

## THESIS/DISSERTATION SUBMISSION GUIDELINES

Length of dissertation:

96/128 credit coursework dissertation	20 -30 000 words
Masters degree by thesis only	40 – 60 000 words
Doctoral degree	80 – 100 000 words

In all cases this excludes contents page, summary and bibliography

(While these are guidelines and it is recognized that there may be justified exceptions, any departure from these guidelines should be accompanied with a motivation, or examiners may penalize the dissertation).

- 1) Three months written notice of intention to submit a dissertation/thesis for examination must be given to the College Officer, but no later than 1st September in any given year if the candidate intends to graduate in the March/April ceremony of the following year. The EXACT title of the thesis must be given and should not be changed after this point except with the permission of the School Research and Higher Degrees Committee.
- 2) Candidates are responsible for seeking the assistance of a copy editor if necessary to ensure that the language and grammar of the submitted copies are acceptable. This assistance should be acknowledged in the foreword.
- 3) Candidates should not expect supervisors to be able to check drafts of the thesis in the period November - January, and if planning to submit should ensure that the supervisor has approved all drafts before 1 November, or expect that the submission may be delayed until the following year.
- 4) Candidates wishing to graduate in March/April must meet the closing date of end of November for Masters and PhD submission of the thesis/dissertation for examination purpose.
- 5) Candidates must deposit with the College Office TWO inexpensively bound copies plus 1 CD copy(1 CD, 2 BOUND) of a Master's dissertation or THREE inexpensively bound copies plus 1 CD copy (1 CD, 3 BOUND) copies of a Doctoral thesis. These should be typed font size 12 and in 1 and ½ line spacing on one side of standard A4 paper (unless otherwise permitted). The front fly leaves shall be marked EXAMINER'S COPY

Each copy of the dissertation/thesis must be signed and dated by the student and supervisor

- 6) # The title page shall contain the full name of the author, including all forenames, the full title of the thesis and the year and place of imprint.  
# On the next page, the following should also appear:

- DECLARATION

Submitted in fulfilment / partial fulfilment of the requirements for the degree of

....., in the Graduate Programme in .....

University of KwaZulu-Natal, Pietermaritzburg, South Africa.

I, ....., declare that

1. The research reported in this thesis, except where otherwise indicated, is my original research.
2. This thesis has not been submitted for any degree or examination at any other university.
3. This thesis does not contain other persons' data, pictures, graphs or other information, unless specifically acknowledged as being sourced from other persons.
4. This thesis does not contain other persons' writing, unless specifically acknowledged as being sourced from other researchers. Where other written sources have been quoted, then:
  - a. Their words have been re-written but the general information attributed to them has been referenced
  - b. Where their exact words have been used, then their writing has been placed in italics and inside quotation marks, and referenced.
5. This thesis does not contain text, graphics or tables copied and pasted from the Internet, unless specifically acknowledged, and the source being detailed in the thesis and in the References sections.

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Student Name

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Date

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Name of Supervisor

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Signature

**All Masters and Doctoral students are responsible for submitting a TURNITIN report with their dissertation.**

On the degree being awarded, the candidate must deposit with the College Officer ONE library copy of the dissertation/thesis, bound in the approved manner and amended as required. The candidate shall not graduate until the required number of copies of the approved thesis/dissertation have been delivered to the College Officer or the College Officer has been furnished with a receipt for the cost of binding and an undertaking by an approved binder that the bound copies will be delivered to the University

The final library copy of the thesis/dissertation may be typed on both sides of the page in single line space on international A4 size paper (unless otherwise permitted), fully paginated and with generous marginal space. NOTE A library copy of less than 100 pages will result in only the student=s name being printed on the spine.

# The dissertation/thesis, including illustration, maps, tables, appendices, maps, tables, appendices, etc., shall be bound in the approved manner. The name and initials of the author and the title shall appear on the cover and on the spine (shortened if necessary). Published work in the form of books, portion of books, articles, papers, etc., shall be similarly bound and inscribed.

- # Every thesis/dissertation must be accompanied by a double spaced typewritten abstract, in English, of not more than 350 words. If the thesis is in a language other than English, it must be accompanied by an abstract in the language of the thesis. No illustrative materials such as tables, graphs or charts should be included in the abstract which will ordinarily cover one to one and a half pages of A4 paper. The abstract must be approved by the supervisor of the thesis and must be bound together with the thesis and placed immediately after the title page.
  
- # The candidate shall be required to state unambiguously in the preface that the whole thesis/dissertation, unless specifically indicated to the contrary in the text, is the candidate's own original work.