

## 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 in terms of 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 the Student Administration offices in the case of students in the Faculty of Health Sciences; or the Examination Administration Division: Student Academic Services, in consultation with the assistant dean and Campus Vice-Principal: Academic in the case of a student on the Qwaqwa Campus, of her/his intention to submit, as follows:

- i. in the case of the Bloemfontein Campus, on or before the last working day in 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 to graduate during the December graduation ceremonies; or
- iii. in the case of the Qwaqwa Campus, on or before the last working day in September of the preceding year to graduate during the May graduation ceremonies.

**Please note:** the 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
<b>Faculties on Bloemfontein Campus:</b> <ul style="list-style-type: none"> <li>Economic and Management Sciences (except UFS Business School)</li> <li>Education</li> <li>The Humanities</li> <li>Law</li> <li>Natural and Agricultural Sciences</li> <li>Theology and Religion</li> </ul>	<b>All doctoral and master's degrees:</b> <ul style="list-style-type: none"> <li>Theses</li> <li>Dissertations; or</li> <li>Publishable manuscripts; or</li> <li>Published articles</li> </ul>	Email: DoctoralAdmin@ufs.ac.za <b>or</b> MastersAdmin@ufs.ac.za Office: Student Academic Services, First floor, George du Toit Building, Bloemfontein Campus

Faculty	Qualifications	Contact person
Faculty of Health Sciences	<b>All doctoral and master's degrees:</b> <ul style="list-style-type: none"> <li>Theses</li> <li>Dissertations; or</li> <li>Publishable manuscripts; or</li> <li>Published articles</li> </ul>	Email: PostgradFoHS@ufs.ac.za Tel +27 51 401 7792/3835 Office: Room 5A, Muller Potgieter Building, Bloemfontein Campus
<b>Faculty of Economic and Management Sciences:</b> UFS Business School	<b>All doctoral and master's degrees offered by the UFS Business School:</b> <ul style="list-style-type: none"> <li>Theses</li> <li>Dissertations; or</li> <li>Publishable manuscripts; or</li> <li>Published articles</li> </ul>	Evodia Tau (Doctoral) Tel: +27 51 401 3558 Taume1@ufs.ac.za Office: UFS Business School, Block B, Third floor, Economic and Management Sciences Building, Bloemfontein Campus  Elvira Oberholzer(Masters) oberholzereh@ufs.ac.za Tel +27 51 401 3163 Office: UFS Business School, Block B 3rd Floor, Economic and Management Sciences Building, Bloemfontein Campus

Faculty	Qualifications	Contact person
<b>Faculties on Qwaqwa Campus:</b> <ul style="list-style-type: none"> <li>• Economic and Management Sciences</li> <li>• Education</li> <li>• The Humanities</li> <li>• Natural and Agricultural Sciences</li> </ul>	<b>All doctoral and master's degrees:</b> <ul style="list-style-type: none"> <li>• Theses</li> <li>• Dissertations; or</li> <li>• Publishable manuscripts; or</li> <li>• Published articles</li> </ul>	Mr MR Tau Tel: +27 58 718 5187 Email: Tau MR@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.

<b>STUDENT NUMBER:</b>		<b>TITLE:</b>
<b>SURNAME:</b>		
<b>FULL NAMES:</b>		
<b>QUALIFICATION TITLE:</b> (e.g. Master of Arts)		
<b>SPECIALISATION:</b> (e.g. in English)		
<b>PLAN CODE:</b> (e.g. BC180022)		<b>MODULE CODE:</b> (e.g. ENGM8900)
<b>TITLE OF RESEARCH:</b> (as approved by the faculty board)		
<b>ACADEMIC DEPARTMENT:</b>		
<b>FACULTY:</b>		
<b>POSTAL ADDRESS:</b> (as on date of notice)		
<b>CELLPHONE:</b>		<b>TELEPHONE (W):</b>
<b>EMAIL:</b>		

\*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 with a view to the degree concerned being conferred at a graduation ceremony;
2. 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>) and/or the faculty rules (uploaded on the UFS website at <http://www.ufs.ac.za/rule-books>);
3. I undertake to submit an electronic copy of the accepted research dissertation/thesis or interrelated, publishable manuscripts/published articles directly to KovsieScholar;
4. I understand that, should I experience problems with the submission of the accepted research document to KovsieScholar, one CD-ROM can be submitted by me to the UFS Library;
5. I undertake to submit a copy to Student Academic Services (Bloemfontein and Qwaqwa Campuses), 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; and
6. I 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).

<b>SURNAME:</b>		<b>TITLE:</b>	
<b>FULL NAMES:</b>			
<b>TELEPHONE (W):</b>		<b>CELLPHONE:</b>	
<b>EMAIL:</b>			
<b>TITLE REGISTRATION DATE:</b> (NB: Latest board minutes date)			

Signature:

Date: