**A MEMORANDUM OF UNDERSTANDING**

BETWEEN THE PACIFIC THEOLOGICAL COLLEGE AND SECONDARY

SUPERVISOR (S) EMPLOYED TO GIVE SUPPORT IN THE RESEARCH AND

THESIS WORK OF DOCTOR OF PHILOSOPHY IN THEOLOGY STUDENTS AT

PACIFIC THEOLOGICAL COLLEGE

|  |
| --- |
| **1. STUDENT DETAILS** |
| Doctoral Candidate |  |
| Primary Supervisor |  |
| Academic Department |  |
| Doctoral Thesis Working Title |  |
| Time Frame |  |

|  |
| --- |
| **2. SECONDARY SUPERVISOR** |
| 1. Agrees to provide support, advice and comments on the thesis of PTC PhD students. |
| 2. Agrees to send a report on drafts submitted by the student via the primary supervisor (e.g., individual chapter; complete thesis draft) to the primary supervisor, with copies to the Academic Dean and the student. |
| 3. Agrees to make comments and corrections related to the student’s draft with the ‘tracked changes’ facility of the “Word” text-processing programme or similar techniques, and to send a copy to the student and the primary supervisor. |
| 4. Agrees to keep a record of time spent on the student’s work, and to forward the total number of hours to PTC for payment. |

|  |
| --- |
| **3. PACIFIC THEOLOGICAL COLLEGE** |
| 1. Agrees to pay the secondary supervisor the amount of F$50 per hour for the time spent on the student’s work. |
| 2. Agrees to deposit this amount in the secondary supervisor’s account once bank account details have been supplied by the secondary supervisor. |
| 3. Agrees to make this payment within 15 working days of receiving bank details and number of hours worked. |

|  |  |
| --- | --- |
| **Secondary Supervisor** | **Principal of the Pacific Theological College** |
| Name: | Name: |
| Signature: | Signature: |
| Date: | Date: |

