



## REVISED THESIS SERVICE REQUEST CHECKLIST

UPLOAD ALL OF THE FOLLOWING DOCUMENTS IN THE SAME 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 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. **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. **Mini Citation** in MS Word format (**approved by your supervisor**) (name the file **Mini Citation**).
9. 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.**