




POLICY: APPOINTMENT OF RESEARCH SUPERVISORS

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Related documents

<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

The Da Vinci Institute is a private higher distance education institution offering programmes with outcomes-based curricula. This policy forms part of the institutional Quality Management System and details the principles for ensuring that programme offerings adhere to academic standards and empower students to contribute to their communities, society and the economy of the future. This approach is underpinned by the Mode 2 discourse on the generation and distribution of knowledge.

The Institute 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 the Institute's vision is the support required by qualified and committed research 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 relevant disciplines and knowledge generation.

2 Scope

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

This policy should be read in conjunction with the general rules governing the relationship between students and/or the conditions of contracting or employing research supervisors. The policy extends and does not replace any other agreements between the Institute and its students or employees and applies to the Postgraduate Research Office in respect of the identification, invitation and support of supervisors.

3 Aim

The purpose of this policy is to:

- ☞ Outline ways to identify, nominate and appoint research supervisors
- ☞ Provide a clear and concise outline of what is expected of the research supervisor
- ☞ Serve as a point of departure in the resolution of any research related disputes between the student and supervisor

4 Principles

Research supervisors must be experienced scholars, academically able, collegial and proficient communicators. It is highly recommended that research supervisors have a variety of academic expertise and experiences inter alia, research and publication, postgraduate supervision and examination, multi-disciplinary knowledge, etc. This enables them to bring different perspectives and skills to the role and ensures a balance in the group of supervisors.

Research supervisors will have a qualification which is one level higher than the qualification for which the student is being supervised, or equivalent in the case of a Doctorate. Depending on the student's research topic, a co-supervisor may be appointed based on his/her technical expertise as a co-supervisor. In this case, the supervisor will have the requisite one up qualification and the co-supervisor may not.

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 a research supervisor appointed by The Institute
- ☞ Under certain circumstances, a student may request a supervisor as an expert of the field, with the consent and agreement of the research supervisor
- ☞ High standards and quality of supervision should be ensured under all conditions
- ☞ A ratio of no more than 1:10 research supervisor to students is recommended, with due consideration of the workloads of the faculty concerned, as well as the progress of students.
- ☞ 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 supervision will be displayed on the website and other media
- ☞ Research supervisors are required to attend supervisor onboarding and at least one continuous professional development workshop per annum
- ☞ Research supervisors are responsible for their personal disciplinary and other professional development
- ☞ The Institute will develop potential supervisors through a co-supervision process
- ☞ The Institute may appoint an industry expert as a field or co-supervisor should this be necessary in instances where the nature of the research problem is of a technical nature and/or is not entirely located in a traditional discipline. In such instances, the supervisor or academic supervisor, as is sometimes referred to, will provide academic guidance to ensure that the dissertation or thesis meets academic standards.

5 High Level Processes

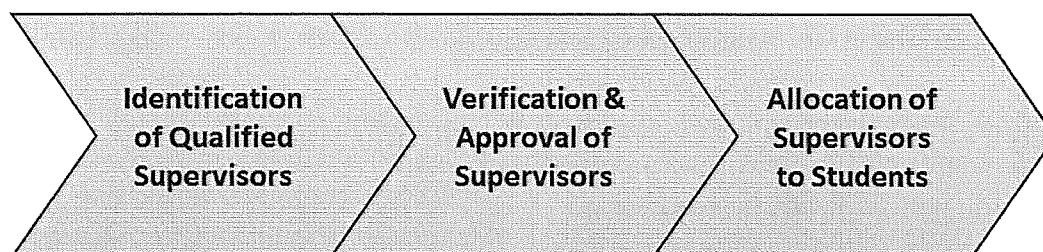


Figure 1: Appointment of Research Supervisors

This policy should be read in conjunction with other related Institutional policies.

6 Responsibilities

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

- ☞ Research co-supervisors are required to cooperate with each other and with The Institute, to ensure that the student is provided with the infrastructure and necessary resources to undertake the research
- ☞ Research supervisors are required to liaise regularly with each other in order to clarify, on an on-going basis, roles and responsibilities in regard to research supervision
- ☞ Research supervisors 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 that these competencies are demonstrated in the relevant dissertation or thesis
- ☞ He/she and/or the co-supervisor must meet (communicate) with the student regularly (at least once a quarter), to provide guidance, monitor progress and recommend corrective measures if necessary
- ☞ The research supervisor must keep a written record of progress and output, and provide timely feedback.
- ☞ He/she must provide progress reports which must be co-signed by the student, as required by the Institute
- ☞ He/she must oversee and approve any changes recommended by the examiners and/or moderators and sign off the correction of errors report
- ☞ 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
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