



ACADEMIC GUIDANCE & RESEARCH SUPPORT AGREEMENT

[Synopsis](#) | [Thesis](#) | [Viva Questions & Answers](#)

Agreement ID: ZOL-AG-_____
Date: _____

ACADEMIC INTEGRITY NOTICE

ZOLESCO provides academic guidance, research coaching, editorial feedback, formatting support, and viva preparation. ZOLESCO does not provide illegal or prohibited ghostwriting, impersonation, fabricated research/data, plagiarism concealment, or submission of academic work on behalf of a student. The student remains the author and is responsible for compliance with university and academic-integrity rules.

PAYMENT MILESTONES

40%	30%	30%
Advance / Project Start	After Synopsis Approval	After Thesis + Viva Q&A Completion

Complete the information form and sign the acceptance page before project preparation begins.

	1. STUDENT & PROJECT INFORMATION
	Required before commencement Complete all relevant fields accurately. ZOLESCO will rely on the information, official samples, deadlines, and instructions provided at onboarding.

Student Full Name	[Enter full academic name]	Mobile / WhatsApp	[Enter number]
Roll / Reg. / SAP No.	[Enter official number]	Batch / Session	[Enter batch/session]
University / Institution	[Enter official name]	Campus / City	[Enter campus/city]
Department / Institute	[Enter department]	Degree / Program	[BS / MS / MPhil / PhD / Other]
Official University Supervisor	[Name / designation]	Email Address	[Enter email]
Residential / Mailing Address	[Enter complete address]		

	2. RESEARCH TOPIC & ACADEMIC REQUIREMENTS
Proposed / Approved Research Title	[Enter complete topic/title]
Research Area / Discipline	[Enter field / specialization]
Research Type / Design	[Qualitative / Quantitative / Mixed / Experimental / Other]
Required Citation / Reference Style	[e.g., APA 7th / Harvard / Chicago / Vancouver / University-specific]
Official Format / Sample Provided	☐ Yes ☐ No File / version: _____
Current Guideline Supplied	Guidelines for Synopsis/Thesis Format - MPhil and PhD Degree Programs; student must confirm it is correct/current
Key Submission Deadlines	Synopsis: _____ Thesis: _____ Viva/Defense: _____
Data / Materials Status	☐ Ready ☐ Partial ☐ Not collected Details: _____
Special Instructions / Supervisor Comments	[Attach written instructions, marked samples, rubric, or supervisor feedback]

Student confirmation: I confirm the details, topic, samples, deadlines, data, and academic instructions supplied to ZOLESCO are accurate, current, and authorized for use in academic guidance.

3. SCOPE OF ACADEMIC GUIDANCE

ZOLESCO senior academic support supervisors/consultants will remain in contact with the student until completion of the agreed three-document support package:

01 SYNOPSIS	02 THESIS	03 VIVA Q&A
Topic refinement, structure, research questions/objectives, literature planning, methodology guidance, formatting and supervisor-feedback corrections.	Chapter-wise research guidance, academic editing, citation/formatting support, methodology/results interpretation guidance, and correction support.	Likely viva questions, answer-preparation guidance, research-defense coaching, explanation of methods/findings, and mock-question preparation.

4. ACADEMIC INTEGRITY & PERMITTED SUPPORT

4.1 Student authorship. The student remains the academic author and is responsible for understanding, reviewing, approving, and defending the work submitted to the university.

4.2 Permitted assistance. ZOLESCO may provide academic coaching, research planning, outlines, examples, editing, proofreading, formatting, citation support, feedback on student-provided material, interpretation guidance, and viva preparation to the extent permitted by the student's institution.

4.3 No prohibited ghostwriting. ZOLESCO will not knowingly provide illegal or institutionally prohibited ghostwriting or create work intended to be falsely represented as independently authored by the student where such assistance is forbidden.

4.4 No fabrication or academic misconduct. ZOLESCO will not fabricate or falsify data, participants, ethics approvals, interviews, references, results, signatures, plagiarism reports, university approvals, or supervisor comments; nor impersonate the student in a viva, examination, or official academic process.

4.5 Sources, citations and originality. References should be genuine and traceable. No guarantee is made regarding any specific plagiarism/similarity or AI-detection score because institutional tools and rules vary.

4.6 Institution rules control. If the university or supervisor imposes stricter rules than this agreement, those academic rules take priority and the scope of ZOLESCO support will be adjusted accordingly.

FORMAT NOTE FOR THIS PROJECT

The supplied thesis-format guide specifies APA 7th edition as its approved reference style. The student must confirm that the supplied guide is the correct/current official version for the relevant program before ZOLESCO begins preparation.

5. STUDENT RESPONSIBILITIES & REQUIRED COOPERATION

- Provide complete and accurate student/academic details, including name, address, roll/registration number, university, department/program, batch/session, and the approved or proposed topic.
- Provide all official templates, samples, rubrics, supervisor instructions, citation requirements, approvals, deadlines, and authentic research materials/data required for guidance.
- Respond promptly to questions from ZOLESCO senior academic support supervisors; missing or delayed information may extend the timeline.
- Review each delivery carefully and send clear, consolidated correction instructions rather than fragmented feedback.
- Use all guidance in accordance with university authorship, academic-integrity, AI-use, plagiarism, research-ethics, and submission policies.

6. PAYMENT POLICY & MILESTONES			
Milestone	Trigger	Payment	Status
1. Project Start	Signed agreement + complete required details	40% Advance	☐ Paid ☐ Pending
2. Synopsis Approval	After approval by the student's official academic supervisor / university process	30%	☐ Paid ☐ Pending
3. Final Completion	After completion of the thesis and viva questions & answers package	Remaining 30%	☐ Paid ☐ Pending

Payment records: Retain payment receipts/screenshots and quote the Agreement ID in payment communication.

7. REVISION & CORRECTION POLICY

7.1 Three included revision rounds. ZOLESCO allows up to three (3) revision/correction rounds for each completed document: synopsis, thesis, and viva questions & answers.

7.2 Revision window. The included revision period is thirty (30) calendar days from delivery of the relevant completed document. Requests after this period are additional paid work.

7.3 Revision round definition. One round means one consolidated set of corrections/feedback for that document. Fragmented messages relating to the same feedback cycle may be grouped into one round.

7.4 Included revisions. Included corrections are limited to the originally agreed topic, scope, approved structure, citation style, and official formatting instructions supplied before work began.

7.5 Paid additional changes. A fourth or later revision, a request outside the 30-day window, or substantial new work beyond the original scope may be charged according to the amount and complexity of content/correction required.

8. FORMAT LOCK, CHANGE OF MIND & CHANGE REQUESTS

8.1 Starting instructions control. ZOLESCO will follow the official sample, template, citation style, structure, and written instructions provided by the student at the beginning of the project.

8.2 Student must finalize instructions first. The student should verify all formatting and citation requirements with the university/supervisor before sending them to ZOLESCO.

8.3 Later changes are outside original scope. A later change of mind, alternative style, new citation system, new university template, changed topic/research design, or replacement of previously approved instructions is not a standard correction and may require a revised fee and timeline.

9. COMMUNICATION, TIMING & DOCUMENT HANDLING

9.1 Senior support contact. ZOLESCO senior academic support supervisors/consultants will remain available for project-related communication until completion of the synopsis, thesis, and viva-preparation package, subject to requested information and payment milestones.

9.2 Official feedback. Provide supervisor/university corrections in written or clearly documented form whenever possible so requested changes can be interpreted accurately.

9.3 Schedule dependency. Any agreed delivery schedule depends on timely receipt of student details, research materials, approvals, data, and feedback. Delayed inputs can shift delivery dates.

9.4 Personal information. Student information is used for project identification, communication, academic formatting, and support coordination. Do not share passwords or unnecessary sensitive credentials with ZOLESCO.

10. ACCEPTANCE & AUTHORIZATION

By signing below, the student confirms that they have read and understood this agreement; that the information and academic instructions supplied are accurate; that ZOLESKO is engaged for academic guidance and permitted support rather than prohibited academic misconduct; and that the payment, revision, and change-control policies are accepted.

☐	I have completed or attached my student and project details.
☐	I have provided the correct/current official university format, sample, rubric, and citation instructions.
☐	I have provided the research topic/title and all currently available supervisor instructions.
☐	I understand the 40% / 30% / 30% payment milestones and the three-revision / 30-day correction policy.
☐	I understand that major changes in topic, style, citation system, template, or scope after commencement may be charged separately.

STUDENT / CLIENT

Full Name	Date
Signature	Mobile / WhatsApp

FOR ZOLESKO

Authorized Representative	Date
Signature / Stamp	Agreement ID

NEXT STEP

SUBMISSION INSTRUCTION

After signing this agreement and providing all required student/project details, send the signed agreement to ZOLESKO together with the screenshot or receipt of the 40% advance payment. Project preparation will begin after the onboarding information is complete and the commencement payment is confirmed.