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|  | <b>TECHNICAL UNIVERSITY OF MOMBASA</b>        |                       |                                  |
|   | <b>Document: Form</b>                         |                       | <b>Ref No.: TUM/Form/SGS/011</b> |
|   | <b>Title: RESEARCH LEARNING AGREEMENT</b>     |                       |                                  |
|   | <b>Department: SCHOOL OF GRADUATE STUDIES</b> |                       |                                  |
|   | <b>Issue No. 1</b>                            | <b>Revision No. 0</b> | <b>Date: 5th April 2018</b>      |

This Learning Agreement is not intended to be a legally binding agreement but it ensures that students have received, understood, and accepted the expectations of their research programme. The agreement is between: The Technical University of Mombasa, represented by:

Name of.....  
Supervisor/s:

(Please list all.....  
known)

School/s: .....  
and

Name of Student:.....

Student Number:.....

Research Programme: .....

Date of Initial Registration: ..... End of period of Registration: .....

Sponsor (if applicable):  
.....

We commit ourselves to striving for a productive, trustful and honest working relationship, aiming for the achievement of a research degree award, which can be best achieved by adhering to the principles contained in this learning agreement.

**1. Supervisory and Working Arrangements**

- 1.1 The supervisor/s will explain the respective roles of the academic supervisor and the other member/s of the supervisory team
- 1.2 The supervisor and student will identify who is responsible for arranging meetings or other formal contact and agree the agenda for these structured interactions. For full-time students the formal contact between student and supervisor or supervisory team should be at least 10 structured interactions per year, normally monthly. For part-time students or those studying their programme by distance learning a pro-



rata number of formal meeting will be agreed. It should be noted that additional meetings may be initiated if necessary.

- 1.3 The University requires that research students maintain a record of formal contact meetings by signing Student/Supervisor Meeting Form that the outcomes and action points from the formal contact meetings are confirmed with their supervisors.
- 1.4 The supervisor/s will ensure that the student is advised of appropriate School/ Faculty/University health and safety policy and procedures. The student agrees to observe these requirements.

## **2. Project Planning and Milestone Setting**

- 2.1 The supervisor/s will give guidance about the nature of research and the standards expected, the planning of the research programme, literature and sources, requisite techniques, and the avoidance of plagiarism.
- 2.2 The student will accept responsibility for their own research activity and learning under the direction of their supervisor/s. The student will be responsible for submitting a project proposal within three months and to maintaining the progress of his/her work in accordance with the stages agreed in the project plan.
- 2.3 Any circumstances which might require the mode of study to be modified or for University registration to be extended, suspended or withdrawn should be brought to the attention of the supervisor/s by the student.
- 2.4 The supervisor/s and student will follow the appropriate method for obtaining any health and safety, ethical or outside study clearances required by the research project.

## **3. Intellectual Property**

- 3.1 The student's attention has been drawn to the University's policy "Policy Statement on Confidentiality and Intellectual Property (including Inventions) and Results for Research Students: Policy on ownership and use"
- 3.2 The supervisor/s will ensure that the student understands the above Policy and how it applies to them. *In accordance with that policy a copy of the appropriate University Confidentiality Agreement is attached as Annex A for signature by the student where the supervisor(s) identify this to be required.*

## **4. Training and Personal Development**

- 4.1 It is agreed that the student's specific training needs, both personal and project related, will be identified.
- 4.2 It is the responsibility of the student to participate in identifying their personal training needs and to attend training programmes provided by School/ Faculty/ University.
- 4.3 It is the responsibility of the supervisor/s to make the student aware of the importance of continued research training and to identify opportunities for training in accordance with Faculty guidelines.
- 4.4 It is the responsibility of the student to keep a record of their skills development in their Research Training Portfolio, over the period of the programme.

## **5. Progression and Monitoring**



- 5.1 The supervisor/s will ensure that the student is made aware of any inadequacy in his/ her progress or standards of work below that generally expected, confirming this in writing to the student and arranging any supportive action necessary.
  - 5.2 It is the duty of the student to comply with good academic practice as outlined in University and School guidance and the duty of the supervisor to point out practices which are below the standard expected.
  - 5.3 An Annual Progress review is required for all research students in order to continue on the programme. The supervisor/s will ensure that the student is aware of the requirements for progression including, where appropriate, the procedure for confirming candidature. The supervisor/s and student will agree to participate and fulfil the requirements for progression.
  - 5.4 The supervisor/s and student will agree on any deadlines for submission of written work and the times involved for supervisor feedback.
  - 5.5 The supervisor/s will outline the extent of assistance that will be given for students to prepare reports, presentations and the responsibility they will have to report annually on the student's progress.
- 6. Submission and Completion**
- 6.1 The student will be responsible for submitting their completed thesis within the timescale agreed with the supervisor/s in their project plan and in accordance with the terms of their individual programme candidature.
  - 6.2 The supervisor/s will ensure that the student is aware of the procedures for submitting the completed thesis and the deadline for this in accordance with the regulations of the programme.
- 7. Collaborating and Sponsoring Organisations**
- 7.1 Both the student and supervisory team agree to fulfil their responsibility to any collaborating or sponsoring organisation, including compliance with any necessary confidentiality agreements.

We confirm that, at our meeting on ..... (Date)

We reached agreement on our roles and responsibilities as supervisor/s and student in accordance with the above summary.

With Additional Agreements between supervisor and student as added and appended to this form.

**YES**                       **NO**

.....

Signed by the supervisor/s on  
Behalf of TUM

Signed by the postgraduate student

**Once signed this agreement should be forwarded by the supervisor to the SGS administrator and a copy kept for reference within the school. This should be completed within the first month of the student's candidature**



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