

Stellenbosch University publishes a Code of Conduct between supervisor and student in **Part 1 of the Yearbook: General information and rules, Under Postgraduate Qualifications, point 7**. The following is extracted from this source and is meant as a reference to guide the relationship between you and your supervisor to help to ensure that the relationship is conducive to successful studies at the University. It comprises a set of undertakings or commitments and responsibilities.

Code of conduct guiding the relationship between supervisor and student

The following set of guidelines is presented as a code of conduct to ensure that the relationship between you, as a postgraduate student engaged in research for a degree, and your supervisor is conducive to successful studies at the University:

1. As a candidate, you undertake to stay informed of the infrastructure and the accompanying rules of the department concerned (with the requisite inputs from your supervisor).
2. The University undertakes not to select you as a candidate for a specific project without confirming beforehand in writing with the faculty concerned that the project may be undertaken. Specifics regarding the responsibility for the required funds and relevant infrastructure shall be indicated.
3. You, as the candidate, shall acquaint yourself with the guidelines for recording research, as is generally accepted within the discipline concerned, with the aid of your supervisor.
4. You, as the candidate, shall confirm that you possess, or will acquire, the computer skills to complete the project in a satisfactory manner.
5. Pre-study work, as required by the University, shall be completed in an agreed period of time.
6. A work schedule has to be drawn up for you, as the candidate, within a reasonable time (as a rule within 60 days) in consultation with your supervisor. The schedule shall include target dates for, among others, the submission of a research proposal, the completion of a literature survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university holidays, etc.) shall also be included.
7. During the academic year, regular meetings on fixed dates shall be scheduled between you and your supervisor.
8. Your supervisor shall report annually in writing to the departmental chair/postgraduate coordinator/dean concerned on your progress.
9. All submitted work shall be returned to you by your supervisor within a reasonable time, but not exceeding 60 days for a complete thesis/dissertation.
10. When the project is near completion, you, as the candidate, shall make the necessary submissions in accordance with the requirements for graduation within the discipline concerned. (Refer specifically to the University almanac, which can be found at <http://www.sun.ac.za/english/dates>, to ensure that your thesis/dissertation is finalised and examined in time for the various graduation ceremonies in December and March.)

11. You, as the candidate, undertake to produce suitable outputs (such as publications, patents, reports), as arranged with your supervisor. You shall acquaint yourself with the customs in the discipline concerned regarding authorship.
12. Where applicable, you and your supervisor shall acquaint yourselves with the requirements regarding intellectual property in the environment concerned.

| Responsibilities of the supervisor | Responsibilities of the student |
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| <ol style="list-style-type: none"> 1. To familiarise themselves with procedures and regulations. 2. To establish a stimulating research environment. 3. To establish a relationship with you (the student). 4. To give advice about project choice and planning. 5. To discuss intellectual property and publications. 6. To ensure that facilities, where relevant, are available. 7. To provide research training. 8. To consult with you (the student), to monitor progress continually and to provide structured feedback. 9. To be aware of your (the student's) situation and needs. 10. To arrange for study guidance during [their] periods of absence. | <ol style="list-style-type: none"> 1. To familiarise [themselves] with the University regulations regarding postgraduate studies and to abide by these regulations. 2. To undertake research with dedication. 3. To develop initiative and independence. 4. To keep complete records of research results. 5. To establish a relationship with your supervisor. 6. To gain feedback by means of reports and seminars and to act on it. 7. To do a literature survey and to keep abreast of new literature. 8. To benefit from the research environment. 9. To inform your supervisor of non-academic problems. 10. To prepare and write your thesis or dissertation. 11. To prepare and write publications, patents, and reports. |

SU 2025 Yearbook Part 1: General information and rules, point 7