

DATES AND PROCEDURES FOR SUBMITTING THESES/DISSERTATIONS FOR EXAMINATION (2019)

Important dates and deadlines

The Postgraduate Examination Office (PEO) manages the examination process for all higher degrees (MA and PhD) within the Faculty of Arts and Social Sciences.

In order to be eligible to graduate in December 2019 or March/April 2020, higher degree students need to submit their dissertation for examination on or before a specific deadline date. These fixed dates coincide with the closing dates for the agendas of the Faculty's committee system and with the deadlines of University Administration.

According to Faculty regulations, any dissertation received more than two weeks after the closing date will be held over for the next submission and graduation cycle, which may require the registration of an additional year of study. All deadlines below should be regarded as absolute.

DATE	ACTIVITY	MA	PhD
7 January	Higher Degrees and Research Committee (HDRC) agenda closes. Meeting date: 21 January.	✓	✓
14 February	Faculty Board meeting (SENATE: 8 March).		
21 February	Last day for recording marks for Master's candidates.	✓	
27 February	Last day for submitting electronic version of theses/dissertations for April 2020 graduation (for procedure, see www.sun.ac.za/etheses)	✓	✓
13 March	Last day for informing PEO of intention to submit thesis/dissertation for examining in time for December graduation.	✓	✓
2 April	Higher Degrees and Research Committee (HDRC) agenda closes. Meeting date: 16 April.		
	DEADLINE: Last opportunity for nominating examiners for Master's and doctoral candidates for December 2019 graduation.	✓	✓
4 April	April graduation ceremony at 17:00	✓	✓
8 May	Faculty Board meeting (for approving recommendations of HDRC; SENATE: 31 May).		
20 May	Last day for informing PEO of intention to submit thesis/dissertation in time for March/April graduation 2020.	✓	✓
4 June	Higher Degrees and Research Committee (HDRC) agenda closes. Meeting date: 18 June.		
	DEADLINE: Last opportunity for nominating examiners for Master's and doctoral candidates for March/April 2020 graduation.	✓	✓
31 July	Faculty Board meeting (for approving recommendations of HDRC; SENATE: 23 August).		

DATE	ACTIVITY	MA	PhD
1 August <i>(before 16:30)</i>	SUBMISSION DEADLINE: Last day for submitting PhD dissertations for examination for December 2019 graduation. Please inform examiners of the oral dates: 16 to 20 September. Late submissions will be held over for March 2020 graduation.		✓
2 September <i>(before 16:30)</i>	SUBMISSION DEADLINE: Last day for submitting Master's theses for examination for December 2019 graduation. Late submissions will be held over for March 2020 graduation.	✓	
16 to 20 September	Oral examinations for doctoral candidates for December graduation. All orals must take place within this week.		✓
23 September	Higher Degrees and Research Committee (HDRC) agenda closes Meeting date: 9 October (includes approval of exam results).		
9 October <i>(before 16:30)</i>	SUBMISSION DEADLINE: Last day for submitting PhD dissertations examination for March 2020 graduation. Please inform examiners of the oral dates: 22 Nov to 6 Dec. Late submissions will be held over for December 2019 graduation.		✓
30 October	Faculty Board meeting.		
1 November <i>(before 16:30)</i>	SUBMISSION DEADLINE: Last day for submitting Master's theses for examination for March/April 2020 graduation Late submissions will be held over for the December 2020 graduation.	✓	
22 Nov – 6 December	Oral examinations for doctoral candidates for March/April 2020 graduation.		✓
26 November	Last day for recording marks for Master's candidates for December 2019 graduation.	✓	
27 November	Last day for submitting electronic version of theses/dissertations for December 2019 graduation (for procedure, see www.sun.ac.za/etheses)	✓	✓
12 December	December graduation ceremony at 10:00 for MA and PhD students in Drama, Music, Social Work, Visual Arts	✓	✓
13 December	December graduation ceremony at 10:00 for MA and PhD students EXCEPT Drama, Music, Social Work, Visual Arts	✓	✓
18 December	Last day for handing in doctoral results to the PEO for recommendation by the HDRC for March 2020 graduation.		✓
<i>February 2020</i>	<i>The date for recording the marks for Master's candidates will probably be during the last week in February 2020.</i>	✓	
<i>February 2020</i>	<i>The date for submitting electronic version of theses/dissertations for the March/April 2020 graduation is only available when the Calendar for 2020 is finalised: see www.sun.ac.za/etheses.</i>	✓	✓

Procedure for submitting a thesis/dissertation for examination

1. The supervisor must approach the proposed examiner informally to ascertain whether or not they are available for examining the work. The required nomination form for Master's and doctoral candidates must be sent to the **faculty secretary** by the closing date (2 April 2019) for the agenda of the Higher Degrees and Research Committee meeting. After the nomination has been approved by Higher Degrees and Research Committee, Faculty Board and Senate, the PEO arranges the process of official nomination and appointment.

2. The student must inform the PEO of their intention to graduate by handing in the prescribed Intention to Submit form. This form is available on the HDRC webpage and is accessible by students.
3. When the thesis/dissertation is ready for examination, an electronic copy in Word and PDF must be emailed in a zip folder (student's initials, surname and student number should be the folder name) together with the supporting documents to the PEO.
4. The prescribed declaration by the supervisor stating whether or not they support the submission of the work must be emailed with the thesis/dissertation. The declaration is available on the HDRC webpage.
5. An electronic copy of the ethical clearance approval document OR the prescribed declaration stating that ethical clearance was not required for the study must be emailed with the thesis/dissertation. The declaration is available on the HDRC webpage and is accessible by students.
6. An electronic copy summary page of the Turnitin report, which shows the similarity percentage. This will be sent to examiners.
7. The prescribed explanation of the credit value (the thesis weight) of the Master's thesis must be emailed with the thesis.
8. The PEO is responsible for:
 - sending the letter of appointment to the external examiners;
 - sending the thesis/dissertation to the *internal* and *external* examiners;
 - managing the examination process;
 - receiving the reports of all the examiners;
 - sending the examiners' reports of Master's candidates to departments for the calculation of the final mark;
 - dealing, in accordance with the prescribed procedures, with cases where serious differences have arisen between examiners of Master's candidates;
 - dealing, in accordance with the prescribed procedures, with cases where serious differences have arisen between examiners of doctoral candidates which the examination committee has been unable to resolve;
 - arranging, in consultation with the non-examining chairs, the oral examinations of doctoral candidates; and
 - payment of external examiners.
9. Departments are responsible for recording the marks of Master's candidates.
10. The Faculty Secretary is responsible for recording the results of doctoral examinations.

Appointment and availability of examiners

When appointing examiners, supervisors should inform examiners that they will only receive an electronic copy of the thesis/dissertation, which they are welcome to print and also advise examiners when they can expect to receive the thesis/dissertation for examination. Examiners of doctoral dissertations should also be made aware of the dates for the oral examinations.

Supervisors should please confirm the availability of examiners in cases where examiners were appointed well in advance (not in the same year as submission) or where students have delayed the submission of their work (not in the same year as they submitted their intention to submit form).

Contact details of Postgraduate Examinations Office (PEO)

All queries about the examination process and procedures for higher degrees students should be directed to Ms Nicky Steenstra on x2012 or via email (nicky@sun.ac.za).