



## GUIDELINES FOR THE ELECTRONIC SUBMISSION OF A THESIS

The candidate must lodge a standard *Notice of Thesis Submission* three months prior to submission, indicating an intention to submit the thesis in electronic format. The format should be detailed – CD-ROM, pdf email attachment, etc

The Department must begin looking for examiners when the *Notice* is received – the *Notice* must be signed by the Department and there is a space to confirm that examiners have been approached, if not confirmed. The Department should confirm that submission in electronic format has been approved by the Supervisor and HoD.

If examiners agree to an electronic examination, the Department must ascertain the format which best suits the individual examiner; if the examiner's platform cannot support the thesis format, the examiner must either receive a hard copy, or the candidate must re-configure the thesis format accordingly.

The examiners must be informed of the format in which they will receive the thesis from the Faculty.

The Faculty requires both a hard copy and an electronic copy of the thesis at the time of submission. The hard copy may be submitted in soft cover ("perfect-bound") as usual – no spiral binding.

The candidate must not be informed of the examiners' identities until the examination is complete, and then only with the examiners' permission; the usual consultation may take place with the candidate but he or she should not be informed of the format in which particular examiners are receiving the thesis, if these differ.

A final, permanent, hardbound copy of the thesis must be submitted to the Faculty for keeping in the University when the examination procedure is complete.

**Important:** Examiners are not to be selected on the basis of whether or not they are willing or able to receive the thesis in electronic format. If a suitable examiner accepts the appointment but is unable to receive the thesis electronically, or would prefer to conduct the examination with a hard copy of the thesis, or requests a hard copy in addition to the electronic copy, the candidate must comply.