UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES

ELECTRONIC THESIS SUBMISSION

This manual is to guide Postgraduate student, to submit the Thesis/Dissertation. Student will be required to upload the following document:

- **Student Main Thesis/Dissertation (MS Word Format) (Without the declaration and Dedication page)**
- **Signed Turnitin Report (PDF Format)**
- **Student Statement of Result (PDF Format)**
- **Financial Clearance Report (PDF Format)**
- **Submission Form 1 (filled and Signed)**
- **Submission Form 2 (filled and Signed)**
- **Supervisor's Signature Form (Declaration Page)**

Note: As part of the first Submission, There will be two submissions. Start each of the Titles with the word **Internal and External** proceeding the thesis of your thesis**.** The first submission should start with Internal – 'your thesis title ' and the Second Submission should have External – 'your thesis title here'.Eg. If your title is : Exploratory study on the root cause of breast cancer

The title of your first submission will be: **Internal – Exploratory study on the root cause of breast cancer**

The title of your second submission will be: **External – Exploratory study on the root cause of breast cancer**

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   https://ets.ucc.edu.gh

2. **Click on Register (B) under my account if you do not have an account on this system**

3. **Enter your Student Email Address and click Register (C)**
4. **You will see a confirmation message that a verification mail has been sent to you (D)**
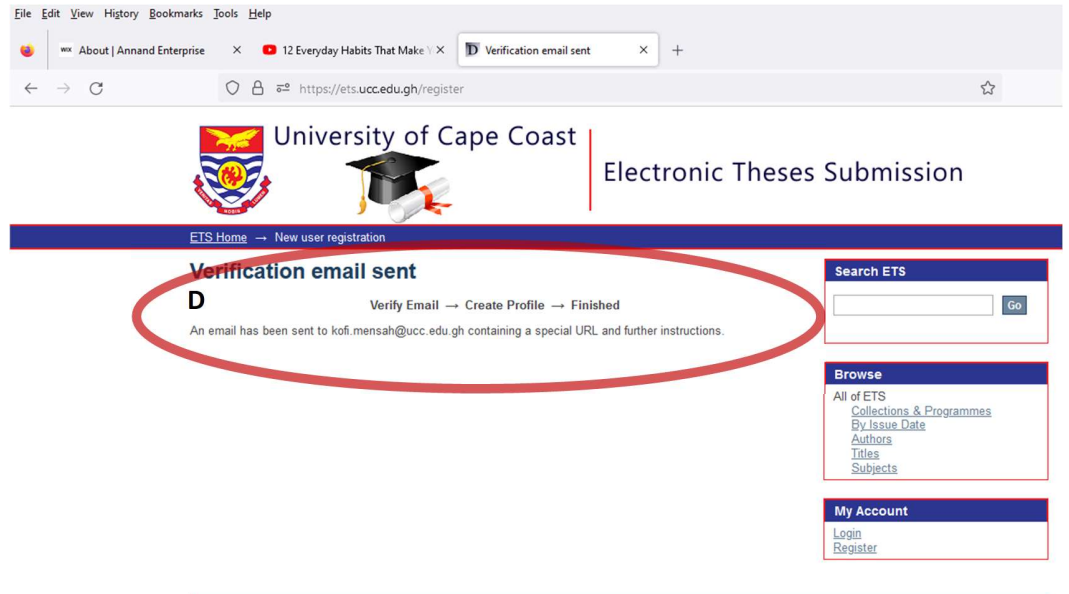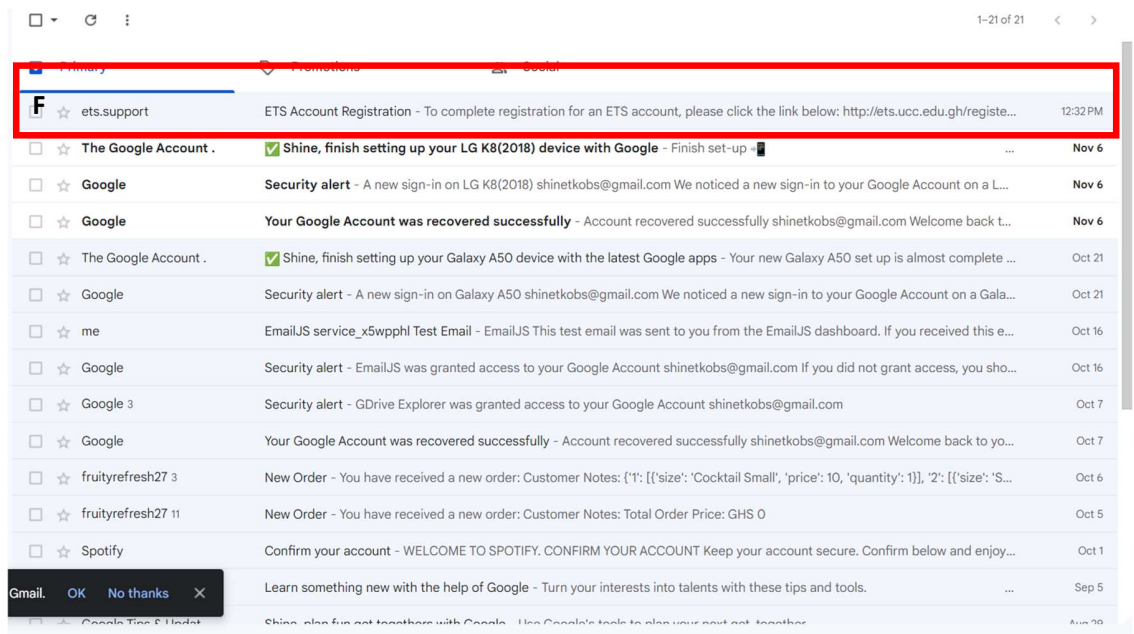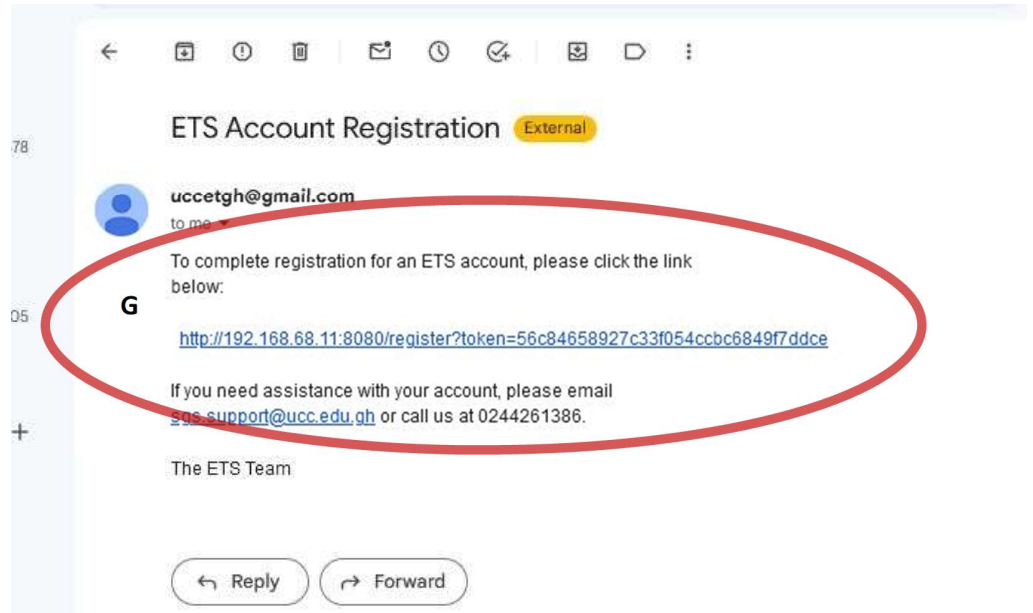

In the inbox of the email you registered with, You will receive an ETS Account registration with tittle ets.support (F)

5. **Open the email with ets.support to access the registration link**

6. You will see a similar link, Click on the Link in your verification mail (G)

7. Fill in your details and click on Complete Registration

NB: *You are automatically logged in as soon as you click on **complete registration***

Please contact SGS to ensure you have been enrolled to your programme before proceeding

Once you have been enrolled, Log in to the ETS system using your institutional email address and the password you provided during your registration.

8. **Navigate to your programme:**

   a. Click on your College

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NB: *If you have been enrolled by School of Graduate Studies, you will see* **H.**

9. **Click on the Link to Start the Submission Process**

10. Fill in your Student details

Note:

Student:
Enter the name of the authors of this Thesis.

Last name, *e.g. Adongo*	First name(s) + "Jr", *e.g. Donald Kwabena*

Refer to **page 1** for the

Format of the title.

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