

Student Upload Intention to Submit

NOTE: Your Intention to Submit Service Request must be approved before you can proceed with further submissions.

- 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.
- The Abstract document/s must be named according to a standard convention.

Naming convention for Abstract files:

Abstract-open.pdf - All students must upload this type of abstract.

Abstract-Restricted.pdf - For where the abstract contains confidential information.

Uploading your Intention to Submit form:

- 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 *Intention to Submit* > *Next*
Select request type
- *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:
 - **EBE01 - Intention to submit form**
 - **EBE02 - IP assessment form**
 - **EBE03 - Dissertation Open Access Suppression Form (Embargo Request)**
 - **A copy of your Abstract-open.pdf**
 - **A copy of your Abstract-Restricted.pdf (if necessary)**
- Ensure that you have uploaded the correct files
- Click the *Submit* button
- The Status column will indicate Received, which means that you have successfully created your Intention to Submit 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