



Postgrad Student Academic Lifecycle

Phase 3:

Notice of Submission
Submission for Examination
Results up to Graduation

#DiscoverNWU



Phase 3:

Submission, Examination & Graduation

Administrative staff:

HDA: PC: Nauma Blom (Nauma.Blom@nwu.ac.za)

VC: Jenna Wilson (Jenna.Wilson@nwu.ac.za)

MC: Tlotlo Makhetha (Tlotlo.Makhetha@nwu.ac.za)

Faculty: Annelize Liebenberg (Annelize.Liebenberg@nwu.ac.za)

Appointment of Examiners

- The examiners must be appointed in time – as soon as the students are busy with their last chapters and before the students give notice of submission. A lot of examiners decline on the last minute, and this causes a lot of pressure to appoint new examiners after the students have already submitted.
- Please make sure that the examiners are committed because we have a big problem with examiners who just don't care about deadlines. We must beg them over and over for the reports and even then, sometimes we still don't get responses.
- We are getting more and more examiners who unnecessarily refer the students back for revision and resubmission of even reject their dissertations/thesis – so, pick the examiners very carefully!

Notice of Submission

Notice of submission must be given on the NWU DIY portal at <https://diyservices.nwu.ac.za/notice-of-submission> or by completing a notice of submission document and sending it to higher degree administration (HDA) at least 3 months before submission for examination. The reason for that is to confirm that:

- the title for the study has been registered and is correct
- the student is registered for the current year
- the examiners have been appointed
- Etc

HDA (Nauma/Jenna/Plotlo) will then:

- forward the information, on where and how to submit electronically for examination, and the necessary documents to complete, to the student
- inform the examiners to expect the manuscript for examination

Submission for Examination

The entire submission process takes place at HDA. The students submit their final copy with all the required documents to HDA for examination. The required documents are:

- Language editing certificate
- A solemn declaration of the student
- Turnitin report
- Personal particulars of PhD students

Once the submission has been successfully completed, HDA will send the manuscript to the examiners for examination.

Examination and Results

The process of examination:

- The examiners have 6 weeks to examine the manuscript.
- After the examiners have completed their reports, they send it back to HDA.
- When HAD have received all the reports, they send the reports to the faculty for evaluation.
- At the faculty, the reports will be submitted to the Postgraduate Examination Committee (PEC).
- When PEC approves a final decision and mark for the students, we complete a final mark sheet for every student.
- The faculty send the minutes of the PEC meeting with the final mark sheets to HDA, and they formally inform the students of their results.

Graduation

- Once the examination process is complete, the results are finalized and if the student pass, the student will qualify for the next graduation ceremony.
- The student will be officially invited by die university for the relevant graduation ceremony.
- All the inquiries about graduation should go to

NWU-Grad@nwu.ac.za