



PROCEDURE: Supervisor-Student Feedback

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Inception Date	1 August 2018		
Procedure Owner	Dean: Research		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	30/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	30/07/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	July 2019		
Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<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 		<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 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will support the monitoring and reporting on the progress of students through the dissertation process.

Step	Description	Notes
1	The Academic and/or Subject Matter Expert (SME) Supervisor provides first feedback and a Supervisor-Student research plan to the Programme Co-ordinator	
2	Academic and/or SME Supervisor and student are required to provide quarterly progress reports as required by the Institute to the Programme Convener in the Post Graduate Office	Students and Supervisors will be notified by e mail when it is time to complete the review form
3	Academic and/or SME Supervisor to liaise regularly with each other in order to clarify, on an ongoing basis, roles and responsibilities in regard to supervision	
4	If a Student-Supervisor relationship is not satisfactory the Dean Research, Postgraduate Co-ordinators and Programme Convener will constitute a review panel	
5	Outcome of review panel will determine the way forward	
6	Quarterly and annual reviews are used to inform continuing professional development of supervisors and/or programme structures	May include random ethical audits
7	Academic and SME Supervisor must attend an annual supervisor workshop to receive and give input to the research process	
8	Annual review is undertaken at conclusion of the examination cycle, input from quarterly report will be considered	A formal report is provided

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning

2	Dean: Research
3	Research Office
4	Academic Supervisor
5	SME Supervisor
6	Programme Coordinator
7	Programme Convener

Version Control

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

