



POLICY: CERTIFICATION

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Related documents	
<p>Da Vinci documents (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Prospectus • Policy: Assessment • Policy: Invigilated Examinations 	<p>Other (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 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa
Website address of this document:	www.davinci.ac.za/da-vinci-policies-and-procedures/

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

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1. Preamble

The Da Vinci Institute is a private higher distance education institution offering programmes with outcomes-based curricula. This policy forms part of the institutional Quality Management System and details the principles for ensuring that programme offerings adhere to academic standards and empower students to contribute to their communities, society and the economy of the future. This approach is underpinned by the Mode 2 discourse on the generation and distribution of knowledge.

2. Scope

This policy is relevant to all students, staff and faculty of The 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 recording of their achievements on the National Learner's Record Database.

The Da Vinci Institute recognises the importance of maintaining the highest standards of credibility in the certification of student achievements and is committed to maintaining integrity and security in the certification process.

4. Operational Definitions

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

- ☞ Certificates of Qualifications: these are awarded on completion of higher 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
- ☞ The Academic Transcript is a document that indicates all relevant student information and achievements, including, the programme modules, level of the programme, module credits and marks obtained by the student.

5. Certification Policy Objectives

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

- ☞ Clearly articulate the requirements for completion of a qualification that leads to certification as registered with South African Qualifications Authority and accredited by the Council on Higher Education
- ☞ Ensure that certification takes place only when the student has satisfied all the requirements for the award of the qualification
- ☞ Where Credit Accumulation and Transfer (CAT) procedures have been implemented, the relevant exempted modules will be indicated as such on the student's academic transcript
- ☞ Ensure that the data submitted to the Council on Higher Education via the Higher 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.

6. Certification Procedure: Approval for Certification

Upon completion of a formal academic programme the following procedure is followed to approve the certification:

- ☞ The relevant Programme Convener (PC) must submit the statement of results to the Registrar for confirmation that the student has completed all the requisite requirements in the programme as registered with South African Qualifications Authority and accredited by the Council on Higher Education
- ☞ The Registrar will validate the results and prepare and present the list of potential graduates to the Examination and Assessment Committee. The final mark and any request for condonement of individual student's marks 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 onward submission to the Council for ratification
- ☞ The final Academic Transcript is prepared and signed.

7. Awarding of a Qualification

The following rules apply:

- ☞ A student must attain the pass mark for each module that comprises the programme
- ☞ The student is deemed to have complied with all the requirements for the award of the qualification as ratified by Council
- ☞ The qualification is formally awarded at a Da Vinci graduation ceremony or thereafter

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 mark are reflected in The Institution's Annual Prospectus and all students are required to consult the Prospectus in the year in which they registered, for information on the rules pertaining to his or her programme
- ☞ Students who registered before 2016:
 - must achieve an average of 75% over the entire programme
 - for the master's degree, must in addition to obtaining an average of 75% for the various modules, also obtain a distinction for the dissertation in order to receive a masters qualification Cum Laude
 - who received credits towards a qualification as a result of achievements in similar programmes at other registered and accredited institutions, will not obtain a Da Vinci qualification with distinction. This is due to fact that the

word 'exemption' will appear on the Academic Transcript for the relevant modules, which will then be excluded from the calculation of the overall mark

- ☞ Students who registered in 2016 and thereafter:
 - must achieve 75% for each module over the entire programme
 - for the master's degree, must achieve 75% for each module as well as the dissertation
 - who received credits towards a qualification as a result of achievements in similar programmes at other registered and accredited institutions, will not obtain a Da Vinci qualification with distinction. This is due to the fact that the word 'exemption' will appear on the Academic Transcript for the relevant modules, which will then be excluded from the calculation of the overall mark
- ☞ Since no mark is allocated to a doctoral thesis, no student may be awarded the qualification with the status Cum Laude

9. Issuing of Academic Transcripts

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

- ☞ Requests for Academic Transcripts must be made in writing or via email to the relevant Programme Convener or Registrar
- ☞ All Transcripts have to be signed and quality checked by the Registrar

10. Re-issuing of Qualification Certificates

With regards to the issuance of Qualification Certificates:

- ☞ Incorrect or certificates damaged whilst in the possession of The Institute, are returned to The Da Vinci Institute and a new certificate will be issued. The incorrect or damaged certificate must accompany the application for a new certificate, when it is being presented for signature by the relevant authority at Da Vinci. The incorrect or damaged certificate is then shredded by the Registrar before releasing the re-issued (duplicate) 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 re-issue owing to loss or damage by the student. There must be a formal application for the duplicate certificate, which will state the reason for the request.

11. Version Control

Author	Revision
Registrar: Louise Fuller	2017/10/02
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