

MASTER'S AND DOCTORAL DEGREE SUBMISSION OF DISSERTATIONS AND THESES GUIDELINE

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 is **ready to submit** their research in terms of a master's or doctoral degree for assessment must – with the approval of the supervisor and, if applicable, the co-supervisor(s)– submit an electronic copy (word or pdf) of their research and the supporting documents to the **Faculty Postgraduate Coordinator** who will verify the documents and forward them to the official at the Centre for Graduate Support (CGS), or the Student Administration offices in the case of students in the Faculty of Health Sciences. **The submission deadline date for the 2024 December graduations is 31 July 2024.**

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>.

NB: The following supporting documents should 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).
- Certified copy of ID.
- Turnitin summary report
- Signed declaration by supervisor (as per the guidelines set in the general academic rules).

Faculty Postgraduate Coordinator Contact Details

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

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

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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 Contact Details

Faculty/Unit	Qualifications	Contact
Faculty of Health Sciences	All doctoral and master's degrees: <ul style="list-style-type: none"> Theses Dissertations; or Publishable manuscripts; or Published articles 	Email: PostgradFoHS@ufs.ac.za Tel +27 51 401 7792/3835 Office: Room 5A, Muller Potgieter Building, Bloemfontein Campus

UFS Business School Contact Details

Faculty/Unit	Qualifications	Contact
UFS Business School	All doctoral and master's degrees offered by the UFS Business School: <ul style="list-style-type: none"> Theses Dissertations; or Publishable manuscripts; or Published articles 	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

The Thesis Submission Office at the Centre for Graduate Support is responsible for the end-to-end administration of the assessment process from communicating with the appointed examiners, to sending out assessment documents and collating the reports once received from examiners. The use of CGS proxy emails is to ensure continued service and monitoring of requests from faculties and thus faculties are encouraged to make use of it.

For more information:

Contact the CGS Thesis Submission Office at:

Ms Nthabiseng Mokgadi

Tel: 051 401 2994

For enquires related to Faculties of Humanities, Education and Economic and Management Sciences

Ms Bonolo Kgokong

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