**

 **FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

**MEMORANDUM OF UNDERSTANDING**

**ACADEMIC SUPERVISION**

**REGISTERED POSTGRADUATE STUDENTS**

The role and responsibilities of both a candidate and a supervisor

**CANDIDATE INFORMATION**

STUDENT NUMBER:…………………………………………………………...............................................

NAME OF CANDIDATE:………………………………………………………..............................................

CELLPHONE NUMBER:……………………………………………………….............................................

EMAIL ADDRESS:………………………………………………………………...........................................

PROGRAMME FOR WHICH CANDIDATE IS REGISTERED:

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**SUPERVISOR INFORMATION**

NAME OF SUPERVISOR: ……………………………………………...…………........................................

EMAIL ADDRESS: ..………………………………………………………..………........................................

DEPARTMENT:.……………………………………………………………....…….........................................

CO-SUPERVISOR INFORMATION (if applicable)

NAME OF CO-SUPERVISOR: ……………………………………………………........................................

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EMAIL ADDRESS: ..………………………………………………………………….......................................

UNIVERSITY: …………………………………………………………………….…........................................

DEPARTMENT: .……………………………………………………………………..

DATE OF REGISTRATION OF THE RESEARCH COMPONENT OF THE PROGRAMME:

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This document must be signed by both the candidate and the supervisor and be submitted to the office of the Head: Student Administration within two months after the date of registration for the research component of the programme.

1 Acknowledgement: Documents from the faculties of Natural and Agricultural Sciences and Economic and Management Sciences, as well as a document from the University of Cape Town were used in compiling this

document.

ADMINISTRATIVE MATTERS

Candidate supplied with the Code of Research Ethics of the University of Pretoria and agrees to abide by this code.

The Code of Research Ethics is available at www.up.ac.za/intranet/registrar/index.html#R.

*Go to Research Ethics* and then to *Code of conduct for responsible research practices*.

Please attach the letter of the Research Ethics Committee to this document if applicable.

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| **YES** |  | **NO** |  | **SIGNATURE** |  |

Candidate supplied with the Plagiarism Policy of the University of Pretoria and agrees to abide by this policy. The Plagiarism Policy Agreement is attached to this document and must be signed and submitted with this document to the office of the Head: Student Administration within two months after registering for the research component of the programme. Also attached to this document is the Declaration of Originality which must be submitted with every essay, report, project, assignment, dissertation and/or thesis.

The Plagiarism Policy is available at: www.up.ac.za/intranet/registrar/index.html#R. Go to *Plagiarism*.

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| **YES** |  | **NO** |  | **SIGNATURE** |  |

Candidate supplied with the contact details of the Library’s relevant information specialist.

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| **YES** |  | **NO** |  | **INFORMATION SPECIALIST** |  |

Candidate referred to General Regulations G.16 to G.61 of the University of Pretoria pertaining to

postgraduate matters and agrees to abide by these regulations.

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| **YES** |  | **NO** |  | **SIGNATURE** |  |

Specific regulations that must be noted:

G.61.

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Any other administrative matters:

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EXPECTATIONS

Supervisor's expectations:

1 Regular scheduled meetings (at least once every three months) punctually attended by the candidate. Meetings to be scheduled in advance by the candidate. More frequent meetings may be arranged.

2 Candidate to make contact via email (at least once a month).

3 Candidate to provide an indication of the time to be spent on each phase of the research project (time chart). The project should be completed as soon as possible within the minimum time period as allowed by the University. The University’s General Regulations regarding the renewal of registration per degree should be consulted in this regard. The time chart could be drawn up with reference to the following:

• literature review (critical evaluation of existing knowledge)

• drafting of the research proposal (what the research is intended to accomplish, including a protocol on how the research will be undertaken, ie research design and methods)

The suggested outline for a research proposal is as follows:

Title/Area

Abstract

Introduction/Background

Research problem

Research objective(s)

Conceptual framework

Previous work – comprehensive and critical appraisal of literature

Proposal of new model/technique/idea/approach

Suitability of the approach for the level

Hypothesis and anticipated results

Milestones and timelines for completion

Conclusion

References

 • the actual research, and

 • recording research findings.

4 Quarterly written reports from the candidate on his/her progress in terms of the indicated time

frame/time chart.

5 Candidate to ensure that all submitted work is written in an acceptable standard of English or Afrikaans. It is not the supervisor’s duty to do “rough editing” and (s)he will merely concentrate on contents and structure.

6 Any revisions suggested by the supervisor to be resubmitted by the candidate within one calendar month (along with the copy of the previous manuscript where comments were made by the supervisor).

7 Any class, workshop or course that the candidate must attend as a prerequisite:

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8 Candidate has to demonstrate his/her research competence in order to be awarded a degree.

9 Other expectations:

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10 Comments by candidate on the abovementioned:

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Candidate's expectations:

1 Supervisor to be easily accessible.

2 Clear mediation mechanisms (refer to the General Regulations and Information of the University of Pretoria pertaining to the Student Communication Channel, Section B.15.) to deal with any grievances, personal problems or disagreements that may arise between the candidate and the supervisor.

3 All work submitted to the supervisor to be returned within a reasonable time (maximum turnover of one month), accompanied by written comments on the manuscript as well as separate general comments.

4 Other expectations:

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5 Comments by supervisor on the abovementioned:

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Supervisor's plans and commitments:

1 The supervisor must set out, where applicable, his/her plans for providing supervision in terms of the time chart. The supervisor must indicate any expected absence, such as leave/sabbaticals (providing alternative arrangements for supervision if away for more than two months in any one year).

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**Supervision arrangements:**

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**Candidate's plans and commitments:**

1 The candidate must indicate any matter(s) that may have an impact on the time chart he/she

provided (eg work pressure).

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**Candidate’s undertakings:**

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INTELLECTUAL PROPERTY ISSUES

(Refer to the General Regulations and Information of the University, Regulation G.57.6)

Authorship: Authorship should be discussed and agreed upon by all parties concerned. Any additional

remarks regarding authorship must be noted by the supervisor\*:

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The intellectual property rights of the outcome of the research will be determined by the agreement that the candidate has with the University of Pretoria and which is in line with the policy of the University of Pretoria.

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\*in the case that the candidate is employed by an institution other than the University of Pretoria an

agreement as to which address is used on the publication needs to be signed. If such an agreement does not exist, the candidate must publish under the name of the University of Pretoria in line with the General Regulations of the University of Pretoria.

TERMINATION OF REGISTRATION

Should a candidate fail to maintain satisfactory academic progress at any phase of his/her period of study, the supervisor may, after consultation with the candidate, send the candidate a warning letter indicating the seriousness of the matter. This letter should also include written instructions on the conditions that need to be met in order to achieve/accomplish satisfactory progress/performance. The candidate will then be placed on probation and be monitored for a period of three months. Should the candidate fail to rectify his/her progress and/or improve his/her performance, he or she will have his/her registration terminated by the Dean on the recommendation of the Postgraduate Committee (General Regulation G.4).

A candidate can appeal the decision to terminate his/her registration. An Appeals Committee would be formed consisting of the Vice-Principal responsible for Research and Postgraduate Studies and two members of the Senate Committee for Research. The two members of the Senate Committee for Research are appointed by the Vice-Principal. The candidate must state his/her case in writing and a written response should be solicited from the supervisor. The Appeals Committee will base its judgement on the written submissions. The decision of the Appeals Committee is final.

**Candidate’s comments:**

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**SIGNATURE OF THE CANDIDATE**

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| --- | --- | --- |
| **Name** | **Signed** | **Date** |
|  |  |  |

**SIGNATURE OF THE SUPERVISOR**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signed** | **Date** |
|  |  |  |

**COMMENTS BY THE HOD**

I have reviewed this completed Memorandum of Understanding and I am satisfied that it reflects the shared understanding of the supervisor and the candidate and that the Department is able to meet the obligations to the candidate set out in this Memorandum of Understanding:

|  |  |  |
| --- | --- | --- |
| **Name** | **Signed** | **Date** |
|  |  |  |

**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 if 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.

Full names of candidate:

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Student number: ...........…………………………………………………………………………………………

Date:………………………………………………………………………………………………………………..

**Declaration**

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

SIGNATURE OF CANDIDATE: ......………………………………………………………………………….

SIGNATURE OF SUPERVISOR: .. ……………………………………………………………………………

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

**UNIVERSITY OF PRETORIA**

**DECLARATION OF ORIGINALITY**

**This document must be signed and submitted with every**

**essay, report, project, assignment, mini-dissertation, dissertation and/or thesis**

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Full names of student:

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Student number: …………………………………………………………………………………..................

Declaration

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

2. I declare that this ……………………………………… (eg essay, report, project, assignment, mini-dissertation, dissertation, thesis, etc) is my own original work. Where other people’s work has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with departmental requirements.

3. I have not used work previously produced by another student or any other person to hand in as my own.

4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

SIGNATURE OF STUDENT:....……………………………………………………………………………......

SIGNATURE OF SUPERVISOR:………………......…………………………………………………………..