



**Form: Turn-it-in report of dissertation / thesis for internal evaluation  
and for the submission of the examination copy for the examination**  
(Complete where applicable)

**Please note:**  
**Internal Evaluation** (Student hands in form to Supervisor together with the final draft of the dissertation/thesis)  
 Section A is to be completed and signed by the Student  
 Section B is to be completed and signed by the Supervisor on completion of the internal evaluation  
 Section C is to be completed and signed by the Supervisor upon approval of examination copy  
 Section D is to be completed and signed by the Student and endorsed by the Supervisor  
**Examination**  
 This form together with all the above-mentioned supportive documentation are to be emailed by the Student/Supervisor to EBIT: Postgraduate Administration office together with the examination copy of the dissertation/thesis for examination purposes at [eng.masters@up.ac.za](mailto:eng.masters@up.ac.za) or [eng.doctoral@up.ac.za](mailto:eng.doctoral@up.ac.za)

**Section A** (to be completed by the Student)

Details of Student				
Surname and initials:		Student number:		
Email address:		Contact number:		
Details of dissertation/thesis				
Degree:		Department:		
Year of commencement:				
Submission date:	The examination copy must be handed in by 31 <sup>st</sup> March for the Spring (September) graduation and by 31 <sup>st</sup> August for the Autumn (April/May) graduation ceremony.			
Date of submission for internal evaluation:		Intended date for submission of examination copy:		Date of graduation:
Final title of dissertation/thesis: (Take special care with the grammatical correctness and the use of capital letters.)				
Statement by Student				
<p><b>A. Originality and ethical approval</b> (attach/upload Form: Copyright permission for figures, and the necessary documented proof)</p> <ol style="list-style-type: none"> <li>1. I declare that the dissertation/thesis which I hereby submit for the degree programme at the University of Pretoria, is my own original work and has not previously been submitted by me for a degree at another university.</li> <li>2. I declare that I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.</li> <li>3. I understand what plagiarism is and am aware of the University's policy in this regard. Where secondary material has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with departmental requirements.</li> <li>4. I declare that I obtained the appropriate permission where figures have been copied, and/or other material from copyrighted sources, and is listed in the attached/uploaded Form: Copyright permission for figures.</li> <li>5. I declare that I obtained the applicable research ethics approval in order to conduct the research that has been described in this dissertation/thesis.</li> <li>6. I declare that I have observed the ethical standards required in terms of the University of Pretoria's ethic code for researchers and have followed the policy guidelines for responsible research.</li> </ol>				
<p><b>B. Proofreading</b> (attach/upload proofreader's report)</p> <ol style="list-style-type: none"> <li>1. I hereby declare that this dissertation/thesis adheres to the formatting requirements as required by the Departmental Postgraduate Committee and that I am also entirely responsible for the language and style editing of the dissertation/thesis.</li> <li>2. I understand that the purpose of the feedback from the internal evaluation process includes the indication whether the above requirements are met or not, and that the Departmental Postgraduate Committee itself does not provide a proofreading service. I am aware that I may be requested to have my dissertation/thesis (re)-proofread professionally if deemed necessary by the Departmental Postgraduate Committee.</li> </ol> <p align="right">3. Cont on page 2</p>				



Proofreading (continues)	
3. I certify that Language, Style and Formatting of my dissertation/thesis have been proofread by the indicated parties (please tick appropriate box):	
Myself (compulsory)	<input type="checkbox"/>
A professional proofreader (please specify and attach/upload confirmation letter from proofreader):	<input type="checkbox"/>
<b>C. Proof of Turnitin plagiarism checking<sup>1</sup></b> (attach/upload digital receipt)	
1. I declare that my dissertation/thesis has been checked on a continuous basis.	
2. I declare that I have made a final submission and the digital receipt that was emailed to me, is hereby attached/uploaded.	
<b>D. Extra copies for examination purposes</b>	
1. I am aware that, should the dissertation/thesis be accepted for examination, I must submit the electronic copy, and if necessary, additional hard copies.	
<b>E. Writing and submitting article(s)</b> (attach proof of submission)	
1. I am aware that, should the dissertation/thesis be accepted for examination, I must submit proof that ...	
Select one of the following:	
<b>Doctoral thesis</b>	
<u>one article</u> , which has been approved by my supervisor, and which is based on the research conducted by me for this thesis, has been received by an accredited journal.	<input type="checkbox"/>
or <u>two articles</u> , which have been approved by my supervisor, and which are based on the research conducted by me for this thesis, have been received by accredited journals.	<input type="checkbox"/>
<b>Master's dissertation</b>	
<u>one article</u> , which has been approved by my supervisor, and which is based on the research conducted by me for this dissertation, has been received by an accredited journal.	<input type="checkbox"/>

.....  
Signature of Student

.....  
Date

Section B cont on page 3



**Section B** (to be completed by the Supervisor)

Details of Supervisor(s)			
Supervisor:		Co-Supervisor:	
Email address:		Email address:	
Telephone/Mobile number:		Telephone/Mobile number:	
Statement by Supervisors			
<b>Proof of Turnitin plagiarism checking<sup>1</sup></b>			
1. I hereby declare that I have reviewed the Turnitin interactive plagiarism report:			
1.1 Doctoral thesis			
1.2 Master's dissertation			
2. I am satisfied that the plagiarism report is in order. In particular, I certify that the dissertation/thesis contains no verbatim copying of sentences and/or paragraphs from other sources (whether cited or not), or what appear to be disguised attempts at such copying.			
3. I also declare that I have reviewed the Form: Copyright Permission for Figures, and that I am satisfied that copyright permission has been obtained for all of the necessary figures.			
4. I am furthermore satisfied that the captions to these figures state that copyright permission has been obtained.			
<b>Finalising the examination copy of dissertation/thesis</b>			
I declare that (please tick appropriate box):			
1. the dissertation/thesis is ready to be submitted for examination without any further corrections			
2. the dissertation/thesis is ready to be submitted for examination after the recommended corrections have been made			
3. after the recommended corrections have been made, the dissertation/thesis has to be submitted for internal re-evaluation.			

.....  
Signature of Supervisor

.....  
Signature of Co-supervisor

Date: .....

Date: .....

**Section C** (to be completed by the Supervisor and if amendments are to be made, the Supervisor must first ensure that this has been done correctly)

<b>Submission of examination copy of dissertation/thesis</b>
I hereby declare that I approve that the Candidate may submit his/her dissertation/thesis for examination.

.....  
Signature of Supervisor

.....  
Date

Section D cont on page 4

