




POLICY: APPOINTMENT OF ACADEMIC AND SUBJECT MATTER EXPERT (SME) SUPERVISORS

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Related documents

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| <p>Da Vinci documents (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Nomination and Appointment of External Examiners • Policy: Students-Supervisor Relationships • Policy: Conducting Ethical Research • Policy: Da Vinci Research Policy Framework • Research Policy Guidelines: External examiners of dissertations and theses • Research Policy Guidelines: Supervisor and student roles and responsibilities | <p>Other (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 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa |
| 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 Da Vinci Institute, as a private higher and distance education institution, is committed to the ideal of distinguished scholarship and the provision of credible and innovative research supervision that contributes to findings that carry international recognition as well as national credibility and legitimacy. Central to the realisation of this vision rests the support of committed academic supervisors and/or Subject Matter Expert (SME) supervisors. The relationship between the supervisor(s) and student is an integral part of the holistic research experience as the student develops and is guided towards mastery of the research process, the research discipline and the field of specialisation.

2 Scope

This policy outlines criteria for the identification, nomination and appointment of academic and SME supervisors to ensure effective management of the postgraduate student supervision process.

The Policy applies to

- ☞ The Research Office and the Postgraduate Office in respect of the identification and invitation and support of academic and/or SME supervisors
- ☞ All research-related activities in terms of graduate and postgraduate programmes
- ☞ The policy extends and does not replace any other agreements between the Institute and its students or employees

3 Aim

The purpose of this policy is to

- ☞ Outline ways to identify, nominate and appoint academic and SME supervisors
- ☞ Provide a clear and concise outline of what is expected of the academic supervisor

- ☞ Serve as a point of departure in the resolution of any disputes that might arise between The Institute and supervisors
- ☞ This policy should be read in conjunction with the general rules governing the relationship between students and/or the conditions of contracting or employing academic supervisors.

4 Principles

Academic supervisors must be experienced scholars, academically able, perceived as approachable by the students, colleagues and the organisation and able to communicate effectively. It is useful if academic supervisors have a variety of backgrounds and experiences. This enables them to bring different perspectives and skills to the role and ensures a balance in the group of supervisors.

Supervisors must have credibility with the Da Vinci Institute and the students that they supervise. They should be able to demonstrate ongoing professional development in their business and academic domains.

- ☞ All students must work under the guidance of an academic supervisor appointed by The Institute
- ☞ Under certain circumstances, a student may request an SME supervisor as an expert of the field, with the consent and agreement of the academic supervisor
- ☞ High standards and quality of supervision should be ensured under all conditions
- ☞ A ratio of no more than 1:5 SME supervisor to students is recommended
- ☞ A ratio of no more than 1:10 academic supervisor to students is recommended
- ☞ Students are allowed to self-nominate, on the basis that a highly motivated supervisor of a student is more likely to be effective
- ☞ If necessary, advertisements for academic and/or SME supervision will be displayed on the website and other media
- ☞ Academic and/or SME can nominate peers
- ☞ Academic and/or SME supervisors are required to attend at least one continuous professional development intervention
- ☞ Successful doctoral students should receive coaching and support to take on postgraduate students for supervision

5 High Level Processes



Figure 1: Appointment of Academic and Subject Matter Expert (SME) Supervisors

This policy should be read in conjunction of other research-related policies, as well as the following procedures:

Procedure: Appointment of Academic and/or SME supervisors

Procedure: Supervisor-Student Feedback

6 Responsibilities

All **supervisors** are responsible to exercise the following responsibilities:

- ☞ Academic and SME supervisors are required to cooperate with each other and with the Research Dean and/or Research Office and/or Programme Coordinator, to ensure that the student is provided with the infrastructure and necessary resources to undertake the research
- ☞ Academic and SME supervisors are required to liaise regularly with each other in order to clarify, on an ongoing basis, roles and responsibilities in regard to academic supervision
- ☞ Academic supervisor must administer and manage matters associated with the student's studies in accordance with the requirements and guidelines of the Institute
- ☞ He/she must ensure that the Programme Coordinators and Research Office are furnished with all relevant documentation at the relevant time
- ☞ He/she must provide academic guidance to the student to ensure the development of research skills and mastery of the research discipline and the field of specialisation, and ensure that these competencies are demonstrated in the relevant dissertation or thesis
- ☞ He/she and/or the SME supervisor must meet with the student regularly to provide guidance, monitor progress and agreed upon timeframes, and recommend corrective measures if necessary
- ☞ The academic supervisor must keep a written record of progress and output, and provide timely feedback
- ☞ He/she must provide progress reports as required by the Institute
- ☞ He/she must oversee any changes recommended by the examiners and/or moderators

- Supervisors must adhere to all general academic and research ethics with regard to academic Integrity and plagiarism, and the ethics requirements of research work

7 References

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

8 Version Control

| Author | Revision |
|--------------------------------------|------------|
| Research Manager: Dr Marthie de Kock | 2014/21/30 |
| Research Manager: Mr Simon Gathua | 2017/11/21 |
| Dean: Research : Dr Ronel Blom | 2018/01/19 |
| Dean: Research: Dr Ronel Blom | 2018/07/30 |