



**POLICY: CERTIFICATION**

Document Number:	RG11		
Version Number:	16/01/2018 (V2)		
Custodian	Executive Registrar		
<b>Status</b>	<b>Chairperson</b>	<b>Date</b>	<b>Signature</b>
Ratified by Council	Mr Sechaba Motsieloa	26/01/2018	
Revision Frequency	Triennial		
Next Review Date:	October 2020		
<b>Related documents</b>			
<b>Da Vinci documents</b> (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Policy: Assessment</li> <li>• Policy: Examination</li> </ul>		<b>Other</b> (e.g. Legislation, DHET and CHE directives and guidelines) <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>• SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa</li> </ul>	
<b>Website address of this document:</b>	<a href="http://www.davinci.ac.za/da-vinci-policies-and-procedures/">www.davinci.ac.za/da-vinci-policies-and-procedures/</a>		

The Da Vinci Institute for Technology Management (Pty) Ltd

Registered with the Department of Education as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No. 2004/HE07/003

## Table of Contents

1.	Preamble .....	3
2.	Scope.....	3
3.	Purpose .....	3
4.	Clarification of Terms .....	3
5.	Certification Policy Objectives .....	3
6.	Certification Procedure: Approval for Certification.....	4
7.	Awarding of a Qualification.....	4
8.	Awarding of a Qualification with Distinction (Cum Laude) .....	4
9.	Certificate Procedure: Following Ratification .....	5
10.	Issuing of Academic Transcripts .....	6
11.	Re-issuing of Qualification Certificates .....	6
12.	Version Control.....	6

## 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.

## 2. Scope

This policy is relevant to all students, Registry and Teaching and Learning staff of The Da Vinci Institute.

## 3. Purpose

The aim of this Policy is to provide clear guidelines for the certification of students who have met all the relevant requirements for a full qualification, and for the recording of achievements of learners on the National Learner's Record Database, in order to ensure that the data submitted is credible and the certificates issued are a reflection of the true achievement of learners.

The Da Vinci Institute recognises the importance of maintaining the highest standards of credibility in certification of learner achievements and is committed to maintaining integrity and credibility in the processes for certification of learners.

## 4. Clarification of Terms

For the purposes of this document the following definitions will be utilised:

 Certificates of Qualifications: awarded on completion of full certificates, diplomas, degrees and postgraduate degrees which are ratified by The Da Vinci Council after approval by the Examination and Assessment Committee and Academic Board to students who have successfully fulfilled the requirements for the completion of an accredited Da Vinci qualification and are declared competent in the outcomes of the specific programme

 The Academic Transcript is a document that indicates all relevant student information, programme modules, level of the programme, module credits and marks obtained by the student. The Academic Transcript also indicates that it reflects only preliminary results until the students results have been ratified by The Da Vinci Council.

## 5. Certification Policy Objectives

In order to ensure that integrity, accuracy and credibility is maintained, The Da Vinci Institute undertakes to:

 Ensure that certification takes place only when the student has passed all relevant modules toward the qualification. Where Credit Accumulation and Transfer (CAT)

procedures have been implemented, the relevant exempted modules will be indicated on the student's academic transcript

- Ensure that data submitted to the Council on Higher Education via the Education Quality Committee Information Systems (HEQCIS) for subsequent submission to the South African Qualifications Authority (SAQA) to meet the requirements of the National Learner's Record Database (NLRD) for the period, is true and correct
- Meet all deadlines for submission of records according to the requirements of the HEQCIS

## **6. Certification Procedure: Approval for Certification**

Upon completion of a programme the following procedure is followed:

- The relevant Programme Convener (PC) must submit the following documentation to the Registrar
  - The final client/progress report signed off by the PC
  - Academic Transcript of each student
- The Registrar will present the graduation regulatory report to the Examination and Assessment Committee for the first level of the promotion approval process, declaring that assessment and moderation took place in accordance with this policy and that the preliminary process was adhered to properly. Final promotion pass mark condonement will be discussed at the Examination and Assessment Committee and recommendations regarding the awarding of qualifications will be made to the Academic Board for approval and submission to the Council for ratification

## **7. Awarding of a Qualification**

The following rules apply when awarding a qualification:

- A pass mark of 50% must be achieved for each module that comprises a qualification.

## **8. Awarding of a Qualification with Distinction (Cum Laude)**

The following rules apply when awarding a qualification with distinction:

- The rules governing the final promotion pass mark are reflected in The Institution's Annual Prospectus. A student must consult the Prospectus in the year in which he or she applied, for the rules pertaining to his or her programme
- Students who commenced their studies before 2016 have to achieve an average of 75% over the entire programme. A distinction has to be obtained for the written dissertation in order to receive a MSc qualification Cum Laude
- Students who commenced their studies in 2016 and thereafter must achieve 75% for each academic component of the programme including the dissertation
- Students who commenced their programmes prior to the year 2017, who received credits towards a qualification as a result of achievements in other programmes are not able to obtain a Da Vinci qualification with distinction as such credits are awarded a 50% mark

- Students who commenced their programme in 2017, who received credits towards a qualification as a result of achievements in other programmes are able to obtain a Da Vinci qualification with distinction as the word 'exemption' will appear on the Statement of Results for the relevant module. The calculation of marks will exclude exempted modules
- Being successfully awarded a doctoral qualification is a distinction in itself and therefore no mark of Cum Laude will be awarded

### **9. Certificate Procedure: Following Ratification**

Following the approval made by the Academic Board, the awarding of qualifications is submitted to The Da Vinci Council for Ratification.

- Approval or amendment of the student's final results will be issued by the Council Secretariat with a decision number
- In the unlikely event that there is unauthorised printing, signing or issuing of a Certificate of qualification and/or Academic Transcript, the transgressors will be prosecuted
- A student requesting an Academic Transcript, verifying his or her programme completion status, who has not yet been presented to The Da Vinci Council, may be issued with a declaration letter indicating that the results are provisional on ratification of The Council. This letter must be prepared, signed and quality checked by the Registrar
- The Learner Management System has to be updated only after the outcomes of the Da Vinci Council meeting have been received
- Certificates of Qualifications will be prepared by the Registrar and the Academic Transcripts printed by the PCs according to the decision from The Da Vinci Council. These documents are then verified and quality checked by the Registrar
- Certificates are issued with a unique identifier and this record is kept with the Registrar. Certificate numbers cannot be re-used under any circumstances
- The Registrar 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
- The printing supplier returns the storage device together with the printed certificates to the Registrar, who will acknowledge receipt thereof
- The Certificates of qualification are given to the CEO and the Executive Dean: Economic and Management Sciences for signatures
- The Registrar's office embosses the signed certificates with a red seal
- Each certificate is then scanned and added to each individual student profile
- Once the certificates are signed they are locked in a cabinet in the records room for safe keeping until the graduation ceremony. The Executive Registrar holds the keys.

***NOTE: Completed, signed/unsigned certificates are kept under lock and key at all times by the Registrar.***

## 10. Issuing of Academic Transcripts

A student may request an academic transcript at any time from The Institute.

- 🌀 Students will be issued with an Academic Transcript by the PC
- 🌀 All Transcripts have to be signed and quality checked by the Registrar
- 🌀 Requests for Academic Transcripts must be made in writing to the PC.

## 11. Re-issuing of Qualification Certificates

With regards to the issuance of Qualification Certificates:

- 🌀 Incorrect or certificates damaged whilst in the possession of The Institute, must be returned to The Da Vinci Institute and a new certificate of qualification will be issued. The incorrect or damaged certificate must accompany the new certificate when being presented for signing. The incorrect or damaged certificate must then be shredded by the Registrar before releasing the re-issued certificate
- 🌀 A student who loses his/her certificate may request a replacement certificate
- 🌀 Any certificate of qualification to be re-issued will indicate "replacement certificate" on the front of the certificate. It will be re-issued using the same certificate number as the one being replaced. There will be a fee payable for any certificate of qualification to be re-issued owing to loss or damage by the student.

## 12. Version Control

Author	Revision
Registrar: Louise Fuller	02/10/2017
Executive Registrar: Louise Fuller	16/01/2018