



POLICY: APPLICATION, ADMISSION AND REGISTRATION

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Related documents			
Da Vinci documents (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Procedure: Application, Admission and Registration • Policy: RPL, CAT and Articulation • Procedure: RPL CAT and Articulation • Application form 		Other (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 • DHET – Minimum admission requirements August 2005 • DHET – Minimum admission requirements – 26 November 2009 (NCV) • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 	
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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.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

Da Vinci offers a range of undergraduate and postgraduate qualifications. Conditions of enrolment and admission criteria to the programmes of The Institute reflect the requirements of The Institute and the programmes offered. They also reflect the need to develop a cadre of graduates who will benefit from the academic rigour of the programmes and who will be able to use their newly acquired skills in the workplace, to benefit themselves, their employers and the economic well-being of South Africa. Screening of the applications of the students within the scope allowed by the DHET and HEQC therefore plays a major role in the placing of students onto the programmes. In pursuit of the above, The Institute implements procedures in respect of the admission criteria, and guidance and support to their students.

1.1. Academic background

Applicants must have attained an appropriate prior academic level, which will ensure that they will cope with the theoretical material, and the cognitive demand required at the relevant NQF level covered in the modules. Applicants should have obtained relevant academic qualifications, accredited by the South African Qualifications Authority (SAQA).

1.2. Academic potential

Many potential candidates have not had the benefit of any formal academic development, but have demonstrated, over the years in their careers, that they have the potential to successfully benefit from a formal academic programme. The Da Vinci Institute takes due cognisance of this fact, and where possible will grant the candidate provisional acceptance onto a programme following the successful completion on an assessment (e.g. a Critical Review or targeted skills competency assessment). The conversion of a provisional acceptance status to full acceptance, will involve the successful completion of the first three modules of the programme in the case of an undergraduate qualification, or passing the Research and Methodology module with 60% in case of a masters qualification.

1.3. Guidance and support from the institution

Placing of applicants on appropriate programmes is essential to ensure progress and success in the programme, to the advantage of both the applicant and the sponsoring client, where applicable. The Da Vinci Institute delivers action learning

programmes, with an emphasis on outcomes-based education, to the extent that student assessment is based on a mix of theory and practice. In keeping with the Mode 2 philosophy, students must display the ability to apply the theoretical material covered in the modules in the work place and to solve authentic, real-life work based problems.

As The Institute is flexible in its learning delivery, it strives to continuously identify the needs of individual students during the education process and where possible, plan solutions around the student's challenges. The online learning platform, Moodle, encourages students to communicate with their Lecturers for assistance with the course material and with Programme Conveners (PC) for possible catch-up or recovery plans scheduled during the course of their studies.

2. Scope

The policy is applicable to:

- Prospective candidates
- Students
- Registry
- Accounts Department
- Programme Conveners

And, will refer to student:

- Application
- Admission
- Registration
- Deferral
- De-registration
- Re-registration

Scope of documentation required by a prospective student is as follows:

- Completed application form
- Certified copy of identification document
- Certified copy of Matric Certificate or equivalent
- Certified copy of Post Matric Higher Education Qualifications if applicable
- Referee reports, if applicable
- Proof of payment of the application fee (in the case of clients, an Service Level Agreement will apply instead)
- Completed Recognition of Prior Learning (RPL) request form, if applicable. (Refer to the RPL, CAT and Articulation policy)

3. Purpose

The purpose of this policy is to indicate the functions of the Registry, the accounts department and the Programme Conveners (PCs), as they relate to the application,

admission and registration process, deferral, de-registration and re-registration. The functions would include the following:

- To determine whether the student qualifies to be admitted to the relevant level of a programme according to regulatory and institutional requirements
- To verify that all listed documents required have been submitted
- To determine whether the applicant qualifies for possible Credit Accumulation and Transfer (CAT) and/or Recognition of Prior Learning (RPL) for access
- To determine the following acceptance levels:
 - Full acceptance
 - Provisional acceptance
 - Suggest alternative study options if the candidate fails to meet the entry requirements for a particular programme
- To allow for the deferral of studies for a certain period of time, on request
- To initiate the de-registration process when applicable
- To initiate the re-registration process when applicable

4. Principles

As a result of South Africa's historical imbalances, there are disparities in income and occupations, which many sponsoring clients seek to redress.

Student numbers are informed by requests from the workplace, with a strong equity focus, to eliminate unfair discrimination in seeking to achieve a diverse and broadly representative workforce.

In so doing, Da Vinci seeks to promote the Constitutional right of equality and to promote economic advancement by its contribution as an educational steward of transformation.

The admission requirements of The Institute are in line with the policies and regulations promulgated by the regulatory bodies.

The Da Vinci Institute offers the following entry routes for each qualification:

- Access towards a qualification through RPL
- CAT for modules successfully completed through other registered and accredited Institutions of Higher Education

5. High level processes

5.1. Application

All applications must be made directly to The Institute on the prescribed form and lodged in the manner specified by The Institute. The application form must be accompanied by all required supporting documentation. During the application process, any request for RPL for access and/or CAT will be evaluated. The Admissions

Office will verify the documentation and arrange a screening meeting with the Registrar, who will grant the candidate either:

- ☞ Full acceptance
- ☞ Provisional acceptance
- ☞ Suggest alternative study options if candidate fails to meet the entry requirements for a particular programme

5.2. Admission

The Admissions office will email the applicant his/her admission letter together with the registration form and payment contract.

5.3. Registration

On receipt of the signed registration form and payment contract from the applicant, the Admissions Office will forward the documentation to the accounts department for invoicing. The student must make payment according to their payment contract.

The Admissions Office will assign registered students to allocated PCs, who will communicate and manage the student's programme and progress through to graduation.

5.4. Deferral of studies

The Registrar of The Da Vinci Institute may grant a student a deferral of his/ her studies. A deferral allows the student the opportunity to put his or her studies on hold for a period of time, with the understanding that the student has to complete the programme within the prescribed duration of the qualification in order to graduate.

5.5. De-registration

De-registration may occur under the following circumstances:

- ☞ The maximum study period of a student has lapsed and he/she did not re-register
- ☞ In cases of non-performance
- ☞ In cases of gross misconduct
- ☞ In cases where the student withdrew from the programme

5.6. Re-registration

On non-completion of a programme following the expiry of the registration period, a re-registration or re-application for the relevant programme may apply.

- ☞ In re-registering for a programme, a re-registration fee is applicable and the programme must to be completed within the required timeframe
- ☞ In re-applying for a programme, an application fee is applicable. The student will be granted CAT for the modules completed and will be liable to pay current fees for the incomplete modules.

6. Responsibilities

6.1. Registry

Registry is responsible for the following:

- ☞ Applications
 - Receive and verify application forms and supporting documentation
 - Populate screening sheet
 - Set up meeting with Registrar to screen applicants
 - Prepare and email registration forms and payment contracts to students
 - Registrar to sign admission letters
 - Prepare and email admission letters to students
 - Send signed documentation from students to Accounts for invoicing
 - Keep track of applicant in the Application, Admission and Registration process.
- ☞ Deferrals
 - Registrar to receive student application for deferral from PCs
 - Email Accounts same
 - Registrar to generate and sign deferral letter.
- ☞ Re-registration
 - Receive a student request for re-registration from the PC
 - Verify the student's registration period
 - Prepare and email the registration form and payment contract to the student
 - Send signed documentation from student to Accounts for invoicing
 - Inform the PC once the student is re-registered.
- ☞ De-registration
 - To approve de-registrations at a meeting held with the relevant PC
 - Email students de-registration letters
 - Notify Accounts
 - Record the student's de-registration status on the LMS

6.2. Accounts Department

The Accounts department is responsible for the following:

- ☞ Applications
 - Generate quotes where necessary
 - Generate tax invoices for the student or sponsoring client
 - Confirm receipt of student and/or client payments
 - Inform the Admissions Office
- ☞ Deferral
 - Receive a student's deferral application and motivation letter from the Registrar
 - Record the deferral status on the student's account and invoice if necessary
- ☞ Re-registration

- Generate a tax invoice for the student or client
- Confirm the receipt of a student and/or client payment
- Inform the Admissions Office
- ☞ De-registration
 - Receive de-registration notifications from Registry
 - Reflect a de-registered status on the student's account and invoice if necessary

6.3. Programme Conveners

The Programme Conveners are responsible for the following:

- ☞ Registration
 - To receive registered students from the Admissions Office
 - Communicate and manage the student's programme through to graduation
- ☞ Deferral
 - Provide Registry with student deferral request forms
 - Notify students with the deferral letter received from Registry
- ☞ Re-registration
 - Provide Registrar with the re-registration request form if a student wishes to re-register
 - To receive confirmation from the Admissions Office once the student is re-registered
- ☞ De-registration
 - Communicate with the student regarding possible de-registration
 - Meet with Registrar to approve de-registrations
 - Record a de-registered student on the de-registration register and client report

7. References

Council of Higher Education (CHE), 2013. The Higher Education Qualifications Sub-Framework. CHE, Pretoria.

Department of Higher Education and Training (DHET), 2016. Recognition of Prior Learning Coordination Policy. Government Gazette 39876.

South African Qualifications Authority (SAQA), 2013. National Policy for the Implementation of the Recognition of Prior Learning. SAQA, Pretoria.

8. Version Control

Author	Revision Date
Registrar: Mr Piet Swanepoel	2015-05-31

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