CHECKLIST FOR DISSERTATION/THESIS SUBMISSIONS

Master's Dissertation

Candidates are required to give written notice of intention to submit **at least 5 months before the deadline for qualification entry (See GM16 and GP5.3**) in advance of submitting your thesis. Once you submit your notice of intention to submit, the Postgraduate Office starts the process of appointing external examiners, so that there will be no delay once you submit your thesis.

Submit your thesis as required by

Deadlines for December graduation		Deadlines for April graduation	
Beginning of June	**Submission of dissertation/thesis (to have been preceded by the intention to submit) at least 5 months before the deadline for qualification entry). See GM16 and GP5.3**	**1 September of previous year**	**Submission of dissertation/thesis (to have been preceded by the intention to submit) at least 5 months before the deadline for qualification entry. See GM16 and GP5.3**
31 October	**Final date for qualifier status to be on system. See Senate approved academic calendar**	**1 February**	**Final date for qualifier status to be on system, after Faculty Examination Committees have met**

In terms of the Faculty rule FM6.3, the dissertation:

a) must be satisfactory in arrangement and expression and must be typewritten or printed;

b) must be prefaced by an abstract prepared according the guidelines approved by Senate;

c) must show thorough practical and/or academic knowledge of the approved subject and methods of research, and evidence of independent critical power in handling and interpretation of material already known or newly discovered;

d) may embody such original work of others as may be pertinent;

e) must contain correct and proper acknowledgements of all sources;

f) may include the candidate's own published material on the same subject, if prior permission of Senate has been obtained;

g) must include in the title page a signed declaration that the work has not previously been submitted in part or whole for the award of any degree; that it is the candidate's own work and that any substantial contributions to and quotations in the dissertation have been cited and referenced.

In terms of Faculty Rule 6.4, the dissertation may not exceed 25,000 words (50% dissertation); 40,000 words (75% dissertation) or 50,000 words (100% dissertation).

Your research will have to be completed under the guidance of a supervisor. Please ask your supervisor to confirm that the dissertation has been submitted with his/her approval and that he/she has seen the final version of the submitted dissertation. Candidates submitting without the approval of their supervisors do so at their own risk.

Procedure for submission of Masters Dissertations include the following:

Please note that all submissions are to be ELECTRONIC. This means that hard copies of dissertations are not required, unless an external examiner specifically requests one, in which case the student will be notified by Faculty.

The faculty office will be in contact with masters students under exam at each step of the procedure to guide them on the process to follow and they are welcome to contact hum-postgrad@uct.ac.za with any further queries.

Students are also required to submit a Turnitin report with their dissertation submission. Please see the attached guides for information on how to submit the 'Intention to submit' form, dissertation and Turnitin report electronically via PeopleSoft. Once the dissertation has been examined, students will be required to upload a final corrected copy of their dissertation for the library.

Refer to: UCT Digital Upload of dissertations FULL GUIDE

Presentation and submission of a Master's dissertation thesis

Master's candidates are to submit electronic versions of (full or minor) dissertations/theses online via the PeopleSoft Student Administration Self-service functionality. Hard copies of 'intention to submit forms and dissertations/theses no longer need to be physically deposited at UCT; you must submit your work for examination from any digitally-connected destination.

Please make sure that you have your username and password and are able to access the PeopleSoft Student Administration Self Service.
Should you have any problems with this service, please consult the following document: **Accessing PeopleSoft Self Service for Students, or get help by accessing Student Self Service Help or emailing: sss-helpdesk@uct.ac.za**

Checklist of Documents Required:

- Thesis/Dissertation (i.e. *Thesis.pdf*)
- Thesis/dissertation *Abstract-open.pdf*
- Thesis/dissertation *Abstract-Restricted.pdf* (**if applicable**)
- Open UCT suppression form **(if applicable)**
- Word count form
- Submission declaration form
- Turnitin Originality report
- Signed plagiarism declaration
- **Dissertation/Thesis cover page containing the compulsory declaration**
  - (Faculty office will provide this once you send them your intention to submit)
- **Declaration form**
  - (Faculty office will provide this once you send them your intention to submit)
- **Supervisor Approval form**
  - (Faculty office will provide this once you send them your intention to submit)

INTENTION TO SUBMIT

At the conclusion of a student's research, they will be required to complete and upload their 'Intention to submit' form on PeopleSoft approximately a month before submitting their dissertation, followed by the upload of their actual dissertation. (the Intention to submit form is available for download via this link: http://www.humanities.uct.ac.za/hum/postgraduate/students/forms)

All communication from UCT regarding the examination process will occur via a student's UCT e-mail address – [student number]@myuct.ac.za so students should please ensure that access to this account is enabled. For further assistance in getting access to UCT e-mail and setting up auto-forward, please see:
http://www.myuct.ac.za/faq.html#How_do_I_automatically_redirect_my_incoming_myUCT_email_to_another_email_account_

Uploading Intention to Submit

All documents that need to be uploaded must be uploaded as part of one Service Request. Only PDF files can be uploaded, if other files must be uploaded contact your Faculty office (Masters Students) or the DDB (Doctoral Students). The Abstract document/s must be named according to a standard convention.

Naming convention for Abstract files:
Abstract-open.pdf - this must be attached to all Intention to Submit Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students must upload this type of abstract.
Abstract-Restricted.pdf - This must be attached to any Intention to Submit Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

Uploading your Intention to Submit form:

- Login to the *PeopleSoft Student Administration Self Service*: *www.uct.ac.za > Current Students > Postgraduates > Postgraduate & postdoctoral studies hub > PeopleSoft login*

    o   Enter *User ID* in UPPER CASE
    o   Your *Password* is your regular network password

- Click on the *Self Service* hyperlink
- Navigate to and click on the *Research Activities* folder
- Click on the *Service Requests* hyperlink
- Click the *Create New Request* button
- Select the *Thesis/Dissertation related matters* option
- Click *Next*
- Select request type *Intention to Submit*
- Click *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 your *Intention to Submit* form, which has been signed by your supervisor
- Click the *Add* button and upload your thesis/dissertation *Abstract-open.pdf*
- Click the *Add* button and upload your thesis/dissertation *Abstract-Restricted.pdf* (**if applicable**)

- **Student Systems Support Documentation**

- **Helpdesk e-mail: sss-helpdesk@uct.ac.za Helpdesk numbers: 650 5227 or 650 4720 2**

- Click the *View* hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- 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 or Doctoral Degrees Board (DDB) staff member.
- Once your thesis/dissertation has been submitted, you will receive an *Acknowledgment of Receipt* email notification from your faculty or the DDB office once your submission has been processed.

Uploading Thesis/Dissertation for Examination:

Graduate Research Management – Student Upload Thesis/Dissertation for Examination

All documents that need to be uploaded must be uploaded as part of one Service Request. Only PDF files can be uploaded, if other files must be uploaded contact your Faculty office (Masters Students) or the DDB (Doctoral Students). Thesis/Dissertation and Abstract documents must be named according to a standard convention.

Naming convention for Thesis/Dissertation file:

Thesis.pdf - upload your thesis/dissertation document in a single PDF file format.

Naming convention for Abstract files:

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

Abstract-Restricted.pdf - This must be attached to any Examination Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

Submitting your thesis/dissertation and abstract for examination:

- Login to the *PeopleSoft Student Administration Self Service*: *www.uct.ac.za > Current Students > Postgraduates > Postgraduate & postdoctoral studies hub > PeopleSoft login*
    - o Enter *User ID* in UPPER CASE
    - o Your *Password* is your regular network password
- Click on the *Self Service* hyperlink
- Navigate to and click on the *Research Activities* folder
- Click on the *Service Requests* hyperlink
- Click the *Create New Request* button
- Select the *Thesis/Dissertation related matters* option
- Click *Next*
- Select request type *Upload Thesis/Dissertation for Examination*
- Click *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 thesis/dissertation for examination (i.e. *Thesis.pdf*)
- Click the *Add* button and upload your thesis/dissertation *Abstract-open.pdf*
- Click the *Add* button and upload your thesis/dissertation *Abstract-Restricted.pdf* (**if applicable**)
- Click the *Add* button and upload your Open UCT suppression form **(if applicable)**
- Click the *Add* button and upload your word count form
- Click the *Add* button and upload your submission declaration form
- Click the *Add* button and upload your Turnitin Originality report
- Click the *Add* button and upload your signed plagiarism declaration
- Click the *View* hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- Enter the following confirmation statement in the *Comment* box: *"I confirm that the uploaded document is the thesis/dissertation to be examined."*
- 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 or Doctoral Degrees Board (DDB) staff member.
- Once your thesis/dissertation has been submitted, you will receive an *Acknowledgment of Receipt* email notification from your faculty or the DDB office once your submission has been processed.

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

Using Vula and Turnitin

1. Send an email to help@vula.uct.ac.za to request access to the Turnitin 2015 Vula tab.
2. Once you receive confirmation that you have been granted access to the tab, open an internet browser and type http://vula.uct.ac.za into the address bar. Alternatively, go to the UCT homepage at http://www.uct.ac.za and use the Vula quick link1
3. Login (UCT Login) by entering your UCT Student Number and Password in the top right hand corner
4. Click 'Login'
5. Once logged in to Vula you will find yourself in My Workspace
6. Along the top of the screen you will see a series of tabs of the Vula sites you are a member of
7. Click the tab called "Turnitin 2015" to enter the site
8. Click "Assignments" on the left hand side of the screen

9. Under the heading "Submission", you will need to upload your dissertation/thesis as an attachment
10. Click "choose file"
    i. A new window will open up allowing you to select the document

    ii. Find your file and click Open

11. You will return to the Vula page
12. Tick the plagiarism box found under the declaration
13. Click "submit"
14. Your report will generally be generated within an hour to 24 hours.
15. To view your report:
    i. Repeat the above process up to step 9

    ii. Once you have opened the assignment you will see an icon next to Turnitin Report to view your report

    iii. If you would like to submit a revised or other document, click "Remove" and go through the process of submission again

The Turnitin report (the first pages of the report with the percentages up to the title of your actual thesis) is to be signed by yourself and supervisor and submitted together with your Thesis submission.

NEED HELP?

- Please contact the Vula helpdesk for assistance help@vula.uct.ac.za 021-650-5500.
- You may also visit the UCT Library knowledge commons: http://www.lib.uct.ac.za/lib/knowledge-commons