




PROCEDURE: Appointment of Research Supervisors

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Approved by EXCO	EXCO Chairperson	28/02/2019	Name: Benjamin Anderson  Signature:
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Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> • Policy: Appointment of Academic and SME supervisors • Policy: Appointment, Management and Development of Faculty 		<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 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be followed when appointing Research Supervisors.

Step	Description	Notes
1	The Research Office, under the leadership of the Dean: Research, is to identify suitably qualified Supervisors and Co-supervisors/ Subject Matter Expert(SME) from among the current faculty list or identify other suitable supervisors if necessary and recommend this to the Research Committee	
2	The Research Committee will consider, verify and approve all Supervisors recommended. In extreme cases where the Research Committee is unhappy with the recommended supervisors, it may request the Research Office to consider alternate experts	
4	The Research Office communicates in writing, the decision of the Research Committee to the Supervisor/s and the necessary contracts are signed	Contracting includes signing the Conflict of Interest form
5	The Programme Convener will formally introduce the Supervisor/s to the student via email and/or telephone	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Research Office
4	Academic Supervisor
5	SME Supervisor
6	Programme Co-ordinator
7	Programme Convener

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Research	001	30/01/2018	
Dean: Research	001	15/02/2018	Revision – no changes