

## **ELECTRONIC SUBMISSION OF THESES AND DISSERTATIONS AT STELLENBOSCH UNIVERSITY'S LIBRARY AND INFORMATION SERVICES (SUNeTD) (March 2010)**

**SUNeTD** is the name of the repository for completed theses and dissertations produced by members of the University of Stellenbosch research community.

**The last day for submission of your electronic thesis/dissertation is Friday, 19 February 2010. This is an internal E&E Engineering submission date.**

The electronic submission to the university's Library and Information Services of theses and dissertations is the final requirement for graduation.

After successfully completing the oral examination process, the student should edit his final document, including corrections ordered by examiners and ensuring that it complies with the specifications as set out at <http://library.sun.ac.za/etd/english/prepare.htm> .

**The supervisor should peruse and approve the final document.**

There are 4 steps in the electronic submission procedure of theses and dissertations:

- 1. Approval by your supervisor, who should then inform the postgraduate officer by e-mail;**
- 2. Nomination of a student for submission of his/ her thesis/ dissertation on the SUNeTD website** (by postgraduate officer);
- 3. Electronic submission of thesis/dissertation BY STUDENT on the SUNeTD website;**
- 4. Approval by postgraduate officer of correct submission** (according to above-mentioned specifications).

**1. Approval of the final version of your thesis/dissertation by the supervisor, who should then inform the postgraduate officer by e-mail.**

**2. Nomination of a student for submission of his/ her thesis/ dissertation on the SUNeTD website**

The last requirement before a student can graduate is the electronic submission of his/her final thesis/dissertation to the university's Library and Information Services.

After receiving approval from the supervisor, the postgraduate officer will nominate the student to allow submission of the thesis/dissertation on the SUNeTD website.

**3. Electronic submission of thesis/dissertation by STUDENT on the SUNeTD website**

Please follow instructions at: <http://library.sun.ac.za/etd/english/index.htm>

>> See "Guidelines for Students" on the left-hand menu. There are 4 steps to follow: (a) Prepare document; (b) download pdf software; (c) Convert to pdf; (d) Submit document.

**a) Prepare document:**

Please strictly follow the instructions on the webpage. Reference is made to the General Yearbook.

Correct degree names:

• **MScEng = Master of Science in Engineering**

[Arikaans: MSclng = Magister in die Natuurwetenskappe in Ingenieurswese]

• **PhD = Doctor of Philosophy**

[Afrikaans: PhD = Doktor in Wysbegeerte]

Requirements for formatting of the document are very important:

- (i) letters of not less than 10 and not more than 12 font,
- (ii) spacing between lines either double, one-and-one-half or single spacing, and
- (iii) a blank border of not less than 2 cm in width around the whole page.

Follow the URL for more info (<http://library.sun.ac.za/etd/english/prepare.htm> )

The first four pages of your document must be in this prescribed order:

- Page 1 = Title page
- Page 2 = Declaration page
- Page 3 = Abstract
- Page 4 = Opsomming

**NB:** Please see the webpage for templates to be used for the Title page and Declaration page. (Wording and formatting to be exactly as indicated in the templates)

Also, please pay attention to the format of the first four pages as set out in the Yearbook:

**1. Title page (first page):**

**-In the top third of the first page**

the title of the thesis and, directly below this, the author's name and surname;

**-Below the author's name and surname on the first page**

a suitably completed version of the thesis wording indicated below:

***English set wording for MScEng degree:***

"Thesis presented in partial fulfilment of the requirements for e.g. the degree of Master of Science in Engineering at Stellenbosch University"

***English set wording for PhD degree:***

*Dissertation presented in fulfilment of the requirements for the degree of Doctor of Philosophy in Engineering at Stellenbosch University*

***Afrikaans set wording for MSclng degree:***

"Tesis ingelewer ter gedeeltelike voldoening aan die vereistes vir bv die graad Magister in Natuurwetenskappe in Ingenieurswese aan die Universiteit van Stellenbosch"

**-At the bottom of the first (title) page**

the name(s) of the supervisor/co-supervisor(s) (for MS cEng degree) **OR** name of promotor/co-promotor (for PhD degree) and the proposed date of award of the degree (month and year), e.g. either December or March followed by the year (eg December 2010)

**-The University's crest should appear as a watermark on the first page.**

**2. Declaration on the second page** – please see the webpage for correct wording (English and Afrikaans set wording; Also Copyright information. NB: Declaration page: please insert the template from the web into your document. There is no need to sign the declaration as this is an electronic version of your thesis/dissertation.

**3. English abstract on page three** (not more than 500 words)

**4. Afrikaans opsomming on page four**. (not more than 500 words)

Saving your document before uploading:

Use the following file naming convention: Surname, Initials e.g. **Bond, J.S.pdf**  
All the MSWord (or other file formats) files need to be converted to pdf for submission to SUNeTD .

**b) Download pdf software:** self-explanatory on webpage  
(<http://library.sun.ac.za/etd/english/download.htm> )

**c) Convert to pdf:** self-explanatory on webpage  
(<http://library.sun.ac.za/etd/english/convert.htm> )

**d) Submit Document:**  
See the four steps on the webpage: <http://library.sun.ac.za/etd/english/submit.htm>

#### **4. Approval of student's electronic document**

After the student has submitted his/her thesis/dissertation, the postgraduate officer, as nominator, will receive an e-mail confirming that the student's pdf document has been uploaded.

The postgraduate officer will examine the student's document to see if it conforms to all the requirements as set out on the webpage and yearbook.

If the document is correct, the submission of the student's work will be approved. If not, the postgraduate officer will inform the student of necessary corrections and ask that the electronic document be corrected and re-submitted.

Once your submission has been approved, it will be available online at SUNeTD for others to access, provided that no restrictions apply.