

SUPERVISION AGREEMENT

The purpose of this agreement is to ensure mutual working relationship between the supervisor(s) and the student. The agreement also provides clarity of roles and responsibilities and ensures commitment and accountability of all parties involved.

Programme:

Research Entity/School:

Faculty:

THE SUPERVISOR AND THE STUDENT WILL:

Establish agreed roles and clear processes to be maintained by both parties. In the case of joint supervision, all participants' roles need to be clarified.

Communicate regularly and as frequently as is reasonable to ensure steady progress towards the completion of the proposal and research product (dissertation or thesis).

Keep appointments, be punctual and respond timeously to messages.

Inform one another of any planned leave of absences as well as changes in personal circumstances that might have a negative impact on the research schedule.

Ensure that the research is conducted according to the procedures and the requirements of the relevant ethics committee.

Complete progress reports as requested by relevant faculty higher degrees committee.

THE SUPERVISOR WILL:

1. Undertake to provide guidance for the student's research project in relation to the design and scope of the project, the relevant literature and information sources, research methods and techniques and methods of data analysis.
2. Have a responsibility to be accessible to the student.
3. Be prepared for the meeting with the student. This includes being up-to-date on the latest work in his/her area of expertise.
4. Assess written work and provide feedback within a timeframe jointly agreed at the beginning of the research.
5. Give advice that can help the student to improve his/her writing. This may include referrals to research support programmes including language training and academic writing. The supervisor will provide guidance on technical aspects and discipline-specific requirements.
6. Support the student in the production of a research report, dissertation or thesis. Provision should be allowed for adequate, mutually respectful, discussion around recommendations made.
7. Assist with the compilation of a written time schedule which outlines the expected completion dates of successive stages of the work.
8. Discuss the ownership of research conducted by the student in accordance with the University guidelines and rules on intellectual property, co-authorship and copyright.
9. Ensure that the research product is not plagiarised.
10. Ensure that the student is made aware in writing of the lack of progress and/or of any work that is below the set standards.

THE STUDENT WILL:

1. Undertake to work independently under the guidance of the supervisor. This includes reading widely to ensure that the literature pertinent to his/her chosen topic has been identified and consulted.
2. Be obliged to make appointments to see the supervisor and will arrange meeting times well in advance.
3. Submit written work for discussion with the supervisor well in advance of a scheduled meeting. The kind and frequency of written work should be agreed with the supervisor at the outset of the research.
4. Take responsibility for the accuracy of language, the overall structure and coherence of the final research report, dissertation or thesis rests with the student.
5. Undertake to pay attention the advice given by the supervisor and to engage in discussion around suggestions made.
6. Take responsibility for the quality and presentation of the work.
7. Maintain a focus on his/her research area and to work within the agreed time schedule.
8. Honour agreements about ownership of the research and in accordance with the University's guidelines and rules in relation to co-authorship, copyright and intellectual property.
9. Ensure that the work contains no instances of plagiarism, and that all citations are properly referenced and the list of references is accurate, complete and consistent.
10. Work in accordance with the criteria of acceptability as supplied by the supervisor. This includes attending all support programmes (e.g. seminars, short courses, etc.) that may be prescribed to improve performance.

Comments

We confirm that we have read and understood this statement and agree to be guided by its principles.

Name of student:

Student's signature

Name of Supervisor:

Supervisor's signature

Name of Co-Supervisor:

Co-Supervisor's signature

Name of Assistant-Supervisor

Assisstant-Supervisor's signature