

FINAL SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION

Once the examination of the dissertation/thesis is completed and all corrections have been affected, the process is as follows:

STUDENT:

- 1) The student creates a pdf document using the following naming convention:

surname_name_student number.pdf

EXAMPLE: **Smit_Nic_207028346.pdf**

- 2) The student emails this document to his/her supervisor

SUPERVISOR

- 3) **Supervisor** will verify and check if it is the correct file.
- 4) The supervisor sends it to the faculty PGO (**Post Graduate Officer**) via email confirming that it is a final approved submission

POSTGRADUATE OFFICER (PGO)

- 5) Each PGO will login to a digital space provided to them by the library and upload the final approved dissertation/thesis in to their respective faculties where they are granted access and permissions to upload.

IR LIBRARIAN

- 6) The IR Librarian downloads each document and uploads it to the ETD platform.
- 7) The IR Librarian will verify and check each submission and send a list of all final approved submissions to all faculty PGOs for final confirmation.
- 8) The IR Librarian sends the final list of all approved submissions on an excel file to the graduation office prior to the graduation ceremony.

TIME-LINES

All submissions to the IR Librarian should be completed by three weeks before the first date of graduation (9TH December) – which is the 18th November. The PGO's can decide on an earlier date to afford them time to do the uploading of all the documents.

SUBMISSION OF RESEARCH DATA.

In 2019 submission of research data is not yet compulsory, but this is due to change in 2020. Datasets used in the research process will then also be submitted to the PGOs using the same naming convention: *surname_name_student number_dataset.xls* or *surname_name_student number_dataset.sav* or *surname_name_student number_dataset.doc*, etc. For multiple datasets of the same type use: *surname_name_student number_dataset1.xls*; *surname_name_student number_dataset2.xls*;

The datasets should be accompanied by an explanatory file using the same naming convention. This file will have to explain the content and format of the data file (variable names, etc.).