

DATES: SUBMITTING RESEARCH FOR EXAMINATION

- Students are required to submit to the Faculty Office by **15th of February**, however, the Graduate Studies Committee may decide to extend the submission deadline. If a student is unable to complete and submit the research by the due deadline, he/she will be required to register for the academic year and be liable for the payment of the associated fees. The student will be allowed to submit anytime within the academic year of registration. Should he/she submit the research by the end of June in that academic year, whilst still within the 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 R126 at the Fees Office and submit the proof of payment to the Faculty Officer together with all the required documents as per below.
- International Students must submit a copy of their passport.

Masters Submission (dissertation and coursework):

- 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 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:

- 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 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 WHOM AND HOW TO SUBMIT:

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

School of Social Sciences: Bongane.Bucwa@wits.ac.za

**School of Human and Community Development, and
School of Literature Language and Media:** Asiya.Mahomed@wits.ac.za

**Wits School of Arts, and
School of Geography, Archaeology and Environmental Studies:** Phumla.Jili@wits.ac.za.

NB: Where a document is too large to be submitted electronically, make use of file transfer services such WeTransfer, etc.

Methods of payment

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.

