

ANNEXURE G: FORMAT CHECKING REQUEST FORM (STEP – 2)

Instructions to the candidate and supervisor
 This is the final format checking and it verifies whether the suggestions made by the Thesis Defence Examination Panel are appropriately adhered in the final version of the thesis. The request for final format checking should be made to the SAR / Exams by submitting a soft bound of the thesis along with a duly filled form (FCRF-2). 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)

Part (i): Candidates details (To be filled by the candidate)

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	

I hereby declare that;
 The suggestions of TDEP have been incorporated in the copy of the thesis submitted herewith.
 My postgraduate registration at WUSL is continued/ renewed.
 I have paid fees (no outstanding fees).

Signature of the candidate:

Date:

Part (ii): Principal Supervisor's declaration (To be filled by the principal supervisor)

I hereby certify that the candidate made the correction after discussing with me.

Email:

Phone:

Name and signature of Principal Supervisor

Date:

Part (iii): Acceptance by SAR / Exams

The request for final checking is accepted / not accepted

If not accepted, indicate under which condition/s above (above a, b) it was not accepted.

The thesis along with the form was forwarded to the Thesis Format Editor (TFE) for final format checking / the candidate for resubmission after fulfilling all conditions.

Name & signature of the SAR / Exams

Date:

Part (iii) Recommendation of the TEF (Tick the appropriate box)

TFE decides on the acceptability of the thesis for final submission as follows.

Thesis is in 'acceptable' form to present in final hard bound form.

Thesis can be presented in final hard bound form after adhering to the minor corrections.

Thesis is not in acceptable form to present in final hard bound form. 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

Date:

Part (iv): Directives to candidate by SAR / Exams

The candidate should proceed according to the recommendation given in Part (iii).

Recommendation (a): Submit three hard bound copies of thesis (Final version).

Recommendation (b): Submit three hard bound copies after making minor corrections (Final version).

Recommendation (c): Rearrange and resubmit a draft thesis for final format checking. A new form has to be submitted

Signature of the SAR / Exams

Date: