

UNIVERSITY OF CAPE TOWN
DOCTORAL DEGREES BOARD
GUIDELINES FOR THE APPOINTMENT OF SUPERVISORS OF
DOCTORAL CANDIDATES

Appendix 1 to the Memorandum of Understanding

REQUIREMENTS

1. Senate, acting through the Doctoral Degrees Board (DDB) and having considered the advice of Faculty Boards-
 - (a) must appoint a supervisor for every PhD candidate; and
 - (b) may also appoint one or more co-supervisors for a PhD candidate.

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.

Where a supervisor has left UCT but is willing to continue to supervise, he or she may be appointed as co-supervisor and a supervisor who is internal to UCT must be appointed.

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.
5. 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

6. 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.
7. 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.
 - (b) (Note: 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 supervisor should assist the candidate by:
 - (a) advising candidates on drawing up a schedule which details the completion dates of different stages of the project;
 - (b) assisting with the management of this schedule;
 - (c) providing information relating to relevant literature and sources;
 - (d) putting the candidate in touch with researchers working in related fields;
 - (e) discussing and critically evaluating the candidate's findings and ideas;
 - (f) promptly reading, criticising and annotating draft chapters;
 - (g) advising the candidate on the form and structure of the thesis;
 - (h) 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;
 - (i) referring the candidate to approved style manuals;
 - (j) 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.

- 13.** The supervisor must not attempt to impose his/her own stamp, theoretical or stylistic, on the candidate's work.
- 14.** The supervisor and candidate must meet sufficiently frequently to ensure that progress is not slowed down for want of constructive advice and criticism.
- 15.** 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.
- 16.** Although a candidate may submit for examination without the approval of the supervisor, the supervisor must see a complete draft before submission.
- 17.** 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.

November 2003