

Memorandum of Agreement for Academic Supervision of Postgraduate Students

Name of student:

Student number:

Degree:

Department:

School:

Faculty:

This document should be read in conjunction with the following University of Pretoria documents:

1. the University of Pretoria General Rules and Regulations applicable to postgraduate study
2. the University Code of Ethics for Research,
3. the University Plagiarism Policy,
4. the Policy for the Preservation and Retention of Research Data,
5. the Intellectual Property Policy,
6. the Guidelines for Postgraduate Supervision and
7. the Declaration of Originality form.

Please note: Clear mediation mechanisms are available to deal with any grievances, personal problems or disagreements that may arise between a postgraduate candidate and the Supervisor. The [Escalation policy](#) can be obtained from the Policy section of the UP Public Web.

Memorandum of Agreement between Postgraduate Student and Supervisor

THE STUDENT

(name)

accepts and undertakes the following roles and responsibilities:

1. Abiding by the relevant rules and regulations of the University.
2. Working independently under the guidance of the supervisor, and ensuring that she or he stays abreast of the latest developments in the field of study.
3. If applicable, register, attend classes and pass (if required) prescribed modules for non-degree purposes to build knowledge and research skills in specific areas.
4. Agreeing with the Supervisor, and abiding by, a time schedule which outlines the expected completion dates of various stages of the research work (See Supervisor section, #4 below).
5. Attending pre-scheduled meetings with the Supervisor and being adequately prepared for these consultation sessions (See Supervisor section, #5 below).
6. Submitting written work at times agreed upon by the student and the Supervisor.
7. Taking account of the feedback provided by the Supervisor before subsequent submission of written work.

Initial - Student	
Initial - Supervisor	

8. Undertaking to submit the dissertation or thesis within the prescribed time for the completion of the degree unless exceptional circumstances arise, and to plan accordingly.
9. Accepting responsibility for the overall coherent structure of the final dissertation or thesis and, as far as possible, submitting written work that is free of spelling mistakes, grammatical errors and incorrect punctuation.
10. Undertaking to submit draft papers for publication, considering advice provided by the Supervisor.
11. Informing the Supervisor of any absence or circumstances that may affect the research progress and timeline.

THE SUPERVISOR

(name)

accepts and undertakes the following roles and responsibilities:

1. Abiding by the relevant rules and regulations of the University.
2. Assisting the student in building knowledge and research skills in the specific area of postgraduate study and relevant to the level of the degree.
3. If applicable, prescribe modules for non-degree purposes, for which the student must register, attend classes and pass (if required) to build knowledge and research skills in specific areas.
4. Ensuring that the proposed research project is feasible, of an appropriate level for the degree under consideration, and that the necessary resources and facilities will be available to enable the student to complete the research timeously.
5. Providing information on the conditions to be met to achieve satisfactory progress/performance and assisting with the construction of a written time schedule which outlines the expected completion dates of various stages of the research work.
6. Being accessible to the student by attending meetings in line with a schedule agreed upon in advance by the Supervisor and the student and being prepared for the meetings.
7. Implementing an arrangement for student supervision in cases where the Supervisor is away from the University e.g. sick leave, sabbatical leave, or leaves the employ of the University, and communicating these arrangements to the student timeously.
8. Accepting submission of written work at intervals agreed on by the student and Supervisor, providing constructive comment and criticism within a time frame jointly agreed on at the start of the research, and informing the student, in writing, of any inadequacy relating to progress or work, in relation to the expectations previously agreed on by the student and Supervisor.
9. Assisting the student with the production of the dissertation or thesis, providing guidance on technical aspects of writing including discipline-specific requirements.
10. Assisting with the publication of research articles as appropriate and agreeing the ownership of research results in accordance with the University's policy on intellectual property.
11. Contributing to the student's academic development by introducing her or him to relevant academic and professional networks through conferences, seminars and other events where possible.

THE STUDENT and THE SUPERVISOR

- confirm that we have read and understood the Memorandum of Agreement, and
- agree to accept its content for the duration of the period of study in respect of the degree as specified on page four.

Details of student			
Surname and initials:		Student number:	
Department:		Mobile number:	
Email address:			
Degree:		Focus area:	
Year of commencement:		Anticipated date of completion:	
Proposed title (Take special care with the grammatical correctness of the title, e.g. the use of capital letters.) Any amendment to this title must be re-submitted to the committee for approval.			
Supervisor:		Co-supervisor:	
Department:		Department:	
Contact number		Contact number	
Email address:		Email address:	

Student's signature:

Signed at: on (date)

Supervisor's signature:

Signed at: on (date)

Date forwarded to the Head of Department:

HOD's signature:

Signed at: on (date)

[Student hands in document to Head: EBIT Postgraduate Studies. Student, Supervisor(s) & HOD should keep copy for themselves.]

RECORD OF PREREQUISITE MODULES FOR NON-DEGREE PURPOSES

(to be completed at the time when the Agreement is signed
and table to be customised and agreed between Candidate and Supervisor)

Module Code	Module Description	Pass requirements - Stipulate (e.g. Register and attend classes OR register, attend and pass the module)

RECORD OF AGREEMENT ON DATES OF MEETINGS, MILESTONES AND DEADLINES

(to be completed at the time when the Agreement is signed
and table to be customised and agreed between Candidate and Supervisor)

Date of assignment of Supervisor(s):		Date of signing of MoA:	
Planned milestones:			Date: (anticipated dates)
Title and topic agreed by ...			
Proposal completed and handed in to Supervisor by ...			
Ethics approval achieved by ... (can only be done after proposal approval)			
Research/data gathering completed by ...			
Start writing of thesis/dissertation by ...			
Completion and submission of first draft by ...			
Planned submission of examination copy of thesis/dissertation by ...			
Graduation date ...			
Last date for submission to graduate at (above-mentioned graduation) by ...			
Meeting schedule: (At least once every three months)			

Other milestones or scheduled events: (Monthly email contact)			
Other milestones or scheduled events: (e.g. Attend workshops, seminars or conferences)			