



PROCEDURE: Application

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Procedure Owner	Registrar		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature:
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Review History			

Related documents	
<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> Policy: Application, Admission and Registration 	<p>Other/External (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 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

The following procedure applies when a student wishes to apply for registration on a programme with The Institute.

Step	Description	Notes
1	The prospective student completes an application form and sends to admissions department with required documentation and proof of payment	Documentation required: <ul style="list-style-type: none"> • Completed application form • Certified copy of Identity document • Certified copy of Matriculation/Senior certificate • Certified copy of Post Matric Higher Education qualifications, if applicable • Referee reports, if applicable • Proof of payment of the application fee • SAQA verification in the case of foreign qualifications • RPL request form for access and/or CAT, if applicable
2	Admissions Office to receive signed off programme framework and Service Level Agreement (applicable to corporate sponsored group) from Programme Co-ordinator	
3	Admissions office to verify applicant's documentation and populate screening sheet with student information	
4	If all is in order, the Admissions Officer to set up screening meeting with Registry	
5	At the screening meeting the Registry will verify each applicant's documentation	
6	At the screening an applicant's request for Recognition of Prior Learning(RPL) and Credit Accumulation and Transfer (CAT)will be evaluated by an RPL and CAT panel	All requests for CAT and RPL are retracted to the application process
7	A Student's status, whether full acceptance or provisional acceptance will be noted on the screening sheet and signed by the Registry	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Business Development
4	Registrar
5	Admissions office
6	Programme Co-ordinator
7	Programme Convener

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	

