



Research and Postgraduate Studies (RPGS) Unit

This document is intended to establish parameters of supervision, assist in candidate professional development and to provide clarity in supervisor responsibilities.

This contract between Prof., Professor at
(Supervisor of Ms.working on “.....”)
and (Center Director/ACE-ESD)

At Kigali

Signed on

1. Competencies Expectations

- A. It is expected that supervision will occur in a competency-based framework.
- B. Supervisees will complete a Key Skills Development Self Audit Questionnaire to self-assess research competencies (knowledge, skills, and values/attitudes).
- C. Supervisors will compare supervisee self-assessments with their own assessments based on observation and report of research work, supervision, and competency-instruments.

2. Context of Supervision

- A. 20 hour(s) of individual supervision per month.
- B. Review of data collection materials is part of supervision process.
- C. A review of written notes is part of supervision process.
- D. Supervision will consist of multiple modalities including review of tapes, progress notes, discussion of live observation, instruction, modeling, mutual problem-solving, and role-play.

3. Evaluation

- A. A Progress Report form will be filled in by supervisee and supervisor once a year on 31st July. These forms are available at the College Research Directorate Office.
- B. Supervisor notes shall be shared with the supervisee.
- C. If the supervisee does not meet criteria for successful completion, the supervisee will be informed at the first indication of this, and supportive and remedial steps will be implemented to assist the supervisee.
- D. If the supervisee continues not to meet criteria for successful completion, the steps in place and procedures laid out will be followed.

4. Duties and Responsibilities of Supervisors

- A. Reviews data collection materials and written material of supervisee.
- B. Develops supervisory relationship and establish emotional tone.
- C. Assists in development of goals and tasks to achieve in supervision specific to assessed competencies.
- D. Takes responsibility in assessing supervisee theoretical understanding/ training/ orientation(s).
- E. Identifies and builds upon supervisee strengths as defined in competency assessment.



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- F. Ensures a high level of professionalism in all interactions.
- G. Establishes informed consent for all aspects of supervision.

5. Duties and Responsibilities of Director of Studies

- A. Oversees and monitors all aspects of research by supervisee as itemized in the research proposal and supervision plan.
- B. Discusses with the supervisee content of the various forms available for management of research students.
- C. Assists the supervisee to overcome any challenges that befall him/ her.
- D. Identifies and addresses strains or ruptures in the supervisory relationship.
- E. The supervisor ensures the supervisee receives adequate supervision, discusses and ensures understanding of all aspects of the supervisory process and the underlying legal and ethical standards from the onset of supervision.

6. Supervisor's Scope of Competence:

Include supervisor's training, areas of specialty and special expertise, previous supervision training and experience, and areas in which he/she has previously supervised. The contract may be revised at the request of supervisee or supervisor. The contract will be formally reviewed annual intervals or when requested. Revisions will be made only with consent of supervisee and approval of supervisor.

Signed by

Center Director/ACE-ESD

Name, signature, and date: _____

Supervisor

Name, signature, and date: _____

Director of Studies

Name, signature, and date: _____

Commit to follow the directives laid out in this supervision contract and to conduct ourselves in keeping with our Ethical Principles and Code of Conduct, laws, and regulations.

Attachments:

- **TOR for supervisors**
- **Forms for management of research students**
- **Supervisor CV**