



## Postgraduate Office, Faculty of Health Sciences

Wits Medical School, 7 York Road, PARKTOWN, 2193, Johannesburg • Tel: 011 717 2745 • Fax: 086 620 9569 / 011 717 2119 • e-mail: [tania.vanleeve@wits.ac.za](mailto:tania.vanleeve@wits.ac.za)

### SUBMISSION REQUIREMENTS FOR INCLUSION ON THE GRADUATION CEREMONY

1. Students must be enrolled in order for a submission to be accepted;
2. Submission requirements
3. two unbound copies of the research:
  - a. cover sheet should reflect current date not the date the research was first submitted for examination;
  - b. declaration must be signed by the student;
  - c. if ethics was required a copy of the ethics clearance certificate must be included;
4. one electronic copy of the research on a CD in PDF format;
5. the signed supervisor submission form;
6. ETD form (signed by the supervisor);
7. the HOD/ HOS approval letter;
8. the students list of corrections;
9. ETD payment receipt

TO NOTE students who have submitted research for inclusion in a Graduation Ceremony, should ensure that all fees are cleared at least three weeks before the ceremony to which they are linked.

Graduation dates are available on the Wits website <http://web.wits.ac.za/Academic/GeneralInfo/Graduations/>.



**Postgraduate Office, Faculty of Health Sciences**

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**CERTIFICATE OF SUBMISSION TO BE SIGNED BY ALL SUPERVISORS OF HIGHER DEGREE CANDIDATES**

(Name) \_\_\_\_\_ (Student Number) \_\_\_\_\_ (Telephone) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Candidate for the degree of \_\_\_\_\_ has submitted his/her thesis/dissertation/research report  
(degree)

Entitled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Has this thesis/dissertation/research report been submitted with the acquiescence of the supervisor? 

|     |    |
|-----|----|
| Yes | No |
|-----|----|

2. To the best of your knowledge are you able to verify that:

|     |    |
|-----|----|
| Yes | No |
| Yes | No |
| Yes | No |

2.1 this is the candidate's work except as otherwise stated by the candidate?

2.2 the substance (nor any part of it) has not been submitted in the past nor is being submitted for a degree in any other university

2.3 the candidate has acknowledged wherever any information used in the thesis, dissertation or other work has been obtained by him/her while employed by, or working under the aegis of, any person or organization other than the University or its associated institutions?

**PLEASE TICK THE APPROPRIATE WORD**

3. I certify that this thesis/dissertation/research report has the approval of the Animal Ethics Committee/ Committee for Research on Human Subjects and the Number of the Certificate of Approval is: \_\_\_\_\_

Name of Supervisor 1: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Supervisor 2: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Supervisor 3: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_



File: T4gen

**FINAL SUBMISSION OF THESIS, DISSERTATION OR RESEARCH REPORT/PROJECT  
(Bound and Electronic Copies)**

Faculty of \_\_\_\_\_

School of \_\_\_\_\_

Submission of M\_\_\_\_\_ Dissertation or M\_\_\_\_\_ Research/ Project Report or PhD Thesis (*Note: This form should only be completed at final submission of dissertation or research/project or thesis*)

**PLEASE WRITE CLEARLY IN BLOCK LETTERS (*If completing form by hand*)**

1. Name (in full): \_\_\_\_\_

2. Person Number: \_\_\_\_\_

3. Present mailing address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Home tel: \_\_\_\_\_ Work tel: \_\_\_\_\_

4. If you are likely to move in the next 6 – 12 months please provide the mailing address and effective date of a change in address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Effective date: \_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_

5. I hereby submit my M\_\_\_\_\_ dissertation or M\_\_\_\_\_ research/ project report or PhD thesis.  
(Delete whichever is NOT applicable)

6. Number of unbound copies: \_\_\_\_\_  
(Ensure that you have signed and dated all copies)

“Number of CDs: \_\_\_\_\_ (**Please note:** an electronic version must be supported by a copy on CD for submission onto the Electronic Theses and Dissertation System (ETD): [http://www.witsac.za/Library/ETD\\_intro/etd\\_info.htm](http://www.witsac.za/Library/ETD_intro/etd_info.htm) . A payment of **R130** must be made at the Cashiers Office into the account code: 001.408.4221103.8115201 PROJECT: ETDW000, alternatively payment can be made at First National Bank, Braamfontein branch, account number 51360056499, branch code 251905, swift code: firnzajja950. A copy of the payment receipt must be submitted to the faculty with the thesis/dissertation “

(Note:

1. *Only abstracts of awards with 50% or more as a research component must be submitted for uploading onto the ETD system. Please check with your Faculty Office if this applies to your submission*
2. *All submissions will be uploaded onto the ETD system immediately upon the payment of the R120 (CD should be clearly labelled with your name, person number, title of thesis and software package. The ETD system supports PDF only - please enquire at the University Library (Education and Training Division): (011) 717 1954 (tel) or (011) 717 1909 (fax) for assistance in converting your dissertation or research/project report or thesis if necessary)*

7. I declare that:

I have checked all copies of my dissertation or research/ project report or thesis and no pages are missing or poorly reproduced;

All revisions have been completed in accordance with the recommendations of the examiners;

The electronic copy is identical to the printed copy approved by the faculty;

The dissertation or research/project report or thesis complies with the rules relating to abstract and style, copies and formal declaration, duly signed by me, as shown in the General Rules of the University;

Where any document of which I am not the owner is included in my work, I have obtained and attach hereto the written consent of the holder of the intellectual property rights in such a document allowing distribution as specified in 7.7 below;

In the event of copyright permission not being obtainable for visual images or other works, I will not include the full work(s) in my online thesis/dissertation/research report on the ETD system, but undertake to point only to the source (by URL or other means) for such work(s);

I have properly acknowledged all sources; and

I have noted the rules relating to intellectual property and acknowledgement of the award of the programme as shown in the General Rules of the University and the University's Intellectual Property Policy. Insofar as I hold intellectual property rights in my dissertation or research/project report or thesis, and to that extent only, I agree that the University and its agents may archive and make accessible to the public, upon such conditions as the University may determine, my dissertation or research/project report or thesis in its entirety in all forms of media, now or hereafter known.

8. Title of submitted dissertation/research report/thesis:

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*(Please Note: If, due to unforeseen circumstances, the above title has changed from your previously approved title, no further action can be taken by the Faculty Office until the amendment has been approved by the Faculty.)*

8.1 Keywords:

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9. I acknowledge that:

My dissertation or research/project report or thesis may be placed in the archive of electronic theses and dissertations. I acknowledge that it may be made electronically available in its entirety on the ETD system from four months after the date of submission unless permission for further embargo has been approved by

the relevant Supervisor and communicated in writing by myself to the University Research Office,  
Library and Central Records Office

(see General Rule G19 which outlines embargo conditions);

The following files are on this CD (please specify format):

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The following parts of the work may be released immediately for electronic access worldwide:

(Only if an official embargo has been agreed to in terms of General Rule G19 will your abstract  
not be made available for the agreed period)

Abstract and key bibliographic data (i.e. from submission form)

I acknowledge that I am not entitled to the return of the copies of the dissertation or research/project report  
or thesis or other work I have submitted for the programme.

10. Did your research involve animal experimentation or the use of human subjects, human tissue or other material,  
or patient records?

Yes

No

If yes, please certify that clearance was obtained from the relevant, approved, University ethics  
committee:

Clearance number(s): \_\_\_\_\_

11. I understand that I will not graduate unless my University fees have been paid in full.
12. I understand that if I am in material breach of any of the rules, terms and conditions governing the submission  
of a dissertation or research/project report or thesis at the University I may not graduate or it may result in the  
revocation of the awarded award.
13. The University is not responsible for the safekeeping of the information constituting a dissertation or  
research/project report or thesis. Should a student use the University's ETD system for the keeping of a  
dissertation or research/project report or thesis in progress responsibility for the maintenance, security and back-  
up of such work lies with the student. The student absolves the University of any liability whatsoever for any  
loss/damage to a dissertation or research/project report or thesis and/or information contained in them  
howsoever it occurs. The student indemnifies and hold the University harmless against any claims or liability  
whatsoever for any loss or damage to a dissertation or research/project report or thesis and information  
gathered for that purpose or contained in any dissertation or research/project report or theses howsoever it  
occurs.

14. Name of supervisor: \_\_\_\_\_

Discipline \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_

Name of second supervisor (if more than one): \_\_\_\_\_

Discipline \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_

14.1 The candidate must attach an original "Certificate To Accompany Higher Programmes Research Report" from his/her supervisor(s).

15. Signature of candidate: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR FACULTY OFFICE USE**

- Retain one unbound copy**
- Field of study and biographical information confirmed
- Two unbound final, corrected copies, as well as final, corrected copy in electronic format, of dissertation or research/project report or thesis submitted and forwarded to Central Records Office (refer to section 6)
- An electronic copy of the abstract of the dissertation or research report or thesis and receipt for the ETD payment submitted and forwarded to Central Records Office (refer to section 6)

Note: 1. *Only abstracts of awards with 50% or more as a research component must be submitted for uploading onto the ETD system*  
2. Please tick the appropriate box below to indicate the percentage of the research component of the award:

- 50% or more research*
- Less than 50% research*

- Signed formal declaration submitted (refer to section 7.4) and included as part of dissertation or research/project report or theses
- Written consent of holder of intellectual property rights included in the work attached - *if applicable* (refer to section 7.5)
- Embargo notification attached – *if applicable* (refer to section 9)
- Ethics Committee clearance number indicated - *if applicable* (refer to section 10)
- Original certificate of completion for dissertation or research/project report or thesis from the candidate's supervisor(s) and Head of School attached (see section 14)

- Copy of this submission form and attachments included with copies sent to Central Records Office – for forwarding to Library. **Originals placed on student file.**

Faculty Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CENTRAL RECORDS OFFICE USE**

- One unbound final, corrected hard copy of dissertation or research/project report or thesis forwarded to Library

- Final corrected copy in electronic format and receipt for ETD payment forwarded to Library

- Copy of this submission form included with dissertation or research/project report or thesis forwarded to Library

Central Records Office: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR LIBRARY USE**

- Electronic version of dissertation or research/project report or thesis abstract activated on ETD

Library ETD Administrator: \_\_\_\_\_

Date: \_\_\_\_\_