

# Supervision Contract

between

**{student's name}**  
**{ID}**

and

**{supervisors' names}**

for

**{Name of Qualification},**  
**{Name of School}**  
**Massey University**

**{Year}**

### **Supervision with {name of supervisor}**

**Contact Times:**

**Contact details:**

**Email:**

**Fax:**

**Phone:**

**Office:**

**Postal address:**

**Courier address:**

### **Supervision with {name}**

**Contact times:**

**Contact details:**

**Email:**

**Fax:**

**Phone:**

**Office:**

### **Supervision Meetings**

Supervision meetings will generally be held on a monthly basis although more frequent meetings can be negotiated as needed. Where possible supervision dates will coincide with submission of draft chapters. Meetings will be held via conference calls or face to face. The general format of these meetings will be to discuss progress and to provide oral feedback on work submitted; supervisors and candidates may negotiate mutually agreed documentation of supervision meetings, including action points for the future. Preferred day/time is {xxx}.

### **Feedback on drafts of work**

Oral and written feedback will be routinely provided for drafts of work. Turn-around time for written feedback will be three weeks unless otherwise arranged.

### **Make sure that you collect a copy of:**

*Massey University Notes on the Preparation of Theses* (from the Library)

**Length of Thesis:**

Master's Theses:

Consult the Massey University Calendar for other provisions.

**The general shape of the thesis will be:**

Title Page

Abstract

Acknowledgements

Contents

Introduction

Chapter 1: Background/Context (approx. 5-6000 words)

Chapter 2: Literature Review (approx. 5-6000 words)

Chapter 3: Methodology (approx. 5-6000 words)

Chapter 4: Research Findings (approx. 5-6000 words)

Chapter 5: Discussion/Analysis (approx. 5-6000 words)

Conclusions

Appendices

Bibliography

**Proposed Timeline:**

*The following timetable is a guide only and will be revised at regularly intervals as necessary.*

**{work backwards from final submission date}**


**Final submission date:**

## Statements of Expectations

### You can expect your Supervisors to:

1. Remind you of details of your enrolment and regulations for your programme of study towards your dissertation.
2. Outline and negotiate aspects of the Masterate process with you.
3. Direct you to readings, and other resources.
4. Facilitate your networking with other staff, students and members of the community who may be useful resources for your project.
5. Make regular contact with you in order to discuss and guide the development of your research.
6. Refer you to professional support people (ie counsellors, writing workshops, academic consultants) if needed.
6. Advise you on the aims, scope and presentation of your dissertation.
7. Advise you of your entitlements and rights to assistance within the School and the University.
8. Read outlines and drafts and give feedback and constructive written comments within a reasonable, agreed time frame.
9. Arrange suitable examiners for the thesis. Masters theses are assessed by two examiners, one of whom is external to Massey University.
10. Order library books you may need, and to help you interloan or otherwise obtain them. The 6 weeks *minimum* time lag must be taken into consideration when ordering materials for dissertation research.

**Your Dissertation Supervisor can expect you to:**

1. Establish within one month of enrolment the frequency, day and time at which you will meet together.
  2. Negotiate a personal study timetable, a copy of which is to be given to the supervisor at the beginning of your project and updated whenever you substantially revise your timetable.
  3. Provide your supervisor with a detailed timeline for your research and dissertation writing stages/processes. The timeline should be conceptualised from the date of submission backwards. Advise your supervisor about any changes.
  4. Submit work as agreed. Where there is more than one supervisor, all work must be photocopied by the student and given to each supervisor separately.
  5. Make early contact if you can't keep to agreed schedules or meeting times with your supervisor.
  6. Be as forthright as possible about your academic needs and progress. *Your supervisor is not a counsellor* but if there are circumstances that will impair your performance you must report this and seek advice about how to obtain appropriate support.
  7. See your supervisor first if there is some dispute about your candidature or project.
  8. Provide a medical or a counsellor's certificate if your work gets overdue and you need an extension of submission date at the end of your course.
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## CHECKLIST

In order to successfully complete your proposed course of study it is essential that you:

- negotiate and sign a contract with your supervisor(s )
- keep in regular contact with supervisor(s) as arranged
- advise supervisor if unwell or unable to attend meetings
- attend School Research Seminars (if local to Palmerston North)
- begin writing immediately and hand work to supervisors before individual meetings for feedback
- keep a thorough and complete Bibliography from the commencement date
- back all your computer files
- see supervisor(s) if personal or interpersonal strains and problems occur, at the first occurrence of the difficulty. If the problem is unresolved see the Graduate Coordinator for the School {name}.

**Before you sign this contract check that you are familiar with/have completed the following:**

A tentative title for your dissertation

A research proposal has been approved

You/supervisor have adequately discussed supervisory arrangements

You/supervisor have outlined a timeline for the research

You/supervisor have agreed upon dates for supervision

You/supervisor have discussed responsibilities and expectations

You/supervisor have clarified other support options

You are aware of the academic processes of the School

You are aware of the resources available in the School

You are clear about ethical considerations, access to data sources, publication issues, the implications of research etc

You are clear about the examination processes for your degree

Signed \_\_\_\_\_ Student

Signed \_\_\_\_\_ Supervisor

Signed \_\_\_\_\_ Supervisor

Date \_\_\_\_\_