**NON-EXAMINATION CHAIR QUALITY ASSURANCE Checklist FOR FINALISATION OF MASTER STUDENT RESULTS by THE Faculty Higher degrees Committee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date submitted** |  | | | |
| **Department** |  | | | |
| **Student name** |  | **Student number** |  | |
| **Degree** |  | **PQM Abbreviation** |  | |
| **Main supervisor** |  | **Affiliation** |  | |
| **Co-supervisor 1** |  | **Affiliation** |  | |
| **Co-supervisor 2** |  | **Affiliation** |  | |
| **Title of project** |  | | | |
| **CHECKLIST - documents that must be send with this form from Department** | | | | | |
| **Master/Doctoral student correction template with all signatures** | | | |  | |
| **Valid Ethics clearance certificate** | | | |  | |
| **English proof reading letter** | | | |  | |
| **Turn-it-in report <20%** | | | |  | |
| **External examiners 1 report** | | | |  | |
| **External examiner 2 report** | | | |  | |
| **Library form: Electronic dissertation submission form – completed with signatures** | | | |  | |
| **Final soft copy of dissertation with no logos or pictures on front page and signed by student** | | | |  | |
| **FHDC form for UHDC final approval of Master results** | | | |  | |
| **A letter of explanation if the mark difference between external examiners is more than 15%** | | | |  | |

**Recommended by Departmental non-examination chair:**

**Name:……………………………………………………………………………..**

**Signature:……………………………………………… Date:………………………………………**

**Approved by HoD:**

**Signature:……………………………………………… Date:………………………………………**