



## **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 5<sup>th</sup> February 2020 to be considered for the 2020 Graduation).
2. **NOTE:**
  - **According to higher education regulations, no student is permitted to graduate in less than the minimum duration of 2 years in the case of the masters degree and 3 years in the case of a doctorate degree..**
  - **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. Editor's letter confirming Academic Language editing and proofreading
  - b. Recent certified copy of Identity document or passport
  - c. Consent to submit the 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 **October 2020**.





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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 10%	
Consent to submit form (Academic and Field supervisor) (date received)	
Editors letter (date received)	
Ethical Clearance (if applicable)	
Internal Quality Assurance report (date received)	
Evaluation Sign-off form (Supervisor and Co-Supervisor) (date received)	