

Annexure F



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
Faculty of Law

**Memorandum of Agreement (MOA)
for Academic Supervision of Postgraduate Students**

Name of student:

Student number:

Registered for the LLM/MPHIL (Coursework) in:

Student's e-mail address:

Student's cell phone no.:

Name of supervisor: Supervisor personnel number:

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

*the **University of Pretoria General Regulations** applicable to postgraduate study
<https://www.up.ac.za/yearbooks/2021/rules>*

*the **University Code of Ethics for Research**
<https://www.up.ac.za/healthethics/article/54224/up-code-of-ethics-for-research>*

*the **University Plagiarism Policy**
https://www.up.ac.za/media/shared/1/ZP_Files/s5106-19-plagiarism-prevention-policy.zp181077.pdf*

*the **Policy for the Preservation and Retention of Research Data**
https://www.up.ac.za/media/shared/Legacy/sitefiles/file/49/preservation_and_retention_of_research_data.pdf*

*the **Intellectual Property Policy**
https://www.up.ac.za/media/shared/538/ZP_Files/up-ip-policynipmo.zp68489.pdf*

*the **Guidelines for Postgraduate Supervision** and the declaration of originality
https://www.up.ac.za/media/shared/Legacy/HS%20Res%20Office/guidelines_pg-students-supervision.zp37754.pdf*

Clear mediation mechanisms are available to deal with any grievances, personal problems or disagreements that may arise between a postgraduate candidate and the supervisor.

*(Refer to the General Regulations and Information of the University of Pretoria pertaining to the **Student Communication Channel**, Section B.15).*

THE STUDENT

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. 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).
4. Attending pre-scheduled meetings with the supervisor, and being adequately prepared for these consultation sessions (See Supervisor section, #5 below).

<i>Initial – Student</i>	
<i>Initial – Supervisor</i>	

5. Submitting written work at times agreed upon by the student and the supervisor.
6. Taking account of the feedback provided by the supervisor before subsequent submission of written work.
7. 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.
8. 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.
9. Undertaking to submit draft papers for publication, considering advice provided by the supervisor where relevant.
10. Informing the supervisor of any absence or circumstances that may affect the research progress and time line.

THE SUPERVISOR

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. 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.
4. Providing information on the conditions to be met in order 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.
5. 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.
6. 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.
7. 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.
8. Assisting the student with the production of the dissertation or thesis, providing guidance on technical aspects of writing including discipline-specific requirements.
9. 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 where relevant.
10. 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 where relevant and practically possible.

THE STUDENT and THE SUPERVISOR:

1. confirm that we have read and understood this Memorandum of Agreement and
2. agree to accept its content for the duration of the period of study in respect of the degree as specified below.

RECORD OF AGREEMENT ON PLACES AND DATES OF MEETINGS,

MILESTONES AND DEADLINES

(to be completed at the time when the Agreement is signed)

**** Responsibility of the student prior to finalization of milestones and deadlines: It is the responsibility of the student to contact Law Admin and determine the following dates:**

Initial – Student	
Initial – Supervisor	

1. Final date for submission of research for examination purposes.
2. Make sure of all administrative and financial requirements from UP Law Admin for particular degree. (The supervisor will not be responsible for the fulfilment of any financial or administrative requirements that is the responsibility of the student.)
3. Allow 30 days for final editing of research prior to final submission.
4. Allow 15 working days for final review of research by supervisor prior to final submission. (** More time should be allowed if the student did not periodically submit chapters as per agreed timeline and this may affect final submission).
5. Student must ensure that all plagiarism and declaration of originality forms have been signed upon final submission for examination purposes.
6. Student must ensure that correct title page is completed and included.
7. ** Upon signature of this agreement the student is liable under and confirms the content of the UP-Plagiarism Policy in particular and all other policy documents as referred to in this agreement.
8. The supervisor retains the right to object to final submission of the research if the supervisor is of the opinion that the research does not comply with the standards for postgraduate research and that the student runs the risk of not obtaining a passing mark for the research. This includes when the "intention to submit"-form is to be submitted.
9. It is the responsibility of the supervisor to inform the student of any of the risks in 8. Above at the earliest possible time.

The following dates may be amended as per agreement between the student and supervisor.

Form or chapter to be submitted	Date of submission	To Supervisor or Law Admin
1. Completion of "Supervisor and title"-form by student and supervisor. <ul style="list-style-type: none"> • Will only be finalized once it is determined that the title, topic and research aim: <ul style="list-style-type: none"> ○ falls under the area of specialization of the supervisor; and ○ is appropriate for postgraduate research including the minimum length; and ○ falls within the modules the student is registered for if an LLM-Coursework degree is relevant. 		<ul style="list-style-type: none"> • Completion and signature by student and supervisor after consultation and finalization as per 1. • Supervisor will send to HOD for signature. • Duly signed form sent to Law Admin to serve at PGC (Post-graduate Committee) for approval.
2. Submission of draft research proposal <ul style="list-style-type: none"> • Draft research proposal must include at least the following headings and parts: <ul style="list-style-type: none"> ○ Title page ○ Signed declaration of originality and plagiarism form ○ Headings: <ul style="list-style-type: none"> ○ Introduction/Background ○ Research aim and research questions ○ Assumptions ○ Research Methodology ○ Brief outline of chapter headings and proposed content. ○ Delineations and limitations where relevant. ○ Preliminary bibliography of sources. 		<ul style="list-style-type: none"> • Submission of drafts to supervisor.
3. Approval of research proposal-form <ul style="list-style-type: none"> • Only once supervisor is satisfied with final research proposal to allow for focused research and smooth writing process by the student. • The Introductory chapter of the research is a re-worked version of the research proposal. 		<ul style="list-style-type: none"> • Form to be completed and signed by both student and supervisor. • Supervisor will send to HOD for signature. • Duly signed form and final research proposal sent to Law Admin to serve at PGC for approval.
4. Submission of chapters <ul style="list-style-type: none"> • Will depend on the amount of chapters. Must work back from date of final submission to allow for the writing of the chapter and enough time for feedback from supervisor and subsequent amendments by the student. • NB: Finalisation of Introductory chapter and conclusion chapter usually done last. 		<ul style="list-style-type: none"> • To the supervisor

Initial – Student	
Initial – Supervisor	

<p>5. Submission of "Intention to submit"-form</p> <ul style="list-style-type: none"> • Student must have completed at least 70% of the research (chapters) to the satisfaction of the supervisor before this can be considered. • Must be submitted preferably 2-3 months prior to final submission to allow enough time to appoint examiners. (Dependent on the type of postgraduate research). 		<ul style="list-style-type: none"> • Form to be completed and signed by both student and supervisor. • Supervisor will send to HOD for signature. • Duly signed form and prescribed documents sent to Law Admin to serve at PGC for approval.
<p>6. Final submission of research for examination together with all compulsory forms and additional documentation</p>		<ul style="list-style-type: none"> • Form to be completed and signed by both student and supervisor. • Supervisor will send to HOD for signature. • Duly signed form and prescribed documents sent to Law Admin to distribute for examination. • ** Note: depending on the time of year and the circumstances of the examiner/s involved, examination and feedback usually take up 8-10 weeks.

University of Pretoria Plagiarism policy agreement

The University of Pretoria places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation.

While academic staff teaches you about referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are at any stage uncertain as to what is required, you should speak to your lecturer before any written work is submitted.

You are guilty of plagiarism if you copy something from another author's work (eg a book, an article or a website) without acknowledging the source and pass it off as your own. In effect, you are stealing something that belongs to someone else. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work in a slightly altered form (paraphrase) or use a line of argument without acknowledging it. You are not allowed to use work previously produced by another student. You are also not allowed to let anybody copy your work with the intention of passing it off as his/her work.

Students who commit plagiarism will not be given any credit for plagiarised work. The matter may also be referred to the Disciplinary Committee (Students) for a ruling. Plagiarism is regarded as a serious contravention of the University's rules and can lead to expulsion from the University.

The declaration which follows must accompany all written work submitted while you are a student of the University of Pretoria. No written work will be accepted unless the declaration has been completed and attached.

Declaration

1. I understand what plagiarism is and am aware of the University's policy in this regard.

This document must be signed and submitted to the Head: Student Administration within two months of registering for the research component of the programme.

Signed at on (date)

Student's signature: Supervisor's signature:

<i>Initial – Student</i>	
<i>Initial – Supervisor</i>	