Supervisor/Student Memorandum of Understanding

|  |  |
| --- | --- |
| STUDENT INFORMATION | |
| NAME OF STUDENT |  |
| DEGREE COURSE | MSc / PhD |
| E-MAIL ADDRESS |  |
| STUDENT NUMBER |  |

|  |  |
| --- | --- |
| SUPERVISOR INFORMATION | |
| NAME OF SUPERVISOR |  |
| TELEPHONE NUMBER |  |
| E-MAIL ADDRESS |  |

|  |  |
| --- | --- |
| CO-SUPERVISOR INFORMATION (if applicable) | |
| NAME OF CO-SUPERVISOR |  |
| TELEPHONE NUMBER |  |
| EMAIL ADDRESS |  |

The signatures below serve to confirm that all parties agree to the role and responsibilities as set out in this Memorandum of Understanding:

|  |  |  |  |
| --- | --- | --- | --- |
|  | SIGNATURE |  | DATE |
| STUDENT |  |  |  |
| SUPERVISOR |  |  |  |
| HOD |  |  |  |
| DATE |  |  |  |

Managing the project

*How do we want to work together? What are our expectations and assumptions about our roles? Use the questions below to clarify expectations, even if you do not want to answer as specifically as in the examples below.*

# 1. Meetings and communication:

|  |
| --- |
| **How often do we want scheduled meetings to take place?** |
|  |
| **Alternative – How many scheduled meetings are we aiming for per academic year?** |
|  |
| **Duration of scheduled meetings (approx.)** |
|  |
| **Who has the responsibility for scheduling meetings and how far in advance should these be scheduled?** |
|  |
| **Who will set the agenda for the meeting? How is the meeting documented and by whom?** |
|  |
| **Procedure for changing the meeting date and time** |
|  |
| **In addition to scheduled meeting, how often can we expect to see each other, what are our thoughts and expectations about *ad hoc* discussions?** |
|  |
| **Is there an expectation regarding regular email communication?** |
|  |
| **Other issues regarding contact (e.g. after hours, mobile phone, home telephone)** |
|  |

**2. Timelines and progress reports:**

|  |
| --- |
| **Expectations regarding a project plan or timeline** |
|  |
| **Expectations regarding progress reports** |
| *Progress reports to the ES Student Research Committee are due twice a year, roughly in April/May and September/October.* |
| **Expectations regarding submission and examination**  *Duration of MSc : 2 years of registration*  *Duration of PhD : 3 years of registration*  *MSc and PhD are full time registrations* |
|  |

# 3. Submission of work to supervisor, feedback and revision

|  |
| --- |
| **Expectations regarding written submission of chapters and drafts** |
|  |
| **Nature of the feedback** |
|  |
| **Agreed feedback response rate by all parties** |
|  |

# 4. Expected Outputs

|  |
| --- |
| **What are the expected outputs the student needs to deliver through the course of his or her candidature and thereafter?** |
|  |

# 5. Expectations around intellectual property and patents

|  |
| --- |
| **What are the expectations regarding documentation of research records?** |
| **What are the expectations regarding intellectual property?** |
| **What are the expectations regarding authorship?** |
|  |
| **What are the expectations regarding ownership of data** |
|  |
| **What are the expectations regarding registration of patents** |
|  |

# 6. Expectations regarding Skills and Knowledge

|  |
| --- |
| **What knowledge or skills does the student have the responsibility to acquire before or during the study period?** |
| * The student must ensure that (s) he has the necessary computer skills or the appropriate support to complete the project satisfactorily. Indicate actions (planned or completed) by student to ensure this. * The student (with the necessary input from the supervisor) undertakes to remain up to date with regard to the infrastructure and related rules of the ES Department and …Stellenbosch…. University. In particular, … * The student is should acquaint him or herself with the **Code of Research Ethics of …Stellenbosch…. University** (Available at <http://www0.sun.ac.za/research/research-integrity-and-ethics.html> or http://www.sun.ac.za) and agrees to abide by this code. * The student is should acquaint him or herself with the **Plagiarism Policy** **of …Stellenbosch.... University/Faculty for Sciences/Department Earth Sciences** (Available at <http://www.sun.ac.za/english/faculty/education/Documents/plagiaat_nov2010_eng.pdf> or http://www.sun.ac.za) and agrees to abide by this policy. |
| **The student has identified the following skills or knowledge areas that he or she wants to develop** |
|  |
| **The supervisor has identified the following skills or knowledge areas that he or she wants the student to develop** |
|  |

# 7. Expectations regarding funding

|  |
| --- |
| **Who will cover the costs related to studies and research? Indicate any scholarships and bursaries with timeframes, and how this might affect studies and research. Indicate any obligations or responsibilities in terms of scholarships and bursaries should these not be** |
|  |

# 8. Expectations regarding work in the Department/ Faculty/ University

|  |
| --- |
| **Academic work** |
|  |
| **Career plans** |
|  |
| **Outside work** |
|  |

# 9. Ground rules and regulations

|  |
| --- |
| **List any specific rules or regulations that the student should be aware of** |
|  |
| **Discuss and agree on any other specific ground rules for your working relationship** |
|  |

# 10. Mechanisms for dealing with disputes

|  |
| --- |
| **List any official dispute resolution mechanisms applicable to your faculty or department** |
| Refer to the ES Postgraduate Handbook. |
| **Discuss and agree on ways to deal with potential disputes or differences of opinion** |
| Refer to the ES Postgraduate Handbook. |
|  |

**11. Managing co-supervision**

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