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**25th annual Conference**

13-15 November 2018

***Re-imagining our universities: the role and impact of institutional research in times of disruption***

Hosted by Durban University of Technology, Durban, South Africa

**Information for submitters**

The conference aims to attract institutional research professionals and higher education scholars to share their knowledge and expertise in the field of higher education management, with a specific focus on institutional research, management information, business intelligence, quality assurance and enhancement, and statutory reporting, amongst others.

For further information on the Conference theme, please visit [www.saair-web.co.za](http://www.saair-web.co.za).

The following types of contributions will be considered for presentation at the conference:

**Contributed paper (CP)**

This is a scholarly paper in which the author(s) share research results. Such a paper may draw from a research report, a case study or the use and application of a particular research methodology, or may address particular theoretical and conceptual issues relevant to the theme of the conference. The proposed paper can be based on original data collection or secondary data analysis and can be based on quantitative, qualitative or mixed methodology. Clear evidence of findings is required.

Contributed papers will be scheduled in 30-minute slots of which at least 10 minutes should be dedicated to discussion.

The Exco intends, as a capacity development initiative, to identify the best papers from emerging/young scholars/institutional researchers. This will only focus on Contributed Papers, with the idea of providing some support to convert the best paper(s) into articles for publication.

The submission for this presentation type will thus assist the evaluation committee towards identifying such potential candidates.

**Panel discussion (PD)**

This is a collegial discussion of a single topic relevant to the theme of the conference by several discussants. The outline for such a presentation should describe the topic and the central issues that will be explored. It should also describe how the differing perspectives of each participant will contribute to the development of the topic. The total time allowed for a discussion panel will be 60 minutes.

**Pre-conference workshop (CW)**

A workshop should be aimed at facilitating active involvement by participants in deliberations around a topic relevant to the theme of the conference. It should generally consist of a brief introduction followed by planned activities/processes of engagement. The outline for a proposed workshop should describe the topic, the participant activities, the audience that will be targeted through the workshop and its intended outcomes. The outline should also specify any special requirements that may be needed for the workshop (e.g., individual laptops for participation, venue specification, etc.). Please note that such specifications will need to fit in with the overall logistical arrangements for the conference.

**3-minute pitch presentations (PP)**

This affords an opportunity for early stage or not yet completed research to be presented in an innovative way. Presenters have 3 minutes to give a presentation supported by only THREE slides or ONE poster. Strict time control is exercised, as the intent is to get the importance of the research across to the audience in this short space of time. This will be a session affording the opportunity for question and discussion time for all the relevant presentations. Three-minute pitch presentations can depict research or evaluation findings, or outline a research process.

**Demonstration (D)**

A demonstration displays materials related to a project having to do with research or practice. These may include a variety of formats, such as computer programs or multimedia presentations of a project.

**PROPOSAL EVALUATION PROCESS**

The evaluation of proposals is an important activity in the run-up to the annual conference. The SAAIR Exco remains committed to coordinating the evaluation process in a fair, objective and rigorous manner whilst also considering issues such as the spread of proposals from institutions across Southern Africa and all types of institutions.

In facilitating this, the following should be noted:

1. A panel of experts will be constituted to assess proposals against a pre-determined list of quality criteria (see below).
2. All evaluations are undertaken through a double-blind review process.
3. Where proposals are rated at roughly the same level of quality, the evaluation committee will consider the number of proposals by an individual researcher, and the type of institution to which the individual researcher(s) are affiliated in order to ensure a reasonable spread without neglecting the quality requirements as evaluated by the peer review panel.
4. Contributions that seek to make a scholarly contribution to addressing the theme of the conference will be given first priority of acceptance. However, submissions that do not directly address the theme of the conference will also be considered, provided that they have a clear focus on one or more of the objectives of the SAAIR, namely “to benefit, assist and advance institutional research leading to improved understanding, planning and operation of institutions of higher education”.

**The following criteria will be used to guide the selection of presentations:**

**General criteria applicable to all proposals**:

* Whether the proposal links to one or more of the SAAIR’s, objectives *namely “to benefit, assist and advance institutional research leading to improved understanding, planning and operation of institutions of higher education”*;
* The degree to which the proposal links to the Conference theme (*Submissions that do not directly address the theme or sub-themes of the conference will also be considered, provided that they have a clear focus on one or more of the objectives of SAAIR)*;
* The overall clarity of the proposal (e.g., quality of writing, organisation of ideas, clarity of assumptions, logic of arguments; etc.);
* The importance, significance and relevance of the topic and major issue(s) addressed for institutional research; and
* The potential significance of the contribution.

**Specific criteria applicable to contributed papers**:

* Appropriateness of theoretical or conceptual framework;
* Soundness of research design;
* Appropriateness of data sources or evidence used;
* Clarity of exposition of ideas, analyses, arguments and conclusions; and
* Evidence that the research is near completion and that the paper will be completed by the time of the conference (e.g., preliminary results).

**Specific criteria applicable to panel discussions**:

* Overall focus of the panel discussion and major issues/viewpoints addressed;
* How the collective issues/viewpoints fit together to create a coherent whole;
* How the proposed panel will provide a learning experience of value to delegates; and
* Clarity of exposition of ideas, analyses, arguments and conclusions.

**Specific criteria applicable to pre-conference workshops:**

* Overall focus of the workshop and major issues addressed;
* Soundness of design;
* Appropriateness of data sources or evidence used;
* Clarity of exposition of ideas, analyses, arguments and conclusions to be shared with participants; and

**Specific criteria applicable to 3-minute pitch presentations:**

* Timeliness and general interest regarding the topic;
* Appropriateness of the theoretical and methodological approaches pursued;
* Clarity of exposition of ideas, analyses, arguments and conclusions;
* Preliminary findings, conclusions and implications; and
* Quality of organisation and format of the proposed content.

**Specific criteria applicable to demonstrations:**

* Appropriateness of theoretical or conceptual framework;
* Soundness of design;
* Appropriateness of data sources or evidence used;
* Quality of proposed content;
* Quality of organisation and format of the proposed content.