

GUIDELINES FOR THESIS/DISSERTATION SUBMISSIONS

OVERVIEW:

The Thesis Submission portfolio is responsible for coordinating the examination process of full research master's and doctoral students. 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. Coursework/mini-dissertation examinations are currently handled at faculty level and not by the Centre for Graduate Thesis Submission portfolio.

IMPORTANT INFORMATION TO NOTE:

Students are encouraged to check the general academic rules of 2026 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:
 - i. on or before the first working day in April 2026 to graduate during the December 2026 graduation ceremonies.
 - ii. on or before 30 September 2026 in order to graduate during the 2027 April graduation ceremonies;
- Students must be registered for the minimum residential period.
- The relevant faculty board must have approved the research proposal, title registration, and supervisor allocation.
- Once the research has been submitted for examination, it cannot be withdrawn, and the examination must proceed.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.
- Download forms at: <https://www.ufs.ac.za/centreforgraduatesupport/postgraduate-resources/documents>

DOCUMENTS TO SUBMIT:

The Notice of Intention to Submit 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 and by the supervisor (as per the guidelines set in the general academic rules).
- Certified copy of ID
- Turnitin summary/full report required
- Ethical Clearance

FACULTY POSTGRADUATE COORDINATORS:

- **Faculty of Education:** Ms Christa Duvenhage - Duvengahsecs@ufs.ac.za
- **Faculty of EMS:** Ms Igna Du Plooy - Duplooyi@ufs.ac.za
- **Faculty of Humanities:** Ms Marizanne Cloete – humpostgrad@ufs.ac.za
- **Faculty of Law:** Ms Hanlie Le Roux - LeRouxH@ufs.ac.za
- **Faculty of NAS:** Ms Bonolo Kgokong - NASPostgrad@ufs.ac.za
- **Faculty of Theology:** Ms Ronel Ellis - EllisPJ@ufs.ac.za
- **Faculty of Health Sciences:** Ms Colleen Bezuidenhout - PostgradFoHS@ufs.ac.za

CGS CONTACT DETAILS:

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