

From: [MEMO](#)
To: ["#ACADEMIC"](#)
Subject: #GRADUATION - Information for Masters & Doctoral Research Degree Students for Submission of Final Copies for Graduation December 2018
Date: Tuesday, June 26, 2018 10:44:35 AM
Attachments: [M AND G GENERAL RULES 2018.pdf](#)
[PERMISSION TO SUBMIT FINAL COPIES.pdf](#)
[EXAMPLE OF FORMAT OF FINAL COPY.pdf](#)
[FORMAT OF CD.pdf](#)
[BURNING OF CD - REDEFINE STEENBERG.pdf](#)
[CONTACT DETAILS.pdf](#)
[Checklist for M and D Students.pdf](#)

Dear Master's or Doctoral Degree Student

A Special Meeting of the PGSC held on 9 March 2018 pertaining to the submission of final copies resolved that it was **no longer compulsory to hand in hard bound copies**, electronic copies were sufficient and the deviation from the Masters and Doctoral Studies policy paragraph 6.14.2 as well as General Rule, 5.6.6 regarding the submission of treatises/dissertations/theses be recommended to ECS for approval, subject to ratification by Senate.

Final documentation of your treatise/dissertation/thesis should be handed in to the Examinations Office by **no later than Tuesday, 13 November 2018** before the graduation ceremonies in December 2018.

1. **OUTCOME OF THE EXAMINATION**

- Your Manager: Faculty Administration will be responsible for informing you in writing of the outcome of the examination process.
- Your supervisor will discuss and oversee the possible revisions to your treatise/dissertation/thesis.
- The Examinations Office will inform you of arrangements for graduation.

2. **SUBMISSION OF FINAL COPIES**

After the treatise/dissertation/thesis has been accepted and the student has made the required amendments, if applicable, he/she must submit the following documents to the Examinations Office **no later than Tuesday, 13 November 2018** for purposes of graduation:

- One copy in acceptable electronic format (CD in pdf format) for each supervisor;
- One copy in acceptable electronic format (CD in pdf format) for the library;
- If applicable, a written declaration by the supervisor and co-supervisor that the proposed amendments to the treatise/dissertation/thesis have been effected.(permission to submit final copies form)
- A declaration form completed and **signed** by candidate to the effect that it is his/her own original work and that it has not previously been submitted for assessment to another University or for any other qualification; such declaration must be inserted into the final electronic copy.
- If the research is bound by a confidentiality agreement, the words "*Research is subject to a confidentiality agreement*" must be inscribed on the cover of the CD as well as on the cover page of the electronic copy.
- Students who have not effected corrections as directed and/or have not submitted final copies of their treatise/dissertation/thesis as described above, shall be regarded as having not complied with the requirements of the qualification.
- The **final date** for submission of electronic copies of your final treatise/dissertation/thesis is **Tuesday, 13 November 2018**, in order for you to graduate in December 2018.

Attached:

- **M and D General Rules 2018**
- **Permission to Submit Final Copies**
- **Example of format of final copy**
- **Format of CD**
- **Burning of CD**
- **Contact details of the Examinations Office**
- **Checklist for M and D students**

IMPORTANT DATES AND INFORMATION FOR GRADUATION IN DECEMBER 2018

DATE	ACTION
3 August 2018	Last day for submission of treatises/dissertations/theses for examination purposes for graduation in December 2018, refer to email dated 14 June 2018 for details or go to http://students.mandela.ac.za/Portal-Pages/Exam-related-Documents .
5 October 2018	Final date for approval of M & D degree examination reports and approval of manuscripts in article format for Doctoral Candidates for graduation in December 2018
13 November 2018	Final date for submission of final copies of treatises/dissertations/theses for graduation in December 2018 in terms of General Rule G5.6.6 in the General Prospectus, page 201.

Warm regards

Warda Mohamed

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