

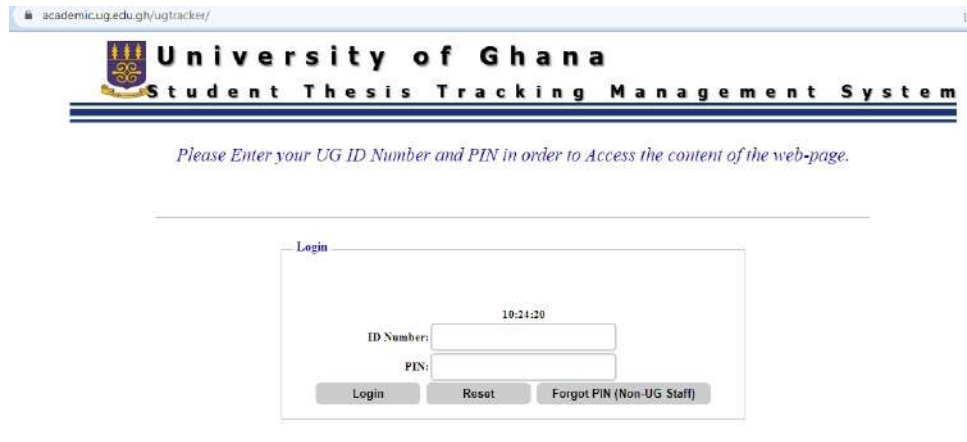
GUIDELINES TO STUDENTS ON NEW THESIS SUBMISSION AND TRACKING SYSTEM

1. ACCESSING THE SYSTEM

To access the system, type the following URL in any standard web browser:

<https://academic.ug.edu.gh/ugtracker>

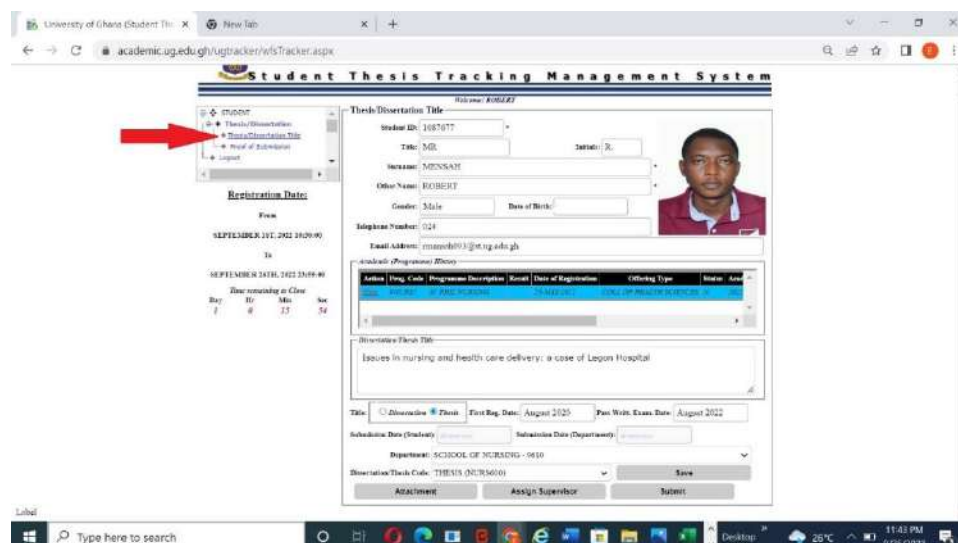
The login screen will look like the image below:



The screenshot shows the login page of the University of Ghana Student Thesis Tracking Management System. The page features the university's logo and name at the top, followed by the system title. Below this, there is a prompt: "Please Enter your UG ID Number and PIN in order to Access the content of the web-page." A login form is centered on the page, containing fields for "ID Number:" and "PIN:". Below the fields are three buttons: "Login", "Reset", and "Forgot PIN (Non-UG Staff)". The browser's address bar shows the URL "academic.ug.edu.gh/ugtracker/".

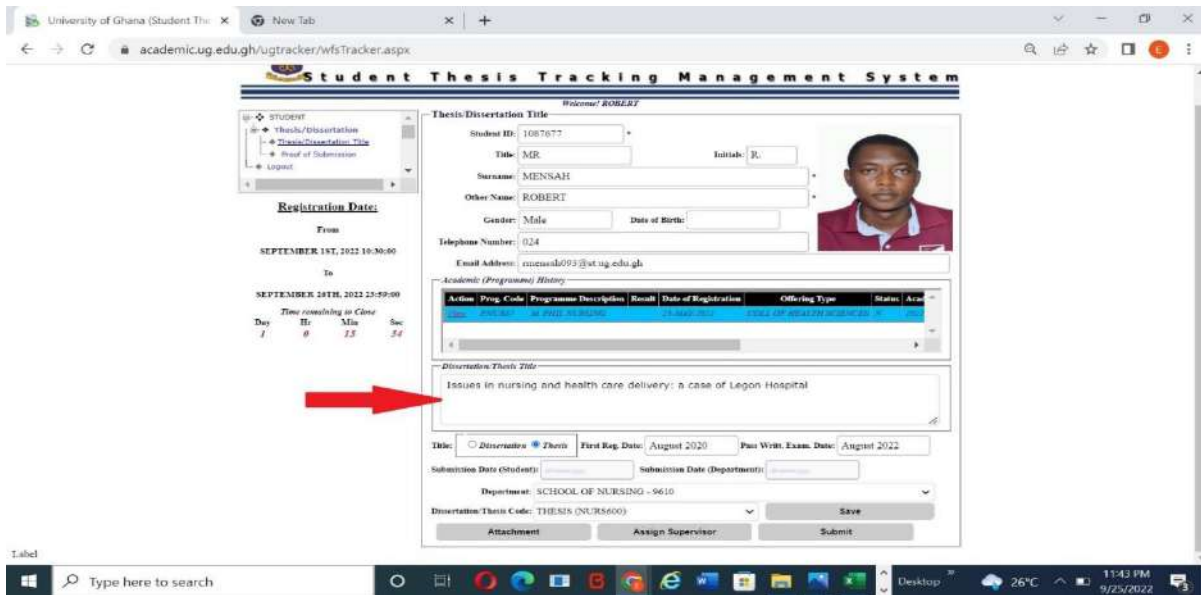
2. Log in with student ID number and PIN.

3. Click on **'Thesis/Dissertation title'** under the drop-down menu on the left-hand side of the screen.

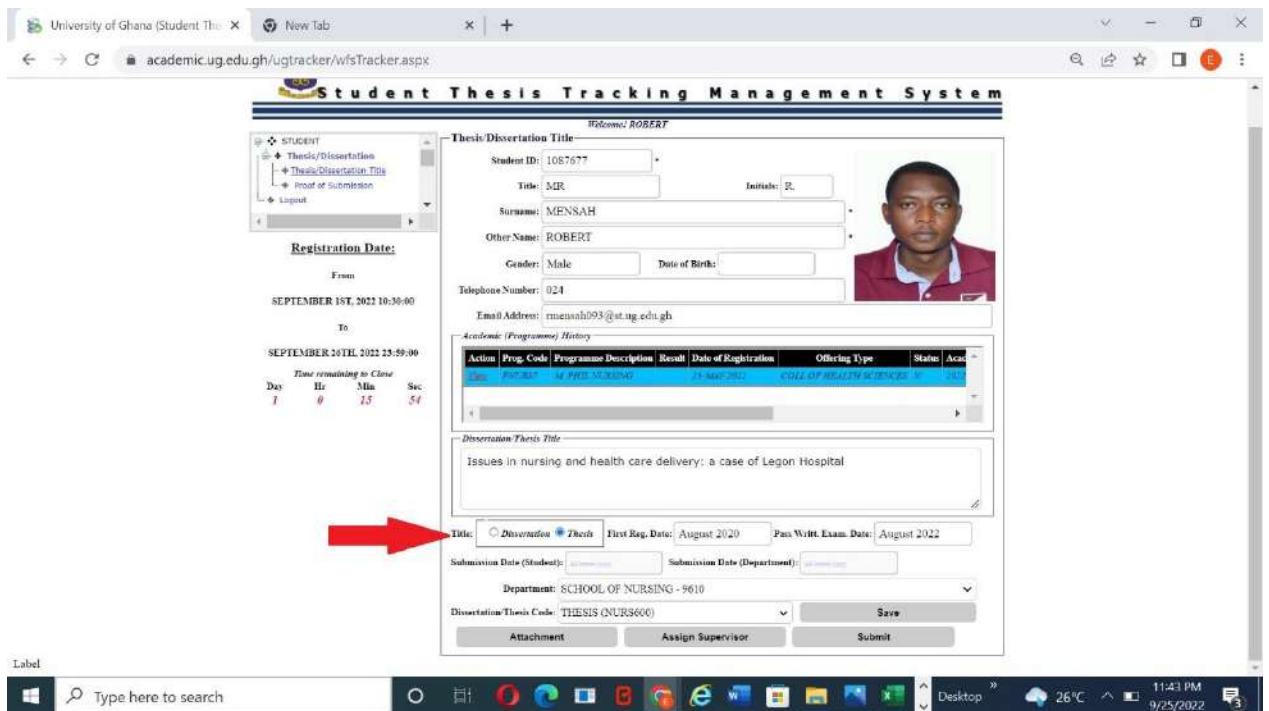


The screenshot displays the main interface of the University of Ghana Student Thesis Tracking Management System. On the left-hand side, there is a navigation menu with a drop-down menu. A red arrow points to the "Thesis/Dissertation title" option in this menu. The main content area shows a form for entering student details, including fields for "Student ID", "Title", "Surname", "Other Name", "Gender", "Date of Birth", "Telephone Number", and "Email Address". Below these fields is a table with columns for "Action", "Prog. Code", "Programme Description", "Semester", "Date of Registration", "Offering Type", "Status", and "Add". The "Dissertation Title" field contains the text "Issues in nursing and health care delivery: a case of Legon Hospital". At the bottom of the form, there are fields for "Title", "Schedule Date (Monthly)", "First Reg. Date", "Exam Date", "Department", and "Dissertation/Thesis Code". The "Department" dropdown is set to "SCHOOL OF NURSING - 0610". The "Dissertation/Thesis Code" dropdown is set to "THESIS (NURSING)". There are "Attachment", "Assign Supervisor", and "Submit" buttons at the bottom of the form. The browser's address bar shows the URL "academic.ug.edu.gh/ugtracker/dfsTracker.aspx".

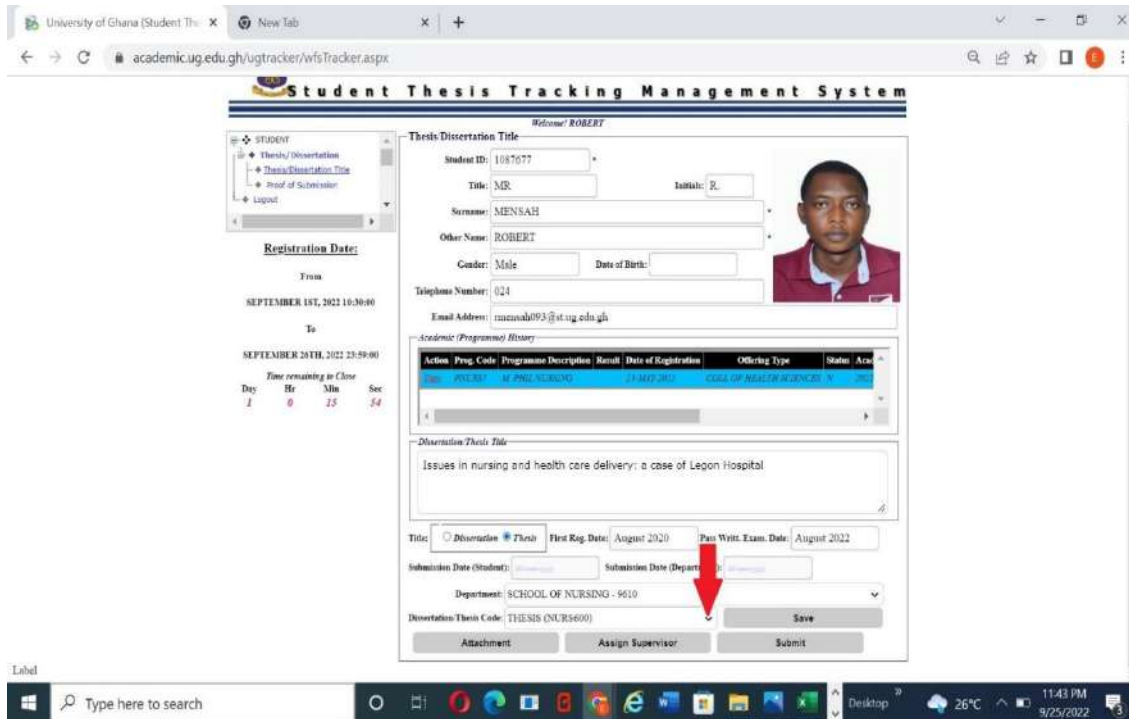
- Copy and paste the approved dissertation/thesis title in the ‘Dissertation/Thesis Title’ field.



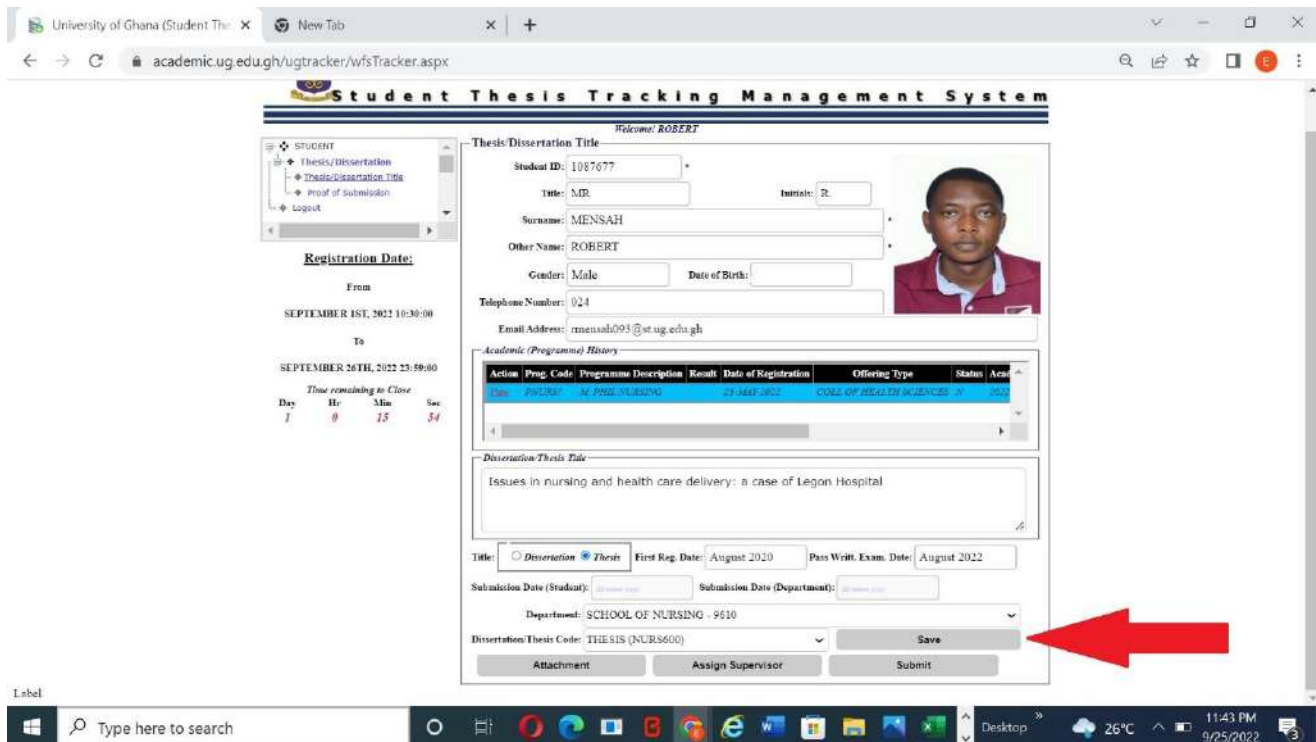
- Select the option of either Dissertation or Thesis under the ‘Title’ section.



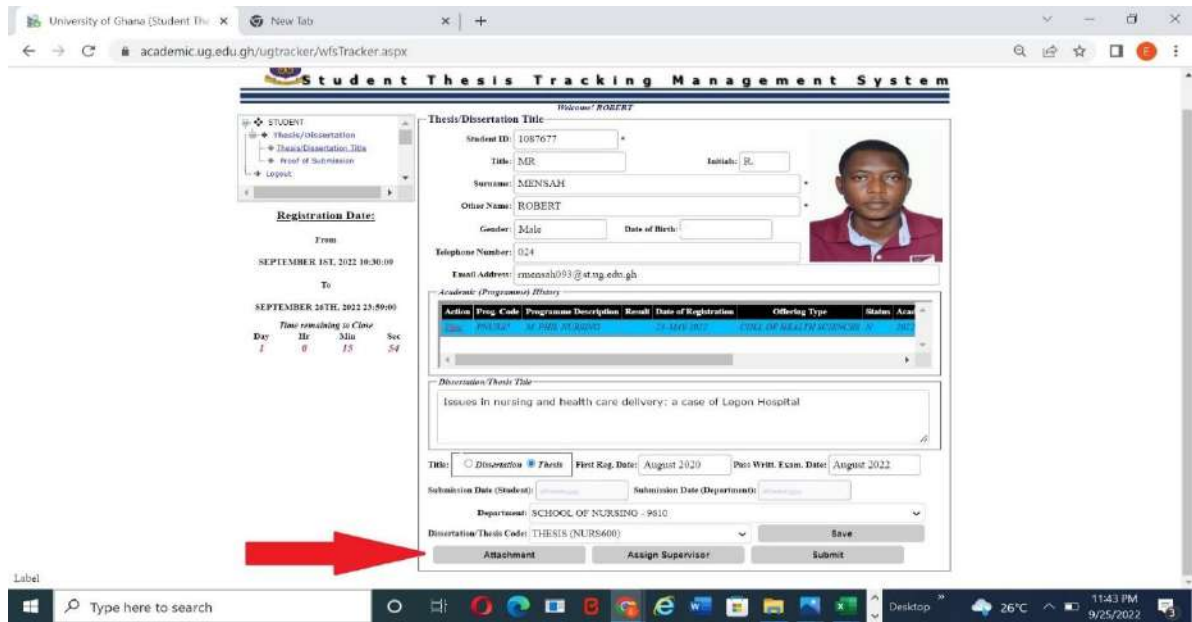
6. Select 'Dissertation/Thesis' code.



7. Click on 'Save' to proceed to upload documents.

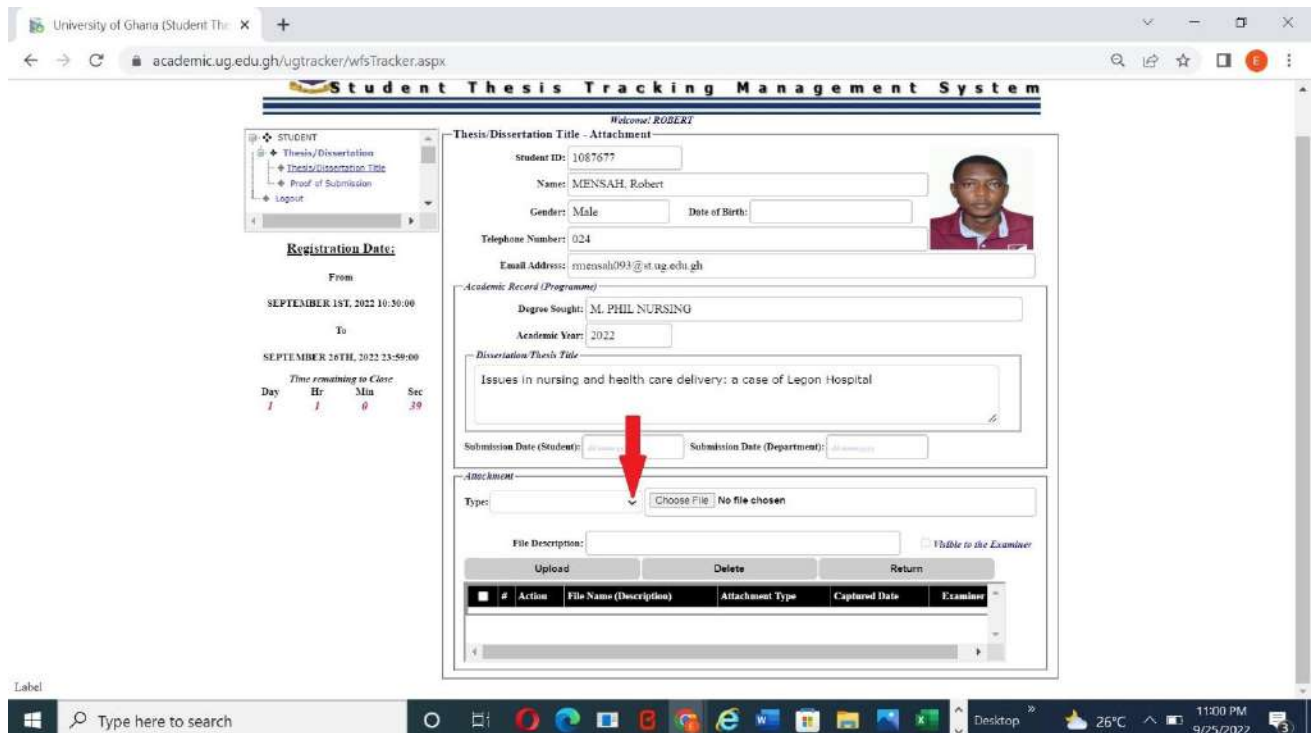


8. Click on **'Attachment'** to upload documents. Documents must be uploaded in the following order: Thesis→Turnitin report→Clearance form→'Other'. The first three documents are compulsory uploads.

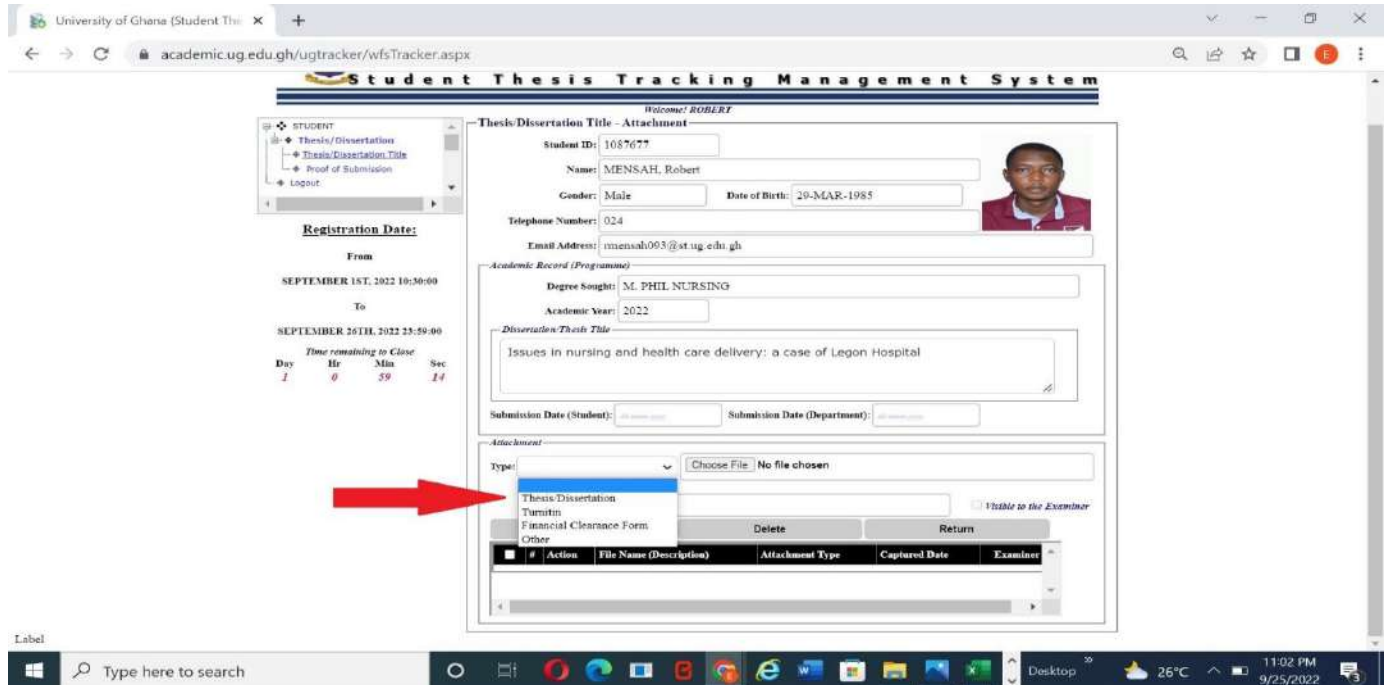


9. To upload the documents, follow the steps below:

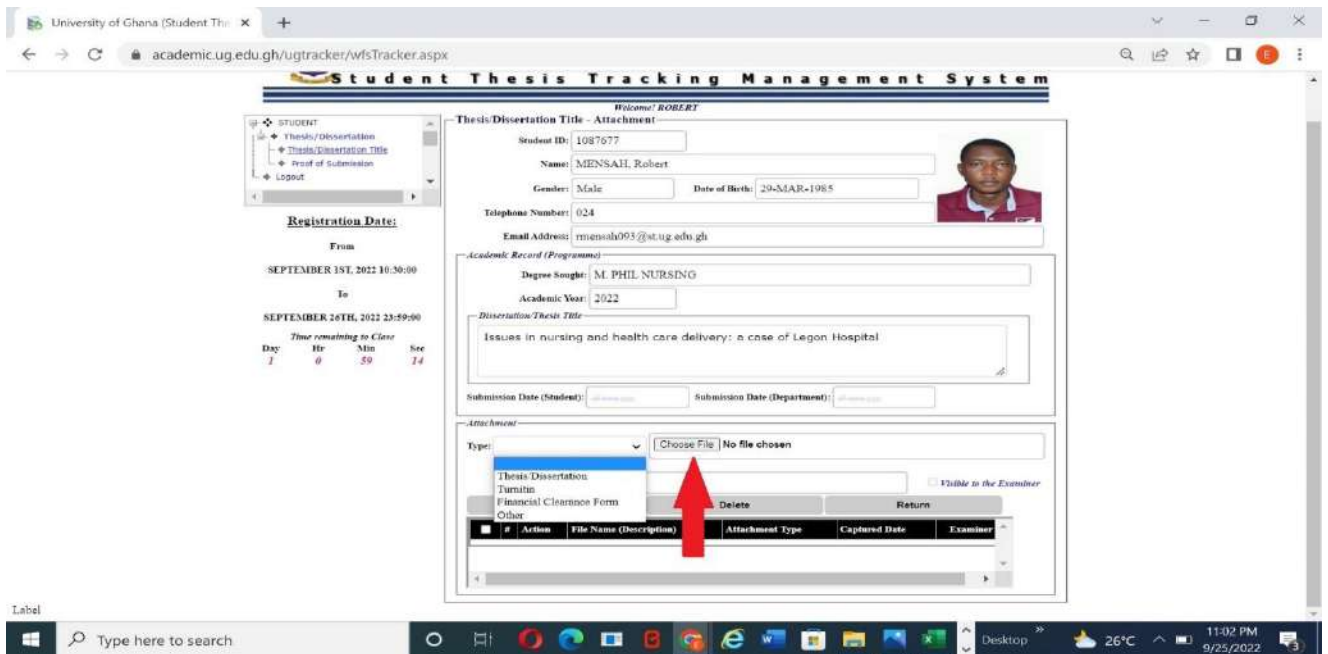
- i. Click on **'Type'**



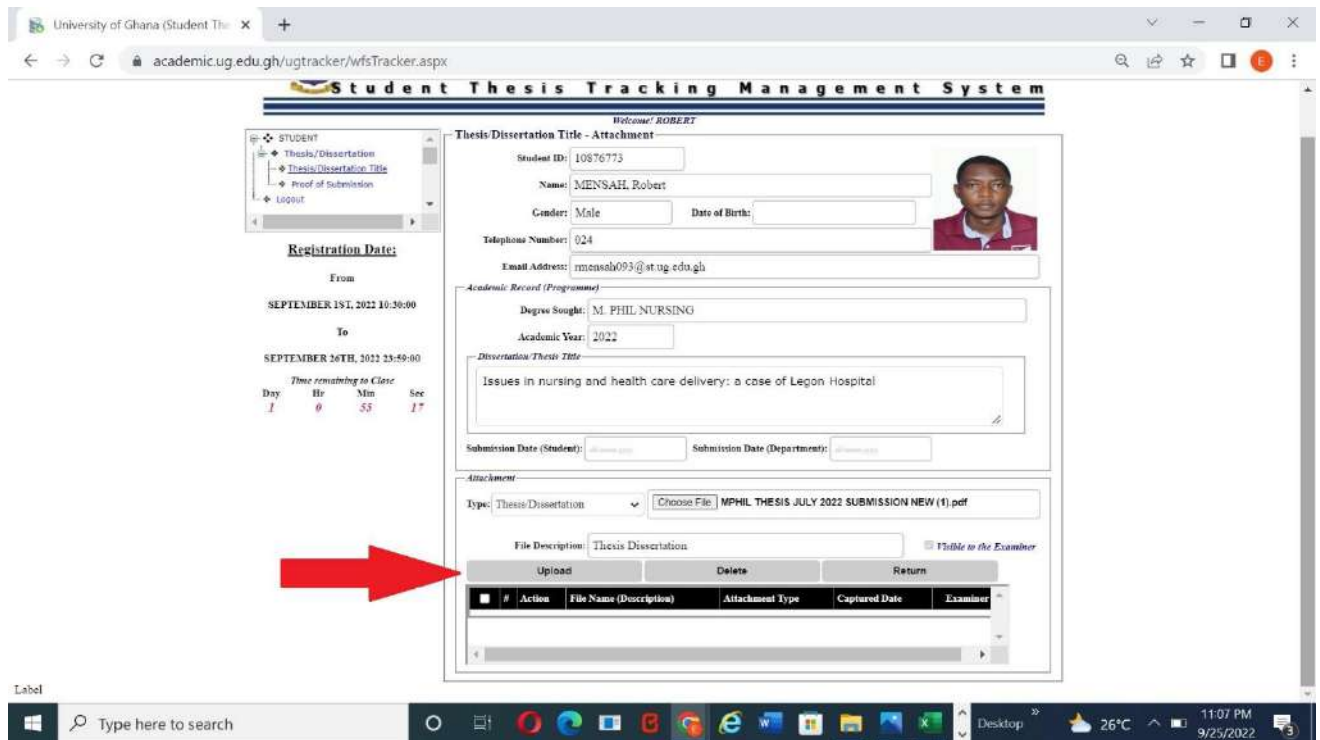
ii. Select 'Thesis/Dissertation'



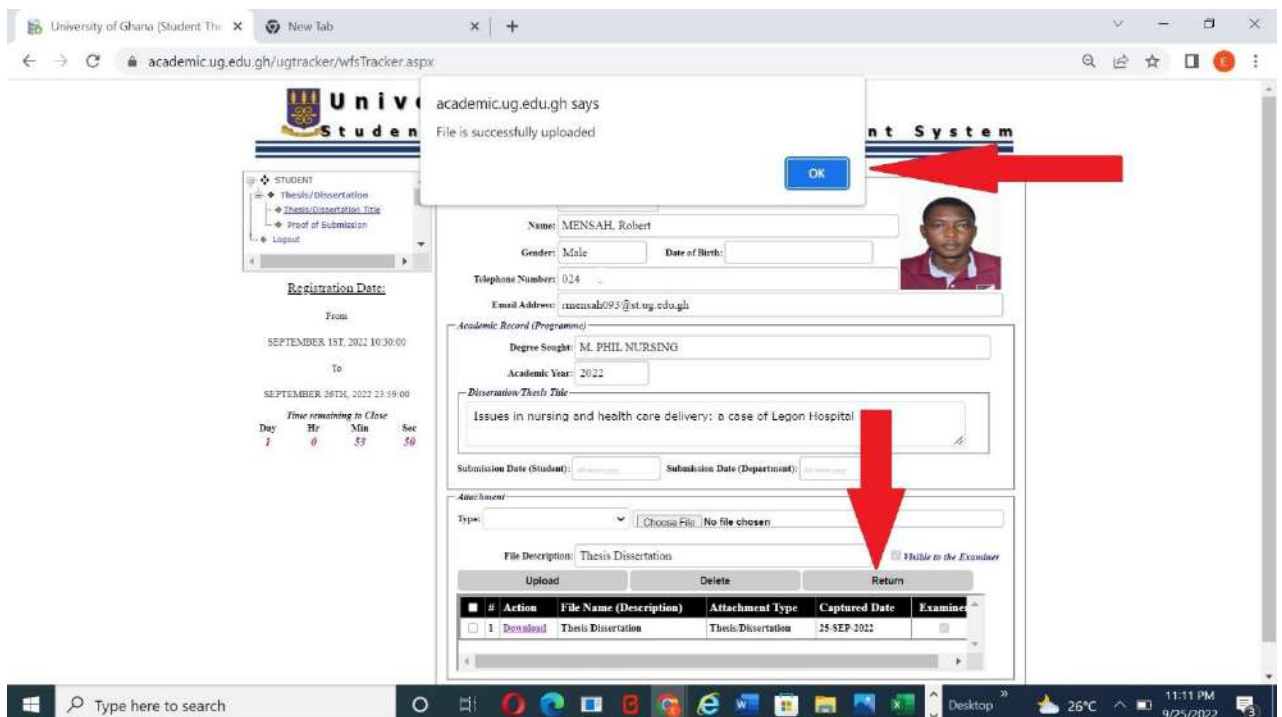
iii. Click on 'Choose file'



- iv. Proceed to select your thesis/dissertation document from your storage location.
- v. Click on 'Upload'

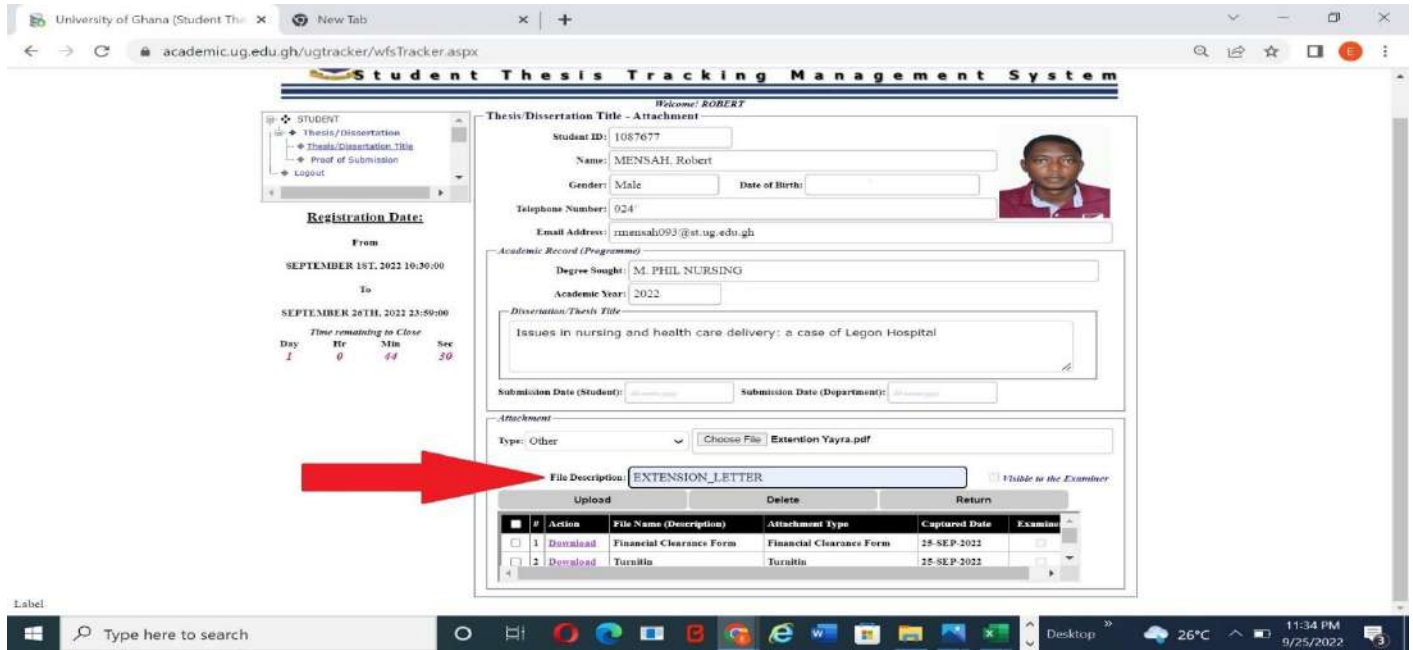


- vi. Click the 'OK' button on the pop-up message at the top of the screen then click on the 'Return' button.

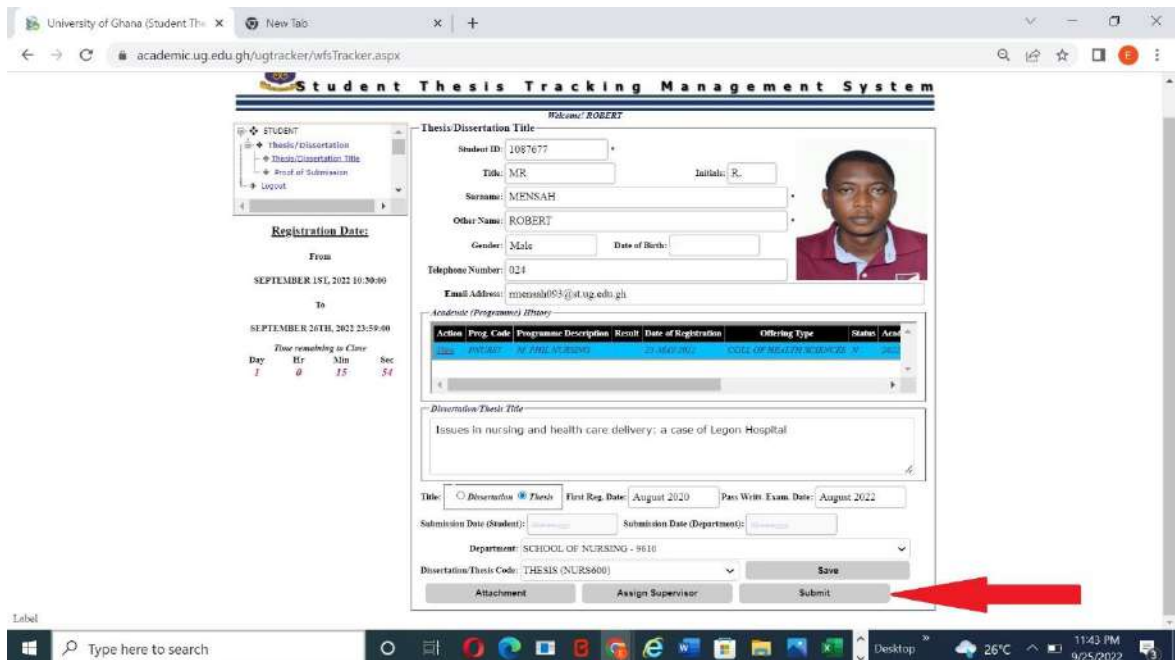


- vii. Repeat the steps to upload the remaining documents i.e. Turnitin report, Financial clearance form and 'other' documents (if required).

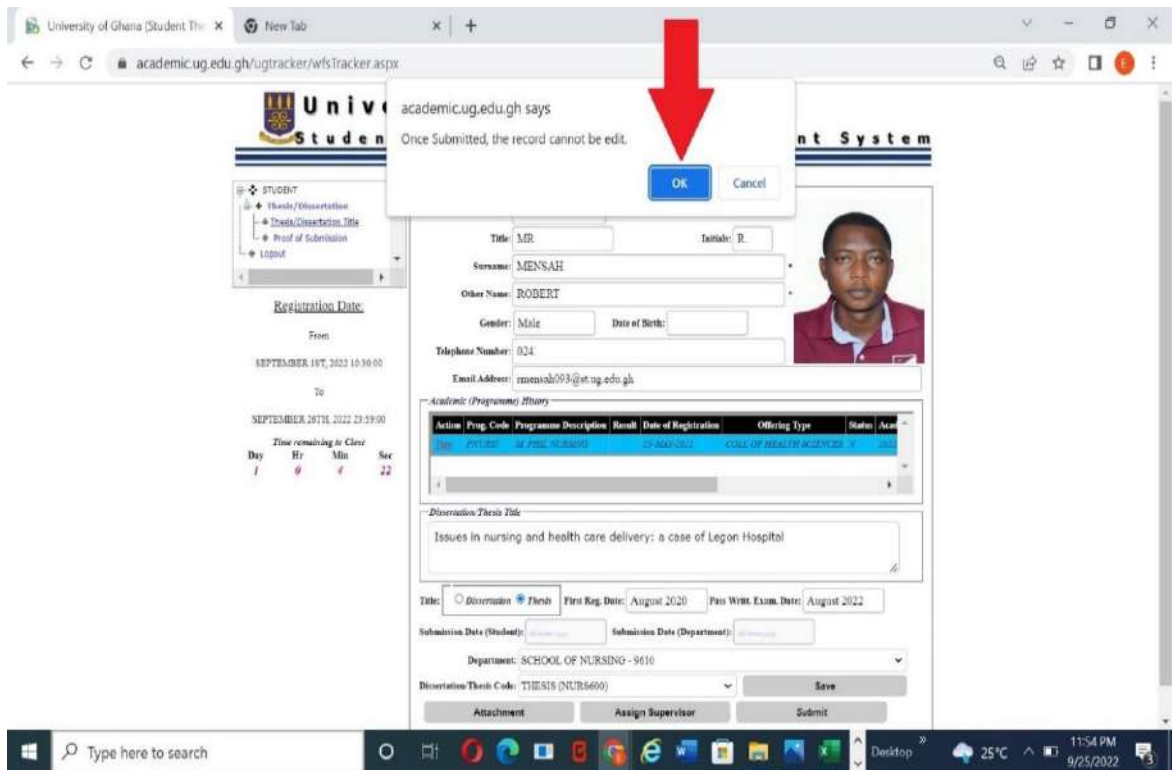
Note: To upload other documents, in the **'File Description'** box, type the name of the document e.g. Extension Letter, as seen in the example below.



10. Once all documents have been uploaded, click on **'Return'** and then click on the **'Submit'** button.



11. Click the 'OK' button on the pop-up message at the top of the screen to proceed to the confirmation page.



12. Confirmation page includes date of submission of thesis/dissertation and is proof of submission. Save and/or print the confirmation page for your records.

13. To obtain the printout of your submission follow the steps below:

- i. Click on 'Proof of Submission' under the drop-down menu on the left-hand side of the screen.

Student Thesis Tracking Management System

Welcome: ROBERT

STUDENT

- Thesis/Dissertation
- Thesis/Dissertation Title
- Proof of Submission
- Logout

Registration Date:

From
SEPTEMBER 1ST, 2022 10:30:00

To
SEPTEMBER 26TH, 2022 23:59:00

Time remaining to Close

Day	Hr	Min	Sec
1	0	2	25

Thesis/Dissertation Title - Attachment

Student ID:

Name: MENSAH, Robert

Gender: Male Date of Birth:

Telephone Number:

Email Address: rmensah093@st.ug.edu.gh

Academic Record (Programme)

Degree Sought: M. PHIL NURSING

Academic Year: 2022

Dissertation/Thesis Title

Submission Date (Student): Submission Date (Department):

Attachment

Type: No file chosen

File Description: Visible to the Examiner

	Upload	Delete	Return	
1	Download	Financial Clearance Form	Financial Clearance Form	25-SEP-2022
2	Download	Turnitin	Turnitin	25-SEP-2022
3	Download	Thesis Dissertation	Thesis/Dissertation	25-SEP-2022

ii. Click on ‘**Export Proof of Submission**’ as shown below to get your proof in a pdf file which you can print or save and use as a proof of submission.

academic.ug.edu.gh/ugtracker/wfsTracker.aspx

FROM

SEPTEMBER 1ST, 2022 10:30:00

To

OCTOBER 5TH, 2022 23:59:00

Time remaining to Close

Day	Hr	Min	Sec
1	4	34	32

Academic (Programme) History

Action	Prog. Code	Programme Description	Result	Date of Registration	Offering Type	Status	Acad
View	PNURS7	M. PHIL NURSING		23-MAY-2022	COLL OF HEALTH SCIENCES	N	2022

University of Ghana (Student Thesis Tracking M...

Proof of Registration

Student ID: 10876

Name: MENSAH, Robert (MR)

Telephone #:

E-mail Address: rmensah093@st.ug.edu.gh

Programme: M. PHIL NURSING

Department: SCHOOL OF NURSING

Study Period: M.PHIL/MBA/MPA PT II

Export Proof of Submission

iii. To complete the process, log out of the system by clicking on the 'logout' button as shown in the image below.

Student Thesis Tracking Management System
Welcome: ROBERT

Thesis/Dissertation Title

Student ID: 1087677
 Title: MR Initials: R.
 Surname: MENSAB
 Other Name: ROBERT
 Gender: Male Date of Birth:
 Telephone Number: 024551386
 Email Address: rmensah093@st.ug.edu.gh

Academic (Programme) History

Action	Prog. Code	Programme Description	Result	Date of Registration	Offering Type	Status	Acad
<input checked="" type="checkbox"/>	PNUR07	M. PHIL NURSING		21-MAR-2022	COLL OF HEALTH SCIENCES - N	N	2022

Dissertation/Thesis Title

Issues in nursing and health care delivery: a case of Legon Hospital

Title: Dissertation Thesis First Reg. Date: August 2020 Pass Writt. Exam. Date: August 2022
 Submission Date (Student): Submission Date (Department):
 Department: SCHOOL OF NURSING - 9610
 Dissertation/Thesis Code: THESIS (NURS600)

iv. If you upload the wrong document by mistake, select the item you want to remove by clicking on the check box in front of the item to remove and proceed to click on the 'Delete' button as shown in the images below.

Student Thesis Tracking Management System
Welcome: ROBERT

Thesis/Dissertation Title - Attachment

Student ID: 10876773
 Name: MENSAB, Robert
 Gender: Male Date of Birth: 29-MAR-1985
 Telephone Number: 0245513864
 Email Address: rmensah093@st.ug.edu.gh

Academic Record (Programme)

Degree Sought: M. PHIL NURSING
 Academic Year: 2022

Dissertation/Thesis Title

Submission Date (Student): Submission Date (Department):

Attachment

Type: No file chosen

File Description: Visible to the Examiner

	Upload	Delete	Return
<input checked="" type="checkbox"/>	1 Download	Financial Clearance Form	Financial Clearance Form 25-SEP-2022 <input type="checkbox"/>
<input checked="" type="checkbox"/>	2 Download	Turnitin	Turnitin 25-SEP-2022 <input type="checkbox"/>
<input checked="" type="checkbox"/>	3 Download	Thesis Dissertation	Thesis/Dissertation 25-SEP-2022 <input checked="" type="checkbox"/>

Student Thesis Tracking Management System

Welcome! ROBERT

- STUDENT
 - Thesis/Dissertation
 - Thesis/Dissertation Title
 - Proof of Submission
 - Logout

Registration Date:

From
SEPTEMBER 1ST, 2022 10:30:00

To
SEPTEMBER 26TH, 2022 23:59:00

Time remaining to Close
Day Hr Min Sec
1 0 2 25

Thesis/Dissertation Title - Attachment

Student ID: 10876773

Name: MENSAH, Robert

Gender: Male Date of Birth: 29-MAR-1985

Telephone Number: 0245513864

Email Address: rmensah093@st.ug.edu.gh



Academic Record (Programme)

Degree Sought: M. PHIL NURSING

Academic Year: 2022

Dissertation/Thesis Title

Submission Date (Student): dd/mm/yyyy Submission Date (Department): dd/mm/yyyy

Attachment

Type: Choose File No file chosen

File Description: Visible to the Examiner

Upload		Delete	Return
<input checked="" type="checkbox"/>	1 Download Financial Clearance Form	<input type="checkbox"/>	Financial Clearance Form 25-SEP-2022
<input checked="" type="checkbox"/>	2 Download Turnitin	<input type="checkbox"/>	Turnitin 25-SEP-2022
<input checked="" type="checkbox"/>	3 Download Thesis Dissertation	<input type="checkbox"/>	Thesis/Dissertation 25-SEP-2022

Once the document has been deleted you may continue to upload the right item.

Ensure that all documents uploaded are the correct documents required. Any submissions containing wrong documents will be returned.