

## IV GUIDELINES FOR THE SUBMISSION OF THE DISSERTATION

### 4.1 MASTERS DISSERTATION

#### DATES OF SUBMISSION

(a) End of April for September – Spring Graduation Ceremony

(b) **Late submission: (End of May – Late submission to be filled in)**

(c) End of August for March/April – Autumn Graduation Ceremony

(d) **Late submission: (End of September – Late submission to be filled in)**

(c) A student must inform the Faculty Student Administration in writing **3 months** before submission: Name, student number, study leader, title, a paragraph on content of dissertation for the information of the examiner.

#### CONFERMENT OF DEGREE

### MASTERS CANDIDATES' SUBMISSION

Two (2) **electronic copies, MS Word and PDF copies of the** dissertation must be emailed the Student Administration office of the Faculty of Theology.

#### Soft Copy

- **Title page** in front (See General Regulation).
- **Ethics clearance letter/confirmation**
- **A summary** of 500 words in **English** (in front or at the back) must be included in each soft copy (See General Regulation).
- The signed declaration as stipulated in G.50 d v.
- A list of 10 applicable **key terms** at the end of the summary.

#### Loose:

- **Submission form** -signed by the study leader. Obtainable from Administration of Faculty of Theology.
- **An abstract** in English (350 words) and a copy of title page in English (See General Regulation)
- **Ethics statement** as per Regulation G50 2 d
- **Turnitin Report** (see attached guidelines)
- **Ethics clearance letter/confirmation**
- **Disclaimer Form**

**NB: Immediately after the corrections are done (as per examiners recommendations) and before the conferment of the degree, the following documents needs to be submitted**

- Electronic copies: 1 copy, in PDF format is uploaded on the library UP space where the dissertation will be published on the internet. – use the following link <https://repository.up.ac.za/handle/2263/51914>
- The UPSpace form must be completed and also signed by promoter.
- Final dates for submission to library: 31 July for September Graduation Ceremony and 15 February for April Graduation Ceremony.
- Please contact the following email address for more information on how to submit this copy electronically [upetd@up.ac.za](mailto:upetd@up.ac.za) or look at the following website <http://upetd.up.ac.za>

### TECHNICAL FINISHING

- Title of dissertation, surname and initials printed on the front.