



PROCEDURE: Memorandum of Agreement

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Procedure Owner	Executive: Business Development		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	01/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	01/07/2018	Name: Benjamin Anderson Signature:
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> • Policy: Business Development • Policy: Application, Admission and Registration • Policy: Curriculum Design and the Development of Learning and Assessment Resources • SOP for Moderation Practices • Policy: Appointment, Management and Development of Faculty • Policy: Programme Management 		<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

This procedure document will be followed when completing a memorandum of agreement.

Step	Description	Notes
1	Business Development Office to draft a formal Memorandum of Agreement(MOA) on approval of Industry Faculty	The MOA is valid for a 3 month period
2	Business Development Office to ensure the draft MOA is sent electronically to the Industry Faculty for approval and signatures	
3	Business Development Office to ensure they receive 1 original MOA signed and initialled on each page by all parties to the agreement	The Business Development Manager is the custodian of all MOA's, in his absence the Business Development Executive can sign a MOA
4	Business Development Office to ensure the Industry Faculty receive a scanned copy of the original signed MOA	
5	The Office Manager files the signed MOA both electronically and in a physical file	
6	Dean:Design to work with Industry Faculty to design the framework	

Stakeholders

#	Stakeholder	Responsibility
1	Executive: Business Development	
2	Business Development Manager	
3	Office Manager	
4	Dean: Design	

Version Control

Procedure Owner	Version #	Date	Reason
Executive: Business Development	001	1 July 2018	