



HIGHER DEGREE ADMINISTRATION

GUIDELINES: SUBMISSION OF FINAL COPIES

Dear Student

Congratulations on successfully completing your master's degree/doctorate.

Please take note of the following arrangements regarding the submission of the final copies of your mini-dissertation/dissertation/thesis for the April/May 2019 graduation ceremony:

1. Format

You should submit two (2) official copies, printed and **bound in imitation leather** to room 257 in the Joon van Rooy Building (F1), **no later than 10 calendar days before the graduation ceremony where your degree will be conferred**. One copy will be despatched by our office to your supervisor/promoter and the other to the Ferdinand Postma Library. If you submit these final copies by courier services, the following address should be used: Higher Degree Administration, North-West University, Joon van Rooy Building (F1), Room 257, 11 Hoffman Street, Potchefstroom 2531. It is your responsibility to confirm delivery.

The printing, binding and despatch of personal copies, including copies for you co/assistant supervisor, co/assistant promoter are also your own responsibility.

Apart from the two bound copies you should also submit one (1) electronic copy of your final mini-dissertation/dissertation/thesis in a PDF file format. Point 4 of this document gives you guidelines with regards to this.

The personal copies should meet all the requirements prescribed for the official copies with regard to content and technical aspects (title page, abstract, keywords, binding, etc.).

2. Printing of final copies

Copies may be printed double sided and in A4 or A5 size. You may use any service provider for the printing of your official as well as your personal copies.

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E-mail: 25496123@nwu.ac.za Tel.: 018 299 2825

Payment must be done directly to the service provider and not to the University. Please note that the service provider will only deliver the printed final copies once the payment is finalised.

3. Binding of the final copies

You may use any service provider for the binding of your official as well as personal copies. The Ferdinand Postma Library also offers this service to students. The contact details for this are the following:

Mrs. Asha Hembly

E-mail:

Asha.Hembly@nwu.ac.za

Tel.: 018 299 2811

If you decide to make use of this service, **the official copies should be submitted to the Library not less than thirty (30) working days prior to the graduation ceremony where your degree will be conferred.** Arrangements for the binding of your personal copies can be made with the Library.

4. The electronic copy of your mini-dissertation/dissertation/thesis

- The final version of your mini-dissertation/dissertation/thesis should be saved as a single document in PDF format – summary, keywords, addenda and/or supplements included.
- The PDF document should preferably be uploaded to eFundi (if you have access to this site), or submitted via CD in a plastic envelope or a memory stick with your final bound copies to room 257, Joon van Rooy Building (F1). You may also submit it via e-mail to the sender of this correspondence.
- Please make sure that this PDF document may be accessed without any error messages.
- The PDF document should be an exact version of the final bound copies of your mini-dissertation/ dissertation/ thesis, including the registered title.

Please note: The electronic copy of your final mini-dissertation/dissertation/thesis will not be accepted if it does not meet the above-mentioned requirements.