

**THESIS/DISSERTATION/RESEARCH REPORT –** **FIRST SUBMISSION CHECKLIST FORM** *(for Examination)*

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| **Name of Candidate:** | |  | | |
| **Person/Student Number:** | |  | | |
| **Qualification:** | |  | | |
| **Title:** | |  | | |
| **Supervisor(s):** | |  | | |
| **Contact Details:** | | **Cell number(s):** | **Email:** | |
| **FIRST SUBMISSION CHECKLIST** *(for Examination)* | | | | |
| **Student to send:** | Electronic copy of research in PDF format*(Hard copy may be required upon request from the examiner)* | | |  |
| Full Turn-it-in Report *(signed by Supervisor)* | | |  |
| Confirmation of Ethics (*Clearance/Waiver certificate or declaration*) | | |  |
| Overall Supervisor Evaluation form *(MBA candidates ONLY)* | | |  |
| **Supervisor to send:** | University Clearance Certificate *(Supervisor to complete and send directly to Faculty)* | | |  |
| Supervisor’s Report *(Supervisor to complete and send directly to Faculty)* | | |  |
| **Faculty to check on:** | Approved title and supervisor(s) | | |  |
| Approved examiners | | |  |
| Registration status *(students must be registered during the examination period)* | | |  |
| ***Please Note:***   * *Outstanding fees must be cleared to enable Awaiting Examiner’s registration.* * *Incomplete submissions will NOT be prioritised.* * *There may be a delay in the examination process where the research has been accepted by Faculty without approved examiners.* | | | | |