



**Research Policy  
Madzivhandila**

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**Recommended by**



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**Head of Department  
(Maisela RJ)**

2015-06-23

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**Approved by**



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(Matshoge, BAJ)**

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Madzivhandila Agricultural College	Research Policy for Agric. college	Effective Date 2015
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### Document Information and Revision Log

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### Approval of Policy

<b>Approved this Date</b>	:	
<b>Approved By</b>	:	
<b>Signature</b>	:	

Please note that the implementation of the policy contained in this document is subject to approval and signature of the delegated authority.

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## **ABBREVIATIONS**

HOD	Head of Department
MEC	Member of Executive Council
LDA	Limpopo Department of Agriculture

## 1. INTRODUCTION

Agricultural Colleges are committed to constantly improving in research development in the agricultural training field; therefore this policy document provides a framework and guidelines that will ensure that research is coordinated in an effective and efficient manner.

## 2. PURPOSE

The purpose of this policy is to provide a framework for conducting and management of research in the Institutes.

## 3. AUTHORITY OF RESEARCH POLICY

The Research Policy is issued under the authority of both the Member of the Executive Council (MEC) for Agriculture as the Executive Authority of the LDA and the Head of Department (HOD) as the Accounting Officer of the Limpopo Department of Agriculture.

## 4. SCOPE

This policy applies to all employees (staff members) and students registered for higher education qualifications at the Institute.

## 5. APPLICABLE LEGISLATION

- Green Paper on Agricultural Training Institutes
- Approved Norms and Standards for Agricultural Training Institutes

## 6. PRINCIPLES

### 6.1 THE COUNCIL RESEARCH COMMITTEE

The Council Research Committee is a sub-committee of Council and as such has the task to develop a research culture and to enhance the Institution's research capacity.

The specific functions of the Research Committee are as follows:

- i. To monitor and promote a research culture at the college;
- ii. To encourage executions of research and development activities that will be of benefit to the local, provincial, national and international communities and industry.
- lii. To implement and review the research policy at the Institute.
- iv. To advise principal on the implementation of the research policy.
- v. To monitor and approve the annual research budget.
- vii. To encourage researchers to publish their research results in DoE accredited, subsidy-earning journals and proceedings.
- viii. To monitor the distribution of funding in terms of the Institutional Research Policy.
- ix. To approve all formal agreements on research with other institutions and bodies prior to signing of such agreements.
- x. To monitor the progress of research and development projects within the Institute, and report regarding these to the Council.
- xi. To allocate and monitor Institutional Research Funds to qualifying applicants for internal research grants and support, when other sources of funding are not available.

#### **5.1.1 Composition**

- Principal: ex-officio
- Advisory member
- Vice Principal: Academic (Chair)
- Head: Research
- Heads of Departments or their Representatives
- Departmental Research Committee Representatives
- Head: Library and Information Services
- Representative: Centre for Learning and Teaching
- Head of Quality Assurance

## 5.2 INTERNAL RESEARCH FUNDING

The Institute provides internal research funds that are administered by the Research Committee for the following activities as and when money is available:

### 5.2.1 Individual Research Grants

Grants for Masters and Doctoral Studies will be awarded to staff members who are registered for higher degrees as part of a study subsidy administered by the Human Resources Department.

### 5.2.2 Topping up Fund

Academic staff members are encouraged to source research funding from other agencies because the Institution's ability to fund research will always be limited compared to the overall research funding needs of the staff. Thus when a staff member has received some research funds that are not adequate for a specific project, the Institute commits itself to topping up that grant (limit to be set periodically).

### 5.2.3 Matching Grant

When researchers receive grants from outside sources, the institution is expected to match these grants at fixed ratios. The Institute will create a budget for matching up these grants in order to assist staff members whose research proposals are supported by outside sources.

### 5.2.4 Mini-Grants

An ad hoc mini-grant for research will be made available in circumstances where external funding is unlikely to be obtained. For instance, a staff member may need a small amount to support specific research expenses associated with a post graduate degree program, or preparation of a research paper for presentation in a conference. (Limit to be set periodically)

### **5.2.5 Proposal Preparation Grant**

A staff member may be granted proposal preparation seed-money. This grant can be used to cover travel costs for consultations and costs associated with literature searches and ordering of journal articles through inter-library loan services. The applicant will be expected to indicate the nature of the envisaged research project, potential funding source and the time frame for proposal preparation.

### **5.2.6 Research Methodology Training Grant**

Funds may be made available for assisting staff to attend short-term training programs on specific research methods or techniques. Requests for this grant should be linked to a specific research proposal or project. The applicant should demonstrate how such training will improve performance in a specific research activity. Details of the training program should be included in the application.

### **5.2.7 Publication Grant**

Expenses incurred to prepare a research report for publication will be considered for funding only if the report is published in an accredited journal that qualifies for the Department of Education subsidy for published Research Outputs.

### **5.2.8 Conference Attendance Grant**

Staff members who wish to attend national and international conferences to present papers will be assisted through the Institutional Research Funds. Conferences will be funded to cover travelling, conference registration and accommodation. The Council Research Committee will determine amounts to be granted depending on conference costs and availability of funds. Applications for this grant must be accompanied by proof of acceptance of a presentation abstract and a conference proceedings announcement and program.



## 6.2 THE RESEARCH OUTPUT

The research output of the Institute comprises of original research papers, research letters and review articles for the specialist, which appear in approved research journals, as well as technological publications (including conference proceedings), patents and artefacts that comply with certain criteria. A portion of the subsidy generated by such research output will be paid into the author/s originator/s research account.

## 6.3 RESEARCH EXCELLENCE AWARDS

Research excellence awards will be presented for the following categories:

- Highest research output,
- Highest number of graduating post graduate students,
- Best research project,
- Excelling novice researcher.

All awards will be awarded in platinum, gold, silver, and bronze class.

## 6.4 NICHE AREAS / FOCUS AREAS

An attempt will be made to develop centres of excellence that are both aligned to the NRF focus areas and the Institute's mission and vision.

## 7. MONITORING AND EVALUATION

Monitoring and Evaluation of this policy would be conducted by the Agricultural Training Institute.

**8. DISPUTE RESOLUTION**

Any disputes in relation to this policy, its application and implementation shall be managed in line with the Institute's dispute resolution and grievance mechanisms.

**9. DEVIATION FROM THE POLICY**

This Research Policy will be applicable in all relevant cases and under no circumstances will any deviation of the Research Policy be allowed. Should any deviation be deemed necessary, it will only be done with the written consent of the HOD of the Limpopo Department of Agriculture

**10. INCEPTION DATE**

The inception date is the date of approval of this document.

**11. TERMINATION AND REVIEW CONDITIONS**

The Research Policy will be reviewed every 24 months (2 years) or as and when a need arise and may be replaced by the Policy from DAFF.

**12. ENQUIRIES**

All enquiries regarding this policy should be directed towards the Limpopo Department of Agriculture at 015 294 3000/Madzivhandila Agricultural College at 015 962 7200.

**Recommended by:**

  
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**Head of Department  
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