

DDB SOP for submission without supervisor approval

The student must retain the right to submit without the approval of the supervisor, as established in rule GP5.2 of Handbook 3 (General Rules and Policies). It should be noted that this is a rare occurrence and may be the consequence of a breakdown in the supervisory relationship.

The purpose of this SOP is to:

- a) ensure fairness to the student in the examination process, including the selection of examiners and eventual corrections to the thesis
- b) avoid embarrassment or reputational risk to the supervisor in the rare cases where a very poor piece of work is submitted and associated with the supervisor, due to:
 - i. The examiners know who supervised the work and may assume that the supervisor is satisfied with the work (this applies regardless of the final result)
 - ii. The name of the supervisor is indicated upon publication on *OpenUCT* and in the graduation ceremony booklet (this applies only in case the final result is a pass).

The Standard Operating Procedure will be:

1. When a supervisor ticks “no” (they do not support submission) on the DDB09 (intention to submit) form, this does not prevent the intention to submit from being accepted by the DDB, nor will it prevent the student from submitting their thesis. However, the DDB Office then sends an email to the HoD and CoA Chair, with cc to the supervisor, alerting them of the situation. The DDB will also send an email to the student alerting them to the suggested procedures laid out in this SOP.
2. The HoD communicates with the supervisor and the student and clarifies the context which resulted in the intention to submit without supervisor approval. This clarification of the context should include an explicit conversation around whether the supervisor is willing to supervise the student in the event of corrections, and whether this is acceptable to the candidate. Depending on the context, the HoD might recommend that the current supervising relationship persist. However, if the current situation is untenable, the HoD might recommend mediation, appointment of an alternative supervisor, appointment of a co-supervisor, or that the current supervision arrangement persists, but the HoD nominates examiners.
3. The supervisor can ask that their name not appear upon publication on *OpenUCT* nor in the graduation ceremony booklet when they did not support the submission (despite the pass result). This should be done through a direct request to the DDB upon submission of the final library copy of the dissertation.