




**PROCEDURE: Internal Quality Assurance of Dissertations/Theses**

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Procedure Owner	Dean: Research		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by EXCO	EXCO Chairperson	28/02/2019	Name: Benjamin Anderson Signature: 
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Review Date	February 2020		
Review History	30/06/2018; 15/02/2019		

**Related documents**

<p><b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• Policy: Assessment and Moderation</li> <li>• Policy: Curriculum Design and the Development of Learning and Assessment Resources</li> <li>• SOP for Moderation Practices</li> <li>• Policy: Appointment, Management and Development of Faculty</li> <li>• Policy: Programme Management</li> </ul>	<p><b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)</p> <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>• Labour Relations Act (Act 66 of 1995) as amended</li> <li>• CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>• SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>
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**Website address of this document:**

**[www.davinci.ac.za](http://www.davinci.ac.za)**

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## Procedure Description

Final submission of dissertation/thesis triggers and internal quality assurance process.

Step	Description	Notes
1	Programme Convener sends the final dissertation/thesis to the Research Office for Internal Quality Assurance	Internal quality assurers are appointed from the current pool of Supervisors and trained/guided on how to undertake quality assurance
2	The Quality Assurer is to provide a Quality Assurance report to the Research Office within 7 working days	Structured feedback report is provided by the Research Office
3	The Research Office is to return the Internal Quality Assurance report to the Programme Convener within 7 working days	
4	If any amendments are required, the Quality Assurance report together with the dissertation/thesis are returned to the Supervisor to guide the student to attend to any corrections	
5	Once the corrections are made by the student to the satisfaction of the Supervisor and the Corrections Report is submitted together with the dissertation/thesis to the Research Office, suitably qualified examiners are sourced and appointed by the Research Office	
6	The examiners and sent reminders of the due date for all reports, should they default	

## Stakeholders

#	Stakeholder
1	Dean: Research
2	Research Office
3	Quality Assurer
4	Academic Supervisor

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5	Programme Co-ordinator
6	Programme Convener

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Dean: Research	001	30/06/2018	
Dean: Research	001	15/02/2019	Revision – no changes