**** ***COLLEGE OF SCIENCE AND TECHNOLOGY***

**Office of the Principal**

SUPERVISION AGREEMENT

This Agreement serves to outline the responsibilities between:

The University of Rwanda (UR), on behalf of the African Center of Excellence in Energy for Sustainable Development (ACEESD) at the College of Science and Technology (CST)

And

Name……….

Prof. ……………….

Department

Institution address

Phone: ………………………

Email: …………………………

Hereinafter referred to as the “the Main Supervisor” for ………………..,

the PhD student enrolled at the ACEESD.

WHEREAS Prof. …………………….. has expressed his desire to supervise the PhD student after the signing of the current Agreement;

NOW, THEREFORE the two parties have agreed as follows:

1. The purpose of the agreement

The purpose of this Supervision Agreement is to explain the relationship between and the respective responsibilities of UR and the Supervisor regarding the supervision of a PhD student enrolled at the ACEESD. The supervision should confirm to the standards and requirements for the quality of doctoral programmes at the University of Rwanda.

1. Role and Responsibilities
	1. The Role of the Main Supervisor:
	* The Main supervisor along with the Supervision Team shall within two weeks of Student registration have the responsibility of orienting and helping the student (s) to revise their initial proposal topic during application into a viable revised research proposal.
	* The Main Supervisor shall develop a ‘*Supervision Plan’* in discussion with the PhD candidate and Supervisory Team (ST) within six weeks of his appointment and sends a copy to Head of Research and Training of ACEESD. This plan shall provide for regular consultations between the Main Supervisor, ST and the candidate, as well as a written report thereof.
	* The Main Supervisor shall guide the student in the preparation of the ‘Full Research proposal’ and comprehensive oral examination.
	* Main Supervisor shall lead the students to the successful completion of a doctoral level Research Thesis by Publications.
	* Report to UR any challenge faced in supervision.
	1. The Role of UR/ACEESD:
	* UR/ACEESD shall provide guidelines/ strategies for successful completion of a doctoral level Research Thesis by Publications.
	* UR/ACEESD shall organize and facilitate Doctoral Committee Meeting for approving the PhD student research proposals; Doctoral Committee Meeting for the confirmation of doctoral candidacy; and Doctoral Committee Meeting at the presentation synopsis.
2. Supervision facilitation fees: The university of Rwanda on behalf of the ACEESD shall provide the following facilities:
	1. a return economic class air travel ticket from your home country to attend the following events:
* Doctoral Committee Meeting for approving the PhD student research proposals;
* Doctoral Committee Meeting for the confirmation of doctoral candidacy;
* Doctoral Committee Meeting at the presentation synopsis;
	1. a daily out-of-pocket allowance of USD ……./Day to cater for your accommodation during the whole period of your stay at the University of Rwanda in accordance with the supervision plan.
	2. one time allowance of a net amount of USD ……. for every student supervised paid in 3 installments as follows:
* 25% payment after the approval of the PhD student research proposal
* 25% payment one year after the approval of the PhD student research proposal (after the confirmation of PhD candidacy)
* 50% payment after final examination (Viva voca defense)
1. Method of payment: The amount for supervision facilitation fee will be deposited on the account number:
2. Termination: Either party may terminate the Agreement by giving to the other party a notice of 30 days in writing.

This Agreement is signed in 2 originals, one for each party and will come into action from signature date until …………………….

IN WITNESS WHEREOF, the parties have signed this Agreement.

For and on behalf of CST

……………………………………

Name: Dr. Ignace Gatare

Principal

Date:

For and on behalf of Main Supervisor

…………………………………………

Name: Prof. ………………………..

Date: