University of Cape Town

GUIDELINES FOR THE APPOINTMENT OF SUPERVISORS OF DOCTORAL CANDIDATES

REQUIREMENTS

1. Senate, acting through the Doctoral Degrees Board (DDB) and having considered the advice of Faculty Boards-

    (a)   must appoint a <u>supervisor</u> for every PhD candidate; and

    (b)   may also appoint one or more <u>co-supervisors</u> for a PhD candidate.

    (c)   The document entitled 'Guidelines to categories of supervisor for full research Masters and Doctoral degrees' should be referred to for further information on who may perform supervision and co-supervision, and the relevant roles of supervisors and co-supervisors.

QUALIFICATIONS OF SUPERVISORS

2. Senate, acting through the DDB, must appoint a suitably qualified person to be the supervisor. While Senate allows the possibility of the appointment of a person who himself/herself does not have a doctoral qualification, for such a person to be nominated or appointed there must be evidence of research, research supervision, and strong motivation. Having a PhD is however not sufficient proof that a person is suitable for appointment, but is an indication which with other evidence may be conclusive.

SUPERVISORS AND CO-SUPERVISOR(S)

3. In many cases one or more co-supervisor may be appointed by DDB on the advice of the Faculty concerned to direct the work of a PhD candidate. The policy of the DDB is that a PhD candidate must have a UCT supervisor. He/she may also have a co-supervisor, or more than one, and the co- supervisor(s) may be external. As in the case of the supervisor, the co-supervisor must be suitably qualified. Normally this includes holding a doctoral degree and being appropriately research active and experienced themselves. If a co-supervisor does not hold a doctoral degree their appointment must be strongly motivated. It is acknowledged that co-supervisor expertise may lie in an area linked to a specific part of the research topic (as opposed to the topic as a whole), or, in the case of inter- and multi-disciplinary topics and approaches, supply supervision from another disciplinary perspective. It is appropriate to appoint less experienced academic researchers (such as Postdoctoral fellows and new, junior academic appointees) to a role as co-supervisor in order to gain experience at supervision themselves.

    Where a supervisor has left UCT but is willing to continue to supervise, he or she may do so if in the best interests of the student and project, but they may not continue as a sole supervisor. In such cases a supervisor who is internal to UCT must be appointed either as a co-supervisor or as an administrative supervisor.

4. The DDB may allow an Emeritus Professor to continue as supervisor after retirement where the Emeritus Professor has a continuing formal relationship with UCT, but, as in the case of a supervisor who has left UCT, may not be the sole supervisor.

5. Adjunct academic appointees may supervise doctoral candidates but not as sole supervisor. Honorary appointments and Postdoctoral fellows are generally excluded from primary supervision, but may co-supervise.

6. The role of each co-supervisor must be clearly demarcated at the outset of the research programme and the candidate must be fully informed about the respective roles of the supervisor and any co- supervisor(s).

RESPONSIBILITIES OF SUPERVISORS

7. The supervisor must have demonstrated an interest and expertise in the field of the candidate's research. The supervisor must not undertake to supervise students in fields or on topics in which he/she has no expertise or interest. The supervisor must recognise that accepting a research student involves a commitment to see a project through to completion within a faculty's normal time parameters.

   (a) The supervisor must be a member of the University staff and may be a GOB-funded or soft-funded member of staff 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 accountability to a Head of Department.

   (b) A modest honorarium is payable to co-supervisors who are not members of UCT staff.

   (c) In the absence of a supervisor for a substantial period, adequate provision must be made by the Head of Department for continuing supervision, if necessary by appointing an acting supervisor.

8. The supervisor must be familiar with the rules governing the degree, and must be able to advise the candidate in matters relating to the rules.

9. If the candidate is not writing in his/her home language, the supervisor must assess at an **early stage** whether any special assistance (which cannot be provided as part of normal supervision) might be needed and make the necessary arrangements with the department or other appropriate bodies.

10. The supervisor must ensure that candidates for research projects are fully aware of the UCT Code of Ethics for researchers and obtain any ethical clearance, which may be necessary.

11. The supervisor must not permit a student to work on a project if any doubt exists about the availability of adequate material, records or equipment.

12. 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.

13. The primary supervisor is responsible for the largest proportion of academic supervision and should assist the candidate by:

(a) Giving guidance on the nature of the research, developing the proposal and the standard expected

(b) advising candidates on drawing up a schedule which details the completion dates of different stages of the project;

(c) assisting with the management of this schedule;

(d) providing information relating to relevant literature and sources;

(e) putting the candidate in touch with researchers working in related fields;

(f) discussing and critically evaluating the candidate's findings and ideas;

(g) promptly reading, criticising and annotating draft chapters;

(h) advising the candidate on the form and structure of the thesis;

(i) ensuring that the candidate is (or becomes) familiar with, and observes one of the internationally recognised guides to scholarly convention, presentation, documentation of sources and the like;

(j) referring the candidate to approved style manuals;

(k) ensuring that the candidate is aware that **plagiarism** is a serious offence that will be dealt with in terms of the University disciplinary rules, and that the University has effective means of detecting plagiarism, especially that arising from the use of the internet and other electronic sources.

(l) guiding and assisting the student in administrative requirements including approving the Memorandum of Understanding, and annual Progress and Planned Activity forms/processes.

14. The supervisor must not attempt to impose his/her own stamp, theoretical or stylistic, on the candidate's work.

15. The supervisor and candidate must meet sufficiently frequently to ensure that progress is not slowed down for want of constructive advice and criticism.

16. The supervisor must insist on seeing drafts of major sections of the thesis (or extended essay) as it is written. The supervisor must respond as quickly as possible to the written submissions of the students.

17. Although a candidate may submit for examination without the approval of the supervisor, the supervisor must see a complete draft before submission.

18. Towards the end of each academic year, the supervisor must report to the relevant Faculty Board on the progress of each student and make recommendations regarding re-registration the following year.