**SUPERVISOR - HIGHER DEGREES STUDENT AGREEMENT**



**SUPERVISOR AND HIGHER DEGREES STUDENT AGREEMENT**

**MADE AND ENTERED INTO BY**

**THE SUPERVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initials: |  |

**THE CO-SUPERVISORS (where applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initials: |  |

**AND**

**THE STUDENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initials: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student number: |  |  |  |  |  |  |  |  |  |

**Studying towards the**

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| --- | --- |
| Degree: |  |

**in the**

|  |  |
| --- | --- |
| Department: |  |

**in the**

|  |  |
| --- | --- |
| Faculty: |  |

**at the University of Johannesburg.**

1. **PARTIES TO THIS AGREEMENT**

The Parties to this Agreement are:

**(1.1) THE STUDENT**

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| --- | --- | --- | --- |
| Surname: |  | Initials: |  |

(hereafter referred to as “***the student”***)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student number: |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Physical address: |  |
| Postal code: |  |
| E-mail address: |  |
| Cell phone number: |  |
| Other contact number: |  |

**(1.2) THE SUPERVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initials: |  |
| Department: |  |
| Faculty: |  |
| University or Institution: |  |

(hereafter referred to as ***“the supervisor”***)

**(1.3) THE CO-SUPERVISOR (where applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initials: |  |
| Department: |  |
| Faculty: |  |
| University or Institution: |  |

(hereafter referred to as ***“the co-supervisor”***)

1. **BACKGROUND**

The purpose of this agreement is to establish a healthy supervisor-student relationship for the duration of the research by defining the roles and responsibilities of the two parties involved, and to maintain that relationship of mutual trust for the duration of the study.

1. **PURPOSE OF THE AGREEMENT**

The main purpose of this Supervisor-Student Agreement is to explain the relationship between, and the respective responsibilities of the supervisor and the student, and not to dwell on the general relationship between the University of Johannesburg and the supervisor (as employee) or the student.

**4. BASIS OF THE AGREEMENT**

4.1 This agreement does not replace any agreements between the University of Johannesburg and the student or supervisor/employee and should be read in conjunction with the general rules governing the enrolment of a student, academic regulations and conditions of employment for employees.

4.2 The responsibilities and legitimate expectations of the supervisor (and co-supervisor(s) where applicable) and the student, respectively, are by and large applicable generically across all faculties.

4.3 By signing this Agreement the parties involved acknowledge that they have taken due cognizance of the contents of the Higher Degrees Policy and the Appendixes to this Agreement.

1. **DEFINITIONS PERTAINING TO THE AGREEMENT**

5.1 Acronyms

|  |  |
| --- | --- |
| HoD | Head of Department |
| FHDC | Faculty Higher Degrees Committee |
| SHDC | Senate Higher Degrees Committee |

5.2 For the purpose of this Agreement, unless otherwise stated or as the context otherwise indicates, the following definitions apply:

|  |  |
| --- | --- |
| Agreement | The terms and conditions recorded in this document. |
| Parties | The supervisor, co-supervisors (if applicable) and the student collectively. |
| Supervisor | The member of staff appointed on academic conditions of service by the University to give professional and academic guidance to a student registered for a formal higher degrees qualification (master’s or doctoral studies). The supervisor provides academic guidance, facilitates and oversees the research process for the duration of the higher degrees study. |
| Co-supervisor | A person who may or may not be an employee of the University and who is appointed through the initiative of the supervisor, HoD or relevant faculty official or structure, to give assistance and guidance to a student in those areas where the supervisor is not sufficiently familiar with the full scope of the field to be covered in the project, especially where the project is multidisciplinary. A co-supervisor may also be appointed for purposes of mentorship by the supervisor. |
| University | The University of Johannesburg. |
| Faculty Officer | The faculty officer responsible for higher degrees student administration. |

**PRINCIPLES OF STUDENT-SUPERVISOR RELATIONSHIP**

1. **RESPONSIBILITIES OF THE STUDENT, AND LEGITIMATE EXPECTATIONS BY THE STUDENT’S SUPERVISOR(S)**

Students are responsible for diligently and sincerely exercising the responsibilities listed below, and where appropriate, consulting with supervisors in order to give effect to the responsibilities. Accordingly, supervisors may reasonably expect students to exercise these responsibilities at all times.

* 1. Students are generally required to consult with supervisors at the University’s premises.
	2. Master’s students have six and doctoral students have nine months to complete their research proposals to the standards required by the relevant faculty and university policy.
	3. Students must submit a work schedule to the supervisor(s), specifying submission dates for the research proposal and components of the research such as questionnaires, chapters and final submission. The parties must finally agree on a realistic schedule.
	4. Students must adhere to the agreed research schedule.
	5. Students must source and find relevant literature, extract the relevant information from it, and make a synthesis of the information contained therein as may be appropriate for the particular study.
	6. Students must prepare all documents required for obtaining ethical clearance (if applicable).
	7. Students must adhere at all times to all general academic ethics with regard to academic integrity and plagiarism, and ethical requirements relating to the research work.
	8. Students must maintain regular contact with their supervisors and keep to the agreed work schedule (including the submission of the research proposal). If, for whatever reason, students do not keep to the agreed work schedule, they must liaise with their supervisor and submit a revised schedule.
	9. Students must be reasonable in what they require from their supervisors and may not, for instance, expect supervisors to adhere to unreasonable requests such as asking them to review their work over holidays/weekends, or asking for letters of recommendation on short notice.
	10. Students must inform the supervisor and the faculty officer in writing of any changes to their contact details.
	11. Students must complete and submit funding applications (where external funding opportunities are available).
	12. Students must discuss any fieldwork they may undertake or questionnaires or interviews they may want to use in detail with their supervisors prior to implementation.
	13. Students must engage in any required fieldwork, laboratory experimentations, data gathering, data processing and statistical analyses.
	14. Where necessary, students must purchase items and pay for the services that may be required to complete the production of the minor dissertation, dissertation or thesis.
	15. Students must submit neatly typed or otherwise legible work to the supervisors as per the agreed work schedule. They must always keep copies of submitted work and also keep electronic copies of the work in a safe place.
	16. If medical or other acceptable reasons exist for putting a study in abeyance, the faculty may grant such for a stipulated period of time, provided that the request by the student is supported by a medical certificate to this effect, as issued by a registered physician, or other applicable documentary proof to substantiate the request. Students who apply for putting their study in abeyance must apply in writing to the supervisor and the faculty officer, who will submit the application to the relevant person/committee/structure for consideration. The faculty and the university will refuse to register students who interrupt their studies without having applied for their studies to be put in abeyance.
	17. Students must alert supervisors to any administrative or academic difficulties they encounter in the study programme so that the supervisors may advise in respect of corrective action.
	18. Students must participate in seminars, courses, research projects and programmes, including attending and presenting at symposia, seminars and conferences as determined by the supervisor or as required by the faculty regulations.
	19. Students must meticulously attend to any corrections, amendments or revisions of the minor dissertation, dissertation or thesis required by the supervisor(s).
	20. Students must renew their registration with the University annually at the stipulated times until they have completed the relevant qualification.
	21. Students must type and proofread their work properly before submitting it to their supervisors. Students cannot expect supervisors to be responsible for proofreading, or be generally responsible for the editing of grammar, punctuation, spelling and formatting. Supervisors may insist on the work being proofread and edited by a professional editor at the student’s expense.
	22. Students must liaise with their supervisors in terms of finalising their studies and submitting their minor dissertation, dissertation or thesis for final assessment (examination).
	23. Students must ensure that all hard copies of the minor dissertation, dissertation or thesis, as well as other required documents and forms are complete, and meticulously prepared when submitting for final assessment purposes.
	24. Each master’s student has to submit **one** and each doctoral student has to submit **two** manuscripts based on the dissertation/thesis to the supervisor in a format acceptable for the article to be published as an accredited (subsidised) research output. The supervisor will provide appropriate guidance in preparing the accredited output. Faculty regulations may stipulate additional conditions (e.g. proof of acceptance of the manuscript for publication in the case of a doctoral thesis) or conditions under which students may be exempted from this requirement (e.g. in the case of a coursework master’s). In instances where the supervisor and the student co-author a research article, the parties have to consult the document titled: **“Guidelines authorship: Research Output”**, which is annexed as Appendix III to this Agreement.
	25. Students must meticulously attend to all corrections and amendments proposed by the assessors under the supervision of their supervisor.
	26. Students may not contact assessors before the assessment results have been ratified or approved by the SHDC.
	27. Students must submit finally revised and edited copies of the minor

dissertation, dissertation or thesis (with an electronic copy thereof) and the accompanying documents to the faculty officer as required (and in the case of a doctoral thesis, a *laudatio* and abbreviated CV).

The accompanying documents are required:

(1)The final dissertation/thesis (corrected version). [The Faculty Officer checks if the affidavit is inserted within]; A digital copy of the study in PDF format, including the affidavit (Your affidavit must be stamped and signed by a commissioner of oaths and student);

(2) Corrections indicated on separate attachment;

(3) One-stop form confirming the corrections done and permission to submit final copy;

(4) Library form.

1. **RESPONSIBILITIES OF THE SUPERVISOR (AND CO-SUPERVISOR) AND LEGITIMATE EXPECTATIONS BY THE STUDENT OF THE SUPERVISOR AND CO-SUPERVISOR**

Supervisors are responsible for sincerely and diligently exercising their responsibilities. Accordingly, students may reasonably expect supervisors to exercise the responsibilities listed below.

1. Supervisors must generally consult with students at the University’s premises.
2. Where co-supervisors have been appointed, supervisors must clarify their respective roles clearly to the student and co-ordinate their inputs and feedback, and liaise regularly with the co-supervisor regarding the academic supervision of the student.
3. Supervisors must administer and manage matters associated with the student’s studies in accordance with the rules, regulations, policies and procedures of the faculty and the University.
4. Supervisors must provide academic guidance to students to ensure the development of research skills and mastery of the research discipline, the field of specialisation, and ensure that these competencies are demonstrated in the relevant minor dissertation, dissertation, or thesis.
5. Supervisors must maintain a cordial but professional relationship with the student.
6. Where applicable supervisors must ensure that students apply for external research funding and assist them in this regard.
7. Supervisors must ensure that the faculty officer and the relevant committees are furnished with all the relevant documentation at the specified times.
8. Supervisors must where applicable facilitate students’ access to necessary research resources, such as the library, fieldwork locations and equipment, while not diminishing students’ obligation to take responsibility for their own research.
9. Supervisors should introduce the student to the Department, Faculty and Postgraduate Centre in order to, where possible and practicable, involve them in academic life.
10. Supervisors must be available for regular supervisory meetings with students – at least monthly but more frequently at the planning and final stages.
11. Supervisors must meet with students regularly to provide guidance, monitor progress in relation to agreed-upon timeframes, and recommend corrective measures if necessary.
12. Supervisors must ensure that a written record is kept of meetings and feedback supplied to students.
13. Supervisors must supply timeous and constructive feedback to student on submitted work. Supervisors should provide feedback to students within 14 working days.
14. Supervisors must provide progress reports to the faculty officer twice a year, and in an instance where the student has not kept to the previously agreed schedule, a revised schedule (with explicit time lines and signed by all the parties) has to be submitted along with the progress report. These documents must be signed by both the supervisor(s) and the student. The faculties are the custodian of the records.
15. Supervisors must supply reports to external funders or agencies such as the National Research Foundation whenever these are requested.
16. Supervisors must guide students to adhere, at all times, to academic integrity, principles relating to the avoidance of plagiarism and ethical requirements for research.
17. Supervisors have to propose suitable assessors to the HoD and Faculty for the particular study in accordance with the Faculty and University guidelines.
18. Supervisors must prepare and submit a supervisor’s report to the faculty officer after the student has submitted the minor-dissertation, dissertation or thesis for assessment (but before the assessors’ reports are received).
19. At the doctoral, level a **viva is mandatory** in the Faculty of Humanities (see Subsection 16.6.1 of the Academic Regulations). The supervisor attends the viva strictly as an observer, and cannot assist the student in any way.
20. At the Master’s level, a viva is optional in the Faculty of Humanities. The NAC is responsible for calling for a viva, but may consult student and supervisor in making this decision.
21. At both levels, the student must prepare for the viva, and is permitted to bring any materials they wish with them to the viva, including, but not limited to a copy of their thesis, and a laptop computer or other device.
22. Both the student and supervisor leave the exam room after the viva, and the NAC chair leads the final assessment of the candidate’s work in light of the discussion.
23. Supervisors may not contact assessors before the assessment results have been ratified or approved by the SHDC.
24. Supervisors may not divulge the names of assessors to students if they have opted to remain anonymous; neither may they reveal the individual assessors’ marks to the student.
25. Supervisors have to submit a summary report to the FHDC summarising the salient comments and recommendations made by the individual assessors in their assessment reports immediately after receiving the assessors’ reports. (In faculties that appoint a non-assessing chair, this task is performed by the non-assessing chair.)
26. Supervisors must oversee any corrections and alterations recommended by the assessors and/or the relevant HDAC and/or FHDC or SHDC.
27. A supervisor may make the final outcome of the assessment known to a student only after the assessment results have been ratified (in the case of a master’s study) or approved (in the case of a doctoral study) by the SHDC.

**8 DISPUTE RESOLUTION**

 In the event of a dispute between a student and a supervisor, the parties are generally expected to resolve the dispute amicably on their own. If such attempts fail, the parties may resort to resolving the dispute as stipulated in the Higher Degrees Policy.

**Signed by Supervisor**:

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| Signature: |  |
| Date: |  |
| Place: |  |

**Signed by Co-supervisor (if applicable)**:

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| --- | --- |
| Signature: |  |
| Date: |  |
| Place: |  |

**Signed by Student**:

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| --- | --- |
| Signature: |  |
| Date: |  |
| Place: |  |