



NWU 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 to HDA for a graduation ceremony:

1. Format

You should submit one (1) electronic copy of your final mini dissertation/dissertation/thesis in a PDF file format at least 10 days before your graduation ceremony to the Higher Degree Administration officer who assisted you with the examination process.

The format of the final pdf- electronic copy of final copy (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, but if you do not have access to it, please send it per email to the HDA official who has assisted you with the examination process.
- Please make sure that this PDF document may be accessed without any error messages.
- The PDF document should be the correct and final version of your examined and amended final copy 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.

If you want to print and bind your final copy, please read here:

2. Printing of final copies

3. The printing, binding and despatch of personal copies, including copies you wish to make for your supervisor, or co/assistant supervisor, co/assistant promoter are your own responsibility.
4. 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.).
5. **Printing and binding:**

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.

The University's service provider, Nashua, also offers printing services. The contact details of Nashua are the following:

E-mail: 25496123@nwu.ac.za Tel.: 018 299 2825 for Potchefstroom and Mahikeng students
ivyprint@nwu.ac.za 016 910 3375 for Vanderbijlpark students

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.

6. 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

You may use any service of Ms Yvonne Engelbrecht on the Vanderbijlpark campus to collect and send your documents for binding at the Ferdinand Postma Library bindery on the Potchefstroom campus. For more details on this procedure contact:

Yvonne.Engelbrecht@nwu.ac.za

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