



**STUDENT HELP DOCUMENT:  
DIGITAL SUBMISSION OF A THESIS/DISSERTATION FOR  
EXAMINATION AND LIBRARY ACCESS**

## TABLE OF CONTENTS

1. Presentation and submission of a Master's dissertation/ PhD thesis .....	2
2. Intention to submit .....	3
3. Uploading and submitting your dissertation/thesis for examination.....	4
4. Library access: providing the library with a corrected copy of your dissertation/thesis.....	5

## **1. Presentation and submission of a Master's dissertation/ PhD thesis**

Master's and PhD candidates are to submit electronic versions of (full or minor) dissertations/theses online via the PeopleSoft Student Administration Self-service function. You must submit your work for examination from any digitally connected destination, hard copies are not required (unless specifically requested by the examiner)..

At the conclusion of your research, you will be required to complete and upload your 'intention to submit' form on PeopleSoft, followed by the upload of your dissertation/thesis. All communication from UCT regarding the examination process will occur via your UCT e-mail address – **[student number]@myuct.ac.za**

Once your service requests have been processed, you will receive an acknowledgement to your UCT e-mail address. You can also check the progress of your submission on PeopleSoft.

**Please make sure that you have your username and password and can access the [PeopleSoft Student Administration Self Service](#).**

Should you have any problems with this service, please consult the following: [Student Self Service Help](#) or email [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

## 2. Intention to submit

Approximately 6-8 weeks before you submit your dissertation/thesis for examination, you need to notify UCT of your intention. This will let the University know that examiners need to be secured. If you do not create an 'intention to submit' service request in good time, it potentially delays your examination.

You will need to submit the following documents:

- 2.1 Notice of Intention to Submit Master's Dissertation
- 2.2 Master's IP Assessment form
- 2.3 Abstract – use naming convention “**Abstract-open.pdf**” or “**Abstract-Restricted.pdf**”<sup>1</sup>

For PeopleSoft steps, see “Graduate Research Management: Student Upload Intention to Submit” on [the SSS website](#).

If you are a Master's candidate, please find all documents required from [your Faculty's website](#).

If you are a PhD candidate, please find all documents required from [the DDB's website](#).

**Note:** In cases where a submission is rejected (due to incompleteness or incorrectness), you are required to create a **new** service request and attach all required documents.

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<sup>1</sup> If you have sought and been granted permission for embargo of your dissertation/thesis (see [Student deposit guidelines for theses or dissertations](#)), you must additionally provide a neutralised/restricted abstract which has all sensitive information removed. This will be placed on OpenUCT after examination. After the expiry of the embargo period, the full/open abstract (Abstract-open.pdf) will be placed on OpenUCT.

### 3. Uploading and submitting your dissertation/thesis for examination

You will need to submit the following documents:

- 3.1 **Thesis:** Once you are ready to submit your dissertation/thesis for examination save it as a PDF file type. The file must be named as follows: **Thesis.pdf** (This name is to be used by both PhD and Master's students).
- 3.2 **Abstract:** All students must again upload an abstract (it may have changed since it was first uploaded at the 'intention to submit' stage). Use naming convention "**Abstract-open.pdf**" or "**Abstract-Restricted.pdf**"<sup>2</sup>
- 3.3 **Turnitin originality report:**
  - 3.3.1 Master's students who submit their dissertations for examination must include a Turnitin plagiarism report - also known as an Originality Report – with their submission. **The onus is on the student to ensure that the Turnitin Originality Report is signed off by your supervisor and included in your submission.** Please see [guidance](#) on how to obtain a Turnitin Originality Report.
  - 3.3.2 Doctoral students must complete the DDB13: Turnitin Plagiarism Declaration form as part of their thesis submission.
- 3.4 **The Declaration and Word Count form**
- 3.5 If applicable, the **OpenUCT Suppression form**, where the supervisor supports a delay in making the dissertation/thesis available via *OpenUCT* to enable publication.

For PeopleSoft steps, see "Graduate Research Management – Student Upload Thesis/Dissertation for Examination" on [the SSS website](#).

If you are a Master's candidate, please find all documents required from [your Faculty's website](#).

If you are a PhD candidate, please find all documents required from [the DDB's website](#).

**Note:** If your external examiners request a hard copy of your dissertation/thesis, you will be required to supply this. The Faculty or the Doctoral Degrees Board Office will inform you of this.

**Note:** In cases where a submission is rejected (due to incompleteness or incorrectness), you are required to create a **new** service request and attach all required documents.

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<sup>2</sup> If you have sought and been granted permission for embargo of your dissertation/thesis (see [Student deposit guidelines for theses or dissertations](#)), you must additionally provide a neutralised/restricted abstract which has all sensitive information removed. This will be placed on OpenUCT after examination. After the expiry of the embargo period, the full/open abstract (Abstract-open.pdf) will be placed on OpenUCT.

#### **4. Library access: providing the library with a corrected copy of your dissertation/thesis**

Once you have received the result of the examination and attended to your corrections, if any, you will be required to upload a final corrected copy your dissertation/thesis and your abstract<sup>3</sup> as a PDF file type for the library to be eligible for graduation. This will ensure that the correct versions of the documents are made available on *OpenUCT*.

For PeopleSoft steps, see “Graduate Research Management: Student Library Upload via PeopleSoft” on [the SSS website](#).

**Note:** In cases where a submission is rejected (due to incompleteness or incorrectness), you are required to create a **new** service request and attach all required documents.

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<sup>3</sup> If you have sought and been granted permission for embargo of your dissertation/thesis (see [Student deposit guidelines for theses or dissertations](#)), you must additionally provide a neutralised/restricted abstract which has all sensitive information removed. This will be placed on OpenUCT after examination. After the expiry of the embargo period, the full/open abstract (Abstract-open.pdf) will be placed on OpenUCT.