




PROCEDURE: Research Proposal Approval

Document Number	RSP0101 (V1)		
Inception Date	1 July 2017		
Procedure Owner	Dean: Research		
Review Register		Date	Signature
Approved by EXCO	EXCO Chairperson	28/02/2019	Name: Benjamin Anderson  Signature:
Revision Frequency	Annually		
Review Date	15 February 2020		
Review History	30/06/2018, 15/02/2019		

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Research 	<p>Other/External (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 • 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
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Website address of this document: www.davinci.ac.za

Procedure Description

This procedure document will be followed when approving a research proposal.

Step	Description	Notes
1	Student can attend Research workshop 1 and 2	Month 1
2	Student to submit formative assessment - draft of chapter 1 within 4 weeks	
3	Written feedback is provided to each student re draft chapter 1 within 4 weeks	
4	Student can attend Research workshop 3	Month 3
5	Student to submit formative assessment - draft of chapter 3 within 4 weeks	
6	Research Office to provide written feedback to each student re draft chapter 3 within 4 weeks	
7	Student can attend Research workshop 4 and defend the proposal or student must ensure that oral defence take place via any electronic means	Month 5
9	Verbal feedback is provided at the time of oral defence	
10	Student to submit summative assessments – final proposal	Month 6
11	Written feedback is provided to each student within 4 weeks	
12	Moderation to take place in accordance with the Assessment and Moderation policy	
13	On successful completion of the proposal a Supervisor will be appointed by the Institute	Month 7

Stakeholders

#	Stakeholder
1	Dean: Research
2	Research Office

5	Programme Co-ordinator
6	Programme Convener
7	Lecturer

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Research	001	30/06/2018	
Dean: Research	001	15/02/2018	Reviewed – no changes

