

## MASTER'S AND DOCTORAL DEGREE SUBMISSION GUIDELINE 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 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 relevant **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 2025 December graduations is 31 July 2025.**

**Please note:** the general rules for master's and doctoral degrees apply in all circumstances. For full information, the rules can be found at [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 (per the guidelines set in the general academic rules).
- Certified copy of ID.
- Turnitin summary report
- A signed declaration by the supervisor (per the guidelines set in the general academic rules).

### Faculty Postgraduate Coordinator Contact Details

<b>Faculty of Education:</b> Ms Christa Duvenhage	<a href="mailto:Duvenhagecs@ufs.ac.za">Duvenhagecs@ufs.ac.za</a>
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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 and enquiries, contact the CGS Thesis Submission Office:**

Centre for Graduate Support Contact Details	
Qualifications	
<b>All doctoral and master's degrees:</b> <ul style="list-style-type: none"> <li>• Theses</li> <li>• Dissertations;</li> <li>• Publishable manuscripts;</li> <li>• Published articles</li> </ul>	
<b>Ms Nthabiseng Mokgadi</b> Tel: +27 51 401 2994	For enquiries related to: <ul style="list-style-type: none"> <li>• Faculties of Humanities</li> <li>• Faculty of Education</li> <li>• Faculty of Economic and Management Sciences</li> </ul>
<b>Ms Naomi Haupt</b> Tel: +27 51 401 9432	For enquiries related to <ul style="list-style-type: none"> <li>• Faculty of Natural and Agricultural Sciences</li> <li>• Faculty of Law</li> <li>• Faculty of Theology</li> </ul>
<b>Contact details</b> Email: <a href="mailto:DoctoralAdmin@ufs.ac.za">DoctoralAdmin@ufs.ac.za</a> (Doctoral) Email: <a href="mailto:MastersAdmin@ufs.ac.za">MastersAdmin@ufs.ac.za</a> (Research Masters)  <b>Centre for Graduate Support</b> , Johannes Brill Building, Bloemfontein Campus	

Faculty of Health Sciences and UFS Business School Contact Details		
Faculty/Unit	Qualifications	Contact
<b>Faculty of Health Sciences</b>	<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: <a href="mailto:PostgradFoHS@ufs.ac.za">PostgradFoHS@ufs.ac.za</a>  Tel +27 51 401 7792/3835  Office: Room 5A, Muller Potgieter Building, Bloemfontein Campus