



HUM09 - NOTICE OF INTENTION TO SUBMIT MASTERS DISSERTATION

This form is to be submitted via service request on [PeopleSoft](#). Please refer to the [SSS Intention to Submit Service Request Quick Reference Guide](#), or contact sss-helpdesk@uct.ac.za should you experience any technical issues.

Students are required to give notice of their intention to submit a minimum of **six (6) weeks** before the submission of their dissertation for examination. The Faculty Office will then co-ordinate the nomination of examiners prior to the submission of the dissertation. Late notices of Intention to Submit will likely result in delays to the examination process and the finalisation of outcomes.

Section A – Candidate details (to be completed by Masters candidate)	
First name:	
Last name:	
Student Number:	
Contact number:	
Primary email address:	Your university provided email address – @myuct.ac.za
Alternative email address:	

Section B – Dissertation details (to be complete by Masters candidate)	
Degree*:	by
Specialisation*:	
Dissertation Title:	
Primary Supervisor:	
Co-supervisor(s):	

* Kindly refer to your academic transcript for this information.

Section C – Anticipated dissertation submission date (to be completed by Masters candidate)	
I intend to submit my dissertation and supporting documents** (including TurnItIn originality report, final abstract and supervisor approval form) on this date:	

** Supporting document templates will be sent to candidates (to their MyUCT email addresses) upon Faculty processing of the Intention to Submit service request.

Section D – Draft abstract (to be included in service request by Masters candidate)

All Notice of Intention to Submit [HUM09] forms must be accompanied by a draft Abstract.

Kindly attach this document to the same service request. Service requests that do not include a draft abstract will be marked as INCOMPLETE, and will not be processed until the abstract is uploaded.

Section E – Declaration (to be completed by Masters candidate)

I, _____, declare my intention to submit my dissertation by the aforementioned date. Should my notice of Intention to Submit service request be submitted less than six (6) weeks prior to my submission of my dissertation, I recognise that the examination process may be delayed. I acknowledge that it is my responsibility to ensure that all the necessary documents are completed and included in my Intension to Submit- and Upload of Dissertation service requests. I am aware of rule GM17 of the General Rules and Policies handbook, which states that the Faculty “does not undertake to reach a decision on the award of the degree by any specific date.”

Section F – Supervisor acknowledgement (to be completed by the primary/internal supervisor)

I, _____, acknowledge that the above-mentioned candidate has indicated that they will be submitting their dissertation for examination by the date indicated above. I regard this as a feasible timeframe for submitting the work, given the progress to date, and will complete the form nominating external examiners.

Signature:

Date:

**Humanities Faculty Office: Postgraduate Administration & Records
Contact details -**

Tel: [021 650 2717](tel:0216502717)

Email: hum-postgrad@uct.ac.za

Web: <http://www.humanities.uct.ac.za>