



PROCEDURE: Internal Quality Assurance of dissertation/thesis

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Procedure Owner	Dean: Research		
Review Register		Date	Signature
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			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Assessment and Moderation • Policy: Curriculum Design and the Development of Learning and Assessment Resources • SOP for Moderation Practices • Policy: Appointment, Management and Development of Faculty • Policy: Programme Management 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017
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Website address of this document:	www.davinci.ac.za
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Procedure Description

Final submission of dissertation/thesis triggers and internal quality assurance process.

Step	Description	Notes
1	Programme Convener sends final dissertation/thesis to Research Office for Internal Quality Assurance	Internal quality assurers are drawn from current pool of Academic Supervisors and are trained to undertake quality assurance
2	Quality Assurer to provide Quality Assurance report to the Research Office within 7 working days	Structured feedback report is provided by the Research Office
3	Research Office to return Internal Quality Assurance report to Programme Convener within 7 working days	
4	If amendments are required the Quality Assurance report and dissertation/thesis is returned to the Academic Supervisor for corrections	
5	Once corrections are made to the satisfaction of the Academic Supervisor the Research Office sources and appoints an internal and external examiner(s)	

Stakeholders

#	Stakeholder
1	Dean: Research
2	Research Office
3	Quality Assurer
4	Academic Supervisor
5	Programme Co-ordinator
6	Programme Convener

Version Control

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