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FACULTY OF MEDICINE AND HEALTH SCIENCES

MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN POSTGRADUATE STUDENT AND SUPERVISOR(S)

GENERAL INFORMATION

A. Student details	
Full Name of Student	
Student number	
Full name of Degree (e.g MSc in Cytopathology)	
Contact number	
E-mail address	
Provisional title or topic of the proposed study:	
B. Supervisor and Co-Supervisor Information	
Full Name of supervisor	
Department / Division / Centre	
Institution	
E-mail address	
Contact number	
Percentage contribution to supervision	
Name of co-supervisor (If applicable)	
Department / Division / Centre	
Institution	
E-mail address	
Contact number	
Percentage contribution to supervision	
Name of co-supervisor (If applicable)	
Department / Division / Centre	
Institution	
E-mail address	
Contact number	
Percentage contribution to supervision	

Please note that this MOU serves as a base document, which includes the essential considerations for both the supervisor and student. It should be signed by the relevant parties

before commencement of the research component of the specific degree or postgraduate diploma and may be reviewed annually. Please supplement this document with additional points, specific to your research group or department if necessary. **Please delete and/or adjust any sections that are not applicable to, or is different in, your environment.** In case of additional co-supervisor(s) please add tables accordingly above. **This Agreement is not intended to be a legally binding agreement, but ensures that all parties understand their responsibilities and roles in the student-supervisor relationship.**

1. RESPONSIBILITIES

1.1 The supervisor and co-supervisors need to:

- ✓ Be familiar with all faculty and university procedures and regulations with regard to postgraduate studies.
- ✓ Establish a supervisory relationship with the student.
- ✓ Keep the relationship with the student honest and open.
- ✓ Give advice about project choice and planning.
- ✓ Discuss intellectual property and publications.
- ✓ Ensure that facilities necessary for study and research, where relevant, are available.
- ✓ Provide research training or opportunities to access research training.
- ✓ Meet with the student, to monitor progress regularly and to provide structured feedback.
- ✓ Arrange for study guidance for the student during periods when the supervisor is absent.
- ✓ Ensure that the student submits his/her intention to submit form (if applicable) and that the examiners are nominated timeously at Departmental Postgraduate meetings.
- ✓ Be familiar with the most recent ethics rules and regulations
- ✓ Be knowledgeable in the field of study and methodology
- ✓ Ensure that they are able to have appropriate time to guide the student.

1.2 The student needs to:

- ✓ Ensure that he/she is familiar with the university regulations regarding postgraduate studies and abide by these regulations.
- ✓ Commit to the research process as agreed with the supervisor(s) and according to the academic requirements and level of the degree pursued.
- ✓ Undertake research with dedication and scientific rigor.
- ✓ Develop initiative and independence.
- ✓ Take responsibility for the development and progress of his/her research and be proactive.
- ✓ Keep complete records of research results (which remains the intellectual property of Stellenbosch University according to the SU IP policy – please see http://www.innovus.co.za/media/documents/Innovus%20IP_policy.pdf)
- ✓ Establish a professional relationship with the supervisor.
- ✓ Keep the relationship with the supervisor/s honest and open.
- ✓ Provide regular progress reports.
- ✓ Engage in academic discussions and presentations and provide feedback thereon.
- ✓ Presenting and reporting on research results and respond to feedback appropriately.
- ✓ Consider feedback constructively and clarify any uncertainty with your supervisor.

- ✓ Do a literature survey and keep abreast of all relevant literature.
- ✓ Make use of opportunities offered by the research environment.
- ✓ Inform the supervisor of non-academic problems that may influence progress.
- ✓ Take responsibility to prepare and write the thesis/dissertation/research assignment themselves.
- ✓ Prepare and write publications, patents and reports (if applicable – as agreed upon below).
- ✓ Be aware of and abide by the university's Plagiarism Policy.
- ✓ Inform the Doctoral Office and/or the Postgraduate Programme Committee at least six months ahead of the intended date of graduation of his/her intention to submit his/her thesis/dissertation/research assignment for examination.

2. MANAGING THE PROJECT

2.1 Meetings and communication:

- 2.1.1 A progress/ project/ academic meeting (face-to-face/phone/skype) will occur at least _____ a week/ month, for at least _____ hour/s.
- 2.1.2 The supervisor(s) and student are expected to be available by email/respond to emails timeously, within _____ day(s).
- 2.1.3 Expectations about after hours' communication (if any) (i.e. email/ phone/skype) availability):

2.2 Timelines and reports:

- 2.2.1 Planned date for submission of project proposal/protocol:

- 2.2.2 Planned deadline for ethics application (if applicable):

- 2.2.3 Progress reports should be written every _____ by the student.
- 2.2.4 An annual progress report must be submitted by the supervisor for all students to HREC and for all doctoral students an annual progress report should also be submitted to the Doctoral Office (General Policies and Rules: Calendar Part 1).
- 2.2.5 Expected date of submission of final thesis/dissertation/research assignment: _____ (For MMed students, this should be submitted and finalised in line with the CMSA requirements).
- 2.2.6 Supervisor(s) should receive the final version of the student's thesis/dissertation/research assignment _____ days/weeks before submission date.
- 2.2.7 Supervisors are required to suggest possible examiners for the evaluation of a student's thesis/dissertation/research assignment to the Postgraduate Programme

Committee. This should be done with sufficient time for the Faculty Board to approve the examiners before the thesis/dissertation/research assignment is sent for examination.

2.2.8 Supervisors are required to indicate that the thesis/dissertation/research assignment is ready for submission for examination to the relevant administrative office (Doctoral Office/ Faculty Administrator/Officer).

2.2.9 Students should not know who their examiners are and may not communicate directly with the examiners (prior to the oral).

2.3 Submission of work to supervisor, feedback and revision:

2.3.1 Preferred method of document submission: email /DropBox /printed /other:

2.3.2 All submitted work shall be returned by the supervisor to the student within _____ days/weeks, but not exceeding 60 days for a complete thesis/dissertation/research assignment (General Policies and Rules: Calendar Part 1).

2.3.3 Supervisors should make comments about content, argument, structure and give general feedback. Additionally, they can assist with language editing; however, this is not a requirement, and remains the student's responsibility.

2.4 Expected Outputs:

2.4.1 What is the expected output of the student's research?

	Mark with X
Research assignment (for structured programmes)	
Thesis (for research masters programmes)	
Dissertation (for doctoral programmes)	
Research article(s)	
Patent(s)	
Conference presentation(s)	
Other: _____	

2.5 Intellectual property and patents:

- 2.5.1 Both the supervisor and student are aware that intellectual property, including data generated during postgraduate research and study, belongs to Stellenbosch University, according to the SU IP policy. Copies of all data (raw and analysed) must be submitted to the supervisor on completion of the study (General Policies and Rules: Calendar Part 1) (In case of any IP related queries please contact Innovus).

2.6 Skills and knowledge:

- 2.6.1 The student is aware that the following skills and methods are required for his/her study and should familiarise him-/herself with these (for example, before study begins, if necessary).

Computer skills (i.e. Microsoft Word, Excel): _____

Field-specific methods:

- 2.6.2 Will training of methods required for student's study be provided? Yes / No
For example:

If No, please clarify:

2.7 Funding:

- 2.7.1 Adequate project funding should ideally be available, before the start of a project (General Policies and Rules: Calendar Part 1)

- 2.7.2 It is the responsibility of the student to apply for bursaries, scholarships etc. The supervisor may assist with identifying opportunities and with preparing applications. Draft applications must reach the supervisor _____ days / weeks before the deadline for submission in order for the supervisor to give proper and constructive input and compile the recommendation, as well as to get institutional endorsement etc. as and when needed.

- 2.7.3 How is the project funded?

- ☐ Bursary
- ☐ Supervisor
- ☐ Department / Faculty
- ☐ Other: _____

2.7.4 How is the student funded?

- ☐ Bursary
- ☐ Supervisor
- ☐ Department / Faculty
- ☐ Private
- ☐ Other: _____

2.7.5 Are there any bursary conditions?

2.7.6 Can conference and travel costs be covered by supervisor/department, if applicable: Yes / No

If yes, specify: _____

2.8 Work in the Department/Faculty/University:

2.8.1 Is the student expected to spend a certain number of hours in the Department/ Division/ Centre? Yes / No

If so how many? _____

2.8.2 How many hours per week are expected to be spent on research? _____

2.8.3 Is the student expected to participate in other activities (i.e. teaching, supervision, clinical trials)? Yes / No / N/A

If yes, clarify: _____

2.9 Mechanisms for dealing with disputes:

2.9.1 In the event that the supervisor and student are unable to resolve disputes or differences of opinion, approach the Chairperson of the Departmental Postgraduate Programme Committee. If there is still no resolution, the matter should be referred to the appropriate Vice-Dean.

3. ADDITIONAL REQUIREMENTS OR EXPECTATIONS FOR THE INDIVIDUAL PROJECT:

ALL PREVIOUS PAGES NEED TO BE INITIALLED BY SIGNATORIES.

1. Student

I _____ (Full name)
hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules
and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____ Signature: _____

2. Supervisor

I _____ (Full name)
hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules
and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____ Signature: _____

3. Co-supervisor (if applicable)

I _____ (Full name)
hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules
and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____ Signature: _____

4. Co-supervisor (if applicable)

I _____ (Full name)
hereby confirm that I fully understand and agree to abide by the role and responsibilities /rules
and guidelines set out in this MoU.

Date (dd/mm/yyyy): _____ Signature: _____