



## **AGREEMENT BETWEEN SUPERVISORS AND HIGHER DEGREE STUDENTS**

This agreement is intended to foster mutual understanding between supervisors and higher degree students. The document establishes some basic principles for undertaking higher degree research in the Faculty of Arts and Social Sciences and the implementation thereof will depend on the needs and expectations of supervisors and individual higher degree students.

### **1. BASIC PRINCIPLES**

The following set of guidelines is proposed for ensuring that the nature of the relationship between the supervisor and the higher degree student is conducive to successful postgraduate studies in the Faculty of Arts and Social Sciences:

- A work programme must be discussed during the first meeting between supervisor and higher degree student. This work programme should be compiled by the student, in collaboration with the supervisor, within 30 days of the first meeting, and should set out a reasonable timeframe for the completion of the study and its various stages including specific target dates. For example, the submission of a project protocol, the completion of a literary survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university vacations, etc.) must also be noted.
- Higher degrees students must remain in regular contact with their supervisor(s) and vice versa; i.e. at least once a month.
- Study guidance sessions should be scheduled by appointment. Appointments should be made well in advance via email to ensure that they suit both the supervisor(s) and higher degree student.
- Study guidance sessions can take the form of face-to-face contact meetings, Skype video conferencing, telephonic meetings or via email. The preferred method of study guidance sessions should be discussed and agreed upon during the first meeting between supervisor and higher degree student. The type of sessions will likely be guided by whether the higher degree student is residential (working on campus) or not.
- The format of written submissions (hard copy or electronic) by higher degree students to supervisors should be discussed and agreed upon by both supervisor and higher degree student early on in the study.
- The format of feedback (face-to-face meeting, electronic, notes on hard copy etc.) from supervisors to higher degree students should be discussed and agreed upon by both supervisor and higher degree student early on in the study.
- The maximum registration period is three years for a research Masters student and five years for a Doctoral student. Only in exceptional cases will continued registration beyond these dates be considered by the Faculty.
- All matters relating to intellectual property, publishing, co-authorship and corresponding authorship need to be discussed and agreed upon by both supervisor and higher degree student before embarking on a publication.
- Supervisors may only be acknowledged as co-authors (i.e. second authors) where they have been directly involved in the development, production and completion of publications<sup>1</sup>. This includes PhD by publication.

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<sup>1</sup> Authorship is based on the following 4 criteria: (1) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND (2) drafting the work or revising it critically for important intellectual content; AND (3) final approval of the version to be published; AND (4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

- Higher degree students must be recognised as the first author when the work is based on or derived from their higher degree research.
- Any publications borne from higher degree research at Stellenbosch University needs to cite Stellenbosch University as the institutional affiliation.
- Failure to adhere to these basic principles and/or the code of conduct by either supervisors or higher degrees students should be reported to the departmental postgraduate coordinator or departmental chairperson immediately.

## 2. CODE OF CONDUCT

The following set of guidelines delineates the responsibilities of supervisors and higher degrees students in the Faculty of Arts and Social Sciences.

### 2.1 Responsibilities of supervisors:

- Supervision at the postgraduate level involves guidance in the form of critical discussions of problematic issues and the questioning of theories or concepts or ideas or methodologies. It is the responsibility of the supervisor to ensure that higher degree students receive adequate guidance in respect of both the practical and theoretical components of the research programme.
- Supervisors of higher degrees students must undertake to familiarise themselves with and adhere to the procedures and regulations relating to higher degree research in the Faculty of Arts and Social Sciences. This includes, but is not limited to, the code of conduct for supervisors and higher degree students, research integrity and ethics, and dates and deadlines for nominations of examiners and submission for examination.
- Supervisors undertake to inform higher degrees students about the Guidelines for Higher Degrees Research in the Faculty of Arts and Social Sciences and guide students through the administrative requirements as they relate to higher degrees.
- In the case of doctoral research, the supervisor will oversee the drafting and completion of the research proposal for submission to an Admissions Committee for assessment.
- When drafts of theses and/or dissertations are submitted for guidance, it is the responsibility of the supervisor to ensure that appropriate feedback is provided to the students concerned.
- The time period for return of the drafts and feedback to students may not exceed 30 days after the submission of the draft. Supervisors should acknowledge the receipt of all submissions in writing.
- Supervisors, where appropriate, should encourage higher degree students to publish their research.
- Supervisors who undertake a research opportunity or study leave are responsible for the supervision of their students for the duration of their leave.
- Supervisors who retire or resign are expected to complete their supervision commitments after their departure unless alternative arrangements can be made.
- Supervisors must complete a supervisor's report for all higher degrees students.

### 2.2 Responsibilities of higher degree students:

- Postgraduate research is conducted on an independent basis. For this reason the nature of postgraduate supervision differs from guidance given at undergraduate level. Higher degree students are expected to take initiative and be committed to their studies.
- Higher degrees students must undertake to familiarise themselves with and adhere to the procedures and regulations relating to higher degree research in the Faculty of Arts and Social Sciences. This includes, but is not limited to, the code of conduct for

supervisors and higher degree students, research integrity and ethics, the relevant dates for informing the Postgraduate Examination Office of their intention to submit and the deadlines for submission for examination.

- It is the responsibility of the student to ensure that regular contact and engagement/dialogue is maintained with the appointed supervisor(s) and that the work programme, as agreed upon, is strictly adhered to.
- Higher degree students are required make efficient use of the library and library resources and have the necessary computer literacy skills to satisfactorily complete their research.
- When drafts of theses and/or dissertations are submitted to supervisors, it is the responsibility of the student to ensure that the work is submitted on the agreed upon date and in the agreed upon format (electronic via email or hard copy).
- Higher degree students need to ensure that all aspects of their research is held to the highest ethical standards and that all written work adheres to the University's referencing and citation regulations.
- Higher degree students are required to keep a thorough record of all data collected (where applicable) and research findings.
- It is the responsibility of higher degree students to ensure that drafts of their thesis or dissertation as well as the final manuscript that is submitted for examination are formatted according to University regulations and adequately edited and proofread.
- Higher degrees students are encouraged to publish their research in accredited publications and are required to cite Stellenbosch University as their institutional affiliation in any published works borne from their higher degree research.
- Higher degree students are required to provide written feedback to departmental chairpersons or postgraduate coordinators regarding the progress of their studies at least once a year.

We hereby acknowledge that we have read and understand the guidelines for supervisors and higher degree students in the Faculty of Arts and Social Sciences and undertake to adhere to these principles and code of conduct.

_____ Name of higher degree student	_____ Name of (primary) supervisor
_____ Signature of higher degree student	_____ Signature of (primary) supervisor
_____ Date	_____ Date

- \* All higher degree students must receive an electronic (scanned) copy of the signed Agreement.
- \* Supervisors are required to keep the original signed hard copy on file and save an electronic / scanned copy.