

Supervisor/Student Memorandum of Understanding

STUDENT INFORMATION

NAME OF STUDENT Tafadzwa Precious Mabate

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DEGREE COURSE PhD in Chemistry

SUPERVISOR INFORMATION

NAME OF SUPERVISOR Prof Reinout Meijboom

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The signatures below serve to confirm that all parties agree to the role and responsibilities as set out in this Memorandum of Understanding:

	SIGNATURE	DATE
STUDENT		30/01/2024
SUPERVISOR		01.02.2024

Managing the project

1. Meetings and communication:

How many scheduled meetings are we aiming for per academic year?

We meet at twice every month.

Duration of scheduled meetings (approx.)

At least 30 minutes for the monthly meetings.

Who has the responsibility for scheduling meetings and how far in advance should these be scheduled?

Meetings are scheduled by both the student and supervisor at least one day before.

In addition to scheduled meeting, how often can we expect to see each other, what are our thoughts and expectations about ad hoc discussions?

The supervisor has an open door policy. Therefore, the student is allowed to come and see the supervisor at any time when the need arises.

Other issues regarding contact (e.g., after hours, mobile phone, home telephone)

Emails are the primary means of communication. However, phone calls and WhatsApp may be used if there is a need for immediate responses.

2. Timelines and progress reports:

Expectations regarding a project plan or timeline

A work programme must be compiled by the student, in collaboration with the supervisor, this programme must include:

- Submission deadline for the project proposal
- Submission deadline for progress reports
- Indication of the time allocated for each research project phase
- Absence duration (study leave, university vacations, etc.)
- Disclosure of any factors affecting the provided time chart

Expectations regarding progress reports

The project should be completed as soon as possible within the time period as allowed by the University. However, in cases where the deadline couldn't be reached, a 6-12 month extension should be considered.

Expectations regarding submission and examination

- Submission of necessary documents as the project approaches completion is required for graduation.
- The supervisor anticipates reviewing the final product one month prior to submission.
- Submission for examination requires supervisor agreement; the student cannot proceed without it.
- Direct communication with examiners is not allowed for the student.

3. Submission of work to supervisor, feedback and revision

Expectations regarding written submission of chapters and drafts

- Student will ensure that all written work is submitted according to the agreed deadlines.
- Submissions must happen via email
- While the focus, especially initially, should be on developing content and argument, there is an expectation that it should be written in an acceptable standard of English
- Towards the end of the project, and in particular the final draft, the work should be free of language-, typing- and layout errors
- It is the student's responsibility to have final drafts and final submission proofread, technically edited and where necessary, to arrange for professional copy editing of the final submission
- Written work will be submitted in English

Nature of the feedback

- The supervisor will provide feedback on an electronic copy of the submission using track changes.

- Feedback will encompass content, argument, and structure, utilizing highlighted areas of the submission text as illustrative examples.
- Comments made by the supervisor will be in English.

Agreed feedback response rate by all parties.

- The supervisor aims to return all chapter draft submissions with comments
- The supervisor aims to return the final draft of the full thesis with comments within a set period
- The student will resubmit revisions of chapter only after receiving comments from the supervisor and aims to resubmit within one month of receiving comments.
- The student will submit the previous version with supervisor's comments together with the new version with changes.
- The supervisor again aims to review second and further submissions

4. Expected Outputs

What are the expected outputs the student needs to deliver through the course of his or her candidature and thereafter?

- The student is expected to write at least 2 journal articles and submit for publication to a peer reviewed journal during the course of her candidature.
- The student is expected to present their work at an international/local academic conference during the course / after completion of her candidature

5. Expectations around intellectual property

What are the expectations regarding authorship?

- Both the student and supervisor will acquaint themselves with the conventions regarding authorship relevant to the specific discipline.
- The student will be first author of any papers written if main contribution from article/paper is theirs.
- Supervisor and or co-supervisor will be first and second co-authors depending on relevant contribution

6. Expectations regarding funding

Who will cover the costs related to studies and research? Indicate any scholarships and bursaries with timeframes, and how this might affect studies and research. Indicate any obligations or responsibilities in terms of scholarships and bursaries should these not be

- Registration costs – the NRF will cover the costs
- Living and Accommodation Costs – the student has arranged for funding (NRF) to cover living and accommodation.
- The bursary is awarded subject to the following terms: academic progress by the bursary-holder will be submitted twice a year
- The bursary will be paid once-off into the student account
- Research consumables and materials – the supervisor is responsible for buying the consumables needed

7. Principles of student-supervisor relationship

What are the responsibilities of the student and expectations by supervisor of the student?

- The student is responsible for the following responsibilities and where appropriate to consult with her supervisor in order to give effect to these responsibilities; conversely, the supervisor may legitimately expect the student to exercise these responsibilities diligently at all times
- plan and implement the agreed research project
- successfully complete all the academic outputs of the study programme
- Identify, find, access and study literature relevant to the project
- write the research proposal in the time stipulated
- prepare all documents required for obtaining ethics clearance, if applicable
- assist in a reasonable manner in the drafting of funding applications
- plan suitable and realistic work schedules
- engage in any required fieldwork or data gathering, laboratory experimentation, data processing and statistical analyses
- have regular meetings with the supervisor and inform him in time if any administrative or academic difficulties should be experienced in the study programme in order that the supervisor may advise in respect of timely corrective action
- participate in relevant research projects as determined by the supervisor, including attending and presenting at symposia, seminars and conferences
- ensure compliance with the University Plagiarism Policy in all written and oral presentations of research output
- in the case of research doctoral students, produce at least one manuscript of a research paper in a format that is ready for submission (accepted or published) at an accredited research journal by the time the Faculty Assessment Committee considers the assessment results

- In the case of a thesis by publication prepare the requisite number of papers during the course of the study
- adhere at all times to all general academic ethics with regard to academic integrity and plagiarism, and ethics requirements relating to the research work, and remain in good standing with the University code of conduct
- renew her annual registration with the University of Johannesburg at the stipulated times
- Write and proofread her thesis, including, but not limited to, obtaining professional assistance with the linguistic editing and scientific writing
- attend to any amendments or revisions of the thesis required by the supervisors, internal and external assessors, and be responsible for the production of the final bound hard and electronic copies

What are the responsibilities of the supervisor and expectations by the student of the supervisor?

- The supervisor is responsible for exercising the following responsibilities; conversely, the student may throughout the duration of the study expect the supervisor to exercise these responsibilities
- clarify the respective roles of the supervisor and co-supervisor(s) (if appointed), and communicate these clearly to the student
- administer and manage matters associated with the student's studies according to the regulations of the University of Johannesburg
- cooperate with the Head of Department and/or Executive Dean of the faculty and/or other responsible University official, to ensure as far as reasonably possible that the student is provided with the basic infrastructure and necessary resources to undertake and complete the research
- cooperate with the Head of Department and/or Executive Dean, to assist with the student's attendance and participation at symposia, colloquia seminars, etc
- ensure that the Faculty Officer and relevant committees are furnished with all relevant documentation when required
- provide academic guidance to the student to ensure the development of research skills, and mastery of the research discipline and the field of specialisation, and that this is demonstrated by the thesis
- facilitate the student's access to necessary research resources, such as the library, laboratories and equipment, or access to chemicals and consumables, while not diminishing the student's duty to take responsibility for her own research, including purchasing items that may be required to complete the production of the thesis
- meet with the student regularly to provide guidance, monitor progress and agreed upon timeframes, and recommend corrective measures if necessary
- keep a written record of progress and output
- Prepare and provide progress reports, jointly by Supervisor and Student as may be required, to the Faculty and its research or postgraduate study structures, or by external agencies such as the National Research Foundation

- liaise regularly with each other in order to clarify on an ongoing basis roles and responsibilities in regard to academic supervision
- adhere at all times to all general academic ethics with regard to academic integrity and ethics requirements of research work
- encourage and facilitate the student to seek external financial support for her studies.
- ensure that the student complies with the University Plagiarism Policy in all written and oral presentations of research output

8. Dispute resolution (According to Academic Regulations)

How are disputes between the student and supervisor supposed to be handled?

- In the event of a disagreement between a student and any supervisor, both parties are initially expected to resolve the disagreement amicably and on their own. By mutual consent, the parties may request the intervention of a facilitator to assist in finding a resolution to the disagreement
- If all bona fide attempts to resolve a disagreement without the formal involvement of third parties with decision-making authority have failed, the parties are expected to alert the head of the respective academic department jointly or separately to the dispute, who will then be expected to mediate a resolution of the disagreement if possible. Where a resolution cannot be achieved with the involvement of the head of department (HoD), the HoD decides whether the matter should be referred to the Executive Dean of the faculty or a relevant higher authority in the University
- If either party believes the HoD to be compromised in his/her attempts to mediate a solution, that party retains the right to appeal directly to the Executive dean, who will decide whether the appeal has merit, and will accordingly decide to either refer the matter back to the HoD, seek a resolution him/herself, or refer the matter to an appropriate academic ethics committee within the University

9. What academic support activities are to be undertaken by the student in the reporting year?

- The student has been mentoring and teaching other postgraduate students on how to operate analytical instruments, such as Flame Atomic Absorption Spectroscopy and UV-visible Spectroscopy.
- The student has tutored and demonstrated practical's for 1st and 3rd year chemistry students.