

Memorandum of Understanding (MoU) for Doctoral Candidates and Supervisors

The following headings for a possible MoU comes from a template provided by the University of Otago. The full template can be found at <http://www.otago.ac.nz/study/phd/index.html>

An MOU can be used to help in helping the candidate and supervisors to have a clearer understanding of 'who' is going to 'what' and 'when'. It also helps candidates appreciate the extent and complexity of their candidature.

Possible Headings/Topics to include in an MoU

- 1 Candidate (name)
- 2 Course Details: e.g. starting time, expected completion
- 3 Department
- 4 Title of Project
- 5 Description of Project
- 6 Supervisor(s) (Primary and Co-Supervisors)
- 7 Candidate's Advisory Committee/Panel (if applicable)
- 8 University requirements and policies: Which ones do all participants need to be familiar with? Which ones are for candidates and which for supervisors?
9. Intellectual property issues
- 10 Roles and contribution of each supervisor
- 11 Expected hours per week of candidate work (when and where)?
- 12 Any additional teaching, demonstrating etc anticipated?
- 13 Meetings, how often, where, who will organise and will they include all supervisors or only some?
14. Who will note meetings, what level of detail and when is a realistic time for forwarding to all after the meeting?
- 15 Who will take responsibility to arrange a new time for missed meetings?
- 16 Will the student present a progress report at committee meetings?
- 17 How will the student access the supervisor(s) for unscheduled meetings or advice?
- 18 Where will the student have personal bench space or a desk, computer etc?
- 19 Where will the research be conducted, and at what times of the day/week/year is access to space and equipment normally available?
- 20 Cost of the project? Where are the funds coming from?
- 21 Use of shared or departmental equipment
- 22 Who will write the first draft of the application for human or animal ethical approval? When will the application be submitted?

- 23 Who will write reports to funding bodies? What are the dates for meeting such obligations?
- 24 When will the candidate table a written proposal and give a yearly seminar on the proposal?
- 25 When is the candidate's next PhD annual (or 6 monthly) report due?
- 26 Is the candidate expected to attend departmental seminars and relevant journal clubs?
- 27 What model will be followed for the layout (chapter headings) and style of the thesis?
- 28 Approximate dates of submission of the first drafts of the Introduction, Literature Review, Methods, Results and Discussion sections of the thesis or each chapter.
- 29 Approximate dates for completion of lab/field work and/or data collection
- 30 How many drafts of each section of the thesis will the supervisor(s) review?
- 31 Who will write the first draft of the manuscript for publication? Who will be corresponding author? What will be the order of the authors?
- 32 If the candidate is dissatisfied with supervision and has been unable to resolve it with the supervisor(s), whom will the candidate consult?
- 33 Outline any other issues that are relevant to this project.