

			
<b>Guidelines: Application, Admission and Registration</b>			
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<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> <li>• Policy: Recognition of Prior Learning and Credit Transfer and Accumulation</li> <li>• Policy: Application, Admission and Registration</li> <li>• Procedure: Application, Admission and Registration</li> </ul>		<b>Other/External</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>• 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>	

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## 1. Acronyms

CAT – Credit Accumulation and Transfer

CHE – Council for Higher Education

DHET – Department of Higher Education and Training

PC – Programme Coordinators

LMS – Learner Management System

RPL – Recognition of Prior Learning

SAQA – South African Qualification Authority

SLA – Service Level Agreement

## 2. Definitions

### 2.1. Application

Application is the process whereby a prospective student applies to The Da Vinci Institute to study a particular programme. It is during this process that any Recognition of Prior Learning (RPL) or Credit Accumulation and Transfer (CAT) is evaluated.

### 2.2. Admission

Admission is the process whereby a prospective student is granted entry to The Da Vinci Institute.

### 2.3. Registration

Registration is the process whereby the prospective student is registered as a student of The Institute.

## 3. General Admission requirements

It is a condition of enrolment for a Da Vinci qualification that:

- ☞ a student must have access to ICT technology as studying through The Da Vinci Institute is dependent on online engagements
- ☞ a student may register at The Da Vinci Institute on condition that the student is not presently registered at any other institution for another qualification

Applicants must meet the minimum statutory requirements of the relevant qualification in addition to any requirement that may be specified in the admission criteria of the qualification.

The Institute also considers the following for entry to under-graduate qualifications:

- ☞ National Certificate (NC) (Vocational) offered by Technical and Vocational Education and Training colleges in keeping with the published regulations
- ☞ National Senior Certificate (NSC) previously offered by Technical Colleges
- ☞ Senior Certificate (SC)

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- ☞ Age exemption in accordance to the Department of Higher Education and Training's requirements and conditions for Matriculation Endorsement and issuing of Certificates of Exemption for admission to Bachelor's Degree Studies (Department of Education, 2008)
  - ☞ Recognition of Prior Learning (RPL) for access

#### **4. Rules of Progression**

The student's academic progression starts with meeting the conditions of enrolment and the admission criteria for the selected qualification. Under specific circumstances the student can gain entry provisionally.

- ☞ In order to proceed to a subsequent year of study, all modules from the preceding year have to be successfully completed
- ☞ A student cannot complete a programme in less than the minimum number of prescribed years of the programme in accordance with the policies and regulations promulgated by the Department of Higher Education and Training.
- ☞ The awarding of credit transfers for subjects/modules completed at another Higher Education Institution will exempt a student from the submission of the relevant formative/summative assessment. The word 'exemption' will be indicated under the result of the subjects/modules on the Statement of Results
- ☞ A result of 50% has to be achieved to pass a summative assessment. In the case of postgraduate programmes a result of 60% has to be achieved for the Research Design and Methodology module before the student can proceed with his or her studies

In order to graduate, the student is required to successfully complete all the formative, summative, work-based research and integrated exit level assessments prescribed by the curriculum and within the registration period of the qualification. This will include any extensions, re-submissions and/or deferrals granted. In the case of postgraduate studies, successfully completing a dissertation or thesis will also apply.

## 5. Qualification Entry Requirements

<b>Higher Certificate in Management of Technology and Innovation (MOTI) (SAQA ID – 96742)</b>	
<b>Minimum Admission Requirements</b>	<b>Mature Age Exemption/ RPL</b>
<ul style="list-style-type: none"> <li>• National Senior Certificate NSC/SC (a) - A minimum of 30% in English; <b>OR</b></li> <li>• National Certificate (NC) (V) or equivalent at Level 4 - A minimum of 40% in English <b>OR</b></li> <li>• An SC – A minimum 33.3% in English:</li> </ul>	<p>Mature Age Exemption:</p> <ul style="list-style-type: none"> <li>• Candidates having attained the age of 23 before or during the first year of registration with a Senior Certificate with a minimum of 40% in at least four higher or standard grade subjects, at least three of which shall have been passed simultaneously and one of which shall be a higher grade subject; <b>OR</b></li> <li>• Candidates must have attained the age of 45 before or during the first year of registration.</li> </ul> <p>Recognition of Prior Learning:</p> <ul style="list-style-type: none"> <li>• Demonstrate suitability for admission and is at the Senate's/Academic Board's discretion on a case by case basis. For more details contact the Registrar.</li> </ul>

<b>Diploma in Management of Technology and Innovation (MOTI) (SAQA ID – 59490)</b>	
<b>Minimum Admission Requirements</b>	<b>Mature Age Exemption/ RPL</b>
<ul style="list-style-type: none"> <li>• National Senior Certificate NSC/SC (a) - A minimum of 30% in English or a minimum of 33.3% in English for the Senior Certificate (SC) coupled with:                             <ul style="list-style-type: none"> <li>○ If the candidate offered 6 NSC/SC (a) 20 credit subjects, an achievement rating of 3 (40%) or better in 4 NSC/SC(a) subjects; <b>or</b></li> <li>○ If the candidate offered a mix of SC, NSC and SC 20-credit subjects and passes an achievement rating of 3 (40%) or better in at least four subjects, which must be Higher Grade SC and/or NSC and/or SC (a) subjects, provided that a candidate may complete one standard Grade SC subject</li> </ul> </li> </ul>	<p>Mature Age Exemption:</p> <ul style="list-style-type: none"> <li>• Candidates having attained the age of 23 before or during the first year of registration with a Senior Certificate with three years' work experience and a proven ability relating to the proposed programme as well as adequate communicative skills; <b>OR</b></li> <li>• Candidates must have attained the age of 45 before or during the first year of registration.</li> </ul> <p>Recognition of Prior Learning:</p>

<p>at 50% or better in place of one Higher Grade SC subject at 40% or better;  <b>OR</b></p> <ul style="list-style-type: none"> <li>• National Certificate (NC) V or equivalent at Level 4. In addition a student must (a) achieve at least 50 % in three fundamental subjects, including English, (b) achieve at least 60% in three compulsory vocational subjects; <b>OR</b></li> <li>• Alternatively a Higher Certificate or Advanced Certificate in a cognate field.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate suitability for admission and is at the Senate's/Academic Board's discretion on a case by case basis. For more details contact the Registrar.</li> </ul>
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<b>Bachelor of Commerce (Business Management)                      (SAQA ID - 84767)</b>	
<b>Minimum Admission Requirements</b>	<b>Mature Age Exemption/ RPL</b>
<ul style="list-style-type: none"> <li>• National Senior Certificate NSC/SC (a) - A minimum of 30% for English or a minimum of 33.3% in English for the Senior Certificate (SC) coupled with:                             <ul style="list-style-type: none"> <li>○ If the candidate offered 6 NSC/SC (a) 20 credit subjects, an achievement rating of 4 (50%) or better in 4 NSC/SC(a) subjects; <b>or</b></li> <li>○ If the candidate offered a mix of SC, NSC and SC (a) 20-credit subjects and passes an achievement rating of 4 (50%) or better in at least four subjects, which must be Higher Grade SC and/or NSC and/or SC (a) subjects, <b>OR</b></li> </ul> </li> <li>• NC(V) Level 4 – In addition a student must (a) achieve at least 60 % in three fundamental subjects, including English, (b) achieve at least 70% in four vocational subjects, chosen from the NC (V) Level 4 subjects; <b>OR</b></li> <li>• Alternatively a Higher Certificate, an Advanced Certificate or Diploma in a cognate field.</li> </ul>	<p>Mature Age Exemption:</p> <ul style="list-style-type: none"> <li>• Candidates having attained the age of 23 before or during the first year of registration with a Senior Certificate or equivalent with a minimum of 40% in at least four higher or standard grade subjects, at least three of which shall have been passed simultaneously and one of which shall be a higher grade subject; <b>OR</b></li> <li>• Candidates must have attained the age of 45 before or during the first year of registration.</li> </ul> <p>Recognition of Prior Learning:</p> <ul style="list-style-type: none"> <li>• Demonstrate suitability for admission and is at the Senate's/Academic Board's discretion on a case by case basis. For more details contact the Registrar.</li> </ul>
<b>Additional Institutional Entry Requirements</b>	
<p>All applicants to the BCom programme must comply with the following minimum requirements: English First language: 50% English Second Language: 60% and Mathematics: 50%; Maths Literacy: 70%.</p>	

<b>Master of Management in Technology and Innovation (SAQA ID – 59469)</b>	
<b>Minimum Admission Requirements</b>	<b>RPL</b>
<ul style="list-style-type: none"> <li>• Relevant NQF Level 8 qualification</li> <li>• All applicants must successfully complete the Research and Methodology module with 60% in order for a students’ status to change from provisional admission to registered, with The Institute.</li> </ul>	<p>Provisional acceptance on the following conditions:</p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding at NQF Level 8 via guided RPL assessment and evidence gathering process (appropriate level descriptors will be used to guide the process). Evidence of relevant publications, presentations or relevant working experience that could be considered in the process</li> <li>• In the event that a student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate.</li> </ul>

<b>Doctor of Management in Technology and Innovation (MOTI) (SAQA ID 59489)</b>	
<b>Minimum Admission Requirements</b>	<b>RPL</b>
<ul style="list-style-type: none"> <li>• Master Degree or other relevant NQF 9 qualification</li> <li>• All applicants must successfully complete the Research and Methodology module with 60% in order for a students’ status to change from provisional admission to registered, with The Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no RPL process into this programme</li> <li>• The prospective candidate could consider applying for the Masters programme at The Da Vinci Institute. (see Master of Management degree admission criteria)</li> </ul>

## 6. Application

An applicant is made aware of The Institute through industry, referrals or digital media. Employed workers may apply to complete a programme with The Institute. The sponsoring organisation (client) will sign a Memorandum of Understanding and a Service Level Agreement (SLA) with Business Development at The Institute. The Client will be allocated a Programme Convener who will engage the prospective students and once completed, forward the relevant application forms to the Admissions Office for processing.

A prospective student applying directly to The Institute will contact the receptionist who will email the relevant application form and documentation to the applicant.

### 6.1. Applicant

The applicant needs to submit the following documentation to the Admissions Office - [admissions@davinci.ac.za](mailto:admissions@davinci.ac.za):

- ☞ Completed application form
- ☞ Certified copy of Identity Document
- ☞ Certified copy of Matriculation/Senior certificate
- ☞ Certified copy of Post Matric Higher Education Qualifications, if applicable
- ☞ Referee reports, if applicable
- ☞ Proof of payment of the application fee
- ☞ SAQA verification in the case of foreign qualifications
- ☞ RPL request form for access and/or CAT, if applicable

### 6.2. Registry

#### 6.2.1. Admissions Office

The Admissions office to verify applicant's documentation and populate screening sheet:

- ☞ Verify the applicant's qualifications as applicable to the relevant programme in compliance with the policies and regulations promulgated by the DHET, CHE and the Da Vinci Council
- ☞ Check for referee reports, if applicable
- ☞ Populate the screening sheet with the student information
- ☞ On completion of the pre-screening, the Admissions Officer must set up a screening meeting with the Registrar (applicants with incomplete documentation or application forms will not be considered during this meeting)
- ☞ A signed-off Programme Framework must be tabled by the Registrar prior to the proposed screening meeting



- ☞ A signed-off Service Level Agreement (applicable for corporate sponsored cohorts), must be tabled by the Business Development Manager prior to the proposed screening meeting

### 6.2.2. Registrar/Assistant Registrar

At the first screening meeting, the Registrar or Assistant Registrar will be tasked to:

- ☞ Verify each applicant's documentation as it relates to admission, CAT and/or RPL (all requests for CAT or RPL is restricted to the application process)
- ☞ Confirm full acceptance candidates (*Full acceptance*, when the applicant complies with all entry requirements for the relevant qualification)

Subsequent to the screening the following actions will be taken as may be applicable:

- ☞ An applicant's request for admission to be confirmed including the relevant payment to be made
- ☞ An applicant's request for CAT will be evaluated by a subject matter expert in the field of study
- ☞ An applicant's request for RPL for access will be evaluated by a RPL panel
- ☞ An applicant's request for RPL related to a module(s) within the learning programme based on prior learning and working experience (guided RPL assessment and/or evidence gathering process)
- ☞ The outcomes and decision taken for each applicant is documented on the screening sheet
- ☞ The screening sheet is signed-off by the Registrar or Assistant Registrar
- ☞ The Admissions Office adjusts the relevant application details of CAT and RPL candidates including relevant payments to be made

#### RPL for access

If the applicant is requesting RPL for access, the number of years working experience and level of expertise would be taken into account. In these cases, the applicant will have to prove his/her academic capability on the required level by successfully completing an assessment.

- ☞ Undergraduate programmes
  - For purposes of access to either the Higher Certificate, Diploma or BCom a competency assessment has to be undertaken and will be evaluated at the appropriate level.




- If the candidate is again unsuccessful, he/she will have to complete a qualification at the NQF level below the NQF level of the qualification the candidate is wanting to access.

#### Masters programme

- For access to the Masters programme, a candidate will have to undertake a Critical Review
- Masters candidates will be invited to a Critical Review workshop (these are staggered throughout the year).
- In addition to the workshop the candidate can contact the lecturer with any queries
- The submitted Critical Review must be accompanied by the relevant payment
- The submitted Critical Review will be sent off to the subject matter expert for marking.
- Achieving a result of 50% will allow the candidate provisional acceptance onto the programme
- Should the student be unsuccessful, he or she will be allowed a further opportunity to submit, and a payment will once again be applicable.
- If the candidate is again unsuccessful, he or she will have to complete a qualification at the NQF level below the NQF level of the qualification the candidate is wanting to access.

## 7. Admission

The admission process confirms a student's admission to The Institute.

-  The signed letters, admission forms and payment contracts are emailed to the applicants
-  Copies are placed on the server under the pre-defined student cohort
-  The students are informed of the start date of the programme

## 8. Registration

The registration process concludes a student's enrolment to The Institute.

-  The Admissions Office emails the signed admission forms and payment contracts to accounts for invoicing
-  The student must make payment according to their payment contract
-  The Admissions office will hand-over registered students to the Programme Co-ordinator who will allocate a Programme Convener to the cohort. The Programme Convener will communicate and manage the students' programme through to graduation

- ☞ On completion of a student's Academic year, Programme Conveners will provide the Admissions Office with the Statements of Results for students registering for a subsequent year of study
- ☞ The Admissions Office will email the student the registration form and payment contract for second year
- ☞ Payment according to the payment contract must be received before the start of the first workshop for second year. The same process applies to subsequent years of study
- ☞ An addendum to the SLA must accompany a request to register students (who fall under a client) for a subsequent year of study
- ☞ The Admissions Office will email these students the relevant registration form, payment contract and student contract to sign.

## 9. Deferral

The following procedure applies where a student wishes to defer his or her studies.

- ☞ A deferral may only be granted if a student's account is up to date
- ☞ The Programme Convener will forward the deferral request to the Accounts Department for confirmation before emailing the request to the Registrar or Assistant Registrar to action
- ☞ The Registrar will email the Programme Convener the letter of approval or non-approval who will in turn email it to the student before the start of such deferral period
- ☞ Registry records all deferrals on a deferral register
- ☞ The deferral register is sent to the accounts department on a weekly basis to update the student's account status accordingly
- ☞ An approval letter will indicate the start and end date of the deferral period
- ☞ During a deferral period, the student's account is effectively put on hold
- ☞ Students wanting to defer their studies should give particular attention to the timelines of the programme they are registered for. Deferrals are included in the maximum period of registration.
- ☞ At the end of the deferral period a student should contact the Programme Convener to inform him or her of such return and to discuss the way forward

## 10. De-registration

Where de-registrations are applicable, the following procedure must be followed.

- ☞ The relevant Programme Convener will communicate with the student notifying him or her of the possibility of de-registration

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- The relevant Programme Convener will clarify details of the student's context with a telephone call and confirmatory e-mail
  - The Programme Convener will update the deregistration register on the server
  - The Programme Convener will set up a de-registration meeting with the Registrar or Assistant Registrar to approve the de-registration
  - The Registrar or Assistant Registrar will draft the de-registration letter and email it to student
  - The Assistant Registrar will change the status of the student on the Learner Management System to "de-registered"
  - Registry will forward the de-registration register to the accounts department to note and action
  - The Programme Convener will record the de-registration on the client report

## 11. Re-registration

On non-completion of a qualification following the expiry of the maximum period of registration, a re-registration period of an additional twelve months may be granted.

- The request for a re-registration period must be accompanied by a motivation letter from a Da Vinci Academic staff member confirming that the student will be able to complete the qualification within twelve months
- A re-registration fee is payable
- The Programme Convener will forward the student's re-registration request form together with relevant supporting documentation to Registry for approval
- On approval by the Registrar or Assistant Registrar, Admissions will email the student the relevant registration form, payment contract and student contract
- On receipt of the signed documentation, the accounts department will invoice the student accordingly
- The Programme Convener will provide the student with a programme schedule and support the student to complete his or her programme.