



**PROCEDURE: De-Registration**

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Inception Date	2 January 2017		
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:
Revision Frequency	Annually		
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Review History			

**Related documents**

<b>Da Vinci internal</b>	<b>Other/External</b>
(e.g. Policies, Regulations, Guidelines, Contracts) <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>	(e.g. Legislation, DHET and CHE directives and guidelines) <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>
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## Procedure Description

Where de-registrations are applicable, the following procedure will be followed.

Step	Description	Notes
1	Registry to monitor programme study periods and inform Programme Conveners accordingly	
2	The Programme Convener will clarify the student's status with a telephone call and confirmatory e-mail	
3	Programme Convener to populate the de-registration register on the server and advise the Registry thereof	
4	Registry to change the status of the student on the Learner Management Systems to "de-registered"	
5	Registry to draft the de-registration letter and email it to the programme convener who emails it to the student	
6	Registry to forward the de-registration register to the accounts department to note and action	
7	Programme Convener to record de-registration on the academic report	

## Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Registrar
5	Programme Co-ordinator
6	Programme Convener
7	Lecturer
8	Assesor
9	Moderator

## Version Control

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