

The Dissertation

GM19	<p>A dissertation or master's research project must be submitted:</p> <ul style="list-style-type: none"> (a) in English; or (b) in a language and literature department, in English or in the language of the department concerned; or (c) if the approval of Senate has been obtained by candidates at the time of their original admission, as candidates in another language. 	<i>language of submission</i>
GM20	<p>Candidates must submit:</p> <ul style="list-style-type: none"> (a) for examination an electronic copy in the format specified plus up to two copies of the dissertation in temporary binding for submission to examiners; (b) for graduation an electronic copy of the final corrected version of the dissertation in the format specified for the Library; and (c) one copy of the final corrected version in temporary binding for each of the candidate's supervisors, unless the candidate indicates that the supervisors have copies of the dissertation. 	<i>submission formats</i>

Doctoral degrees (other than PhD)

GD1	<p>Senate may admit as a candidate for a doctor's degree any persons who have given satisfactory evidence of their candidature. Only in exceptional circumstances can persons be admitted as candidates for a doctor's degree if they have not had a significant involvement with UCT.</p>	<i>admission requirements</i>
GD2	<p>Doctoral candidates shall not graduate in:</p> <ul style="list-style-type: none"> (a) the Sciences, Engineering or Law until at least four years after they have been admitted to a degree of bachelor at this or another university recognised for the purpose by the Senate, and (b) the Faculty of Health Science until at least two years after they have been admitted to the degree of Bachelor of Medicine in the faculty or a faculty of Medicine of any other university recognised for the purpose by the Senate, or until at least four years after they have been admitted to a degree of bachelor in this or another university recognised for the purpose by the Senate. 	
GD3	<p>A degree of doctor shall not be conferred unless the candidate submits for examination original work which in the opinion of Senate constitutes a noteworthy contribution to knowledge.</p>	<i>original work</i>
GD4	<p>Candidates may be required to present themselves for a written or oral examination.</p>	<i>examination</i>
GD5	<p>When presenting any work for examination, a candidate shall by so doing grant a free licence to the University to publish it in whole or in part in any format that the University deems fit.</p>	<i>publication</i>
NOTE	<p><i>A doctoral degree may be awarded as an honorary degree (See G29.)</i></p>	

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Doctor of Philosophy

The degree of Doctor of Philosophy is a research degree undertaken under the guidance of a supervisor for the minimum period of two years. A candidate may proceed through any of the faculties of the University in accordance with these rules and those of the faculty concerned. It is not essential for candidates to proceed through the faculty in which they have obtained their bachelor or master's degree. When considering an application for registration for the degree for PhD, Senate will be guided by the following as being appropriate admission requirements:

*guidelines for
admission*

- (a) a recognised master's degree; or
- (b) a recognised honours bachelor degree, or a recognised four-year bachelor degree, plus at least one year's registration for an approved master's degree; or
- (c) a recognised three-year bachelor degree plus at least two years registration for an approved master's degree; or
- (d) a recognised MBChB, LLB, BProc or BArch degree or any qualification recognised by Senate as being equivalent; or
- (e) in special circumstances an approved bachelor degree or qualifications recognised by the Senate as equivalent.

Master's candidates may apply to upgrade their candidature to PhD candidature at any time before submitting their dissertation for examination for the master's degree for which they have registered; once a submitted dissertation has been sent by the University to examiners, it may not be withdrawn, nor may such candidates apply to upgrade their candidature to PhD candidature. PhD candidates may apply to downgrade their candidature for a master's degree at any time before submitting their thesis; once a submitted thesis has been sent by the University to examiners, it may not be withdrawn, nor may such candidates apply to downgrade their candidature to candidature for a master's degree. A PhD candidate who fails the PhD examination may not submit the work for any other degree at this University.

*upgrade of
Master's
candidates*

GP1.1 Persons shall not be admitted as a candidate for the degree unless they:

*admission to PhD
candidature*

- (a) are graduates of the University or of any other university recognised by the Senate for the purpose; or
- (b) have passed at any university or at any institution recognised by the Senate for the purpose, such examinations as are, in the opinion of Senate, equivalent to the examinations prescribed for a degree at the University; or
- (c) have in any other manner attained a level of competence which in the opinion of Senate, on the recommendation of the faculty concerned, is adequate for the purposes of admission as a candidate for the degree.

GP1.2 Senate may admit to the degree any candidate who has been admitted three years previously to a degree of bachelor, or any candidate who has been admitted at least two years previously to a bachelor degree where a minimum period of study prescribed for such bachelor degrees was not less than four years.

*holders of
bachelor degrees*

Registration and residence

GP2.1	During their period of registration candidates will normally be required to attend at the University for a period of at least one year. By “attend at the University” Senate understands that candidates shall, within reason, be readily available for discussion at the University.	<i>attendance</i>
GP2.2	All work undertaken toward this degree must be done under supervision while registered as a doctoral student. This includes the preparation of a study proposal, obtaining ethics approval (where relevant), and approval of their candidature by the Doctoral Degrees Board.	
GP3.1	Candidates must be registered for at least two years. Senate may permit candidates registered for a master’s degree, by virtue of the quality and development of their work, to change their candidature to that for a PhD degree but retrospective registration for the PhD degree will not be allowed, except by special permission of Senate.	<i>minimum period of registration</i>
GP3.2	Senate may accept, as part of the period of registration required, a period of registration not exceeding one year at another university or institution.	<i>registration at another university</i>
GP3.3	Candidates must maintain unbroken registration between admission and graduation unless granted leave of absence by the Senate.	<i>absence</i>
GP3.4	Senate may refuse to permit candidates whose progress is unsatisfactory to renew their registration.	<i>renewal of registration</i>

Application for admission

GP4	An applicant must give such evidence of their qualifications and attainments and complete such preliminary work as Senate may require, and must satisfy Senate as to the suitability of their subject and programme of research and as to the conditions under which the work will be carried out.	<i>admission requirements</i>
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Obtaining the degree

GP5.1	Candidates shall undertake research, and such advanced study as may be required, under the guidance of a supervisor or supervisors appointed by Senate for the minimum period of two years.	<i>supervisor</i>
GP5.2	At the conclusion of their supervised research candidates shall submit a thesis for examination. Before doing so they must inform the Doctoral Degrees Board Office in writing to this effect and submit a signed statement from their supervisor indicating whether or not the supervisor supports the submission of a thesis for examination. Candidates will not, however be debarred from submitting their theses for examination if their supervisors do not support the submission of the thesis.	<i>submission of thesis</i>
GP5.3	Where candidates intend to submit their thesis for examination they must inform the Doctoral Degrees Board Office in writing of their intention to do so before submitting the thesis	<i>deadlines for graduation</i>

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for examination. It is recommended that the thesis be submitted for examination five months before the graduation ceremony to allow time for the examination process to run its course. The University does not however undertake to reach a decision on the award of the degree by any specific date.

*duration of
examination
process*

NOTE: *To avoid re-registration students are required to submit by 12h00 on the last day of the year (31 December). Students may be granted a grace period until 12h00 on the first day of the new academic year in February to submit. After the first day of the new academic year, students who have not submitted will be required to re-register.*

The thesis

GP6.1 A thesis must be submitted:

- (a) in English; or
- (b) in a language and literature department, in English or in the language of the department concerned; or
- (c) if the approval of Senate has been obtained by candidates at the time of their original admission as PhD candidates, in another language.

*language of
submission*

GP6.2 Candidates must submit:

- (a) for examination an electronic copy in the format specified together with an abstract and the specified metadata; and
- (b) for graduation an electronic copy of the final corrected version in the format specified together with (where necessary) corrected abstract and specified metadata, and a certificate from the supervisor or Committee of Assessors or Doctoral Degrees Board (DDB) that the required corrections have been made.

*format of
submission*

GP6.3 A thesis must constitute a substantial contribution to knowledge in the chosen subject and may embody only the original work of the candidate with such acknowledged extracts from the work of others as may be pertinent. A thesis may incorporate creative work integral to the overall argument. (It must, on presentation, be accompanied by a declaration on the part of the candidate regarding the extent to which it represents, the candidate's own work, both in concept and execution.

original work

NOTE: *Any thesis, and in particular a thesis which incorporates the candidate's original creative work, must be such that it lends itself, in principle, to examination by international examiners, and to revision and re-submission. Where the thesis incorporates a creative component, this must be integral to the thesis and the thesis must be coherent. The creative component (exhibition or theatrical production for example) must be reviewable, and may have to be submitted in recorded or filmed or photographed form. Candidates wishing to include their own creative work as part of a thesis must indicate their plans for executing this work in their applications for admission as candidates as the Doctoral Degrees Board is required to scrutinise this rigorously to ensure that the thesis would be examinable. The Doctoral Degrees Board may require local assessors to assess the work as a first step in the examination process, to evaluate the work and to submit a report, which would be sent to the examiners (for example in order to resolve any potential confusion or difficulties in examining the different elements of a drama or dance piece). The decision as to*

	<i>whether to do this will ordinarily be taken by the Doctoral Degrees Board at the time it accepts the candidate's thesis proposal.</i>	
GP6.4	The text of the thesis must be prefaced by an abstract of it prepared in accordance with the guidelines approved by Senate and indicating in what way the thesis constitutes a contribution to knowledge.	<i>abstract</i>
GP6.5	The literary presentation of the contents and the statistical presentation, if statistical argument or material is included, must be satisfactory.	<i>presentation</i>
GP6.6	Candidates shall not be given credit for any work that has been accepted for another degree.	<i>credit for other degree work</i>
GP6.7	PhD candidates who contemplate including published papers in their theses must accept that approval to do so is not automatic. If candidates contemplate doing this, they must note this in their memorandum of understanding (MoU) with their supervisor each year. In addition, they and their supervisor are advised to seek the advice of the Faculty's higher degrees committee about the plan to do so at an early stage (acting in accordance with any internal procedures and guidelines that a particular faculty may require). While the relevant faculty committee will not be able to give a binding answer, it will be able to indicate to the candidate and the supervisor whether: <ul style="list-style-type: none"> (i) it is likely to support the proposal; where published papers are included, the thesis must nonetheless show acceptable academic style, scholarly content and coherence as a connected account with a satisfactory introduction, statement of thesis and conclusion: or (ii) it is unlikely to support submission according to the plan outlined and why. A binding decision can only be given by the DDB. It is accepted that this may not be possible until some time into the PhD work. <p><i>(A copy of the procedures of the Doctoral Degrees Board is available on request from the Doctoral Degrees Board Office.)</i> <i>All students contemplating the use of published papers must read the guidelines at:</i> http://www.uct.ac.za/students/candidates/downloads/</p>	<i>inclusion of published papers</i>
GP6.8	A PhD thesis may not be less than 40,000 words (in the case of a thesis incorporating creative work) or more than 80,000 in length, unless the Dean (acting after consultation with the supervisor) approves requests by candidates to exceed this limit. Where a Dean allows a longer thesis, the Dean may stipulate a maximum number of words for the thesis. Where Deans allow a longer thesis, they must inform the Doctoral Degrees Board of the fact and of the stipulation made.	<i>length of thesis</i>
GP6.9	After the examination of the thesis, <ul style="list-style-type: none"> (a) a student required to make corrections to the thesis before being allowed to graduate, must, except with permission from Senate, submit these corrections within six months from the date of notification from the Doctoral Degrees Board Office or; (b) a student required to make revisions, to the thesis for re-submission and re-examination must, except with permission from Senate, submit these changes within 	<i>time limit for corrections /revisions to thesis</i>

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one year from the date of notification from the Doctoral Degrees Board Office.

Students who fail to do so will not be permitted to renew their registration for the degree.

Publication of theses on the OpenUCT repository and deferral of publication of a thesis to allow for publication or to allow IP protection

- GP6.10 Publication of a thesis, the abstract and the thesis metadata on the OpenUCT access repository immediately after graduation will be the default position, provided that:
- (a) A supervisor must defer this publication of the thesis (but neither the abstract or metadata) for 24 months from the date of graduation to allow the submission of work, arising from the thesis, for publication where the student has agreed to this; where the findings/data/conclusions have not been submitted for publication prior to the date of the graduation; and where the student declares an intention to prepare work for publication either in monograph form or in journals; or
 - (b) The Doctoral Degrees Board may defer this publication of the thesis, and if necessary the abstract, but not the metadata, for up to 36 months from the date of graduation in order to allow intellectual property (IP) protection of work arising from the thesis where the necessary IP protection has not been secured and where the Director of the Research Contracts and intellectual property (IP) Services Office is of the view that there is case for or a requirement for IP protection, provided that the abstract will be published immediately following graduation unless the Doctoral Degrees Board determines that to do so would compromise IP protection, in which case an abridged abstract shall be provided by the student and shall be published for the period of deferral.

deferral of publication

Publication

- GP7 Candidates may, subject to the prior written approval of their supervisors and subject to the provisions of rule GP9, publish a part or the whole of the work done by them under supervision for the degree before presenting their theses for examination.
- GP8 When presenting a thesis a candidate shall be deemed by so doing to grant free licence to the University to publish it in whole or in part in any format that the University deems fit.
- GP9 No publication may, without the prior permission of Senate, contain a statement that the published material was or is to be submitted in part or in full for the degree.

supervisor's permission

free licence to University

Senate permission

GG1 **Graduation**

Degrees are conferred and diplomas and certificates are awarded at meetings of the University called congregations. Congregations are held at dates and times set by Council. The Chancellor, if present, presides. In his or her absence the Vice-Chancellor, or the Vice-Chancellor's nominee, in that order, presides. No graduands are entitled to any of the privileges conferred by a degree until they have been admitted to the degree at a graduation ceremony; admission to degrees takes place in person, or *in absentia*.

Students may not present themselves for graduation or diploma unless in the prescribed academic dress. Graduation and diploma award ceremonies are held in March/April and December.

GG2 **Academic dress**

Officers of the University

CHANCELLOR The Chancellor wears a gown made from dark blue silk and having facings, down each side in front, of dark blue velvet embroidered with a gold floral design. The gown and sleeves are lined with pale blue silk and the sleeves are looped up in front with a gold cord and button. The yoke of the gown is edged with gold cord. With this gown is worn a square blue velvet hat with a soft crown and gold tassel.

VICE-CHANCELLOR The Vice-Chancellor wears a gown made from bright blue silk and having facings, down each side in front, and sleeve-linings of pale blue silk. The sleeves are looped up in front with a gold cord and button and the yoke of the gown is edged with gold cord. With this gown is worn a black velvet bonnet with a silver cord.

DEPUTY VICE-CHANCELLOR A Deputy Vice-Chancellor wears a gown made from dark blue silk and having closed sleeves with an inverted T-shaped opening at the level of the elbow to free the arms. The gown has facings, down each side in front, of light blue. The sleeves are lined with light blue and the yoke of the gown is edged with silver cord. With this gown is worn a black velvet bonnet with a silver cord.

CHAIR OF COUNCIL The Chair of Council wears a gown, of the same pattern as that worn by the Vice-Chancellor, made from light blue silk and having facings, down each side in front, and a yoke of dark blue. The sleeves are lined with dark blue and the facings and yoke are trimmed with gold cord. The sleeves are looped up in front with a gold cord and button. With this gown is worn a black velvet bonnet with a gold tassel.

MEMBERS OF COUNCIL Members of Council wear graduate-pattern gowns made from black silk, having 10cm wide light blue facings down each side in front trimmed with dark blue cord. With this gown is worn a black velvet bonnet with a blue cord.

REGISTRAR The Registrar wears a gown made from black silk and having 10cm wide facings of blue silk, down each side in front. With this gown is worn a black velvet bonnet with a white cord.