POLICY: RESEARCH POLICY FRAMEWORK

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Related documents

| **Da Vinci documents**	**Other**
(eg. Policies, Regulations, Guidelines, Contracts)	(eg Legislation, DoE and HEQC directives and guidelines)
- Policy: Nomination and Appointment of External Examiners - Policy: Appointment, Management and Development of Faculty - Policy: Students-Supervisor Relationships - Policy: Appointment of Academic and Subject Matter Expert (SME) supervisors - Policy: Conducting Ethical Research - Research Policy Guidelines: External examiners of dissertations and theses - Research Policy Guidelines: Supervisor and student roles and responsibilities	- 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 - SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa - CHE: The Council on Higher Education's Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014
Website address of this document:	www.davinci.ac.za/da-vinci-policies-and-procedures/

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1 Preamble

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

The research policy framework positions research within the broader institutional set-up of The Da Vinci Institute, identifies the different management parameters, and lists specific responsibilities.

The purpose of The Da Vinci Institute in society is to cultivate business leaders with a dream to contribute to the development of a sustainable society. Research at Da Vinci should contribute to society in several different ways. This policy framework recognises Da Vinci's role in this regard and affirms its commitment to it.

The Policy Framework is part of the broader governance framework of The Da Vinci Institute which emanate from various statues and regulations within the Republic of South Africa. The Institute is registered as a private higher education institution with the Department of Higher Education and Training in accordance with the Higher Education Act, and as such, is accredited by the Council on Higher Education (CHE), an independent statutory body established by the Act to offer programmes in the higher education sector.
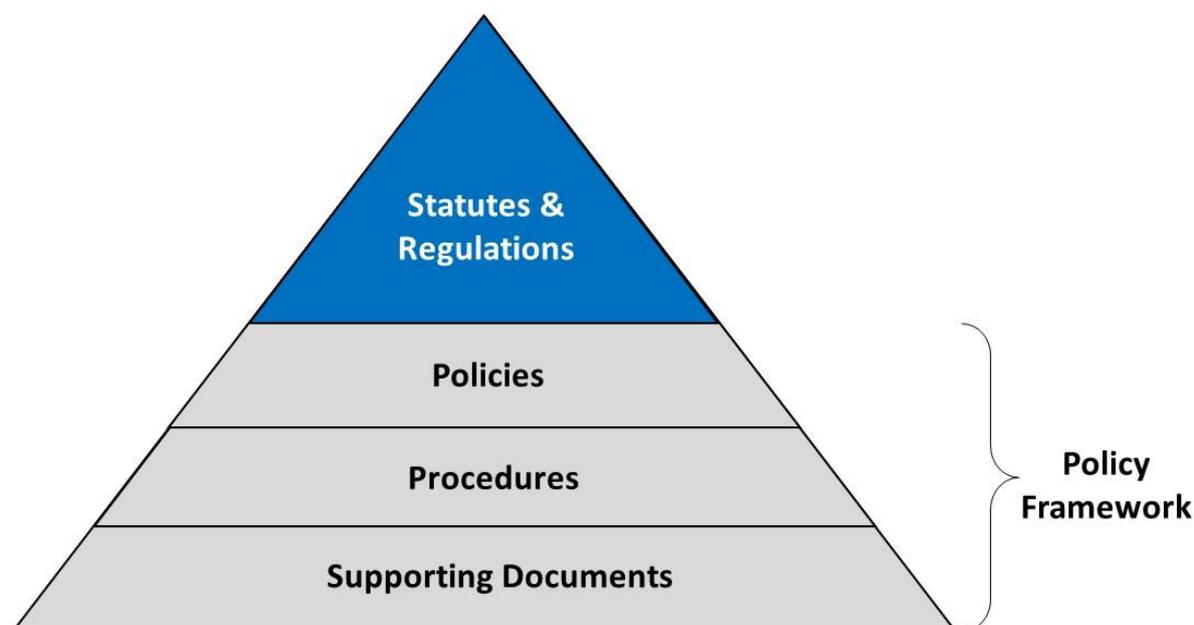
Figure 1: Overview of the Policy Framework at the Da Vinci Institute

2   Scope

This policy relates to all research-related activities at The Institute in all graduate and postgraduate programmes. The point of departure is that graduate and postgraduate degrees require a certain appropriate minimum level of research knowledge and skills of its students.

⟩ The levels of such knowledge and skills can vary from knowledge on how to read a research report to the successful undertaking and application of an advanced academic research project. This implies knowledge of research theories, design and methodology and application.

⟩ Consequently, Da Vinci should provide the appropriate support in research to its students and staff.

⟩ For a range of reasons – not least of which being the peer evaluation tradition – Da Vinci is committed to attaining and maintaining high quality research training and research outputs.

⟩ Organisationally, research at a Mode 2 institution such as Da Vinci, is in many respects a cross-cutting function and a policy, strategic and operational framework has to account for this complexity.

3   Aim

This framework provides a basis for developing and maintaining the suitable policies, procedures, and related documents. The aim of this policy is to ensure that academic research practices contribute to compliance with regulatory and other requirements, including the guidelines offered in *The Council on Higher Education's Distance Higher Education Programmes in a Digital Era: Good Practice Guide* (CHE, 2014); and, that The Institute advances scholarship in the field.

4   Principles

The Da Vinci Institute is committed to contribute to all facets of business management leadership, including the management of technology, innovation, people and systems, through appropriate research. To this end:

⟩ Graduate and postgraduate students are free to select the subject matter of their research in keeping with the focus offered by a business school; to seek support from any source for their work; and to form their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism.

⟩ Students and academic staff will be required to participate in appropriate forums and levels of research training.

⟩ Students, academic staff and supervisors of The Da Vinci Institute will be involved in publishable research projects of an appropriate quality.

⟩ Academic staff and selected students will participate in relevant national and international research forums and organisations.

- All academic staff and students undertaking a research project must abide by, and uphold the code of conduct and ethical requirements of The Institute.
- All students will be required to successfully complete appropriate support and facilitation in research as specified in the Da Vinci programme schedule and such support will be offered as early as possible in the programme.
- The Institute will ensure that suitable and qualified supervisors are selected to serve postgraduate students.
- If necessary, additional supervisors will be sourced and added to the current pool of supervisors.
- At least one reputable internal examiner and one external examiner will be appointed for each master dissertation examination.
- At least one reputable internal examiner and two external examiners will be appointed for the examination of a doctoral thesis, one of whom should preferably be an international scholar.
- Academic supervisors and Subject Matter Expert (SME) supervisors will attend at least one continuing professional development workshop annually to review the past year's outcomes and to align standards and practices.

5   High Level Processes

The diagram below illustrates the high level process of The Institute's postgraduate programme structure (refer to appropriate documentation in respect of undergraduate programme structures).
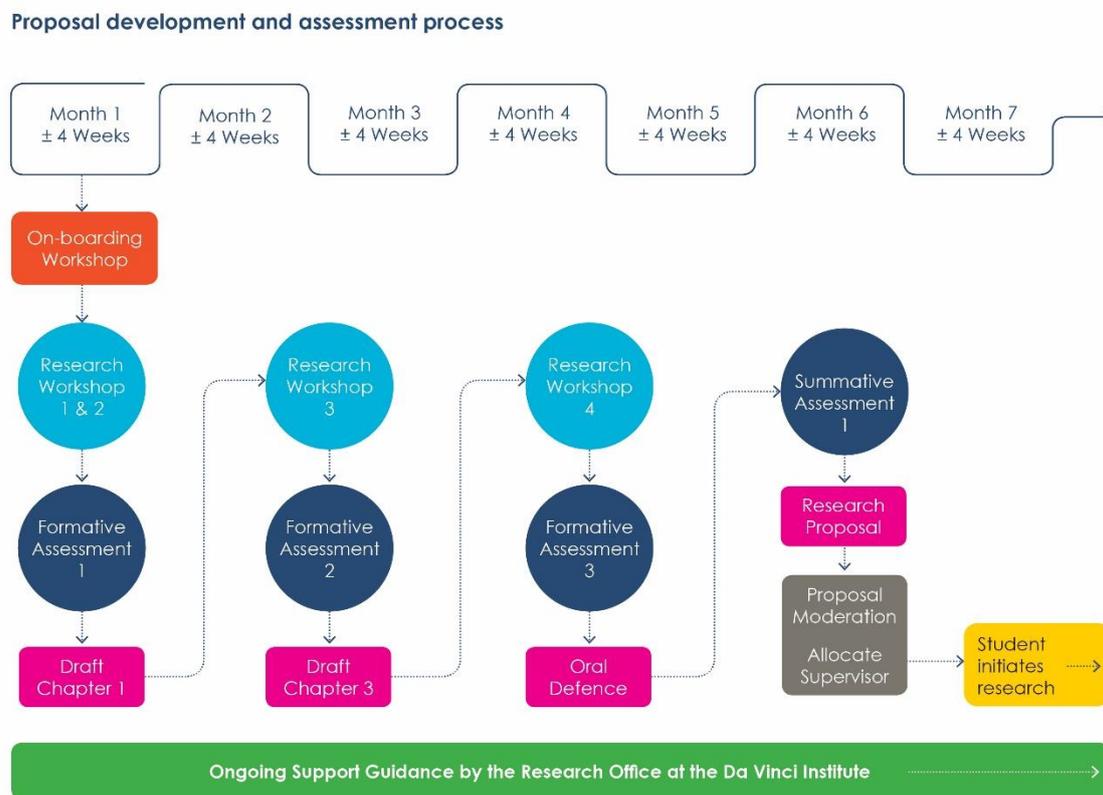
Figure 2: Processes Overview – The Da Vinci Institute of Technology Management

The following procedures should be read in conjunction with this policy:

- Procedure: Research Proposal Approval
- Procedure: Appointment of Academic and/or Subject Matter Expert (SME) Supervisors
- Procedure: Supervisor-Student Feedback
- Procedure: Internal Quality Assurance
- Procedure: Postgraduate Examination
- Procedure: Appointment of Internal and External Examiners

6 Responsibilities

☙ Registrar

o Functions: Ensuring compliance and maintenance of documents

- All required official record keeping (registration, compliance with regulations, etc.)
- Official communication with students

☙ Dean: Research

o Functions: Oversight of the research activities and strategies of The Institute

- Provide strategic direction in respect of research
- Establish annual research budget
- Make recommendations regarding relevant policies, procedures and guidelines
- Liaison with other higher education research offices and relevant bodies, as appropriate
- Preparation and compilation of an annual research report
- Preparation and compilation of feedback reports

☙ Research committee

o Functions: Ensure implementation of research policies, procedures and guidelines

- Approval of research proposals, academic supervisors and/or mentors
- Recommend results of the examination of the dissertation/thesis
- Recommend the results of the public oral defence of the dissertation/thesis

☙ Research office:

o Functions: Implement research-related activities as approved by the Research Committee

- Arrange research seminars and workshops
- Source and accredit academic and SME supervisors
- Source and accredit dissertation/thesis examiners
- Postgraduate student support in respect of research projects (design and methodological advice; assistance in drafting of research proposals; nominating academic supervisor and/or SME supervisor.

- Ongoing monitoring of supervisors
- Ongoing monitoring of student progress
- Continuous professional development programme for academic and/or SME supervisors
- Implement all policies, procedures and guidelines relating to The Institute's research function

❡ **Academic and/or Subject Matter Expert Supervisors:**
  - Functions: provide ongoing guidance to postgraduate students in line with The Institute's requirements
    - The academic supervisor is required to provide advice in respect of academic protocols and requirements
    - The academic supervisor is ultimately responsible for the quality and level of the research project
    - The academic supervisor approves the draft dissertation/thesis and gives consent for submission for examination (where appropriate, the academic supervisor confers with the SME supervisor before giving consent to submit)
    - The academic supervisor serve as second authors of any publications that may be derived from a dissertation/thesis

7 References

Council on Higher Education. 2014. Distance Higher Education Programmes in a Digital Era: Good Practice Guide. CHE, Pretoria.

8 Version Control

Author	Revision
Manager: Research Support: Mr Simon Gathua	2017/11/20
Dean: Research : Dr Ronel Blom	2018/01/19
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