

Submission guidelines MSc and PhD

UNIVERSITY OF PRETORIA FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

BEFORE SUBMISSION

Kindly inform Student Administration at least **3 months** before you submit, **in writing** (e-mail is sufficient), of your intention to do so. Email should include your student number, full names and surname, title of your dissertation or thesis and the name of your supervisor and co-supervisor/s (where applicable)

SUBMISSION DATES – 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.

TITLE

No dissertation/thesis will be accepted if the title, wherever it appears, differs **in any way** from the title approved by the Postgraduate Studies Committee (PGSC). This includes punctuation and upper- and lower-case words.

TECHNICAL REQUIREMENTS

Formats larger than A4 will not be accepted.

Copies of the dissertation/thesis should be printed on good quality paper and the style and layout must be acceptable. The final copy must have a hard cover on which the title of the dissertation/thesis and the name of the student are printed. The name of the student and year of submission must be printed on the spine of the hard cover copy. (examination copies may be ring bound)

The title page of the copies should contain the following information:

(The full title of the dissertation/thesis)
.....
by
(Full name of student)
.....
Submitted in fulfilment of the requirements for the degree
.....
In the Faculty of Natural & Agricultural Sciences
University of Pretoria
Pretoria
(Year and date of submission)

Each copy must contain a **summary** of not more than 500 words of the dissertation/thesis in English.

Each copy must also contain the following declaration.

I,declare that the thesis/dissertation, which I hereby submit for the degree.....at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution.

SIGNATURE:

DATE:

Updated August 2019

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SUBMISSION

Examination purposes: Number of copies should be confirmed with Student Admin.

We are trying to send electronic copies (PDF version), however, some examiners still prefer paper copies. (Ring bound copy)

After examination: FINAL COPIES

One bound copy (hard cover) for the Library and electronic copies (Word and PDF, saved on a CD), with the minimum standards set by the Academic Information Service (AIS), as well as the form for submission of final copies. (UPSpace submission form for electronic thesis/dissertation)

(See <http://repository.up.ac.za/handle/2263/31741>)

Final copies must be submitted by 15 July (for the Spring graduation ceremony) and 15 February (for the Autumn graduation ceremony).

Approval of submission form: The completed form must be signed by the student and the supervisor and all co-supervisor/s (where applicable).

PhD: A copy of a published article or proof of the acceptance for publication in an accredited journal that is based on the research should be submitted together with the examination copies. Examination copies will not be sent for examination without the above-mentioned requirement.

MSc: A draft article that has been approved by your supervisor, should be submitted together with the examination copies. The article should be prepared in the style and format of an accredited journal in the field. You need to indicate which journal the article was prepared for.

DOCTORAL CANDIDATES:

Doctoral candidates must submit a *Curricula vitae* and *Laudationes*

The language used for the *curriculum vitae* and the *laudatio* is the language the candidate indicated as his/her language of preference (English or Afrikaans) during the registration process.

Curricula vitae: (Printed in the programmes)

- Maximum of 250 words focussing on the thesis and conclusion;
- No biographical background to be included;
- Names of external examiners are excluded;
- The *curriculum vitae* is not read by the supervisor during a ceremony. It is printed in the programme.

Laudationes: (Read to the audience, not printed in programme)

- Maximum of 250 words;
- Brief narrative description of the nature of the research and description of the original contribution of the research;
- International recognition for the doctoral research could be included;
- The *laudatio* is read by the supervisor during a ceremony when introducing a doctoral candidate.