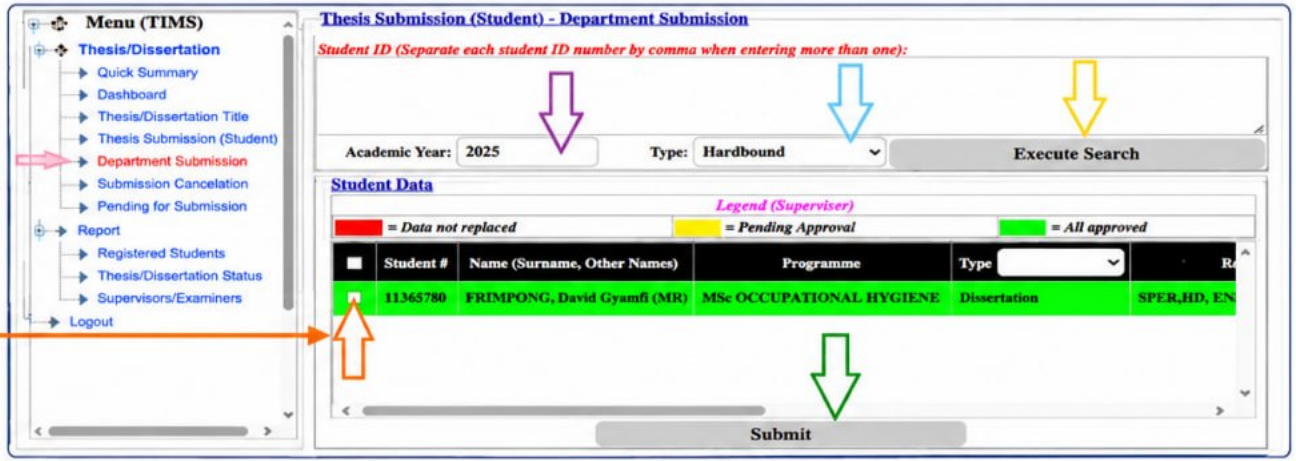
UNIVERSITY OF GHANA | School of Graduate Studies

PROCEDURE FOR SUBMITTING FINAL THESES/DISSERTATIONS TO THE SGS: HARDBOUND SUBMISSION

1 Click on the box in front of the student you want to submit to check the box as shown by the **orange arrow.**



1. Click on **Department Submission** (as indicated by the **pink arrow** in the screenshot).
2. Enter the **Academic Year** in four-digit format (YYYY). For example, if the academic year is 2025/2026, enter **2026** (not 2025/2026), as indicated by the **purple arrow**.
3. Select **Hardbound** from the Type drop-down menu (as indicated by the **blue arrow**).
4. Click on **Execute Search** (as indicated by the **yellow arrow**).
5. The system will display a list of students who have submitted their theses/dissertations to the department.
6. Select the checkbox beside the student whose thesis/dissertation you wish to submit to SGS (as indicated by the **orange arrow**).
7. Click on the **Submit** button (as indicated by the **green arrow**) to forward the submission to SGS.
8. Wait for the system to display a successful submission confirmation before exiting the system.