

QUICK GUIDE TO CAES PROCEDURES FOR FINAL SUBMISSION OF A DISSERTATION OR THESIS FOR EXAMINATOR

The following document contains information regarding the documentation to be completed and procedures to be followed when a dissertation or thesis is submitted in the College of Agriculture and Environmental Sciences as approved by College Management.

1. INCLUSION OF THE FOLLOWING IN DISSERTATION OR THESIS

1.1 Declaration

The College of Agriculture and Environmental Sciences has developed a **specific declaration** which is required to be included in the dissertation or thesis. The declaration can be found on the College website under Masters and Doctoral Information at the following link <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&-Environmental-Sciences/Masters-&-Doctoral-information>. The declaration must include the title of the dissertation or thesis. Usually the declaration carries page number ii of the dissertation or thesis in Roman lettering and follows the dedication. Consult with the student in terms of the sequence to be followed as this is only a suggestion. The example of the CAES declaration is given below. You may format the declaration to follow the Arial font and size of the dissertation or thesis. It is advisable that this declaration is captured on one page.

1.2 Turn-it-In receipt

This document should be included as an Annexure to the dissertation or thesis and will be provided by Ms Van Wyk when the final submission has been made to her for the Turn-it-In college process.

1.3 Ethics clearance certificate

This document should also be included as an Annexure at the end of the dissertation or thesis.

1.4 Questionnaire used in the study (as an example of the original form)

The questionnaire should be included as an Annexure at the end of the dissertation or thesis.

1.5 Personal information form (as an example of the original form)

This form would have been part of the Ethics application if human participants were used in the study and should be included.

Declaration

I _____ hereby declare that the dissertation/thesis Title:

, which I hereby submit for the degree of _____ at the University of South Africa, is my own work and has not previously been submitted by me for a degree at this or any other institution.

I declare that the dissertation /thesis does not contain any written work presented by other persons whether written, pictures, graphs or data or any other information without acknowledging the source.

I declare that where words from a written source have been used the words have been paraphrased and referenced and where exact words from a source have been used the words have been placed inside quotation marks and referenced.

I declare that I have not copied and pasted any information from the Internet, without specifically acknowledging the source and have inserted appropriate references to these sources in the reference section of the dissertation or thesis.

I declare that during my study I adhered to the Research Ethics Policy of the University of South Africa, received ethics approval for the duration of my study prior to the commencement of data gathering, and have not acted outside the approval conditions.

I declare that the content of my dissertation/thesis has been submitted through an electronic plagiarism detection program before the final submission for examination.

Student signature: _____

Date: _____

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2. PROCEDURES TO FOLLOW BEFORE SUBMISSION FOR EXAMINATION

2.1 Submit final draft to supervisor

The final draft of the Dissertation or Thesis should be submitted to the supervisor. This is the draft which the supervisor has commented on for the last time and the necessary corrections made. The draft is required for further processing in the college.

2.2 Submission through Turn-it-in

The final submission of the Dissertation or Thesis should be submitted through Turn-it-in. At this point the student should be advised not to submit any copies for examination purposes before the Turn-it-in submission has been completed and the results considered by the supervisor. This submission to Turn-it-in should be made by the supervisor. The dissertation or thesis should be submitted in soft copy to the supervisor to complete the Turn-it-in process. The supervisor should submit the dissertation or thesis to Ms Marthie van Wyk at vwykmj@unisa.ac.za to submit through the Turn-it-in software programme. Word files of the dissertation or thesis should be submitted to Ms Van Wyk. Once the process has been completed the document will be returned to the supervisor through Dropbox. The outcome of the submission should then be discussed with the student. **There is no 30% rule** as an acceptable standard for the similarity score. The supervisor and student should consider the similarity score and make the necessary corrections or be able to justify the score.

2.3 Supervisor signs off dissertation or thesis

This procedure has been brought in for quality assurance purposes. Supervisors are now requested to sign off the dissertation or thesis for examination purposes. When the final submission has been through the Turn-it-in software and amendments have been made if necessary, the supervisor and co-supervisor should then consult to determine if the dissertation or thesis is ready to be submitted for examination purposes. If consensus between all supervisors is reached the main supervisor is advised to proceed to sign the dissertation off for examination purposes. The following form should then be completed and submitted to Ms Emelda Pimentel at pimente1@unisa.ac.za in hard copy or electronic format together with the Turn-it-in similarity report after all signatures have been added. The Sign off for examination document can be found on the College website under the Information for postgraduate supervisors site at the following link <https://www.unisa.ac.za/sites/corporate/default/Colleges/Agriculture-&Environmental-Sciences/Information-for-postgraduate-supervisors>.

You must also indicate if the abstract has been translated into 2 additional languages.

You will also have to provide evidence in the case of a PhD for the submission of one article to an accredited journal or possibly publication of this submission.

The sign off must be submitted to the COD and Director before submission to Ms Pimentel.

2.4 Submit for examination purposes

When the supervisor has signed off the dissertation or thesis the student may proceed to submit the dissertation or thesis for examination as indicated through the documentation received from the Examination division. You are reminded that this is an electronic process. The link would have been provided by the examination division if the appointment of examiners are in place.

3. DELAYS IN EXAMINATION

The following situations may cause a delay in the examination process:

1. Student not registered in the year in which the dissertation or thesis is submitted
2. Student submitted after 31 January and did not register
3. Examiners have not been appointed
4. Intention to submit was not given
5. Examiner contact details are incorrect
6. Examiner cannot be contacted, and another examiner has to be appointed
7. Supervisor has not signed the student off
8. Supervisor has not recommended examiners
9. The due dates for the intention to submit have not been considered

Process flow of examination procedures in CAES

