

Student Upload Dissertation for Examination

NOTE: Your Intention to Submit Service Request must be approved before you can submit your Upload Thesis/Dissertation for Examination Service Request.

- All documents that need to be uploaded must be uploaded as part of one Service Request.
- **You must create a new Service Request if the original has been rejected.**
- Only PDF files can be uploaded.

Submitting your thesis/dissertation and abstract for examination:

- Login to the *PeopleSoft Student Administration Self Service*.
- Click on *Home >> Self Service* hyperlink >> *Research Activities* folder >> *Service Requests* hyperlink >> *Create New Request >> Thesis/Dissertation related matters* option >> *Next >> request type Upload Thesis/Dissertation for Examination >> Next*
- *Select a Request Subtype* by selecting the Faculty and Career option applicable to your study programme
- Click *Next*
- Click the *add attachment* button and upload the necessary requirements:
 - **Dissertation**
 - Please include the following **in your dissertation** upon submission:
 - **The following signed declaration: "I know the meaning of plagiarism and declare that all the work in the document, save for that which is properly acknowledged, is my own. 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.";** and
 - **a copy of your completed and signed EBE Faculty 'Assessment of Ethics in Research Projects form'. This would have been completed when you registered for your dissertation.**
 - **Abstract**
 - **A copy of your unofficial transcript**
 - **EBE04 - Declaration of Free Licence form**
- Ensure that you have uploaded the correct files
- Enter the following information in the Comment box:
 - **A confirmation statement: "I confirm that the uploaded document is the thesis/dissertation to be examined."**
 - **Indicate whether this is a resubmission.**
- 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 staff member.

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