

MASTER'S AND DOCTORAL DEGREE STUDENTS NOTICE: SUBMISSION OF DISSERTATIONS AND THESES

Assessment of Master's Degree Research Dissertation or Interrelated, publishable manuscripts/published articles and Doctoral Thesis or interrelated, publishable manuscripts/published articles.

A student who intends to submit their research for a Master's or Doctoral degree for assessment must, on the prescribed form and with the approval of the supervisor/promoter and, if applicable, the co-supervisor(s)/co-promoter(s), notify the official in the Postgraduate Office at Student Academic Services or, in the case of students in the Faculty of Health Sciences the Student Administration offices or, in the case of a student at the Qwaqwa Campus, the Examination Administration Division: Student Academic Services in consultation with the assistant dean and Campus Vice-Principal: Academic, of her/his intention to submit, as follows:

- (i) in the case of the Bloemfontein Campus, on or before the last working day of September of the preceding year in order to graduate during the April graduation ceremonies; or
- (ii) in the case of the Bloemfontein Campus, on or before the first working day in April for graduating during the December graduation ceremonies.
- (iii) in the case of the Qwaqwa Campus, on or before the last working day of September of the preceding year for graduating during the May graduation ceremonies.

Please note: the applicable General Rules for Master's and Doctoral Degrees applies in all circumstances. For full information the rules can be found at <https://www.ufs.ac.za/about-the-ufs/governance/policy-documents>.

Contact Persons		
Faculty	Qualifications	Contact person
Faculties Bloemfontein Campus: <ul style="list-style-type: none"> • Economic and Management Sciences (except UFS Business School) • Education • The Humanities • Law • Natural and Agricultural Sciences • Theology and Religion 	All Doctoral and Master's Degrees: <ul style="list-style-type: none"> • Thesis • Dissertations, or publishable manuscripts, or published articles 	Student Academic Services (Bloemfontein Campus) Email: DoctoralAdmin@ufs.ac.za or MastersAdmin@ufs.ac.za Office: Student Academic Service, First Floor, George Du Toit Building, Bloemfontein Campus

Faculty	Qualifications	Contact person
Faculty of Health Sciences	All Doctoral and Master's Degrees: <ul style="list-style-type: none"> · Thesis · Dissertations, or · publishable manuscripts, or · published articles 	Faculty of Health Sciences: Student Administration Email: PostgradFoHS@ufs.ac.za Office: First Floor, Muller Potgieter Building, Bloemfontein Campus
Faculty of Economic and Management Sciences: UFS Business School	All Master's and Doctoral Degrees offered by the UFS Business School	Ms E Tau (PhD) Tel: +27 (0)51 401 3558 / 2784 Email: TauME1@ufs.ac.za Mrs E Oberholzer (MBA) Tel: +27 (0)51 401 3163 / 2784 Email: OberholzerEH@ufs.ac.za Office: UFS Business School, Block B 3rd Floor, Economic and Management Sciences Building, Bloemfontein Campus
Faculties Qwaqwa Campus: <ul style="list-style-type: none"> · Economic and Management Sciences · Education · The Humanities · Natural and Agricultural Sciences 	All Doctoral and Master's Degrees: <ul style="list-style-type: none"> · Thesis · Dissertations, or · publishable manuscripts, or · published articles 	Student Academic Services (Qwaqwa Campus) Mr MR Tau Tel: +27 (0)58 718 5187 Email: TauMR@ufs.ac.za Office: Room A 1037, Intsika Building, Qwaqwa Campus

**NOTICE:
SUBMISSION OF RESEARCH MASTER'S DEGREE / THESIS OR INTERRELATED,
PUBLISHABLE MANUSCRIPTS/ PUBLISHED ARTICLES**

Dear student

Once completed the form must be submitted to your supervisor/promoter for approval.

Student Number:		Title:	
Surname:			
Full Names:			
Qualification Title: (e.g. Master of Arts)			
Specialisation: (e.g. in English)			
Plan Code: (e.g. BC180022)		Module Code: (e.g. ENGM8900)	
Title of Research: (as approved by the faculty board)			
Academic Department:			
Faculty:			
Postal Address: (as on date of notice)			
Cellular Phone:		Telephone:	
*Email:			

*The UFS' official method of correspondence and communication with students is via the assigned UFS electronic mail address (studentnumber@ufs4life.ac.za).

Declaration:

I, hereby declare that:

1. I, in consultation and with the approval of my supervisor/promoter, give notice of my intention to submit a dissertation/ thesis or publishable article for examination in view of the degree concerned being conferred at a graduation ceremony.
2. declare that I have read and understand the rules pertaining to the assessment and requirements to be met in respect of the submission of my research as set out in the General Rules of the UFS (uploaded on the UFS website at <http://www.ufs.ac.za/about-the->

[ufs/governance/policy-documents](http://www.ufs.ac.za/rule-books)) and/or the Faculty Rules (uploaded on the UFS website at <http://www.ufs.ac.za/rule-books>).

3. undertake to submit an electronic copy of the accepted research dissertation/thesis or interrelated, publishable manuscripts/published articles directly into *KovsieScholar*.
4. understand that should I experience problems with the submission of the accepted research document to *KovsieScholar*, one CD-ROM can be submitted by the student to the UFS Library.
5. undertake to submit a copy to Student Academic Service (Bloemfontein and Qwaqwa Campus), or in the case of the Faculty of Health Sciences to Student Administration, or in the case of the UFS Business School to the department, which will meet the requirements as set out in the General Rules of the UFS.
6. acknowledge that I understand that failure to comply with the said requirements will result in the awarding of the qualification being postponed to a next graduation ceremony.

SIGNATURE OF STUDENT: _____

DATE: _____

SUPERVISOR/PROMOTER

Please forward the approved notice to the relevant staff member (see contact persons on previous pages).

Surname:		Title:	
Full Names:			
Telephone:		Cellular Phone:	
Email:			
Title Registration Date: (NB: Latest board minutes date)			

SIGNATURE: _____

DATE: _____