



● ΤΜΗΜΑ ΠΑΡΑΣΤΑΤΙΚΩΝ ΚΑΙ ΨΗΦΙΑΚΩΝ ΤΕΧΝΩΝ
● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

GUIDELINES FOR THE GRADUATE DISSERTATION DPDA

**THE UNIVERSITY OF THE PELOPONNESE
SCHOOL OF ARTS
DEPARTMENT OF PERFORMING AND DIGITAL ARTS**

GUIDELINES FOR THE GRADUATE DISSERTATION

VERSION 1.0
NAFPLIO DECEMBER 2022

<https://pda.uop.gr/>

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Appendices 1,2,3 are **compulsory** for students.

Introductory Guidelines to DPDA Dissertation

Article 1

The preparation of a **Graduate Dissertation** (GD) offers students the opportunity to apply knowledge and stimuli they have gathered during their studies, by developing and combining interests and skills from various fields of contemporary art, digital technology and performance art aiming towards a complete result. The GD may be research-based or creative in nature. The GD is an opportunity for students to focus and reflect on their next professional steps.

In the Department of Performing and Digital Arts (DPDA), the preparation of the Bachelor's Graduate Dissertation (GD) during the 4th year is optional and is credited with 18 ECTS (450 hours of workload for the whole year). The topic of each GD must be original to a certain extent as it is a personal creation of the author, both on a theoretical and a creative/practical level.

The Dissertation may take two (2) forms:

- a. **THEORETICAL** - Theoretical work involves conducting research and writing a text that analyzes the theoretical framework, findings and conclusions from the study. The length of the theoretical dissertation is 6,000-8,000 words including notes/references and bibliography. Any attachments do not count towards the maximum word limit. After submitting the written GD, the student presents his/her work in public (during the teaching or examination period and not later) to be set in agreement with the supervising lecturer(s). The written part of the GD corresponds to 80% and its public presentation/Viva to 20% of the total score of the GD.
- b. **CREATIVE** - Students have the opportunity to prepare a Bachelor's Graduate Dissertation of a creative nature. If deemed appropriate and with the guidance of the supervisor, the dissertation can follow the standards of art-based research (practice-based/practice as/practice led research). The dissertation of a creative nature concerns the creation-presentation of an artistic work/digital application with specific theoretical, research questions and an accompanying research critical text (4,000-5,000 words) that frames the artistic creation. Any attachments do not count towards the maximum word limit. The duration of the artistic work submitted/presented within the framework of the GD should not exceed 20-30 minutes. The creative work constitutes 60% of the total score of the GD, the written text corresponds to 25% and the public presentation/Viva to 15% of the total score of the GD.

The GD includes two phases, which are structured in the 7th and 8th semester as follows:

a) ***Graduate Dissertation I*** (theoretical or creative in nature), which is prepared in the 7th semester of studies and includes the research and writing of the dissertation, or the production of an artistic work and corresponds to 12 ECTS.

b) ***Graduate Dissertation II***, which includes the research, writing of the Assignment and/or production of an artistic work and their completion with the Public Lecture/Viva and the presentation of the artistic work (8th semester) and corresponds to 6 ECTS

Important Note: A necessary condition for undertaking a GD is that the courses due up to the moment of application for the GD do not exceed 8.

Important Reminder: Students who choose to prepare a Graduate Dissertation are required to complete both phases (I+II).

IN GENERAL

There are four (4) phases to the GD:

1. **Initial Declaration Phase: See Article 2**
2. **Writing Phase: See Article 3**
3. **Submission Phase: See Article 4**
4. **Assessment Phase - Criteria: See Article 5**

Article 2

Declaration / Graduate Dissertation

In order to declare and start the GD, the student must complete and submit a relevant application following the procedure below and according to the standard form that you will find in Appendix 3 of this guide. The declaration/initiation of the GD can be completed electronically and/or in paper form/hard copy. The process of declaring/beginning the Dissertation (GD) consists of some essential stages, the observance of which ensures its smooth operation at all levels:

1st Stage

The student applies to the Secretariat of the DPDA in order to confirm that he/she meets the conditions to start the preparation of the GD. The Secretariat certifies this by signing the GD Application. A necessary pre-condition is that the courses due before the application do not exceed 8.

2nd Stage

The interested student must contact / propose the potential topic of the GD to the potential supervisor of the DPDA with whom he/she wishes to prepare it, allowing a reasonable period of time to receive a response. In the event that the Instructor wishes to maintain a list of GD topics, and the student is interested in taking up one of these topics, they must contact the instructor directly. GD supervision can be undertaken by one or two lecturers, where needed, one of whom will be the main supervisor. The main GD supervisor must hold a PhD. At this stage, the lecturers have the right to ask the student for a short, written proposal which will outline/describe the GD topic, the main research questions and the theoretical framework of the work.

3rd Stage

Upon agreement, the Supervisor (or Co-Supervisor) accepts the supervision of the Dissertation by signing the GD Application Form (**Appendix 2**).

4th Stage

The student is entirely responsible for submitting the **GD Application** to the DPDA Secretariat (completed according to the template in Appendix 2). The application for the preparation of GD may be made at the beginning of each semester. The application should be submitted in a hard copy to the Secretariat of the DPDA.

5th Stage

Parallel to the **GD Application process**, the student must declare the course **Graduate Dissertation I** and at the beginning of the second semester in preparation for the course **Graduate Dissertation II** from the DPDA Study Program, so that he/she is able to receive the corresponding ECTS.

ARTICLE 3

Writing a Graduate Dissertation

The process of writing the GD in the DPDA is governed by the following tenets:

1. GD Supervision

A dissertation can be supervised by faculty members, as well as members of the Laboratory Teaching Staff (E.D.I.P.) and Special Educational Staff (E.E.P.) - with the necessary condition that they hold a doctoral degree (PhD). Those who do not hold a PhD can only be co-supervisors of the GD. The GD is supervised by one member of staff of the DPDA who is assigned as official *supervisor* and who co-supervises the work if necessary.

1. Language of the GD

The GD may be written in **either** Greek **or** English.

2. Number of students undertaken per supervisor

The number of dissertations undertaken for supervision per member of staff is six (6) maximum per academic year. The department ensures a balanced undertaking of work per supervisor. Therefore, the student may be assigned to another supervisor, with the agreement of all parties. The acceptance of an GD by the supervisor may be based on criteria which include, but are not limited to: **i)** the overall academic performance of the student in the courses related to the field of the Dissertation, **ii)** the previous portfolio of works and / or artistic projects that he/she has carried out and / or participated in the context of his/her studies at the DPS, **iii)** the relevance of the subject of the GD to the specialisation or research interests of the supervisor.

3. Duration

The duration of the Dissertation in the DPST extends to two semesters. In consultation with the supervisor of the GD, if necessary, the preparation of the GD may be extended.

4. Equipment

With the permission of the supervisor, the student may use DPDA equipment, on condition that it does not create a problem for parallel teaching, artistic and research activities of the department during the academic year.

5. General Rules

- Supervisors have the right to set the timeframe of work-related meetings.

- The student must be consistent by holding regular meetings with the Supervisor, either at the department's premises or by teleconferences and e-mail – after consultation with the supervisor.
- The supervising professors guide the research and/or artistic course of the work and must monitor the progress of the students and encourage them to develop creative and critical aspects of its argument. Respectively, the student is obliged to follow the instructions and promptings of the Supervisor, and to study and evolve during the DPDA semesters, in order to successfully complete the GD within the specific frame of time.
- Students should take into account the work schedule of the GD agreed on with the supervisor, adhering to it and thus ensuring its completion and presentation within the time limits of the academic year.
- Students are responsible for communicating with their respective supervising advisors any questions and checking the progress of the DPDA.
- The GD's content, writing-up and submission within the respective timeframes is the sole responsibility of the student.

6. Change of GD subject

In case the student wishes to change the subject of the Dissertation (GD) then he/she must inform the Supervisor himself/herself and then declare the new subject by submitting a new GD Proposal (therefore canceling the old one) to the DPDA's Secretariat.

7. Change of Supervisor(s)

In the event that the cooperation between the supervisor and the student in the context of the dissertation is not smooth (that is, if the GD is extended beyond two (2) semesters and its progress is not satisfactory; if there is an established lack of communication; if there is proven incomplete guidance from the supervisor) the supervisor or student may address the Departmental Assembly. The supervision of the dissertation may be entrusted to another member of staff, with the agreement of all parties. The topic of the GD may also change. In these cases, the student must submit a new GD proposal to the Secretariat, following the procedure described above.

Group Graduate Dissertation in DPDA

In the context of supporting interdisciplinary/interdisciplinary work and research, it is possible to prepare group dissertations between collaborating students of the DPDA (important: **up to 3**). In this case, each student has their own supervisor and the subject of their research is defined in a distinct and specific way. In this case, the supervision of the GD requires cooperation also between the supervising staff. Reminder: The submitted work is common for a Group GD (either theoretical or creative), but the evaluation of each student is done separately, as in individual Graduate Dissertations.

Group Interdepartmental Projects

In the context of supporting interdisciplinary/interdisciplinary work and research, it is possible to prepare interdepartmental dissertations in collaboration with students of other Departments of the University of Peloponnese or other Universities. The dissertations in this case are groups of 2 people, one person per Department. Each Department appoints a supervisor, among those who have the right to supervise based on the provisions of the relevant regulation for the preparation of dissertations. For the approval of the development of the interdepartmental dissertations, approval is required by the Provisional Assembly of the DPDA upon the recommendation of the Curriculum Committee of the department, as well as the competent body of the collaborating department. Interdepartmental dissertations are posted in the institutional repository, and potentially in the respective repositories of the two departments. Regarding the examination, an examination committee is set up in which the supervisor and another member of staff participate as well as a member of the Special Laboratory or Teaching Staff (in any case, at least one member from the department) and necessarily the supervisor from the collaborating department. This committee grades the student of the Department of Performing and Digital Arts, while the grading of the student of the collaborating department is carried out in accordance with the provisions of the relevant regulation for the preparation of dissertations.

Article 4

Submission of Graduate Dissertation

The Supervisor approves the GD in its final form and orally gives the student permission to support his/her work in public, only if he/she considers that he/she will be graded at least **five** (5.0). Otherwise, the GD is returned to the student for improvements. More specifically:

Before the formal assessment of the GD, the student must submit:

1.	The Document of the GD (in the form of .docx ή pdf)
2.	The plagiarism report from turnitin
3.	Video, images, applications or other relevant or supplementary material (for creative GDs) via electronic mail or other means.
4.	<i>Alternatively:</i> Access to license report, Creative Commons * ¹ for the written or creative content.

The aforementioned chart explained:

- Students declare to the supervising professors the intention to be examined before the beginning of each examination period (February, June, September). More specifically, the submission of the written texts of the GD will take place **at least** two (2) weeks before the date of the GD's public presentation.
- On a date agreed upon by the student and the supervisor(s), the student must submit:
 - The complete GD document in the form of: .doc and pdf.
 - In the case of an artistic work, the audiovisual material (artistic work and / or digital-technological application) is submitted together in a manner of submission that will be defined by the professors.
 - In case of an artistic work/project/application to be presented in the space, then the student must have notified the Supervisors and the Secretariat of the DPDA in order to designate the presentation area with the prior approval of the examination committee for presentations outside the headquarters of the

¹ Before submission for assessment, the student may choose a license for access of content via the platform [Creative Commons](#). The use of Creative Commons is optional and pertains to a copyright platform for intellectual property for the written and/or creative content of the work. The process is simple and is conducted after agreement with the supervisor(s).

Department. In some cases, the student may need to videotape the project and present it to the committee.

- a presentation area is designated with the prior approval of the examination committee for presentations outside the headquarters of the Department. In some cases, the student may need to videotape the project and present it to the committee

- Before presenting and submitting the GD, the student must check for plagiarism by submitting it through the system *turnitin*. This is done in line with the University's anti-plagiarism regulations (<https://tinyurl.com/axcbywrc>). According to the anti-plagiarism regulation, an acceptable percentage of textual identification is up to 20% of the net text (without contents, references, citations, etc.), while for a larger percentage, sanctions will be administered.

- As for the content of the GD, the introductory elements (title, summary, keywords) should also be translated into English (or Greek, if the GD is written in English).

- The submission of the GD is done electronically in a manner that will be determined by the lecturers. The supervisor(s) of the GD retain the right to request the submission of written GDs **also** in a hard copy. Where possible, the submission of the text and the creative/practical deliverables (if any) may also be done by e-mail to the Committee with notification (cc) to the DPDA Secretariat.

- The submitted dissertation is deposited in the Institution's repository/archive.

NOTE A hard copy should not be sent to the Library or the Secretariat. The Secretariat will confirm each submission of the GD.

ARTICLE 5

Examination – Assessment of the Graduate Dissertation

Information on the Evaluation process of the GD. More specifically, the examination consists of the following phases and is evaluated as follows:

1. Theoretical GD

- | | |
|-------------------------------|----------------------|
| a. Submission of written text | (80% of total grade) |
| b. Public Presentation/Viva | (20% of total grade) |

2. Creative GD

- | | |
|---|--------------------------|
| a. Submission of written text | (60% of the total grade) |
| b. Presentation/submission of creative text | (25% of the total grade) |
| c. Public Presentation/Viva | (15% of the total grade) |

The Supervisor appoints the student's GD Examination Committee, based on criteria of theoretical, artistic, technological relevance to the professors' subjects. The selection board consists of the supervisor and one other member of staff. If there is a co-supervisor then a second member is appointed.

After the submission of the GD, the procedure of public presentation/Viva of the GD follows. This procedure is mandatory and is open to the public at a time/day that is made known through an announcement by the DPDA Secretariat, at least 3 weeks in advance.

Duration of Public Viva

- **Theoretical GD** - 20 min. maximum
- **Creative GD** - 20 min. maximum

A discussion follows during which the 2 members of the Examination Board address questions to the candidate, which will contribute to the final assessment. In total, the examination process will not exceed 30 minutes. The public presentation/viva of the GD is open to the public who may also ask questions.

Creative Work

The creative part of the GD is presented independently of the theoretical part, preferably on the same day. However, the creative part may be projected on video at the same time as the presentation of the theoretical part.

After the presentation, the GD Assessment Board meets to assess it.

The final grade is sent by the GD Supervisor on a special form (Appendix 3) signed by the 2 members of the Committee, to the DPDA Secretariat, no later than 10 days after the end of each examination period.

The registration of the grades for the courses [Dissertation I](#) and [Dissertation II](#) will be done retroactively, after the completion of the evaluation of all stages of the GD (after the end of the relevant examination period). The grade registered for the [Undergraduate Dissertation I & II](#) courses will be identical to the average evaluation of the GD overall.

Article 6

Plagiarism and the Graduate Dissertation

Plagiarism² is the "illegal appropriation" of intellectual property belonging to others. It is in no way acceptable and constitutes a serious misconduct for a member of the academic community (professor, student, researcher, etc.). Important information to avoid plagiarism in the context of GD is:

Indicatively, a kind reminder pertaining to types of plagiarism are:

1. Verbatim copying of part or all of a text that is the intellectual property of a third party (another author) without mentioning his/her name and using the appropriate bibliographic citations;
2. Verbatim translation and incorporation, without reference to author and bibliographic reference, of part or all of a text from another language into Greek;
3. Copying the creation of diagrams, images, photographs or other visual material without full mention of the name(s) of the author(s) through a bibliographic reference;
4. Copying an artistic creation or appropriating an artistic approach to another work belonging to a third party without any reference (bibliographic);
5. The incomplete or incorrect citation of sources within the framework of the GD, which therefore does not properly mention written excerpts and/or ideas of third parties.

In conclusion, the writing of the GD is the first official attempt at inter-artistic and interdisciplinary research in the DPDA and the student must comply with the above on plagiarism, respecting the research work of previous scientists, academics and artists.

The University of the Peloponnese has uploaded the «[Guidelines against Plagiarism](#)» according to decision 18/30.06.2021, Meeting 193th, which is available electronically at the following link: <https://www.uop.gr/images/060721-kanonismos-logoklopidf.pdf>

² <https://tinyurl.com/axcbywrc> - Information on the University of the Peloponnese Guidelines.

Article 7

Copyright of the Dissertation

The Dissertation is governed by copyright assurance regulations.

Before submitting the dissertation for evaluation, students may choose a license to make the material of the GD available, through the Creative Commons platform, in accordance with the principles of intellectual property. The use of [Creative Commons](#) is optional and is a platform for the protection of the copyright of the written and/or creative part of the GD, based on the following regulations. This process is simple and is done in consultation with the supervisor(s).

The total copyright of the GD is distributed, unless otherwise specified, equally between a) the student who prepares the GD, b) the supervisor / co-supervisor and c) the Department of Performing and Digital Arts of the University of Peloponnese. Consequently, each of the above categories of rightsholders (a), (b) and (c) is assigned a fraction equal to 1/3 of the total copyright.

Rights/Disclaimers:

a) The student must state in the text of the GD that the Department of Performing and Digital Arts may use the results of the GD for teaching, research, educational purposes, as well as for purposes of communication policy and promotion of the Department of Performing and Digital Arts, for current affairs and information purposes and in general for purposes that are non-profit making.

b) The GD is the result of original creative thinking and is the outcome of collaboration between student and supervising lecturers. Students must state in the text of the GD that there is no right or requirement of any third party (other than those mentioned in paragraph 1 of this Article) and that they have explicitly mentioned without any deviation the name and origin of the sources they used during the development of the GD.

c) The student may present the results of the GD in workshops, magazines, conferences, exhibitions, festivals, etc., but he/she must explicitly state that the GD was prepared in the Department of Performing and Digital Arts and mention the Supervisor of the GD, as well as any Advisor who participated in its development.

Article 8

Structure / Compulsory Content of the Graduate Dissertation

The written report of the Dissertation should be a complete text with a clear visual character and structure. The text of the GD is necessarily structured as follows:

Text Format of GD

- The GD must be submitted in electronic and hard copy (A4 template).
- The preferred font of the text is Times **or** Times New Roman **or** Calibri, font size 12, justified and line-spacing between lines at 1.5. Headings should be size 14 and **bold**.
- The GD text should be printed on **A4** size paper (margins at 2,5 centimeters on all sides), with a hard cover which includes the information required on the cover page of the GD (see [Appendix 1](#))
- The citation system used may be **APA (preferred for Social Sciences)**, which is available at <https://apastyle.apa.org/> **or** **MLA (preferred for Arts/Humanities) or Chicago/Harvard**.

Language of Text

The text of the GD may be written in either Greek or English.

Structure of the GD

1.	Cover Page
2.	Summary/Abstract (Greek and English)
3.	Key Words (5-7 keys words in Greek and English)
4.	Contents Page
5.	Main Text Body (Chapters)
6.	Conclusion
7.	Bibliography
8.	Appendices

Cover Page of GD

The cover page of the GD follows the format determined by the DPDA as stated in [Appendix 2](#) and consists of:

- The student's full name
- The student's ID number
- The Department of Performing and Digital Arts
- The title of the GD
- The city (Nafplio)
- The academic year (format XXXX-XX i.e. 2022-23)
- The Supervisor – Co-Supervisor members of staff with their correct rank and role in the preparation of the GD.

Copyright and non-Plagiarism Statement

On the second page of the GD, the student must include the copyright non-plagiarism statement.

Abstract (bilingual)

In this section, the student provides an abstract of the Dissertation, in Greek and English. The summary/abstract should not exceed 250 words per language (with line spacing of 1.5).

Keywords

In this section, the student states 5-7 keywords that refer to the key points and themes of the Dissertation. The keywords facilitate the Library of the School of Arts in terms of the correct registration of the Dissertation (printed, electronic). For example, the English version of sample keywords related to the English version of the DPDA could be: *directing, performance art, augmented reality, contemporary art, public space, dance education, dance practices, choreography, somatic practices, scenography, installation art, new media art, programming art, games design, contemporary theatre, musical theatre, digital media, audiovisual arts, arts-based research, interactive storytelling, theories of gender, etc.*

Table of Contents

The table of contents is presented on this page containing chapter titles, bibliography and possible appendices with page numbers.

List of Images

The list of images used on this page should be in the format: Image. 1, title in *italics*, page number.

Main Body of the GD (chapters)

The GD presents and analyzes an **introduction, a literature review of a topic, a description of a key research question, a methodological and theoretical framework, analysis of research findings of the creative/practical part, a conclusion, and bibliography.**

The **appendices** can present basic concepts (terminology), images-drawings from the creative process, questionnaires, detailed pieces of code, and anything additional that helps the reader by giving him/her a fuller picture of the research undertaken. Also in a relevant appendix, USB or other form of digitized material (where available) the results of the creative research may be attached.

Manner of uploading attached files (video, images, applications) in case of a creative dissertation.

If necessary, the theoretical text of the GD may be accompanied by a storage medium (e.g. USB) with the artwork or series of artistic works or other technological applications created during the GD in its creative part. Also, the student has the right to create a blog (e.g. wordpress, tumblr) and to upload the process of the development of the practical part by creating a digital diary of their artistic/practical research.

Submission manner of the GD

The GD is submitted electronically according to the instructions of the supervising lecturers. If requested by the supervision team, the GD is also sent in paper form /hard copy to the DPDA Secretariat in 2 copies for the Two-Member DPDA Examination Committee **as well as** an electronic copy in .docx and PDF format.

The final form of the GD (after the presentation and evaluation by the Two-Member Evaluation Committee) **is submitted as a PDF** to the DPDA Secretariat so that it may be deposited in the digital repository of the School Library.

APPENDIX 1

COVER PAGE
GRADUATE
DISSERTATION
DPDA

NOTE: USE AS PRESENTED

UNIVERSITY OF THE PELOPONNESE
SCHOOL OF ARTS
DEPARTMENT OF PERFORMING KAI DIGITAL ARTS



● ΤΜΗΜΑ ΠΑΡΑΣΤΑΤΙΚΩΝ ΚΑΙ ΨΗΦΙΑΚΩΝ ΤΕΧΝΩΝ
● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

GRADUATE DISSERTATION

<< **TITLE**>>

STUDENT FULL NAME

STUDENT ID

NAMES

Main Supervisor (RANK)

Co-Supervisor (RANK)

SUBMISSION MONTH AND DATE

NAFPLIO

APPLICATION
PROPOSAL
GRADUATE
DISSERTATION

NOTE: USE AS PRESENTED

UNIVERSITY OF THE PELOPONNESE
SCHOOL OF ARTS



● ΤΜΗΜΑ ΠΑΡΑΣΤΑΤΙΚΩΝ ΚΑΙ ΨΗΦΙΑΚΩΝ ΤΕΧΝΩΝ
● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

A prerequisite for the commencement of the GD is that the **due courses of the student** up to the time of application for the GD **do not exceed 8**. The form can be completed on paper/hard copy or electronically.

APPLICATION FOR GRADUATE DISSERTATION

Student

Full Name:

Student ID:

Email:

Contact Number:

Signature:

Supervisor

Full Name:

Rank:

Email:

Contact Number:

Signature:

Co-Supervisor (if applicable)

Full Name:

University / Department:

Rank:

Email:

Contact Number:

Signature:

Secretariat Confirmation of Adherence to Guidelines:

Language of choice for GD: Greek

or

English

TITLE OF GRADUATE DISSERTATION:

DATE: .../.../202...

APPENDIX 3

ASSESSMENT FORM
GRADUATE
DISSERTATION

NOTE: USE AS PRESENTED.

UNIVERSITY OF THE PELOPONNESE
SCHOOL OF ARTS



● ΤΜΗΜΑ ΠΑΡΑΣΤΑΤΙΚΩΝ ΚΑΙ ΨΗΦΙΑΚΩΝ ΤΕΧΝΩΝ
● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

**Assessment Form
Graduate Dissertation**

Student Information

Full Name:

Student Code:

Email:

Contact Number:

Signature:

Graduate Dissertation

Title:

Title in English:

Submission Date: .../.../20...

SUPERVISOR COMMITTEE

MARK

Main Supervisor:.....

A' Assessment member:.....

FINAL GRADE

.....

Continued on next page

Plagiarism Check
To be completed by the Supervisor
Part of Appendix 3

As supervisor of the GD, I certify that the text was checked for plagiarism through the turnitin system or equivalent system, in accordance with the decisions of the Senate, the regulations against plagiarism of the institution and the Dissertation Regulation of the department as follows:

Date: / / 20

Percentage of Textual Identification: %

- The percentage of textual identification is within the acceptable limits, as provided for by the existing regulations.
- I also confirm that the dissertation includes sufficient original material and no attempt to appropriate external material has been established.
- I will save the turnitin report on file for at least 2 (two) years.