**DDB09 – Notice of intention to submit PhD thesis**

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| **Note:** * This form is used to inform the Doctoral Degrees Board of your intention to submit your thesis for examination. The examination process will begin 6 weeks after the submission of this form. The form should be submitted a **minimum of 6 weeks** before the submission of the thesis.
* Where the thesis is submitted earlier or later, there will be delays in the examination process which may result in a delayed graduation ceremony
* All PhD candidates are to complete this form and upload it to PeopleSoft in a service request.
* **PhD students registered in Engineering and Built Environment, Health Sciences and**

 **Science:** Prior to thesis submission, you must also complete the [DDB10-PhD IP Assessment](https://forms.uct.ac.za/ddb10.doc)  |

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| --- | --- |
| PhD candidate full name |  |
| Student number |  |
| Email address |  |
| Contact number |  |
| Faculty |  |
| Department |  |
| Supervisor’s full name  |  |
| Supervisor’s email address |  |
| Co-supervisor’s full name  |  |
| Co-supervisor’s email address |  |
| Thesis title |  |
| Expected Submission date  |  |
| **I ACKNOWLEDGE THE FOLLOWING:**1. I must upload my intention at least **6 – 8 weeks** before submission of my thesis for examination. I acknowledge that where my thesis is submitted earlier, there will be delays in the examination process which may result in a delayed graduation ceremony. …
2. I have read **Rule GP5.3** **of the General Rules and Policies Handbook** on re-registration which stipulates that if you do not submit **by 12h00** on the first day of the new academic year, you will be required to re-register.
3. I confirm that I have the ethics approval confirmation letter, current renewal letter where applicable and from the relevant Faculty Office Ethics Committee.
4. I understand that the examination process is confidential and that the DDB Office will notify me of the outcome, once the examination process is concluded.
5. While every effort will be made to process the work for examination as soon as possible, the University does not however undertake to reach a decision on the award of the degree by any specific date.
6. **GRADUATION: I understand that depending on the outcome of my examination process and when the examination process is concluded, I may be eligible to graduate at the upcoming graduation ceremony.**
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| Have you registered for a joint/cotutelle degree with another University?  | Yes |  | No  |  |
| If yes, please provide the name of the University, and upload a copy of your agreement.  |  |
| **Inclusion of publications** |
| I intend to include verbatim copies of published papers or papers submitted for publication in my thesis | Yes |  | No  |  |
| I have applied and been permitted to include published papers in my thesis in terms of Rule GP6.7 – [Guidelines for the Inclusion of Publications in a Doctoral Thesis](https://uct.ac.za/media/9938) | Yes |  | No |  | N/A  |  |
| **PhD Candidate** |
| Signature |  | Date |  |
| **Supervisor** |
| I support the submission of this Thesis for examination. (Please tick ✓) | Yes |  | No |  |
| **Note:** Where the supervisor does not support the submission, please provide a motivational letter outlining the reasons for withholding your support to ddb@uct.ac.za.  |
| Signature |  | Date |  |