



### DATES: SUBMITTING RESEARCH FOR EXAMINATION

- Students normally submit to the Faculty Office by 15<sup>th</sup> of February (which has been extended **15 March 2024**). If the student is unable to complete and submit the research in the specified time (N+1), he/she will only be allowed to submit the work for examination upon registration for the entire academic year and will be liable for payment of all associated fees. Should he/she submit the research by the end of June in that academic year (N+1), a 50% fee rebate will be granted to the student. Such a rebate will also apply to the tuition fee for international students.

### CRITERIA: SUBMITTING RESEARCH FOR EXAMINATION

- Pay R120 at the Fees Office and submit the proof of payment to the Faculty Officer together with all the required documents as per below.

#### **Masters Submission (dissertation and coursework):**

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- Student must submit **1 electronic Copy in both word and PDF format.**
  - The plagiarism declaration page must be inserted, signed and the ethics clearance number be included where applicable.
  - Reports should be accompanied by **Supervisor's Consent Form** and **Student Submission form.**
  - Supervisor should submit **nomination of examiners form** to the Faculty by email [Phumla.Jili@wits.ac.za](mailto:Phumla.Jili@wits.ac.za) 2 months prior to the student's submission
  - **Brief Supervisor's report** indicating student's progress which is kept on student's file.
  - **Students must submit a turnitin report (compulsory).**
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## PhD Submission:

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- Student must submit **1 electronic Copy in both word and PDF format.**
- The plagiarism declaration page must be inserted, signed and the ethics clearance number be included where applicable.
- Reports should be accompanied by **Supervisor's Consent Form** and **Student Submission form.**
- Supervisor to indicate on the Supervisor's consent form if the student submission is by Publication.
- Supervisor should submit **nomination of examiners form** to the Faculty by email [Phumla.Jili@wits.ac.za](mailto:Phumla.Jili@wits.ac.za) 2 months prior to the student's submission
- **Brief Supervisor's report** indicating student's progress which is kept on student's file.
- **Students must submit a turnitin report (compulsory).**

## To WHO AND HOW TO SUBMIT:

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All documents are to be e-mailed to Faculty Officers per schools below:

**School of Social Sciences:** [Phillimon.Mnisi@wits.ac.za](mailto:Phillimon.Mnisi@wits.ac.za)

**School of Human and Community Development and School of Literature Language and Media:**  
[Asiya.Mahomed@wits.ac.za](mailto:Asiya.Mahomed@wits.ac.za)

**Wits School of Arts and School of Geography, Archaeology and Environmental Studies:**  
[Phumla.Jili@wits.ac.za](mailto:Phumla.Jili@wits.ac.za).

NB: Where a document is too large to be submitted electronically, WeTransfer can be used, or arrangements can be made with Faculty Officers to submit manual copies which will require a CD to be submitted.

## Methods of payment

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Payment can conveniently be made by means of an EFT. Please ensure that your student number appears as a reference, in order to enable immediate payment allocation.

