



UNIVERSITY OF CAPE TOWN

MEMORANDUM OF UNDERSTANDING FOR POSTDOCTORAL RESEARCHERS

The Head of Department (name)

Department of

Faculty of

Postdoctoral Researcher (name)

Dr/Rev/Mr/Mrs/Ms

UCT Postdoctoral Fellowship Registration Number

The above Postdoctoral Researcher has been awarded the (Fellowship name)

.....

Value of Fellowship (as at date of this document) R

This Memorandum of Understanding provides a standardised guide for the Heads of Departments and Research-Units and Postdoctoral Researchers at the University of Cape Town. Although the MoU is not a legally binding document, any significant deviation from mutual expectations and outcomes that may occur, require appropriate remedial action and firm time-frames for correction. It is recommended that these be monitored and recorded.

This MoU should be completed by the Head of the Department, the Principal Investigator and the Postdoctoral Researcher as soon as possible after PDR's registration.

The MoU consists of:

- This document - to be duly completed, signed and dated
- Addendum 1, the Research Objective
- Addendum 2, the Research Plan, and
- Addendum 3, the Annual Schedules, on which expectations, progress, outputs and problems/setbacks should be recorded.

All the parties who have signed the main body of the MoU must sign each addendum, and it is recommended that such addenda be updated regularly.

This MoU together with its addenda will constitute an ongoing record of the work in progress and will be referred to in the case of any dispute arising regarding such work.

DETAILS OF THE DEPARTMENT AND THE PRINCIPAL INVESTIGATOR

Department

NameStaff No

Principal Investigator

Department (if other than the Host-Department)

Name Staff No.
Alternative Principal Investigator

1. Specific Obligations:

1.1 Research Objective:

.....
.....
.....
Attached Hereto as Addendum 1 – Research Objective

1.2 Research Plan and Steps:

Notes:
.....
.....
Attached Hereto as Addendum 2 – Research Plan

1.3 Planning and Timing, including Planned Outputs (Tick appropriate year)

- í Year One From (date)to (date)
Addendum 3 – Annual Schedule Year ONE is attached hereto

- í Year TwoFrom (date)to (date)
Addendum 3– Annual Schedule Year TWO is attached hereto

- í Year ThreeFromto (date)
Addendum 3 – Annual Schedule Year THREE is attached hereto

2. Communication:

- 2.1** The Parties undertake to meet regularly – record agreed times below:
.....

- 2.2** The parties agree to record the occurrence of, and summarise the discussions at each meeting on Addendum 3.

- 2.3** The parties agree to identify remedial action for any deviation of the original undertakings, and to record this along with time-frames and commitments for completion and/or feedback and follow-up. This will be recorded on Addendum 3.

- 2.4** The parties agree to explore all options to assist the PDR publish her/his work. Any outputs must be recorded on Addendum 3.

SIGNED:

| | |
|----------------------------------|---------------|
| Head of Department | Date |
| Principal Investigator | Date |
| Postdoctoral Researcher | Date |

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Addendum 3

Annual Schedule:

ONE – from(date)to... ..

TWO – from(date)to... ..

THREE – from(date)to... ..

(tick appropriate year)

Head of Department (name)

Principal Investigator (name)... ..

Postdoctoral Researcher (name)... ..

(Registration number)

Name of Fellowship

Value of Fellowship: R in 20

1. Planned Activities from (date)... ..to... ..

(This section records the expectations both parties have)

.....
.....
.....
.....

2. A summary of communication and key-indicators of progress. A record of any setbacks should be recorded below.

The dates and duration of the meeting should also be noted.

(Use the back of this page, or attach additional pages hereto)

3. Activities within the Department (other than the research described above)

3.1 Teaching/Lecturing:

Hours per week:... ..

Weeks per First Semester:

Weeks per Second Semester:

Notes:

.....
.....
.....

3.2 Other duties/roles, such as supervision of postgraduate students and/or administration.

Nature

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.....

Hours per week:...

Weeks per First Semester:

Weeks per Second Semester:

Notes:

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.....
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