

### University of Stellenbosch Code of Conduct

#### for the relationship between supervisor/promoter and research-based postgraduate student

The following set of guidelines is proposed as a code of conduct for ensuring that the nature of the relationship between the supervisor/promoter and the research-based postgraduate student is conducive to successful postgraduate studies at the US:

1. The candidate (with the necessary input from the supervisor/promoter) undertakes to remain up-to-date with regard to the infrastructure and related rules of the specific department.
2. The US undertakes not to select a student for a specific project unless the faculty gives prior written confirmation that the project can be undertaken. Responsibility with regard to the required funding and applicable infrastructure will be indicated specifically.
3. The candidate, with the help of the supervisor/promoter, will acquaint himself/herself with the guidelines for keeping a record of research according to what is generally acceptable within the relevant discipline.
4. The candidate confirms that he/she has the necessary computer skills to satisfactorily complete the project.
5. The necessary preparatory study as required by the US should be completed within an agreed period of time.
6. A work programme must be compiled for the candidate, in collaboration with the supervisor/promoter, within a reasonable period of time after the start of the project (usually not exceeding 60 days). This programme must indicate target dates, for example for the submission of a project protocol, the completion of a literary survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university vacations, etc.) must also be noted.
7. Appointments between the candidate and the supervisor/promoter must be arranged to take place at regular and pre-determined times during the academic year.
8. Written feedback regarding the progress of studies must be given annually to the departmental chairperson/postgraduate coordinator/dean by the supervisor/promoter.
9. The supervisor/promoter must comment on and return all submitted work to the candidate within a reasonable period of time, not exceeding 60 days for a full thesis.
10. When the project nears completion, the candidate must make the necessary submissions according to the specific requirements for graduation within the specific discipline. (There must be specific reference to the US calendar, as set out in the *General Prospectus Part 1*, to ensure that there is sufficient time for the rounding off and examining of the thesis/dissertation, keeping the different graduation ceremonies in December and April of each year in mind.)
11. The candidate undertakes, as agreed upon with the supervisor/promoter, to deliver the relevant outputs (e.g. publications, patents, academic papers). The candidate must acquaint himself/herself with the conventions regarding authorship that are relevant to the specific discipline.
12. Where applicable, the candidate and supervisor/promoter must acquaint themselves with the regulations applicable to intellectual property within the relevant environment.

An example of a checklist that can serve as an aid with regard to the above is attached.