

# Research Policy


## Tompi Seleka College of Agriculture

Ref: S.6/P

2017 Reviewed Edition

Date of approval: 27 September 2017

Recommended by:

  
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Head of Department  
(Maisela, RJ)

2017-09-12  
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Hon MEC for Agriculture and Rural Development  
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27/09/2017  
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<b>Table of Contents</b>	<b>Page</b>
1. Acronyms and abbreviations	1
2. Executive summary	2
3. Introduction	2
4. Purpose and objectives	2
5. Authority	2
6. Legal framework	2
7. Scope of application	3
8. Definitions	3
9. Policy Pronouncements	3
9.1 Principles	3
9.2 Internal Research Funding	4
9.3 The Research Output	6
9.4 Research Excellence Awards	6
9.5 Niche areas/Focus areas	6
9.6. Monitoring and evaluation	6
9.7 Dispute resolution	6
10.Default	6
11.Inception date	7
12.Termination and review	7
13.Enquiries and reporting	7

## **1. Acronyms and abbreviations**

DAFF	Department of Agriculture, Forestry and Fisheries
DoE	Department of Education
HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council

## **2. Executive summary**

This Research Policy for Tompi Seleka College of Agriculture addresses all matters regarding research at the College. Although research is primarily done at the research stations, the Colleges of Agriculture are naturally also engaged in research. The functions of the Research Committee, the funding for research, the outputs of research, focus areas and niche areas as well as the matters concerning the Excellence Awards for Research.

## **3. Introduction**

Colleges of Agriculture are committed to constant improvement in research and development within the agricultural training field. This Policy document provides the Framework for engaging in research and development at Tompi Seleka College of Agriculture.

## **4. Purpose and objectives**

The purpose of this Research Policy for Tompi Seleka College of Agriculture is to provide a framework and give direction regarding:

- a) The conducting of research at the College
- b) The management of research at the College
- c) Prioritisation of research at the College
- d) Acknowledgement of research at the College

The main objective of this Research Policy is the enhancement of a research culture at the College.

## **5. Authority**

This Research Policy for Tompi Seleka College of Agriculture, is issued under the custodianship of the Hon Member of the Executive Council (MEC) for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer of the Limpopo Department of Agriculture and Rural Development (LDARD).

## **6. Legal framework**

- Green Paper on Agricultural Training Institutes
- Approved Norms and Standards for Agricultural Training Institutes
- Constitution of the Republic of South Africa, 1996

- Copy Right Policy of the College – including the Copy Right Act of 1978 (and subsequent amendments to the Act)

## 7. Scope of application

This Research Policy applies to all staff members/employees and students registered for higher education qualifications at the Tompi Seleka College of Agriculture who engage in any form of research at the College.

## 8. Definitions

College:	Refer to Tompi Seleka College of Agriculture
Staff members:	Refer to all persons who are employed at the College
Students:	Refer to all persons registered for higher education qualifications at the College

## 9. Policy Pronouncements

### 9.1 Principles

#### A) The Research Committee

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

The specific functions of the Research Committee are as follows:

- 1) To monitor and promote a research culture at the College
- 2) To encourage executions of research and development activities that will be of benefit to the local, provincial, national and international communities and industry.
- 3) To implement and review the Research Policy at the College.
- 4) To advise the Principal on the implementation of the Research Policy.
- 5) To monitor and approve the annual research budget.
- 6) To encourage researchers to publish their research results in Department of Education (DoE) accredited, subsidy-earning journals and proceedings.
- 7) To monitor the distribution of funding in terms of the Tompi Seleka College of Agriculture research Policy.

- 8) To approve all formal agreements on research with other institutions and bodies prior to the signing of such agreements.
- 9) To monitor the progress of research and development projects within the College and report regarding these to the Council of the College.
- 10) To allocate and monitor Institutional Research Funds to qualifying applicants for internal research grants and support in the event that other sources of funding are not available.

## **B) Composition of the Research Committee**

The composition of the Research Committee at Tompi Seleka College of Agriculture will include some of the following persons:

Principal: Ex-officio
Advisory member
Vice-principal: Academic (chairperson)
Head: Research/Farm management
Heads of Department (or their representatives)
Departmental Research Committee Representatives
Head: Library and Information Services
Representative: Laboratory Services
Head of Quality Assurance

## **9.2 Internal Research Funding**

The College provides internal research funds that are administered by the Research Committee for the following activities (as and when funds are available):

### **A) Individual Research Grants**

Grants for Masters and Doctoral Studies will be awarded to staff members who are registered for a higher degree as part of a study subsidiary administered by the Human Resources (HR) unit.

### **B) Topping-up Fund**

Academic staff members are encouraged to source research funding from other agencies because the ability of the College to fund research will always be limited compared to 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 College commits itself to topping-up that grant (The limit to this is set periodically.)

### **C) Matching Grant**

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

### **D) 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 of money to support specific research expenses associated with a post graduate degree program, or for the preparation of a research paper for presentation at a conference. (The limit to this is set periodically.)

### **E) Proposal Preparation Grant**

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

### **F) Research Methodology Training Grant**

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

### **G) 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 DoE subsidy for published research outputs.

### **H) 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 as well as the conference programme.

### **9.3 Research Output**

The research output of the College 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 bank account of the author/s or originator/s of the research paper.

### **9.4 Research Excellence Awards**

Research Excellence Awards will be presented for the following categories:

- a) Highest research output
- b) Highest number of graduating post graduate students
- c) Best research project
- d) Excelling novice researcher

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

### **9.5 Niche areas/Focus areas**

An attempt will be made to develop centres of excellence that are both aligned to the National Research Foundation focus areas and the College's mission and vision.

### **9.6. Monitoring and evaluation**

Monitoring and evaluation as well as advocacy of this Research Policy would be conducted by Tompi Seleka College of Agriculture itself.

### **9.7 Dispute resolution**

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

## **10.Default**

No deviation from this Research Policy will be allowed.

Should there be a need to deviate from the prescripts of this Research Policy, it will only be allowed after:

- i) Written motivation for the request to deviate has been submitted to the HOD of the LDARD
- ii) Written permission for the deviation has been provided by the HOD of the LDARD



### 11. Inception date

The inception date of this Research Policy is the date of approval – as indicated on the cover page of this Policy document.

### 12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by DAFF at any time.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

### 13. Enquiries and reporting

All enquiries regarding this Research Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:



Head of Department

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