

# Centre for Graduate Support: Thesis Submissions

*Inspiring excellence, transforming lives  
through quality, impact, and care.*

[www.ufs.ac.za/CentreforGraduateSupport](http://www.ufs.ac.za/CentreforGraduateSupport)

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CENTRE FOR  
GRADUATE SUPPORT

## Overview

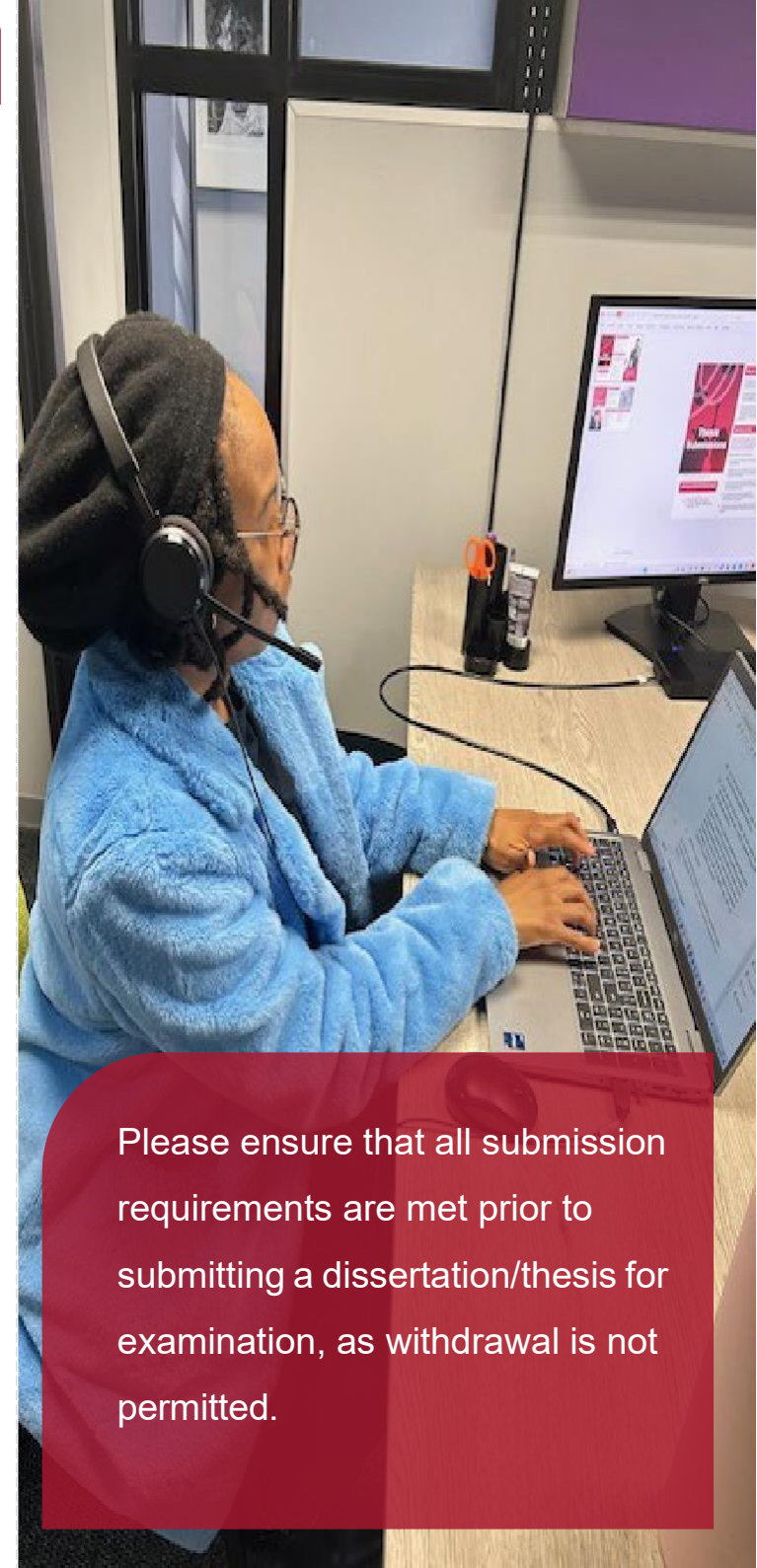
- The Thesis Submission portfolio is responsible for coordinating the examination process of full research masters and doctoral students.
- Coursework/mini-dissertation examinations are currently handled at the faculty level and not by the Thesis Submission portfolio.
- This phase comes toward the end of the student's academic lifecycle once the student's research component of the study has been completed and compiled into a dissertation or thesis ready to be examined.

## Important information to note

Students are encouraged to check the general academic rules of 2024 for the full submission requirements. The rules can be found at <https://www.ufs.ac.za/about-the-ufs/governance/policy-documents>.

Before submission can take place:

- Students must submit a notice of intention to submit (NOITS) form.
- Students must be registered for the minimum residential period.
- The research proposal, title registration, and supervisor allocation must have been approved by the relevant faculty board.
- Once the research has been submitted for examination, it cannot be withdrawn, and the examination must proceed.
- Students must ensure that they keep to the NOITS and submission deadlines to minimise examination delays.



Please ensure that all submission requirements are met prior to submitting a dissertation/thesis for examination, as withdrawal is not permitted.

## Documents to submit

**Please note:** The notice of intention to submit (NOITS) form and examination documents should be submitted to the relevant Faculty Postgraduate Coordinator (see section below for contact details). To minimise delays in the examination process, ensure that the following supporting documents accompany the research submission:

- Title page (as per the guidelines set in the general academic rules)
- Signed declaration by the **student** (as per the guidelines set in the general academic rules).
- Signed declaration by the **supervisor** (as per the guidelines set in the general academic rules).
- Certified copy of ID.
- Turnitin summary report

## Faculty Postgraduate Coordinators

### Faculty of Education:

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## Thesis Submission contacts

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### Ms Naomi Haupt

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For inquiries related to Faculties of Natural and Agricultural Sciences, Law, and Theology.

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