COMPLIANCE CHECKLIST
FOR THESIS/DISSERTATION FOR EXAMINATION

Prepared by

RESEARCH AND INNOVATION DIVISION

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1. Compliance notes

1.1 All thesis/dissertation submitted by the faculties, enroute to the Assessment Office should be first submitted at the Research office for compliance process. The pre-screening process is done by the Research and Innovation Division for compliance with the University policies, guidelines, and systems requirements and a status report be presented at Higher Degrees Committee or UZREC for noting.

1.2 Table 1 shows the areas

Table 1: Thesis/Dissertation pre-submission checklist

Codes	Compliance factors	Compliance status		Notes
		Yes	*No*	
1001	**Plagiarism :** Through Turn-it-in/ Copy leaks (AI usage and similarities %)			
1002	**Ethics checklist (Passive monitoring form)**			
1003	**Compliance** on the university approved editors			
1004	**Referencing style** or bibliography correctly follows APA (or Harvard) conventions.			
1005	**Ethics Approval letter**			
1006	**Study Closure form**			
1007	**Thesis/Dissertation Structure** *(Font size, use of tables, graphs, page numbering, section numbering and chapters)*			
1008	**Appointment of external examiners** *(usage, alternative and arbitrator)*			
1009	**Evidence** approved for thesis/dissertation submission for examination form			