



## REVISED THESIS SERVICE REQUEST CHECKLIST

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

1. **Revised Thesis** in pdf format (name the file **Thesis**). Ensure that your revised thesis is one consolidated file.
2. **Revised Abstract** in pdf format (name the file **Abstract-Open**).
3. A **signed declaration** should be included **in the revised thesis** regarding the extent to which it represents your own work, both in concept and execution.
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 Resubmission** must be the **same date** that you have uploaded your revised 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 revised thesis file**.
  - 4.6 **Ethics requirement**. In Section C of the ddb11 form - please indicate whether **ethics clearance was required** for your revised 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 from the relevant ethics committee Chair that ethics clearance was not required for your revised thesis research.
5. **DDB13 Turnitin Plagiarism Declaration** in pdf format (name the file **Turnitin Plagiarism Declaration**).
6. **DDB16 Consolidated schedule of all the revisions made to the thesis (approved by your supervisor)**.
7. **Citation** in MS Word format (**approved by your supervisor**) (name the file **Citation**).
8. In the Comment box:

***"I confirm that the uploaded document is the revised thesis to be re-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