

**SUPERVISION AGREEMENT BETWEEN GRADUATE STUDENT AND SUPERVISOR**

Please also consult the website  
<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=17176>

This **supervision agreement** between

(Name of graduate student) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

and

(Name of supervisor) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

is designed to ensure that the supervision experience is as mutually productive as possible.

**CANDIDATURE DETAILS**

**A1 Full name of candidate:**

- Surname \_\_\_\_\_
- First names \_\_\_\_\_

**A2 Academic and professional qualifications:**

- Degree(s) \_\_\_\_\_
- Professional \_\_\_\_\_

**A3 Candidate’s experience:** (in his/her own words) giving particular attention to research experience and mastery of techniques/second languages/equipment as may be relevant and indicating access to technology e.g. PC equipment, internet access (Attach details as **Attachment A3**, if necessary)

**A4 Project description and thesis/dissertation title:**

- Title \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Project description (attach full details as **Attachment A4**)

**A5 Personal particulars:**

- Student number: \_\_\_\_\_
- Degree registered for: \_\_\_\_\_
- Postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Postal code: \_\_\_\_\_
- E-mail address: \_\_\_\_\_
- Telephone nr(s) (H) \_\_\_\_\_ Work: \_\_\_\_\_  
 Cell/Mobile \_\_\_\_\_

## SUPERVISION ARRANGEMENTS

General obligations of supervisors are outlined in the Procedures. By signing this document, both parties acknowledge their understanding of the general expectations it contains.

### A6 Supervisor:

(a) Initials & surname: \_\_\_\_\_

(b) Contact details:

• Telephone nr(s) \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_

• Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

E-mail: \_\_\_\_\_

**A7 Responsibilities for supervision in this case** (in addition to the standard set as listed in the Procedures)  
(List in **Attachment A7**)

### A8 Co-supervisor(s)/tutor/mentor, if any:

(a) Initials & surname: \_\_\_\_\_

(b) Contact details:

• Institution: \_\_\_\_\_

• Telephone nr(s) \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_

• Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

E-mail: \_\_\_\_\_

**A9 Responsibilities:** (List in **Attachment A9**)

## EXPECTATIONS

### B1 Supervisor's expectations

The supervisor must set out in as much detail as he/she can what he/she expects of the candidate, including (where relevant) an assessment of the time to be spent on each phase of the project:  
(Enclose expectations as **Attachment B1**)

## B2 Supervisor's plans and commitments

2.1 The **supervisor** must set out his/her plans for providing –

- (a) supervision (Enclose as **Attachment B2.1a**)
- (b) financial support where applicable (for example in cases where the supervisor and the student are involved in a research group or funded research project; see B3 for detail) (Enclose as **Attachment B2.1b**)
- (c) project finance, space, equipment, technology needs and operating costs (Enclose as **Attachment B2.1c**)
- (d) travel and/or publication support (Enclose as **Attachment B2.1d**)

2.2 **Supervision** arrangements

- (a) Expected absence of supervisor(s) on leave/sabbaticals (giving arrangements for supervision if away for more than 2 months in any one year) during the next 3 years: (Enclose as **Attachment B2.2a**)
- (b) Field work: (Outline arrangements for field work as **Attachment B2.2b**)
- (c) Laboratory work: (Outline supervision and arrangements for laboratory work (if any) as **Attachment B2.2c**)
- (d) Courses and classes (List any class, workshop or course that the student must attend as a pre-requisite and costs associated with this as **Attachment B2.2d**)
- (e) Training needs if any (Enclose as **Attachment B2.2e**)

### FUNDING PLANS

**B3 Specify** all approved financial assistance to support this study, and if necessary, how these funds are to be used.

|                     | YEAR | CATEGORY | USE | SOURCE | AMOUNT |
|---------------------|------|----------|-----|--------|--------|
| Bursaries Salaries  |      |          |     |        |        |
| Laboratory Costs    |      |          |     |        |        |
| Fieldwork           |      |          |     |        |        |
| Equipment           |      |          |     |        |        |
| Conferences Courses |      |          |     |        |        |
| Other Running Costs |      |          |     |        |        |
|                     |      |          |     | TOTAL  |        |

**Note:** If, on withdrawing or being refused re-registration the student becomes contractually obliged to repay any of the above. This should be noted. Funding from external agencies may stipulate such a provision. (The NRF sometimes does this.) If a lack of progress is due to factors beyond the student's control (e.g. health problems or unavoidable contingencies) the student may not be obliged to repay these funds, and the supervisor(s) should negotiate with the funding agencies for this stipulation to be waived.

### THE CANDIDATE'S EXPECTATIONS

**B4.1** The candidate must set out in as much detail as he/she can and what he/she expects of the supervisor especially giving attention to access to research facilities. (Provide detail in **Attachment B4.1**)

**B4.2 Comment** by supervisor on this: (Comments as per **Attachment B4.2**)

### THE CANDIDATE'S PLANS AND COMMITMENTS

**B5.1** The candidate must set out his/her plan for the project, and a detailed time commitment of what he/she plans to give to the project. (Plan as per **Attachment B5.1**)

**B5.2 Comment** by supervisor: (Comment as per **Attachment B5.2**)

### INTELLECTUAL PROPERTY ISSUES

All intellectual property issues are set out in the *Procedures for Master's and Doctoral Students*

### OBSERVATIONS BY THE CHAIRPERSON OF THE DEPARTMENT

I have reviewed this completed Code of Conduct/Supervision Agreement and am satisfied that it reflects the shared understanding of supervisor and candidate and that the department is able to meet the obligations to the candidate set out in this Code of Conduct/Supervision Agreement:

Signed: \_\_\_\_\_

Initials and Surname: \_\_\_\_\_

Date: \_\_\_\_\_

### OBSERVATIONS BY THE EXECUTIVE DEAN/DEAN'S NOMINEE

I have seen this completed Code of Conduct/Supervision Agreement and I have the following comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Initials and Surname: \_\_\_\_\_

Date: \_\_\_\_\_

**Once seen by all parties, copies must be returned to and retained by the candidate, supervisor, Chairperson of the Department and College Higher Degrees Committee.**