

# Postgraduate Supervision Agreement

## Master's and Doctoral Candidates

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.

<p><b>The Supervisor</b></p> <ol style="list-style-type: none"> <li>Undertakes to provide academic guidance and support to the best of his/her ability in relation to the scope and design of the research project, as detailed in a formal research proposal accepted by the department/school.</li> <li>Will make time for regular contact with the student (<b>at least once a month</b>). This contact may include emails or phone calls, as well as face-to-face contact sessions, as agreed in advance with the student.</li> <li>Will provide written feedback and constructive criticism within a reasonable timeframe of receiving written submissions from the student. This timeframe is to be agreed upon in advance, but should not exceed four weeks.</li> <li>Will provide a six-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.</li> <li>Will be prepared for any prearranged meeting with the student.</li> <li>Will consider the student's academic, technical and writing skills and refer him/her to an appropriate postgraduate workshop/support activity if deemed necessary to supplement any gaps in knowledge or expertise.</li> <li>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 related to the conduct of the research, and the submission and assessment processes.</li> <li>Undertakes to familiarise him/herself 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.</li> <li>Will help to ensure, to the best of his/her ability, that the student's final submission is of sufficient quality for examination and complies with all submission requirements and policies.</li> <li>Undertakes to liaise with the Postgraduate Administration Office or other relevant body to ensure the examination process and feedback/corrections are managed according to the standards set by the University.</li> </ol> <p><b>Both Supervisor and Student</b></p>	<p><b>The Student</b></p> <ol style="list-style-type: none"> <li>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 him/herself adequately with the agreed-upon methodology.</li> <li>Undertakes the responsibility to make appointments with the supervisor well in advance, to confirm such appointments closer to the time and to ensure appointments are kept.</li> <li>Will carefully plan and prepare for contact sessions with the supervisor for maximum benefit of the time allowed. This could include doing required reading or preparing written input for the meeting.</li> <li>Should submit written work for discussion at the meeting well in advance, as agreed upon with the supervisor.</li> <li>Will ensure written work is relatively free of grammar and spelling errors. Responsibility for writing quality rests with the student.</li> <li>Undertakes to consider all advice and feedback provided by the supervisor and will demonstrate how he/she has done so in the following draft of his/her work.</li> <li>Should keep a written record of all points discussed in each meeting and ensure appropriate steps are taken to apply feedback and advice. These discussion reports/minutes should be kept on record and presented at meetings if requested by the supervisor for further discussion.</li> <li>Should plan his/her time to ensure he/she keeps to an agreed-upon schedule with the supervisor.</li> <li>Will ensure that all steps are taken to uphold University policies, ethical principles and rules in all applied research and written work. Where unsure, he/she should contact the supervisor for clarity.</li> <li>Will not apply undue pressure to or hold unrealistic expectations of 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.</li> <li>Will submit the final copy of the dissertation/thesis to Turnitin to ensure that the work complies with University rules pertaining to plagiarism and will submit the Turnitin report with the final examination copies.</li> </ol>
<ol style="list-style-type: none"> <li>Agree on all expected roles and processes, including the specific roles of co-supervisors where appropriate.</li> <li>Will meet regularly and as frequently as is reasonably expected, to ensure steady progress.</li> <li>Will ensure they are contactable by the other party and will respond to queries or requests within a reasonable, agreed-upon timeframe.</li> <li>Will keep appointments, be punctual and respond appropriately and timeously to messages.</li> <li>Will keep each other informed of any unforeseen absences or changes in personal circumstances which could have an impact on the work schedule. Alternate plans must be discussed and agreed-upon in such cases.</li> <li>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. When this is not the case, breaches of quality or ethical standards should be discussed and attempts made to improve the situation before any grievance proceedings are initialised.</li> </ol>	

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. Failure of the student to submit work according to the agreed-upon schedule might result in delayed feedback from the supervisor.
- 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 in which all feedback will be engaged with and reported on.

Student name: _____	Supervisor name: _____
Student number: _____	Supervisor staff number: _____
Student email address: _____	Supervisor email address: _____
Student phone number: _____	Supervisor phone number: _____
Cosupervisor name (if applicable): _____	Faculty: _____
Cosupervisor staff number: _____	Department/School: _____
Cosupervisor email address: _____	Degree: _____
Cosupervisor phone number: _____	Date: _____
<p><b>Grievance procedure:</b> Grievances related to any matter that has a negative impact on the postgraduate experience of the student should be dealt with in the following way:</p> <p>Every effort should be made to resolve grievances through frank, informal discussion between the student and the staff member(s) concerned, before invoking formal procedures. Wherever possible, grievances should be addressed initially at departmental level and referred to faculty level only if they cannot be resolved. Appeal to the Deputy Vice-Chancellor (Academic) should be regarded as a last resort, when a student/staff member feels that resolution has not been achieved by all the preceding processes. The Head of Department or Programme Director is responsible for ensuring that mediation is offered to the supervisor and student to reach agreement and resolution. In the event of an amicable resolution not being reached, the Head of Department/Programme Director can recommend that the supervisor be replaced. All such changes must be approved by the Dean.</p> <p>Appeals should contain the following information:</p> <ul style="list-style-type: none"><li>• Brief summary of the matter or decision being appealed;</li><li>• Full name of complainant;</li><li>• Contact details of the complainant (including email address);</li><li>• Statement of the details that are relevant to the matter;</li><li>• List of attached relevant documents (if appropriate); and</li><li>• Signature of the complainant and the date.</li></ul>	