



**Postdoctoral Research Fellows  
Postgraduate Centre & Funding Office  
UNIVERSITY OF CAPE TOWN**

**3<sup>rd</sup> Level, Otto Beit Building, University Avenue, Upper Campus, Rondebosch 7701  
Tel: 021 650 5065**

Email: [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)

Web: <https://www.uct.ac.za/main/research/postdoc-research-fellowships>

**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 \_\_\_\_\_  
Enrollment 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 enrollment.

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.
- See below the:
- PDRF Progress report
- 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:**

|              |                   |       |                  |       |
|--------------|-------------------|-------|------------------|-------|
| <b>ONE</b>   | <b>from(date)</b> | _____ | <b>To (date)</b> | _____ |
| <b>TWO</b>   | <b>from(date)</b> | _____ | <b>To (date)</b> | _____ |
| <b>THREE</b> | <b>from(date)</b> | _____ | <b>To (date)</b> | _____ |

(tick appropriate year)

**Head of Department (name)** \_\_\_\_\_  
**Principal Investigator (name)** \_\_\_\_\_  
**Postdoctoral Researcher (name)** \_\_\_\_\_  
**(Enrollment number)** \_\_\_\_\_  
**Name of Fellowship** \_\_\_\_\_  
**Value of Fellowship: R** \_\_\_\_\_ **in 20** \_\_\_\_\_

1. **Planned Activities** from (date) \_\_\_\_\_ to \_\_\_\_\_

(This section records the expectations both parties have)

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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:**

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

**Nature** \_\_\_\_\_

Hours per week: \_\_\_\_\_

**Weeks per First Semester:**

**Weeks per Second Semester:** \_\_\_\_\_

**USE SPACE BELOW AND BACK OF PAGES FOR ANY ADDITONAL NOTES**

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Approved by Senate & Council in March 2004**

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## POSTDOCTORAL RESEARCH FELLOWS (PDRFs) RESEARCH PROGRESS REPORT

It is the time of the year when the Postgraduate Funding Office (PGFO) is preparing the release of the second fellowship instalments. According to UCT's Postdoctoral Funding policy the release of the second instalment is subject to satisfactory academic progress.

However, the progression of the global COVID -19 pandemic, and the associated uncertainties, have resulted in universities across the world making urgent adaptations, with UCT being no exception. Regarding the release of the second instalment, UCT Postgraduate Funding Office has allowed for automatic roll over and disbursement of fellows' second instalment, for 2022, unless otherwise is indicated by the fellow and/or Principal Investigator.

***To initiate the roll over and still meet audit requirements, the PGFO will need some minimal indication / record of progress from the fellow and confirmation from your Principal Investigator.***

|                                                                                                                                |                  |             |                  |                |              |
|--------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|------------------|----------------|--------------|
| The PGFO requires a mid-year report on the research progress of all PDRFs holding the following PDRF Fellowships listed below: |                  |             |                  |                |              |
| URC                                                                                                                            | URC ACCREDITED   | CLAUDE LEON | NRF INNOVATION   | NRF F/STANDING | NRF S/SKILLS |
| NRF TWAS                                                                                                                       | NRF GRANT HOLDER | NRF SARCHI  | NRF EARLY CAREER | NRF SABI       | CIDRI-AFRICA |
| <b>Section A: Postdoctoral Research Fellow details</b>                                                                         |                  |             |                  |                |              |
| Title                                                                                                                          |                  |             |                  |                |              |
| Name and Surname                                                                                                               |                  |             |                  |                |              |
| Fellow Number                                                                                                                  |                  |             |                  |                |              |
| Academic Department                                                                                                            |                  |             |                  |                |              |
| Faculty                                                                                                                        |                  |             |                  |                |              |
| Year of Postdoctoral Research i.e. (2 <sup>nd</sup> year PDRF)                                                                 |                  |             |                  |                |              |
| Name/s of Fellowship/s                                                                                                         |                  |             |                  |                |              |
| <b>PRINCIPAL INVESTIGATOR/HOST TO COMPLETE – Section D</b>                                                                     |                  |             |                  |                |              |
| Please sign and comment as necessary and return the form to the PGFO.                                                          |                  |             |                  |                |              |
| <b>Your feedback is important and will confirm the disbursement / or not of the fellow's second instalment.</b>                |                  |             |                  |                |              |
| <b>Section B: Principal Investigator (PI) details – by Postdoctoral Research Fellow</b>                                        |                  |             |                  |                |              |
| Title                                                                                                                          |                  |             |                  |                |              |
| Name and Surname                                                                                                               |                  |             |                  |                |              |
| Email address                                                                                                                  |                  |             |                  |                |              |
| <b>Section C: PROGRESS REPORT – by Postdoctoral Research Fellow</b>                                                            |                  |             |                  |                |              |
| <b>Research Project Title:</b>                                                                                                 |                  |             |                  |                |              |
|                                                                                                                                |                  |             |                  |                |              |
| <b>Research Description:</b>                                                                                                   |                  |             |                  |                |              |
|                                                                                                                                |                  |             |                  |                |              |

Progress to date:

Research outputs, i.e. conference presentations, journal articles-both peer reviewed and non-peer reviewed:

**Section D: Progress Report by PI (Principal Investigator)**

PDRF's progress in relation to the original research aims and objectives:

**Section E: To be completed and signed by the Postdoctoral Research Fellow and Principal Investigator**

PDRF signature

**NOTE:** please paste a copy of your electronic signature in this space provided OR print Name and Surname

Date:

PI signature

**NOTE:** please paste a copy of your electronic signature in this space provided OR print Name and Surname.

Date:

This form must be emailed to [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za) by the PDRF with a copy to the Principal Investigator.

Yours sincerely  
Ms. Chantal Swartz  
Senior Manager: Postgraduate Funding Office



**Postdoctoral Research Fellows  
Postgraduate Centre & Funding Office  
UNIVERSITY OF CAPE TOWN**  
3<sup>rd</sup> Level, Otto Beit Building, University Avenue, Upper Campus,  
Rondebosch 7701  
Tel: 021 650 5065  
Fax: 021 650 4352  
Email: [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)  
Web: <http://www.uct.ac.za/main/research/postdoc-research-fellowships>



## **GRIEVANCE PROCEDURE FOR POSTDOCTORAL RESEARCH FELLOWS AT THE UNIVERSITY OF CAPE TOWN**

### **Definitions**

- Unless otherwise stated “Postdoctoral Research Fellow” in this procedure refers to an individual who has been awarded a postdoctoral research fellowship by the University of Cape Town in terms of a Memorandum of Agreement.
- “Day” means for the purpose of determining time periods in this procedure, any day except Saturdays, Sundays and statutory public holidays.
- “Management” means the relevant Head of the Host-Department, Dean, DVC (or the delegated authority), or nominee with whom the grievance is lodged.

### **1. GENERAL**

- 1.1 A grievance is any dissatisfaction and/or feeling of injustice in connection with a Postdoctoral Research Fellow's work and/or situation (other than the Memorandum of Agreement and its conditions of award and Fellowship range, and other than arising from disciplinary action) which is brought to the attention of the relevant authorities.
- 1.2 The intention of this procedure is that grievances be resolved at the earliest stage possible and as quickly as possible, and the time periods specified below are maximum time periods to be utilised to the full only where the complexity of the grievance requires the full use of the time period.
- 1.3 Where it is impracticable to address a grievance within the time limit set out in the procedure, an extension may be agreed upon between the PDRF lodging the grievance and the chair of the hearing. Such an extension must be recorded in writing and signed by both parties.
- 1.4 All time periods refer to full working days (days of normal business).
- 1.5 If the PDRF who initiates the grievance procedure fails to pursue the complaint through the channels provided for, it must be assumed either she/he abides by the resolution reached by that stage or accepts that the complaint has no substance.
- 1.6 A PDRF with a grievance may be assisted throughout the procedure by either a representative from the PDRF Association or by any other PDRF formally appointed by UCT or by a student.
- 1.7 In addition, where the grievance involves allegations of racism, racial discrimination

or racial harassment, she/he/they may elect to follow the procedures detailed below or the procedure outlined in the University's Policy on Racism and Racial Harassment. Where the grievance involves allegations of sexual harassment, she/he/they may elect to follow the procedures detailed below or the procedure outlined in the University's Policy and Procedure on Sexual Harassment.

1.8 Any decisions made must be accompanied by reasons.

## **2. PROCEDURE FOR AN INDIVIDUAL GRIEVANCE**

### **2.1 STAGE ONE (HEAD OF THE DEPARTMENT)**

If any PDRF wishes to raise a grievance she/he must informally approach her/his Principal Investigator and attempt to resolve the grievance at this level.

Should this fail or should the grievance relate to the actions of the PI, the PDRF must approach the HoD in an attempt to seek a resolution. If the grievance relates to the actions of the HoD the PDRF must approach the Dean informally or using stage two. If the PDRF wishes, she/he/they may obtain the assistance of a representative. Two days will be allowed for this stage.

### **2.2 STAGE TWO (DEAN OF FACULTY)**

If the grievance has not been resolved informally, the PDRF may take the grievance further and formalise the process by now making written representations to this effect to the Dean of Faculty (or nominee). The PDRF must send a copy of such a representation to her/his Head of the Department within three days of the end of stage one. Within two days of receipt of such representations, the Dean (or nominee) to whom the written representations were sent must convene a meeting of the following individuals:

2.2.1 A Chairperson (The Dean or Deputy-Dean, or nominee)

2.2.2 The PDRF lodging the grievance.

2.2.3 The PDRF's representative (if requested by the PDRF).

2.2.4 The individual against whom the grievance is lodged

2.2.5 The Head of Department of the individual against whom the grievance is lodged (if not covered by 2.2.4).

2.2.6 One or more expert advisors appointed by the Dean.

From the date of this meeting, up to three days will be allowed for a resolution to be achieved before proceeding to the next stage.

The Chairperson's decision signifies the end of stage two. Within a further three days the chairperson must complete her/his report on the grievance hearing proceedings and her/his proposal to resolve the grievance. A copy of the Chairperson's report must be sent to all the parties concerned.

### **2.3 STAGE THREE (THE DEPUTY VICE-CHANCELLOR RESPONSIBLE FOR RESEARCH & INNOVATION)**

In the three days following the end of stage two, should the PDRF wish to take the grievance further, she/he must make written representations to this effect to the Deputy Vice-Chancellor, with a copy to the deputy chair of the URC.

The DVC or the DVC's nominee must review the case. If the DVC appoints a nominee, the PDRF and her/his representative (if applicable) must be advised accordingly. If deemed necessary by the DVC, or the DVC's nominee, in order to

establish further facts about the case, a meeting must be convened within five days of receipt of representations pertaining to the grievance. The meeting must consist of the following individuals:

- 2.3.1 The Chairperson (the DVC or the DVC's nominee)
- 2.3.2 The PDRF lodging the grievance
- 2.3.3 The PDRF's representative (if applicable)
- 2.3.4 The Chairperson of the stage 2 hearing, and, if this Chairperson requires it, the PDRF's Head of the Department.
- 2.3.5 Any other staff members or PDRFs the Chairperson wishes to invite in order to facilitate a resolution of the grievance.
- 2.3.6 One or more expert advisors appointed by the Chair.

From the date of this meeting five days will be allowed for a resolution to be achieved. The Chairperson's decision signifies the end of the grievance procedure.

Within a further five days the Chairperson must complete her/his report on the grievance hearing proceedings and her/his proposal to resolve the grievance. A copy of the Chairperson's report must be sent to all parties concerned.

### **3. PROCEDURE FOR A GROUP GRIEVANCE**

- 3.1 Where it is evident that more than one PDRFs have the same grievance, the PDRFs may elect to have the grievance dealt with as one.
- 3.2 Where practicalities militate against a group grievance being dealt by the full group, the group must elect a spokesperson(s) that will act on behalf of the group and give the spokesperson(s) the full mandate of the group, in which case all decisions they take in respect of the resolution of the grievance are binding on all the individual members of such a group.
- 3.3 One of the following procedures may be chosen:
  - 3.3.1 Where it is evident that two or more PDRFs from the same Department/Unit have the same grievance, the grievance may be addressed via the grievance Procedure detailed in section two of this procedure. Alternatively, the procedure below may be followed.
  - 3.3.2 Where it is evident that two or more PDRFs have the same grievance but the PDRFs concerned do not come from the same Department or Unit, the grievance may be taken up as an agenda item to the University Research Committee, or a sub-committee thereof.
  - 3.3.3 Notwithstanding the procedure in 3.3.1. or 3.3.2 in the case of a group grievance, a meeting may be convened within three days of the Dean and/or the Head of the Department and the deputy chair of the URC being sent written representations pertaining to the grievance. The meeting must comprise the elected spokesperson(s) as defined in 3.2. and their representatives (if requested by PDRFs) and management representatives.

### **4. ATTENDANCE AT GRIEVANCE HEARINGS (GROUP AND INDIVIDUAL)**

A grievance will often involve a complaint by one person against another. Handling the relationship between complainant and the person complained against requires care. This is especially so when these two people are in a close working relationship and/or environment. The person complained against should not be required to attend a grievance

hearing with all parties present against her/his will. If necessary, the Chairperson will have to hear the complainant and the person complained against separately.

Where possible this should be avoided, and, in cases of close working relationships, or in supervisory relationships, a meeting with both parties present (if necessary, a second round, after individual meetings) may be insisted upon by the Chairperson as part of what she/he sees as necessary for facilitating a resolution of the grievance.

## 5. RELATION BETWEEN THE GRIEVANCE AND DISCIPLINARY PROCEDURES

5.1 Grievances are often the result of misunderstanding between two or more parties and misconduct is not necessarily involved. However, where a grievance has been brought to the attention of Management and, after investigation, Management is satisfied that there is evidence of misconduct on the part of the individual who is the object or subject of the grievance, the matter must be handled in terms of the Disciplinary Procedure. The PDRF who lodged the grievance may be asked to be a witness at a disciplinary enquiry. The decision to invoke the Disciplinary Procedure will normally mark the end of the grievance procedure.

5.2 If on application by the grievant or the person grieved against, the relevant Dean or Deputy Vice-Chancellor, as the case may be, is satisfied that the grievance procedure should continue simultaneously or be revived at the conclusion of the disciplinary proceedings, it may be so ordered by the Dean or DVC concerned.

Approved by Senate & Council July 2004