



UNIVERSITY
OF
JOHANNESBURG

POLICY: STUDENT-SUPERVISOR RELATIONSHIP

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Related documents

UJ documents

(e.g. Policies, Regulations, Guidelines, Contracts)

- UJ Vision, Mission and Values;
- UJ Academic Regulations
- Policy on Higher Degrees and Post-graduate Studies;
- Policy on Handling of Student Complaints;
- UJ Code of Academic and Research Ethics;
- Language Policy;
- UJ Conditions of Service for Employees

Other

(e.g. Legislation, DoE and HEQC directives and guidelines)

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| <h4 style="margin: 0;">Other</h4> <p style="margin: 0;">(e.g. Legislation, DoE and HEQC directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa 108 of 1996; • A Qualification Structure for Universities in South Africa: Report 116, March 1995; • Ministry of Education: National Plan for Higher Education in South Africa: February 2001; • Ministry of Education: Proposed Higher Education Qualification Framework: August 2006; • South African Qualifications Authority (SAQA) Act (Act 58 of 1995); • Higher Education Qualification Framework (HEQF): Government Gazette Vol. 481, July 2005; • Minimum Admission Requirements: Government Gazette, |
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	<p>No.27961 August 2005;</p> <ul style="list-style-type: none"> • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004;
<p>Stakeholders affected by this document (units and divisions which should be familiar with it):</p>	<ul style="list-style-type: none"> • Executive Deans/Vice Deans; • Researchers; • Heads: Academic Departments; • Lecturers (Part time and Full Time); • Heads: Faculty Administration; • Executive Directors/Directors • Heads: Academic and Administrative Support Units; • Students registered for Higher Degrees and Postgraduate Studies
<p>Website address of this document:</p>	<p>INTRANET</p>

CONTENTS

	Page
1. PREAMBLE	3
2. PURPOSE	3
3. SCOPE	3
4. STUDENT – SUPERVISOR RELATIONSHIP	4
4.1 Student Responsibilities and Legitimate Supervisor Expectations	4
4.2 Supervisor Responsibilities and Legitimate Student Expectations	4
5. FACULTY SPECIFIC RESPONSIBILITIES	5
6. POLICY REVIEW	5

STUDENT-SUPERVISOR RELATIONSHIP

1. PREAMBLE

The University of Johannesburg is committed to the ideal of distinguished scholarship and the provision of credible and innovative research findings that carry international recognition as well as national credibility and legitimacy. Central to the realisation of this vision lies the quality of the research produced as the University leads, challenges and explores knowledge.

The relationship between supervisor and student is an integral part of the holistic research experience as the student develops and is guided towards mastery of the research process, the research discipline and the field of specialisation. The main focus of this Policy is the student-supervisor relationship and not the general relationship between the University and the student or supervisor.

2. PURPOSE

The purpose of this policy is to:

- 2.1 Outline the rights and obligations of all master's and doctoral postgraduate students enrolled at the University as well as those of supervisors and co-supervisors*.
- 2.2 Provide a clear and concise outline of what each party to the student-supervisor relationship may expect from the other, thereby promoting the development and maintenance of a sound and productive relationship between the two parties.
- 2.3 Serve as a point of departure in the resolution of any disputes that might arise between postgraduate students and their supervisors.
- 2.4 In addition to the documentation listed on the cover page, this policy should be read in conjunction with the general rules governing the enrolment of students and/or the conditions of employment academic employees and/or researchers as applicable.

3. SCOPE

The Policy applies to:

- 3.1 All academic and or research employees in their role as supervisors of master's and doctoral postgraduate students;
- 3.2 All students registered for master's and doctoral postgraduate qualifications across all faculties and campuses;
- 3.3 The policy extends and does not replace any other agreements between the University and its students or employees.

* For the remainder of the document co-supervisors will also be referred to as supervisors, since their essential responsibilities are the same in respect of their interaction with the student. Where minor difference may exist, the supervisor and co-supervisor(s) will clarify these between themselves, and communicate them to the student.

4. THE STUDENT-SUPERVISOR RELATIONSHIP

4.1 Student Responsibilities and Legitimate Supervisor Expectations

The student is responsible to exercise the following responsibilities diligently and sincerely, and where appropriate to consult with his/her supervisor/s in order to give effect to these responsibilities. Conversely, the supervisor/s may legitimately expect students to exercise these responsibilities at all times.

- 4.1.1 Plan and implement the agreed research programme or project;
- 4.1.2 Successfully complete all the academic outputs of the study programme;
- 4.1.3 Find/source appropriate literature and obtain information from literature;
- 4.1.4 Write the research proposal in the time stipulated;
- 4.1.5 Prepare all documents required for obtaining ethics clearance, if applicable;
- 4.1.6 Assist in a limited manner in the drafting of funding applications;
- 4.1.7 Plan work schedules;
- 4.1.8 Engage in any required fieldwork or data gathering, laboratory experimentation, data processing and statistical analyses;
- 4.1.9 Write and proofread his/her dissertation or thesis, including, but not limited to, obtaining professional assistance with the linguistic editing of the dissertation or thesis;
- 4.1.10 Attend to any amendments or revisions of the dissertation or thesis as required by the supervisor/s or internal or external assessors, and assume responsibility for the production of the final bound hard and electronic copies;
- 4.1.11 Make regular appointments with the supervisor/s and inform him/her in time if any administrative or academic difficulties are experienced in the study programme in order that the supervisor/s may advise in respect of timely corrective action;
- 4.1.12 Participate in research projects and programmes as determined by the supervisors, including attendance of symposia, seminars and conferences;
- 4.1.13 If necessary, purchase items that may be required to complete the production of the dissertation or thesis;
- 4.1.14 In the case of research master's or doctoral students, produce at least one manuscript of a research paper in a format that is ready for submission to an accredited research journal by the time the Faculty Assessment Committee considers the assessment results;
- 4.1.15 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
- 4.1.16 Renew his/her annual registration with the University at the stipulated times.

4.2 Supervisor Responsibilities and Legitimate Student Expectations

All supervisors are responsible to exercise the following responsibilities diligently and sincerely. Conversely, the student may legitimately expect the supervisors to exercise these responsibilities at all times.

- 4.2.1 Clarify the respective roles of the supervisor and co-supervisor(s) (if appointed), and communicate these clearly to the student;
- 4.2.2 Administer and manage matters associated with the student's studies in accordance with the regulations of the University;
- 4.2.3 Cooperate with each other 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 the research;

- 4.2.4 Co-operate with each other and with the Head of Department and/or Executive Dean, to assist with the arrangements for colloquia or seminars which the student may present;
- 4.2.4 Ensure that the Faculty Officer and relevant committees are furnished with all relevant documentation at the relevant time;
- 4.2.5 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 ensure that these competencies are demonstrated in the relevant dissertation or thesis;
- 4.2.6 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, including purchasing items that may be required to complete the production of the dissertation or thesis;
- 4.2.7 Introduce the student to the Faculty in order to, where possible and practicable, involve him/her in academic activities appropriate to the field of expertise;
- 4.2.8 Meet with the student regularly to provide guidance, monitor progress and agreed-upon timeframes, and recommend corrective measures if necessary;
- 4.2.9 Keep a written record of progress and output, and provide timely feedback, but also bear in mind his/her other formal University responsibilities;
- 4.2.10 Provide progress reports as required by the University and its research and/or postgraduate study structures, or by external agencies such as the National Research Foundation;
- 4.2.11 Assess the dissertation or thesis (if appointed as an assessor), and oversee any changes recommended by the assessors and those which have been stipulated by the appropriate Faculty or University structure;
- 4.2.12 Liaise regularly with each other in order to clarify, on an ongoing basis, roles and responsibilities in regard to academic supervision;
- 4.2.13 Adhere at all times to all general academic ethics with regard to academic integrity and plagiarism, and the ethics requirements of research work; and
- 4.2.14 Encourage the student to seek external financial support for his/her studies.

5. FACULTY SPECIFIC RESPONSIBILITIES

Faculties manage the student-supervisor relationship in accordance with the provisions contained in this Policy, the Higher Degrees and Postgraduate Studies Policy, the Handling of Student Complaints Policy and faculty rules and regulations as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

4. POLICY REVIEW

Regular review of the Policy is conducted in accordance with the approved University Policy on Policy Development. The process takes place in consultation with the relevant quality assurance structures at faculty and institutional level and under the auspices of the official custodian of this policy namely the Registrar.

Approved by Senate
22 October 2007