



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