UNIVERSITY OF PRETORIA

Memorandum of Agreement

for Academic Supervision of Postgraduate Students

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*

*the **University Code of Ethics for Research**,*

*the **University Plagiarism Policy**,*

*the **Policy for the Preservation and Retention of Research Data**,*

*the **Intellectual Property Policy**,*

*the **Guidelines for Postgraduate Supervision***

*the **Research Data Management Policy**, and*

*the **Declaration of Originality form**.*

These documents are all available on the university of Pretoria web site (https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents) and on request from the Registrar's Division.

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).*

Name of student:
....

Student number:
....

Degree:
....

Department:
....

School:
....

Faculty:
....

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Student Initials	
Supervisor Initials	

Memorandum of Agreement between Postgraduate Student and Supervisor

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, #5below).
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, taking into account advice provided by the supervisor.
10. Informing the supervisor of any absence or circumstances that may affect the research progress and time line.
11. Ensuring that Graduate Research Management (GRM) system milestones are achieved within the stipulated time frames
12. Obtaining approval in writing for leave of absence from the Dean, as stipulated in the General Rules of the University of Pretoria.

Student Initials	
Supervisor Initials	

The Supervisor

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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. Ensuring that ethical approval is obtained before research project can be conducted.
5. 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.
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.
12. Updating the GRM system with respect to achieved milestones.
13. Abiding by the Research Data Management Policy of the University of Pretoria

THE STUDENT and THE SUPERVISOR:

1. confirm that they 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.

Student Initials	
Supervisor Initials	

Name of student: ....

Student number: ....

Degree: ....

Department: ....

School: ....

Faculty: ....

....

....

Signed at .... on ....

Student signature: ....

Name of supervisor: ....

Supervisor signature: ....

Name of co-supervisor: ....

Co-supervisor signature: ....

Provisional date for dissertation/thesis submission: ....

Signature Head of Department: ....

Date: ....

Signature Deputy Dean: ....

Date: ....

Student Initials	
Supervisor Initials	