



**PROCEDURE: Re-registration**

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Procedure Owner	Registrar		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature:
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Review History			

<b>Related documents</b>	
<p><b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• Policy: Application, Admission and Registration</li> <li>• Policy: Assessment and Moderation</li> <li>• Policy: Curriculum Design and the Development of Learning and Assessment Resources</li> <li>• SOP for Moderation Practices</li> <li>• Policy: Appointment, Management and Development of Faculty</li> <li>• Policy: Programme Management</li> </ul>	<p><b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> <li>• Constitution of the Republic of South Africa: 1996</li> <li>• Higher Education Act (Act 101 of 1997)</li> <li>• CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>• Labour Relations Act (Act 66 of 1995) as amended</li> <li>• CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>• SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>
<b>Website address of this document:</b>	<b>www.davinci.ac.za</b>

## Procedure Description

This procedure document will be applied on non-completion of a qualification following the expiry of the maximum period of registration, when a re-registration period of an additional twelve months is granted.

Step	Description	Notes
1	Programme Convener receives a request from student to re-register for an additional year following the imminent expiry of the duration of the student's programme	
2	Programme Convener sends the re-registration request form to student to complete	The request must be accompanied by a motivation letter from a Da Vinci Academic staff member
3	Programme Convener to forward the student's re-registration request form together with relevant supporting documentation to the Admissions Office	
4	On receipt of the signed documentation, the accounts department must invoice the student accordingly	
5	On receipt of payment the Admissions Office to send student confirmation letter and student contract to sign	
6	Admissions Officer to update the Learner Management System accordingly	
7	Programme Convener to provide student with a programme schedule and to support the student to complete their programme within the twelve months from the date on the re-registration letter	
8	Assistant Registrar to monitor extended programme study periods and inform Programme Convener accordingly	
9	Where a student has shown progress but cannot complete the outstanding modules within twelve months then a student may have to opportunity to request a re-registration	
10	Where a student has shown no progress a	

	student will need to re-apply as a new applicant	
11	In re-applying a student may have to enrol for a current programme should the previous programme be in teach out	
12	If this is the case the student would have to apply for credit transfer for modules successfully completed	

## Stakeholders

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

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Registrar	001	30 June 2018	