

PhD in Public Health

Programme Guide



School of Public Health
Departement Openbare Gesondheid
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UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

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1. WELCOME

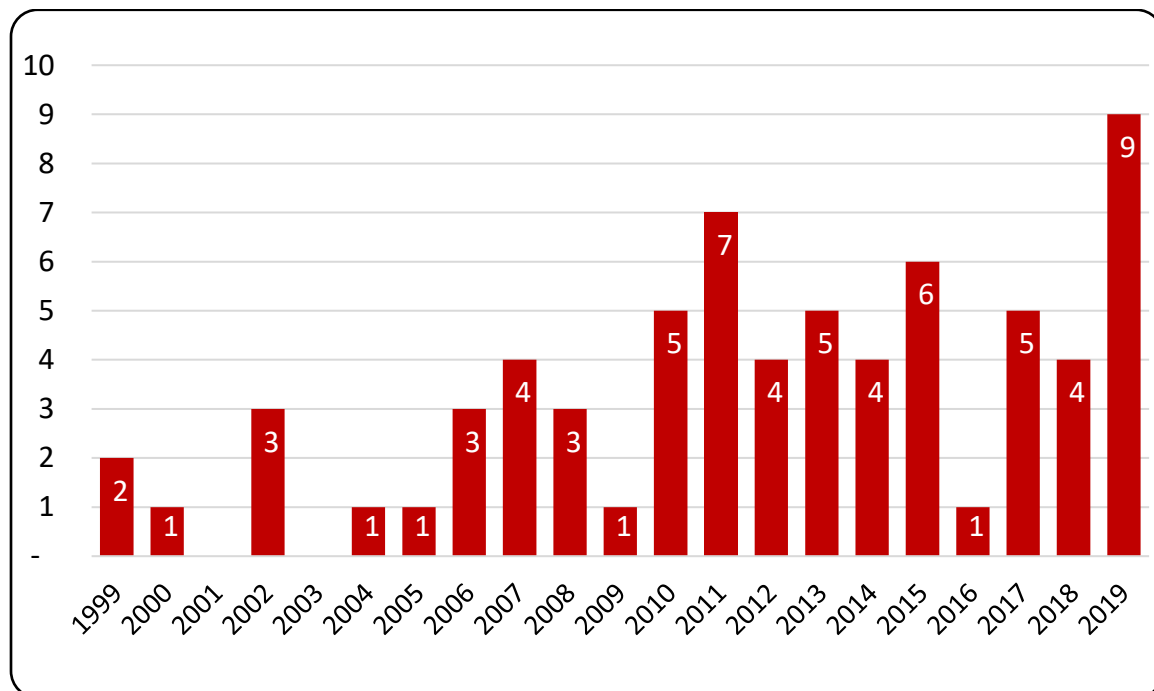
Welcome to the guide for the PhD Programme in the School of Public Health! This guide has been compiled by staff from the School and is applicable to all PhD students in the School. In this guide, we have summarized some of the most useful and important information about the PhD Programme; we hope this will make it easy for you to understand the requirements, financial- and time commitment needed for a successful learning experience. In addition to this Programme Guide, it is very important that you familiarize yourself with the official university rules, which are published annually as 'Handbooks' at <http://www.students.uct.ac.za/students/study/handbooks/current>. In particular, please read the relevant sections contained within:

- Health Sciences Postgraduate Handbook
- Handbook 3 (General Rules and Policies)
- Handbook 5 (Student Services and Support)
- Handbook 12 (Student Fees)

2. OVERVIEW OF THE PHD PROGRAMME

The PhD Programme is one of the key academic programmes in the School. Our first graduate earned her degree in 1994. Since then, the programme has grown steadily, and currently boasts a class of 90-100 candidates and a number of graduates each year, as shown in Figure 1. This strength and growth is supported by the strong research focus of the School, as well as the pipeline of candidates from our flagship Masters' in Public Health Programme.

Figure 1: PhD Graduates in the School, 1999-2019



3. MODE OF LEARNING

The PhD is by research thesis. As the key qualification for becoming an academic researcher, the PhD degree is largely self-driven, providing the candidate with the opportunity to develop his/her research and related academic skills including literature review, data collection, data analysis and written, visual and oral communication skills. These skills can be expected to be highly specialized to the relevant academic field of research. Each candidate will be supported by one or more supervisors who have expertise in the chosen area of PhD research. In addition, each PhD will be housed within one of the eight Divisions of the School, with oversight from the Head of Division. Candidates are encouraged to take advantage of the rich array of capacity development initiatives that are hosted within Divisions, and are able to take modules from other teaching programmes in the School (e.g. Masters' in Public Health) either for formal recognition (which requires registering, completing assessments and paying additional fees) or for purposes of audit (sitting in on the class without paying additional fees or taking assessments). PhD research can be undertaken at a distance although some time spent in Cape Town is normally required.

3.1. FORMAT OF THE THESIS

The PhD thesis can be formatted in a number of ways, ranging from the traditional monograph format, to a format that includes 4-5 publications. It is also possible to follow a hybrid format of part monograph with 1 or 2 included publications. Whichever way it is formatted, the PhD thesis must include key elements of the monograph, which typically implies that there needs to be a substantial literature review (which could be a published systematic review or literature review chapter(s)) as well as a clear line of argument that is consistent and coherent across the document. See more details in section 3.5

3.2. ROLE OF SUPERVISOR(S)

As mentioned, the PhD is largely self-driven, with the support of one or more supervisor(s). The primary supervisor is typically a UCT staff member from within the School. This person should have expertise in the chosen area of PhD research, and is responsible for the largest proportion of academic supervision and ensuring that the student is given guidance about the nature of research, developing the proposal, the standard expected, facilitating any scientific and ethics approvals and reporting required, planning of the research programme, initial guidance about literature, issues of plagiarism and compliance with UCT's rules and administrative requirements including assisting with approving the Memorandum of Understanding, and Progress and Planned Activity forms (see section 5). It is also common to have at least one co-supervisor, who can be internal to UCT (from the School or another UCT department) or external to UCT (from a different university or research institution). Generally this person has additional expertise that relates to a specific part of the PhD thesis.

While all accepted students will have a primary supervisor identified and allocated during the application process, co-supervisors are often appointed during a later period once the focus of the PhD has been clarified. It is also possible to change supervisors or to change the role of supervisors (e.g. a co-supervisor might become the primary supervisor) during the PhD degree. Please contact the PhD Convener for more information.

3.3. SCHOOL PROPOSAL ASSESSMENT PROCESS

As a key part of the PhD process in the School, each candidate is required to develop and present a PhD proposal for assessment within 1 year of initial registration. The assessment process includes input from a Committee of Assessors through an oral examination process (similar to a viva) as well as through the submission of written comments on the proposal. The oral examination process is conducted in the form of a public seminar, where the candidate gives a 15-20 minute presentation, followed by questions from the assessors for approximately 40-45 minutes. Thereafter, the seminar chair, supervisor(s) and assessors meet together to agree on a score for the proposal. These scores are summarized within the formal rules in section 6.2.

In advance of the seminar, the assessors are asked to evaluate the proposal using a checklist (Table 3) to guide the evaluation. As part of this, the assessor will compile written comments that are intended to enable the candidate to improve the quality of the proposal. These comments can be inserted directly into the proposal itself, can be summarized within a separate document or can be incorporated into the checklist. We request of the assessors that these comments be sent electronically to the student and supervisor(s) after the seminar.

In addition, the assessors are requested to prepare for the public seminar by writing a list of up to five 'big picture' questions to ask the student during the seminar. These questions should be open ended in order to allow the candidate to demonstrate their understanding of the issues. Through these questions and answers, the assessors can judge the depth of the candidate's engagement with his/her PhD. This means that closed ended questions (eliciting a yes/no response) should be avoided. In addition, while comments are useful as part of the written feedback, they are not useful during the oral assessment as they do not enable a discussion. During the seminar, the assessors are each asked to take turns to ask one substantive question (followed by discussion and/or follow up questions). This process of taking turns to ask questions continues until all the questions have been covered (or we are out of time). If there is time at the end, the audience has an opportunity to ask questions.

At times, one of the assessors is unable to attend the seminar in person. In this case we make arrangements to include them via videoconferencing. If the assessor is unexpectedly unable to attend on the day, we ask the assessor to send the questions to the supervisor in advance of the seminar so that he/she can ask the questions during the seminar.

Table 3: Proposal checklist

Study Title	Score (A/B/C/D)
1. The purpose and background (literature review) are appropriately presented. The local and international setting, current practice and gaps in the national and international literature are described to provide sufficient rationale to justify the purpose of the study and to contextualise the importance/relevance of the study.	
2. The objectives and/or research question are clearly stated, linked to the purpose, are appropriate for the PhD level, and are feasible within the available time and resources.	
3. The conceptual framework (if appropriate) builds on relevant literature, is clearly linked to the aims and objectives, and is of an appropriate level for a PhD.	

4. Methodology:	
4.1. The design is appropriate to the objectives/questions (and/or conceptual framework) and is feasible.	
4.2. Relevant sample characteristics and size are described and justified in the context of the objectives and data collection approaches.	
4.3. There is a clear description of which data will be collected, how, by whom and how this relates to each objective.	
4.4. The data and analysis methods are fully and appropriately described.	
4.5. Relevant ethical issues are discussed.	
5. Referencing is full and accurate.	
6. The style of writing and presentation is acceptable.	
7. The proposal is PhD worthy.	

3.4. FACULTY RESEARCH ETHICS PROCESS

Once the proposal is accepted via the School process, the candidate must apply for ethical clearance from the Faculty of Health Sciences Human Research Ethics Committee (HREC). Guidance for this process is available at <http://www.publichealth.uct.ac.za/processes-and-forms-students>. Once ethics approval is obtained, where needed, students can continue to request permission to conduct research from other relevant bodies (e.g. departments of health, specific health facilities, etc). In addition, HREC will provide the faculty's Postgraduate Office with details about the approved proposal; the Postgraduate Office will then seek approval for the PhD research via a Dean's Circular. Ethics approval needs to be renewed annually for the duration of the PhD degree.

3.5. UNIVERSITY THESIS EXAMINATION PROCESS

Once the thesis is nearly ready for submission, a number of processes need to be followed in order to submit correctly. Key details are summarized here, but please refer to the DDB website for additional details and documents: <http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads>

Applying for permission to include publications

- The student will need to draft a letter to the Doctoral Degrees Board stating that he/she wants to include publications within the PhD thesis.
- The letter should include a description of how each paper contributes as a chapter, as well as each co-author's contributions to the paper.
- The student will also need to include approval from each co-author to include the papers.
 - If other students are co-authors, the student will need to explicitly state that these co-authors will not be including the paper(s) in their own PhD(s).
 - It is possible for each co-author to sign a letter on their University letterhead, or for the lead investigators to sign off on behalf of their team in the case of papers with many co-authors.
- Via your supervisor, please complete this process with the PhD Convener.

- Example letters are provided in Appendix A.

Intention to submit

- Students should upload an intention to submit form to PeopleSoft 6-8 weeks before the date of planned submission.
- An abstract is included with the intention to submit – this needs to be the final abstract that will be included in the thesis, as this is what gets sent to the examiners.
- At this stage the PhD title needs to be final – if the title needs to be changed, then you need to contact the PhD Administrator for assistance (NB: check that the title of your thesis on PeopleSoft exactly matches what the title should be).

TurnItIn

- The final thesis will need to be submitted to TurnItIn using the relevant Vula site (e.g “FHS TurnItIn 2018”).
- If you are including your own publications in your thesis, TurnItIn will pick up all of the published papers and you will get a high similarity score; if so you can resubmit excluding the published papers.
- After this, send the TurnItIn report(s) to your supervisor(s) who will sign the relevant form, available at <http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads>

Submission

- Submission of your thesis is to PeopleSoft
- See link for documents to be included and process:
<http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads>

Examination

With the assistance of your supervisor(s), the University’s Doctoral Degrees Board (DDB) will appoint three experts to examine your thesis. Examination is entirely written (there is no Viva), and once the process has concluded, you will receive your official result from the DDB; in addition, you will receive the reports from each examiner from the Faculty Postgraduate Office or your supervisor(s). As of 2020, official scores are provided in Figure 2. While scores are not interpreted in a quantitative manner (i.e. a score of ‘i’ is not twice as good as a score of ‘ii’) generally PhD students should aim to score i or ii; a score of iii will require ongoing registration and substantial revisions to the thesis, followed by re-examination of the thesis. In the UCT system, the ‘worst’ score holds, meaning that if one examiner gives iii while the other two examiners give ii, the student will be required to revise and resubmit the thesis for re-examination.

Figure 2: Screenshot of potential examiner recommendations for PhD theses (2020)

Section B: Examiner recommendation (please select the appropriate option/sub-options)		
I have examined this thesis and recommend that [select either (i), (ii), (iii) or (iv) and select applicable sub-options, as required]:		
Option	Recommendation	(Note: Select only one recommendation option)
		✓
(i)	The candidate should be awarded the degree and no further corrections to the thesis are required.	<input type="checkbox"/>
(ii)	The candidate should be awarded the degree subject to the required corrections:	<input type="checkbox"/>
	The corrections required are (select one):	
	<ul style="list-style-type: none"> • Either Trivial/Typographical 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Or Typographical and more substantial, specified changes: My suggestions are indicated in my report. These corrections do not alter the substance of the thesis in any fundamental manner and therefore major reworking or reinterpretation of the intellectual content of the thesis is not required. 	<input type="checkbox"/>
(iii)	The candidate should not be awarded the degree but should be invited to address my substantive concerns and to revise and resubmit the thesis for re-examination.	<input type="checkbox"/>
	In this case:	
	<ul style="list-style-type: none"> • Either I am prepared to re-examine. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Or I am not prepared to re-examine. 	<input type="checkbox"/>
(iv)	The candidate should not be awarded the degree as the thesis has no prospect of meeting the requirements.	<input type="checkbox"/>

4. GOVERNANCE

4.1. UNIVERSITY DOCTORAL DEGREES BOARD

At UCT, the PhD degree is governed by the University's Doctoral Degrees Board (DDB), which oversees all PhD candidates across all faculties. Please visit their website at <http://www.students.uct.ac.za/students/current-students/doctoral-candidates> for general rules and guidance (although we do make every effort to keep abreast of these issues on your behalf).



4.2. FACULTY DOCTORAL AND MASTERS COMMITTEE

The DDB delegates some of the oversight of the PhD programme to faculties. Within the Faculty of Health Sciences, this is coordinated via the Doctoral and Masters Committee with administrative support from the Faculty of Health Sciences Postgraduate Office. This is the committee that oversees the faculty annual exam board (see section 5.4). The School PhD Convenor is a member of this committee.

4.3. SCHOOL PHD COMMITTEE

Within the School of Public Health, overall coordination and administration of the PhD programme is handled by A/Prof Lucia Knight and Ms Latiefa Adams. Their details are contained below

Table 1: School PhD coordination and administration

School PhD Programme Convenor: A/Prof Lucia Knight Lucia.Knight@uct.ac.za Tel: +27 (0) 21 650 5313	
School PhD Programme Administrator: Ms Latiefa Adams Latiefa.Adams@uct.ac.za Tel: +27214066558	

Oversight of the PhD Programme is supported by a Committee that is chaired by the PhD Convener and includes the Head of School and the Heads of each of the eight Divisions in the School (in some cases this is delegated to an alternate). The Heads of Division provide academic oversight and guidance to all PhD students in their Division. The role of the Committee includes selection of applicants, quality control and annual exam board processes, amongst others.

Table 2: Members of the School PhD Committee

CHAIR and HEAD OF DIVISION – SOCIAL AND BEHAVIOURAL SCIENCES A/Prof Lucia Knight http://www.publichealth.uct.ac.za/phfm_social-and-behavioural-sciences Lucia.Knight@uct.ac.za
HEAD OF SCHOOL Prof Susan Cleary Susan.Cleary@uct.ac.za
HEAD OF DIVISION – ENVIRONMENTAL HEALTH Prof Andrea Rother http://www.publichealth.uct.ac.za/phfm_environmental-health Andrea.Rother@uct.ac.za
HEAD OF DIVISION - EPIDEMIOLOGY AND BIostatISTICS Prof Landon Myer http://www.publichealth.uct.ac.za/phfm_epidemiology-and-biostatistics

Landon.Myer@uct.ac.za
HEAD OF DIVISION – HEALTH ECONOMICS Prof Edina Sinanovic http://www.publichealth.uct.ac.za/phfm_health-economics Edina.Sinanovic@uct.ac.za
HEAD OF DIVISION – HEALTH POLICY AND SYSTEMS Prof Lucy Gilson http://www.publichealth.uct.ac.za/phfm_health-policy-and-systems Lucy.Gilson@uct.ac.za
HEAD OF DIVISION – OCCUPATIONAL MEDICINE Prof Mohamed Jeebhay http://www.publichealth.uct.ac.za/phfm_occupational-medicine Mohamed.Jeebhay@uct.ac.za
HEAD OF DIVISION – PUBLIC HEALTH MEDICINE Prof Leslie London http://www.publichealth.uct.ac.za/phfm_public-health-medicine Leslie.London@uct.ac.za

4.4. MANAGING SUPERVISORY RELATIONSHIPS

The PhD is a long and challenging degree. While the School makes every effort to mitigate against challenges, from time to time we have experienced breakdowns in supervisory relationships. In this instance, we encourage the student and/or supervisor to seek support from the relevant Head of Division, PhD Convener and/or Head of School. This conversation will be confidential (unless agreed otherwise). These staff will provide initial guidance and assistance, and if required might refer the case for arbitration. If necessary, it is also possible to change supervisors or to change the role of supervisors (see section 3.2).

5. KEY ADMINISTRATIVE PROCESSES

5.1. APPLICATIONS AND ADMISSION

Admission to the PhD is competitive and spaces are limited. Minimum requirements are a Masters' degree in a field closely related to the applicant's proposed area of research (in some circumstances, we will also admit candidates with less closely related Masters' degrees provided that there is strong research experience within the area of PhD research). Evidence of research capacity and outputs (e.g. academic conference presentations and published articles) is also taken into consideration. Finally, the chosen area of research of the candidate needs to align with the research interests of one or more of the supervisors in the School.

The application deadlines are:

- Year-end deadline: 31 October
- Mid-year deadline 30 April

After the deadline, all applications are collated and circulated to Heads of Division for their consideration. Thereafter, the PhD Committee meets in person to consider each applicant, taking

account of supervisory capacity within Divisions, the strength of the application as well as the transformation imperatives of the University. Applicants will be advised of the outcome within 6 weeks of the application deadline. 'Out of cycle' applications are only considered in very rare circumstances.

5.2. REGISTRATION

It is the responsibility of each student to ensure that they are registered for each year of study. Registration takes place from approximately mid-January and closes during February. Please note carefully:

- Late registration during the academic year incurs financial penalties for the student.
- Failure to register during one academic year requires a lengthy application for retrospective registration that needs to be approved by Senate.
 - For PhDs, the South African Department of Higher Education and Training penalizes UCT at a level of just under ZAR 500,000 per student per year. We therefore view such applications for retrospective registration in an extremely negative light.

Online registration processes are currently evolving as the university seeks to improve its online systems.

5.3. MEMORANDUM OF UNDERSTANDING (MOU)

The memorandum of understanding is a formal agreement between the PhD student and their supervisor regarding their expectations of each other, and the research requirements for completion of the degree. The intention is for students and supervisors to discuss and agree on a number of important issues at the point of initial registration, and to formalize these agreements within the formal MOU documentation. At times, an abridged MOU will be submitted at initial registration, and the full MOU can be completed within the first 6 months after initial registration. While the MOU is a relatively long document, it is important. In addition to helping you plan your PhD research programme, the MOU will be referred to in the case of any conflict or dispute arising during the course of your study at UCT. Common disputes include issues over who funds research, authorship, intellectual property rights, insufficient contact time, dissatisfaction with a student's progress and lack of timely feedback from supervisors. The relevant forms are processed by both student and the main supervisor on Peoplesoft.

5.4. PROGRESS REPORT AND ANNUAL EXAM BOARD

Prior to registration at the start of each academic year, students and supervisors complete the progress report on Peoplesoft. The intention in this case is to discuss progress in relation to the agreements within the formal MOU and/or the agreements contained within previous progress reports. The resultant document is similar to an annual update on the initial MOU. The progress of each candidate is also considered by the School PhD Committee both in relation to the formal progression rules (section 6.2) as well as the contents of the progress report.

5.5. FEES

On an annual basis, UCT publishes an updated Fees Handbook. We suggest that you study this carefully as it can save you money (e.g. it outlines rebates, deadlines for refunds of fees, and your entitlement to fee reductions if your residency status changes to being a South African citizen. See:

<http://www.uct.ac.za/apply/fees/>). In addition to all these details, in general you can expect to incur the following fees during your PhD study, on an annual basis (2023 prices).

All students: Annual PhD Fee: ZAR 24 570

International students: Administrative Service Fee: ZAR 4,700¹

Please note the following key points:

- PhD fees are to be paid in full prior to initial registration at the start of each academic year (i.e. normally by the end of January).
- Students registering for the first time in the second semester (from 1 July) will be granted a 50% rebate on the annual PhD fee.

5.6. INTERNATIONAL STUDENTS

Even if not based in South Africa, all international students require clearance from the International Academic Programmes Office (IAPO) in order to register. International students who are resident in South Africa require a valid student visa for the duration of their studies/stay and registration can only be completed once this visa is obtained. Please visit <http://www.iapo.uct.ac.za> for more information.

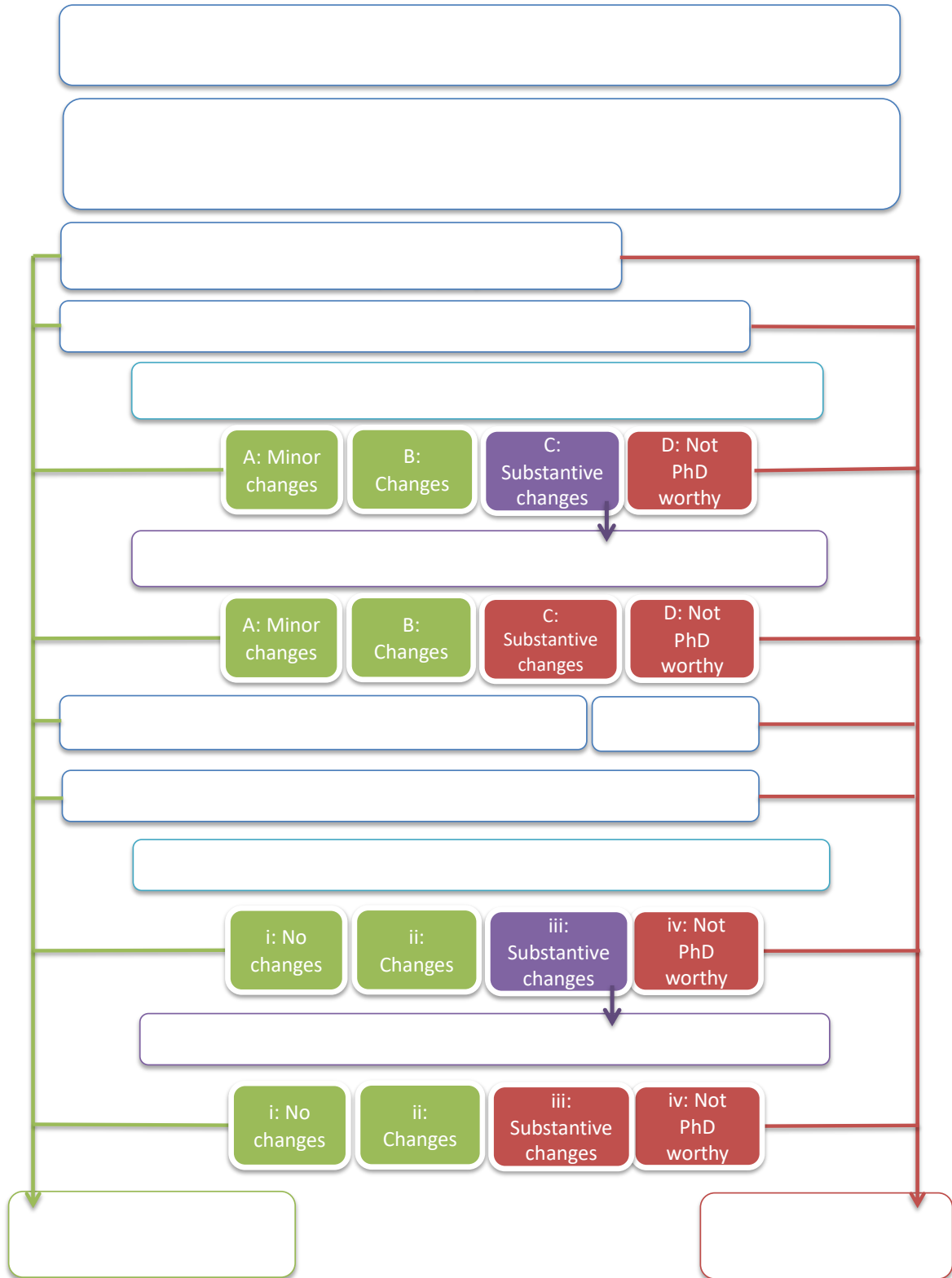
6. PROGRAMME RULES

There are a number of rules governing the PhD programme. As mentioned in section 1, these are contained within the official UCT Handbooks. Important aspects of these are highlighted within this current section, and are summarized graphically in Figure 3. In a nutshell, students should expect to:

- Complete a Memorandum of Understanding process with supervisor(s) within 6 months of initial registration
- Present a fully developed PhD proposal to a committee of assessors within 1 year of initial registration
- Obtain ethics approval within 2 years of initial registration
- Complete annual progress report processes at the end of the calendar/academic year
- Maintain at least 2 years of concurrent registration prior to submitting for examination
- Aim to submit for examination within 5 years of initial registration

¹ International students pay the PhD Fee as well as the Administrative Service Fee

Figure 3: Overview of PhD Programme Rules



6.1. PERIOD OF REGISTRATION

Candidates must be registered for at least 2 consecutive years before submitting their PhD for examination. No maximum period of time is prescribed for completing a thesis, but the university stipulates a “reasonable time” which is generally taken to be approximately 5 years. Registration beyond 5 years may require motivation during each annual exam board.

6.2. PROGRESSION RULES

The School publishes formal progression rules in the Faculty Handbook, which is available at <http://www.students.uct.ac.za/students/study/handbooks/current>. These rules are reproduced below in Box 1.

Box 1: Handbook extract of specific rules governing the PhD in Public Health (2020)

Approval of research proposal

FDA2: Approval of a research proposal by candidates registered for a PhD in Public Health or Family Medicine shall be subject to the following. Once the proposal has been developed to the satisfaction of the supervisors, the candidate will be required to present the proposal at a departmental seminar to a committee of three assessors. Using a structured template and process, the assessors will agree on a score ranging from A-D, as described below:

- A: The proposal is ready for submission to the Doctoral Degrees Board;
- B: The proposal requires minor revisions which can be overseen by the supervisors;
- C: The proposal requires major revisions and re- assessment by the three assessors;
- D: The proposal is not worthy of doctoral research.

These scores shall be interpreted as follows:

Score of A or B (first or second assessment): with the support of the supervisor(s) the candidate submits his/her proposal to the Doctoral Degrees Board and continues with doctoral research.

Score of C (first assessment): with the support of the supervisor(s), the candidate works to complete the major changes on the proposal and undergoes a second assessment. The candidate may also be asked to present at a second assessment seminar.

Score of C (second assessment): the candidate is required to terminate his/her registration for the doctorate but may be permitted to continue with an MScMed by dissertation.

Score of D (first and/or second assessment): the candidate is required to terminate his/her registration for the doctorate but may be permitted to continue with an MScMed by dissertation

Progression

FDA3: Except by permission of the Senate, a candidate registered for a PhD in Family Medicine or Public Health may be refused readmission if he/she:

- (a) has not been ready to undergo (i) a first assessment of his/her doctoral proposal at a departmental seminar within 12 months of first registration, or (ii) a second assessment (which may or may not be required for presentation at a departmental seminar) within 18 months of first registration;
- (b) has failed to obtain approval by the UCT Human Research Ethics Committee (HREC) of the research proposal within 24 months of first registration;

- (c) has not by a specified due date audited the specified pre- or co-requisite course/s aimed at building sufficient skills to undertake doctoral research;
- (d) has failed to make satisfactory progress for two consecutive years; and/or
- (e) has failed to complete his/her dissertation within five years of first registration for the degree.

6.3. LEAVE OF ABSENCE

Any candidate seeking to break registration for medical reasons must apply for leave of absence (please contact the PhD Administrator for assistance). This application must be motivated and if accepted will be granted for one year only. Retrospective leave of absence is not granted.

6.4. WITHDRAWAL FROM THE PHD PROGRAMME

If you decide that you can no longer continue your studies, you must give notice of intention to discontinue studies in writing by completing the Cancellation of Registration Form. Please contact the PhD Administrator for assistance.

6.5. EMAIL COMMUNICATION

Once registered, students will be given a UCT student email address. This is the email address that we will use for all communication and it is also the email address that central UCT will use to send you important information pertaining to registration, fees, and graduation. If you are unable to access this email address on a daily basis, we suggest that you set up an auto-forward from your UCT student address to another email address that you use. ***Please note that we cannot communicate with you on non-UCT email addresses.***

6.6. PEOPLESOFT

PeopleSoft is the name of the UCT student self service administration system. You will gain access to this system after initial registration, and you can use it to:

- Check application status
- Check current enrolments
- Complete registration
- Access student results
- Check and maintain address details
- Check and maintain bank account details
- Check fee account
- Get an unofficial academic transcript
- Submit MOU and annual progress reports

We recommend that you check PeopleSoft from time to time. Please note that UCT requires that students are themselves responsible for keeping all of their details up to date etc.

6.7. VULA ONLINE LEARNING ENVIRONMENT

After initial registration, candidates will be able to access VULA, which is the name of UCT's online learning environment, at <https://vula.uct.ac.za/portal>. The main VULA site for our School is called "PhD in SPH", to which you will need to be added manually (contact the PhD Administrator if necessary). We will use this site to send important email communication (e.g. about registration or the annual progress report process) and we also keep key documentation (such as this Programme Guide) within the "resources" section. In addition, once registered, the system will automatically add you to the VULA sites managed by the Faculty of Health Sciences Postgraduate Office (e.g. called "Health Sci Postgrads 2019"). These sites are used for important communications and also contain a number of the key forms that are used for administration. For assistance with VULA, please contact help@vula.uct.ac.za

7. USEFUL LINKS

Latest forms used in academic administration (including leave of absence, withdrawal etc)

<http://forms.uct.ac.za/studentforms.htm>

Applications

<http://www.students.uct.ac.za/students/applications/key-dates>

Fees and Funding

<http://www.students.uct.ac.za/students/fees-funding/fees/handbook>

Prospective Student Information

<http://www.students.uct.ac.za/students/prospective/welcome>

Student life

<http://www.students.uct.ac.za/students/student-life/campus-life>

Student Support

<http://www.students.uct.ac.za/students/support/health-counselling/student-wellness>

Student Services

<http://www.students.uct.ac.za/students/services/transport-parking>

Follow us on Twitter: @UCT_SPH

8. FACULTY OF HEALTH SCIENCES POSTGRADUATE ADMINISTRATION

While Latiefa Adams and Lucia Knight are the PhD Administrator and Convenor within the School, registration of all students takes place via the Faculty of Health Science's Postgraduate Administration function.

APPENDIX A: EXAMPLE PERMISSION LETTERS TO INCLUDE PUBLICATIONS IN THESIS

Letter 1

Date

Doctoral Degrees Board
University of Cape Town

RE: Request to include publications in PhD thesis entitled “xxx”

I am writing to apply for approval to include x publications in my PhD thesis (Public Health). At the time of writing, x have been published, y has been submitted, and z are being prepared for submission, all in international peer-reviewed journals.

I include below a list of the publications with a description of the relevance of each to my thesis, as well as my contribution to each.

1. Brittain K, Mellins CA, Remien RH, Phillips T, Zerbe A, Abrams EJ, Myer L. Patterns and predictors of HIV-status disclosure among pregnant women in South Africa: dimensions of disclosure and influence of social and economic circumstances. *AIDS Behav* 2018; Epub ahead of print.

Relevance of publication to thesis:

This paper describes patterns and predictors of HIV-status disclosure during pregnancy and postpartum, and includes a strong methodological focus. Limitations of much disclosure research to date include reliance on cross-sectional analyses and on simplified measures of disclosure. This paper thus uses longitudinal analyses as well as a novel analytic technique to explore patterns of disclosure. Given the findings presented in this paper, disclosure was analysed using two separate dimensions in subsequent papers: disclosure to a male partner, and disclosure to family/community members. This paper also highlights that social and economic circumstances are central determinants of disclosure. Given this finding, factors such as relationship status and unintended pregnancy were explored as key determinants and potential effect modifiers in subsequent papers.

Contribution of student and co-authors:

I conceptualised and conducted the analysis, led data interpretation and drafted the manuscript. TP and AZ directed data collection and assisted with data interpretation. EJA and LM conceptualised the study from which these data arise, were responsible for funding, implementation and overall leadership, and assisted with data interpretation. CAM and RHR contributed to study design and assisted with data interpretation. All authors read and approved the final manuscript.

REPEAT FOR EACH PUBLICATION.

I have included permission letters from each co-author as part of this request. One of the co-authors (Ms Tamsin Phillips) is a PhD student in the School of Public Health. Included in her letter is a statement declaring that she will not be including any of the publications of which she is a co-author in her own thesis.

Yours sincerely

X

Student number: XXX

Support from supervisor:

On behalf of the co-authors of these publications I declare that X is the primary researcher and lead author of each included publication. I verify the stated contributions of X and the co-authors. All publications were written under my supervision while X was registered as a PhD student. The research for this thesis was a sub-study conducted as part of the Maternal and Child Health – Antiretroviral Therapy study, of which I am the principal investigator. No other students have or will include any of these publications in their theses.

Yours sincerely

X

Role

Letter 2

Date

Doctoral Degrees Board
University of Cape Town

RE: Permission to include publications in PhD thesis of X entitled “xxx”

2. Brittain K, Mellins CA, Remien RH, Phillips T, Zerbe A, Abrams EJ, Myer L. Patterns and predictors of HIV-status disclosure among pregnant women in South Africa: dimensions of disclosure and influence of social and economic circumstances. *AIDS Behav* 2018; Epub ahead of print.
3. Brittain K, Mellins CA, Phillips T, Zerbe A, Abrams EJ, Myer L, Remien RH. Social support, stigma and antenatal depression among HIV-infected pregnant women in South Africa. *AIDS Behav* 2017; 21:274-282.
4. Brittain K, Mellins CA, Remien RH, Phillips T, Zerbe A, Abrams EJ, Myer L. Depression, unintended pregnancy and disclosure of HIV status among South African women. *Under review.*

5. Brittain K, Phillips TK, Zerbe A, Abrams EJ, Myer L. Long-term effects of unintended pregnancy on antiretroviral therapy outcomes among South African women living with HIV. *Being prepared for submission.*
6. Brittain K, Mellins CA, Remien RH, Phillips TK, Zerbe A, Abrams EJ, Myer L. Impact of HIV-status disclosure on HIV viral load during pregnancy and postpartum in Cape Town, South Africa. *Being prepared for submission.*

I, a co-author of the publications listed above, do hereby give X (Student number: X) permission to include these publications in his/her PhD thesis. The status of each publication (published, submitted, being prepared for submission) is correct at the time of writing.

Yours sincerely