

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/project working title	<input type="text"/>		
Planned thesis/project 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/project with their supervisors and establish agreed roles, timelines, and processes to be maintained between the supervisors and the learner.
2. Prepare a proposal for the thesis/project in discussion with supervisor(s) (to be completed as part of the course work for PGCP802).
3. Develop a timeline schedule which outlines the expected meeting dates and completion dates of successive stages of the thesis/project (the scheduled critiques are part of this process).
4. Establish, in conjunction with the supervisors, a date for final submission of the thesis/project.
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/project.
9. Maintain progress in accordance with the agreed stages and timing of the research and thesis.
10. Complete and submit Progress Reports (critiques) as required.
11. Attend critique days.
12. Have and keep documented evidence of the work that contributes to their thesis is their own work.
13. Ensure due acknowledgement of the academic and intellectual contribution of the supervisor in publications/presentations derived from the Thesis/project.

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/project with their co-supervisor and establish agreed roles, timelines, and processes to be maintained between the supervisors and the learner.
2. Contribute to the drafting of a proposal of the thesis/project in discussion with other supervisor(s) (to be completed as part of the course work for PGCP802)
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/project (The scheduled critiques are part of this process).

5. Provide guidance for the candidate on the thesis/project 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/project.
6. Provide information and guidance on the form and structure of the thesis/project, 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 (in response to the critique sessions) as required.
11. Attend the candidates critiques.
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/project 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"/>