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STEP 6
- EXAMINATION PROCESS -

The examination process entails a number of processes and documents. Revisit the Manual for Higher Degree Studies to ensure that you are familiar with your responsibilities in this regard.

After finalising your research report you should run a similarity index report using a software tool such as TurnIt-In. You should also prepare all your documents according to the NWU guidelines and submit on or before the final submission date to prevent occurring additional registration fees for a next academic year.

Solemn Declaration (student confirms own work) and **permission to submit** for examination (supervisor confirms compliance) should be submitted together with examination copies. This can be done on the DIY system.

Compliance refers to faculty requirements such as: should an article be submitted, was references checked, was plagiarism prevented, language editing done. Permission is then granted to permit for examination.

Examination timelines are between **2-4 months** from submission to final results letter.

Students may not contact the examination office to enquire about results. ONLY the supervisor may contact the examination office to enquire and then Faculty processes need to be followed to finalise marks.

Assignment: Solmn Declaration

Visit the Post-graduate DIY system and complete your **Solemn Declaration** form.

Visit the **assignments** button on the left-hand menu of the eFundi module page which you are enrolled for, e.g. REAS111 and upload a PDF version of your **Solemn Declaration** to your student page, dropbox or as an assignment (as directed by your research unit) or type **DONE**.

Alternatively, the Solemn Declaration form can be accessed directly from the NWU Postgraduate Studies page, under **Important forms for M&D studies**.

File name should be as follow:
Student surname, Name, student number, Type of document, Date

example:
Louw, Tandi, 123456, Solemn Declaration, 12 May 2021

NWU website: DIY Services	Solemn Declaration Form

Assignment: Similarity Index Report DISSERTATION/ THESIS

Visit the assignments button on the left-hand menu of the eFundi module page which you are enrolled for, e.g. REAS111 and upload a copy of your similarity index report for your dissertation/thesis to your student page, dropbox or as an assignment (as directed by your research unit).

Kindly view the training for TurnIt-In and run a similarity index report of your dissertation before submitting it for examination. The report should be submitted to your **supervisor interpretation.**

Please upload a PDF version of your similarity report to your student page, dropbox or as an assignment (as directed by your research unit).

File name should be as follow:
Student surname, Name, student number, Type of document, Date

example:
Louw, Tandi, 123456, TurnIt-In DISSERTATION/ THESIS, 12 May 2021

> **How to submit - instructions for supervisors**

> **Assignment: Checklist for submission**

Visit the **assignments** button on the left-hand menu of the eFundi module page which you are enrolled for, e.g. REAS111 and upload a copy of the checklist for submission to your student page, dropbox or as an assignment (as directed by your research unit).

File name should be as follow:
Student surname, Name, student number, Type of document, Date

example:
Louw, Tandi, 123456, Checklist for submission, 12 May 2021

> **PDF: Check list for research report permission**

> **XLS: Research Scorecard (002) Writing boot camp**

> **DOC: Check list for research report permission**

> **Library Binding Services**

Examination feedback

Following examination the student may be required to make some corrections to the research report. These can be minor and are done to the satisfaction of the supervisor(s) or it can be more comprehensive in nature which may be reviewed by the faculty examination committee. In some cases an examiner may request to re-examine the corrections that is made before the results can be finalised. The Higher Degrees Administration office receive all the examination reports, collate it and send it to the supervisor to communicate next steps with the student.

A good practice is to compile a rebuttal letter to be submitted with the examination corrections that can be done in track changes or highlights for easy reference. After the corrections have been reviewed by the supervisor(s) or examination committee, the research report need to be 'cleaned' and all track changes/highlights should be removed. You are now preparing your final copy which will be placed on the library repository where other people can have access to your research via your report.

DOC: Example rebuttel letter