

Submission dates MSc and PhD

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 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.

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:

- 5.1 If the examination and the assignment of the final result are completed and captured on PeopleSoft before 31 March, only an administration levy, as determined from time to time by the University, is applicable.
- 5.2 If the examination is to be completed after 31 March, the full re-registration levy is payable.
- 5.3 If the theses, dissertations, mini-dissertations and/or essays is submitted for examination as per the dates provided in the rules and regulation of the University and the completion of the examination process is delayed until after 31 March by factors beyond the control of the student, the Division of Student Accounts can reduce the re-registration levy to the administration levy on receipt of a motivated request by the Dean and approved by the Vice-Principal: Research and Postgraduate Education.
- 5.4 The approval by the Vice-Principal: Research and Postgraduate Education is also required where Student Accounts is requested to waive tuition or re-registration fees in cases where University specific circumstances exist that might warrant such a waiver. For example, the unavailability of the supervisor for some period of time with or without University's knowledge.