



FACULTY OF SCIENCE

AGREEMENT BETWEEN A MASTER'S/DOCTORAL STUDENT
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Full name of student: _____

Student number:

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Degree _____

AND SUPERVISOR/CO-SUPERVISOR

Full name of Supervisor _____

and (if applicable)

Full name of Co-Supervisor(s) 1. _____

2. _____

3. _____

This Agreement records the expectations that the Parties may reasonably have from each other in respect of postgraduate supervision and does not by itself create contractual obligations or duties for the Parties from the breach of which contractual remedies can be enforced against each other. The Agreement does not distract from legal obligations or duties imposed upon the Parties by other instruments.

Parties

The Parties to this Agreement are:

STUDENT

Surname _____ Initials _____ (hereafter called the student)

Student number

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Street Address: _____

Postal code _____

Degree _____

SUPERVISOR

Supervisor _____ Initials _____

Department _____

Faculty _____

University or Institution _____

and (if applicable)

CO-SUPERVISOR

Co-Supervisor _____ Initials _____

Department _____

Faculty _____

University or Institution _____

Background

The basis of this agreement is to build a student-supervisor relationship for the duration of the research and study period based on mutual trust.

Purpose of Understanding

The main focus of this agreement is the student-supervisor work and study relationship and not the general relationship between the University of Johannesburg and the student or supervisor.

Basis of Understanding

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

Definitions pertaining to the agreement

“Supervisor” means the person appointed by the University to give professional and academic guidance to a student registered for a postgraduate research project .

“Co-supervisor” means a person who is not necessarily on the staff of the University and who, in consultation with the supervisor, is appointed 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, where the project is multidisciplinary or for purposes of mentorship.

Principles of student-supervisor relationship

- **Responsibilities of the student and expectations by supervisor of the student**

The student is responsible for the following responsibilities and where appropriate to consult with his/her supervisor/co-supervisor in order to give effect to these responsibilities; conversely, the supervisor/co-supervisor may legitimately expect the student to exercise these responsibilities diligently at all times:

- (a) plan and implement the agreed research programme or project;
- (b) adhere to deadlines established by the supervisor for the duration of the study
- (c) successfully complete all the academic outputs of the study programme;
- (d) Identify, find, access and study literature relevant to the project ;
- (e) write the research proposal in the time stipulated;
- (f) prepare all documents required for obtaining ethics clearance, if applicable;
- (g) assist in a reasonable manner in the drafting of funding applications;
- (h) plan suitable and realistic work schedules;
- (i) engage in any required fieldwork or data gathering, laboratory experimentation, data processing and statistical analyses;
- (j) have regular meetings with the supervisor/co-supervisor and inform him/her/them in time if any administrative or academic difficulties should be experienced in the study programme in order that the supervisor/co-supervisor may advise in respect of timely corrective action;

- (k) participate in relevant research projects and programmes as determined by the supervisor/co-supervisor, including attending and presenting at symposia, seminars and conferences;
- (l) ensure compliance with the University Plagiarism Policy in all written and oral presentations of research output;
- (m) in the case of research master's (doctoral) students, produce at least one manuscript of a research paper in a format that is ready for submission (accepted or published) at an accredited research journal by the time the Faculty Assessment Committee considers the assessment results;
- (n) In the case of a Thesis or Dissertation by publication prepare the requisite number of papers during the course of the study;
- (o) adhere at all times to all general academic ethics with regard to academic integrity and plagiarism, and ethics requirements relating to the research work, and remain in good standing with the University code of conduct;
- (p) renew his/her annual registration with the University of Johannesburg at the stipulated times.
- (q) Write and proofread his/her dissertation or thesis, including, but not limited to, obtaining professional assistance with the linguistic editing and scientific writing
- (r) attend to any amendments or revisions of the dissertation or thesis required by the supervisors, internal and external assessors, and be responsible for the production of the final bound hard and electronic copies;

- **Responsibilities of the supervisor/co-supervisor and expectations by the student of the supervisor/co-supervisor**

The supervisor/co-supervisor is responsible for exercising the following responsibilities; conversely, the student may throughout the duration of the study expect the supervisor/co-supervisor to exercise these responsibilities:

- (a) clarify the respective roles of the supervisor and co-supervisor(s) (if appointed), and communicate these clearly to the student;
- (b) administer and manage matters associated with the student's studies according to the regulations of the University of Johannesburg;
- (c) cooperate with each other (where more than one supervisor has been assigned) and with the Head of Department and/or Executive Dean of the faculty and/or other responsible University official, to ensure as far as reasonably possible that the student is provided with the basic infrastructure and necessary resources to undertake and complete the research;
- (d) cooperate with each other (where more than one supervisor has been assigned) and with the Head of Department and/or Executive Dean, to assist with the student's attendance and participation at symposia, colloquia seminars, etc;
- (e) ensure that the Faculty Officer and relevant committees are furnished with all relevant documentation when required;
- (f) provide academic guidance to the student to ensure the development of research skills, and mastery of the research discipline and the field of specialisation, and that this is demonstrated by the dissertation or thesis;

- (g) facilitate the student's access to necessary research resources, such as the library, laboratories and equipment, or access to chemicals and consumables, while not diminishing the student's duty to take responsibility for his/her own research.
- (h) meet with the student regularly to provide guidance, monitor progress and agreed-upon timeframes, and recommend corrective measures if necessary;
- (i) Prepare and provide progress reports, jointly by Supervisor and Student as may be required, to the Faculty and its research or postgraduate study structures, or by external agencies such as the National Research Foundation;
- (j) liaise regularly with each other in order to clarify on an ongoing basis roles and responsibilities in regard to academic supervision;
- (k) adhere at all times to all general academic ethics with regard to academic integrity and ethics requirements of research work; and
- (l) encourage and facilitate the student to seek external financial support for his/her studies.
- (m) ensure that the student complies with the University Plagiarism Policy in all written and oral presentations of research output;

Dispute resolution (According to Academic Regulations)

In the event of a disagreement between a student and any supervisor, both parties are initially expected to resolve the disagreement amicably and on their own. By mutual consent, the parties may request the intervention of a facilitator to assist in finding a resolution to the disagreement.

If all bona fide attempts to resolve a disagreement without the formal involvement of third parties with decision-making authority have failed, the parties are expected to alert the head of the respective academic department jointly or separately to the dispute, who will then be expected to mediate a resolution of the disagreement if possible. Where a resolution cannot be achieved with the involvement of the head of department (HoD), the HoD decides whether the matter should be referred to the Executive Dean of the faculty or a relevant higher authority in the University.

If either party believes the HoD to be compromised in his/her attempts to mediate a solution, that party retains the right to appeal directly to the Executive dean, who will decide whether the appeal has merit, and will accordingly decide to either refer the matter back to the HoD, seek a resolution him/herself, or refer the matter to an appropriate academic ethics committee within the University.

Signatories

Signed _____ Date _____

STUDENT**Name printed**

Signed _____ Date _____

SUPERVISOR**Name printed**

Signed _____ Date _____

CO-SUPERVISOR**Name printed**

Signed _____ Date _____

CO-SUPERVISOR**Name printed**

Signed _____ Date _____

CO-SUPERVISOR**Name printed**