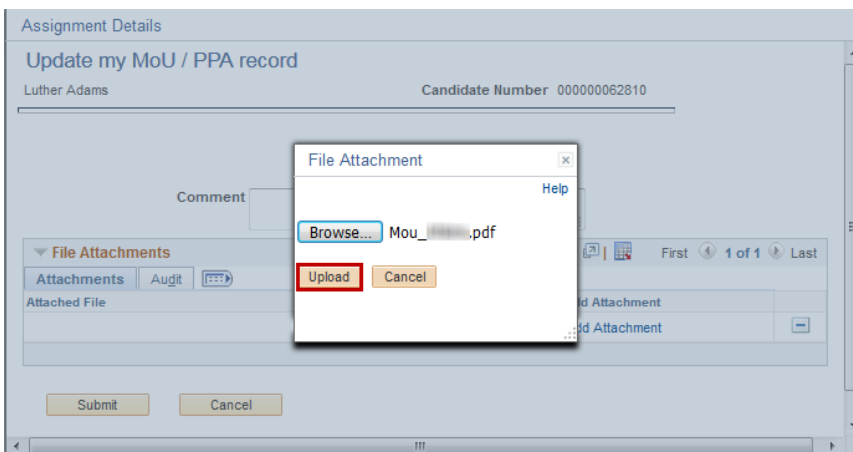
- The type of document will be pre-populated, as you are amending the document or adding a new one.
- Click on the **add attachment** hyperlink and upload the **MoU** or **PPA**



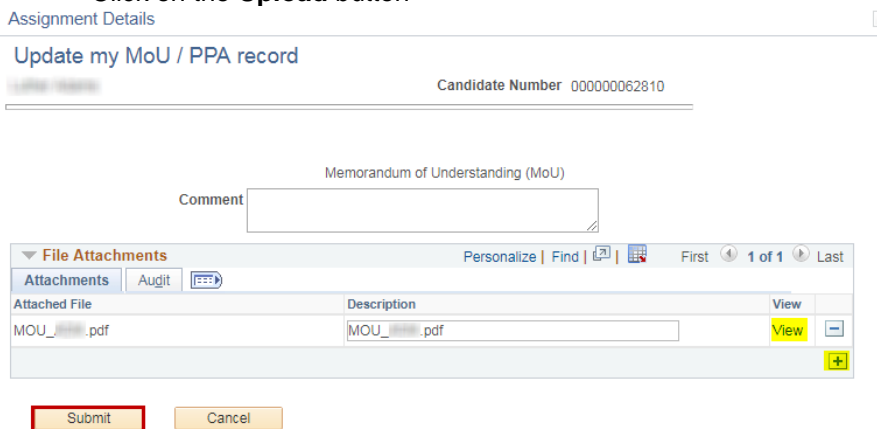
- Click on the **Browse** button and look up your updated **MoU** or **PPA** document




- Click on the **Open** button



- Click on the **Upload** button



- Click on the **View** hyperlink to review the uploaded documents

Note If additional documents are required like a by the Faculty select the **Add a new row icon**  to attach the additional documents.

- Click on the **Submit** button once all documents have been uploaded

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