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INFORMATION PACK ON SUBMISSION OF RESEARCH FOR EXAMINATION

ON SUBMISSION OF RESEARCH (THESIS, DISSERTATION, RESEARCH REPORT)

1. Please ensure that your *registration is up to date* as research cannot be accepted by the PG Office if you are not an officially registered student.
2. *Appointment of Examiners, to be approved at least two months before the submission of research takes place* – please ensure that you submit the (attached) nomination of examiners form to your supervisor who will nominate examiners and submit to the HOD/S for approval before being submitted by your supervisor to the PG Office **examiners are confidential and cannot be disclosed to you as the student**.
3. If the *title of your research* has changed, it is essential to have approval of change of title by the Postgraduate Committee before the work is sent to Examiner's for examination. A motivation is required (see attached form).
4. If the *line of research* appears to have changed. It is essential to have approval of the change of line of research by the Postgraduate Committee before the work is sent to Examiners for examination. A letter of motivation, your supervisor / HOD's written recommendation and a copy of your revised protocol is required.
5. If there is a change of Supervisor(s). Request for change of Supervisor must be approved by the Postgraduate Committee before the work is sent to Examiner's for examination. A motivation is required (see attached form).
6. Please ensure that an ethics clearance certificate is included in the bound copies.
7. Please complete the Candidate submission form (see attached form). This form will be submitted with your bound copies.
8. Please have your supervisor acquiescence form completed and signed off by your supervisor(s) [see attached form]. This form will be submitted with your bound copies.
9. You are required to ensure that all outstanding fees are settled in full as outstanding fees will affect any possibility of graduating.
10. **Copies for submission: DSc Dent / DSc Med & PhD thesis3 bound and 1 electronic on CD in PDF Format
Masters by dissertations and Masters by research report.....2 bound and 1 electronic on CD in PDF Format**
11. Please ensure that you have signed all the copies

!!! NB!!! CATEGORIES FOR THE EXAMINATION OUTCOMES FOR THESES, DISSERTATIONS, RESEARCH REPORTS **!!! NB!!!**
AND PERIODS PERMITTED FOR REVISION FOR EACH CATEGORY

Revision can either be:

- a.
 - i. minor corrections to the satisfaction of the Head of Department
 - ii. substantial amendments to the satisfaction of the Head of Department
- OR
- b.
 - i. substantial amendments and re-examination by the examiner/s
 - ii. major revision extension / elaboration and re-examination by the examiner/s

Periods permitted for revision:

- i. minor corrections to the satisfaction of the Head of Department
- ii. substantial amendments to the satisfaction of the Head of Department

For both above-mentioned outcomes, the recommended period for revision, is three months and the maximum period permitted, 6 months. Candidates unable to meet this deadline must formally apply to the PG Committee for an extension of this period. An extension can only be granted once, and is a period of six months – extensions will also be granted in exceptional circumstances only. The extension also has a fee linked to it. Should a candidate not submit within the maximum period of six months and not apply for an extension, a FAIL result will be coded for the thesis, dissertation or research report. Similarly, should a candidate who had been granted an extension not submit within the six-month period, a FAIL will be coded as above for the thesis, dissertation or research report.

- i. substantial amendments and re-examination by the examiner/s
- ii. major revision extension / elaboration and re-examination by the examiner/s

For both the above-mentioned outcomes, the recommended period permitted for revision is six months; however, either the Chair of the PG Committee or an Ad Hoc Committee will make a recommendation on whether an extension should be granted. The extensions as reflected for the above-mentioned outcomes, will be six and additional months. Since candidates who have been recommended to submit for re-examination, are liable for a re-examination fee, the extension fee will be waived. Candidates unable to submit within the extended period may motivate for a further extension of an additional six months, but this will be at the normal full fee rate and will only be granted in exceptional circumstances. Candidates still not submitting after this additional extension period will be coded with a FAIL result for the thesis, dissertation or research report.

Please note that you should allow 6 to 8 months for this process when planning your submission for graduation – Graduation ceremonies take place in July and December of each academic year.