

NOTICE OF INTENTION TO SUBMIT (NOITS) DISSERTATIONS AND THESES FOR MASTER'S AND DOCTORAL STUDENTS

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 2025** in order to graduate during the 2026 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 apply in all circumstances. For full information, the rules can be found at [Policy Documents](#)

Faculty Postgraduate Coordinator Contact Details

Faculty of Education: Ms Christa Duvenhage	Duvenhagecs@ufs.ac.za
Faculty of Humanities: Ms Marizanne Cloete	humpostgrad@ufs.ac.za
Faculty of Theology: Ms Ronel Ellis	EllisPJ@ufs.ac.za
Faculty of Law: Ms Hanlie le Roux	Lerouxh@ufs.ac.za
Faculty of Economic and Management Sciences: Ms Igna Du Plooy	Duplooyi@ufs.ac.za
Faculty of Natural and Agricultural Sciences:	NASPostgrad@ufs.ac.za
Faculty of Health Sciences: Ms Madeleine Du Randt	DuRandtM@ufs.ac.za

Faculty of Health Sciences Contact Details

Faculty/Unit	Qualifications	Contact
Health Sciences	All doctoral and master's degrees: • 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

Centre for Graduate Support Contact Details

Qualifications

All doctoral and master's degrees:

- Theses
- Dissertations;
- Publishable manuscripts;
- Published articles

Ms Nthabiseng Mokgadi
Tel: +27 51 401 2994

For enquiries related to:

- Faculties of Humanities
- Faculty of Education
- Faculty of Economic and Management Sciences

Ms Naomi Haupt
Tel: +27 51 401 9432

For enquiries related to

- Faculty of Natural and Agricultural Sciences
- Faculty of Law
- Faculty of Theology

Contact details

Email: DoctoralAdmin@ufs.ac.za (Doctoral)

Email: MastersAdmin@ufs.ac.za (Research Masters)

Centre for Graduate Support, Johannes Brill Building, Bloemfontein Campus

NOTICE: SUBMISSION OF RESEARCH MASTER'S DISSERTATION / DOCTORAL 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. EBGM8900)	
Title Of Research: (As approved by the Faculty Board)	
Academic Department:	
Faculty:	
Address:	
Cellphone:	
Work phone:	
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 at [Policy Documents](#) and/or the faculty rules [Rule Books](#);
3. I undertake to submit an electronic copy of the accepted research dissertation/thesis or interrelated, publishable manuscripts/published articles directly to [Electronic Theses and Dissertations](#);
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 the 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).

Title:	
Surname:	
Full Names:	
Telephone (W):	
Cellphone:	
Email:	
Title Registration Date: (NB: Latest Board Minutes Date)	

Signature: _____

Date: _____