

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

i) Submission of dissertation and thesis can take place throughout the year, but there will be no guarantee that the degree will be conferred during the next graduation ceremony, due to assessment procedures.

(ii) A student must submit the research at **least four months prior** to a graduation ceremony, to ensure that the degree can be conferred during the particular graduation ceremony. It is possible, however, that due to problems/issues regarding the assessment or the examiners that the student can only receive the qualification during the next graduation ceremony

DEGREE	OFFICER	FACULTY
Doctoral Degree students: Theses or publishable manuscripts/published articles	Me R D Dipyere 051 401 2722 dipyererd@ufs.ac.za	All faculties except Health Sciences & UFS Business School Room A N315 George du Toit Building, Room A N315
Master's Degree students: Full dissertation, or publishable articles	Me S Williams 051 401 9360 WilliamsSV@ufs.ac.za	All faculties, except Health Sciences @ UFS Business School Agricultural Sciences, Theology, Economic and Management Sciences, Humanities, Education and Faculty of Law George du Toit Building Room A N322B
Master's and Doctoral degree student	Mrs M Du Randt 051 401 7500 DuRandtM@ufs.ac.za	Health Sciences Room MP 5
Masters and Doctoral degree students:	Mr MR Tau 058 7185187 TauMR@qua.ac.za	Qwaqwa Campus Room A 1037
Doctoral degree students.	Mrs E Cox 051 4013172 coxel@ufs.ac.za	UFS Business School EBW Building Block B 3 rd Floor

NOTICE: SUBMISSION OF RESEARCH MASTERS DEGREE /THESIS OR INTERRELATED, PUBLISHABLE MANUSCRIPTS/ PUBLISHED ARTICLES

Student:

Please complete, sign and return the form to your supervisor/promoter.

STUDENT NUMBER		TITLE (Prof/Dr/Mr/Mrs/Miss/ Ms)	
SURNAME			
FIRST NAMES			
DEGREE			
DEPARTMENT		FACULTY	
POSTAL ADDRESS ON DATE OF SUBMISSION			
TELEPHONE (W)		CELL	
EMAIL			
Title of dissertation/thesis or publishable article (as served at faculty board)			

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. **I also accept that all final, properly bound copies and cd must reach the University two weeks before the graduation ceremony. If this is not the case, no statement or degree certificate will be issued during the graduation ceremony.**
3. **Submission can take place throughout the academic year:**
Up to **May** for the **December** graduation ceremony;
Up to **November** for the **June/July** graduation ceremony

SIGNATURE OF CANDIDATE		DATE	
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Supervisor/Promoter:

Please forward the approved notice to the relevant officer as indicated in the abovementioned table.

SURNAME		TITLE (Prof/Dr/Mr/Mrs/Miss/ Ms)	
FIRST NAMES			
EMAIL		CELL	
Title registration date (NB latest board minutes date)			
SIGNATURE OF SUPERVISOR / PROMOTER		DATE	