**Sample agreement between candidate and supervisor for the extended essay**

**As a candidate**

As a candidate of the IB Diploma Programme, I recognise that the extended essay is a requirement for which I am responsible.

I will:

* chose a topic and formulate a research question,
* conduct research,
* write my essay,
* acknowledge my sources,
* attend meetings and meet deadlines, including three formal reflection sessions and one session to discuss a complete draft of the essay with my supervisor (see schedule below),
* complete the Reflections on Planning and Progress Form (RPPF).

**As a supervisor**

As a supervisor of the extended essay, I recognise that I have a responsibility to support my candidate to the best of my ability.

I will:

* be knowledgeable of the IBrules and regulations, as stated in theextended essay guide,
* be knowledgeable of the DP subject requirements as stated in the extended essay guide,
* spend sufficient time with the candidate as and when needed in informal check-in sessions,
* monitor deadlines and the candidate’s progress on the RPPF,
* meet with the candidate to discuss planning and progress for each of the three required reflection sessions,
* read and comment on one completed draft,
* not annotate or editthe candidate’s essay,
* check the authenticity of the candidate’s work,
* comment on the candidate’s planning and progress on the RPPF.

**Schedule of deadlines**

|  |  |
| --- | --- |
| **Before this date,**  | **I, the candidate, will**  |
|  | read and assess a sample extended essay, using the assessment criteria, and make myself familiar with the EE guide, |
|  | submit a proposal for my EE in which I express interest in a topic and subject and formulate a working research question (RQ), |
|  | meet with my supervisor, discuss my RS with him/her and write my first entry on my **Reflections on Planning and Progress Form (RPPF),** |
|  | finalise my RQ, write a formal outline of my essay, discuss these steps with my supervisor and reflect on them in an **interim RPPF session,** |
|  | conduct research, make notes, maintain a Researcher’s Reflection Space (RRS) and ‘check-in’ with my supervisor, |
|  | write a complete draft and submit it to my supervisor, |
|  | discuss the complete draft with my supervisor, |
|  | rewrite my EE taking into consideration comments from my supervisor, and **submit the final copy**, |
|  | engage in a final reflection session (viva voce) with my supervisor, submit a final entry on my **RPPF** and sign off on myEE. |

**Agreement signed by**

**Candidate’s name:**

**Date:**

**Signature:**

**Supervisor’s name:**

**Date:**

**Signature:**