

## CHS Supervisor-Student Memorandum of Understanding

This memorandum states the responsibilities of the supervisor(s) and postgraduate student and requires both parties to accept the responsibilities by signing.

### Details of Student, Supervisors, and Project

*Student Name:* .....  
*Student Number:* .....  
*School:* .....  
*Degree:* .....  
*Supervisor(s):* .....  
*Research Topic:* .....  
*Date:* .....

### Responsibilities of the Postgraduate Student

While there are many responsibilities carried by a student in pursuing postgraduate studies the following are the minimum expected.

1. Student should identify a research topic acceptable to the supervisor in order to register
2. Student must show commitment to the degree programme and undertake to produce a full proposal within 3 month of registering
3. Student must produce written work that is their best effort for comments by the supervisor
4. Student should meet at least once per month (in person or through skype) with the supervisor and have the courage to request for such meetings. In all such meetings the student should provide a brief report of their work and take minutes of the discussions and retain such records until the degree has been awarded
5. Students must keep a laboratory manual where all experimental procedures and data are recorded. This laboratory manual remains the property of the university
6. Student must demonstrate the highest level of scientific honesty at all *stages (proposal writing, seeking ethical approval, collecting data, analyzing data and writing thesis or manuscripts)* of the degree programme.
7. Students must familiarize themselves with the university's policy on Plagiarism
8. Students should follow the advice provided by the supervisor and if they choose not to they should discuss the matter with the supervisor immediately
9. Student must always inform the supervisor of their whereabouts
10. Student should keep up to date with literature in their field of study and share any new literature they come across with the supervisor
11. Student must agree to complete studies within the time specified in the CHS handbook for the specific degree programme
12. Student should allow the supervisor to publish their work if they do not do so or show interest one year after graduating on the understanding that the student will be co-author

### Responsibilities of the Supervisor

1. Supervisor must support student at all stages of the degree programme (*settling down, proposal writing, ethical applications, data collection, data analysis and write up of thesis or manuscripts*)
2. Supervisor must be sensitive to the overall well-being of the student
3. Supervisor must have good knowledge of the research area of the student
4. Supervisor must be available to the student and should have regular meetings (face to face or by skype) with the student. If the supervisor must be away for an extended period they should identify a co-supervisor to assist the student during that period
5. Supervisor must read work submitted by student for comments and give feedback within 3 weeks depending on the nature of the work submitted

6. Supervisor must be constructively critical to the student's work
7. Supervisor must have sufficient interest in the work of the student
8. In instances of co-supervision the supervisors must avoid confusing the student by giving conflicting opinions/comments. If there are differences in opinion those should be discussed among the supervisors and the student given the agreed opinion.
9. Supervisor should, where funds permit, facilitate arrangements for masters and doctoral students to present a paper or a poster at an international conference as part of training
10. Supervisor must provide an annual progress report on the research and progression of the student to the discipline
11. Supervisor must protect the work of the student by not pre-maturely publishing it or assigning another student to similar work
12. Student must always be the first author of their work and any co-authorship with other people not on the supervision team should be clarified at an early stage of the project

**Conflict Resolution**

Should there be a conflict or disagreement between supervisor and student which cannot be resolved by the parties involved, then either party can approach the Academic Leader Research or Dean and Head of School (or the College Dean of Research if the Dean and Head of School is one of the conflicting parties) about the conflict. The Dean and Head of School (or College Dean of Research) will then either arbitrate or choose a senior academic of the School not involved in the conflict to arbitrate. The arbitrator's decision is final and cannot be appealed.

**Signatures:**

*Student*.....

*Supervisor*.....

*Co-Supervisor(s)*.....

*Academic Leader Research or D&HoS*.....