Appendix A2

Research Proposal:

- After successfully completing the comprehensive examination the scholar shall prepare a research proposal for PhD research in the prescribed format within next six months. DGC and SGC, if finds suitable, shall recommend research proposal to the Board of Advanced Studies & Research (BASAR) through PhD Committee for approval within three months from the date of submission by the scholar.

- PhD Scholar shall give a seminar once in a semester within a year after the approval of proposal from BASAR.

Supervisory Agreement:

- establishment of expectations:
    - agreed timeline and schedule for work to be completed
    - frequency of meetings
    - expectations over publications

This form is to be completed within six months after successful completion of comprehensive exam.

PART A: **PhD SCHOLAR DETAILS**

Full Name:	
ID Number:	
Department/School:	
Thesis working title:	

PART B: **RESEARCH PROPOSAL**

Please provide a brief summary of the intended project and progress to date. Please note that each department/school has different requirements for the structure of the research proposal and dates for its submission. Please ensure that you adhere to these departmental requirements.

(this can be attached as a separate document)

PART C: **SUPERVISORY TEAM**

The regulations require the appointment of at least one principal supervisor or a supervisory team.

Please list below the proposed members of the candidate's supervisory team and summarize the intended contribution of each supervisor – for example contribution to research design, methods, analysis, feedback on drafts. This should include details regarding the expertise of the supervisor, involvement in supervisory meetings and provision of feedback to the scholar.

It is acknowledged that, in many cases, a scholar's interaction will be more frequent with the principal supervisor than with other supervisors. However, regular meetings (at least every 3 months) involving all members of the supervisory team are strongly encouraged.

	Name	Supervisory Contributions
Principal Supervisor		

Co-Supervisor (if applicable)		
Associate Supervisor(s) (if applicable)		
Supervisory committee members (if applicable)		

PART D: SUPERVISORY AGREEMENT

The scholar and supervisor(s) should discuss the items below and fill in the agreed details. It is expected that the scholar and supervisor(s) will review this agreement as part of the 6-monthly progress-reporting procedures. **Please note that Departments/Schools may have additional documentation that needs to be completed by scholars and supervisor(s) regarding intellectual property, data management and authorship. Please ensure that any such documents are also completed.**

i. Formal supervision meetings will occur at intervals of _____months.

   A normal expectation is that these meetings occur at intervals of between one and three months. They should not be confused with other less formal and more frequent meetings. It is recommended that written summaries of all meetings be kept by scholar and supervisor(s).

ii. The scholar and supervisor(s) will establish an agreed timeline and schedule for work to be completed and submit it to BASAR for information.

iii. Feedback will be provided on submitted work by (supervisors' names) _____. This feedback will be provided within _____weeks of the work being submitted.

   If a scholar is unable to meet the deadline for submitting a piece of work, s/he should inform the supervisor(s) as soon as possible and a revised timeline for submission be determined. If supervisor(s) is unable to give feedback within the expected time period then s/he should inform the scholar as soon as possible and advise as to when the feedback will be provided.

iv. The candidate and principal supervisor should reach agreement about authorship of any published results of the research work. Matters to be considered include whether supervisor(s) are to be co-authors, and under what circumstances (such as failure of the candidate to prepare work for publication in an agreed timeframe) the supervisor(s) may publish any of the work, with the candidate as co-author. It is acknowledged that norms regarding co-publication differ across disciplines and, accordingly, the agreement required may vary between disciplines.

   This agreement should be documented.

v. The candidate and principal supervisor should reach agreement about access to data, especially where the candidate's research is part of a wider research project.

   This agreement should be documented.

vi. If the candidate's research will involve the use of dangerous/hazardous materials/equipment, or will, at least in part, be conducted in a dangerous/hazardous environment (e.g. field work in isolated terrains), the candidate has been (or will be) fully informed of the risks, provided with appropriate training, and informed about any necessary safety procedures, equipment, etc.

vii. The principal supervisor and scholar will make themselves familiar with the relevant degree regulations, including deadlines.

viii. The principal supervisor will provide the candidate with information about relevant departmental/school handbooks, guides, websites about postgraduate studies, resources etc., and the candidate undertakes to read the information provided in documents or on the website.

ix. The candidate will fulfill departmental/school obligations to contribute a research seminar once in a semester within a year after approval of research proposal from BASAR.

x. In the event of the principal supervisor being absent on leave, retiring or resigning from the university, the department/school will take all reasonable steps to ensure continuity of supervision, having consulted the candidate with regard to these arrangements.

xi. If the candidate's work is deemed by the principal supervisor to be unsatisfactory, the principal supervisor must inform the candidate in writing. If progress continues to be unsatisfactory, the Chairperson DGC, in consultation with the Chairperson SGC, may recommend to the Registrar that the scholar's candidature be terminated.

PART E: **SIGNATURES**

Scholar

☐ I understand and accept the arrangements specified above

☐ I would like to bring the following issue(s) to the attention of the Chairpersons DGC or SGC

Name/Signature: _____   Date: _____

Supervisor(s)

☐ I support the scholar's continued candidature and am happy with the arrangements as specified above

☐ I do not support the scholar's continued candidature, for the reasons specified below.

☐ I would like to bring the following issue(s) to the attention of DGC and SGC.

Principal Supervisor Name/Signature: _____ Date: _____

Co-/Associate- Supervisor Name/Signature: _____ Date: _____

Co-/Associate- Supervisor Name/Signature: _____ Date: _____

Chairperson Department Graduate Committee (or delegate)

☐ I support the scholar's continued candidature. Please complete the questions below.

☐ I do not support the scholar's continued candidature

Is it feasible for the proposed research to be completed in the normal time-frame for the Ph.D.)? ☐ **Yes**
☐ **No**

The supervision arrangements specified above are satisfactory? ☐ **Yes**
☐ **No**

If the scholar has to meet any of the costs of the research, he or she must be formally informed of this. Please confirm here that this has been done.
☐ **Not applicable**   ☐ **Yes, the candidate has been informed**

Please add any supporting comments below:

Name/Signature: _____ Date: _____

Chairperson School Graduate Committee (or delegate):

Please tick the appropriate box below

☐ I endorse the panel's recommendation above

Please add any additional comments below:

☐ I do not endorse the panel's recommendation but instead suggest the following:

Name/Signature _____ Date: _____

**Please now forward this form to the Office of Dean / Director
for approval of BASAR through PhD Committee.**

Chairperson PhD Committee (or delegate):

Continued candidature is: ☐ recommended; ☐ not recommended

Comments:

Name/Signature: _____   Date: _____

Chairperson Board of Advanced Studies & Research:

Continued candidature is: ☐ approved; ☐ not approved

Comments:

Name/Signature: _____   Date: _____