**FACULTY OF BUSINESS AND ECONOMIC SCIENCES**

**LEARNING AGREEMENT BETWEEN SUPERVISOR(S) AND POSTGRADUATE STUDENT FOR FULL RESEARCH QUALIFICATIONS**

The aim of this learning agreement is to provide postgraduate students and their supervisors an opportunity to develop a sound and productive working plan. This document should be read in conjunction with the following Nelson Mandela University Policy documents:

* The General Prospectus
* Faculty of Business and Economic Sciences Prospectus
* Masters and Doctoral Degree Policy (M & D Policy)
* Code of Conduct for Researchers
* University Code of Ethics Policy
* Policy on Intellectual Property
* Promotion of Academic Integrity and Prevention of Plagiarism

These documents are available on the Nelson Mandela University’s website (<http://my.mandela.ac.za/default.asp?id=308&IRCno>=) and are available on request from Ms Lindie van Rensburg ([lindie@mandela.ac.za](mailto:lindie@mandela.ac.za)).

The Faculty of Business and Economic Sciences requires all postgraduate students and their supervisor(s) to complete a learning agreement within **TWO** months of the commencement of the research degree programme. Postgraduate students and their supervisor(s) should discuss the issues outlined in this agreement, to have clarity and consistency regarding the conduct of the Postgraduate student and supervisor(s). Should a co-supervisor be appointed, he/she should be part of the discussion process.

The postgraduate student and supervisor should keep a copy of this learning agreement, including a copy send to Ms Lindie van Rensburg ([lindie@mandela.ac.za](mailto:lindie@mandela.ac.za)).

**PART A: DETAILS OF POSTGRADUATE STUDENT, SUPERVISOR(S) AND QUALIFICATION**

|  |  |
| --- | --- |
| **NAME & SURNAME:** |  |
| **STUDENT NUMBER:** |  |
| **QUALIFICATION:** |  |
| **FIRST YEAR OF REGISTRATION:** |  |
| **DEPARTMENT:** |  |
| **SUPERVISOR:** |  |
| **CO-SUPERVISOR** |  |

**PART B: ROLES AND RESPONSIBLITIES OF THE POSTGRADUATE STUDENT AND SUPERVISOR(S)**

**POSTGRADUATE STUDENT:**

As a postgraduate candidate, the student is expected to apply him- or herself to meeting the following reasonable responsibilities.

The postgraduate Student accepts and undertake the following responsibilities as outlined in the M & D Policy (Rule 5.3):

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| --- | --- | --- |
| **RULE** | **DESCRIPTION** | **INITIAL** |
| 5.3.1 | Complete all the required components of the academic programme as stipulated. |  |
| 5.3.2 | Plan and execute the research study as agreed to with the guidance of the supervisor (and co-supervisor, where applicable). |  |
| 5.3.3 | Ensure that the research proposal is submitted for approval within the stipulated timeframe in accordance with the university’s rules (*6 months for Master’s degree & 12 months for Doctoral degree*). |  |
| 5.3.4 | Adhere to the principles of accepted safety and health standards, ethical research practice as per Nelson Mandela University Code of Conduct for Researchers (IRC 404.01), Policy on Research Ethics (IRC 404.02), specific codes of the discipline (where applicable) and conventions regarding plagiarism as per Nelson Mandela Policy for the Promotion of Academic Integrity and Prevention of Plagiarism (IRC 305.04). |  |
| 5.3.5 | Make regular appointments with supervisor(s) to update supervisor(s) on progress or any difficulties encountered in executing the academic project as planned to ensure timeous remedial action where required. |  |
| 5.3.6 | Keep written record of supervision sessions and the decisions agreed to. |  |
| 5.3.7 | Submit regular outputs from the academic project to ensure effective guidance and input by supervisor(s). |  |
| 5.3.8 | Ensure that written work submitted has been proofread and of an acceptable academic standard. |  |
| 5.3.9 | Ensure that the necessary amendments or revisions decided upon with supervisor(s) are made regularly and resubmitted as agreed for further guidance. |  |
| 5.3.10 | Take responsibility for the final production of the treatise/dissertation/thesis for examination and final submission in accordance with university or faculty-specific rules |  |
| 5.3.11 | Submit a manuscript to the supervisor prior to the time of the approval of examiner reports (for purpose of awarding the doctoral degree). |  |
| 5.3.12 | Renew annual registration for the academic programme within the periods as stipulated by the university. |  |
| General | The postgraduate student has read all the relevant strategic and policy documents related to their relevant qualification. |  |
| General | The postgraduate student has familiarised him- or herself with the internet-based plagiarism detection service; Turnitin software. |  |
| General | The postgraduate student endeavours to partake in workshops and training related to the research project |  |

**SUPERVISOR / CO-SUPERVISOR:**

The responsibilities outlined below are reasonable expectations of academics or any other persons who are undertaking the supervision of master’s and doctoral candidates.

The supervisor(s) accepts and undertake the following responsibilities as outlined in the M & D Policy (Rule 5.2):

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| **RULE** | **DESCRIPTION** | **INITIAL** |
| 5.2.1 | Manage the administrative aspects related with candidate’s studies according to Nelson Mandela University rules. |  |
| 5.2.2 | Liaise and co-operate with the HOD/DOS and/or the Executive Dean and relevant academic support units to ensure that the student is able to access basic resources (such as library, laboratory space, chemicals, accessing bursaries and scholarships where the student meets the criteria, etc.) reasonably required by a postgraduate candidate |  |
| 5.2.3 | Clarify respective roles of student, supervisor, and co-supervisor (where relevant) to ensure that student and supervisor (s) are clear about channels of communication as well as expectations. Preferably such clarification should be contained in a supervisory or learning agreement |  |
| 5.2.4 | Confer or make contact with the student regularly (minimum once an academic term) to provide academic guidance to ensure the development and mastery of research skills and competencies relevant to the discipline and the specific study, and to ensure adherence to university requirements and/or discipline standards. |  |
| 5.2.5 | Monitor progress of the student and submit reports on student progress as required by the university and by relevant scholarship funding bodies. |  |
| 5.2.6 | Keep a record of supervision sessions and provide feedback, within the timeframe agreed upon, to enable student progress. |  |
| 5.2.7 | Supervisors must maintain an adherence to accepted safety and health standards, as well as ethical research practice as per Nelson Mandela University Code of Conduct for Researchers (IRC 404.01), Policy on Research Ethics (IRC 404.02), specific codes of the discipline (where applicable) and conventions regarding plagiarism as per Nelson Mandela Policy for the Promotion of Academic Integrity and Prevention of Plagiarism (IRC 305.04) and advise their students to maintain these standards as well. |  |
| 5.2.8 | Provide the relevant information to the student so that the candidate submits the treatise/dissertation/thesis for examination and final submission in accordance with university or faculty-specific rules (see Addendum 8 for format guidelines). |  |
| 5.2.9 | Advise the student regarding the submission of declaration of manuscript at the time of approval of examiner reports for the purposes of awarding of doctoral degrees (for doctoral degrees only). |  |
| General | The supervisor(s) to consult Turnitin report submitted by the student to the internet-based plagiarism detection service; Turnitin software. |  |
| General | The supervisor assists the student with the ethics application. |  |

**PART C:**  **TERMS OF LEARNING AGREEMENT**

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| --- | --- | --- | --- | --- | --- |
| **FREQUENCY OF COMMUNICATION** | | | | | |
| The contact details of the supervisor(s) were provided to the postgraduate student. | | **YES** | **NO** | | |
| Specify frequency and communication channel for meetings (i.e. telephone, email, face-to-face). | |  | | | |
| In case of the appointment of a co-supervisor(s), how will meetings and communication between all be organised? | |  | | | |
| Specify who is responsible for scheduling meetings and how far in advance these meetings should be scheduled. | |  | | | |
| Specify the procedure for changing the meeting date and time. | |  | | | |
| Specify frequency and duration of meetings (approx.). | |  | | | |
| Specify who will set the agenda and take notes. | |  | | | |
| Clarify whether there will be any expectation regarding regular email communication. | |  | | | |
| Indicate the availability of communication of supervisor during period of research and/or ordinary leave. | |  | | | |
| List the roles, responsibilities of supervisor, co-supervisor(s) and student. | |  | | | |
| Comments: | |  | | | |
| RESEARCH PLAN / TIMEFRAME | | | | | |
| Specify the research plan and timeframe | |  | | | |
| Specify how changes to the research plan / timeframe will be dealt with. | |  | | | |
| Was the postgraduate student informed of the timeframes regarding the submissions of research proposals as per the M & D Policy *(Rule 5.1.5.1 & 5.1.5.2)*? | | **YES** | | **NO** | |
| Specify remedial action if schedule is not adhered to? | |  | | | |
| **Comments:** | |  | | | |
| **SUBMISSION OF WRITTEN MATERIAL AND FEEDBACK** | | | | | |
| Specify how often written work should be submitted to the supervisor(s). | |  | | | |
| Specify the timeframe for feedback. | |  | | | |
| Specify remedial action if feedback agreement is not adhered to? | |  | | | |
| **ETHICS APPROVAL** | | | | | |
|  | | **YES** | | **NO** | |
| The postgraduate student was informed that all research projects require ethical approval? | |  | |  | |
| The postgraduate student was informed that it is his/her responsibility to apply for ethics? | |  | |  | |
| The postgraduate student was informed that data collection cannot commence before ethical approval was obtained *(i.e. the approval letter containing the Rec-H number, signed by the Faculty Ethics Chair and the Declaration signed by the PRP)?* | |  | |  | |
| The postgraduate student was directed to the [Rec-H Website](https://rcd.mandela.ac.za/Research-Ethics/Research-Ethics-Committee-Human-(REC-H)) to access ethics application and supporting documents? | |  | |  | |
| Comments: |  | | | | |
| **INTELLECTUAL PROPERTY** | | | | | |
|  | | **YES** | | **NO** | |
| The postgraduate student was informed that all intellectual property resulting from research conducted for postgraduate degrees, including all publications, is governed by the Intellectual Property Policy (IRC 401.01) | |  | |  | |
| The student was informed that the intellectual property rights resulting from a postgraduate’s research shall vest in the University | |  | |  | |
| Comments: |  | | | | |
| **ANNUAL PROGRESS REPORT** | | | | | |
|  | | **YES** | | | **NO** |
| Student and supervisor(s) are aware that annual progress reports should be submitted by 1 October for each year of registration? | |  | | |  |
| Student and supervisor(s) are aware that failure to submit annual progress report will result in a student to be blocked from registration for the following academic year? | |  | | |  |
| **EXPECTATON REGARDING SUBMISSION FOR EXAMINATION** | | | | | |
|  | | **YES** | | **NO** | |
| The postgraduate student was informed that when the research project nears completion, he/she must inform Faculty Academic Administration in writing of his/her intention to submit it for examination. Such notice must be given at least three months before the prospective date of submission. The postgraduate student understand that it remains his/her responsibility to submit the intention to submit form. | |  | |  | |
| The postgraduate student was informed that should he/she not submit the research project by the submission dates indicated in the General Prospective, graduation is not guaranteed and the postgraduate student will have to re-register for the academic year. | |  | |  | |
| Comments: |  | | | | |
| **FUNDING OF RESEARCH PROJECT** | | | | | |
| Specify who will be responsible for the cost related to the research. | |  | | | |
| Indicate any scholarships and bursaries with timeframes, and how this might affect studies and research. | |  | | | |
| Comments: |  | | | | |

The **STUDENT** and the **SUPERVISOR** confirms that:

1. They have read and understood this Learning Agreement,
2. They agree to accept its content for the duration of the study period as per the qualification stipulated above.

**Signatures:**

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| --- | --- |
| Student: | …………………………………….. |
| Supervisor: | …………………………………….. |
| Co-supervisor: | …………………………………….. |