



PROCEDURE: Membership of Student Representative Council

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Procedure Owner	Registrar		
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Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none">Policy: Student RepresentativesPolicy: Code of Conduct		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none">Constitution of the Republic of South Africa: 1996Higher Education Act (Act 101 of 1997)CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004Labour Relations Act (Act 66 of 1995) as amendedCHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014SAQA: 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 is followed when a student becomes a member of the Student Representative Council.

Step	Description	Notes
1	Communications Department emails student body in November of each year a request for nominations for student representatives	
2	Communications department informs registry of nominees	
3	Registry to confirm eligibility of all nominees	
4	Registry to contact the eligible nominees to confirm their willingness to stand	
5	Nominees to send CV and a profile to Registry for approved by the Registrar before the voting commences	
6	Registry notifies Communications Department to send out Nominees Profiles and CVS to the student body to vote for their preferred candidate(s)	
7	Communications Department advises Registry of nominees number of votes	
8	Registry tallies the number of votes	
9	The name of the nominees with the most votes are presented to Council together with their CVs in February for notification	
10	Registry to advise successful candidates, who must sign both an acceptance letter and the SRC Policy confirming their election	

Stakeholders

#	Stakeholder
1	Registrar
2	Assistant Registrar
3	Communication Department

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	04 July 2018	