

UNIVERSITY OF ZULULAND

**MEMORANDUM OF UNDERSTANDING (MoU)**

Relating to

**POSTGRADUATE SUPERVISION**

In respect of a thesis entitled

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Between

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student 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 \_\_\_\_\_\_\_\_\_\_\_ will serve as Principal Supervisor and that 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 University rule and/or policy. Rather, this document constitutes a personal acknowledgement that each of the Parties is a significant stakeholder in 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. To lay the foundation for effective supervision and a good working relationship.
   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.
   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**
   1. I accept that I must comply with the University’s rules, regulations and policies.
   2. I accept that I am primarily responsible for:
      1. Obtaining funding for my fees and my research,
      2. Making progress with my research and meeting all deadlines,
      3. The validity and quality of my work,
      4. Meeting the required ethical standards,

and that the role of my supervisor(s) is primarily to assist and guide me in these matters.

* 1. I will discuss with my supervisor(s) the type of supervision guidance and feedback that I can expect from them.
  2. I will maintain regular contact with my supervisor(s), as per agreed schedules.
  3. I will to the best of my ability adhere to the work schedules that I have agreed to with my supervisor(s) and will raise problems and difficulties as soon as they arise so as to deal with them timeously.
  4. I will 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.
  5. I will publish my research in accredited journals.

1. **THE SUPERVISORS’ GENERAL UNDERTAKINGS**
   1. We accept the responsibility of supervising and guiding the Student in the course of the postgraduate research.
   2. We declare that we have appropriate expertise to supervise the Student and in those instances where we do not have such expertise, we will obtain assistance from appropriate persons.
   3. We declare that we are able to adapt our normal workloads and set aside sufficient time to supervise the Student and that we will advise the Student of any extended periods of absence from the University and make appropriate alternative supervision arrangements, if necessary.
   4. We will provide a collaborative and developmental research environment and encourage open communication.
   5. We recognise the unequal power relationships inherent in the supervisory relationship, particularly in respect of status, age, knowledge, experience, gender and culture, amongst others, and commit ourselves to appropriate ethical behaviour that respects diversity and differences, and especially the dignity and personal space of all persons associated with the research.
   6. We will give our supervision duties sufficient attention and will maintain regular contact with the Student.
   7. We accept that our responsibilities include providing guidance in respect of:
      1. The nature of research
      2. University polices
      3. Planning the research programme
      4. Obtaining funds
      5. Preparing a Research Proposal
      6. Requisite skills and techniques
      7. Literature and sources
      8. Expected standards
      9. Publication of the research
   8. Even though the conduct of the research is primarily the Student’s responsibility, we will monitor the Student’s progress, follow up when material deviations from work schedules occur, and advise accordingly; in particular, in instances where progress is inadequate.
   9. We will provide appropriate, constructive and timeous feedback in respect of all written work submitted to us and we will timeously advise the Student of sub-standard work and/or inappropriate referencing.
2. **JOINT UNDERTAKINGS**
   1. Annexures A and B provide further particulars and substance to some of the general clauses set out in Clauses 3 and 4 above, and therefore modify those general undertakings accordingly.
   2. We have read Annexure A and accept its contents, as modified by the specific arrangements that we have recorded in Annexure B, as part of this MoU.
   3. Annexure B details specific aspects that we have agreed to. We have read Annexure B and accept its contents as part of this MoU.
3. **RESOLVING DIFFERENCES**
   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 and in the event that the relationship is compromised, to make every effort to restore it.
   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.
   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 to conflict between the Parties without first having raised and attempted to resolve the matter at a formal meeting.
4. **REVIEWING AND MODIFYING THIS AGREEMENT**
   1. This MoU and its Annexures will be reviewed and renegotiated:
      1. Immediately prior to the submission of the Student’s Research Proposal to the Higher Degrees Committee.
      2. Annually at the beginning of each academic year.
      3. From time to time during the course of the research process, as and when the need arises.
   2. The Parties shall reduce all modifications to writing, and shall sign and retain the original MoU and all subsequent modified versions.

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Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Date