

POSTGRADUATE SUPERVISION AGREEMENT: Master's & Doctoral Candidates

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS·UV
POSTGRADUATE SCHOOL
NAGRAADSE SKOOL

The following agreement is entered into between the student and the supervisor, in line with principles of academic freedom and integrity, and keeping in mind individual responsibility and reasonable autonomy. Both student and supervisor are expected to take ownership of this agreement in a spirit of mutual accountability.

The Supervisor

1. Undertakes to provide academic guidance and support to the best of their ability in relation to the scope and design of the research project, as detailed in a formal research proposal accepted by the department/school.
2. Will make time available for regular contact with the student (at least once a month). This contact may include emails or phone calls, as well as face-to-face contact sessions, as agreed in advance with the student.
3. Will provide written feedback and constructive criticism within a reasonable timeframe of receiving written submissions from the student. This timeframe for feedback is to be agreed upon in advance but should not exceed 4 weeks.
4. Will provide a 6-monthly progress report on the student's work to the HOD, which will be entered onto the student's academic record and may be accessed by the Dean's Office or Institutional Higher Degrees Committee.
5. Will be prepared for any pre-arranged meeting with the student.
6. Will consider the student's academic, technical and writing skills and refer them to an appropriate postgraduate workshop/support activity if deemed necessary to supplement any gaps in knowledge or expertise.
7. Will support and advise the student in preparation for all required steps on the postgraduate journey, including title registration, ethical clearance, legal or policy issues relating to the conduct of the research and the submission and assessment processes.
8. Undertakes to familiarise themselves with all policies and rules governing postgraduate programmes and to advise the student on such issues should the student request clarity on any particular issue.
9. Will help to ensure, to the best of their ability, that student's final submission is of sufficient quality for examination, including complying with all submission requirements and policies.
10. To liaise with the Examination Control Office or other relevant body to ensure the examination process and feedback/corrections are managed according to standards set by the university.

The Student

1. Undertakes to work independently and conscientiously under the guidance of the supervisor, including reading widely on the topic to ensure a thorough knowledge of the pertinent literature, and familiarising themselves adequately with the agreed-upon methodology.
2. Takes responsibility to make appointments with the supervisor well in advance, to confirm such appointments closer to the time and to ensure appointments are kept.
3. Will carefully plan and prepare for contact sessions with the supervisor for maximum benefit of the time allotted. This could include doing required reading or preparing written input for the meeting.
4. Should submit written work for discussion at the meeting well in advance, as agreed upon with the supervisor.
5. Will ensure written work is relatively free of grammar and spelling errors. Responsibility for writing quality should rest with the student.
6. Undertakes to consider all advice and feedback provided by the supervisor and will demonstrate how they have done so in the following draft of their work.
7. Should keep a record of all points discussed in each meeting, in writing, and ensure appropriate steps are taken to apply such feedback and advice. These discussion reports/minutes should be kept on record and presented at meetings if requested by the supervisor for further discussion.
8. Should plan their time to ensure they keep to an agreed-upon schedule with their supervisor.
9. Will ensure that all steps are taken to uphold university policies, ethical principles and rules in all their applied research and written work. Where unsure, they should contact their supervisor for clarity.
10. Will not apply undue pressure or unrealistic expectations on a supervisor by missing deadlines, expecting feedback within unreasonable timeframes or submitting substandard or rushed work. This includes trying to submit the final research product before the supervisor is satisfied that it meets all examination criteria and is of sufficient standard.

Both Supervisor & Student

1. Agree on all expected roles and processes, including the specific roles of co-supervisors where appropriate.
2. Will meet regularly and as frequently as is reasonably expected, to ensure steady progress and will keep appointments, be punctual and respond appropriately and timeously to messages.
3. Will ensure they are contactable by the other party and will respond to queries or requests within a reasonable, agreed-upon timeframe.
4. Will keep each other informed of any unforeseen absences or changes in personal circumstances, which could impact on the work schedule. Alternate plans must be discussed and agreed-upon in such cases.
5. Will undertake to ensure all written work or practical research is done according to expected university standards and abide by all university policies and rules. Where it is felt this is not the case, breaches of quality or ethical standards should be discussed and attempts made to improve this situation before any grievance proceedings are engaged.

We confirm that we have read and understood the statement on the previous page and that we will agree to uphold this agreement. In addition, we agree to the following:

- The student will submit work according to an agreed-upon schedule and will receive written feedback within _____ weeks of submission.
- We, the student and supervisor, agree to meet at least once every _____ weeks.
- If for some reason one party is unable to meet at the agreed-upon date, we will reschedule the meeting to suit both parties well in advance. We, the student and supervisor, have agreed on a format in which records of all meetings will be kept, and how all feedback will be engaged with and reported back on.

Student Name _____	Supervisor Name _____
Student Number: _____	Supervisor Number: _____
Student Email address: _____	Supervisor Email address: _____
Student Phone number: _____	Supervisor Phone number: _____
Co-supervisor Name _____	Co-supervisor Name _____
Co-supervisor Number: _____	Co-supervisor Number: _____
Co-supervisor Email address: _____	Co-supervisor Email address: _____
Co-supervisor Phone number: _____	Co-supervisor Phone number: _____

Faculty: _____

Department/School: _____

Degree: _____

Date: _____