



Faculty of Law: Postgraduate Programmes

AVAILABILITY TO SUPERVISE

I, the undersigned supervisor/promoter hereby confirm that I am in principle available to act as supervisor/promoter for the following student:

Supervisor/Promoter (Title, initials and Surname):

Signature of Supervisor/Promoter:

Date:

Student (Title, initials, surname):

Student number:

Programme:

Proposed title / area of research:

Signature of student:

Date:

Appendix

SUPERVISION AGREEMENT

The purpose of this agreement is to establish a mutual working relationship between the supervisor(s) and the student. The agreement clearly outlines the roles and responsibilities of each party and ensures the commitment and accountability of all parties involved.

THE SUPERVISOR AND THE STUDENT WILL:

1. Negotiate and clearly establish each party's role and outline the processes and procedures each party has to follow. In the case of joint supervision, all participants' roles should be clarified.
2. Communicate regularly and as frequently as is reasonable to ensure steady progress towards the completion of the proposal and research product (dissertation or thesis).
3. Keep appointments, be punctual and respond timeously to messages.
4. Inform one another of any planned leaves of absence or changes in personal circumstances that may have a negative impact on the research schedule.
5. Ensure that the research is conducted according to the procedures and the requirements of the relevant ethics committee.
6. Complete progress reports as requested by the relevant faculty higher degrees committee.

THE SUPERVISOR WILL:

1. Undertake to offer the student guidance with respect to the design and scope of the research project, the relevant literature and information sources, research methods and techniques, and methods of data analysis.
2. Ensure that the student understands all the steps of the process up to submission, including the timeframes of any possible external processes involved in the finalisation of the research product, such as language editing or formatting.
3. Be accessible to the student.

4. Be prepared for meetings with the student. This includes staying informed of the latest work in his/her area of expertise.
5. Assess written work and provide feedback within a timeframe jointly agreed at the beginning of the research.
6. Give advice that can help the student to improve his/her writing. This may include referrals to research support programmes, including language training and academic writing. The supervisor will provide guidance on technical aspects and discipline-specific requirements.
7. Support the student in the production of a research report, dissertation or thesis. There should be opportunity for adequate, mutually respectful discussion of the recommendations made.
8. Assist with the compilation of a written time schedule that outlines the expected completion dates of successive stages of the work.
9. Discuss the ownership of research conducted by the student in accordance with the University guidelines and rules on intellectual property, co-authorship and copyright.
10. Ensure that the thesis/dissertation/mini-dissertation has been checked for plagiarism (by making use of TurnItIn software for example) and that a satisfactory report has been obtained.
11. Ensure that the student is made aware in writing of any lack of progress and/or of any work that is below the set standards.

THE STUDENT WILL:

1. Undertake to work independently under the guidance of the supervisor. This includes reading widely to ensure that the literature pertinent to his/her chosen topic has been identified and consulted.
2. Make appointments to see the supervisor well in advance.
3. Submit written work for discussion with the supervisor well in advance of a scheduled meeting. The kind and frequency of written work should be agreed with the supervisor at the outset of the research.

4. Take responsibility for the accuracy of language, the overall structure and coherence of the final research report, dissertation or thesis. The final responsibility rests with the student.
5. Take the responsibility for sourcing, contacting and paying any external resources such as writing coaching, language editing or formatting.
6. Undertake to pay attention the advice given by the supervisor and to engage in discussion around suggestions made.
7. Take responsibility for the quality and presentation of the work.
8. Maintain focus on his/her research and work according to the agreed time schedule.
9. Honour agreements about ownership of the research in accordance with the University's guidelines and rules in relation to co-authorship, copyright and intellectual property.
10. Ensure that the work contains no instances of plagiarism, that all citations are properly referenced, and the list of references is accurate, complete and consistent.
11. Work in accordance with the criteria of acceptability as supplied by the supervisor. This includes attending all support programmes (e.g., seminars, short courses, etc.) that may be prescribed to improve performance.

We confirm that we have read and understood this statement and agree to be guided by its principles.

Name of student:

Student's signature:

Date:

Name of supervisor/promoter:

Supervisor's/promoter's signature:

Date:

Name of co-supervisor/co-promoter:

Co-supervisor's/co-promoter's signature:

Date: