

AWAITING EXAMINERS

- ✓ STEPS 1, 2, 3, 4, 5 and 6 = compulsory for clearance to register

Submission of Thesis

A window period for March and August is available for exceptions to be considered. Please consult your Faculty for extension date.

Submission after the exception date the full IRF applies.

N.B.: the July submission is only applicable to students who registered in the July intake of the previous year.

1. Submission Confirmation

- Faculty Office to issue a letter/memo confirming receipt of submission of Thesis

2. Original Valid Passport

- Passport must be valid for three months and longer.

3. Valid Visa

- Study
- Work
- Visitors

4. Complete Fees Quotation Form

- Only Copyright Fee to be charged
- Form to be completed by student (personal information)
- Faculty Staff Member to complete (Course Codes and Type of Registration i.e. Awaiting Examiner). Form to be signed and stamped by Faculty

The Form is available from the Faculty Office, Fees Office and the International Students Office.

5. International Fees Clearance

- Fees Quotation Form to be completed with amounts, signed and stamped at the Fees Office.

6. Registration at the Faculty Office

- Take the **International Clearance Certificate** to the appropriate Faculty Office or register on-line through the **Student Self Service Portal**.

Major Revisions or Reworking of Research

- In the event of major revisions, the student is liable for the full tuition, IRF and copyright fee for the year of registration if the revisions is not submitted on or before the 3 month extension period.