



Faculty of Humanities

**RESPONSIBILITIES OF SUPERVISORS
OF MASTERS AND DOCTORAL CANDIDATES**

1. 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 they have no expertise or interest.
2. The supervisor must recognise that accepting a research student involves a commitment to see a project through to completion within the Faculty's normal time parameters (3 years for Research Masters and 5 years for Doctorate).
 - (a) If the supervisor is not a member of the University staff, a co-supervisor must be appointed from the staff of the department in which the candidate is studying. Such arrangements should be exceptional. (Note: A modest honorarium is payable annually to supervisors who are not members of UCT staff.)
 - (b) In the absence of a supervisor for a substantial period, adequate provision must be made by the Head of Department for continuing supervision.
3. The supervisor should be familiar with the rules governing the degree, and should be able to advise the candidate in matters relating to the rules.
4. 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.
5. 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.
6. 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.
7. 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 dissertation;
 - (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.
8. The supervisor should not attempt to impose his/her own stamp, theoretical or stylistic, on the candidate's work.
 9. The supervisor and candidate should meet sufficiently frequently to ensure that progress is not slowed down for want of advice and criticism of the sort indicated in the preceding paragraph.
 10. The supervisor must insist on seeing drafts of major sections of the theses (or extended essay) as they are written. They must respond as quickly as possible to the written submissions of their students.
 11. Although a candidate may submit for examination without the approval of the supervisor, the supervisor must insist on seeing a complete draft before submission.
 12. The supervisor must ensure that a research masters project is, and remains, a limited one. If a research masters project, either through the nature of the work being undertaken or because of the ability displayed by the student, appears to be becoming one of doctoral standard, then the supervisor must discuss with the candidate, and where appropriate with the head of department, the possibility of upgrading it to a PhD.
[Note: The Doctoral Degrees Board has ruled that a masters thesis cannot be upgraded to a PhD once the examining processes have begun. It is therefore essential that the supervisor ensure that the thesis is an appropriate one for examination at masters level at the time that they reach the final draft.]
 13. Towards the end of each academic year, the supervisor of masters and doctoral candidates must report to the Faculty Board on the progress of each student and make a recommendation regarding re-registration the following year.