

Section 1: Details of Candidature

Candidate Name	<input type="text"/>	ID Number	<input type="text"/>
Principal Supervisor	<input type="text"/>		
Associate Supervisor	<input type="text"/>		
Thesis working title	<input type="text"/>		
Planned thesis submission date	<input type="text"/>		

Section 2: Candidate's Responsibilities

Candidates are expected to:

1. Make an appointment (either online or face to face) to discuss their proposed thesis with their supervisors and establish agreed roles, timelines, and processes to be maintained between the supervisors and the learner.
2. Prepare a synopsis of the thesis in discussion with supervisor(s) before enrolment
3. Develop a timeline schedule which outlines the expected meeting dates and completion dates of successive stages of the thesis.
4. Establish, in conjunction with the supervisors, a date for final submission of the thesis.
5. Maintain minimum contact of once a month with supervisors through formal scheduling of meetings (either online or face to face).
6. Be adequately prepared for each meeting with the supervisors.
7. Reflect on the advice and instruction provided by the supervisors.
8. Be pro-active in raising matters which may be detrimental to satisfactory progress on the thesis.
9. Maintain progress in accordance with the agreed stages and timing of the research and thesis.
10. Complete and submit Progress Reports as required.
11. Have and keep documented evidence of the work that contributes to their thesis is their own work.
12. Attend contact days.
13. Ensure due acknowledgement of the academic and intellectual contribution of the supervisor in publications/presentations derived from the Thesis.

Additional Responsibilities

Section 3: Supervisor's Responsibilities

Supervisors are expected to:

1. Meet with the candidate (either online or face to face) to discuss the proposed thesis with their co-supervisor and establish agreed roles, timelines, and processes to be maintained between the supervisors and the learner.
2. Prepare a synopsis of the thesis in discussion with supervisor(s) before enrolment
3. Discuss with the candidate and establish agreed roles and processes to be maintained amongst the two supervisors and the learner.
4. Develop a timeline schedule which outlines the expected meeting dates and completion dates of successive stages of the thesis
5. Provide guidance for the candidate on the thesis process including literature and information sources, and on research methods and techniques appropriate to the topic area, on developing research objectives, requesting ethical approval,

- reporting findings and integrating research into each section of the thesis.
6. Provide information and guidance on the form and structure of the thesis, including format and style in accordance with Ara requirements.
 7. Have and keep documented evidence of the correspondence and discussions between the supervisors and the learner.
 8. Be accessible at reasonable times for providing the candidate with advice that is sought.
 9. Where necessary, ensure that the candidate is made aware, in writing, of the inadequacy of progress and/or any work where the standard is below that likely to succeed in the course.
 10. Complete and submit Progress Reports as required.
 11. Attend candidate presentations in contact days.
 12. Review written work and return that work with constructive criticism within a timeframe agreed with the candidate within this supervision contract.
 13. Encourage learners to present the findings of their thesis through publication/presentation.

Additional Responsibilities

Section 4: Combined Statement

The learner, the Principal Supervisor and the Associate Supervisor agree that:

The timeframe for the review of written work is:

Section 5: Sign Off

Signatures

Candidate	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Principal Supervisor	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Associate Supervisor	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Supervision agreed	<input type="checkbox"/> Confirmed <input type="checkbox"/> Declined		
Programme Leader	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>