





**PROCEDURE: Research Proposal Approval**

Document Number	RSP0101		
Inception Date	1 July 2017		
Procedure Owner	Dean: Research		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature: 
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature: 
Revision Frequency	Annually		
Review Date	June 2019		
Review History			
<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"><li>Policy: Research</li></ul>		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"><li>Constitution of the Republic of South Africa: 1996</li><li>Higher Education Act (Act 101 of 1997)</li><li>CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li><li>Labour Relations Act (Act 66 of 1995) as amended</li><li>CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li><li>SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li></ul>	
<b>Website address of this document:</b>		<b><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>	

## Procedure Description

This procedure document will be followed when approving a research proposal.

Step	Description	Notes
1	Student can attend Research workshop 1 and 2	Month 1
2	Student to submit formative assessment - draft of chapter 1 within 4 weeks	
3	Research Office to provide written feedback to each student re draft chapter 1 within 4 weeks	
4	Student can attend Research workshop 3	Month 3
5	Student to submit formative assessment - draft of chapter 3 within 4 weeks	
6	Research Office to provide written feedback to each student re draft chapter 3 within 4 weeks	
7	Student can attend Research workshop 4 and defend proposal or student must ensure that oral defence take place via any electronic means	Month 5
9	Research Office to provide verbal feedback at the time of oral defence	
10	Student to submit summative assessment – final proposal	Month 6
11	Research Office to provide written feedback to each student within 4 weeks	
12	Moderation to take place in accordance with the assessment and moderation policy	
13	On successful completion of the proposal an Academic Supervisor to be appointed by the Research Office	Month 7

## Stakeholders

#	Stakeholder
1	Dean: Research

2	Research Office
5	Programme Co-ordinator
6	Programme Convener
7	Lecturer

## Version Control

Procedure Owner	Version #	Date	Reason
Dean: Research	001	30/06/2018	

