

GD4	Candidates may be required to present themselves for a written or oral examination.	examination
GD5	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.	publication
NOTE	<i>A doctoral degree may be awarded as an honorary degree (See G29.)</i>	

Doctor of Philosophy

GP1.1	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.	guidelines for admission
GP1.2	<p>When considering an application for registration for the degree for PhD, Senate will be guided by the following as being appropriate admission requirements:</p> <ul style="list-style-type: none"> (a) a minimum requirement of a recognised master's degree; (b) Demonstratable alignment with the research interests of the academic department or research unit and availability of supervisory capacity; (c) Demonstratable aptitude for research, which could be evidenced through publication, peer review or appropriate professional experience; (d) admission by Recognition of Prior Learning where an applicant has not completed a master's degree is possible. 	

The following may be used for application on the basis of Recognition of Prior Learning (RPL). Please consult the specific faculty for additional discipline or field specific requirement:

- * *A recognised Bachelor Honours Degree or*
- * *A recognised four-year Bachelor degree, plus at least one year's registration for an approved Master's degree or*
- * *A recognised three-year Bachelor degree plus at least two years registration for an approved Master's degree or*
- * *A recognised MBChB, LLB, BProc or BArch Degree*

and an RPL portfolio of learning that includes at minimum:

- * *Copies of certificates of relevant completed informal learning.*
- * *Evidence of publications, evidence of having conducted peer review, and research project management where the applicant has taken the intellectual lead.*
- * *Testimonials from academic referees. In the cases of professional areas of study, professional testimonies would also be relevant.*
- * *A reflection on prior learning and the evidence thereof, including why the applicant feels that this has prepared them for doctoral study. This should include a self-reflection on how the applicant understands that their previous formal and informal learning align to NQF 9 SAQA level descriptors.*

RPL applicants may be required to undergo a competency and/or panel interview administered by the relevant department.

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RPL assessment is supported by the work of the University's School of Education and Adult Learning Sub Committee.

GP1.3 On recommendation of the supervisor, Master's candidates may apply to change 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 change their candidature to PhD candidature.

*upgrade of
Master's
candidates*

Master's candidates ordinarily apply to upgrade their candidature to PhD candidature in the first or second year of study before they submit their dissertation for examination for the Master's degree for which they have registered. A considered approach is taken towards upgrades. The criteria for the application and decision is as follows:

- * The competence of the student, the progress made, and the scope of the research project going forward should be comparable to that of a viable doctoral research project.
- * The supervisor is required to confirm the evidence that the Masters student has demonstrated the ability to carry out independent research commensurate with that of doctoral study.
- * The application for the upgrade is to undergo departmental and faculty approval.

Once a submitted thesis has been sent by the University to the examiners, it may not be withdrawn, nor may such candidates apply to change their candidature to candidature for a master's degree.

Note: If a student who has been allowed to upgrade their candidature to a PhD wishes to revert to a master's degree, this must be done before the work is submitted for examination.

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.

attendance

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 before submitting their thesis for examination. 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.

*minimum period
of registration*

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.

*registration at
another university*

GP3.3 Candidates must maintain unbroken registration between admission and graduation unless granted leave of absence by the Senate.

absence

GP3.4 Senate may refuse to permit candidates whose progress is unsatisfactory to renew their registration.

*renewal of
registration*

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. *admission requirements*

Obtaining the degree

GP5.1 Candidates shall undertake research, and such advanced study as may be required, under the guidance of a supervisor(s) appointed by Senate for the minimum period of two years. *supervisor*

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 does not support the submission of the thesis. *submission of thesis*

GP5.3 Where candidates intend to submit their thesis for examination, they must inform the Doctoral Degrees Board Office by uploading a Peoplesoft intention service request prior to submitting the thesis for examination. The University shall make every effort to conclude the examination process promptly; however, as certain elements are beyond its control, the final decision on the award of the degree may be unavoidably delayed.

GP5.4 A candidate whose thesis has failed shall not be permitted to resubmit the same thesis for the PhD degree. A candidate who wishes to pursue a PhD degree thereafter shall be required to submit a new application, develop a study proposal, obtain ethics approval where applicable, and secure approval of candidature from the Doctoral Degrees Board.

NOTE: *Candidates are advised to familiarise themselves with the Doctoral Degrees (DDB) intention-to-submit timelines as published, and to ensure that notification of their intention to submit is provided in accordance with these timelines.*

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.

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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.	<i>language of submission</i>
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.	<i>format of submission</i>
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.	<i>original work</i>
NOTE:	<i>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 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 inclusion of published papers</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></p>	
	<p><i>All students contemplating the use of published papers must read the guidelines at:</i></p>	
	<p><u>https://uct.ac.za/students/current-students-doctoral-candidates/doctoral-candidates-overview</u></p>	
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	<p>After the examination of the thesis,</p> <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 two 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 one year from the date of notification from the Doctoral Degrees Board Office 	
	<p>Students who fail to do so will not be permitted to renew their registration for the degree.</p>	
NOTE:	<p><i>Two months is the default period granted, but where the student's circumstances warrant, a period of up to six months may be allowed</i></p>	

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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 qualifying 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.

supervisor's permission

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.

free licence to University

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.

Senate permission

GG1 **Certification**

A graduate must be issued with a certificate that bears the official name of the graduate, as per Home Affairs (or equivalent) issued Identity/Passport document, at the time of graduation.

Certificates will not be re-issued under a new name to graduates who change their names, as a result of marriage or other personal reasons, after they have graduated.

Certificates will only be re-issued under a new name where a total new identity number is issued by Home Affairs or equivalent.

GG2 **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 the Council. The Chancellor, if present, presides.

If the Chancellor is not present the Vice-Chancellor, or the Vice-Chancellor's nominee, in that order, presides. Graduation ceremonies are held in Autumn and Spring.

No graduands are entitled to any of the privileges by a qualification until they have been admitted to the degree or awarded a diploma/certificate at a graduation ceremony. Legally, it is not possible to receive qualification certificates before the qualification has been conferred at the graduation ceremony.

Admission to degrees and awarding of diplomas/certificates takes place in person, or in absentia. Students may not elect to attend a different graduation ceremony except on documented religious grounds. Students who do not attend their graduation ceremony for any other reason must graduate in absentia.

Graduands may not present themselves for graduation unless in the prescribed academic dress. Graduands may only wear the academic attire of the qualification that will be conferred at the graduation ceremony. Wearing gowns and hoods of previous qualifications is not permitted.

GG3 **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.