

MASTER'S AND DOCTORAL DEGREE STUDENTS NOTICE OF 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 and, if applicable, the co-supervisor(s)– notify the Faculty Postgraduate Coordinator who will verify the notice form and forward it (together with the examiner details) to the official in the Centre for Graduate Support (CGS), or the Student Administration offices in the case of students in the Faculty of Health Sciences, of her/his intention to submit, as follows:

- i. on or before **30 September 2024** in order to graduate during the 2025 April graduation ceremonies; or
- ii. on or before the first working day in April to graduate during the December 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>.

Faculty Postgraduate Coordinator Contact Details

Faculty of Education: Ms Christa Duvenhage, Duvenhagecs@ufs.ac.za

Faculty Humanities: Ms Marizanne Cloete, Cloetem@ufs.ac.za

Faculty of Theology: Ms Ronel Ellis, EllisPJ@ufs.ac.za

Faculty of Law: Ms Hanlie Grobler, Groblerh1@ufs.ac.za

Faculty of EMS: Igna Du Plooy, Duplooyi@ufs.ac.za

Faculty of NAS: Heidiry White, NASPostgrad@ufs.ac.za

Centre for Graduate Support Contact Details

Faculty	Qualifications	Contact
<ul style="list-style-type: none"> Economic and Management Sciences (except UFS Business School) Education Humanities Law Natural and Agricultural Sciences Theology and Religion 	<p>All doctoral and master's degrees:</p> <ul style="list-style-type: none"> Theses Dissertations; or Publishable manuscripts; or Published articles 	<p>Email: DoctoralAdmin@ufs.ac.za (Doctoral)</p> <p>Email: MastersAdmin@ufs.ac.za (Research Masters)</p> <p>Tel: +27 51 401 2994/7335</p> <p>Office: Centre for Graduate Support, Johannes Brill Building, Bloemfontein Campus</p>

Faculty of Health Sciences and UFS Business School Contact Details

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

**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)		
CELLPHONE:	TELEPHONE (W):	
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 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 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:	<input type="text"/>	TITLE:	<input type="text"/>
FULL NAMES:	<input type="text"/>		
TELEPHONE (W):	<input type="text"/>	CELLPHONE:	<input type="text"/>
EMAIL:	<input type="text"/>		
TITLE REGISTRATION DATE: (NB: Latest board minutes date)	<input type="text"/>		

Signature: Date: