


PROCEDURE: Issuing Academic Transcripts

Document Number	RGP1103		
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: 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 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
	Academic Transcripts	
1	Programme Convener to print Academic Transcripts on student written request	
2	Registry to sign and quality check Academic Transcripts	
3	Students will be issued with an Academic Transcript by the Programme Convener	
4	At anytime during a student's studies a student may request in writing an Academic Transcript verifying their programme status	
5	Should a student have successfully completed a qualification, but it is yet to be ratified by council a students may request a letter from Registry indicating such	All students request must be made in writing

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Registrar
3	Assistant Registrar
5	Programme Co-ordinator
6	Programme Convener

Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	16 June 2018	