

## NOTICE OF INTENTION TO SUBMIT DISSERTATION FOR EXAMINATION

**Note:**

- This form is used to inform the examinations office of your intention to submit your thesis/dissertation for examination.
- All doctoral/masters candidates are to complete this form and submit it to the Examinations Section eight (8) weeks **before the thesis/dissertation is to be submitted for examination** (i.e. by 15 November in the preceding year in preparation for the May graduation, and by 15 March for the September graduations).
- In line with the above bullet, all doctoral/masters' candidates are expected to adhere to the submission date specified on the Academic Plan for specific graduation. The intention to submit form should be in line with the specific graduation date.
- Failure to submit the dissertation within the stipulated time in the notice will lapse, and a new notice must be submitted.

Candidate's full name	
Student number	
Email address	
Contact number	
Faculty	
Department	
Level	
Supervisor's full name	
Supervisor's email address	
Co-supervisor's full name	
Co-supervisor's email address	
An approved dissertation title	

**I ACKNOWLEDGE THE FOLLOWING:**

- I must submit my intention at least **8 weeks** before submission of my thesis/dissertation for examination.
- I have read on re-registration rule that stipulates that if I fail to submit as indicated on the academic year calendar, I will be required to re-register for the academic year.
- I understand that the examination process is confidential and that the exam Office will notify me of the outcome, once the examination process is concluded.
- While every effort will be made to process the work for examination as soon as possible, the University does not, however, undertake to reach a decision on the award of the degree by any specific date.
- GRADUATION: I understand that depending on the outcome of my examination process and when the examination process is concluded, I may be eligible or not eligible to graduate at the upcoming graduation ceremony.**

**Masters / Doctoral Candidate**

Signature

Date

**Supervisor**

I support the submission of this Dissertation for examination. (Please tick ✓)

Yes

No

Signature

Date

