###### Department of Preventive and Social Medicine

###### Memorandum of Understanding for PhD Supervision

*(Available on Department website)*

The University strongly encourages supervisors and their thesis students to develop a written Memorandum of Understanding (MOU) so that expectations are explicit between the parties at an early stage. Clear expectations about the responsibilities of both parties are essential to a successful supervision relationship.

The Department of Preventive and Social Medicine expects an MoU to be completed for all new PhD students enrolling in the Department, using this MoU template.

The MOU is an aid for the planning and conduct of PhD study. It represents statements of intent, and the implied obligations are what a supervisor and student could reasonably be expected to meet under normal circumstances. **It can have additional clauses added.** For example, a more explicit agreement about publications from the thesis may be made between the parties. If the project changes substantially, a new MOU should be drawn up. Otherwise the MOU should be revisited at the beginning of each academic year and updated.

A copy of the agreed version of the MoU should be held by all signatories, along with the research proposal and project timeline approved by the Research Advisory Committee (RAC).

A copy of these should be provided to the HOD when the MoU is completed.

The student and supervisors should be familiar with the **regulations for the PhD degree** as printed in the University Calendar and the Handbook for PhD Study (available electronically at [www.otago.ac.nz/study/phd](http://www.otago.ac.nz/study/phd)). All parties should also be familiar with the **roles and responsibilities** of the respective parties (see Section B5 of the Handbook for PhD Study). See also the **Checklist** in the Handbook (Appendix A). This Checklist is available separately on the web at the same address as above (under the heading “PhD Supervision”).

**1 Student’s name:**

2 PhD details:

 Start date: Part- or Full-time:

 Expected submission date:

 (The University’s expectation is that PhD research should be of a kind which a diligent and competent student might reasonably be expected to complete within three years of full-time study or pro-rated for part-time.)

# 3 Title of Project:

**4 Supervisors:**

(Indicate the % supervision provided by each supervisor, and the affiliations of supervisors if not PSM)

 Primary supervisor:

 Co-supervisor:

 Co-supervisor:

**5 Named advisors (if any):**

**6 Statistical advice (if applicable)**

Who will do the statistical analyses? student and/or biostatistician

(which biostatistician?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Is the student required/advised to complete coursework in biostatistics?

 Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7 Is any other coursework/training planned (e.g. qualitative methods)?**

**8** What is the primary supervisor's contribution to **preparing the project**?

What is the contribution of the other supervisors? (a summary of their roles should be provided)

 (a) In **Year 1** (Suggestion: provides student with an introductory reading list, ensures the student understands the nature of the project, discusses best way to tackle the project, provides initial training in the technical skills required, etc):

 (b) **Updates [to be negotiated year by year]**

i. What are the supervisors’ contributions in **Year 2?**

 ii. What are the supervisors’ contributions in **Year 3?**

**9** Taking part in tutoring where appropriate by students has the potential to develop the student’s teaching skills and knowledge base. There is an expectation that students would take part in some tutoring within the Department, where appropriate, as part of the development of their skills in public health. What additional **teaching, demonstrating, non-PhD studies or part-time employment** does the student have?

 (a) In **Year 1:**

 (b) **Updates [to be negotiated year by year]**

i. In **Year 2?**

 ii. In **Year 3?**

**10** The Department would normally expect a **regular meeting** at least monthly between all supervisors and the student. The purpose of each meeting would be discussed by the students and supervisors prior to each meeting. If a face-to-face meeting is not possible every month, there must be some other reporting mechanism at least monthly advising on progress. These meetings are in addition to the formal University PhD progress report meetings required each year (every six months in the first year).

 How often will the student have regular meetings with the supervisors?

 What arrangements are in place if supervisors or students are off campus?

**11** Who will take responsibility to arrange suitable times and venues for meetings?

**12** Who will keep **minutes** of the meetings and circulate them?

**13** How will the student access the supervisor(s) for **unscheduled meetings** or advice eg. email, phone, informal meetings etc.?

 Are any barriers to supervisor access foreseen?

**14** Where will the student have **working space**?

**15** What is the **cost** of the student’s research project?

 Where are the funds coming from?

 (This must be updated each year including a comment on what was actually spent the year before)

 If you intend to apply to the PSM Research Student Contribution Fund, please discuss the likely amount, and the timing of that expenditure.

**16 Ethical approval.**

Who will write the first draft of the ethics application? When will the application be submitted?

 (The primary supervisor must submit the final application. No work involving human or animal subjects can begin until approval is obtained. Update this section each time new applications are submitted and use this section as a record, eg approval numbers, etc)

**17** Where relevant, indicate **who is responsible** for dealing with each of the following issues, and give details.

 • Securing assistance of others:

 (eg technician, nurse, doctor, academic\*)

 • Agreements or contracts with external agencies:

 \*Please list **who else is involved in the research** and in what capacity:

**18** Who will meet **obligations to funding bodies**, such as writing interim and final reports? What are the dates for meeting such obligations?

**19** There is an expectation that the student will give two **presentations of the project** at the Research Student Seminar or other Department seminar (one at the proposal/data collection phase and one after the results have been collected and analysed). When will the student do this?

 Seminar dates should be arranged with the Research Student Convener.

 (a) In **Year 1:**

Seminar (proposal):

 (b) In **Year 3:**

Seminar (findings):

**20** Attendance at all **Research Student Seminars** is expected of students enrolled in the Department and based in Dunedin. Attendance at **Department/PHA seminars** (usually Thursday 12pm) is considered part of post-graduate research training and is also expected.

Are there any barriers to attendance at these seminars?

What other regular meetings is the student expected to attend?

**21 Support for Māori or Pacific students**

 Please discuss with Māori or Pacific students the support the Ngāi Tahu Māori Health Research Unit provides

**22 Timelines**

Students are expected to keep to the timeline for their project, and any objectives which have been agreed with the supervisor(s). If there is a situation where this is not possible, the student must take responsibility for discussing this with the supervisor **before** any work is overdue. Is there a timeline in place?

What is a reasonable time in which to expect a response from supervisor(s) reviewing a draft?

**23** There is a strong expectation that the student will submit papers based on their work for publication during the course of their PhD. When preparing the data for **publication**, who will write the first draft of the manuscript, who will be corresponding author, and how will be the order of the authors be determined?

**24** In the event that student is **dissatisfied with supervision** or other issues have arisen that have been unable to be resolved with the supervisor(s), the student would usually consult with the Research Student Convener or Head of Department.

(This item does not limit the right of the student to use the normal disputes procedures within the University)

Is this agreed upon by both parties?

**25** Outline **any other issues** that are relevant to this project.

**26** Has the written proposal been approved by the RAC? Date:

**27** Signatures

The student and supervisors have met and agreed the above issues.

**Student:** .......................................................... Date: ………………..

**Supervisor:** .......................................................... Date: ………………..

**Supervisor:** .......................................................... Date: ………………..

**Supervisor:** .......................................................... Date: ………………..

I have read the Memorandum of Understanding and am satisfied with the arrangements.

**Head of Department:** ................................................... Date:...........................