University of Cape Town

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.

2021-01-20
Revised 2021-08-13
Revised 2022-10-25