

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?

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)

2. Timelines and progress reports

Expectations regarding the project plan or timeline

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

Expectations regarding progress reports

Expectations regarding thesis/dissertation submission for examination

See Part 1 of the Yearbook: General Rules, under Postgraduate Qualifications, point 5 for master's, and point 6 for doctorates

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, under Postgraduate Qualifications, point 5 for master's, and point 6 for doctorates, and point 7.

What are the expectations regarding the intellectual property, and/or patents 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 information. Find more information [here](#) on intellectual property. 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.

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 find out about the authorship conventions relevant to their 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](#).

5. Expectations regarding knowledge and skills development

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

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.

For doctoral candidates, look at and discuss the Council for Higher Education's (CHE) stipulated Doctoral Graduate Attributes. Click [here](#) for a graphic representation of the nine graduate attributes.

6. 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:

7. Expectations regarding work in your department/elsewhere

Academic work

External work

8. 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).

9. 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.

10. 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.