



DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC

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INSTITUTIONAL POLICY ON

ROLES AND RESPONSIBILITIES OF SUPERVISORS AND STUDENTS AT

DIE AFRIKAANSE PROTESTANTSE AKADEMIE

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
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Roles and Responsibilities of Supervisors and students at *Die Afrikaanse Protestantse Akademie*.

1. Roles and responsibilities of supervisors

A supervisor is a member of the academic staff who is responsible for providing help, support and mentoring to a postgraduate student in order to enable the student to complete the research and produce a thesis/dissertation to the best of the student's ability. The supervisor thus plays an important role in assessing and guiding a student to the successful completion of his/her degree.

Roles and responsibilities of the Principal and Co-Supervisors

Die Afrikaanse Protestantse Akademie recommends co-supervision, where two or more supervisors may take differing roles and responsibilities depending on their expertise and experience with supervision.

The Principal Supervisor

- *would be the supervisor who takes the lead in terms of accountability / administration of the process of supervision (e.g. taking responsibility of the annual reports at the faculty, senate etc).*

The principal supervisor has primary responsibility for co-coordinating communication between the supervisors and the student. Where a supervisor is inexperienced co-supervision is mandatory.

In general, all members of the academic staff are eligible to become principal supervisors of students if they have at least:

- a degree equivalent to or higher than that being supervised (preferably a doctors degree)
- are currently active researchers or have proven research records; or
- have previous successful experience in supervision of postgraduate students

The Co-supervisor

- *would normally have approximately equal responsibility in terms of research and research supervision to the principal supervisor and would contribute to annual reports, proposals etc.*

Co-supervisors should:

be appointed at the outset of the program, particularly if any lengthy absences of the supervisor are planned or if expertise additional to that provided by the supervisor is required;

be involved as soon as practicable in the development of the student's research plan;

maintain a level of communication with the student and the other supervisors to allow adequate supervision whenever necessary.

The responsibility of supervisors is to provide continuing support to post-graduate candidates in researching and producing a thesis/dissertation to the best of the candidate's ability.

Specific responsibilities are:

To advise candidates of their responsibilities in relation to research ethics, research methodology, and the avoidance of plagiarism according to the different policies and procedures of *Die Afrikaanse Protestantse Akademie*.

To advise candidates of their procedural and substantive rights and responsibilities contained in the statute of *Die Afrikaanse Protestantse Akademie* at their first meeting or before research is undertaken.

To negotiate a schedule of work to be done and agreements to be adhered to.

To identify any shortcomings in a candidate's background and to suggest appropriate remedial studies.

To support candidates in developing a formal research proposal to be submitted to the faculty within 3 months of registration.

To maintain regular contact with the candidate and to ensure that a reasonable timetable is set to permit the degree to be completed within the prescribed limits.

To require feedback from the candidate on a regular basis so that the development of the candidate can be assessed at regular intervals.

To support candidates to further develop their post-graduate quality.

To provide appropriate, helpful, and explanatory feedback to the candidate on any submissions, to return such feedback in reasonable time, and to assist candidates to develop solutions as problems are identified.

To monitor carefully the performance of the candidate relative to the schedule agreement and the standard required for the award, and to ensure that the candidate is made aware of whatever the supervisor may regard as inadequate progress or work below the standard generally expected.

To refer problems which cannot be resolved to the registrar; and if further resolution is necessary to the head of *Die Afrikaanse Protestantse Akademie* as deemed appropriate.

To advise the candidate as to when and whether the thesis/dissertation is suitable, in form and content, for submission.

To ensure knowledge of and compliance with all policies relevant to post-graduate studies at *Die Afrikaanse Protestantse Akademie*.

2. Roles and responsibilities of post graduate students at *Die Afrikaanse Protestantse Akademie*.

The primary responsibility for the undertaking, active pursuit and completion of the research rests with candidates.

Specific responsibilities are:

To become familiar with the procedural and substantive rights and responsibilities according to the statute of *Die Afrikaanse Protestantse Akademie* as well as the requirements outlined in appendix 1-3.

To negotiate a schedule of work to be done and timetables to be adhered to with the supervisor(s), which is to be reviewed regularly in the course of the study.

To discuss with the supervisor(s) the most useful type of help required for successful completion of the degree.

To undertake appropriate remedial work identified by the supervisor(s) should this be necessary;

To complete and present within the first three months after enrolling a research proposal to the faculty.

To maintain regular contact with the supervisor(s) and to ensure that a reasonable timetable of meetings and submitted work is agreed and maintained.

To present your written work in sufficient time (at least one calendar month) to allow for comments and discussions from the supervisors before scheduled meetings.

To negotiate with the supervisor(s) appropriate ways of conducting the research.

To accept responsibility for the final copies of the thesis/dissertation and to submit a thesis/dissertation which meets the minimum requirements of *Die Afrikaanse Protestantse Akademie* on presentation and content.

To comply with the different policies relevant to post-graduate studies at *Die Afrikaanse Protestantse Akademie*, including, but not limited to the policy on plagiarism.