

## **REGISTRATION**

To be done online (closing date 31 May)

### **Service Indicators:**

- **SRR**
  - Complete the Application for Extension of studies form.
  - Send the form to your supervisor and HoD via email for approval.
  - Attach your motivation letter and Gantt chart (time-line).
  - Submit the approved form with all required signatures via email in one combined PDF document. Refer to the table at the end of this document for your contact person.
- **MoU outstanding**
  - Send the completed MoU to your supervisor and HoD for approval.
  - Submit the approved MoU (with all required signatures) in PDF format via email to the staff member responsible as indicated below.
- **Financial unsuitable**
  - Refer to the web at <https://www.up.ac.za/student-fees> or email [ssc@up.ac.za](mailto:ssc@up.ac.za).

## **SUBMISSION OF DISSERTATION AND THESIS FOR EXAMINATION:**

**The following forms have to be submitted with the electronic copy (in PDF) of the dissertation/thesis:**

- Examination submission form (obtainable from your administrator), signed by yourself, supervisor and co-supervisor(s) (*if applicable*).
- Turnitin declaration (signed by yourself and supervisor).
- **PhD:**
  - A copy of a published article (in PDF) based on the content of the thesis or documents confirming that a publication has been submitted for evaluation to a recognised journal in the field of study. The submitted article should be based on the research that the student has conducted for the thesis, and the affiliation of both the student and the supervisor should be listed as the University of Pretoria.
  - The acceptance or publication of such article suitable for publication in an accredited publication, based on the thesis, is a prerequisite for the conferment of a doctoral degree.
  - A citation of a maximum of 150 words (title excluded) in Word-format, approved by supervisor.
- **MSc:**
  - A draft article (in PDF) that has been approved by your supervisor, should be submitted together with the PDF examination copy. The article should be prepared in the style and format of an accredited journal in the field. (Indicate the name of the journal for which the article was prepared for).
- Examination copies will not be sent for examination without the required documents.
- Submit the forms and PDF copy of dissertation/thesis via email.

## **SUBMISSION DATES FOR GRADUATION**

- **EXAMINATION COPIES**

The formal submission dates are:

- **30 April (for the Spring graduation ceremony)** and
- **30 August (for the Autumn graduation ceremony)** annually.

Students who submit after these dates, might not be considered for the degree at the very next graduation ceremony, but will then be scheduled for the next graduation. A lot of organising and planning goes into the graduation ceremony such as, marking the dissertation/thesis, printing of the programmes etc.

- **FINAL COPIES (After examination)**

- The final corrected version of the dissertation/thesis must be submitted by:
  - **15 February (for the Autumn graduation ceremony)** and
  - **15 July (for the Spring graduation ceremony)** annually.
- PhD students: A copy of a published article or proof of acceptance of an article by an accredited journal.
- The final corrected version of the dissertation/thesis must be submitted directly to UPSpace <http://repository.up.ac.za/>.
- A proof of the online submission (confirmation email) together with the the UPSpace form must be emailed to the relevant staff member.

## **GENERAL ENQUIRIES:**

- Relevant forms and documents are available on the interactive Postgraduate Flightpath at:  
<https://www.up.ac.za/faculty-of-natural-agricultural-sciences/article/2989204/postgraduate-students>

## **NAS POSTGRADUATE STAFF INFORMATION AND CONTACT DETAILS:**

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