



**POLICY: STUDENTS-SUPERVISOR RELATIONSHIPS**

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<b>Related documents</b>			
<b>Da Vinci documents</b> (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> <li>• Nomination and Appointment of External Examiners</li> <li>• Appointment of Academic and Subject Matter Expert (SME) supervisors</li> <li>• Da Vinci Research Policy Framework</li> <li>• Conducting Ethical Research</li> <li>• Research Policy Guidelines: Supervisor and student roles and responsibilities</li> </ul>		<b>Other</b> (eg Legislation, DoE and HEQC directives and guidelines) <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>• SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa</li> </ul>	
<b>Website address of this document:</b>		<a href="http://www.davinci.ac.za/da-vinci-policies-and-procedures/">www.davinci.ac.za/da-vinci-policies-and-procedures/</a>	

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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 is committed to the ideal of distinguished scholarship and the provision of credible and innovative research findings that carry international recognition as well as national credibility and legitimacy. Central to the realisation of this vision rests the quality of the research produced as the Institute leads, challenges and explores the creation of knowledge in the context of application.

The relationship between supervisor 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. The main focus of this policy is the student-supervisor relationship and not the general relationship between the Institute and the student or supervisor.

## 2 Scope

The Policy applies to

- ☞ All academic and or research employees in their role as supervisors of postgraduate students.
- ☞ 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 the rights and obligations of all postgraduate students enrolled at the Institute as well as those of supervisors and mentors
- ☞ Provide a clear and concise outline of what each party to the student-supervisor relationship may expect from the other, thereby promoting the development and maintenance of a sound and productive relationship between the two parties
- ☞ Serve as a point of departure in the resolution of any disputes that might arise between postgraduate students and their supervisors

- ☞ This policy should be read in conjunction with the following document:  
Research Policy Guidelines: Supervisor and student roles and responsibilities

#### **4 Principles**

Key policy principles:

- ☞ The Institute values the dignity of every individual, the pursuit of truth, devotion to excellence, and acquisition of knowledge. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunities for all
- ☞ It is important to maintain the respect and confidence in relations between the student and their supervisor(s)

#### **5. High Level Processes**

N/A

#### **6 Responsibilities**

##### **6.1 Student responsibilities and legitimate supervisor expectations**

The student is responsible, in conjunction with the supervisor(s) to:

- ☞ Plan and implement the agreed research programme or project
- ☞ Successfully complete all the academic outputs of the study programme
- ☞ Find/source appropriate literature and obtain information from literature
- ☞ Write the research proposal and chapters in the time stipulated
- ☞ Prepare all documents required for obtaining ethics clearance
- ☞ Plan work schedules
- ☞ Engage in any required fieldwork or data gathering, data processing and data analyses
- ☞ Write and proofread his/her dissertation or thesis, including, but not limited to, obtaining professional assistance with the linguistic editing of the dissertation or thesis
- ☞ Attend to any amendments or revisions of the dissertation or thesis as required by the supervisor/s or internal or external assessors, and assume responsibility for the production of the final bound hard and electronic copies
- ☞ Make regular appointments with the supervisor/s and inform him/her in time if any administrative or academic difficulties are experienced in the study programme in order for the supervisor/s to advise in respect of timely corrective action
- ☞ Participate in research projects and programmes as determined by the supervisors, including attendance of symposia, seminars and conferences
- ☞ If necessary, purchase items that may be required to complete the production of the dissertation or thesis
- ☞ In the case of postgraduate students, produce at least one manuscript of a research paper in a format that is ready for submission to an accredited

research journal by the time the Academic Board considers the assessment results

- ☞ Adhere at all times to all general academic ethics with regard to academic Integrity and plagiarism, and ethics requirements relating to the research work

Conversely, the supervisor/s may legitimately expect students to exercise these responsibilities at all times.

## **6.2 Supervisor responsibilities and legitimate student expectations**

All supervisors are responsible for the following responsibilities:

- ☞ Administer and manage matters associated with the student's studies in accordance with the regulations of the Institute
- ☞ Where an academic and SME supervisor have been appointed, cooperate with each other and with the Research Office and/or Research Dean and/or Programme Coordinator, to ensure that the student is provided with the basic infrastructure and necessary resources to undertake the research
- ☞ Liaise regularly with each other in order to clarify, on an ongoing basis, roles and responsibilities in regard to academic supervision
- ☞ Co-operate with each other and with the Research Office and/or Research Dean, to assist with the arrangements for colloquia or seminars where the student may present progress of their work
- ☞ Ensure that the Programme Coordinator and Research Office are furnished with all relevant documentation at the relevant time
- ☞ 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 dissertation/thesis.
- ☞ Facilitate the student's access to necessary research resources, such as the library, while not diminishing the student's duty to take responsibility for his/her own research, including purchasing items that may be required to complete the production of the dissertation or thesis
- ☞ Meet with the student regularly to provide guidance, monitor progress and agreed upon timeframes, and recommend corrective measures where necessary
- ☞ Keep a written record of progress and output, and provide timely feedback
- ☞ Provide progress reports as required by the Institute and its research and/or postgraduate study structures
- ☞ Adhere at all times to all general academic ethics with regard to academic integrity and plagiarism, and the ethics requirements of research work

Conversely, the student may legitimately expect the supervisors to exercise these responsibilities at all times.

## 7 References

Council on Higher Education, 2004. Criteria for Programme Accreditation. CHE. Pretoria.

South African Qualifications Authority, 2005. Guidelines for integrated assessment. SAQA, Pretoria

## 8 Version Control

Author	Revision
Research Manager: Dr Marthie de Kock	2014/21/30
Research Manager: Mr Simon Gathua	2017/11/21
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