> **GUIDELINES TO CATEGORIES OF SUPERVISOR FOR FULL RESEARCH MASTERS & DOCTORAL DEGREES, AND THE RESEARCH COMPONENT OF THE DISSERTATION COMPONENT OF A MASTERS BY COURSEWORK & DISSERTATION**
> **(excluding Professional Masters and Honours degrees)**

PURPOSE OF THIS GUIDELINE

Questions relating to who may/may not supervise or co-supervise Masters and Doctoral degrees at UCT frequently arise at many levels within the university. This guideline exists to inform such. It is for use in the academic administration and supervision of students in all faculties.

The guideline is intended to ensure due responsibility and diligence is undertaken by the university in supervising postgraduate research degrees which include either a part or whole research dissertation, especially in circumstances where a supervisor is not, or no longer, a full-time UCT staff member, or in the rare cases where the supervisor is external to UCT.

INTERNAL

PRIMARY SUPERVISOR

1. The primary supervisor typically is a UCT staff member[1] approved by Faculty Board who should have appropriate expertise in the area of research available to supervise the candidate's research. In the majority of cases, such a staff member must be appointed on academic conditions of service[2]. The primary supervisor should normally (but not necessarily) be a staff member in the same department as that in which the student is registered. It is expected that a supervisor has attained at least the level of degree qualification for which the candidate is registered. Where a person nominated as a supervisor does not have such a level of degree, there must be evidence of research and research supervision and a strong motivation indicating that the person will be able to supervise the candidate. A primary supervisor who retires may not continue as the sole supervisor and must appoint a UCT staff member either as a co-supervisor or as an administrative supervisor. In such cases the retired supervisor must be provided with the necessary third-party access to UCT systems (e.g. to email, departmental sites, and the library).

2. The primary supervisor is responsible for the largest proportion of academic supervision and ensuring that the student is given guidance about the nature of research, developing the proposal, the standard expected, facilitating any scientific and ethics approvals and reporting required, planning the research programme, literature and sources, attendance at taught classes, requisite techniques (including arranging for instruction where necessary), issues of plagiarism and

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[1] A UCT staff member may be a GOB-funded or soft-funded staff member on academic conditions of service. If soft-funded, the staff member should be on at least a T2 contract funded through the anticipated period of student supervision, and must have a line of accountability to a Head of Department. Senior Scholar appointees may undertake primary supervision as they are employed by UCT on T2 contracts. Adjunct academic appointees, emeritus rankings and retirees may not be sole supervisors. Honorary appointments and Postdoctoral Fellows are generally excluded from primary supervision, but may co-supervise in which case it should be stipulated in their appointment conditions and/or MoU

[2] . In rare cases, it may be appropriate for a member of PASS staff to supervise or co-supervise a student, in which case motivation must be given and permission sought from their appropriate line manager (normally the Head of Department) and Dean (or, in some cases, Executive Director).

compliance with UCT's rules and administrative requirements, including assisting with approving progress codes each year (see 5 below), and approving the Memorandum of Understanding, and Progress and Planned Activity forms.

3. In the case of a primary supervisor taking extended Study & Research leave (i.e., sabbatical), it is expected that they will retain the role of primary supervisor and, if unable to fulfil their role in full, that arrangements are made, normally with the co-supervisor/s to assist in this role, and with the HOD's knowledge.

4. In the event that the Primary supervisor is external to UCT, then an 'Administrative supervisor' needs to be nominated and indicated in the university administrative systems (see 'Administrative supervisor' category below.)

5. Where there are two or more internal supervisors (i.e., Primary supervisor plus co-supervisor/s, or a supervisory committee), the default position is that the Primary supervisor is accountable for administrative matters, including towards the end of each academic year reporting to the relevant Faculty Board/Committee/HOD on the progress of each student and making recommendations regarding continuation and re-registration for the following year. It is incumbent on the Primary supervisor to consult with co-supervisors and/or the supervisory committee, particularly in cases where student progress may be questionable. In some cases, student progress also needs to be reported to funding donors.

CO-SUPERVISOR/S

1. An internal co-supervisor is a UCT staff member or postdoctoral fellow appointed by the Faculty Board when a primary supervisor and student seek the benefit of the expertise of a specialist to supervise parts of the thesis to complement their expertise.

2. An internal co-supervisor has expertise in the respective area of research that supplements that of the primary supervisor.

3. The internal co-supervisor may also act in the place of the primary supervisor when they are away on periods of leave and thus provide continuity of advice and guidance.

4. If an external primary supervisor has been appointed/nominated and does not hold an appropriate higher degree, then an internal co-supervisor who has an appropriate higher degree must be appointed.

5. The Faculty Board in which the student is registered may appoint two or more co-supervisors to direct the work of a PhD candidate.

6. The Faculty Board in which the student is registered may appoint two or more co-supervisors to constitute a supervisory committee.

ADMINISTRATIVE SUPERVISOR

1. As noted above, it is the norm that the primary supervisor undertakes the role of administrative supervisor, and this therefore does not need to be indicated separately on the UCT administrative systems.

2. In some cases, such as when a primary supervisor is external to UCT or can no longer fulfil their required UCT administrative role (such as if they retired, resigned or were on extended medical leave before the student completed their degree), then it is the norm that the co-supervisor undertakes this role, assuming there is an internal UCT co-supervisor. In the absence of a suitable co-supervisor, the HOD must ensure the appointment of an appropriate administrative supervisor.

3. If an administrative supervisor has been appointed, they should be from the same department in which the student is registered and be responsible for all administrative functions required through the various stages of degree progression (as is described for the primary supervisor). Such a supervisor will not be involved in the bulk of the academic and research supervision but nevertheless plays a critical role in ensuring compliance with UCT's rules and administrative requirements, particularly at the time of annual progression, submission, and examination. The administrative supervisor will be included in the examination process in the same manner as the primary supervisor. The administrative supervisor is a non-voting member, as is the primary supervisor. The administrative supervisor must ensure the nomination of suitable examiners together with the Primary supervisor and co-supervisors (if applicable).

EXTERNAL

PRIMARY SUPERVISOR

1. It is rare for an external supervisor to be appointed as the primary supervisor. In such cases, motivation to the appropriate Board must be given, and an administrative supervisor in the appropriate department at UCT must be appointed. This appointment must be approved and indicated in the appropriate UCT systems, with the approval of the HOD.

CO-SUPERVISOR/S

1. An external co-supervisor is appointed by the Faculty Board when a UCT primary supervisor seeks the benefit of the expertise of an external specialist as a co-supervisor on parts of the thesis to complement the expertise of the primary supervisor.

2. An external co-supervisor from the candidate's home institution must be appointed for the candidate who is in a joint degree programme, a co-managed, or co-badged degree.

3. The Faculty Board may appoint one or more external co-supervisors to assist in directing the work of a PhD candidate.

4. The Faculty Board may appoint one or more external co-supervisors to constitute a supervisory committee.

Note: Original versions of this document approved by BfGS and DDB in 2017, an updated version on 12 Dec 2018 and this version approved at Board for Graduate Studies on 15 May 2019 and approved (with minor amendment to include a preamble on the "Purpose of the guideline") by the SEC on 3rd June 2019.
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