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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 in this MoU resource bundle.

1. Meetings and communication

How often do we want scheduled/formal meetings?

How long should the scheduled meetings be (approximately)?

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

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

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

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

What are our expectations regarding regular email communication?

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

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.

2. Timelines and progress reports

Expectations regarding the project plan or timeline
See Part 1 of the Yearbook: General Rules, points 8, 9 and 10

Expectations regarding progress reports

Expectations regarding thesis/dissertation submission for examination
See Part 1 of the Yearbook: General Rules, point 5 for master's, point 6 for doctorates[1]

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

Expectations regarding written submission of chapters/drafts

Nature of the feedback

Agreed feedback response rate by all parties

4. 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 code of conduct)

5. 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 which regulations decisions will be based on, e.g., provide a link to relevant documents and how you see this affecting your specific case. Find more information on intellectual property here.

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:

What are the expectations regarding ownership of the research data?

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.

What are the expectations regarding registration of patents?

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.

6. Expectations regarding knowledge and skills development

What knowledge or skills <u>must</u> 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. See Addendum A of this MoU resource bundle for a graphic representation of the 9 graduate attributes that doctoral candidates must demonstrate to pass their degree.

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.

7. Expectations regarding funding

Who will cover the costs related to studies and research? Indicate any scholarships and bursaries obtained with time-frames, and how this might affect studies and research. Indicate any scholarships and bursary obligations/ responsibilities:

8. Expectations regarding work in your department/elsewhere

Academic work

Outside work

9. Ground rules and regulations

List any rules, **policies** and regulations the student and supervisor should be aware of: Indicate where the policies and guidelines can be found (or attach them to the MoU). Indicate which are policy/compulsory/only guidelines/good practice.

10. Mechanisms for dealing with disputes

List any official faculty or department dispute resolution mechanisms.

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

11. Managing co-supervision (if applicable)

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