

FACULTY OF MEDICINE AND HEALTH SCIENCES
MEMORANDUM OF UNDERSTANDING (MoU)
BETWEEN POSTGRADUATE STUDENT AND SUPERVISOR(S)

GENERAL INFORMATION

A. Student details	
SU Student number	
Student title (tick the correct box)	<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Mr Other:
Student surname	
Full first names of student	
Full name of highest qualification (ie MSc in Cytopathology)	
Full name of issuing institution (ie Stellenbosch University)	
Cell number	
Email address	
Programme name as per Calendar (ie PhD in Epidemiology)	
Provisional short title / focus of the proposed study:	
B. Supervisor and Co-Supervisor Information	
Full Name of supervisor	
Department / Division / Centre	
Institution	
Email address	
Contact numbers (mobile and land)	
Percentage contribution to supervision	
Name of co-supervisor (if applicable)	
Institution and environment	
E-mail address	
Contact numbers (mobile and land)	
Percentage contribution to supervision	
Name of co-supervisor (if applicable)	
Institution and environment	
E-mail address	
Contact numbers (mobile and land)	
Percentage contribution to supervision	
Name of co-supervisor (if applicable)	
Institution and environment	
E-mail address	
Contact numbers (mobile and land)	
Percentage contribution to supervision	

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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 should:

- ✓ 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 regularly to monitor progress and provide structured feedback.
- ✓ Arrange for study guidance during periods when the supervisor is absent.
- ✓ Ensure that the student submits an 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 s/he 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 proactive responsibility for the development and progress of their research.
- ✓ 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 dissertation 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.
- ✓ Send a completed and signed intention-to-submit form to the Tygerberg Doctoral Office (tyg-phd@sun.ac.za) at least six months ahead of the intended date of submitting their doctoral dissertation for examination.

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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 _____
- 2.2.3 Planned deadline for ethics application (if applicable): _____
- 2.2.4 _____
- 2.2.5 Progress reports should be written every _____ by the student.
- 2.2.6 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 Tygerberg Doctoral Office (General Policies and Rules: Calendar Part 1).
- 2.2.7 Expected date of submission of final doctoral dissertation: _____.
- 2.2.8 Supervisor(s) should receive the final version of the student's dissertation _____ days/weeks before submission date.
- 2.2.9 Supervisors and students should take note of the timelines for submitting a doctoral dissertation in the FMHS, as follows:
 - 2.2.9.1 All students should send a completed and signed intention-to-submit form to tyg-phd@sun.ac.za **6 months before** finally submitting a dissertation for examination;
 - 2.2.9.2 Supervisors are required suggest examiners to be nominated to the CPR in a report of the relevant Postgraduate Programme Committee **6 months prior** to submission, to allow sufficient time for Senate to approve the examiners before the dissertation is sent for examination;
 - 2.2.9.3 Submissions are welcome from January to June, and no later than 31 July, with a view to possible December graduation;
 - 2.2.9.4 Submissions are welcome in August and September, and no later than 14 October, with a view to possible March/April graduation;
 - 2.2.9.5 Timelines are dependent on punctual and positive submissions from all parties.
- 2.2.10 Supervisors are required to indicate that the doctoral dissertation is ready for submission for examination by supplying a completed and signed Dissertation Release Form to accompany the submission to medphd@sun.ac.za.
- 2.2.11 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 dissertation (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

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

	Mark with X
Dissertation (for doctoral programmes)	
Research article(s)	
Patent(s)	
Conference presentation(s)	
Other: _____	

2.5 Intellectual property and patents

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 the 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

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

4. PARTIES TO THE AGREEMENT

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 (yyyy/mm/dd): _____

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 (yyyy/mm/dd): _____

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 (yyyy/mm/dd): _____

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 (yyyy/mm/dd): _____

Signature: _____

5. 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 (yyyy/mm/dd): _____

Signature: _____