



**PROCEDURE: Re-registration**

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Inception Date	2 January 2017		
Procedure Owner	Registrar		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by EXCO	EXCO Chairperson	28/02/2019	Name: Benjamin Anderson  Signature:
Revision Frequency	Annually		
Review Date	24/01/2019		
Review History	13/06/2018		

**Related documents**

<p><b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• Policy: Application, Admission and Registration</li> <li>• Policy: Assessment and Moderation</li> <li>• Policy: Curriculum Design and the Development of Learning and Assessment Resources</li> <li>• SOP for Moderation Practices</li> <li>• Policy: Appointment, Management and Development of Faculty</li> <li>• Policy: Programme Management</li> </ul>	<p><b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)</p> <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>• Labour Relations Act (Act 66 of 1995) as amended</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>
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<b>Website address of this document:</b>	<b><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>
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## Procedure Description

This procedure document will be applied on non-completion of a programme following the expiry of the maximum period of registration, when a re-registration period of an additional twelve months is granted.

Step	Description	Notes
1	Programme Convener receives a request from student to re-register for an additional year following the imminent expiry of the duration of the student's programme	
3	Programme Convener to check with the accounts department the status of student's account	If the student's account is clear, then the Programme Convener can proceed with the process
2	Programme Convener sends the re-registration request form to the student to complete	The signed request form must be accompanied by a motivation letter from a Da Vinci Academic staff member and proof of payment
3	Programme Convener to forward the student's re-registration request form together with relevant supporting documentation to the Admissions Office	Admissions Office confirms that all the relevant documentation has been received
4	Admissions Office provides the Accounts department with the student's documentation	The Accounts department will confirm the proof of payment against the bank statement and invoice the student
5	Admissions Office to send the student a re-registration letter and a student contract	Admissions Office copies the Programme Convener on the communication to the student.
6	The Admissions Office to save the signed student contract on the server	To be saved under the student's folder and the Re-registration folder
7	Admissions Officer to update the Student Management System accordingly	

8	Programme Convener to provide student with a programme schedule	Programme Convener to support the student to complete their programme within the twelve months from the date on the re-registration letter
9	Assistant Registrar to monitor the extended programme study periods and inform the Programme Convener accordingly	
10	Where a student has shown progress but cannot complete the outstanding modules within twelve months the student may have an opportunity to request a further re-registration	
11	Where a student has shown no progress a student will need to re-apply as a new applicant	
12	In re-applying a student may have to enrol on a current programme should the previous programme be on teach out	
13	If this is the case the student would have to apply for credit transfer for modules successfully completed	

### Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Business Development
4	Registrar
5	Assistant Registrar
6	Admissions office Administrator
7	Programme Co-ordinator
8	Programme Convener

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Registrar	001	30/06/2018	
Registrar	002	24/01/2019	revision