



**PROCEDURE: Certification**

Document Number	RGP1102		
Inception Date	16 June 2018		
Procedure Owner	Registrar		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
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			
<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> <li>Policy: Certification</li> </ul>		<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>	

## Procedure Description

This procedure document will be followed once approval has been made by the Academic board and The Da Vinci Council has ratified the awarding of qualifications.

Step	Description	Notes
1	Executive Secretariat will issue a decision number following the approval of the students' final results	
2	Registry must update the Learner Management System after the outcomes of the Da Vinci Council meeting have been received	
3	Registry will prepare Certificates of qualification	
4	The Programme Conveners will print the Academic Transcripts according to the decision from The Da Vinci Council	
6	Registry issues Certificates with a unique number and this is recorded in the Certificate Register and kept with Registry	Certificate numbers cannot be re-used under any circumstances
7	Registry forwards an encrypted electronic file on a removable storage device to the printing supplier for the printing of the certificates	A non-disclosure agreement is in place
8	The printing supplier returns the storage device together with the printed certificates to Registry	
9	Registry then checks the printed certificates against the Graduation spreadsheet	
10	Certificates of qualifications are given to the CEO and Executive Dean for signing	
11	Registry embosses the signed certificates with a red seal	
12	Each certificate is scanned and saved on the server	
13	Once the certificates are signed and scanned they are locked in a cabinet in the records room for safe keeping until the graduation ceremony	Registry holds the keys

## Stakeholders

#	Stakeholder
1	CEO
2	Dean: Executive

3	Dean: Teaching and learning
4	Registrar
5	Assistant Registrar
6	Executive Secretariat
7	Programme Co-ordinator
8	Programme Convener

## Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	16 June 2018	

