



**C.K. Tedom University of Technology and Applied Sciences**  
**School of Graduate Studies and Research**

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**[Form SGSR-S1]**

**Supervisor Contract Form**

**A. TO BE COMPLETED BY STUDENT**

**Name of Candidate:** \_\_\_\_\_

**ID Number: Faculty/School:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Contact Address/Number:** \_\_\_\_\_

**B. TO BE COMPLETED BY SUPERVISOR(S)**

**Major Supervisor Name:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Co-Supervisor Name (if any):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**C. SUPERVISION MEETINGS**

Supervision meetings should generally be held on a regularly basis. Where possible supervision dates coincide with submission of draft chapters, meetings may be held via video calls or face to face. The general objective for these meetings will be to discuss progress and to provide oral feedback on work submitted; supervisors and candidates may negotiate mutually agreed documentation of supervision meetings, including action points for the future.

**D. FEEDBACK ON DRAFTED WORK**

Oral and written feedback will be routinely provided for drafts of work. Return time for written feedback can be negotiated between supervisor and student.

## **E. STATEMENT OF EXPECTATIONS**

### **You can expect your Supervisor to:**

1. Remind you of regulations and enrolment details for your programme of study towards your dissertation/thesis.
2. Outline and negotiate aspects of the M.A./M.Sc./M.Phil./Ph.D. process with you.
3. Direct you to readings, and other resources.
4. Facilitate your networking with other staff, students and members of the community who may have useful resources for your dissertation/thesis.
5. Make regular contact with you in order to discuss and guide the development of your research.
6. Refer you to professional support people (i.e., specialist, writing workshops, etc.) if needed.
7. Advise you on the aims, scope and presentation of your thesis/dissertation.
8. Advise you on your entitlements and rights to assistance within the School and the University.
9. Read research outlines, drafts and written feedback and provide constructive written comments within a reasonable, agreed time frame.
10. Arrange/suggest suitable examiners for the dissertation/thesis evaluation.

### **Your Supervisor(s) can expect you to:**

1. Set up the day, time and frequency (in consultation with him/her), at which you will supervisory meetings.
2. Negotiate with supervisor to produce a detailed timeline for your research and dissertation writing including stages/processes. A copy of this final document should be made available to your supervisor(s) at the beginning of your research and update them when you substantially revise your timetable.
3. Submit all assigned work as agreed. Where there is more than one supervisor, all work must be submitted to the email or present photocopies of the document to each supervisor separately.
4. Make early contact if you can't keep to agreed work/assignments, schedules or meeting times with your supervisor.
5. Be as forthright as much as possible about your academic needs and progress. This way your supervisor may be able to advise/help you seek advice about how to obtain the needed support.
6. See your supervisor first if there is some dispute about your candidature or project.
7. Provide tangible reason(s) if your work gets overdue and you need an extension of submission date for your thesis/dissertation.

## **F. REQUIREMENTS FOR SIGNING THIS DOCUMENT**

**Before signing this contract, the following should have been completed:**

1. A provisional title for your thesis/dissertation
2. A research proposal has been approved by the department
3. Student and supervisor have satisfactorily discussed arrangements for supervisory
4. Student and supervisor have proposed a timeline for the research
5. Student and supervisor have decided on dates for supervision meetings
6. Student and supervisor have discussed expectations and responsibilities
7. Student and supervisor have clarified other support options
8. Student is aware of the academic processes of the School
9. Student is aware of the available resources in the School
10. Student is clear about ethical considerations, access to data sources, publication issues, research implications etc.
11. Student is clear about the examination processes for your thesis/dissertation

Student's Signature: \_\_\_\_\_

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

Principal Supervisor's Signature: \_\_\_\_\_

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

Co-Supervisor's Signature: \_\_\_\_\_

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

Head of Department Signature: \_\_\_\_\_

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