



# UNIVERSITY OF CAPE TOWN

## DOCTORAL DEGREES BOARD

### PHD STUDENTS' EXAMINATION GUIDE

- Applications: all applications for PhD degrees are made via the faculty offices.
- Candidature: once a student is accepted, the candidature is forwarded from the faculty office to the DDB for approval.
- Registration: all students register in their Faculties for each year of registration.
- Examination: candidate uploads their thesis to the DDB for examination.
- Graduation: once the examination process is complete, the DDB will inform the student that the degree will be awarded. Graduation is then administered by the Student Records Office.

#### SUBMISSION OF a PhD thesis to the DDB OFFICE

- A PhD Candidate can submit at any time subject to being registered for **2 years**.
- While the DDB will not insist on the supervisor's approval before accepting a PhD thesis, it is recommended that candidates submit with the approval of their supervisors.
- At the conclusion of your research, you will be able to complete and upload your intention to submit form on PeopleSoft, followed by the upload of your thesis for examination. All communication from UCT regarding the examination process will occur via your UCT e-mail account.

#### NAMING CONVENTIONS FOR ABSTRACT, THESIS & LIBRARY COPY FILES

**Thesis.pdf** - upload your thesis/dissertation document in a single PDF file format (publication of this will be deferred if an embargo has been approved).

**Abstract-open.pdf** - this must be attached to all Library Upload Service Requests and will be published immediately upon Graduation regardless of any embargo. All students must upload this type of abstract.

**Abstract-Restricted.pdf** - this must be attached to any Library Upload Service Request where the abstract contains confidential information. It must not be published by the library until the embargo is lifted. Only students with a pre-approved suppression form will upload this type of abstract.

#### **STEP 1: Notice of Intent to Submit form**

The candidate is required to upload the following to the DDB Office via PeopleSoft:

[Refer to SSS guide](#)

1. **DDB08 (Thesis Open Access Suppression Form)** only applicable if you wish to suppress your thesis.
2. **DDB09 (Notice of Intention to Submit PhD thesis)**
3. **DDB10 (PhD IP Assessment Form)** compulsory for EBE, Health Sciences and Science faculties.
4. **Abstract**

These forms can be obtained at the following link:

<http://www.uct.ac.za/students/candidates/downloads/>

## GIVING NOTICE OF INTENTION TO SUBMIT THESIS FOR EXAMINATION

- Log in to the PeopleSoft Student Administration Self Service
- Click on 'Self-service'
- Navigate to 'Research Activities'
- Go to 'Service Requests'
- Select 'Create New Request'
- Select the request category of 'Thesis related requests'
- Select request type 'Intention to submit' - PhD
- Upload 'Intention to submit' form **and** Abstract as separate PDF documents
- View what you have uploaded and confirm that all is in order (In the Comments section, you may add additional notes, but this may be left blank)
- Click 'Submit'.

## ACKNOWLEDGEMENT OF RECEIPT

- Please note that the acknowledgement of your notice of intent is **not immediate**. The DDB Office will check your service request, process it and acknowledge receipt within 1 week.
- You may also log onto the PeopleSoft Student Administration Self Service to check the status of your service request.
- An acknowledgement of receipt will be sent to the candidate, the supervisor (to appoint potential examiners) & to the relevant faculty.
- This acknowledgement will contain the General Rules & Policies Handbook <http://www.uct.ac.za/students/candidates/downloads/> & information regarding the format of the submission of a PhD thesis.

## **STEP 2: Submission of Thesis**

The candidate is required to upload the following to the DDB Office via PeopleSoft:

[Refer to SSS guide](#)

1. **1 copy of the thesis in PDF format**
2. **Abstract-open or Abstract-restricted**
3. **DDB11 – declaration/submission form (The date that you have uploaded your thesis submission must be reflected on this form. If the date is incorrect it will be rejected.)**
4. **Citation and Mini Citation in MS Word format (approved by your supervisor)**
5. The **signed plagiarism declaration**: *"This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software) and I confirm that my supervisor has seen my report and any concerns revealed by such have been resolved with my supervisor."*
6. In the **Comment Box**: *"I confirm that the uploaded document is the thesis to be examined."*

These forms can be obtained at the following link:

<http://www.uct.ac.za/students/candidates/downloads/>

## UPLOADING THE THESIS FOR EXAMINATION

- Log in to the PeopleSoft Student Administration Self Service
- Click on 'Self-service'
- Navigate to 'Research Activities'
- Go to 'Service Requests'
- Select 'Create New Request'
- Select the request category of 'Thesis/ Dissertation related requests'

- Select request type 'Upload Thesis/ Dissertation for Examination'
- Select request subtype - PhD
- Upload your thesis and supporting documents for examination
- View what you have uploaded and confirm that the correct file will be submitted
- Type the following confirmation in the Comment box:  
**"I confirm that the uploaded document is the thesis to be examined."**

### Acknowledgement of receipt

- Please note that the acknowledgement of your thesis submission is **not immediate**. The DDB Office will check your service request, process it and acknowledge receipt within 1 week.
- You may also log onto the PeopleSoft Student Administration Self Service to check the status of your service request.

### SUBMISSION DATES

- Submission dates may change each year. Please refer to the Fees Handbook [http://www.uct.ac.za/usr/finance/fees/fees2016\\_3.pdf](http://www.uct.ac.za/usr/finance/fees/fees2016_3.pdf) for fee deadline dates.
- Kindly note that the University does not undertake to reach a decision on the award of the Doctoral Degree by any specific date.

#### June Graduation

Notice of intent to submit form must reach the DDB Office by 10 January & thesis to be uploaded by 12h00 on the first day of the new academic year, namely 15 February 2016.

#### December Graduation

Notice of intent to submit must reach the DDB Office by 20 June 2016 & thesis to be uploaded by 15 August.

## STEP 3: Examination

- Please note that the examination process is ***confidential***.
- While every effort will be made to process the work for examination as soon as possible, ***the University does not undertake to reach a decision on the award of the degree by any specific date.*** ***You will be notified of the outcome once the examination process has been completed.***
- External Examiners are appointed & approved by the candidate's Faculty Higher Degrees Committee (known as the Committee of Assessors) & the Chair of the DDB.
- It is the policy of the DDB not to reveal the names of the examiners to candidates during the examination process of a PhD thesis.
- The DDB Office then formally invites the examiners to examine a PhD thesis.
- If the examiner accepts the invitation, the DDB Office then sends the thesis to each examiner.
- Examiners are required to submit a report & recommendation on the PhD thesis & have the option, of whether or not they wish to be identified.
- One of the following recommendations can be made by an examiner:

**Category A:** the candidate should be awarded the degree subject to addressing the minor corrections/comments and typographical errors raised by the examiner(s), to the satisfaction of the supervisor.

**Category B:** the candidate should be awarded the degree subject to specified changes being made to the thesis to the satisfaction of the DDB.

**Category C:** the candidate should be invited to address the substantive concerns of the examiner(s) and to revise and resubmit the thesis for re-examination.

**Category D:** the degree should not be awarded.

#### STEP 4: External Examiners' Reports

- When all the examiners' reports are received, the DDB Office will send the reports to the relevant Faculty for consideration & recommendation by the CoA.
- The Chair of the CoA will sign off the CoA recommendation & send it to the DDB Office.
- The DDB Office then sends the recommendation to the Chair of the DDB for approval.

#### STEP 5: Examination Result

- Once the Chair of the DDB approves the CoA's recommendation, the DDB will notify the student of the examination result via email.
- If the candidate is awarded Category A - he/she has minor corrections & is awarded the PhD degree.
- If the candidate is awarded Category B - he/she is required to submit a list of changes/corrections made to the thesis to the satisfaction of the supervisor who should certify this to the Chair of the CoA. The approved list of corrections will be sent to the Chair of the DDB for approval. Once approved by the Chair of the DDB, the DDB Office will notify the candidate.
- If the candidate is awarded Category C - he/she is required to re-register with their faculty & to revise & resubmit their PhD thesis, within 1 year to the DDB Office.
- If the candidate is awarded Category D - he/she has failed & will not be awarded the PhD degree.

#### STEP 6: Library Copy of PhD thesis is a requirement for Graduation

The candidate is required to upload the following (prior to graduation) to the DDB Office for UCT's Library: [Refer to SSS guide](#)

1. **1 electronic PDF copy of the corrected thesis**
2. **Abstract-open or Abstract-restricted**

- Log in to the PeopleSoft Student Administration Self Service
- Click on 'Self-service'
- Navigate to the 'Research Activities' section
- Go to 'Service Requests'
- Select 'Create New Request'
- Select the request category of 'Thesis/ Dissertation related requests'
- Choose request type 'Library Copy –upload final Thesis/Dissertation for Library'
- Choose the request subtype -PhD or masters, and faculty
- Upload final corrected copy of thesis/dissertation for library
- View what you have uploaded to confirm that the correct file will be submitted.
- Type the following confirmation in the Comment box:

**"I confirm that the uploaded files are the correct versions for the library."**