Managing the Research Project

How do we want to work together? What are our expectations and assumptions about our roles? Use the questions below to clarify expectations.

[Find example content of these points in a separate document](https://www.sun.ac.za/english/research-innovation/Research-Development/Postgraduate%20Skills%20Development/3.%20MoU%20files/6.%20PGO_MoU-resource%20%28English%29_2024_Expectations%20doc%20example%20content.pdf) in this [MoU resource](https://www.sun.ac.za/english/research-innovation/Research-Development/memorandum-of-understanding-supervisor-and-postgraduate) bundle.

# Meetings and communication

How often do we want scheduled/formal meetings?

Click or tap here to enter text.

How long should the scheduled meetings be (approximately)?

Click or tap here to enter text.

Who is responsible for scheduling meetings and how far in advance?

Click or tap here to enter text.

Who will set the agenda? How will the meetings be documented and by whom?

Click or tap here to enter text.

What will the procedure be for changing the meeting date and/or time?

Click or tap here to enter text.

In addition to scheduled meetings, what are our expectations of ad hoc discussions?

Click or tap here to enter text.

What are our expectations regarding regular email communication?

Click or tap here to enter text.

Other points regarding communication (e.g., after hours, via cell/home telephone)

Click or tap here to enter text.

Timelines and progress reports

Expectations regarding the project plan or timeline

See [Part 1 of the Yearbook: General](http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx) Rules, points 8, 9 and 10

Click or tap here to enter text.

Expectations regarding progress reports

Click or tap here to enter text.

[Expectations regarding thesis/dissert](http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx)ation submission for examination[1](#_bookmark0)

See Part 1 of the Yearbook: General Rules, point 5 for master’s, point 6 for doctorates[1](#_bookmark0)

Click or tap here to enter text.

1 **Note from 2024:** The new theses and dissertations abstract requirements, the two new font choice requirements and the new SU thesis title page design in [Part 1 of the Yearbook: General Rules.](http://www.sun.ac.za/english/faculty/Pages/Calendar.aspx) SU’s branding/logo may not be on the title page when submitting theses/dissertations for examination.

1. Timelines and progress reports

# Expectations regarding the project plan or timeline

# See Part 1 of the Yearbook: General Rules, points 8, 9 and 10

# Click or tap here to enter text.

# Expectations regarding progress reports

# Click or tap here to enter text.

# Expectations regarding thesis/dissertation submission for examination1

# See Part 1 of the Yearbook: General Rules, point 5 for master’s, point 6 for doctorates1

# Click or tap here to enter text.

# Submission of work to supervisor(s), feedback, and revision

Expectations regarding written submission of chapters/drafts

Click or tap here to enter text.

Nature of the feedback

Click or tap here to enter text.

Agreed feedback response rate by all parties

Click or tap here to enter text.

# Expected outputs

What are the expected outputs the student must deliver during and after their degree?

See Part 1 of the Yearbook: General Rules, points 6d), 6.9, 7 (no.11 of the code of conduct)

Click or tap here to enter text.

Expectations regarding intellectual property and patents

Click or tap here to enter text.

## What are the expectations regarding the intellectual property of your research?

Where applicable, the student and the supervisor must acquaint themselves with the intellectual property regulations within their environment. Indicate on which regulations decisions will be based, e.g., provide a link to relevant Find more informat[ion here on intellectual propert](https://www.innovus.co.za/background.html)y.

Click or tap here to enter text.

## What are the expectations regarding authorship of publications on your research?

*S*ee point 12.3 of SU’s [Policy for Responsible Research Conduct](https://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Policies%20and%20Guidelines/ENGLISH/SU%20Research%20Ethics%20policy%20V3%20-%20approved%20by%20Council%2028Nov2022.pdf) and the [ICMJE’s](http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html) guidelines, and contact SU’s Research Integrity Officer for additional guidance. Both the student and the supervisor(s) must find out about the authorship conventions relevant to their discipline.

Record the authorship conventions that you and your supervisor(s) have agreed on:

Click or tap here to enter text.

## What are the expectations regarding ownership of the research data? 1

Both the student and supervisors must acquaint themselves with the regulations and conventions regarding ownership of data relevant to the specific discipline, then write down how this will apply to your specific case. See point 8.2 of SU’s Data Management regulations [here.](http://www.sun.ac.za/english/research-innovation/Research-Development/Documents/Policies%20and%20Guidelines/ENGLISH/RDM_Regulations_English_23_06_2021.pdf)

Click or tap here to enter text.

## What are the expectations regarding registration of patents?

Both the student and supervisors must acquaint themselves with the regulations and conventions regarding registration of patents if relevant, then write down how this will apply to their specific case. Find more information on patents on the INNOVUS website.

Click or tap here to enter text.

1. Expectations regarding intellectual property and patents

What are the expectations regarding the intellectual property of your research?

Where applicable, the student and the supervisor must acquaint themselves with the regulations applicable to intellectual property within the relevant environment. Give an indication here on which regulations decisions will be based, e.g., provide a link to relevant documents and how you see this affecting your specific case. Find more information here on intellectual property.

Click or tap here to enter text.

What are the expectations regarding authorship of publications on your research?

See point 12.3 of SU’s Policy for Responsible Research Conduct and the ICMJE’s guidelines and contact SU’s Research Integrity Officer for additional guidance. Both the student and the supervisor(s) must acquaint themselves with the conventions regarding authorship relevant to the specific discipline. Record the authorship conventions that you and your supervisor(s) have agreed on:

Click or tap here to enter text.

What are the expectations regarding ownership of the research data? 1

Both the student and supervisors must acquaint themselves with the regulations and conventions regarding ownership of data relevant to the specific discipline, then write down how this will apply to your specific case. See point 8.2 of SU’s Data Management regulations here.

Click or tap here to enter text.

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Both the student and supervisors will acquaint themselves with the regulations and conventions regarding registration of patents relevant to the specific environment, then write down how this will apply to your specific case. Find more information on patents on the INNOVUS website.

Click or tap here to enter text.

# Expectations regarding knowledge and skills development

## What knowledge or skills must the student gain before or during their degree?

**For doctoral candidates,** look at and discuss the Council for Higher Education’s (CHE) stipulated [Doctoral Graduate Attributes.](http://www.sun.ac.za/english/research-innovation/Research-Development/Postgraduate%20Skills%20Development/CHE%20Doctoral%20Degrees.pdf) See Addendum A of this MoU resource bundle for a graphic representation of the nine graduate attributes that doctoral candidates must demonstrate.

Click or tap here to enter text.

## The student wants to develop the following knowledge and skills:

Give the knowledge and skills areas and agree on priorities regarding these and to what extent the supervisor will be able to assist the student in these areas.

Click or tap here to enter text.

# Expectations regarding funding

Who will cover the costs related to studies and research? Indicate any scholarships and bursaries obtained with timeframes, and how this might affect studies and research:

Click or tap here to enter text.

# Expectations regarding work in your department/elsewhere

Academic work

Click or tap here to enter text.

External work

Click or tap here to enter text.

# Ground rules and regulations

List any [rules, **policies** and regulations](http://www.sun.ac.za/english/research-innovation/Research-Development/policies-guidelines) the student and supervisor should be aware of.

Indicate where the policies and guidelines can be found (or attach them to the MoU).

Click or tap here to enter text.

# Mechanisms for dealing with disputes

List any official faculty or department dispute resolution mechanisms.

Click or tap here to enter text.

Discuss and agree on ways to deal with potential disputes or differences of opinion.

Click or tap here to enter text.

# Managing co-supervision (if applicable)

Discuss the role of the co-supervisor and the expectations about communicating with the co-supervisor. Include the co-supervisor in this part of the discussion of your MoU.

Click or tap here to enter text.

Note: The questions and examples in this MoU template bundle are not prescriptive. Use your own context and experience to decide on meetings, feedback, outputs, authorship, etc.