

**UNIVERSITY OF PRETORIA
FACULTY OF HEALTH SCIENCES**

SHORTENED GUIDELINES FOR THE SUBMISSION OF A DOCTORAL THESIS

1.	SUBMISSION DATES FOR	EXAMINATION COPIES	FINAL MARKS
	September graduation	31 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 the thesis and proof of submission of a manuscript to an accredited journal. Students can hand in their theses before the given dates once they have assured themselves that everything is in order and that all paperwork has been completed.

3.1 COPIES OF THESIS 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*.

If one of the examiners is adamant about getting a hard copy, PG Student Admin will inform the student and ask for a ringbound hard copy (can be printed double-sided).

Copies for Academic Information Service – final copies after examination

One bound paper copy of the corrected version in hard cover as well as **one electronic copy** in PDF and Word, written on a CD. Students can do the submission on the UPspace website themselves, in which case their documents will receive preferential treatment: <http://repository.up.ac.za/>

Electronic copies must be accompanied by the **prescribed UPspace form**, which must be completed by the student and the supervisor.

Final copies must reach Student Administration by the date indicated in 2.

3.2 ITEMS BOUND IN BOOKS

- Title page** in front.
- A signed declaration** that the thesis is your own work and has not previously been submitted by you for the degree at this or any other tertiary institution.
- A summary** of not more than 500 words **in English** (in front or at the back) with a list of 10 key words.
- The Ethics Clearance Certificate**, valid for three years for a PhD. Check that the title on your certificate is still 100% correct. If not, take it up with the ethics committee before submission.

3.3 Additional ITEMS with EXAMINATION COPIES

- The submission form** must be signed by the supervisor and co-supervisor and is obtainable from Student Administration. Submit this form together with the ring-bound examination copies.
- Curriculum Vitae/Citation**, in consultation with the supervisor. A maximum of 150 words, which describes the research and must contain the title of the thesis as well. The citation must be e-mailed to annette.welman@up.ac.za **together with submission**.

3.4 UNBOUND ITEMS with CORRECTED FINAL COPIES

Article for publication. Proof of submission of an article to an accredited journal, issued by

the journal, as well as a copy of the article must be submitted to Student Administration by the date indicated in **2**.

4. TECHNICAL DETAILS

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

- (a) The title of the thesis 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 good letter quality.

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