**Thesis Guidelines Checklist**

The checklist below is intended to guide you through the preparation of your thesis for submission. Please note that it is the student’s responsibility to adhere to the guidelines stipulated by the University.

* I have downloaded & read through the Handout on the Thesis Examination.
* The thesis is written in accordance to the format prescribed by the University
* I have checked out all potential copyright issues in my theses by ensuring that permissions for reproduction of all materials taken from others (be it personal communications or from public domains) have been obtained in writing.
* I have ensured that the source of any material(s) taken from others, reproduction permission aside, is explicitly acknowledged so that it would not constitute as plagiarism.
* I have ensured that the thesis is thoroughly proof-read, and have checked for grammatical & typographical errors.
* I have ensured that the declaration page, in the theses & CD-ROM, is been signed & dated.