**UNIVERSITY OF ZULULAND**

**Research and Innovation Office**

**Postgraduate Studies**

**Good Practice when submitting a thesis/dissertation**

**Name of Student: Student No.:**

**Faculty: Department:**

**Supervisor(s): Proposed Degree:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When submission a thesis/dissertation, please ensure that the following rules have been followed** | | **Document Attached Yes / No** | **Action** | **Signature** |
| 1. | That the student’s proposal was approved by the HDC.  (Include S number in ANNEXURE A) |  | Supervisor |  |
| 2. | Ethical Clearance Certificate was granted (Include Ethical Clearance Certificate number in ANNEXURE A) |  | Supervisor |  |
| 3. | External Examiners (minimum of 2 for a dissertation and 3 for a thesis) were approved at the HDC meeting held on (state date)……………………………………... |  | **\***Deputy Dean |  |
| 4. | Turn-It-In (or plagiarism) report is included. |  | Supervisor |  |
| 5. | Supervisor’s consent, with HOD’s and Deputy Dean/Dean’s endorsement to submit a dissertation/thesis is included (i.e. ANNEXURE B) |  | **\***Deputy Dean |  |
| 6. | A correct and duly completed Pg.1 of Assessment Sheet for Masters’ dissertation, or Doctoral thesis is included (i.e. ANNEXURE F, G, H, or I) |  | Supervisor |  |
| 7. | Include proof that the thesis/dissertation has been edited  (i.e. the editor’s report). |  | Supervisor |  |
| 8. | That the student is/was registered in the current or previous year. Provide academic record |  | Supervisor |  |
| 9 | That the student has submitted the “Notice of Intention to Submit a Manuscript for Examination" three months prior to submitting his/her thesis/dissertation |  | Supervisor |  |
| 10 | Check & Confirm that Ethics Clearance Certificate is still Valid |  | **\***Deputy Dean |  |
| 11 | Confirm that the Title Correspond with UZREC Records |  | **\***Deputy Dean |  |

**\*= The information provided in this Form is to the best of my knowledge true and correct.**

**Signature:** Deputy Dean/Dean **Date**

**………………………………….. ……………………………**

Name:

This checklist must be submitted to the Research & Innovation Office for external examination for thesis/dissertation.