



School of Education

PHD STUDENT & SUPERVISOR GUIDE

admission to graduation

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Introduction

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) A Masters Degree in Education - with an average of 70%.
- 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 online¹ 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 Library² and its e-resources including interlibrary loan for 3 months to prepare and write a pre-proposal.

The SOE³ 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.

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 sign the MOU.

The nomination of an external supervisor is approved by the Faculty Board through the Dean's Circular. If not objected, it is submits 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. In order to register, the student and supervisor must complete and sign the following documents:

- A. **Registration form** – completed and signed by the student;
- B. **Curriculum form** – completed and signed by the student, supervisor(s) and the PhD Convenor;
- C. **Memorandum of Understanding (MOU)** – completed in collaboration between the student and supervisor(s), and signed by the Head of Department. In an event that a student has more than one supervisor, all supervisors must sign the MOU.

NOTE: All NEW PhD students complete an MOU. ALL returning PhD students complete the MOU **annual supplement** before re-registering.

International Students

Pre-registration

The Immigration Act requires institutions of higher learning in South Africa to report accurately and keep a record of international students registered for studies at their institution. UCT is therefore obligated to comply with government regulations and ensure that international students are in possession of valid documents for registration at UCT.

International students pre-registered with IAPO before faculty registration.

Students present to IAPO the following documents:

- Passport with a visa valid for studies at UCT.
- Proof of payment of fees or sponsorship (if applicable).
- Proof of medical cover, from a registered South African medical aid scheme, specifying the period of study.
- Proof of medical aid cover, from a registered South African medical aid scheme, specifying the period of study.

Pre-registration is done at the International Academic Programmes Office (IAPO).

Email: iapo@uct.ac.za Tel: + 27 21 650 2822 / 3740

Avoiding re-registration

Timing submission

To avoid re-registration and hence payment of tuition fees, students are required to submit their thesis 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 (G.5.3).

New registration

Although new PhD students may register at any time of the year, it is recommended that registration is done between 1 January – 30 April.

NB: Most doctoral funding is for 3 years, and registering outside this period may not count as a full year of registration.

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.

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

A proposal has two purposes: a) to show what a student knows about the topic to be researched, and b) to serve as a provisional agreement between a student, institution and supervisor about what a student will actually do (Remenyi and Money 2006).

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?
 5. What is the proposed methodology and why is this methodology considered most appropriate?
 6. What are the envisaged outcomes of the research and in what way will the answering of the research question 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.

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.

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 a research ethical clearance.

Research Ethical Clearance

A joint (student and supervisor) ethical statement about the proposed research and an ethics clearance application form⁴ are submitted to the School's Research Ethics Committee.

The following documents are required for Ethics approval:

- Completed research proposal
- Completed UCT SoE Ethics application form

If research involves human participants (most education research do):

- Information letter for participants
- Consent form/s for participants
- Copies of interview questions (or guide) if appropriate a copy of questionnaire (if appropriate)

NOTE: If you are conducting research at a government school that falls under WCED, you will need to get ethical clearance from the School of Education BEFORE making the application to the WCED⁵.

⁴ <http://www.education.uct.ac.za/edu/resources>

⁵ Contact: Dr A. Wyngaard, Email:

Audrey.wyngaard2@pgwc.gov.za tel: +27 021 467 9272

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:

- 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.

It is the responsibility of the Student / Supervisor to ensure the documents are correctly signed and are successfully submitted to the Hum PG Office.

Faculty approval

When 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). On approval, the proposal and the DC is sent to the Doctoral Degrees Board (DDB).

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 candidature.

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 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 request 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.

Adapted from: DDB Guidelines PhD Candidates & Supervisors 18 January 2016

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.



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 groups

The SOE has a number of research support groups to which both PhD students and supervisors are welcome to attend. The following are some of the support groups:

- [Shut Up and Write](https://thulawrite.wordpress.com/)⁶ meet every Friday from 09h00 - 11h00 to 'shut' off from all forms of distractions and focus on writing.
- [Cultural Historical Activity Theory \(CHAT\) Forum](http://www.education.uct.ac.za/cultural-historical-activity-theory-chat-scholarly-forum)⁷ meet every last Wednesday of the month to focus of CHAT readings.
- [A Posthumanism Reading Group](https://www.decolonizingchildhood.org/reading-group)⁸ meet every Thursday from 16h00-17h30 in Room 3.21.

- [The Mindboggles network and Reggio Emilia Reading Group](http://www.education.uct.ac.za/reggio-emilia-reading-group)⁹ meet respectively every first Saturday and third Saturday of the month at UCT to experience and explore the Philosophy with Children and Reggio Emilia intra-active pedagogies.
- [UCT Postgraduate Seminars](http://conference.uct.ac.za/calendar/!/?cid=6024&t=d&d=0000-00-00&cal=6024)¹⁰

To gain the most from these research groups, students are encouraged to be consistent and actively participate as opposed to being passive observers.

PhD students may apply to the postgraduate funding office for funding to attend and present their research at international conferences.

⁶ <https://thulawrite.wordpress.com/>

⁷

<http://www.education.uct.ac.za/cultural-historical-activity-theory-chat-scholarly-forum>

⁸

<https://www.decolonizingchildhood.org/reading-group>

⁹

<http://www.education.uct.ac.za/reggio-emilia-reading-group>

¹⁰

<http://conference.uct.ac.za/calendar/!/?cid=6024&t=d&d=0000-00-00&cal=6024>

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 Neville Alexander Building.



Research tools

The following research tools are available to students and supervisors.



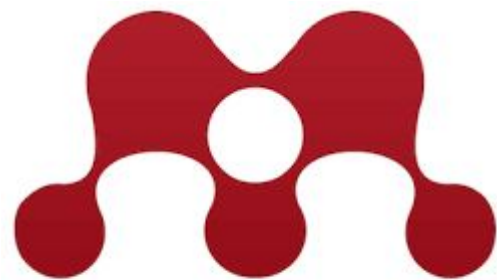
ENDNOTE is a reference management software package for managing bibliographies and references.



SPSS is a software package used for statistical analysis.



NVivo is a qualitative data analysis software package.



MENDELEY

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

Tips to fail a PhD

Tara Brabazon gives top ten tips to fail a PhD. So if you want failure, this is your road map to getting there.

1. Submit an incomplete and poorly formatted bibliography.
2. Use phrases such as “some academics” or “all the literature” without mitigating statements or references.
3. Write an abstract without a clear sentence starting “my original contribution to knowledge is...”
4. Fill the bibliography with references to blogs, online journalism and textbooks.
5. Use terms like discourse, ideology, signifier, signified, interpellation, postmodernism, structuralism, post-structuralism or deconstruction without reading the complete original works of Foucault, Althusser, Saussure, Baudrillard or Derrida.
6. Assume something you are doing is new because you have not read enough to know that an academic wrote a book on it 20 years ago.
7. Leave spelling mistakes in the script.
8. Make the topic/research question of the thesis too large to comprehensively answer.
9. Write a short, rushed, basic interpretation of your findings.
10. Submit a PhD with a short introduction or conclusion.

Source:
<https://www.timeshighereducation.com/news/how-not-to-write-a-phd-thesis/410208.article>

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. Students who need assistance in academic writing are encouraged to use services such as the UCT Writing Centre¹¹.

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.
- Mind your grammar.
- 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

¹¹ <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 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

A notice of Intention to Submit a PhD Thesis is upload on PeopleSoft at least **6 weeks before you actually submit your thesis** for examination. This allows the DDB to appoint examiners, and for the Faculty to setup a Committee of Assessors.

Thesis submission

A thesis is submitted online for examination at least **5 months before the upcoming graduation ceremony**. This time is designed to allow for the examination process to run its course. Depending on the outcome and when the examination process is concluded, a candidate will be eligible to graduate at the ceremonies in April / December (2018) or July / December (from 2019).

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.

NOTE: The appropriateness and suitability of external examiners is scrutinised for quality assurance at two levels, the Faculty COA, and at the DDB, chaired by the DVC for Research. Therefore, the SOE does not distribute the nominations of PhD examiners to staff for comments.

Turnitin Report

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 is setup 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).

PhD examination

The DDB administers the PhD examination. The DDB request 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 are 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.

The DDB sends theses to examiners.

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 must be uploaded in PDF format with the exception of the citation and the mini citation which are submitted as Word documents:

(see <https://tinyurl.com/UCTQuickRefGuide>)

Use the PeopleSoft reference guide

1. Thesis - 1 electronic copy in (PDF format) named Thesis
2. Abstract - named Abstract-Open in (PDF format)
3. DDB11 - declaration/submission form in (PDF format) - named DDB11 (The date that you have uploaded your thesis submission must be reflected on this form. If the date is incorrect it will be rejected.)
4. Citation and Mini Citation in (MS Word format) (approved by your supervisor) - named Citation and Mini Citation
5. **Plagiarism Declaration in (PDF format) signed by yourself and named Plagiarism Declaration:**
“This thesis/dissertation has been submitted to the Turnitin module (or equivalent similarity and originality checking software) and I confirm that my supervisor has seen my report and any concerns revealed by such have been resolved with my supervisor.”
6. In the Comment Box: “I confirm that the uploaded document is the thesis to be examined.”

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 this University.

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 has 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 Memorial 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
✓	Student collect your tickets and gown form at the Ground Floor, Otto Beit Building (next to Memorial 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.
✓	Student be 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

Membership

Status	PhD Committee
Composition	Four Members of the academic staff appointed by the Director/HOD in consultation with SoE
	Director/HOD
Chair	Member of the committee
Deputy Chair	Member of the committee
Terms of Office	Three years
Serviced by	No serving officer
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 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	<ul style="list-style-type: none"> • https://tinyurl.com/UCTOnlineResources
PhD Examination Guide	<ul style="list-style-type: none"> • https://tinyurl.com/UCTPhDExamGuide
Download PhD forms	<ul style="list-style-type: none"> • https://tinyurl.com/UCTPhDForms
Important submission deadlines and thesis format	<ul style="list-style-type: none"> • www.uct.ac.za/students/candidates/thesis/
School of Education resources	<ul style="list-style-type: none"> • www.education.uct.ac.za/edu/resources
Frequently Asked Questions (FAQs) for Post Graduate Applications	<ul style="list-style-type: none"> • www.humanities.uct.ac.za/hum/apply/pgfaq
Funding	<ul style="list-style-type: none"> • http://www.uct.ac.za/apply/funding/postgraduate/applications/
Online Resources for Postgraduate & Postdoctoral	<ul style="list-style-type: none"> • https://tinyurl.com/UCTPGresources
Postgraduate Hub	<ul style="list-style-type: none"> • https://tinyurl.com/UCTPGHub
How to upload an intention to submit	<ul style="list-style-type: none"> • https://tinyurl.com/UCTI2S
How to upload thesis for examination	<ul style="list-style-type: none"> • https://tinyurl.com/UCTThesisGuide • https://www.uct.ac.za/usr/current_students/postgrad/digital_upload_dissertations_theses.pdf
PhD proposal guidelines	<ul style="list-style-type: none"> • https://tinyurl.com/UCTProposalGuide
PhD supervisor's guide	<ul style="list-style-type: none"> • https://tinyurl.com/UCTSupGuide

Avoiding plagiarism	<ul style="list-style-type: none"> • https://tinyurl.com/UCTStudentGuide
Using Turnitin	<ul style="list-style-type: none"> • https://tinyurl.com/UCTurnitin
Bursaries NoticeBoard	<ul style="list-style-type: none"> • https://tinyurl.com/UCTBursaries
Fees	<ul style="list-style-type: none"> • http://www.students.uct.ac.za/students/current-students/fees • http://www.students.uct.ac.za/students/fees-funding/fees/handbook
Counselling Services	<ul style="list-style-type: none"> • http://www.dsa.uct.ac.za/student-wellness/counselling-services/services • http://www.dsa.uct.ac.za/counselling-faqs
TED Talk: Things about a PhD nobody told you about Laura Valadez-Martinez	<ul style="list-style-type: none"> • https://youtu.be/CAKsQf77nHU
UCT Open Access Journals	<ul style="list-style-type: none"> • https://journals.uct.ac.za/
UCT Theses and Dissertations	<ul style="list-style-type: none"> • http://open.uct.ac.za/handle/11427/7909
SOE Supervisor's Mailing list	<ul style="list-style-type: none"> • soesup-l@lists.uct.ac.za

Reference

Remenyi, D. and Money, A. 2006. Research Supervision for Supervisors and their Students. Academic Conferences Ltd. Kidmore End.

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Last Updated: 8 June 2018

