



SUPERVISION AGREEMENT FOR PhD STUDENTS

The aim of this supervision agreement is to give the PhD student and Supervisor(s) an opportunity to develop a sound and productive working relationship, establish parameters of supervision, assist in student’s professional development and provide clarity in the duties and responsibilities of the supervisor and the student in the PhD education journey at the University of Rwanda (UR).

In addition to this document, both the supervisor and the student are required to acquaint themselves with the General Academic Regulations and other various guidelines, policies, frameworks, and regulations governing postgraduate studies at UR. This Agreement may be reviewed and updated at any time as agreed upon by the supervisor and the student, and notify the School Postgraduate Studies Coordinator or the Head of PhD Studies at Centres of Excellence CoE or Research Centre.

This agreement should clarify expectations and preferences, surface any misunderstandings or misaligned expectations and pave the way for a productive working relationship. It must be signed by both the student and the supervisor and shall remain effective until the examination of the thesis or acceptance of the publications from the research work into peer reviewed journals. A copy of the signed agreement must be sent electronically to the Directorate of UR Centre for Post Graduate Studies (CPGS) for proper records and monitoring of progress.

I. Student Information

Names:
Student Registration Number:
Degree Program:
E-mail Address:.....
Research topic:
School/Centre:
College:

II. Supervisor Information

Names:
Department:
School/Centre:.....
College:
Tel Number:
E-mail Address:



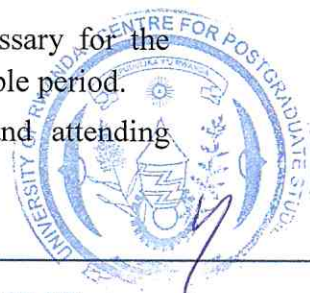


III. Roles and Responsibilities accepted by the student

1. Developing and respecting a timeline with the supervisor. This includes completion of required courses, proposal development and presentation, literature search, statistical planning, budgeting, obtaining necessary approvals, data collection, analysis, and final completion of the published work and examination.
2. Submitting to the supervisor written work that is organized and coherent within agreed deadlines. Responsibility for the accuracy of language, the overall structure and coherence of the final research report, dissertation or thesis rests with the student.
3. Heeding the advice given by the supervisor, engage in discussions around suggestions made, and take responsibility for the quality and presentation of the work.
4. Honestly reporting on progress and notifying the supervisor of any changes or delays.
5. Keeping secure copies of all work and project documentation.
6. Ensuring that the work contains no instances of plagiarism and that all citations are properly referenced and that the list of references is accurate, complete and consistent.
7. Honouring the university policies on co-authorship, copyright and intellectual property.
8. To preparing material for presentations at seminars and conferences and submitting papers for publication.
9. Upholding research ethics while carrying out the research work.
10. Gaining familiarity with the administrative requirements of the University.
11. Informing the supervisor of any absence or circumstances that may affect the research progress and time line.
12. Maintaining an enthusiasm and curiosity for the subject of the study, and promoting interesting discussions, self-adjustment and independent critical thinking.

IV. Roles and Responsibilities accepted by the supervisor(s)

1. Ensuring that the proposed research project is feasible, of an appropriate level for the degree under consideration, and that the necessary resources and facilities will be available to enable the student to complete the research as required.
2. Developing a timeline (*Student Learning Plan*) with the student that includes completion of required courses, protocol development and presentation, literature search, statistical planning, budgeting, obtaining necessary approvals, data collection, analysis, final completion of the published work.
3. Assisting the student in building knowledge and research skills necessary for the completion of the dissertation/thesis research project within the permissible period.
4. Being accessible to the student by preparing a *supervision plan* and attending meetings scheduled in advance with the student.





5. The Main Supervisor and the Co-supervisors shall agree on how the Co-supervisors will be involved in the regular consultations between the Main Supervisor and the PhD candidates
6. Giving written, honest and open feedback on the student's work within the jointly agreed timeframe, providing constructive criticism on any submitted work, highlighting weaknesses in the work, clearly indicating Making alternative plans for the student supervision in cases where the supervisor is away from the university e.g. sick leave, sabbatical leave, or resigns from university, and promptly communicating these arrangements to the student.
7. Promoting independent and critical thinking in an open and friendly atmosphere that fosters self-evaluation and change.
8. Giving the student a reasonable opportunity to participate in the selection of examiners or suggest target peer reviewed publications.
9. Assisting the student with the production of the dissertation or thesis, providing guidance on technical aspects of writing, including discipline-specific requirements.
10. Disallowing the submission of sub-standard work for examination, regardless of the circumstances. If the student chooses to submit without the consent of the supervisor, then this should be clearly recorded and the appropriate procedures followed.
11. Assisting with the publication of research articles as appropriate and agreeing the ownership of research results in accordance with the university's policy on intellectual property.
12. Contributing to the student's academic development by introducing her or him to relevant academic and professional networks through conferences, seminars and other events where possible.

V. Confidentiality

1. The supervisee accepts that work issues may be discussed, when appropriate, with other managers.
2. The supervisee is entitled to have issues concerning the quality of his/her work to be overt and open to his/her involvement.
3. The supervisee and Supervisor(s) are to inform each other of anything that needs to be kept confidential.
4. In the event of the transfer of supervisors, the supervisee accepts that the supervisor (s) will take supervision records with them.
5. The supervisee accepts that, following their departure, their supervision records will be lodged in their personal file.






VI. Declaration of the parties

1. We confirm that we have read and understood this Supervision Agreement.
2. We agree to accept its content for the duration of the period of study.
3. We agree that serious disagreements will be reported to the Dean/ Director of CoE with a copy to the Director of Centre for Postgraduate Studies.

	Signature	Date
Student	_____	_____
Supervisor	_____	_____
Co-Supervisor	_____	_____


Dr Celestin NTIVUGURUZA
Acting Director, University of Rwanda Centre for Postgraduate Studies (UR CPGS)