

UNIVERSITY OF ZULULAND

MEMORANDUM OF UNDERSTANDING (MoU)

Relating to

POSTGRADUATE SUPERVISION

In respect of a dissertation/thesis entitled

Between

Student name and Number:
(The Student)

And

(The Principal Supervisor)

And

(Co-Supervisor)

(Collectively referred to as “The Parties”)

BACKGROUND

_____ is registered at the University of Zululand for a Master's/ PhD degree through thesis research in the Department of _____, Faculty of _____. The research will be undertaken part-time. The Parties have agreed that Prof /Dr _____ will serve as Principal Supervisor and that Prof/Dr _____ will serve as Co-Supervisor and this document records the terms of their agreement.

This Memorandum of Understanding (MoU) is not intended to be a legal document nor does it in any way create legal rights and obligations. The MoU also does not override or replace any rule of the University of Zululand (and/or policy). Rather, this document constitutes a personal acknowledgement that each of the Parties is a significant stakeholder in the postgraduate research process and has or will have invested energy, time and intellectual property in the production of the final thesis. The MoU is therefore an agreement about the process of supervision and the Parties' understanding of their associated responsibilities, made in good faith between the Student and the Supervisor(s).

The Parties accordingly agree as follows:

1 PURPOSE OF THIS MEMORANDUM

1.1 To lay the foundation for effective supervision and a good working relationship.

1.2 To record the Parties' shared understanding of the nature of their relationship and the responsibilities that arise therefrom, as well as any undertakings that they have made to ensure that the research is successfully completed.

1.3 To clarify assumptions, expectations and issues that commonly arise out of a supervision relationship with a view to avoiding potential disagreements that might arise otherwise.

2 THE STUDENT'S GENERAL UNDERTAKINGS

Initial Student	
Initial Supervisor	

- 2.1 I accept that I must comply with the University's rules, regulations and policies.
- 2.2 I commit to familiarize myself with the university's policy on Plagiarism
- 2.3 I agree to complete studies within the time specified by the University rules for the specific degree programme
- 2.4 I accept that I am primarily responsible for:
- 2.4.1 Obtaining funding for my fees and my research
 - 2.4.2 Making progress with my research and meeting all deadlines
 - 2.4.3 The validity and quality of my work
 - 2.4.4 Meeting the required ethical standards
- 2.5 I commit to discuss with my supervisor(s) the type of supervision guidance and feedback that I can expect from them.
- 2.6 I commit to follow the advice provided by the supervisor and if I choose not to I will discuss the matter with the supervisor immediately
- 2.7 I commit to maintain regular contact with my supervisor(s), as per agreed schedules.
- 2.8 I commit to notify my supervisor(s) in the event that I will not be able, for an extended period of time, to keep to the work schedules or respond to comments of the supervisor.
- 2.9 I commit to adhere to the work schedules that I have agreed to with my supervisor(s) and will raise problems and challenges with my supervisor(s) as soon as they arise so as to deal with them timeously.
- 2.10 I commit to resubmit revisions of the proposal/chapters after receiving comments from the supervisor(s) within one month of, or sooner after receiving comments.
- 2.11 I commit to submit to my supervisor the previous version of the proposal/chapters with the supervisor's comments along with the revised version.
- 2.12 I commit to notify my supervisor(s) in the event that I am absent from the University for an extended time and make suitable arrangements for contact during my absence.

Initial Student	
Initial Supervisor	

2.13 I commit to participate in scheduled research training sessions offered by the University.

2.14 With the help of my supervisor, I will “**endeavour to publish my research findings by** preparing a publishable draft manuscript or have an article emanating from my **postgraduate research** published jointly **with my supervisor** as a co-author in an accredited journal.”

2.15 I commit to obtain approval from my supervisor to submit my research proposal, dissertation or thesis for examination.

3 THE SUPERVISORS' GENERAL UNDERTAKINGS

3.1 I/We accept the responsibility of supervising and guiding the Student in the course of their postgraduate research.

3.2 I/We declare that I/we have appropriate expertise to supervise the student but in those instances where I/we do not have such expertise, I/we will obtain assistance from an appropriate person or persons.

3.3 **I/We accept that supervision is part of my/our normal workload.** I/We commit to set aside sufficient time to supervise the student. I/we commit to have supervision contact with the student at least 8 times in an academic year and report accordingly.

3.4 I/We commit to give my/our supervision duties sufficient attention and to maintain regular contact with the Student.

3.5 I/We declare to advise the student of any extended periods of absence from the University and make appropriate alternative supervision arrangements, if necessary.

3.6 I/We endeavor to provide a collaborative and developmental research environment and encourage open communication.

3.7 I/We recognise the unequal power relationships inherent in the supervisory relationship, particularly in respect of status, age, knowledge, experience, gender and culture, and I/We commit myself/ourselves to

Initial Student	
Initial Supervisor	

appropriate ethical behaviour that respects diversity and differences, and especially the dignity and personal space of all persons associated with the research.

3.8 I/We accept that my/our responsibilities include providing guidance in respect of:

- 3.8.1 The nature and scientific process of the research
- 3.8.2 Planning the research programme
- 3.8.3 Preparing a Research Proposal
- 3.8.4 University policies
- 3.8.5 Sourcing funds
- 3.8.6 Requisite skills and techniques
- 3.8.7 Literature and sources
- 3.8.8 Research data management
- 3.8.9 Expected standards of writing, referencing and citation
- 3.8.10 Publication of the research
- 3.8.11 Identification of Innovation in the research

3.9 Although the conduct of the research is primarily the student's responsibility, I/we will monitor the student's progress, follow up when material deviations from work schedules occur, and offer advise accordingly.

3.10 In instances where the co-supervisor and the supervisor have different opinions, we commit to discuss the differences among ourselves and communicate the agreed outcome to the student.

3.11 I/We commit to provide appropriate, constructive, and timeous feedback in respect of all written work submitted.

3.12 I/We endeavour to return all chapters/proposal draft submissions with comments within one month, or sooner, after receiving the work.

3.13 I/We commit to return the final draft of the full dissertation/thesis with comments within 2 months of receiving it or as agreed on the timeline schedule.

3.14 I/We commit to protect the work of the student by not pre-maturely publishing it or assigning another student to similar work

Initial Student	
Initial Supervisor	

4 JOINT UNDERTAKINGS

4.1 The student and the supervisor shall complete the Progress Report (See Report Template at Part 7 and 8) to indicate dates of meetings(in-person/online) and programme of operations.

4.2 The student and the supervisor, within a month after registration, shall have a complete work programme (time chart) which must contain at least the following:

4.2.1 deadline for the submission of a project proposal/protocol

4.2.2 deadline for the completion of specific chapters

4.2.3 the student/supervisor must indicate any matter(s), which may have an impact on the time chart he/she provided (e.g. external work pressure).

4.3 **A progress report is to be completed by student and principal supervisor twice yearly: Once at mid-year and at end of the year** (Report Template at Part 8). The progress reports shall be discussed at departmental level and the reports are to be submitted to Faculty Board by the Head of Department and finally to the first meeting of the Higher Degrees Committee.

5 RESOLVING DIFFERENCES

5.1 The Parties recognise that trust is a core component of the supervision relationship. The Parties agree not to conduct themselves in any manner that would jeopardise the trust relationship but if the relationship is compromised, to make every effort to restore it.

5.2 The Parties will attempt to resolve any disagreements informally in the first instance and, if unsuccessful, thereafter at a formal meeting between the Parties. The nature of the disagreement(s), the Parties' views and any decision(s) regarding the way forward will be recorded fully in the minutes.

5.3 Should the matter remain unresolved, it will be referred to the Head of Department or the Dean of Faculty. The Parties agree that they will not approach the Head or the Dean on any issue that might arise from or give rise

Initial Student	
Initial Supervisor	

to conflict between the Parties without first having raised and attempted to resolve the matter at a formal meeting.

6 REVIEWING AND MODIFYING THIS AGREEMENT

6.1 This MoU and its Report Template Structure (Part 7 and 8) may be modified/reviewed and renegotiated by the Parties:

6.1.1 Immediately prior to the submission of the Student's Research Proposal to the Higher Degrees Committee.

6.1.2 Annually at the beginning of each academic year.

6.1.3 From time to time during the course of the research process, as and when the need arises.

6.2 The Parties shall produce all modifications in writing and shall sign and retain the original MoU and all subsequent modified versions.

7. RECORD OF AGREEMENT ON PLACE, DATES OF MEETINGS, MILESTONES, AND DEADLINES *(to be completed by student and the supervisor before the MoU Agreement is signed) This plan should be done annually*

<i>Date of the meetings</i>	<i>Virtual or face-to-face meetings</i>	<i>Milestone *</i>	<i>Mode of communication</i>	<i>Deadlines</i>
e.g., 1 March	e.g., Zoom/MS Teams	e.g., Discuss development of research proposal	e.g., Emails/WhatsApp/contact	e.g., 11 March
e.g., 1 December		Discussion of the first draft of Thesis/dissertation		

SIGNATURES

Signed at _____ on _____ (date)

Student

Date

Principal Supervisor

Date

Co-Supervisor

Date

Initial Student	
Initial Supervisor	

8. MONITORING AND COMMUNICATION

PROGRESS REPORT

STUDENT AND SUPERVISOR REPORT

(This form should be completed and captured on the Higher Degrees Management System)

IMPORTANT: Please note that you cannot submit the report for the year that you were/are not registered in

If you have any concerns that you would like to discuss confidentially, please make an appointment to speak to your HoD or the Dean if necessary.

SECTION A: Student's Section

Name	
Student Number	
Student Email	
Department	
Degree	
Year of First Registration	
Supervisor Name	
Supervisor Email	

Questions relating to the research

Title of Research

Q 1: Progress: Please indicate your progress of study since you last completed this form (or since you registered if this is your first year of registration). List achievements, deliverables/work that needs to be done, and any general comments.

Progress Area	Description
Achievements	
Future Deliverables	
General Comments/Challenges	
Participation in Training sessions	

Q 2: Are you satisfied with your progress?

Initial Student	
Initial Supervisor	

Q3 Did you accomplish the plans shown in Part 7 above? Yes/No;

Please give detailed reason/s for your answer.....

.....

Q4 What were the mitigations to challenges if any

.....

Q5 For students who are writing a proposal, which is the last committee that have approved your proposal (Dept/FB/HDC/UZREC/ NONE)

 (Specify the date of the Committee meeting indicated above
 _____)

Student Signature and Date (Date of the progress Report Submission

Signature: _____ Date: _____

SECTION B: Supervisor's section of Progress Report

Please report on if annual targets have been met and where they were not met give details of the cause and mitigations thereof

Signature(s) and Date:

Principal Supervisor: _____ Date: _____

Co-Supervisor: _____ Date: _____

Initial Student	
Initial Supervisor	

SECTION C: Faculty Approval of the Report_____
Head of Department_____
Date_____
Dean_____
Date**Responsibilities of the Department**

The Department will meet twice a year to discuss (each student) if action items/deliverables in the work plan have been achieved or not and to consolidate and make recommendations. The reports should be submitted to Faculty Board and to Higher Degrees Committee.

MOU DECLARATION

Signed at _____ on _____ (date)

Student_____
Date_____
Principal Supervisor_____
Date_____
Co-Supervisor_____
Date

Initial Student	
Initial Supervisor	