

## ANNEXURE F: FORMAT CHECKING REQUEST FORM (STEP – 1)

<p><b>Instructions to the candidate and supervisor</b>          Along with the duly completed Format Checking Request Form (FCRF-1), the candidates should submit a draft of the thesis directly to the SAR/Exams for format checking. By the time of making the request the following conditions should be fulfilled;          The candidate's should have duly maintained registration at WUSL. (Registration has been renewed and no suspension in progress, maximum duration allowed for completion the degree has not elapsed).          The candidate should have paid all fees to the WUSL (no outstanding fees).</p>	
<p><b>Part (i): Candidates details (To be filled by the candidate)</b></p>	
Name of the candidate	
Registration number	
Thesis Title (As approved by the Senate)	
Degree Programme (M.Phil./ Ph.D.)	
Enrolment year (Month, Year)	
Department / Faculty	
Subject Area	
<p>I hereby declare that;          The submitted work is my own work completed during the candidature for the degree stated above.          My postgraduate registration at WUSL is continued/ renewed          I have paid fees (no outstanding fees).</p>	
Signature of the candidate:	Date:
<p><b>Part (ii): Principal Supervisor's declaration (To be filled by the principal supervisor)</b></p>	
<p>I hereby give my consent for format checking of the draft of the above detailed thesis. I also confirm that the work presented in the thesis is candidate's own work.</p>	
Email:	Phone:
<p>Name and signature of <b>Principal Supervisor</b> Date:</p>	
<p><b>Part (iii): Acceptance by AR / Academic Division</b></p>	
Request is accepted / not accepted	
<p>If not accepted, indicate under what condition/s (above a, b) it was not accepted.</p>	
<p>The draft thesis along with the draft thesis was forwarded to the Thesis Format Editor (TFE) for format checking / the candidate for resubmission after fulfilling all conditions.</p>	
Signature of the AR / Academic Division	Date:

<b>Part (iii) Recommendation of the TEF (Tick the appropriate box)</b>	
Thesis is in 'acceptable' form and it can be submitted to the examiners in its present form.	
Thesis needs minor formatting. Thesis can be submitted to the examiners after adhering to the minor corrections in consultation with the First-supervisor.	
Thesis is not in acceptable form to be submitted to the examiners. The candidate has to rearrange the thesis according to TPG and resubmit to the TFE.	
TEF should submit the draft thesis and the form to the SAR / Exams	
Name and the signature of TFE <span style="float: right;">Date:</span>	
<b>Part (iv): Directives to candidate by SAR / Exams</b>	
<p>The candidate should proceed according to the recommendation given in Part (iii).</p> <p>Recommendation (a): Submit three soft bound copies.</p> <p>Recommendation (b): Submit three soft bound copies after incorporating minor corrections.</p> <p>Recommendation (c): Resubmit a draft thesis for format checking after rearranging. A new form has to be submitted</p>	
Signature of the SAR / Exams <span style="float: right;">Date:</span>	