UNIVERSITY OF CAPE TOWN
DOCTORAL DEGREES BOARD
GUIDELINES FOR THE APPOINTMENT OF SUPERVISORS OF DOCTORAL CANDIDATES

REQUIREMENTS FOR THE APPOINTMENT OF SUPERVISORS OF PHD CANDIDATES
There is no ruling that a supervisor of a PhD candidate must have a PhD degree. Senate allows the appointment of people who do not have doctoral qualifications themselves as supervisors. However, the policy of the Doctoral Degrees Board (DDB) is that the supervisor-designate must have sufficient experience to be able to supervise. Although having a PhD degree is neither necessary nor sufficient proof that a person is fit to supervise, it is an indication which taken with other evidence may be conclusive, that the person nominated to supervise is able to do so.

Where a person nominated as a supervisor does not have a PhD, there must be evidence of research and research-supervision to persuade a faculty first, and the DDB second, that the person will be able to supervise the candidate. In addition, there will need to be strong motivation to persuade the DDB that a person who does not have a PhD should supervise a PhD candidate.

CO-SUPERVISOR(S)
In many cases two or more co-supervisors may be appointed by the Faculty concerned to direct the work of a PhD candidate. The policy of the DDB is that a PhD candidate must have a UCT supervisor. He/she may also have a co-supervisor, or more than one, who is external.

Where a supervisor has left UCT but is willing to continue to supervise, a co-supervisor who is internal to UCT should be appointed.

The DDB allows an Emeritus Professor to continue to supervise after retirement without appointing a further internal supervisor, but may not be appointed as supervisor for a new PhD candidate. An Emeritus Professor may however be appointed as a co-supervisor, provided that a UCT person serves as supervisor.

The role of each supervisor should be clearly demarcated at the outset of the research programme and the candidate should be fully informed about the respective roles of each co-supervisor.

RESPONSIBILITIES OF SUPERVISORS
1. The supervisor must have demonstrated an interest and expertise in the field of the candidate's research. The supervisor must not undertake to supervise students in fields or on topics in which they have no expertise or interest.

2. The supervisor must recognise that accepting a research student involves a commitment to see a project through to completion within a faculty's normal time parameters.

   (a) If the supervisor is not a member of the University staff, a co-supervisor must be appointed from the staff of the department in which the candidate is studying. Such arrangements should be exceptional. (Note: A modest honorarium is payable to supervisors who are not members of UCT staff.)
In the absence of a supervisor for a substantial period, adequate provision must be made by the Head of Department for continuing supervision.

3. The supervisor should be familiar with the rules governing the degree, and should be able to advise the candidate in matters relating to the rules.

4. If the candidate is not writing in his/her home language, the supervisor must assess at an early stage whether any special assistance (which cannot be provided as part of normal supervision) might be needed and make the necessary arrangements with the department or other appropriate bodies.

5. The supervisor must ensure that candidates for research projects are fully aware of the UCT Code of Ethics for researchers and obtain any ethical clearance, which may be necessary.

6. The supervisor must not permit a student to work on a project if any doubt exists about the availability of adequate material, records or equipment.

7. The supervisor should assist the candidate by:

   (a) advising candidates on drawing up a schedule which details the completion dates of different stages of the project;
   (b) assisting with the management of this schedule;
   (c) providing information relating to relevant literature and sources;
   (d) putting the candidate in touch with researchers working in related fields;
   (e) discussing and critically evaluating the candidate's findings and ideas;
   (f) promptly reading, criticising and annotating draft chapters;
   (g) advising the candidate on the form and structure of the thesis;
   (h) ensuring that the candidate is (or becomes) familiar with, and observes one of the internationally recognised guides to scholarly convention, presentation, documentation of sources and the like;
   (i) referring the candidate to approved style manuals;
   (j) ensuring that the candidate is aware that plagiarism is a serious offence that will be dealt with in terms of the University disciplinary rules, and that the University has effective means of detecting plagiarism, especially that arising from the use of the internet and other electronic sources.

8. The supervisor should not attempt to impose his/her own stamp, theoretical or stylistic, on the candidate's work.

9. The supervisor and candidate should meet sufficiently frequently to ensure that progress is not slowed down for want of constructive advice and criticism.

10. The supervisor must insist on seeing drafts of major sections of the thesis (or extended essay) as it is written. The supervisor must respond as quickly as possible to the written submissions of the students.

11. Although a candidate may submit for examination without the approval of the supervisor, the supervisor must insist on seeing a complete draft before submission.

Towards the end of each academic year, the supervisor must report to the relevant Faculty Board on the progress of each student and make recommendations regarding re-registration the following year.

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