



# THESIS SERVICE REQUEST CHECKLIST

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

1. **Thesis** in pdf format (name the file **Thesis**). Ensure that your thesis is one consolidated file.
2. A **signed declaration** should be included **in the thesis** regarding the extent to which it represents your own work, both in concept and execution.
3. **Abstract** in pdf format (name the file **Abstract-Open**).
4. **DDB11** in pdf format (name the file **DDB11**).
  - 4.1 **Both Sections A and B:** Date and sign both sections of the DDB11 form.
  - 4.2 **Date:** The date inserted should be the **same date** that you have uploaded your thesis.
  - 4.3 **Word count:** 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.
  - 4.4 **Number of pages:** State the total number of pages of your **entire pdf thesis file**.
5. **DDB13 Turnitin Plagiarism Declaration** in pdf format (name the file **Turnitin Plagiarism Declaration**).
6. **Citation** in MS Word format (**approved by your supervisor**) (name the file **Citation**).
7. **Mini Citation** in MS Word format (**approved by your supervisor**) (name the file **Mini Citation**).
8. In the Comment box: ***"I confirm that the uploaded document is the thesis to be examined."***

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