



**PROCEDURE: Termination Student Representative Council**

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Procedure Owner	Registrar		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	04/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	04/07/2018	Name: Benjamin Anderson Signature:
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Review History			
<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"><li>Policy: Student Representative</li><li>Policy: Code of Conduct</li></ul>		<b>Other/External</b> (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><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>	

## Procedure Description

This procedure applies to members of the Student Representative Council who resign, fall into arrears on their student account or are found guilty following a disciplinary procedure.

Step	Description	Notes
1	A Student Representative wanting to resign should advise Registry 2 months in advance (where possible) in writing	
2	Registrar will confirm in writing with the Student Representative agreeing to the resignation request or advising them of the termination	
3	Registry to send e-mail to the Student Representative Committee notifying them of the member's resignation or termination	
4	Registry to also notify relevant staff and stakeholders of the member's resignation or termination	
5	Registry will fill the vacant position through the 'Appointment Student Representative' procedure	

## Stakeholders

#	Stakeholder
1	Registrar
2	Assistant Registrar
3	Communications Department
4	Student Representative Council

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Registrar	001	04 July 2018	