**Final Submission of Thesis/Dessertation for Graduation**

**STEP 1**- Make necessary corrections (if any) to your thesis/dissertation according to the examiners’ reports and comments suggested by the Committee of Examiners within the stipulated time and prepare the [*Thesis/Dissertation Correction Report*](http://um-staging.cloudapp.net:8034/docs/librariesprovider80/students-current-students-thesis/9-ips-um-161115---thesis-or-dissertation-correction-report-form.docx?sfvrsn=2)*.*

**STEP 2**- Complete the following:

* [*Final Submission of Thesis/Dissertation for Examination form*](http://um-staging.cloudapp.net:8034/docs/librariesprovider80/students-current-students-thesis/10-ips-um-220916---final-submission-of-thesis-or-dissertation-form.pdf?sfvrsn=2)

 •   [*Repository Policy (Thesis/Dissertation Embargo) form*](http://um-staging.cloudapp.net:8034/docs/librariesprovider80/students-current-students-thesis/11b-ips---repository-form.pdf?sfvrsn=2)

**STEP 3**- Submit**two (2) hardbound copies** (or such numbers as may be determined by the Faculty) of the final thesis/dissertation and its soft copy (pdf.) together with the completed forms above to:

|  |  |
| --- | --- |
| **Programme** | **Office in charge** |
| Master | Postgraduate office of respective faculty |
| Doctoral | Postgraduate office of respective faculty |

**STEP 4**- Wait for your Senate letter confirming your graduation and the award of your degree. Refer to **Postgraduate office of respective faculty** regarding issuance of Senate letter, scroll and transcript.