



## AN OVERVIEW OF THE DOCTORAL DEGREES BOARD'S (DDB) DOCUMENTATION

### Procedures

- **DDB's Terms of Reference** (The DDB is a Senate sub-committee; this document is available on UCT's Governance Intranet)
- **Generic CoA process** (contact the relevant Faculty Office)
- [Procedures for the Doctoral Degrees Board](#)  
A description of the thesis examination process from submission up until graduation.

### Guidelines for PhD students

- [Guidelines for the Inclusion of Publications in a Doctoral Thesis](#)  
A guideline on the inclusion of publications in a thesis.
- [Guideline for PhD Abstracts](#)  
A guideline on the composition of the abstract.
- [PhD Proposal Guidelines](#)  
A guideline on the PhD proposal.
- [PhD Students' Examination Guide](#)  
A guide on the thesis submission and examination process.
- [Points of interest to PhD Candidates when uploading a thesis for examination](#)  
A guideline on the presentation of a thesis.
- [Publications, copyright and your PhD thesis](#)  
A guideline on the publication and copyright of a thesis.
- [UCT General Rules and Policies Handbook \(PhD degree\)](#)  
UCT's PhD degree rules.

### Guidelines for Supervisors and PhD students

- [Citation guideline](#)  
A guideline on the format of citations that provides an overview of the research for publication in the graduation programme.
- [Guidelines for PhD Candidates and Supervisors](#)  
A guideline on the responsibilities of a supervisor and co-supervisor.

### Guidelines for Supervisors

- [Guidelines for the Appointment of Supervisors of Doctoral Candidates](#)  
A guideline for the appointment of a suitably qualified supervisor.
- [Guidelines for Examination of a PhD thesis](#)  
A guideline on the examination of a PhD thesis.

- [Guidelines to Categories of Supervisor](#)  
A guideline for the use in academic administration and supervision of students.
- **Guidelines for doctoral supervision - Oral Examination** (Faculty of Commerce document)
- **Introduction of Commerce's - Oral Examination** (Faculty of Commerce document)

### Guidelines for Examiners

- **Guidelines for the assessment of doctoral theses - Oral Examination** (Faculty of Commerce document)
- [Guidelines for Examination of a PhD thesis](#)  
A guideline on the examination of a PhD thesis.

### Forms

- [ddb03 - Appointment of Additional Examiners](#)  
Completed by the supervisor when nominating an additional examiner/s for the examination of their PhD student's thesis.
- [ddb04 - Supervisor's Report](#)  
Completed by the supervisor when providing a report on their PhD student to the Doctoral Degrees Board.
- [ddb05 - CoA recommendation on examination](#)  
Completed by the Faculty's Doctoral Committee of Assessors when making a recommendation on the examination of a thesis to the Doctoral Degrees Board.
- [ddb05a - CoA recommendation on re-examination](#)  
Completed by the Faculty's Doctoral Committee of Assessors when making a recommendation on the re-examination of a revised thesis to the Doctoral Degrees Board.
- [ddb06 - Certificate of corrections](#)  
Completed by the supervisor when certifying the corrections of their PhD student.
- [ddb06a – Template for corrections](#)  
Completed by a PhD student when listing the corrections made to their thesis in response to the examiners' comments/ criticisms, after receiving a Result (ii) outcome.
- [ddb07 - Appointment of CoA and Examiners](#)  
Completed by the supervisor when nominating examiners for the examination of their PhD student's thesis.
- [ddb07a - Examiner's declaration form](#)  
Completed by the nominated external examiner when declaring whether there is any conflict of interest.
- [ddb08 - Thesis Open Access Suppression Form](#)  
Completed by a PhD student when there is a need to prevent the thesis from being made available on UCT's institutional digital repository OpenUCT.
- [ddb09 - Notice of intention to submit PhD thesis](#)  
Completed by a PhD student to when notifying the Doctoral Degrees Board of their intention to submit their thesis for examination.
- [ddb10 - PhD IP Assessment Form](#)  
Completed by PhD students in the Engineering and Built Environment, Health Sciences and Science faculties for the protection of Intellectual Property.
- [ddb11 - Declaration and Submission Form](#)  
Completed by a PhD student when submitting their thesis for examination.
- [ddb12 - Examiner recommendation on examination](#)  
Completed by an external examiner when making a recommendation on the examination of a thesis.

- [ddb12a - Examiner recommendation on re-examination](#)  
Completed by an external examiner when making a recommendation on the re-examination of a revised thesis.
- [ddb13 - Turnitin plagiarism declaration](#)  
Completed by a PhD student and their supervisor when submitting their thesis for examination.
- [ddb14 - Confidentiality on the nomination of examiners](#)  
Completed by a PhD student and their supervisor at intention stage.
- [ddb15 - Checklist for inclusion of publications in a PhD thesis](#)  
Completed by the CoA Chair when determining a student's contribution to publications that they intend to include in their thesis.
- [Declaration for inclusion of publications](#)  
Completed by a PhD student who has been granted permission by the Doctoral Degrees Board to include publications in their thesis.
- [ddb16 – Template for revisions](#)  
Completed by a PhD student when listing the revisions made to their revised thesis in response to the examiners' comments/ criticisms, after receiving a Result (iii) outcome.
- [ddb17 – Appointment of an Assessor](#)  
Completed by the supervisor when nominating an assessor to assess their PhD student's thesis.
- [ddb17a – Assessor's declaration form](#)  
Completed by the nominated assessor when declaring whether there is any conflict of interest.

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