

## DATES AND DEADLINES FOR THE EXAMINATION OF MASTERS THESES (2021)

The Postgraduate Examination Office (PEO) manages the examination process for all Master's students within the Faculty of Arts and Social Sciences.

In order to be eligible to graduate in December 2021 or March/April 2022, Master's students need to submit their thesis 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.

**IMPORTANT: All deadlines below should be regarded as absolute.** Any thesis received 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.

DATE	ACTIVITY
1 March	<b>SPECIAL SUBMISSION DEADLINE: Last day for submitting MA theses for examination (and supporting documentation) for December 2021 graduation and receiving a tuition fee waiver</b> Tuition fee waivers for 2021 will not be available to any student who submits after the deadline, as per University regulations.
8 March	<b>DEADLINE:</b> Last day for uploading electronic version of theses to SUNScholar for March/April 2021 graduation.
11 March	<b>STUDENT DEADLINE:</b> Last day to submit the form indicating a student's intention to submit their thesis for examination in time for December 2021 graduation.
20 May	<b>STUDENT DEADLINE:</b> Last day for submitting the form indicating a student's intention to submit their thesis for examination in time for March/April 2022 graduation.
1 September	<b>SUBMISSION DEADLINE: Last day for submitting Master's theses (and supporting documentation) for examination for December 2021 graduation.</b> Late submissions will be held over for March 2022 graduation.
1 November	<b>SUBMISSION DEADLINE: Last day for submitting Master's theses (and supporting documentation) for examination for March/April 2022 graduation</b> Late submissions will be held over for December 2022 graduation.
7 December	<b>DEADLINE:</b> Last day for uploading electronic version of theses to SUNScholar for December 2021 graduation
13 - 17 December	<b>Graduation ceremonies.</b>
<i>February 2022</i>	<i>The date for uploading electronic version of theses to SUNScholar for the March/April 2022 graduation will only be available when the Calendar for 2022 is finalised.</i>

## **PROCEDURE FOR THE SUBMISSION AND EXAMINATION OF MASTERS' THESES (2021)**

### **Appointment and availability of examiners**

When appointing examiners, supervisors should inform examiners that they will only receive an electronic copy of the thesis, which they are welcome to print. Supervisors should also advise examiners when they can expect to receive the thesis for examination.

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).

### **Procedure for submitting a Master's thesis 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 must be sent to Cheryl Richardson by the closing date (30 March 2021 for December graduation or 6 July for March/April 2022 graduation) for the agenda of the Higher Degrees and Research Committee meeting. After the nomination has been approved by the Higher Degrees and Research Committee, Faculty Board and Senate, the Postgraduate Examination Office (PEO) arranges the process of official nomination and appointment.
2. The student must inform the PEO (and their supervisor) of their intention to graduate by completing the prescribed Intention to Submit form. This form is available on the HDRC webpage and is accessible by students.
3. When the thesis 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. No thesis may be sent out for examination without the supervisor's consent. In addition, the declaration must include the prescribed explanation of the credit value (the thesis weight). The declaration is available on the HDRC webpage. This will be sent to examiners.
5. An electronic copy of the ethics exemption declaration OR the ethical clearance approval must be emailed with the thesis. Ethical clearance is issued by the Research Ethics Committee (REC) after a student has successfully submitted an ethical clearance application via the online system. The ethics exemption declaration is available on the HDRC webpage and is only applicable for studies exempt from ethical clearance.
6. An electronic copy summary page of the Turnitin report, which shows the similarity percentage. This will be sent to examiners.

7. The Postgraduate Examination Office is responsible for:
  - sending the letter of appointment to the external examiners;
  - sending the thesis 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; and
  - payment of external examiners.
8. Departments are responsible for recording the marks of Master's candidates.

### **Important links and resources**

- Faculty policy documents and forms (for higher degree students and supervisors):  
<http://www.sun.ac.za/english/faculty/arts/research/hdrc>
- Information relating to ethical clearance, meeting dates and online application:  
[http://www.sun.ac.za/english/research-innovation/Research-Development/integrity-ethics/human-research-\(humanities\)-ethics](http://www.sun.ac.za/english/research-innovation/Research-Development/integrity-ethics/human-research-(humanities)-ethics)
- Information relating to the submission of theses or dissertations on SUNScholar:  
<http://library.sun.ac.za/en-za/Help/Pages/online-thesis-submission.aspx>
- Institutional research-related policy documents, including responsible research conduct and plagiarism:  
<http://www.sun.ac.za/english/research-innovation/Research-Development/policies-guidelines>

### **Contact details of Postgraduate Examinations Office (PEO)**

All queries about the examination process and procedures for higher degrees students should be directed to Nicky Steenstra via email ([nicky@sun.ac.za](mailto:nicky@sun.ac.za)).