

Submission

Before submitting your dissertation, check the following:

- Have you followed the guidelines for formatting given in 'Writing up'?
- If you made any part of your document in a separate file, have you now collated all the document parts together in one document?
- Have you converted your document into a PDF?
- Is it the correct file?

All students must submit their dissertations electronically via *my.wbs* before the deadline.

If something has happened that makes you think that you will not be able to finish your dissertation on time (e.g., severe illness or the death of a family member), you must submit an extension request as soon as possible before the deadline through *my.wbs* and include evidence, such as a doctor's report. Extensions are not granted for the heavy workloads related to internships or resitting exams.

Please see your student handbook for more information on submitting your dissertation, including the dissertation cover sheet.

Skills development

The ability to meet deadlines is something that all people face in the workplace. Your assignments and dissertation at WBS give you the chance to practise meeting deadlines and coping with the processes involved if you cannot meet a deadline.

