UNIVERSITY OF GHANA | School of Graduate Studies

THESIS SUBMISSION *Made Simple!*

STUDENTS SUBMIT THESIS THROUGH THE TRACKER

EASY STEPS

1. **ACCESSING THE SYSTEM**
   To access the system, type the following URL in any standard web browser:
   https://academic.ug.edu.gh/ugtracker
2. **LOG IN**
   Log in with student ID number and PIN.
3. **SELECT THESIS/DISSERTATION**
   Click on 'Thesis/Dissertation title' under the drop-down menu on the left-hand side of the screen.
4. **COPY AND PASTE TITLE**
   Copy and paste the approved dissertation/thesis title in the 'Dissertation/Thesis Title' field.
5. **SELECT DEPARTMENT**
   Select your department if your school is rather showing.
6. **SELECT CODE**
   Select 'Dissertation/Thesis' code.
7. **SAVE**
   Click on 'Save' to proceed to upload document(s).
8. **ATTACH DOCUMENT(S)**
   Click on 'Attachment' to upload document(s). Documents must be uploaded in the following order:
   'Other' → Clearance form → Turnitin report form → 'Thesis'.
   The last three document(s) are compulsory uploads.

TO UPLOAD THE DOCUMENT(S), 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(s) 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 document(s) i.e. Turnitin report, Financial clearance form and 'other' document(s) (if required).

Note: To upload other document(s), in the 'File Description' box, type the name of the document(s) e.g. Extension Letter.

9. **SUBMIT**
   Once all document(s) have been uploaded, click on 'Return' and then click on the 'Submit' button.

REQUIRED DOCUMENTS:

- **Thesis/Dissertation** in pdf form.
- **Turnitin Report** Similiarity index not more than **20%**
- **Financial Clearance**
- **Student Submission Form**

OTHER OPTIONAL DOCUMENT(S):

- Extension Letter
- Readmission letter
- Justification letter for high Plagiarism score in exceptional cases.



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