

Wits Business School Research Supervision



University of the
Witwatersrand

Codes of Conduct

All MBA students must complete a research report under the guidance of a supervisor. A supervisor is approached by a student, agrees to supervise a student at his/her discretion, and is confirmed as supervisor by the Post-Graduate Committee when the research topic is approved. Each supervisor will have his/her own preferred mode of working with research students, and you should establish this at the beginning of the supervision process. Nonetheless, at the Business School, the following codes of conduct govern all supervisory relationships.

Code of Conduct for Students

During the research process, you as the student are expected to:

1. Prepare a written outline (1-2 pages) of your research topic before discussing it with your supervisor.
2. Advise your supervisor of any other members of academic staff with whom you are liaising as potential supervisors.
3. Book appointments with your supervisor in advance, taking cognisance of their teaching and administrative duties. No more than six appointments should be necessary during the whole supervision process.
4. Adhere to any appointments made with your supervisor.
5. Heed the advice of your supervisor with respect to requested changes in topic, literature to be consulted, research methodology and literary style (including referencing).
6. Adhere strictly to the *Wits Business School Style and Referencing of Sources* document
7. Ensure that all drafts submitted are properly formatted and checked for grammar and spelling.
8. Edit your final draft. The responsibility for editing lies with you and not with your supervisor. Do not expect your supervisor to be a proof reader.
9. Seek your supervisor's permission to submit your research proposal for approval.
10. Seek your supervisor's permission to submit your final report.

Code of Conduct for Supervisors

During the research process, you as supervisor are expected to:

1. To the best of your ability, advise the student in terms of focus of topic, literature to be reviewed and research methodology.
2. Refer students to other members of academic staff for input in terms of academic or methodological expertise where necessary.
3. Allow the students to do their own, original research and not merely pursue your own research agenda.
4. Accept the fact that students may seek advice of other members of academic staff and may seek supervision from others despite your input.
5. Grant students appointments within a reasonable time period (usually within one week of their request).
6. Provide students with feedback on their written submissions within a two- week period.
7. Check that the student's written submissions adhere strictly to the *Wits Business School Style and Referencing of Sources* document
8. Check that written submissions have been edited for proper formatting, grammar and spelling. The responsibility for this editing lies with the student and not the supervisor.
9. Facilitate the process of approval of the student's research proposal.
10. To the best of your ability, ensure that your approval for submission of the final report is only given if it is likely to be passed by the other examiners.