




PROCEDURE: Notice of discontinuation of Programme Framework

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|------------------------|------------------|---------------|---|
| Document Number | ADP0406 | | |
| Inception Date | 18 March 2019 | | |
| Procedure Owner | Registry | | |
| Review Register | | Date | Signature |
| Approved by EXCO | EXCO Chairperson | 30 March 2019 | Name: Benjamin Anderson  Signature: |
| Revision Frequency | Annually | | |
| Review Date | June 2020 | | |
| Review History | | | |

Related documents

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| <p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Business Development • Policy: Application, Admission and Registration • Policy: Curriculum Design and the Development of Learning and Assessment Resources • SOP for Moderation Practices • Policy: Appointment, Management and Development of Faculty • Policy: Programme Management | <p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <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 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • 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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| Website address of this document: | www.davinci.ac.za |
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Procedure Description

Process to be followed when programme frameworks are discontinued.

| Step | Description | Notes |
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| 1 | Programme framework is identified as obsolete, or in need of substantive realignment or discontinuance due to other reasons | Ongoing review processes |
| 2 | This recommendation is referred to the Academic Board for approval | |
| 3 | Academic Board decision to discontinue is communicated to Registry, Design team, Teaching and Learning, Strategy and Insights and Growth and Sustainability | Decision needs to include end date and notice period, as well as teach-out plan |
| 4 | Registry office drafts a notice for affected students with possible completion period and alternative future programmes if available | |
| 5 | Teaching and Learning team and Registry identifies affected students | |
| 6 | Students receive a copy of the letter of notification | |
| 7 | Copy of letter added to student's correspondence folder on LMS | |
| 8 | Programme Conveners follow up with offers of academic support and interventions within given timelines | Develop completion plans for affected students |
| 9 | Programme Coordinator monitors progress of students and reports to the Registry Office at end of given time period | |
| 10 | Students that fail to complete either within the maximum duration or notice period (teach-out) are deregistered at the end of the duration by the Registry Office. | |

Stakeholders

| # | Stakeholder |
|---|--------------------------------------|
| 1 | Executive: Growth and Sustainability |
| 2 | Registry Office |
| 3 | Dean: Design |

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| 4 | Dean: Teaching and Learning |
| 5 | Programme Coordinator |
| 6 | Programme Convener |
| 7 | Executive: Strategy and Insights |

Version Control

| Procedure Owner | Version # | Date | Reason |
|-----------------|-----------|---------------|--------|
| Registry | 001 | 18 March 2019 | |
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