



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.