



COURSEWORK AND MINOR DISSERTATION MASTERS' PROGRAMME

2020 TIMELINES FOR MINOR DISSERTATIONS EXAMINATION FROM SUBMISSION FOR EXAMINATION TO GRADUATION

**The AVERAGE time from submission to exam outcome is 4 MONTHS.
The process can be delayed for reasons beyond our control.
Avoid unnecessary delay and disappointment**

INTENTION TO SUBMIT

1

- Intention to submit your minor dissertation for examination must be given to the Faculty Office at least 4 weeks before the date of submission
- Triggers preparation for the receipt of dissertation and appointment of examiners
- Late notice of intention to submit your dissertation for examination may delay the appointment of examiners by up to 4 weeks.

REGISTRATION AND FEES

2

- If you first registered for your degree full time in 2019 and had not submitted your dissertation for examination by the beginning of the 2020 academic year, you will have had to have paid the full registration fee for the dissertation but if you submit the minor dissertation for examination before 12 noon Monday 30 March 2020, you will be entitled to a 75% rebate of the fee paid, if you submit before 12 noon Monday 25 September 2020, you will be entitled to a 50% rebate of the fee paid and if you submit before 12 noon Monday 27 November 2020, you will be entitled to a 25% rebate. Submission after 12 noon on Monday 27 November 2020 will not entitle you to a rebate for 2020.
- If you registered for your degree full-time in 2020 and submit your dissertation for examination 12 noon on 15 March 2021 you will not have to register for the 2021 academic year and will therefore not have to pay registration fees for that year

SUBMISSION OF DISSERTATION

3

- Your intention to submit needs to be uploaded via a Peoplesoft self-service request a month prior to submission.
- On the day of submission: submit an electronic copy of your minor dissertation via a Peoplesoft self-service request along with your declaration form, turn-it-in report and abstract.

EXAMINATION PROCESS

4

- Allow at least 8 weeks for completion of the examination process
- The average time from submission to exam outcome is 4 months
- In some cases the process is delayed for reasons beyond our control.

CORRECTIONS/ REVISE AND RESUBMIT

5

- Allow 6 months for corrections.
- Allow 6 months for revisions and resubmission.
- Once you have completed the corrections or the revisions for resubmission, the Faculty Examination Committee (FEC) requires:
- Certificate of Corrections approved by your supervisor.
- Evidence that the corrected or revised dissertation has been uploaded to Library site.

GRADUATION DEADLINES

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December 2020 Graduation:
Those whose results are on the University System and library copy uploaded by 31 October 2020

June/July 2021 Graduation:
Those whose whose results are on the University System and library copy uploaded by 30 April 2021.

Note: That your academic transcript recording your status as a qualifier is available once your results as confirmed by the FEC have been uploaded to the University system and you may request an additional letter confirming your status as a qualifier for the degree from Student Records and either, or both, of these documents may be used as proof that you have qualified for the degree in applications for employment or further study.