

**UNIVERSITY OF CAPE TOWN
DOCTORAL DEGREES BOARD OFFICE**



PHD CANDIDATES

DOCTORAL DEGREES BOARD (DDB) PROCESSES

- Applications: all applications for PhD degrees are made via the faculty offices.
Candidature: once a student is accepted, the candidature is forwarded 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 and 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.

The University of Cape Town (UCT) has made it possible for Master's and PhD candidates to upload electronic versions of theses online via the PeopleSoft Student Administration Self-Service functionality. This will mean that hard copies of intention to submit forms and dissertations/theses no longer need to be physically deposited at UCT; you as the candidate may upload your work for examination from any digitally-connected destination.

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. All communication from UCT regarding the examination process will occur via e-mail.

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 It must not be published by the library until the embargo is lifted.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 in addition to the Abstract-open.pdf

STEP 1: Notice of Intent to Submit form

- ⇒ The candidate must upload a DDB09 (Notice of intention to submit PhD thesis) and Abstract. This form must be signed off by the candidate & the candidate's supervisor. Students in the EBE, Health Sciences and Science faculties must upload the DDB09 (Notice of intention to submit PhD thesis) and DDB10 (PhD IP Assessment Form) and 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

Once your form has been submitted and processed, you will receive an acknowledgement of receipt via e-mail. You may also log onto the PeopleSoft Student Administration Self Service to check the status of your service request.

- ⇒ On receipt of this form the DDB Office will send an acknowledgement of receipt 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: Thesis Submission with Turnitin report, Declaration and Word Count Forms

⇒ The candidate must upload the following to the DDB Office via PeopleSoft:

1. 1 electronic PDF copy of the thesis
2. DDB11 – declaration/submission form (The date that you have uploaded your submission must be reflected on this form. If the date is incorrect it will be rejected.)
3. Summary of the Turnitin Originality Report (the first pages of the report with the percentages up to the title of your actual thesis). Please contact the VULA helpdesk for assistance help@vula.uct.ac.za 021-650- 5500.

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 statement in the comment box: ***"I confirm that the uploaded document is the thesis to be examined."***

Acknowledgement of receipt

⇒ On receipt of the PhD thesis the DDB Office will send an acknowledgement of receipt to the candidate.

SUBMISSION DATES

- Submission dates may change each year. Please refer to the Fees Handbook <http://www.uct.ac.za/usr/finance/fees/fees2015.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 & thesis to be uploaded by 15 August.

EXAMINATION PROCESS OF A PhD THESIS

- 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.

STEP 3: External Examiners

- ⇒ 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 given 6 weeks to examine from the date of acknowledging receipt of a PhD thesis.
- ⇒ 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:** candidate should be awarded the degree and no corrections need to be made to the thesis, with the exception of minor typographical errors only.
- Category B:** candidate should be awarded the degree subject to specified changes being made to the thesis to the satisfaction of the DDB.
- Category C:** although the thesis does not meet the required standard, the candidate should be invited to revise and resubmit 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:

1. 1 electronic PDF copy of the corrected thesis
2. Abstract

- 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.
- Once your dissertation/ thesis has been submitted and processed, you will receive an acknowledgement of receipt and will be asked to:
- Confirm that the loaded thesis/dissertation is the corrected version