



PROCEDURE: Registration

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Procedure Owner	Registrar		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Lousie Fuller Signature:
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2019		
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 • Policy: RPL, CAT and Articulation 	<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
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Website address of this document:	www.davinci.ac.za
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Procedure Description

This procedure document will be followed after the application and admissions process is complete.

Step	Description	Notes
1	Before a student is registered any Recognition of Prior Learning(RPL) and Credit Accumulation and Transfer(CAT) request will be considered and evaluated	
2	Registry confirms the decisions taken by the RPL panel and Subject Matter Experts (SME's) and informs the Admissions office to action	CAT requests will be evaluated by a SME in the field of study. Requests for RPL for access may require a TAMU competency online assessment or Critical Review
3	Admissions office emails any amended registration forms and payment contracts following RPL and CAT evaluations to accounts department for invoicing	
4	On receipt of the first payment according to the payment contract the applicant becomes a registered student	
5	Admissions office to handover completed screening sheet and related records to the appointed Programme Convener	The Programme Convener will communicate and manage the students' programme through to graduation

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Registrar
3	Assistant Registrar
4	Admissions Office Administrator
5	Programme Co-ordinator
6	Programme Convener
7	Subject Matter Expert

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	