

Statement of principles for postgraduate supervision

In a context of academic freedom and within a framework of individual autonomy and the pursuit of knowledge, this statement is written in the belief that there is a reciprocal relationship and mutual accountability between supervisor and student

THE SUPERVISOR AND THE STUDENT:	<ol style="list-style-type: none"> 1. Will establish agreed roles and clear processes to be maintained by both parties. In the case of joint supervision, the roles and responsibilities of each supervisor and the student need to be clarified. 2. Will meet regularly and as frequently as is reasonable to ensure steady progress towards the completion of the proposal, research report, dissertation or thesis. This time varies but the normal minimum requirement for face-to-face contact spread across each year of registration is: 10 contact hours for an Honours project, 15 contact hours for a Masters by coursework and research report and 24 contact hours for a Masters by dissertation and a PhD. 3. Will keep appointments, be punctual and respond timeously to messages. 4. Will keep one another informed of any planned vacations or absences as well as changes in his or her personal circumstances that might impact on the work schedule. Unplanned absences or delays should be discussed as soon as possible and arrangements should be made, to catch up lost time. 5. Will ensure that research on animal or human subjects is conducted with prior approval and according to the procedures and the requirements of the relevant Ethics committee. 6. Will both complete Progress Reports on the research project as required/requested by the relevant Faculty Graduate Studies Committee.
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<p>THE SUPERVISOR:</p> <ol style="list-style-type: none"> 1. Undertakes 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. Will provide guidance at the commensurate NQF level requirements for autonomy and accountability that the student is expected to demonstrate. 3. Has a responsibility to be reasonably accessible to the students. 4. Will be prepared for meetings with the student. This includes being up-to-date on the latest work in his/her area of expertise. 5. Will expect written work as jointly agreed, and will return that work with constructive criticism within a timeframe (a suggestion of 2-4 weeks) jointly agreed at the outset of the research. 6. Will provide advice that can help the student to improve his/her writing. This may include referrals for language training and academic writing. The supervisor will provide guidance on technical aspects of writing such as referencing as well as on discipline specific requirements. Detailed correction of drafts and instruction in aspects of language and style are not the responsibility of the supervisor. 7. Will guide the student in the production of a research report, dissertation or thesis. Provision should be allowed for adequate, mutually respectful, discussion around recommendations made. 8. Will assist with the construction of a written time schedule, which outlines the expected completion dates of successive stages of the work. 9. Will encourage the student to present work at postgraduate/ staff seminars/national/international conferences as appropriate. 10. Will assist with the publication of research articles as appropriate. 11. Will discuss the ownership of research conducted by the student in accordance with the University rules on intellectual property, copyright, guidelines on authorship/co-authorship, and policy on research integrity. 12. Will ensure that the student is aware of the University’s Plagiarism Policy, knows what plagiarism is, and what the consequences are for academic dishonesty and violation of research integrity and intellectual property. 13. Will ensure that the student is made aware in writing of the inadequacy of progress and/or of any work where the standard is below par. Acceptability will be according to criteria previously supplied to the student. 14. Has a duty to refuse to allow the submission of sub-standard work for examination, regardless of the circumstances. If the student chooses to submit without the consent of the supervisor, then this should be clearly recorded and the appropriate procedures followed. 	<p>THE STUDENT:</p> <ol style="list-style-type: none"> 1. Takes full responsibility for the research and its successful completion; including managing the process under the guidance of supervisor (s). 2. Will attend such courses and lectures that are compulsory for the degree, and undertakes to catch up fully on any work, lectures and/or assignments, that are missed. 3. Undertakes to work independently under the guidance of the supervisor(s). This includes reading widely and critically to ensure that the seminal and current literature pertinent to his/her chosen topic has been identified, consulted and critiqued. 4. Undertakes to work in accordance with the academic standards expected by the University for the commensurate NQF level of qualification. 5. Is obliged to make appointments to consult the supervisor(s) and arrange meeting times convenient to both parties well in advance. 6. Should submit written work for discussion with the supervisor(s) well in advance of a scheduled meeting. The kind and frequency of written work should be agreed with the supervisor(s) at the outset of the research. 7. Written work that is submitted to the supervisor, including final submissions to examiners, should be relatively free from basic spelling mistakes, incorrect punctuation and grammatical errors. Responsibility for the accuracy of language, the overall structure and coherence of the final research report, dissertation or thesis rests with the student. 8. Cannot expect the supervisor to be proof-reader and editor of his/her work or to approve work with any of the weaknesses spelt out in 7 above. 9. Undertakes to heed the advice given by the supervisor(s) and to engage in discussion around suggestions made. Ultimately the student has to take responsibility for the quality, integrity and presentation of the work. 10. Should strive to maintain a focus on his/her research area and to work diligently within the agreed time schedule. 11. Take responsibility to comply with all the requirements related to the ethical clearance of his/her research before the research begins. 12. Agrees to 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. 13. Will ensure that the work contains no instances of plagiarism, violation of intellectual property and research integrity standards, that all citations are properly referenced, and that the list of references is accurate, complete and consistent. 14. Agrees to work in accordance with the criteria of acceptability as supplied by the supervisor(s). 15. Undertakes not to place the supervisor(s) under undue pressure to submit work for examination until the supervisor is satisfied that it has reached an acceptable, examinable* level of quality. 	<p>We confirm that we have read and understood this statement and agree to be guided by its principles for as long as we continue to work together.</p> <p>Name of student: _____</p> <p>Student Number:.....</p> <p>Student’s signature: _____</p> <p>Name of Supervisor: _____</p> <p>Supervisor’s signature: _____</p> <p>Name of Co-Supervisor: _____</p> <p>Co-Supervisor’s signature: _____</p> <p>The broad area of study is: _____</p> <p>_____</p> <p>Provisional submission date is: _____</p> <p>Degree: _____</p> <p>School: _____</p> <p>Faculty: _____</p> <p>Date: _____</p> <p>Specific agreements pertaining to: ownership, joint publication, funding, confidentiality and disclosures pertinent to the Certificate of Clearance and ETD Form which the student and/or supervisor are required to sign, must be attached to this agreement as and when appropriate and kept in the Faculty Office. In the event of disagreements between the supervisor(s) and student, the parties should act in accordance with the University Grievance Policy.</p> <p>*Note: Consent by supervisor(s) to submit work for examination does NOT guarantee that the work will pass. The appointed examiners assess and determine whether the work is of a passable standard.</p>
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