



**Postdoctoral Research Fellows
Postgraduate Centre & Funding Office
UNIVERSITY OF CAPE TOWN**
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**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 _____
 Source of Fellowship e.g (UCT GOB, _____
 NRF) _____

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.
- [Download: PDRF Progress report](#)
- [Download: PDRF Grievance procedure](#)

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 _____

Principal Investigator _____

Name _____ Staff No _____

Department (if other than the
Host-Department) _____

Alternative Principal Investigator _____

Name _____ Staff No _____

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)

Year One _____ From(date) _____ to (date) _____

Addendum 3 – Annual Schedule Year ONE is attached hereto

Year Two _____ From (date) _____ to (date) _____

Addendum 3– Annual Schedule Year TWO is attached hereto

Year Three _____ From _____ to (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 (date)	_____
TWO	from(date)	_____	To (date)	_____
THREE	from(date)	_____	To (date)	_____

(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:
