

Supervisor Guide

Approval of the Memorandum of Understanding (MOU) and Progress and Planned Activity (PPA) forms PeopleSoft

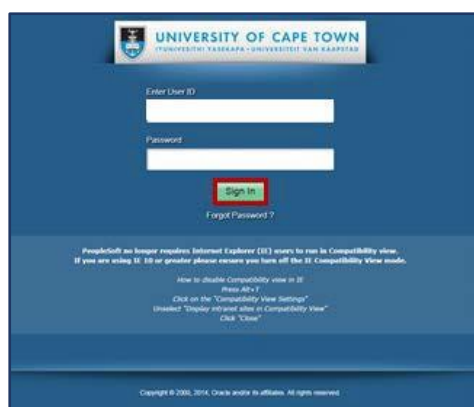
Date created: 02 October 2020

Last Updated: 31 October 2021

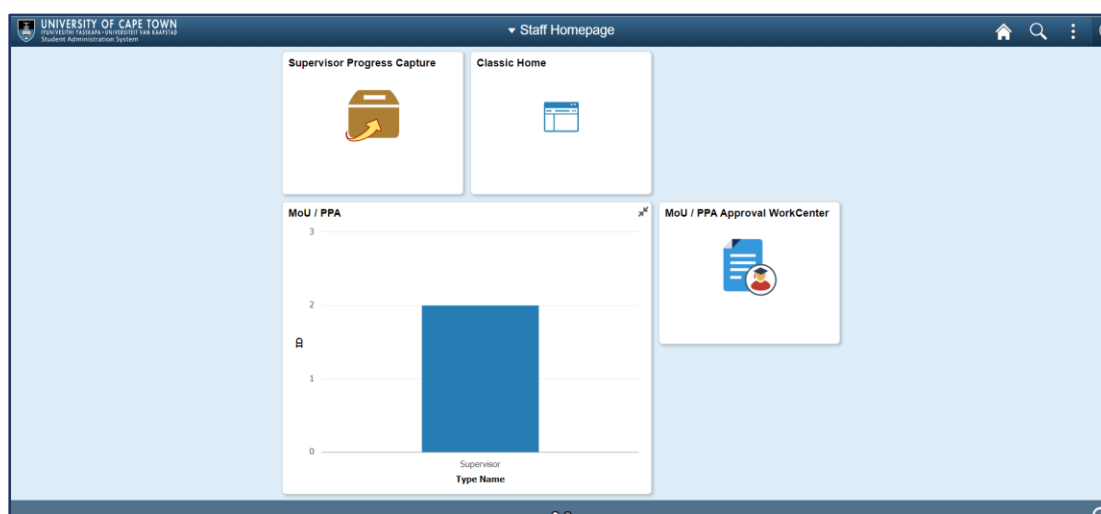
Login to PeopleSoft

Your first task is to login into the PeopleSoft student administration system, which is used to administer student records at UCT. You will be required to enter your eight-digit staff number and a network password.

- Go to the UCT website: www.uct.ac.za
- Click on the **Staff&HR** hyperlink
- Click on the **Online Resources** hyperlink
- Scroll down and click on the **Login to PeopleSoft Student Administration System** hyperlink



- The **PeopleSoft Login** page will appear
You will be required to enter your **Staff Number** and **Network Password**.

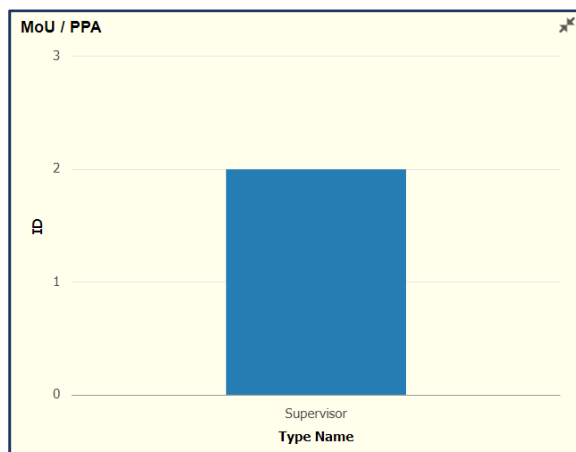


- The PeopleSoft Staff Homepage page will be displayed.

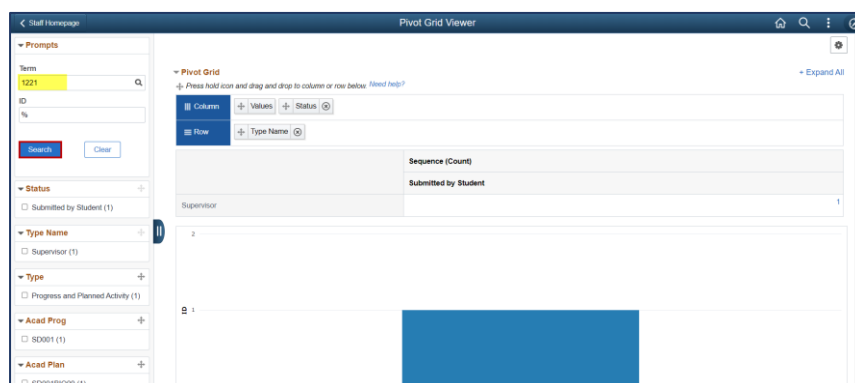
Viewing the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

To view the student record of the post-graduate students which require your approval, use the following actions:

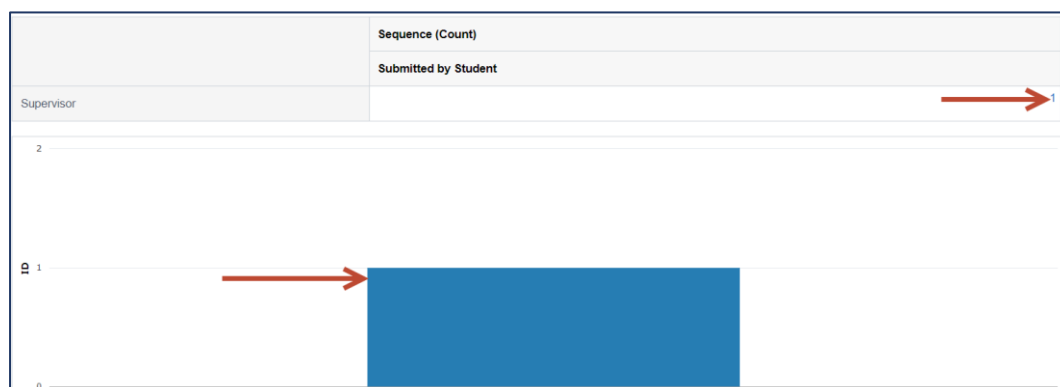
Note All post-graduate students who have submitted MoU or PPA forms will appear on the MoU and PPA Approvals



- Click on the **MoU/PPA** tile



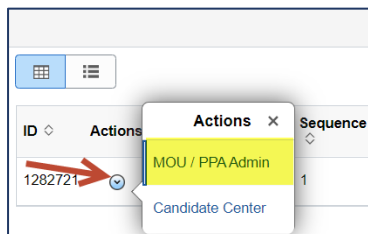
- The **Pivot Grid** screen will appear
- Update the **Term** information for the new 2022 term (eg: 1221)
- Click on the **Search** button



- Click on the **Submitted by Student bar** Or you may click on the number in the **Submitted by Student** column below the Sequence (Count)

MoU / PPA													
ID	Actions	Institution	Term	Sequence	Type	Can Nbr	Updated	By	Status	Display Name	User	Type Name	Acad Prog
1282721		UCT01	1221	1	Progress and Planned Activity	000000096561	2021-10-27-14 15 16.000000	1211600001	Submitted by Student	Student / Postgraduate Supervisor	1211600001	Supervisor	SD001

- The **Actions** list will appear.



- Select the **dropdown** menu and the **MOU/PPA Admin Actions** menu will appear
- Click on the **MOU/PPA Admin** option

Progress and Planned Activity

ID 1282721

Campus ID 1211600001

Save

Submit

Progress and Planned Activity

Status Submitted by Student

Additional Actions

Introduction

Progress and Planned Activity Report between the Postgraduate Student and Supervisor.

For Returning Master's and Doctoral Students

The Memorandum of Understanding (M.o.U) or Abridged M.o.U (where permitted) should be completed by postgraduate students and their supervisor(s) when the student registers for the first time for either their Master's or Doctoral degrees.

The Progress and Planned Activity (PPA) Report should be completed for each subsequent year as a condition for renewal of registration.

The M.o.U and PPA provide the opportunity for the student and supervisor(s) to structure their relationship, outline the student's annual workplan and clearly set out their respective expectations of one another with the aim of ensuring satisfactory annual academic progress and steady headway towards fulfilling the degree requirements. Critically, they aim to establish mutually agreeable student-supervisor interactions with a view to ensuring that the supervision experience is productive and rewarding. They also aim to ensure knowledge of, and adherence to, relevant UCT guidelines and policies.

The M.o.U and PPA may be referred to in resolving any disputes that may arise between the student and supervisor(s) during the course of the student's registration, with these disputes needing to follow the applicable UCT dispute resolution and grievance procedures. They also provide an objective tool against which to annually review the student's academic progress. Their content cannot impose any additional financial obligations on UCT generally, such as funding, fieldwork/research costs, attending conferences and workshops, receiving training, and editing services. Students are encouraged to discuss options for securing funding for any anticipated costs of this nature directly with their supervisor(s) and apply to any available internal and external funding sources to cover them. Should any sources of funding have been secured specifically by the student or supervisor to support the student's research towards the degree, these must be clearly recorded in the M.o.U and PPA.

By the time the M.o.U or the PPA (or the abridged M.o.U if permitted) is initiated and/or completed, the expectation is that there has been adequate discussion and/or written engagement between the student and supervisor(s). The completion of these documents is required to formalise a record of the outcome of the discussion and engagement between the student and supervisor(s). The PPA provides a useful and objective means of reviewing progress against agreed milestones at appropriate points in the student cycle, normally towards the end of each year of registration. It also affords the student and supervisor(s) an opportunity to assess and adjust elements of the research project (and in essence forms an updated M.o.U) annually, in response to progress and research findings and development through the research and student journey.

Consistent use of the M.o.U and PPA is expected to enhance the student and supervisor experience, the quality of the research and the time to completion of the degree. It is intended to be a helpful and necessary tool, as opposed to a purely bureaucratic requirement. Thus, care should be taken in completing these documents timeously, and in full.

Note:

- This is a dynamic form where different fields will be displayed depending on your selected options.
- There is no limit on text input.
- Required fields are marked with an Asterisk(*)
- Please note that any changes brought to the document is to be discussed with the supervisor before finalisation. There is a form history to view any comments previously made.

- The **Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA)** form will appear



Note All required fields on the form are marked with an Asterisk. Please ensure any changed brought to this document is discussed with your supervisor before finalisation.

ID 1282721

Campus ID 1211600001

Save

Submit

Progress and Planned Activity

Status Submitted by Student

Additional Actions

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- Click on the **Additional Actions** Button
- Select **Expand All** to open all sections of the form



Note Scroll down the page to see all the **information fields**

Qualification Information

Academic Plan
SD001BIO09 Conservation Biology

Candidate Number
00000096561

Qualification Code
QSD001

Faculty
Science

Qualification
Doctor of Philosophy

Department
Dept of Biological Sciences

Is this a jointly awarded or co-badged degree?
No

*I have checked my Faculty-specific requirements and understand that, for example, the word limit for a Doctoral (PhD) thesis must not be more than 80 000 words in length. Additional note: Students may motivate to their Dean for permission to exceed the stipulated word limit prior to submission of their thesis.

Agree

Thesis Information

Provisional thesis/dissertation title or area of study
test

- **Review** all fields ensuring the correct information has been entered

Supervisor Details

Is your Supervisor a UCT staff member?
Yes

Any Co-Supervisors?
No

Type	Supervisor ID	Display Name
Primary Supervisor	1479311	Robert Roper

- **Review** the Primary, Administrative and Co-Supervisor information

Head of Department (HoD) Nomination

*HoD nomination required?
Yes

*Nominated as HoD
Verboom, George (APH)

Note The Head of Department (HoD) nomination function will allow you to refer the **MoU or PPA directly to a HoD listed in the nomination dropdown**. For example if you are set up as a HoD but the student requires approval from a different HoD, you can utilise the Head of Department (HoD) nomination function.

- Select **Yes** for the HoD Nomination required
- Select the **HoD information** from the dropdown list

Evaluation of progress of the student over the last cycle

Previous year's commitments

Evaluation of Progress

Presentation of Research Findings & Submission of the Thesis

Evaluation of Progress

Supervisor Comment

Response by student to supervisor comments

- **Review** the student progress (applicable to the PPA only) and update a comment

Supervisor Expectations and Commitments	
Supervisor's Expectations The Supervisor must set out what they expect of the Student in terms of reaching certain milestones or goals during the research for the degree.	Summary of other expectations A summary of any other expectations that the Supervisor has from the Student (For example: Teaching in department, attending departmental seminars etc).
Supervisor's Commitments The Supervisor must set out their plans for providing supervision, including the pattern and intended frequency of meetings, and their commitment to turnaround time for written responses to work submitted by Students.	Supervisor's Leave Arrangement Summarise expected absence of Supervisor(s) on research leave/sabbaticals. Explain what arrangements will be made for supervision during periods of absence, and how lines of communication will be maintained.
Comment by the Supervisor on the agreed plan	Supervisor's Role Please outline the role of the supervisor

- Update the **Supervisor Expectations and Commitments** section

Expectations and Plans of the Student	
Expectations from the Supervisor(s) and the department test	Agreed plan test
Agreed broad timetable test	Logistics test
Re-registration will be dependent on the Student meeting the commitments stated above.	
Employment and teaching commitments at UCT by the Student test	Skills required, courses and classes test
Student's leave arrangement test	

- Review the **Expectations and Plans of the Student**

Funding	
Has a bursary/scholarship been secured? No ⓘ	
Detail financial support that has been applied for (if any) test	How will your fees and living costs be paid? test
Are there funds available for research? No ⓘ	How will research costs be covered? test
Authorship, Third party data and Intellectual Property	
Authorship Are you aware of UCT's guidelines on authorship?	
Student Yes ⓘ	Supervisor Comment Any additional points on authorship must be noted here by the supervisor.
Supervisor ⓘ	

- Review the **Funding, Authorship, Third party data and Intellectual Property** and add the required comments under **Supervisor Comments**

Use of third-party data

To the best of your knowledge, are there issues relating to the use of third-party data in this project? To the current text Graduate students often use data that belongs to the University, or a research group, or a funder. If relevant, any issues relating to permission to use third party data should be noted here.

Any issues relating to the use of third-party data?

Student
No

*Supervisor
▼

Research data management policy

The requirements for storage of research data as specified by funders must be met - i.e. both research and scholarship / bursaries. The supervisor and candidate should confirm that they are aware of the requirement to complete and submit a Data Management Plan (DMP) (available on the [Library Website](#)) prior to collecting, storing, describing or analysing data.

Are you aware of the research data management policy?

Student
Yes

*Supervisor
▼

Please motivate

test

Confirm that this requirement has been adhered to

Student
Yes

*Supervisor
▼

***Supervisor Comments**

Any additional points on the use of third-party data must be noted below.

***Supervisor Comments**

Any additional points on research data management must be noted here

- Review the **Research data management policy** and add the required comments under **Supervisor Comments**

UCT Intellectual Property (IP) policy

*In terms of the funding arrangement, has the IP been assigned to the funder? (i.e. either because the full cost model has been applied to the project, or in terms of the research contract)

Have you read and understood the UCT IP Policy?

No

Student
Yes

*Supervisor
▼

Further comments

test

▼ Ethics in Research and Biosafety

Ethics Review

Does your research require ethics approval?

Yes

Human
No

Animals
Yes

Plants
No

Have you submitted an ethics application?

Yes

Have you received your ethics application approval?

Yes

Application Approval Number	Expiration Date
TEST	30/10/2021

Permits to collect materials

Does your research require permits to collect materials?

No

- Review the **UCT Intellectual Property (IP) policy information** and select **Yes or No** from the dropdown

Biosafety Review

Confirm that you have read your Faculty rules regarding the use of potentially hazardous biological agents and that you will comply with these [regulations](#).

Please indicate your answer below

Not Applicable

▼ Agreements

Presentation of Research Findings & Submission of the Thesis

*I have read and understood my Faculty and the University's guidelines on what constitutes plagiarism.

Yes

*I confirm that I have read and understood the requirements for archiving theses or dissertations.

Yes

*Are you (student or supervisor) likely to apply for deferred publication?

Yes

*Is the study funded by the NRF?

Yes

Comments

test

Social Media

*I confirm that I have read and understood the guidelines on social media

Yes

Dispute Resolution Procedures and Communication Channel

The supervisor(s) and student acknowledge by checking the box below, that they have read the [University's Conflict Resolution Process](#) in the event of disputes arising from agreements reached in this MOU or a breakdown in the student supervisor relationship.

Student
Yes

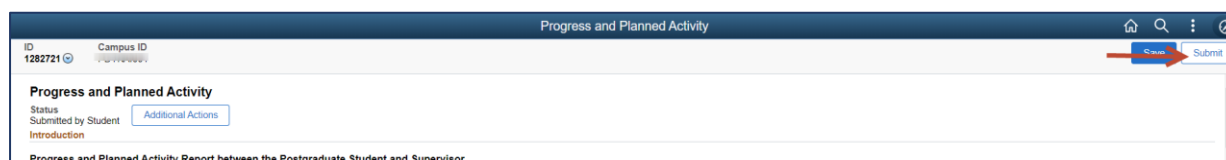
*Supervisor
▼

Comments

test

*Are you aware of the channel to be followed if there is a supervisor/student communication break down?

- Review the **Agreements** and select **Yes or No** from the dropdown



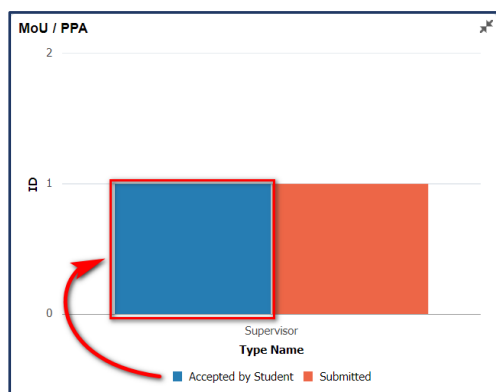
- Click on the **Submit** button once the form has been checked and completed

Note Once the form has been reviewed a Submitted notification email will be sent to the student to accept the submission, when the student accepts the form, the form will be returned to the Supervisor to Accept or Decline the MoU or PPA

Approving or Declining the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

The supervisor will log back into PeopleSoft after receiving an email notification that the student has accepted the MoU or PPA form.

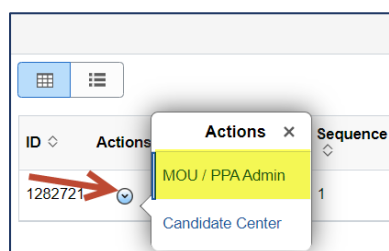
When all the information has been verified and checked the Supervisor may accept or decline the MoU or PPA form.



- Click the **Accepted by Student** bar graph

MoU / PPA											
ID	Actions	Institution	Term	Sequence	Type	Can Nbr	Updated	By	Status	Display Name	User
UCT01		UCT01	1201	1	Progress and Planned Activity	000000084301	2020-10-23-10.36.45.000000		Submitted		Deputy Dean
UCT01		UCT01	1201	1	Memorandum of Understanding	000000077355	2020-10-23-10.27.26.000000		Submitted		Deputy Dean

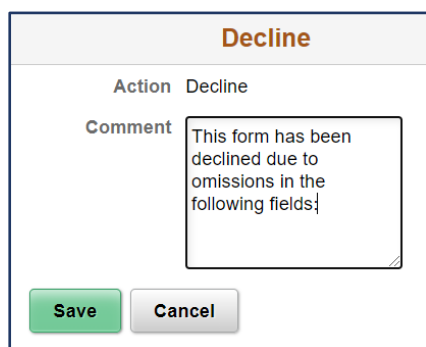
- The **Actions** list will appear.



- Select the **dropdown** menu and the **MOU/PPA Admin Actions** menu will appear
- Click on the **MOU/PPA Admin** dropdown



- If you would like to decline the form, click on the **Decline** button

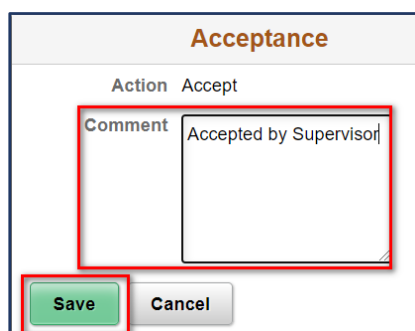


- Enter a comment in the **Comment** box, which will be reviewed by the student

Note After saving, an email notification will be sent to the student that the document has been declined. The student will need to amend the form according to the comments and resubmit to the Supervisor.



- Click on the **Accept** button

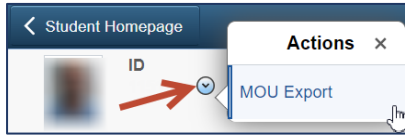


- Enter a comment in the **Comment** box
- Click on the **Save** button

Note After Saving the form, a notification will be sent to the student and Head of Department that the document has been accepted and requires verification by the Head of Department.

Exporting the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) Form

You may export the Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form by following the instructions below. The Memorandum of Understanding (MoU) or Progress and Planned Activity (PPA) form will be exported in a PDF format.



In the top left corner next to the student ID, you will see a **drop-down arrow** 

- Click on the **drop-down** arrow
- The **Actions** pop-up will appear
- Click on the **MOU Export** option