



NOTICE

INTENTION TO SUBMIT DISSERTATION / THESIS FOR EXAMINATION

Important information:

1. TO BE COMPLETED AND RETURNED TO YOUR PROGRAMME CONVENER THREE MONTHS BEFORE SUBMISSION DUE DATE (This is by the 5th January 2019 to be considered for the 2019 Graduation).
2. **NOTE:**
 - According to higher education regulations, no student is permitted to graduate in less than the minimum duration of 2 years.
 - Additionally, no student may submit a thesis for examination if the required approval of the proposal has not been completed.
 - All Programme requirements must be complied with before examination will proceed.
3. The following documents must be submitted to the Programme Convener with the notification of submission from Moodle: - **Access to Moodle submission page will be activated on receipt of this Notice Form.**
 - a. Editors letter confirming Academic Language editing and proof reading
 - b. Recent certified copy of Identity document or passport
 - c. Consent to submit form – must be signed by supervisor
 - d. Copy of Ethical clearance letter where applicable
4. Ensure that your student account is paid up in full – Examination will not proceed until full programme fees have been paid.
5. Master students to ensure that all programme modules are completed and passed

I, _____ hereby give notice that I intend to submit my dissertation / thesis for examination with a view to graduate at the graduation ceremony to be held in **September 2019**.

(NB: Graduation cannot be guaranteed for the particular graduation period due to external factors influencing approval of the final result (e.g. corrections to be made before the final copies can be submitted, etc.), but submission prior to the closing date will enhance the possibility thereof.)

Directors: EC Kieswetter (President), B Anderson (Vice-President and Chief Executive Officer)
Company Registration No. 2001/009271/07

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997.

Accreditation No. 2004/HE07/003



Full Name & Surname <i>*as per ID or passport</i>	
Student number	
Group/Cohort	
Date of Registration	
Thesis/Dissertation title*	
Planned submission date	
Submission due dates	Master dissertation: 31 st March 2019
	Doctoral thesis: 28 th February 2019

**Note the final title is subject to the approval of the Research Committee and recommendations of examiners.*

Academic supervisor name	
Academic supervisor e-mail address	
Field supervisor name <i>(if applicable)</i>	
Field supervisor e-mail address	

I declare that my supervisor has been consulted and supports submission and endorses the final title quoted above.

.....
STUDENT SIGNATURE

.....
DATE

.....
SUPERVISOR SIGNATURE

.....
DATE

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Internal Process:

Office use only	
Intent to submit form (Date received)	
Moodle access completed	
Student Account confirmed	
Masters: student modules completed	
Moodle Turnitin similarity percentage; below 15%	
Consent to submit form (Academic and Field supervisor) (date received)	
Editors letter (date received)	
Ethical Clearance (if applicable)	
Internal Quality Assurance report (date received)	
Ring bound copy x1 (date received)	
Evaluation Sign-off form (Academic and Field supervisor) (date received)	

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