



**PROCEDURE: Appointment of Academic and Subject Matter Expert Supervisors**

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Procedure Owner	Dean: Research		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	30/01/2018	Name: Louise Fuller Signature:
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<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> <li>• Policy: Appointment of Academic and SME supervisors</li> <li>• Policy: Appointment, Management and Development of Faculty</li> </ul>		<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 appointing an Academic and/or Subject Matter Expert(SME) Supervisor.

Step	Description	Notes
1	Research Office to identify a suitable qualified Academic and/or Subject Matter Expert(SME) Supervisor from the faculty list or identify suitable supervisors if necessary	
2	Research Office to propose suitable Academic and/or SME Supervisor to the Research Committee	
3	Research Committee to approve and verify the suitable Academic and/or SME Supervisor	
4	Research Office advise Post Graduate Office of the appointment of Academic and/or SME Supervisor	
5	Post Graduate Office invite the Academic and/or SME Supervisor to supervise the respective student and concludes the contract	Contracting includes Conflict of interest form
6	Programme Convener from the Post Graduate Office to formally introduce the Academic and/or SME Supervisor to the student via e mail	

## Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Research Office
4	Academic Supervisor
5	SME Supervisor
6	Programme Co-ordinator
7	Programme Convener

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## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Dean: Research	001	30/01/2018	