



## THESIS SERVICE REQUEST CHECKLIST

**TO HELP US CAPTURE YOUR INFORMATION ACCURATELY, PLEASE MAKE SURE ALL DETAILS ARE TYPED INTO THE DOCUMENTS.**

UPLOAD ALL OF THE FOLLOWING DOCUMENTS IN THE SAME THESIS SERVICE REQUEST:

1. **Thesis** in pdf format (name the file **Thesis**). Ensure that your thesis is one consolidated file.
2. A signed declaration should be included **in the thesis** regarding the extent to which it represents your own work, both in concept and execution.
3. **Abstract** in pdf format (name the file **Abstract-Open**).
4. **DDB11** in pdf format (name the file **DDB11**):
  - 4.1 **All PhD students to complete Sections A, B and C of the DDB11 form.**
  - 4.2 **International students to complete Section D** in addition to **Sections A, B and C** of the DDB11 form.
  - 4.3 **Date of submission** must be the same date that you have uploaded your thesis.
  - 4.4 The **word count** is calculated from the **first word** of the first chapter to the **last word** in the last chapter, including footnotes and excluding appendices. A concession of **10% over the word limit is permitted** (namely; 88 000 words) without seeking the DDB's approval.
  - 4.5 State the total number of pages of your **entire PDF thesis file**.
  - 4.6 **Ethics requirement.** In Section C of the ddb11 form - please indicate whether **ethics clearance was required** for your thesis research. If yes, please upload a **copy/proof of ethics approval** (please submit both the original ethics approval as well as the most recent annual ethics approval in order to ensure full ethical compliance).  
**If ethics approval was not required**, please upload a signed letter of confirmation or declaration from the relevant ethics committee Chair that ethics clearance was not required for your thesis research.
  - 4.7 **Joint Degree Agreement** - Candidates who have indicated that they are registered for a joint degree should include the IDA (individual agreement) proving their joint degree registration.
5. **DDB13 Turnitin Plagiarism Declaration** in pdf format (name the file **Turnitin Plagiarism Declaration**).
6. **Citation** in MS Word format (**approved by your supervisor**) (name the file **Citation**).
7. In the Comment box: ***"I confirm that the uploaded document is the thesis to be examined."***

**NOTE:** All of the above documents must be uploaded as separate attachments in the SAME THESIS SERVICE REQUEST.

The DDB Office will reject Service Requests that are incomplete