

## **SUBMISSION GUIDELINES FOR MSC AND PHD**

### **1 BEFORE SUBMISSION**

Kindly inform Student Administration at least three months before you submit by completing the Intention to Submit form.

### **2 SUBMISSION OF EXAMINATION COPIES**

#### **2.1 Dates**

- For students to be included in the next graduation ceremony, they need to submit examination copies on the following dates:
  - **31 March (for the Spring graduation ceremony) and**
  - **31 August (for the Autumn graduation ceremony) annually.**
- Students who submit after these dates, may not be considered for the degree at the next graduation ceremony, but will be scheduled for the following graduation.

#### **2.2 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).

#### **2.3 Technical requirements**

- The supervisor is responsible for advising the student with regard to the proper preparation of the dissertation.
- On submission of the examination copies, the candidate must declare in the dissertation/thesis the following in writing:

"I declare that the 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"
- The title page of the dissertation must contain the following:

The full title of the dissertation/thesis

By

Full name of the student

Student number

Full names of Supervisor:

Full names of Co-supervisor:

Submitted in partial fulfilment (*for MSc Coursework*) **OR** fulfilment (*for MSc and PhD by research*) of the requirements for the degree

in the Faculty of Natural and Agricultural Sciences

University of Pretoria

Year and date of submission

### **3 EXAMINATION PURPOSES**

- For examination purposes, a candidate must submit, the dissertation/thesis in an electronic format.
- A ring bound copy may be required on request by the examiner(s).
- The following forms must be included with the submission:
  - **A Turnitin declaration.**
  - **A Submission form.**

### **4 ARTICLE REQUIREMENTS**

#### **4.1 MSc: Draft article for publication**

- On submission of the examined and finalized dissertation, the submission of a draft article for publication to the supervisor.
- The draft article should be based on the research that the student has conducted for the dissertation and must be approved by the supervisor.

#### **4.2 PhD: Article for publication**

- On submission of a thesis, a student must submit a copy of a published article 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 to the department of Student Administration.
- 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 submission of the examined and finalized PhD thesis to Student Administration must be accompanied by a copy of a published article or proof of acceptance of an article by an accredited journal.
- 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.

### **5 FINAL SUBMISSION**

- The examined and finalized dissertation/thesis must be submitted by:
  - **15 February (for the Autumn graduation ceremony) and**
  - **15 July (for the Spring graduation ceremony).**
- The examined and finalized dissertation/thesis must be submitted directly to UPSpace <http://repository.up.ac.za/>.
- A proof of submission together with the The UPSpace form must be emailed to Student Administration.

### **6 ADMINISTRATION OF LEVIES:**

(Extract from “Directive for the Reduction of Post-Graduate Re-registration Levies”)

Post-graduate students should submit theses, dissertations, mini-dissertations and/or essays for examinations as per the dates provided in the rules and regulation of the University. Should the examination process not be completed by 15 February of the subsequent year, the following levies apply:

- If the examined and finalized dissertation/thesis is submitted to Student Administration before 31 March, only an administration levy, as determined from time to time by the University, is applicable.
- If the examined and finalized dissertation/thesis is submitted to Student Administration after 31 March, the full re-registration levy is payable.