

**UNIVERSITY OF ZULULAND**  
**Research and Innovation Office**  
**Postgraduate Studies: Faculty Checklist**

<b>Check list before submitting any postgraduate proposal to the Higher Degree Committee/Ethics Committee for approval</b>		<b>Yes/No</b>	<b>Action</b>	<b>Signature</b>
1.	The candidate meets the minimum requirements as stipulated in the University/Faculty Prospectus/Calendar.		<b>HoD</b>	
2.	Student complies with the admission processes outlined in the Postgraduate Admission and Registration Policy (Letter of intent submitted)		<b>HoD</b>	
3.	The HoD, with the approval of the Department and the FHDC allocated a suitably qualified Supervisor(s)/provisional supervisor(s) to the candidate		<b>HoD</b>	
4.	A presentation/seminar of the proposal was made to members of the Department as required in the Research Proposal Guide		<b>Supervisor</b>	
5.	The applicant is a bona-fide registered student in the University in that particular year		<b>Supervisor</b>	
6.	An agreement/contract was drawn between the supervisor(s) and the student with regard to the responsibilities/expectations of both parties and was duly signed as outlined in MoA guideline.		<b>Supervisor</b>	
7.	The proposal was sent to at least two reviewers qualified in the field and comments incorporated before presentation to the panel in the Faculty.		<b>Deputy Dean</b>	
8.	The proposal indicates whether special intellectual rights will or will not emanate from this research		<b>Deputy Dean</b>	
9.	The proposal was reviewed by the Faculty Research /Higher Degrees Committee		<b>Deputy Dean</b>	
10.	The proposal was reviewed by the Faculty Research Ethics Committee		<b>Deputy Dean</b>	
11.	The proposal was approved by the Faculty Board and date noted		<b>Dean/Deputy</b>	

**RESEARCH PROPOSAL**

S Number		Student Number	
Name of Student			
e-mail		Mobile	
Degree		Course Code	
Year of first registration		Expected year of completion	
Full-time		Part-time	
Thesis/Dissertation Title			
Department			
Supervisor			
Is the candidate registered for the current year?		Yes	
		No	
Has the proposal been submitted in the format prescribed by the current proposal template on the Research and Innovation Office website?		Yes	
		No	
Has the supervision agreement between the candidate and the supervisor(s) been lodged at the Research and Innovation Office?		Yes	
		No	
<b>Note: The HDC will not consider the proposal unless the above three questions are answered in the affirmative</b>			
Did the candidate present and successfully defend the proposal before an appropriate faculty committee?		Yes	
		No	
If no, please explain why not			
General Comments			
Candidate's Signature		Date:	
Signature Supervisor		Date:	
Signature HOD		Date:	
Signature Dean/Deputy Dean		Date:	



UNIVERSITY OF ZULULAND RESEARCH ETHICS COMMITTEE (UZREC)  
ETHICAL CLEARANCE APPLICATION COVER SHEET  
(2016)

<b>Project Title</b>									
<b>Principal Researcher(s)</b>									
<b>Email Address</b>									
<b>Supervisor and Co-supervisor</b>									
<b>Department</b>									
<b>Nature of Project</b>	Honours/4 <sup>th</sup> Year		Master's Mini-dissertation		Master's Full dissertation		Doctoral	Departmental	
<b>Research involves</b>		Human Health		Animals		Human Health and Animals		Data collection from people	
Children (Non-therapeutic research)	Children (Therapeutic research)		Other vulnerable persons		Special health and safety considerations		Desktop, field work or laboratory research only		
Environmental hazards/pollution	Interference with nature		Intellectual Property (IP)		Possible conflict of interests (researcher, funder or participants)		Benefits from this research		
<b>Risk Classification</b>		Low Risk		Medium Risk		High Risk		Other	

<b>Documents submitted for ethical clearance consideration</b>	Project proposal		
	Survey instrument/Questionnaire		Translation (where appropriate)
	Open ended question sheet		Translation (where appropriate)
	Participant informed consent		Translation (where appropriate)
	Letter requesting access to sites/information/participants		Translation (where appropriate)
	Research instrument permission		Observation sheet
	Letter granting access approval		Copyright permission
	Any other documentation		

<p>Faculty REC comments:</p> <ul style="list-style-type: none"> <li>• Reasons for recommendations to UZREC</li> <li>• Why/How the benefits outweigh the risks associated with the research</li> <li>• Special conditions to be attached to the approval.</li> </ul>		
Faculty REC Chairperson's signature		Date:
Print Name		



**UNIVERSITY OF ZULULAND**

**Degree** :

**Field** :

**Research Title** :

**Faculty** :

**Student No.** :

**Supervisor** :

**BUDGET FOR CONDUCTING A RESEARCH STUDY**

<b>BUDGET ITEM</b>	<b>AMOUNT</b>
1. Transport / Travelling	
2. Meetings	
3. Laptop	
4. Stationery	
5. Camera	
6. Translation & Editing	
7. Field Assistants	
8. Voice Recorder	
<b>Total</b>	



# **UNIVERSITY OF ZULULAND**

## **MEMORANDUM OF UNDERSTANDING (MoU)**

Relating to

### **POSTGRADUATE SUPERVISION**

In respect of a thesis entitled

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Between

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Student Number:  
(the Student)

And

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(the Principal Supervisor)

And

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(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**

- 1.1 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**

- 2.1 I accept that I must comply with the University's rules, regulations and policies.
- 2.2 I accept that I am primarily responsible for:
  - 2.2.1 Obtaining funding for my fees and my research,
  - 2.2.2 Making progress with my research and meeting all deadlines,

2.2.3 The validity and quality of my work,  
2.2.4 Meeting the required ethical standards,  
and that the role of my supervisor(s) is primarily to assist and guide me in these matters.

- 2.3 I will discuss with my supervisor(s) the type of supervision guidance and feedback that I can expect from them.
- 2.4 I will maintain regular contact with my supervisor(s), as per agreed schedules.
- 2.5 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.
- 2.6 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.
- 2.7 I will publish my research in accredited journals.

### **3 THE SUPERVISORS' GENERAL UNDERTAKINGS**

- 3.1 We accept the responsibility of supervising and guiding the Student in the course of the postgraduate research.
- 3.2 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.
- 3.3 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.
- 3.4 We will provide a collaborative and developmental research environment and encourage open communication.
- 3.5 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.



- 3.6 We will give our supervision duties sufficient attention and will maintain regular contact with the Student.
- 3.7 We accept that our responsibilities include providing guidance in respect of:
- 3.7.1 The nature of research
  - 3.7.2 University policies
  - 3.7.3 Planning the research programme
  - 3.7.4 Obtaining funds
  - 3.7.5 Preparing a Research Proposal
  - 3.7.6 Requisite skills and techniques
  - 3.7.7 Literature and sources
  - 3.7.8 Expected standards
  - 3.7.9 Publication of the research
- 3.8 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.
- 3.9 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.

#### **4 JOINT UNDERTAKINGS**

- 4.1 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.
- 4.2 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.
- 4.3 Annexure B details specific aspects that we have agreed to. We have read Annexure B and accept its contents as part of this MoU.

#### **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 and in the event that 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 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 Annexures will be reviewed and renegotiated:
- 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 reduce all modifications to writing, and shall sign and retain the original MoU and all subsequent modified versions.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Supervisor

\_\_\_\_\_  
Date

**APPOINTMENT OF SUPERVISOR AND CO-SUPERVISORS**

*This template applies to requests for the appointment of supervisors for candidates registered for doctoral, Master's by dissertation and Master's by mini-dissertation. The template does not apply to the appointment of Honours supervisors.*

S Number			
<b>Name of Student</b>			
Student number			
Degree		Course Code	
Year of first registration		Expected year of completion	
Full-time		Part-time	
<b>Thesis/ Dissertation Title</b>			
Department			
<b>Supervisor</b>			
Supervisor's qualification			
Field of expertise			
Supervision experience			
Reason for appointment			
<b>Co-supervisor</b>			
Supervisor's qualification			
Field of expertise			
Supervision experience			
Reason for appointment			
<b>General Comments</b>			
<b>HOD's signature</b>		Date	
<b>Deputy Dean or Dean's signature obo Faculty</b>		Date	



FACULTY OF ARTS

DEPARTMENTAL PRESENTATION

DATE:				
DEPARTMENT				
<b>PHD APPLICANT</b>				
<b>FIRST NAME(S)</b>	<b>SURNAME</b>	<b>STUDENT NUMBER/ID NO.</b>	<b>DATE OF PRESENTATION</b>	<b>SIGNATURE</b>
<b>PROPOSED RESEARCH TOPIC</b>				
<b>MEMBERS OF THE PANEL</b>				
<b>DESIGNATION</b>	<b>FIRST NAME(S)</b>	<b>SURNAME</b>	<b>DECISION (Yes/No)</b>	<b>SIGNATURE</b>

Panel Recommendation: \_\_\_\_\_

Appointed Supervisor(s): \_\_\_\_\_

**HOD:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Research Committee Rep.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_