

POSTGRADUATE SUPERVISION

AGREEMENT:

Master's & 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. Students and supervisors 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 be at most four weeks.
4. Will provide a 6-monthly progress report on the student's work to the HOD, which will be entered into 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 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 the 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 bodies 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 supervisor's guidance, including reading widely on the topic to ensure a thorough knowledge of the pertinent literature, and familiarising themselves with the agreed-upon methodology.
2. Takes responsibility for making appointments with the supervisor well in advance, confirming such appointments closer to the time and ensuring appointments are kept.
3. Will carefully plan and prepare for contact sessions with the supervisor for the maximum benefit of the time allotted. This could include 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 the supervisor provides 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 submitting the final research product before the supervisor is satisfied that it meets all examination criteria and is of sufficient standard.

Contact Us

T: +27 (0)51 401 7161

E: postgrad@ufs.ac.za

Johannes Brill Building, Ground Floor, Bloemfontein Campus

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 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 the work schedule. Alternate plans must be discussed and agreed upon in such cases.
5. Ensure all written work or practical research is done according to expected university standards and abide by all university policies and rules. Where 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 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.
- We, the student and supervisor, will keep a copy of this signed agreement.

Student Name: _____	Supervisor Name: _____
Student Nr: _____	Staff nr: _____
Student email address: _____	Supervisor email: _____
Student Phone number: _____	Supervisor Phone number: _____
Signature: _____	Signature: _____
Co-supervisor Name: _____	Co-supervisor Name: _____
Staff Nr: _____	Staff Nr: _____
Co-supervisor email: _____	Co-supervisor email: _____
Co-supervisor Phone nr: _____	Co-supervisor Phone nr: _____
Signature: _____	Signature: _____

Faculty: _____

Department/School: _____

Degree: _____

Date: _____