



CHECKLIST FOR DISSERTATION/THESIS SUBMISSIONS

PhD Thesis

Deadline dates

PhD candidates must upload their notice of intention to submit theses for examination on PeopleSoft at least 6 – 8 weeks before submission of their theses for examination.

PhD candidates must upload their theses for examination on PeopleSoft at least 5 months before the upcoming graduation ceremony to allow time for the examination process to run its course.

2020 Graduation Ceremonies are scheduled for March and December 2020

Please refer to the below link for further details about PhD thesis submission rules and requirements:

<http://www.uct.ac.za/students/candidates/thesis/>

SUBMISSION OF A PHD THESIS TO DDB OFFICE

- A PhD Candidate can submit at any time subject to being registered for **2 years**.
- While the DDB will not insist on the supervisor's approval before accepting a PhD thesis, it is recommended that candidates submit with the approval of their supervisors.
- At the conclusion of your research, you will be able to complete and upload your intention to submit form on PeopleSoft, followed by the upload of your thesis for examination. All communication from UCT regarding the examination process will occur via your UCT e-mail account.

Please refer to the below link for the FULL GUIDE to submitting your PhD thesis:

http://www.uct.ac.za/usr/current_students/postgrad/PhD_Students_Examination_Guide.pdf

Checklist of Documents Required:

- Thesis/Dissertation (i.e. **Thesis.pdf**)
- Thesis/dissertation **Abstract-open.pdf**
- Thesis/dissertation **Abstract-Restricted.pdf** (if applicable)
- Open UCT suppression form (if applicable)
- Word count form
- Submission declaration form
- Turnitin Originality report
- Signed plagiarism declaration
- **Dissertation/Thesis cover page containing the compulsory declaration**
 - (Faculty office will provide this once you send them your intention to submit)
- **Declaration form**
 - (Faculty office will provide this once you send them your intention to submit)
- **Supervisor Approval form**
 - (Faculty office will provide this once you send them your intention to submit)