

**UNIVERSITY OF PRETORIA
FACULTY OF HEALTH SCIENCES**

SHORTENED GUIDELINES FOR THE SUBMISSION OF A MASTERS DISSERTATION

1.	SUBMISSION DATES FOR	EXAMINATION COPY	FINAL MARKS
	September graduation	30 March	30 June
	April graduation	31 August	31 January
2.	SUBMISSION DATES FOR FINALISATION	GRADUATION CEREMONIES	FINAL CORRECTED COPIES
		September graduation	15 July
		April graduation	15 February

These dates are the final dates for the submission of a dissertation. Students can hand in their dissertation before the given dates once they have assured themselves that they have got their copies in order and that all paperwork has been completed. The same dates for submission apply to the draft article.

3.1 COPIES OF DISSERTATION REQUIRED

Copies for examiners As we decided to go green, ring-bound hard copies for examiners are not necessary anymore, but please submit an electronic copy both in word and pdf, on a flash drive to Postgraduate Student Admin, or via email if arranged.

Copies for Academic Information Service – final copies after examination One bound paper copy in hard cover as well as one electronic copy in PDF and MS Word. Electronic copies may be submitted on a CD. **Final copies must reach Student Administration by the date indicated in 2.**

Electronic copies must be accompanied by the prescribed UPeTD form, which must be completed by the student and the supervisor and be accompanied by the examiners' copies referred to above. The UPeTD form and instructions are obtainable from Student Administration.

OR

Students can do the submission on the UPeTD website themselves, in which case their documents will receive preferential treatment:
<http://upetd.up.ac.za/authors/publish/standards.htm#specs>.

3.2 ITEMS BOUND IN BOOK

- a. **Title page** in front.
- b. **A summary** of not more than 500 words in **English** (in front or at the back) with a list of 10 key words.
- c. **The Ethics Clearance Certificate**, valid for two years for an MSc degree.

3.3 Additional item with EXAMINATION COPY

- a. **The submission form** must be signed by the supervisor and co-supervisor and is obtainable from Student Administration. Submit this form together with the examination e-copy.

3.4 UNBOUND ITEMS with CORRECTED FINAL COPIES

Draft article for publication. A copy of the article must be submitted to Student Administration by the date indicated in 2.

4. TECHNICAL DETAILS

4.1 Final copies must be bound in a hard cover with:

- (a) The title of the dissertation and initials and surname of the candidate on the front cover and
- (b) The year, surname and initials on the spine.

4.2 Copies must be printed on good-quality paper and in letter quality.

4.3 A4 size and printing on one side of the page only, with 1½ spacing.

4.4 All four margins of the copies must be between 2.5 and 3 centimetres.

4.5 Font size 12. Font type is the candidate's choice, but it must be clear for easy reading.

Students should inform Student Administration, in writing, of their intention to submit the thesis at least three months prior to submission and are requested to set an appointment at least a week prior to submission.

For further details consult the General Regulations of the University.