

## **SUBMISSION OF DISSERTATIONS/ THESES FOR EXAMINATION**

1. Masters and Doctoral students are to complete the 'Intention to Submit' form: Masters at least 3 months prior to submission of dissertation and Doctoral at least 06 months prior to submission of thesis. This must be submitted to the School Postgraduate Office. ***(Please note that failure to submit this on time, may delay the examination and graduation process).***
2. Masters students are to submit **2 bound (ringbound)** copies and a **CD copy, saved in PDF format**, at the time of submission.

Doctoral students are to submit **3 bound (ringbound)** copies and a **CD copy, saved in PDF format**, at the time of submission.

*Please note that the University expects students to produce dissertations/ theses for examination in an acceptable form, without typographical and spelling errors, which could cause the thesis/dissertation to fail. The thesis/dissertation is to first be submitted to your Supervisor, who in turn will indicate whether he/she is satisfied that it may be submitted for examination.*

3. All Masters and Doctoral students are responsible for submitting their **TURNITIN report** as well as a copy of the **ETHICAL CLEARANCE APPROVAL** letter together with their dissertation/thesis for examination.
  - To access a Turnitin report you must contact your Supervisor to create a turnitin (TII) account and you need to have access to a UKZN e-mail address in order to be linked up to the TII account.
  - To access a copy of the Ethical Clearance approval letter you may contact the SRPC Research and Higher Degrees Officer (See below)
4. Each Dissertation/Thesis must contain a completed **Declaration regarding Plagiarism** form (HSF.22)
5. The final deadline for submissions of the dissertations/ theses to the College Postgraduate Office is **01 December 2017**.

The College Postgraduate Officer in Pietermaritzburg is: Mrs. Beulah Jacobsen, Student Counseling Building, Milner Road, Main Campus, Pietermaritzburg. Contact number: + (0) 33 260 5858 or e-mail [Jacobsen@ukzn.ac.za](mailto:Jacobsen@ukzn.ac.za)

The College Postgraduate Officer in Howard College is: Ms. Sazi Ndlovu, Room G025, Memorial Tower Building, Howard College. Contact number: + (0) 31 260 1201 or e-mail [ndlovums@ukzn.ac.za](mailto:ndlovums@ukzn.ac.za)

For more information contact Mrs. C.J. Murugan, Research and Higher Degrees Officer on e-mail [Muruganc@ukzn.ac.za](mailto:Muruganc@ukzn.ac.za) or contact number +27 (0)33 260 5560.