School of Education

PHD STUDENT & SUPERVISOR GUIDE

admission to graduation

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Introduction

The degree of Doctor of Philosophy (PhD) is a research degree, undertaken under supervision for a minimum two year registration period, although most frequently three to five years. The aims and objectives of a PhD in Education is to prepare students to become independent education scholars. The evidence that this objective has been achieved is demonstrated by preparing an independent, cohesive, and substantial piece of original research that makes a new contribution to knowledge in the field of education.

This booklet, which must be read alongside the University of Cape Town's (UCT) general rules and policies for the Doctoral Degrees Board (DDB), aims to inform both doctoral students and supervisors about the School of Education's (SOE) PhD processes from application for admission to graduating with a Dr title. By making these processes explicit, this booklet seeks to make the doctoral journey a smooth and hopefully an enjoyable one.

Application process

Admission requirements

The admission requirements are as follows:

a) An appropriate Masters Degree - with a minimum average of 70%. (Candidates with Masters degree that are graded pass/fail will be asked to submit a copy of their dissertation).
b) A pre-proposal - carefully outlining a question an applicant proposes to answer including how s/he proposes to answer the question.
c) Availability of a supervisor - a pre-proposal is used to gauge the School's capacity to supervise the proposed research topic.

A pre-proposal serves two purposes:

a) to enable the SOE to read an independent attempt by a prospective applicant at formulating a case for doctoral research, and
b) to assist the School in gauging it's capacity to supervise the proposed topic.

Finding a Supervisor

If the applicant is familiar with staff at the SOE, s/he may, when applying, indicate a preference for a possible supervisor. The research interests of would-be supervisors are available on the SOE website (education.uct.ac.za). However, the applicant's nomination of a potential supervisor does not guarantee the availability of that individual to supervise the applicant.

Matching proposal with supervisor's research interests

In general, an applicant and a prospective supervisor would arrange to have a telephonic / skype or f2f meeting before acceptance can be confirmed.

Hum PG Office

All applications are online[1] and administered by the UCT Admissions Office (Tel no: 021 650 2128) which forwards the applications to the relevant Faculties. Humanities Postgraduate Office (Hum PG Office) handles all applications for Humanities qualifications including PhDs in Education. Applications are forwarded to the SOE's PhD Committee for departmental processing. Once the outcome has been decided, this is communicated to the Hum PG Office who informs the applicants.

> The status of an application can be monitored on a Student's Self Help System: PeopleSoft
> https://tinyurl.com/UCTPeopleSoft

> **NOTE: Online Application Form does not work in some Web browsers:**
> NOTE: Supported internet browsers are Internet Explorer 7 - 11 as well as Firefox, Edge and Chrome. Unsupported browsers are not fully compatible and may prevent you from completing and/or submitting your online application.

Library access during pre-proposal

A prospective PhD student may be granted access to the Library[2] and its e-resources including interlibrary loan for 3 months to prepare and write a pre-proposal.

The SOE[3] completes an online third party card application form on the applicant's behalf so that s/he can be issued a third party ID card by the Access Control Administration Office. This card gives access to the Libraries, e-resources and interlibrary loan including printing.

> Library materials may only be borrowed if the SOE has signed surety for them in the applicant's letter of introduction to the Library.

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[1] https://tinyurl.com/UCTOnlineApplication
[2] http://www.lib.uct.ac.za/lib/access-membership

[3] Ms Fahiema Titus, Reception Office, fahiema.titus@uct.ac.za

Admission decision

Being refused admission

Applicants may be refused admission on the following grounds:

a. An applicant does not meet one or more of the necessary requirements for entry into the programme.
b. An applicant lacks disciplinary background knowledge necessary to conduct research in the proposed field of study.
c. The SOE lacks supervision capacity to support the proposed study.

Appointment of an external supervisor

A primary/main supervisor needs to be based in either the School of Education or the Centre for Higher Education Development (CHED). However, should an external co-supervisor be required, below is the procedure for appointment.

The process of nominating an external co-supervisor is as follows:
- A rationale/motivation from the primary supervisor in consultation with the student.
- Must have supervision experience.
- Submit a CV of the proposed co-supervisor.
- The three agree to the MOU.

The nomination of an external supervisor is approved by the Faculty Board through the Dean's Circular. If not objected, it is submitted to the DDB.

Registration process

When an applicant is offered a place, s/he is required to accept or reject an offer in writing (via email) to the Faculty Office/Admissions. If the offer is accepted, the applicant then proceeds with registration.

Students complete a Memorandum of Understanding (MoU) / Progress and Planned Activity (PPA) using PeopleSoft (http://studentsonline.uct.ac.za/)
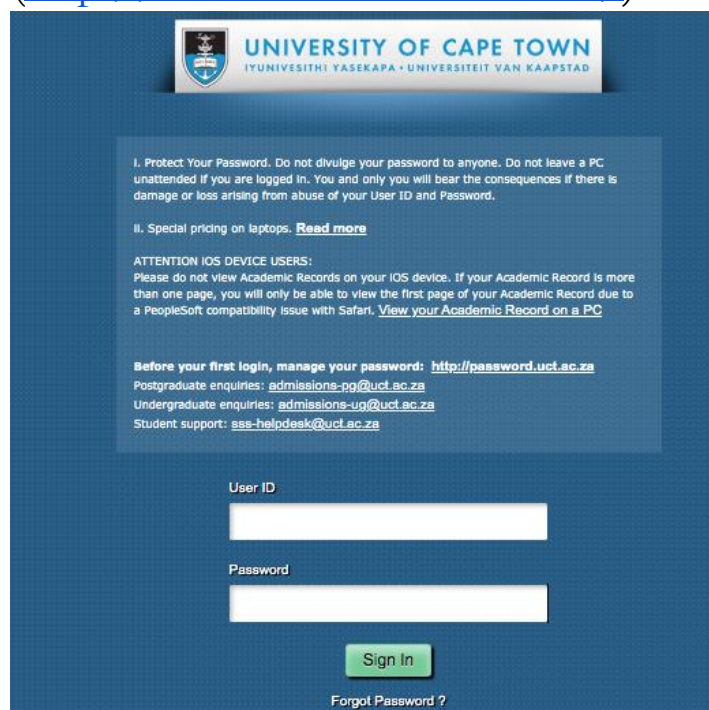
Oracle PeopleSoft login Screen

PeopleSoft will show the status of your registration using the following codes.

Received	The student has submitted the Service Request.
Incomplete	The request has been reviewed by the faculty and information is missing. This is routed back to the student with a comment on what information needs to be submitted.
Reviewed	The request has been reviewed and moves forward to the next reviewer (this status relates to all reviewers). The approver reviews and moves this forward. Assign only to be used by the last reviewer.
Rejected	The request has been reviewed and rejected by the advisor. Comment must be added, and the student needs to submit a new service request.
MOU/PPA Pending	The service request is terminated. In the comment field notify the student that he/she needs to complete their MOU/PPA and create a new service request.
Assigned	The service request has been reviewed by all reviewers and is assigned for data capturing.
Enrolled	Data is captured and the student is informed that he/she is enrolled.

International Students

NOTE: All new and returning international and SADC students must report to the International Academic Programmes Office (IAPO) via prereg@uct.ac.za and obtain pre-registration clearance by presenting their proof of payment of fees, passport, study visa and proof of medical insurance prior to registering.

Avoiding late registration penalty

Returning Students must register no later than 26 March.
A late registration fee of R2000 will automatically be charged to your fee account if you register after this date.

Tuition rebate

If a new PhD student registers before 30 June, full annual tuition fee is charged and 50% rebate is granted if registered from 1 July.

Deferring applications

A new student who fails to register in the year a place is offered may request admissions to defer the application to the following year, otherwise the application is cancelled.

Writing a PhD proposal

Proposal completion

A student's progress will be deemed to have been **unsatisfactory** should a proposal not be ready within 6 months of their first registration and may therefore not be allowed to continue, unless with a motivation from the supervisor.

An acceptable proposal addresses the following questions:

1. What will the research aim to achieve and how do you plan to make this happen?
2. What is the research question and what is the plan to get it answered.
3. Why should the research be done? To whom is the research important and why now? This answers the question, so what?
4. What other work has been done in this area and what theories have been applied to it? what is the gap in literature? what theory do you propose to use? SEP
5. What is the proposed methodology and why is this methodology considered most appropriate? SEP
6. What are the envisaged outcomes of the research and in what way will the answering of the research question extend educational theorising and/or improve education practice?
7. What is your proposed timeline? [Adapted from: Remenyi and Money, 2006]

Critical Reviewers

When the proposal is completed, it is submitted to the PhD Convenor who sends it for review to two Critical Readers (CRs). The CRs are nominated by the supervisor and are PhD holders, based at an institution of higher learning and experts in the area of the proposed topic. CRs can be internal or external to UCT.

The CRs may recommend that the proposal be accepted without revisions, or with specific revisions, or rejected.

Should revisions be recommended, a student is required to submit a table of revision clearly noting actions taken in response to the CRs comments. A supervisor certifies the revisions via an email to the PhD Convenor.

Should CRs raise critical issues or serious concerns, the student may be given an opportunity to make major changes to the proposal and re-submit for another cycle of critical review. The proposal may also be rejected precluding further PhD study by the candidate.

Rubric used by Critical Readers

When reviewing a proposal, CRs are guided by three critical questions:

a) Is the proposed study conceptualized at a PhD level and is it of appropriate quality?

b) Is the scope of the proposed study feasible for completion within three years? [is the proposed timeline feasible?].

c) Are revisions necessary to improve the quality of the proposal? If so, what are the recommended changes?

The PhD Convenor administers the CRs process, including sending, receiving and compiling a consolidated report from CRs and sending it off to both the student and the supervisor(s).

When the CR process has been completed and the proposal is revised to the satisfaction of a supervisor, a student applies for research ethical clearance.

Research Ethical Clearance

The following documents are required for Ethical Clearance:

- Completed research proposal
- Information letter for participants
- Consent form/s for participants
- Copies of interview questions (or guide) if appropriate
- Copy of questionnaire (if appropriate)
- Supervisor's acceptance letter

NOTE: If you are conducting research at a government school that falls under WCED, or another provincial department, you will need to get ethical clearance from the School of Education BEFORE making the application to the WCED or other province.

The application is submitted **online**[4].

Ethics in Research
University of Cape Town

School of Education Research Ethics Committee (EDN REC)

Submit your application here if you are
- a postgraduate student in the School of Education
- a staff member/Research Associate in the School of Education.

Before submitting your application
- Please read the Humanities Research Ethics Guide and School of Education Research Ethics Guide

A researcher is responsible for a) the design, methodology and execution of their research; b) planning so that the findings have a high degree of validity; c) indicating where appropriate the possibility of alternative interpretations; d) reporting findings, and their limitations, to ensure accessibility and opportunities for peer-review[5].

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[4] https://tinyurl.com/UCTSOEthics

[5] https://tinyurl.com/UCTethicscode

Formal proposal approval

Departmental approval

A departmental approval of a proposal is granted by the Head of Department (HOD) on condition that a student's proposal has satisfied the following requirements:
- Has been presented in the SoE
- Is a revised version post CRs feedback.
- Has been granted ethical clearance by the School's Research Ethics Committee.

A Proposal Approval form signed by both the student and their supervisor(s) accompanied by the following supporting documents are sent to the HOD for approval:
- A consolidated CRs report - initially compiled by the PhD Convenor,
- A table of revisions showing how the CRs comments were dealt with,
- Proof of ethical clearance and
- A revised proposal - endorsed by the supervisor.

Faculty approval

When the Hum PG Office receives the Proposal Approval Form with a proposal, an approval of the Faculty Board is sought through the Dean's Circular (DC). The proposal is assigned a reference number included in the DC. On approval, the proposal and the DC is sent to the Doctoral Degrees Board (DDB) by the faculty office.

Doctoral Degrees Board (DDB) approval

When the DDB approves the proposal, the student is formally acknowledged and notified of their PhD candidature.

A PhD candidate may apply to downgrade their candidature to a master's degree at any time before submitting their thesis for examination; once a submitted thesis has been sent by the University to examiners, it may not be withdrawn, nor may such candidates apply to downgrade their candidature for a master's degree.

PhD Candidature process

The following is a candidature approval process:

- Once the proposal has been approved at departmental level, it is submitted to Hum PG Office.
- PhD candidature approval is recorded in a Dean's Circular by the faculty.
- Dean's Circulars and proposals are submitted to the DDB office by the faculty [the DDB office requests DCs on a quarterly basis]
- DDB ratifies the PhD candidature in the Chair's Circular
- DDB office then sends the approved Chair's Circular to Hum PG Office.
- DDB office informs the student about the approval of the candidate.

The duration of the process from departmental approval, the Faculty Board's approval through the Dean's Circular and the DDB confirmation of candidature could take approximately 4-8 weeks, if not longer. Needless to say, this does not affect the student's research.

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

Progression

Students' performance is monitored annually. Before re-registration is recommended in subsequent years, supervisors confirm that progress has been satisfactory (about October each year). The HOD reports to the Faculty Examinations Committee (FEC) on the progress of students registered for a PhD.
Students whose progress is deemed by the FEC to be unsatisfactory are informed that re-registration will not be permitted.

Roles of a supervisor

- To give guidance about the nature of research and the standards expected.
- To review written work, as appropriate, and returning such work with constructive criticism, in reasonable time.
- To ensure that the student is made aware of inadequate progress or of standards of work that is below what is generally expected.
- To ensure that the student is familiar with, and observes, internationally recognised guidelines to scholarly conventions on presentation and referencing.

- To draw the student's attention to DDB rules such as a thesis word limit.
- To arrange, as appropriate, for the student to present his/her work at seminars such as PhD events.
- To be accessible to the student at appropriate times when s/he needs advice.
- To give advice on the necessary completion dates of successive stages of the work so that the thesis may be submitted within a scheduled time.

Community of scholars

The SOE is a community of education scholars. Intellectually stimulating events for both students and supervisors aimed at building and growing a community are organised. During these events, students' present proposals and work-in-progress to peers and academic staff for constructive developmental-driven feedback.

It is compulsory for a PhD student to present a proposal and/or work-in-progress at a PhD event.

Students are also encouraged to attend university-wide seminars and workshops as they and their supervisors deem appropriate.

One cannot be part of a community without active participation. Since students are at different stages of their research, they are expected to lead discussions/help each other during these events.

To schedule a presentation, or to request for an expert session on any specific topic (e.g. Design Based Research) students must approach their supervisor who notifies the PhD Events Coordinator or the PhD Convenor.

Weekly Shut up& Write! *Thula uBhale* sessions are held on Friday mornings 9.00-11.30am. These are either f2f in Neville Alexander Building or online using Zoom. There is also a **whatsapp group** for students to join where ad hoc writing sessions are organised at different times led by participating students. Contact carolyn.mckinney@uct.ac.za to receive a link to join the whatsapp group and to be added to the shut up and write email list.
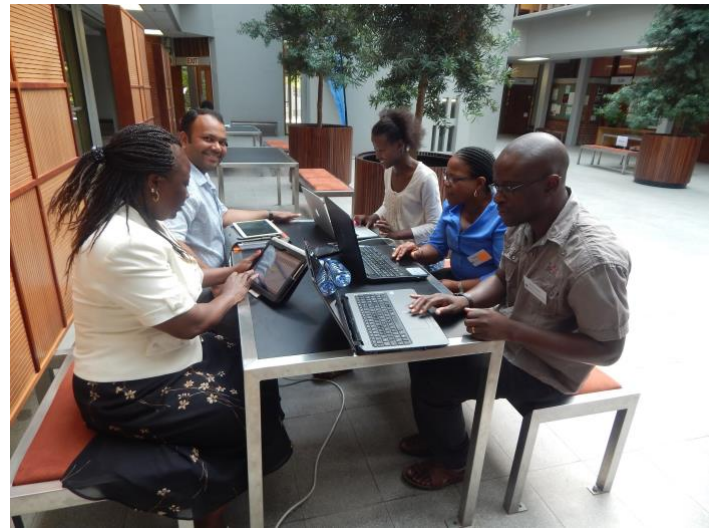
Photos: Expert input at a PhD event (top left), PhD proposal presentation (top right), PhD research group meeting (bottom left), and Open Wifi Zone for PG students (bottom right).

Research support

Financial Assistance

The financing of postgraduate study invariably takes the form of a combination of scholarships or bursaries, part-time employment within or outside the university, student loans (personal – not NSFAS), personal savings and assistance from families. Note that in certain cases awards may be held concurrently, in others, not. Concurrency rules are detailed where relevant.

Here is a useful resource of information on potential sources of financial support for postgraduate students[6].

Primo

Primo[7] provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more. Primo also helps you manage your research. Sign-in in order to get more functionality like renewing books, saving records, exporting citations, and more.

Funding for conferences

PhD students may apply to the postgraduate funding office for funding to attend and present their research at local and international conferences, once each during their registration.

COVID-19 Library Services

UCT Virtual Library Service provides scan & email and Loan services. Scan and email requests may be made via email or Ask-a-Librarian. Request books via Primo.

Request books via Primo and the book/s will be prepared for collection from a central point located at CPS Burnage on Fridays from 11h00 to 14h00.

[6] https://tinyurl.com/UCTHandbook2021
[7] https://libguides.lib.uct.ac.za/primo

Research work space

Research Commons

The Research Commons is a scholarly common room with modern facilities which include study-desks with 2- and 3-pin power sockets and fast wireless internet access; high-end PCs housed in carousel workstations; laptops for loan in the Commons, high-speed internet connectivity; photocopying, printing, and scanning facilities; consultation rooms and a seminar room.


Postgraduate Computer Lab

This dedicated postgraduate walk-in computer lab is equipped with desktop computers with high speed internet connection. It is a modern facility with small breakaway meeting rooms for small group meetings. The lab is located in the Neville Alexander Building.

Research tools

The University of Cape Town subscribes to both EndNote and RefWorks, reference management tools[8] used to store and organise references. UCT staff and students can access EndNote and RefWorks on campus and off-campus. UCT Libraries provides support to EndNote and RefWorks only.
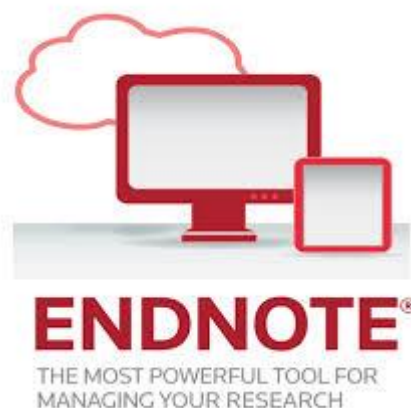
ENDNOTE is a reference management software package for managing bibliographies and references.

RefWorks is a web-based reference management service used for storing and organising references.

Mendeley is a software tool for managing and sharing research papers, discovering research data and collaborating online.

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[8] http://www.lib.uct.ac.za/lib/research/referencing

Structure of thesis

Discuss the structure and layout of your dissertation/thesis with your supervisor to decide on sections to include, for example:

- The abstract which forms the preface of the dissertation/thesis
- Introduction
- Section on the study design and research methods used
- How many chapters there will be and what each chapter should encapsulate
- The conclusion or summary section

Note: While Supervisors may assist, they are not required to do detailed editing nor correction of spelling and grammar or style. It is not uncommon for students to have their theses proof read and edited before submission though they will have to pay for private services offered. Students who need assistance in academic writing are encouraged to use services such as the UCT Writing Centre[9].

Read other theses for examples: Links to databases that index theses and to institutional repositories of theses and dissertations from around the world in electronic format (ETDs).
http://www.lib.uct.ac.za/etd-links#safrican

General suggestions
- **Make sure that your tables, graphs, and other graphics are properly numbered and that you refer to them correctly.**
- **Make sure that you write in an easily understood manner. Don't make paragraphs consisting of one sentence. Use shorter rather than long complicated sentences. Academic writing is meant to be clear, not jargon! The ideal is one idea/thought/result per sentence.**
- **When you use a term in full (for which there is an acknowledged abbreviation) the first time put the abbreviation in brackets. After that you can use the abbreviation, but ensure that you write it down correctly. It is always a good idea to include a list of abbreviations used in your text. This will be included in the text just after the Table of Contents**
- **When you use lots of technical terms, it may be a good idea to include a glossary of terms used. You will insert this after the list of abbreviations.**
- **Always do a spell-check once you have completed a paragraph or a section. This will be easier and faster than running a spell-check right at the end. Be very particular with the spelling because there is nothing that irks an examiner as much as spelling error after spelling error.**
- **Decide on which referencing style you will be using and ensure that you do not deviate from that. It is a good idea to stipulate somewhere which referencing method you are using.**

Source: Guidelines on the layout and style of the dissertation or thesis, D4 Guidelines, 2012

[9] http://www.writingcentre.uct.ac.za/

Thesis layout example

The layout of a PhD thesis varies greatly depending on the specific field, the nature of the research and university specific guidelines. Your supervisor will guide you. Below is an example of a qualitative thesis chapter layout.

Front matter	**Title Page** **Acknowledgements** (optional) **Dedication** (optional) **Abstract** **Table of Contents** **List of Acronyms**
Chapter 1	**Introduction** Provides an introduction and background to the study including a rationale for the study and the research question/s
Chapter 2	**Theoretical framework and literature review** Presents and discusses the theoretical and conceptual resources framing the thesis and reviews literature including previous empirical research that is relevant to the study.
Chapter 3	**Research Methodology** Outlines the research design for the project, methodological choices, data collection tools, process of data analysis, researcher reflexivity and ethical considerations
Chapter 4 – 6 or 7	**Data Analysis chapters** 3 or 4 chapters presenting and analysing data. Each data analysis chapter will focus on answering a particular research question; a particular aspect of the theoretical framework and/or a specific topic/theme from the data
Chapter 8	**Conclusion**: Provides an overview of the study; discusses the contribution of the study to knowledge; limitations of the study and possibly recommendations for further research or implications of the research for practice
End Matter	**References** Approximately 200 references mainly from refereed journals **Appendices** Questionnaires + interview summaries + Glossary etc.
(200 pages minimum) = 80,000 words is often recommended as maximum excluding references & appendices. Dissertation should be written in 1.5 line spacing, normally in 12-point font. Avoid unusual fonts.	

Submission dates

When a thesis is nearing the point of completion, the candidate notifies the DDB of intention to submit for examination.

Intention to submit

At least 6–8 weeks before the submission of their theses for examination, upload a notice of intention to submit your thesis for examination on PeopleSoft. This allows the DDB to appoint examiners, and for the Faculty to set up a Committee of Assessors.

Thesis submission

PhD candidates upload their theses for examination on PeopleSoft by the recommended submission guideline dates.

To avoid re-registration and fee liability, thesis should be submitted the day before Semester 1 begins in a new academic year.
The examination process is slow and can take 3-6 months.

Depending on the outcome of the examination process and the date that the examination process is concluded, a PhD candidate may be eligible to graduate at the next available graduation ceremony. But there is no guarantee that the examination process will be concluded by the graduation ceremony deadline.

The length of a PhD thesis may not be more than 80,000 words, unless with permission of the Dean (acting in consultation with the supervisor) upon request to exceed the normal length.

Turnitin Report

> You commit plagiarism - intentionally or not - in written work when you use another person's sentences, ideas or opinions without acknowledging them as being from that other person. Read a useful guide on how to avoid plagiarism[10].

Prior to submitting for examination, candidates are required to submit their thesis to a plagiarism checking system, Turnitin, using Vula.

A PhD candidate can submit and obtain a Turnitin report of a draft thesis. The Assignment Tool on the EDN7000W Vula site is set up to accept as many draft submissions as possible without it comparing previously submitted copies. Please note that submission to Turnitin, if not done on the same Vula site, will lead to problems of plagiarism from one's own work, in other words, Turnitin will compare copies previously submitted to other Vula sites with the current submission and find that the documents have high similarity index.

Depending on the degree of similarity index in the report, addressing issues from the Turnitin report could be time consuming and therefore candidates are advised not to leave this until too late. Allow sufficient time to revise the thesis to reduce the similarity index. A single digit index is within acceptable margins.

> The Turnitin summary page needs to be signed off by the Supervisor, before the thesis can be submitted for examination (see point 5 on uploading thesis).

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[10] https://tinyurl.com/DontPlagiarise

PhD examination

The DDB administers the PhD examination. The DDB requests nominations of examiners from the HOD. The HOD nominates five (5) potential examiners (in order of preference as only 3 examiners are appointed) who are non-UCT based, holders of PhDs themselves and two must, preferably, be international. The supervisor may contact these nominees to ensure their availability and willingness to be considered to serve as examiners for the PhD thesis. These nominations are submitted to the Faculty's Committee of Assessors (COA) for the first level of approval.

Upon approval, nominated examiners are submitted to the DDB for another level of approval. The nomination of examiners is accompanied by a motivation, a declaration of no conflict with the student to be examined, and a CV.

Supervisors may not contact examiners during the examination process until the outcome has been concluded.

The COA is appointed for each PhD candidate. One of the functions of the COA is to consider examiners' reports and make final recommendations to the DDB. The COA is a sub-committee of the Humanities Faculty Board. The mandate of the COA is to oversee the implementation of policy and procedures as they pertain to the award of doctoral degrees.

All examination of PhD theses is done electronically using PeopleSoft 'graduate research management' and email.
Once the examiners have been nominated by your Faculty and approved by the DDB, the thesis is sent to the examiners.
The DDB, Faculty Offices and Faculty Committees of Assessors continue to operate remotely online.

The DDB Office notifies PhD candidates of the outcome of the examination by email. All correspondence to students is sent to their UCT email account (myuct.ac.za).

Uploading for examination

All documents that need to be uploaded must be uploaded as part of one Service Request. Only PDF files can be uploaded; if other files must be uploaded contact your Faculty office (Masters Students) or the DDB (Doctoral Students). Thesis/Dissertation and Abstract documents must be named according to a standard convention. You must create a new Service Request if the original has been rejected.
Read a guide on uploading thesis on PeopleSoft[11].

Note: Should you have any technical issues with the digital submission process or PeopleSoft system, please contact Student Systems Support sss-helpdesk@uct.ac.za.

Possible examination outcome

A PhD thesis is examined by three external examiners, at least two of whom are commonly international. In addition to a detailed report, an examiner makes one of the following recommendations:

- *Category A*: the candidate should be awarded the degree subject to addressing the minor corrections/comments and typographical errors raised by the examiner(s), to the satisfaction of the supervisor.
- *Category B*: the candidate should be awarded the degree subject to specified changes being made to the thesis to the satisfaction of the DDB.
- *Category C:* the candidate should be invited to address the substantive concerns of the examiner(s) and to revise and resubmit the thesis for re-examination.
- *Category D*: the degree should not be awarded.

NOTE: A PhD candidate who fails the PhD examination (i.e. Category D) may not submit the work for any other degree at UCT.

Graduation

Checklist

✓	Ensure you have checked your results and that the progression status reads '**Qualifies for Award of Degree**'. Should you be expecting to graduate and your status does not say you qualify, contact Hum PG Office immediately.
✓	Ensure that UCT student records have your **correct spelling of your names** as on your birth certificate, and ID document or passport. NOTE: Should you fail to verify your name and require a corrected certificate to be printed after graduation, you will have to pay a fee.
✓	Ensure that you have **no outstanding fees**, fines, interests or dues as at 28 February otherwise your name will NOT appear in the graduation programme. Call Fees Office: 021 650 1704 or email: fnd-feeenq@uct.ac.za
✓	Check the date and time of your **graduation ceremony**. All ceremonies take place in the Sarah Baartman Hall, and last for approximately 2 to 2 and a half hours.
✓	Confirm your **attendance** at graduation using a self-service tool.
✓	Supervisor book to join the procession. Email: staff-grad@uct.ac.za
✓	Students collect your tickets and gown form at the Ground Floor, Otto Beit Building (next to Sarah Baartman Hall) before proceeding to pay the cash deposit for your **RED gown and hood hire** at the Department of Student Affairs' Treasury, Level 5, Steve Biko Students Union Building.
✓	Students are seated **30 minutes before** the start of the ceremony. Supervisor meet in the Richard Luyt Room 30-40 minutes before start of ceremony to collect academic attire and join the procession

Award of a PhD

Dr D. Sebbowa (PhD in Education)
[Photo used with permission]

A PhD in Education is awarded at the
University convocation held at dates and times
set by council. Once a graduate has been admitted
to a degree at a graduation
ceremony or in absentia, then the privileges
conferred by the degree including a prefix of 'Dr' to
their names can immediately be enjoyed.

After Graduation

Dr R. Toerien (left) (PhD in Education) and Prof A. Hattingh (right) (Supervisor)
[Photo used with permission]

You will lose access to the following UCT's online network 14 days after graduation:
- the UCT network (F: drive and G: drive)
- eduroam wireless network access and the international eduroam service
- printing services
- e-mail
- the Internet
- site-licensed software such as Statistica, McAfee, etc.
- site-licensed access to the Lynda.com online learning platform
- PeopleSoft
- Vula

However, you may continue to use your **myUCT mailbox** and your **SkyDrive account** for the rest of your life, if you wish. Now that you are informed, you can plan ahead.

PhD Committee

Status	PhD Committee
Composition	Four Members of the academic staff appointed by the Director/HOD in consultation with SoE; one member nominated by CHED. Joanne Hardman, Rudiger Laugksch, Carolyn McKinney, Dick Ng'ambi, Abongwe Bangeni
	Director/HOD Azeem Badroodien
Chair	Member of the committee Carolyn McKinney
Deputy Chair	Member of the committee vacant
Terms of Office	Three years
Serviced by	Nicole Lesch (Nicole.lesch@uct.ac.za)
Contact Details	Email: soephd@vula.uct.ac.za
Terms of Reference	To manage recruitment to the PhD programme. To receive and consider all PhD applications. To receive and manage the critical review of PhD proposals. To organise and manage PhD proposal presentations. To build and foster a PhD in Education community of practice - Including convening at least three (3) PhD workshops annually. To attend all PhD workshops. To consider matters of policy relating to the PhD programme. To liaise with both the Faculty and DDB on matters relating to PhD processes and procedures. To report to the SoE staff on all its responsibilities.

Useful Resources

Postgraduate students online resources	• https://tinyurl.com/UCTOnlineResources
PhD Examination Guide	• https://tinyurl.com/UCTPhDExamGuide
Download PhD forms	• https://tinyurl.com/UCTPhDForms
Important submission deadlines and thesis format	• www.uct.ac.za/students/candidates/thesis/
School of Education resources	• www.education.uct.ac.za/edu/resources
Frequently Asked Questions (FAQs) for Post Graduate Applications	• www.humanities.uct.ac.za/hum/apply/pgfaq
Funding	• http://www.uct.ac.za/apply/funding/postgraduate/applications/
Online Resources for Postgraduate & Postdoctoral	• https://tinyurl.com/UCTPGresources
Postgraduate Hub	• https://tinyurl.com/UCTPGHub
How to upload an intention to submit	• https://tinyurl.com/UCTI2S
PhD proposal guidelines	• https://tinyurl.com/UCTProposalGuide
PhD supervisor's guide	• https://tinyurl.com/UCTSupGuide
Avoiding plagiarism	• https://tinyurl.com/UCTStudentGuide
Using Turnitin	• https://tinyurl.com/UCTurnitin
Bursaries NoticeBoard	• https://tinyurl.com/UCTBursaries

Fees	• http://www.students.uct.ac.za/students/current-students/fees • http://www.students.uct.ac.za/students/fees-funding/fees/handbook
Counselling Services	• http://www.dsa.uct.ac.za/student-wellness/counseling-services/services • http://www.dsa.uct.ac.za/counselling-faqs
TED Talk: Things about a PhD nobody told you about | Laura Valadez-Martinez	• https://youtu.be/CAKsQf77nHU
THE article: how not to write a PhD thesis	• https://www.timeshighereducation.com/news/how-not-to-write-a-phd-thesis/410208.article
UCT Open Access Journals	• https://journals.uct.ac.za/
UCT Theses and Dissertations	• http://open.uct.ac.za/handle/11427/7909
SOE Supervisor's Mailing list	• soesup-l@lists.uct.ac.za

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