

Quick Reference Guide

Completing the Memorandum of Understanding (MoU)/Progress and Planned Activity (PPA) on PeopleSoft for Students

Date created: 28 December 2022

Date updated: 06 December 2024

This is a Reference Guide on how to trigger or update your MoU and PPA on Peoplesoft.

All students will be required to complete a **Memorandum of Understanding (MoU)** or **Progress and Planned Activity form (PPA)** on PeopleSoft for approval before registering if they are embarking on the thesis/dissertation component of their studies. The **MoU** should be completed during the first year when students embark on the dissertation while the **PPA** should be completed annually by returning students after embarking on their dissertation component.



Note

An MoU/PPA (**only applicable to student writing a dissertation or minor dissertation**) is triggered during Step 3 of the registration process. Student must select **Yes** on the dropdown to trigger an MoU. Some full dissertation programmes will require an MOU to be completed, and the MOU will be assigned without a trigger question in the activity guide.

Step 3 of 14: Additional Information
Please Answer all the question below truthfully.

Expected Graduation Year

*1. Are you expecting to complete your qualification this year?

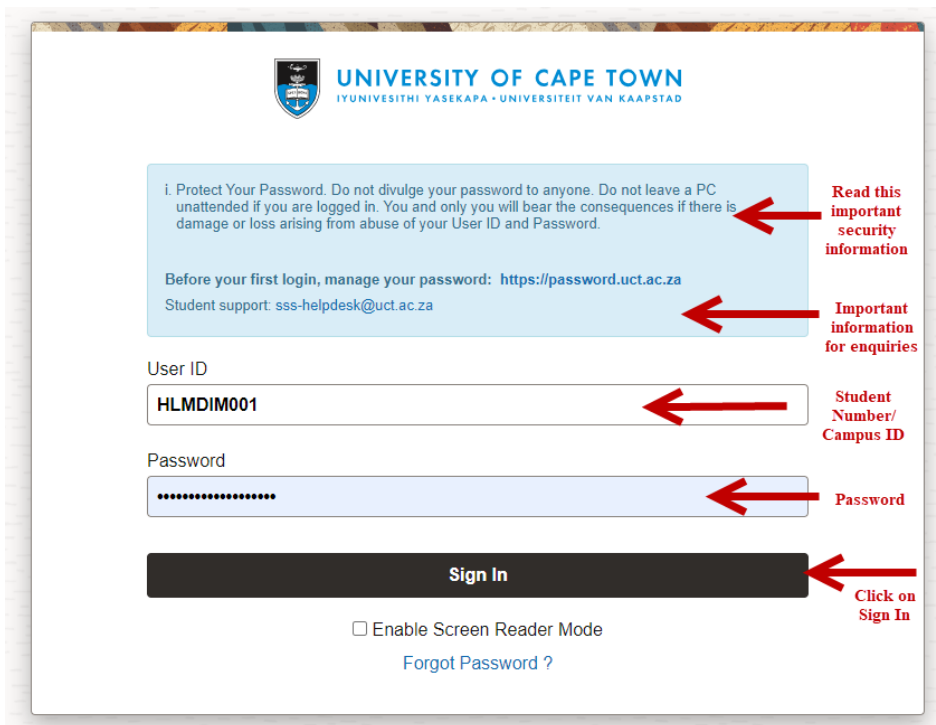
Research

*2. Are you required to register for your dissertation or minor dissertation this year?

Yes
No

❖ Completing the MoU/PPA via Peoplesoft

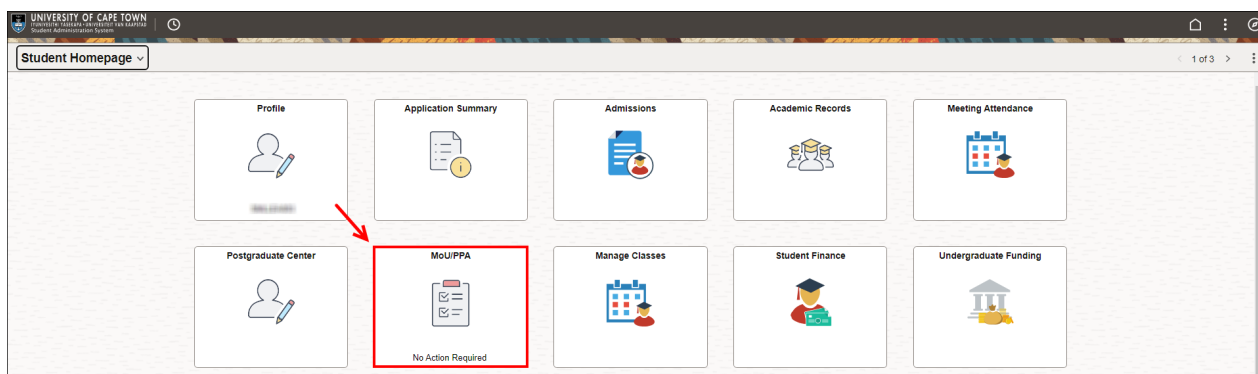
- Go to <https://studentsonline.uct.ac.za/>



The screenshot shows the University of Cape Town login page. Red arrows point to the following elements:

- Read this important security information:** Points to the security warning box at the top.
- Important information for enquiries:** Points to the password management link and student support email.
- Student Number/Campus ID:** Points to the User ID field containing 'HLM DIM001'.
- Password:** Points to the password field.
- Click on Sign In:** Points to the 'Sign In' button.

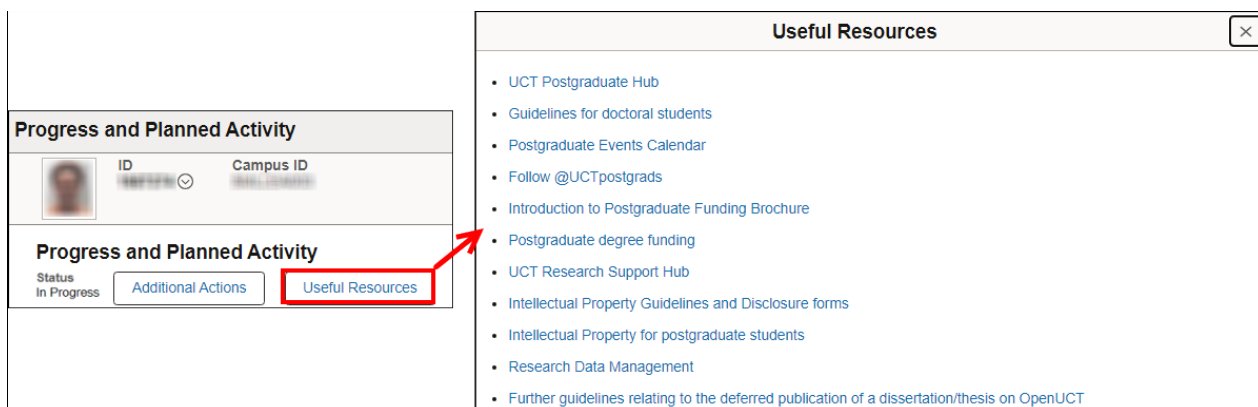
- Enter your user ID/Student number in upper case in the **User ID** field. E.g., XXXYYY001
- Enter your UCT password into the **Password** field.
- Click the **Sign In** button



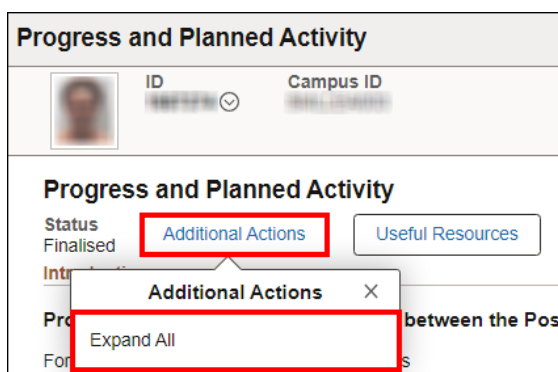
- Click the **MoU/PPA** tile on your **Student Homepage**
- Alternatively, the MOU/PPA can be accessed through Step 11(Holds Step) of the Activity Guide.

Note If the MoU/PPA tile is not visible or does not indicate "Action Required", please contact the SSS Helpdesk (sss-helpdesk@uct.ac.za). The MoU/PPA is triggered at step 3 of the online registration process (MoU/PPA is triggered when a student selects dissertation only).

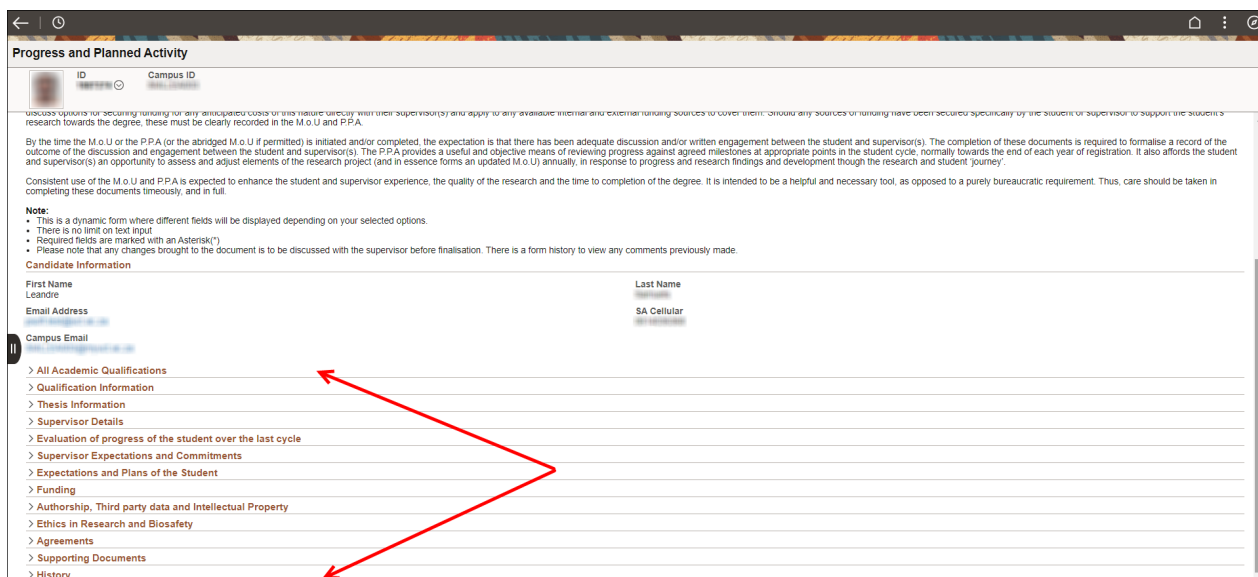
Note Once the MoU/PPA has been triggered, "Action Required" will display on the MoU/PPA tile. Students will be notified via email from a no-reply@uct.ac.za email address to complete their MoU/PPA. Ensure that you check your spam/junk mail as the email may be classified as spam.



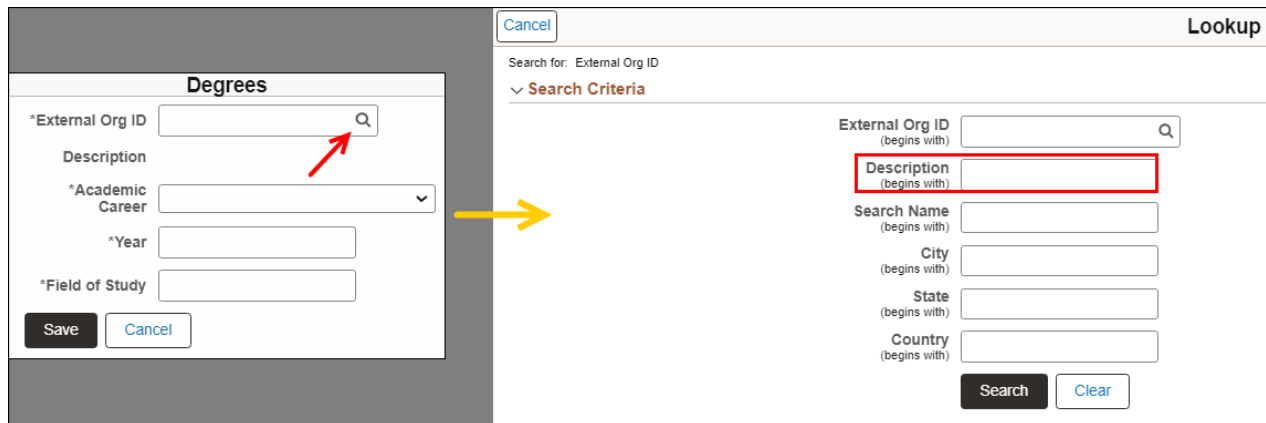
- Click the **Useful Resources** button to open a list of useful resources.



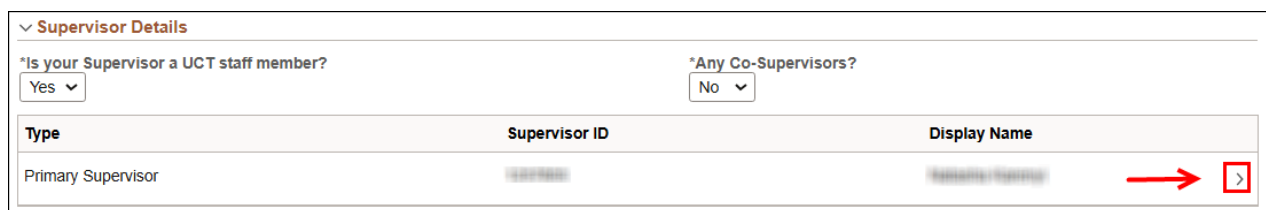
- Click the **Additional Actions** button.
- Click the **Expand All** button.



- Clicking the **Expand All** button will expand all the arrows next to each heading and the student will be required to populate or review the information applicable to them under each heading.

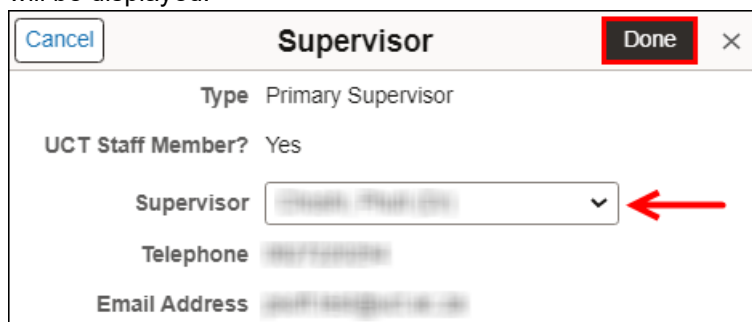


- If no university/institution comes up, click the **Magnifying Glass** button to expand the **Lookup** feature.
- Under All Academic Qualifications, students can add their qualifications from UCT and other institutions. Students should search with a **% symbol** and then the name of their university in the **Description** or **Search Name** fields. E.g. %manitoba for University of Manitoba
- The student should be advised to add **Foreign** in the **Description** field or **1006013** into the **External Org ID** field.



- Under the **Supervisor Details** heading, click the expansion arrow on the right and select the assigned supervisor on the drop-down list to view information of the **Primary supervisor** and **Co-supervisor** if applicable.

After clicking on the expansion arrow as indicated above, the following screen with supervisor information will be displayed:



- Select your designated **Supervisor** and **Co-supervisor** if applicable on the drop-down list.
- If the **Co-supervisor** is not a **UCT Staff Member**, the student will need to manually input the name of the person.
- Click **done** once you have selected Supervisor and Co-supervisor.

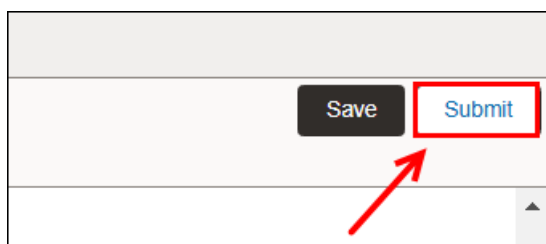
Student Systems Support Documentation

Expectations and Plans of the Student	
*Expectations from the Supervisor(s) and the department The Student must set out in detail the expectations from the Supervisor(s) and the department (For example: Access to Supervisor and facilities, etc)	*Agreed plan The Student and Supervisor must set out their agreed plan what are you expecting to do for the research project.
*Agreed broad timetable Estimated timing of presentation and or submission of formal research proposal for candidacy (where applicable) The literature review completed by: Data collection completed by (where applicable): Data analyses completed by (where applicable): Submission of dissertation/thesis completed by:	*Logistics Outline arrangements to support the research plan (For example: Field work, laboratory work, access to computational resources and equipment, data collection and storage, performance, interviews etc).
Re-registration will be dependent on the Student meeting the commitments stated above.	
*Employment and teaching commitments at UCT by the Student Employment and teaching commitments at UCT by the Student, and what mentorship/support is given to enable students to undertake these activities.	*Skills required, courses and classes List any lectures, workshop or course(s) that the Student must attend, to enhance their research skills or knowledge. Clarify the responsibility for costs associated with these (if any).
*Student's leave arrangement The Student and Supervisor should state their agreement below on the timing and length of the Student's leave entitlement.	
Student's presence on campus The student and supervisor must come to an agreement about the times the student is expected to be on campus. How many days, on average, do you expect to be working on campus? *Every day? ☐ *Days per month 1. Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years. 2. Note that it is a requirement for both Master's and PhD, that their research proposals are formally accepted as part of the candidacy process, and approved by Faculty boards (Master's) or DDB (PhD). 3. Guidelines for the inclusion of publications in a dissertation/thesis	

- Populate the sections applicable to the student as per the illustration above.



Note All sections marked with an asterisk (*) must be completed on the MoU/PPA form.



- The student will click the **Submit** button.
- The supervisor will click the **Submit** Button.
- The MoU/PPA will go back to the student and supervisor for approval and will be sent to the HOD for final approval.
- Where the student had any other academic standing other than CONT in the previous year of study, the MOU will be sent to the Deputy Dean for final approval.



Note To view communication between the Supervisor and Student, navigate to the History tab at the bottom of the MoU/PPA form. Click in the different statuses to see the messages from different stakeholders.

History		
Status ↑↓	Name ↑↓	Updated ↑↓
Declined	Thandiswa / Student	06/12/24 10:17:08.000000AM >
Accepted by HoD	Thandiswa / Student	02/08/24 11:45:42.000000AM >
Accepted by Supervisor	Thandiswa / Student	15/07/24 4:05:46.000000PM >
Accepted by Student	Thandiswa / Student	15/07/24 3:22:56.000000AM >
Submitted by Supervisor	Thandiswa / Student	14/07/24 10:25:36.000000PM >
Submitted by Student	Thandiswa / Student	12/07/24 4:17:50.000000PM >

❖ MoU / PPA / Abridged MoU Workflow Process

