


Appendix 16: Postgraduate Student-Supervisor Agreement (Regulation Part J Sec. 1.8)

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STUDENT-SUPERVISOR AGREEMENT

A: Background

Student-Supervisor Agreement is intended to ensure smooth supervision, mentorship and maintain mutual trust throughout the study period. The agreement is also guided by other University guidelines and policies hence it should be read in conjunction with the following Sokoine University of Agriculture documents:

- i) Regulations and Guidelines for Higher degrees (6th Ed. 2021)
- ii) Regulations and Guidelines for Higher Degrees to Support Online Training and Management of Postgraduate Studies (2020)
- iii) Intellectual Property Policy (2nd Ed. 2020)
- iv) Research Policy and Strategies (4th Ed. 2018)
- v) Research Regulations and Guidelines (4th Ed. 2019)

Between

Name of student: Reg. Number:
Degree programme:
Department:
College/School/Institute

And

Main supervisor:
Department:
College/School/Institute:

Co-supervisor 1:
Department:
College/School/Institute:

Co-supervisor 2:
Department:
College/School/Institute

B: Research Project

The student intends to work on the research project titled:

.....
.....

Expected start date:Expected end date:

C: Students and supervisor responsibilities

The student

Accepts to abide to the University standards, policies and guidelines including the following roles and responsibilities:

1. Identify his/her own training and developmental needs, communicate them to the supervisor, and ensure they meet the institution's requirements for training and skills development.
2. Request for permission when he/she wants to be absent from the University campus. Permission of up to 14 days shall be granted by the Head of Department while permission of more than 14 days and travel outside the country shall be granted by the Chairperson of College/School/Directorate Academic Committee.
3. Can request to change the supervisor(s) after one month and within three months since assignment of the supervisors if he/she believes that continued supervision by such supervisor will not lead to the satisfactory completion of the degree.
4. Attend coursework and lectures (where applicable), examinations, research seminars, and develop concept note and research proposal.
5. Complete his/her research on schedule as stipulated in the approved research proposal, and write the dissertation/thesis as stipulated in the Guidelines for preparing dissertation/thesis and other publications.
6. Apply for postponement, freezing studies, extension of registration OR de-registration from studies where necessary.
7. Discuss problems stemming from his/her research with his/her supervisor(s)/supervisory committee and Head of Department.
8. Write and submit to supervisor(s)/supervisory committee progress reports on time as stipulated in the regulations using standard progress report form for higher degree research candidates (Appendix 11 and Appendix 12).
9. Act as a responsible member of the institution's academic community in a professional and socially acceptable manner.
10. Prepare and submit research reports, thesis/dissertation, manuscripts and publications to the supervisors.
11. Comply with checking dissertation/thesis for plagiarism using anti-plagiarism software approved by SUA before submitting it for examination.
12. Communicate research findings as appropriate to others in the academic community, as appropriate both orally and in writing.

The supervisor

Accepts to abide to the University standards, policies and guidelines including the following roles and responsibilities:

1. Provide appropriate technical advice and adequate guidance to enable their students to choose and embark on appropriate research theme as well as to train the students to work independently.
2. Guide the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
3. Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement on coursework and research, and dissertation/thesis preparation reviewed critically and on a continuous basis.
4. Ensure a positive attitude and relationship with the student in order to identify student's difficulties and problems early enough to avoid unnecessary frustrations.
5. Show interest and enthusiasm in the candidate's research work, be accessible and have appositive and friendly relationship with the candidate.
6. Ensure that the student presents seminars as planned by the Chairperson of Departmental Postgraduate Studies Committee.
7. Recommend to the Head of Department any remedial or formal courses appropriate to the student's field of study.
8. Support and monitor the student's progress through a research plan, a planned schedule of meetings and formal contacts, therefore avoid wastage of time and resources, and ensure the student submits research progress report periodically at interval of six months.
9. Propose a temporary supervisor to the Head of Department in case of unavailability for a period of three consecutive months or more.
10. Ensure the student submits draft dissertation/thesis of his/her research finding. Shall not, in any case, assume the role of the students such as writing the draft dissertation/ thesis for the student.
11. Ensure that the student submits a dissertation/ thesis of an acceptable standard for intended degree programme.
12. Ensure frequent consultations with the student in order to be aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
13. Have the right to recommend discontinuation of the contract student who fails to maintain satisfactory academic progress in any phase of their postgraduate programme.
14. Recommend to the Head of the Department potential external examiners for the candidates' dissertation/ thesis.
15. Ensure that the student's dissertation/thesis is within the acceptable standard and plagiarism level (i.e. <30%). Therefore, supervisor is required to use available anti-plagiarism software approved by SUA to check student's work.
16. Guide candidate in the revision of the thesis/dissertation as recommended by the examiners and viva voce panel and finally certify the error free version of the dissertation/thesis for submission.

D: The student and the supervisor:

1. Supervisory meetings: The student and supervisor(s) shall meet physically or virtually at least twice per month. **Meetings shall be verified by filling and signing in a log book.**
2. Publication and authorship policy: In any publication emanating from the students' research work, the student shall be the first author. The arrangement of other authors shall be agreed by all researchers based on the contribution to the manuscript or as recommended in the field of study. Student shall comply with all University standards, policies and ethics.
3. Intellectual Property: Any dissertation/thesis with patentable innovations shall be reported to the Director of DPRTC as stipulated in SUA Innovation Policy and Intellectual Property Policy (2nd Ed. 2020) and the Regulations and Guidelines for Higher Degrees
4. Conflicts: In case of any conflict or withdraw from supervision, the supervisor/student should immediately seek advice from the head of department
5. Breach of this agreement shall be handled depending on the circumstances as stated in the SUA Regulation and Guidelines for Higher Degrees (6th Ed. Revised 2021; Part J Sect. 4.1 and 4.2)

E: Declarations

Have read and agreed the terms and conditions stated in this agreement

Name of the student:

Signature of the student:Date:

Name of the Main supervisor:

Signature of the main supervisor:Date:.....

Name of the Co-supervisor No. 1:

Signature of the co-supervisor No. 1:.....Date:.....

Name of the Co-supervisor No. 2:

Signature of the co-supervisor: Date:.....

Received on (Date):

Name of the Department:

Name of Head of Department:

Signature of Head of Department: Date:.....

Please submit a duly filled in and signed copy to the DPRTC