



University of the  
Witwatersrand

## Steps to Submitting your MBA Research Report

	<b>Once your supervisor has agreed that you should submit your final draft</b>
Step 1	Have the document <b>proofread</b> for typographical and referencing errors.
Step 2	Make sure that your <b>title</b> corresponds to that of the post-graduate degrees' committee (If you haven't received a letter from the committee, check the title with the faculty office. The committee can sometimes change your title slightly )
Step 3	Print <b>four</b> copies of the entire report Print <b>one</b> extra copy of the abstract Print <b>one</b> extra copy of the title page
Step 4	<b>Sign</b> the declaration in <b>all four</b> copies
Step 5	Take the four copies to be <b>bound</b> They must be bound in <b>Black</b> ( <i>Project</i> reports are bound in blue)
Step 6	<b>Convert</b> the document to a <b>PDF</b> file Convert the abstract to a PDF file. Make a CD copy of the PDF files, clearly labeled with your name and the title of the report.
Step 7	<b>Obtain</b> the following forms from the <b>faculty office</b> : Supervisor's Clearance Form Overall Supervisor Evaluation form M Form (personal information form) Submission Form MBA EDT Form
Step 8	Complete all the above forms, except the EDT form (keep this for step 23 or 29)
Step 9	Get your <b>supervisor</b> to <b>sign</b> the <b>Supervisor's Clearance Form</b> (many supervisors keep an electronic copy and will leave a completed, signed version for you with their secretary if you ask)
Step 10	Obtain a <b>Fees Clearance</b> from the fees office
Step 11	<b>Submit</b> to the <b>faculty office</b> : Four bound copies of the research report One copy of the abstract One copy of the title page One electronic copy of the report and the abstract each in PDF format M Form (personal information form) Supervisor Evaluation Form Fees Clearance

	<p>.....</p> <p><b>You will receive a result from the faculty office after approximately 6-8 weeks</b></p> <p>If there are changes required the faculty office will notify you. Changes may be MAJOR or MINOR</p> <p><b>IF there are NO corrections to be done to your report follow steps 27-32</b></p> <p><b>IF you have to make MAJOR CHANGES follow steps 12 to 17</b>  <b>IF you have to make MINOR CHANGES follow steps 18 to 26</b></p> <p>.....</p>
Step 12 (major change)	Make any <b>changes</b> required to the report. You should confer with your supervisor to make sure you make the correct changes.
Step 13 (major change)	Obtain another <b>supervisor clearance form</b> Ensure your supervisor <b>signs</b> another clearance form, confirming the revisions have been completed to their satisfaction.
Step 14 (major change)	<b>Print four</b> copies of the report
Step 15 (major change)	Take all four copies to be <b>bound</b>
Step 16 (major change)	<b>Convert</b> the revised report to a <b>PDF</b> file Convert the abstract to a PDF file. Make a CD copy of the PDF files, clearly labeled with your name and the title of the report.
Step 17 (major change)	<b>Submit</b> four bound and the one electronic copy (PDF format)
(major change)	<b>After you have received a FINAL result from the faculty office follow steps 27 to 32</b>
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Step 18 (minor change)	Make the minor <b>changes</b> required to the report. You should confer with your supervisor to make sure you make the correct changes.
Step 19 (minor change)	Obtain another supervisor clearance form Ensure your supervisor signs another clearance form, confirming the revisions have been completed to their satisfaction.

change)	
Step 20 (minor change)	<b>Print three</b> copies of the report
Step 21 (minor change)	Take <b>one</b> copy to be <b>bound</b>
Step 22 (minor change)	<b>Convert</b> the revised report to a <b>PDF</b> file Convert the abstract to a PDF file. Make <b>two</b> CDs of the PDF files, each with the full report and the abstract, clearly labeled with your name and the title of the report.
Step 23 (minor change)	Complete the <b>EDT</b> form (obtained in step 7)
Step 24 (minor change)	Get your supervisor to <b>sign</b> the EDT form
Step 25 (minor change)	Go to the library and collect a <b>Library Clearance Certificate</b> (after you've returned all books and paid any fines)
Step 26 (minor change)	<b>Submit</b> to the faculty office: The one bound copy The two unbound copies The two CDs with PDF files The signed EDT form Library clearance certificate  THIS IS THE FINAL STEP IF YOU HAD MINOR CHANGES
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Step 27	Print <b>two</b> copies of the report (do not bind them)
Step 28	<b>Convert</b> the complete final version of the report to <b>PDF</b> format Convert the abstract to a PDF format Make a copy on CD of the complete report and the abstract, clearly labeled with your name and the title of the report
Step 29	Complete the <b>EDT</b> form (obtained in step 7)
Step 30	Get your supervisor to <b>sign</b> the EDT form
Step 31	Go to the library and collect a <b>Library Clearance Certificate</b> (after you've returned all books and paid any fines)
Step 32	<b>Submit</b> to the faculty office: The two unbound copies

	<p>The CD with PDF files The signed EDT form Library clearance certificate</p>
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THIS IS THE FINAL STEP IF YOU HAD NO CHANGES, OR SUCESSFULLY  
MADE MAJOR CHANGES