



PROCEDURE: Registration for subsequent years

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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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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

This procedure document will be followed when a student wishes to register for a subsequent year of study at the Institute.

Step	Description	Notes
1	On completion of a student's Academic year, Programme Conveners will provide the Admissions Office with the Statements of Results for students requesting to register for a subsequent year of study	
2	The Admissions Office will email the student the registration form and payment contract for the subsequent year of study	
3	Payment must be received before the start of the first workshop for a subsequent year of study	
4	An addendum to the Service Level Agreement (applicable to corporate sponsored group) must accompany a request to re-register students for a subsequent year of study	
5	The Admissions Office will email the student the relevant registration form, payment contract and student contract to sign	
7	Admissions Officer to confirm the subsequent year of study on the Learner Management System	

Stakeholders

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

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	