





PROCEDURE: Approval for Certification

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Inception Date	16 June 2018		
Procedure Owner	Registrar		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	16/06/2018	Name: Louise Fuller Signature: 
Approved by MANCO	MANCO Chairperson	16/06/2018	Name: Benjamin Anderson Signature: 
Revision Frequency	Annually		
Review Date	June 2019		
Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> Policy: Certification 		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <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 approving certification.

Step	Description	Notes
1	The Programme Convener must populate the graduation spreadsheet of possible graduands	
2	The Programme Convener must submit the final Academic report, student's identity document and Academic transcript to the Registry	
3	The Registry will send graduation spreadsheet to the Finance Department to confirm all student fees are paid in full	
4	Registry must quality check the students' details in relation to the Academic report, student's identity document and Academic transcript	
5	The Registrar will present the graduation spreadsheet to the Examination and Assessment Committee for the first level of the promotion approval process	
6	Final promotion pass mark condonement will be discussed at the Examination and Assessment Committee	
7	Recommendations regarding the awarding of qualifications will be made to the Academic Board for approval	
8	Submission to the Council for ratification	
9	Approval of the student's final results will be issued by the Council Secretariat with a decision number	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
3	Dean: Research
4	Registrar

5	Assistant Registrar
5	Programme Co-ordinator
6	Programme Convener

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	30 June 2018	

