

See the [fillable PDF version](#) of this document in the PGO [MoU resource bundle](#) on their website. Use the content below to help clarify your expectations. You don't need to be as specific in your MoU.

1. Meetings and communication

How often do we want scheduled meetings?

Example: At least once every three months, or at least four times a year.

Duration of scheduled meetings (approximately)

Example: 1-2 hours

Who is responsible for scheduling meetings and how far in advance should they be scheduled?

Example: Meetings to be scheduled in xxxx days in advance by xxxxxx (e.g., student or supervisor)

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

Example: The student will send the agenda to the supervisor xxxx days in advance and the supervisor will make additions/amendments. The student will summarise key points from the meeting and send them by email to the supervisor no later than xxxx days after the meeting took place. The student and supervisor should both keep a record of meetings and other interactions, in case departmental requirements demand 'proof of supervision'

Procedure for changing the meeting date and time

Example: Any changes to a proposed date and time should be communicated to the supervisor at least xxx days before the original scheduled time. If the meeting is cancelled, the person canceling the meeting has the responsibility to arrange an alternative time as soon as possible after the original scheduled meeting. The number of times postponed as well as reasons for postponements should be recorded in the minutes of the meeting.

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

Example: The student may contact the supervisor at any time to discuss something, if they are available OR Because we work in the same lab, we will see each other daily. Student to report to the supervisor every morning OR the student may talk with supervisor any time but must schedule a meeting.

Is there an expectation regarding regular email communication?

Example: Student will make contact via email at least once a week/month/fortnight.

Other issues regarding contact (e.g., after hours, cell/ home telephone)

Example: We both prefer not to be contacted after hours/on our cell phones except...

2. Timelines and progress reports

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

Expectations regarding the project plan or timeline

Examples:

A work programme (time-chart) must be compiled by the student, in collaboration with the supervisor, within 60 days after the start of the project. This programme must indicate:

- deadline for the submission of a project proposal/protocol
- deadline for the completion of a literary survey
- deadline for the completion of specific chapters
- deadline for the submission of progress reports
- indication of the time to be spent on each phase of the research project
- times of absence (study leave, university recesses, etc.)
- The student must indicate any matter(s), which may have an impact on the time chart they provided (e.g., external work pressure).
- The supervisor must set out, where applicable, their plans for providing supervision in terms of the time-chart (developed by the student).
- The supervisor must indicate to the student if they are going to be absent, such as on leave/sabbatical (providing alternative arrangements for supervision if away for more than two months in any one year).

Expectations regarding progress reports

Examples:

- The project should be completed as soon as possible within the period as allowed by the University. Ideal date of submission of final assignment: xxxx
- Quarterly written reports from the student on their progress in relation to the indicated time frame/time-chart.
- Written feedback regarding the progress of studies must be given annually by the supervisor to the head of department/postgraduate coordinator/dean.

Expectations regarding submission for examination

Examples:

- When the project nears completion, the student must make the necessary submissions according to the requirements for graduation.
See Part 1 of the Yearbook: General Rules, points 5 for master's degrees and 6 for doctorates, and your faculty-specific procedures and timelines too.
- Supervisor expects to see final product xxxx days before submission.
- Student may not submit for examination without supervisor agreement.
- The student may not communicate with examiners at all.

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

Expectations regarding written submission of chapters/drafts

Examples:

- Student will ensure that all work is submitted according to the agreed deadlines.
- Submissions must happen via email/Sharepoint/Dropbox/by hand (printed)
- While the focus, especially initially, should be on developing content and argument, there is an expectation that it should be written in an acceptable standard of English or Afrikaans (so that it can be read easily).
- Towards the end of the project, and particularly the final draft, the work should be free of language-, typing- and layout errors.
- It is the student's responsibility to have the final submission proofread, technically edited and if necessary, professionally copyedited.
- Written work will be/may be submitted in English/Afrikaans/...

Nature of the feedback

Examples:

- Supervisor will make comments on an electronic copy of the submission/ use track changes/prefers to comment on hard copies by hand.
- Comments will cover content, argument, structure using highlighted areas of the submission text as examples.
- The supervisor will not do language editing, except to highlight that the final document will need to be proofread/better edited.
- Supervisor will make comments in English/Afrikaans/...

Agreed feedback response rate by all parties

Examples:

- The supervisor aims to return all draft chapter submissions with comments within 1 month of receiving them.
- The supervisor aims to return the final draft of the full thesis with comments within 2 months of receiving it/as agreed on the timeline.
- The student will resubmit revisions of chapter only after receiving comments from the supervisor and aims to resubmit within one month of receiving comments.
- The student will submit the previous version with supervisor's comments together with the new version with changes.
- The supervisor aims to review second and further submissions within...

4. Expected outputs

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

Examples:

- The student is expected to write at least xxx journal article(s) and to submit them for publication to a peer reviewed journal during the course / after completion of their candidature.
- The student is expected to present at least xxx academic paper(s) at an international/local academic conference during the course / after completion of their candidature.
- The student is expected to register at least xxx patent(s) during the course / after completion of their candidature.
- Should the student not complete the task(s) within the time agreed upon, SU reserves the right to appoint a writer to prepare the project for publication -in such a way so as not to disadvantage the student. **See Part 1 of the Yearbook: General Rules, point 6d), 6.9, point 7 no. 11 of code of conduct.**

5. Expectations regarding intellectual property and patents

What are the expectations regarding intellectual property?

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 of 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: www.innovus.co.za/background.html**

What are the expectations regarding authorship?

Both the student and supervisors will acquaint themselves with the conventions regarding authorship relevant to the specific discipline. Then write down how this will apply to you.

Examples:

- The student will be first author of any papers written if main contribution (xxx%) from article/paper is theirs
- Supervisor and or co-supervisor will be first and second co-authors depending on relevant contribution (xxx %), etc.

See point **12.3 of SU's Policy for Responsible Research Conduct** and the **ICMJE's guidelines**, or contact SU's Research Integrity Officer for additional guidance.

What are the expectations regarding ownership of data?

Both the student and supervisors will 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 here](#) and FAQs [here](#).

6. Expectations regarding knowledge and skills

What knowledge or skills must the student acquire before or during their study candidature? In addition to these examples, in the case of doctoral candidates, consider and discuss the new Council for Higher Education's (CHE) stipulated Doctoral Graduate Attributes. [See Addendum A of this MoU for a graphic representation of the nine doctoral graduate attributes.](#)

Examples:

- 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 regarding the infrastructure and related rules of the Department and Stellenbosch University. In particular, ...
- The student should acquaint him or herself with the **Code of Research Ethics of Stellenbosch University** (Available [here](#)) and agrees to abide by this code.
- The student should acquaint him or herself with the **Plagiarism Policy of Stellenbosch University/Faculty xxxx/Department xxxxx** (Available [here](#)) and agrees to abide by this policy.
- The student should acquaint him or herself with the **Guidelines for keeping research records Faculty/Department xxxx** (Available at xxx) and agrees to abide by these guidelines.

The student has identified the following skills/knowledge they want to develop:

Give the skills and knowledge areas and agree priorities regarding this as well as to what extent supervisor will be able to assist in these areas. Discuss possible alternatives.

7. Expectations regarding funding

Who will cover the costs related to studies and research? Indicate any scholarships and bursaries with time-frames, and how this might affect studies and research. Indicate any obligations or responsibilities in terms of scholarships and bursaries.

Examples:

- Registration costs: Bursary from xxx, when available? When is registrations payment due, interim funding?
- Living and Accommodation Costs: The student has arranged for funding to cover living and accommodation.
- The bursary is awarded subject to the following terms: academic progress by the bursary-holder (indicate how progress will be demonstrated)
- Indicate how the bursary will be paid. The recommended schedule is quarterly, but it depends on the amount of the full award.
- Indicate the consequences of non-compliance with the terms of the bursary: failure to comply with the terms will entitle the award body to forthwith cancel the agreement, in which event the bursary-holder will be liable to refund the bursary in full, or in part, or awarded to date (whichever is applicable)
- Research Infrastructure and Equipment: What is available and what needs to be found elsewhere?
- Research consumables and materials: Who is responsible for costs, for making sure it is available?
- Conference attendance: Is there any funding, what are the guidelines - for number and type of conference attended?
- Reading material, statistical services, other resources: Who should pay, what is available?
- Skills development: Who pays for generic workshops, research methodology, special equipment training?

8. Expectations regarding working in the department/elsewhere

Academic work

Discuss opportunities and/or expectations for other academic work for the student, e.g., teaching, supervision, committee work, lab work, etc. How many hours per week on average? Will this be optional or compulsory? Is any of the work paid?

Outside work

Discuss expectations regarding student taking on outside work, elsewhere in the university or further afield.

Career plans

Discuss student's own plans, reasons for pursuing a postgraduate degree and Departmental work that might fit with their aspirations.

9. Ground rules and regulations

List any specific rules or regulations that the student should be aware of*.

Examples:

- Lab and office rules
- Confidentiality of student data
- Communication with examiners is not allowed
- Communication with the press
- Permission for publication by the student
- Ethics compliance
- Disciplinary procedures

Indicate where the above policies and guidelines can be found (or attach them to the MoU). Indicate which are policy /compulsory and which are only guidelines/good practice.

Discuss and agree on any other specific ground rules for your working relationship. Consider things the supervisor has learned through experience about their preferred way of working. Personal expectations of their students could be shared here too.

10. Mechanisms for dealing with disputes

List any official dispute resolution mechanisms in place in your faculty or department:

–

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

Examples:

- Both student and supervisor agree to raise any current or anticipated concerns as early as possible, and to inform each other if any personal circumstances arise which will affect the work.
- In the case of disagreements or differences of opinion about thesis or dissertation work, students and supervisors will first try to resolve them between themselves.
- If this does not resolve the issue, either the student or the supervisor should approach the departmental chair or postgraduate co-ordinator of the faculty.
- The student can also approach their Vice-Dean Research if necessary.
- The student and/or the supervisor can discuss an authorship or ethics issue with SU's Research Integrity Officer.

11. Managing co-supervision

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 MoU.

Examples:

- Should the student meet separately with their supervisor and co-supervisor?
- What are the expectations regarding communication or feedback?
- How will differences of opinion between supervisors be dealt with?
- Are there expectations about co-authorship?