



POLICY: MEMORANDA OF AGREEMENT (MOA)

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Custodian	Executive Business Development		
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Related documents			
Da Vinci documents (eg. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> Policy: Management an signing of Memoranda of Agreement 		Other (eg 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) NQF Act, No. 67 of 2008 SAQA - National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa 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 	
Website address of this document:		www.davinci.ac.za/da-vinci-policies-and-procedures/	

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1. Preamble

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

A memorandum of agreement (MOA) is a document intended to formalise the terms of a relationship, arrangement or understanding between The Institute and another party, but is not intended to be legally binding on either party.

The Institute is committed to ensuring that agreements entered into by stakeholders are given due consideration to the risks, benefits and other relevant requirements and accountabilities.

2. Scope

This policy applies to all our business engagements with all its stakeholders. Agreements entered into on behalf of The Institute must be administered in a way in which:

- 🌀 Delivers clear benefits without incurring undue risks
- 🌀 Incorporate probity, accountability, efficiency and effectiveness.

3. Purpose

To outline all the necessary parameters before we enter into business engagements.

4. High level processes

All the parties involved in the business engagements should be clearly outlined in the Agreement and what their responsibilities and accountabilities would be.

5. Principles

The Memorandum of Agreement facilitates the initial business engagement before all Da Vinci internal stakeholders are involved in a project.

6. Responsibilities

It is the responsibility of both parties to sign all agreements before starting on any project.

7. Accountabilities

All parties are accountable for all the terms and references stipulated in the Agreement.

8. Policy Governance

Business Development Division signs MOA's with its stakeholders for a period of 5 years, but if nothing happens within 3 months the agreement falls away. After the expiry of the agreement, a new one could be signed.

9. Version Control

Author	Revision
Registrar: Mr Piet Swanepoel	30/01/2015
Executive: Business Development: Mr Tshepho Langa	30/07/2018