



PROCEDURE: Deferral

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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:
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
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Review History			

Related documents

Da Vinci internal	Other/External
(e.g. Policies, Regulations, Guidelines, Contracts)	(e.g. Legislation, DHET and CHE directives and guidelines)
<ul style="list-style-type: none"> • Policy: Application, Admission and Registration • Policy: Assessment and Moderation • 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
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Procedure Description

The following procedure applies when a student wishes to defer their studies.

Step	Description	Notes
1	Programme Convener receives deferral request from student in writing	
2	Programme Convener to confirm from Accounts Department that the student's account is up to date	
3	Programme Convener to complete deferral request form	
4	Programme Convener sends deferral request form to Registry to action	
5	Registry to approve/decline request, update deferral register on the server and draft deferral letter	Deferrals are included in the maximum period of registration
6	Registry sends letter to Programme Convener to inform student of start and end date of deferral period (if approved)	
7	Programme Convener to update Academic Report	
8	Registry to make a note on the Learner Management System	
9	Registry to send updated deferral register to accounts department for them to put the students account on hold for that period	
10	Registry to monitor deferral periods and inform Programme Conveners accordingly	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
4	Registrar
5	Assistant Registrar
6	Programme Co-ordinator
7	Programme Convener

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	