

# UNIVERSITY OF PRETORIA – FACULTY OF HEALTH SCIENCES

## SHORTENED GUIDELINES FOR THE SUBMISSION OF A DOCTORAL THESIS

If your submission date is for the April graduation the dates to remember are 31 October of the previous year for the submission of your examination copies and 31 January for the final hard-cover copies of your thesis.

If your graduation month is September, then the respective dates are 30 April and 29 June.

### **Submission dates for finalisation**

Your final corrected copies are to be submitted by 15 February if you are an April graduandi. If you are graduating in September the applicable date is 15 July.

### **Copies of your thesis**

A ring-bound copy is required by each supervisor and co-supervisor and each of your external examiners. After your thesis has been examined copies in hard cover follow the ring-bound copies.

Three copies of your examined thesis must reach the Academic Information Service on the date that applies to you under “submission dates for finalisation”. These three copies are:

- A hard-cover copy
- An electronic copy in PDF
- An electronic copy in MS Word

You submit your electronic copies on a CD, which has to be accompanied by a UPeTD form. This form needs to have been completed by you and your supervisor. The copies for examiners, referred to above, need to reach the Academic Information Service and have to accompany your CD and UPeTD form. (The UPeTD form and instructions are available from Student Administration)

If you submit your form on the UPeTD website, you will receive preferential treatment.

### **Essential components of copies for submission / unbound documents**

Each type of copy or document that you submit has essential components or accompaniments.

#### *Hard-cover copies*

These require: a title page in the front; a summary in English of fewer than 500 words in the front or at the back; a list of no more than ten key words to go with the summary; and your Ethics Clearance Certificate (valid for three years for a PhD).

### *Unbound accompaniments to examination copies*

These need to be submitted to Student Administration:

- Submission form signed by your supervisor and co-supervisor.
- A curriculum vitae (CV) written in consultation with your supervisor, double spaced, and containing a maximum of 170 words (example available from Student Administration)

The CV has to be emailed to [alta.strauss@up.ac.za](mailto:alta.strauss@up.ac.za) when the ringbound copies are submitted.

### *Unbound accompaniments to corrected final copies*

- Title page in English;
- An abstract in English of 350 words, with an abstract form obtainable from Student Administration;
- UPeTD form for Library available from administration.
- Proof of submission of an article to an accredited journal, issued by the journal, as well as a copy of the article must be submitted to Student Administration by the date that applies to you under "submission dates for finalisation" (above).

### **Technical details for your final hard-cover copies**

- a. The title of your thesis, your initials and your surname have to appear on the front cover.
- b. Your surname, initials, and your graduation year have to appear on the spine.
- c. Printing is in letter quality on good-quality A4-sized paper, and spacing is 1.5.
- d. All four margins need to be between 2.5 and 3 centimetres.
- e. Font size has to be 12.
- f. Choose your own font type but make sure that it allows for easy reading.

**You should inform Student Administration, in writing, of your intention to submit the thesis at least three months prior to your submission date.**

**Please set an appointment at least a week prior to this date.**

**For further details consult the General Regulations of the University.**