



## Student Contract

### Introduction

This document serves as a guideline for all registered students at Da Vinci, with respect to:

- Workshop Participation
- Submission of Summative Assignments
- Plagiarism
- Period of study
- Indemnity
- DHET declaration
- Undertaking

The rules of The Institute are applicable to all students during the course of their studies, may change from year to year and it is the student's responsibility to ensure that they are familiar with the applicable rules before registration. Students also need to ensure that they have read and understood the rules before signing the student contract.

### Workshop Participation

Although The Institute is a distance learning institution, workshops are conducted for all modules, as part of its student support process.

- The Programme Conveners will inform the student of scheduled workshops via email and the programme schedule per year
- Students who are unable to attend workshops are in no way disadvantaged, as all students have access to the Online Learning Platform, MOODLE, where additional materials and assessment guidelines are made available
- In addition to the workshops the student is provided the following support:

Directors: M Burger, B Anderson (Vice-President and Chief Executive Officer)  
Company Registration No. 2001/009271/07

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

## Workshop Participation

- Additional material is provided by the Lecturer during a workshop, which will also be made available to all relevant students on MOODLE
- Lecturers can contact students via phone or email with any study-related queries
- The Programme Convener is readily available to assist with all student queries
- The Student Support specialist will also engage with every student

## Submission of Assessments

Each learning programme offered by The Institute has specific assessment requirements that each student should adhere to. The programme schedule outlines the dates of the workshops, assessment submission and invigilated assessment dates.

### Invigilated Assessments

The Invigilated Examinations Policy applies to all invigilated assessments.

### Assessment Submission Dates

- Each programme schedule indicates the formative and summative assessment dates for each module
- Formative assessments are compulsory and it is recommended that they be submitted timeously to allow for marking and feedback, in time for summative assessment
- The first summative submission date is a compulsory date. However, should any unforeseen circumstances prevent you from submitting on the due date, then a second submission date must be agreed to with the Programme Convener
- A late summative submission is any submission received after the second agreed due date
- Only two late summative submissions are allowed per year of registration. This means that if a student attempts four modules in a year, he/she may only be late with submissions for a maximum of two modules. Alternatively, the student may use up the two opportunities for one module
- Should a student fail to submit by either of the due dates and has utilized the two late submission opportunities as permitted for an academic year, then the student would be deemed to have failed the module and will be required to re-register for the incomplete module(s). Such re-registration implies that the student will not be able to claim any benefits related to late submissions as he/she will still be within the Academic year within which such benefits apply.

## Submission of Assessments

### Summative Assessments:

#### a. Resubmission:

- Only one re-submission/supplementary opportunity is permitted per module
- If a student fails the re-submission, he/she will be required to re-register for the module and comply with all assessments. The relevant Module fee will apply.

#### b. Re-assessment:

- Even if the summative assignment was passed, a student may apply for the opportunity to have it re-assessed, if they wish to **improve** their results for a specific module. To qualify for award of the qualification Cum Laude, re-assessment results will not be considered
- Only one re-assessment opportunity will be allowed per module and a **re-assessment fee** of R500.00 is applicable
- The result obtained after the re-assessment process, will be regarded as the final and official result.

#### c. Appeals process:

- A student may **appeal against a summative assessment result. If the appeal is upheld**, the summative assessment will be assessed by a moderator who will submit an independently reviewed mark
- It should be noted that the reviewed mark may result in no change, an increase or a decrease of the summative assessment result
- **One opportunity for an appeal** is allowed per summative assessment and a **fee** of R400.00 will be applicable. Only if the mark increases after moderation/remarking, will the fee be reimbursed to the student.

#### d. The awarding of a qualification:

The following rules apply when awarding a qualification:

- A pass mark of 50% must be achieved for each module
- All module results are provisional, pending institutional quality assurance processes
- An academic transcript will be issued upon request
- A student is deemed to have met the requirements for graduation only upon approval by Senate
- Students only receive their certificates, diplomas, degrees at or after the graduation ceremony. By law, no qualification certificate may be issued prior to the official graduation ceremony.

## Submission of Assessments

### e. The awarding of a qualification with distinction (cum laude):

- Students (with the exception of those registered for the Doctoral qualification) who achieve 75% for each academic component of the qualification will be awarded the qualification with distinction (cum laude)
- Being successfully awarded a doctoral qualification, is a distinction in itself and therefore no mark or cum laude will be awarded
- If students receive credits towards a Da Vinci programme as a result of modules achievements (same or equivalent), successfully completed at other accredited institutions, the word 'exemption' will appear in the place of a 'score' on the student's academic transcript.

## Applicable to Postgraduate Students Only

All students are granted provisional admission to Masters and Doctoral qualification, until such time as they have passed the Research proposal.

A provisionally admitted student who fails to submit the Research Proposal on the third and final submission and within one year of being granted provisional admission, may be de-registered, as they would be deemed not to have met the criteria for full admission.

If the student misses the first submission date, draft one will need to be included together with draft two and if the student does not meet the second submission date, draft one and two will need to be submitted on the third and final due date. In this instance, the student will have waived the opportunity to receive feedback for submissions one and two. If the student fails the final submission then the student has one opportunity to resubmit within four (4) weeks of receipt of the results and feedback, but within one year of being granted provisional admission.

Passing the Research Proposal with a score of 60% will activate the following:

- The acceptance status will be automatically converted to full acceptance in the case of provisionally accepted students
- If applicable (in the case of masters students), the student can proceed with the modular course-work and be allowed to attend the relevant tuition support workshops
- A supervisor will be appointed and work can continue on the thesis or dissertation
- Master's students may choose to complete all other modules and then attempt the dissertation. This must be communicated to the relevant Programme Convener.

Da Vinci reserves the right to deregister a student who fails to show satisfactory academic progress in any academic year. In such cases, students will be responsible to provide evidence of participation and academic progress, on request, so as to enable a review of their registration. In line with adult learning principles, the onus for academic progress and the evidence thereof is on the postgraduate student.

## Plagiarism

Plagiarism is an extremely serious offence and all role-players associated with The Institute, including lecturers, assessors, moderators and students, should be aware of what constitutes plagiarism and possible consequences, should plagiarism be suspected and proven.

- “**Plagiarism**” means any attempt to benefit oneself, or another, by deceit or fraud. This shall include:
  - Deliberately reproducing the work of another person or persons without due acknowledgement
  - A significant amount (approximately 25% for NQF level 5, 20% for NQF level 6, 15% for NQF level 7 and 10% at postgraduate level), of unacknowledged copying shall be deemed to constitute *prima facie* evidence of deliberate copying.

In such cases the burden of establishing otherwise shall rest entirely with the student against whom such an allegation is being made.

- **Plagiarism constitutes actions**, which:
  - Weakens the educational process, such as shameless copying of any aspect of the programme
  - Dishonest actions, such as quoting from books, handouts or the work of other students without explicitly stating that this was done.

These actions are firmly discouraged by The Institute and it is recommended that careful attention is paid to the various legitimate forms of use of the material of others.

I, \_\_\_\_\_(student name), \_\_\_\_\_(student number) have read and understood the following documents available on Da Vinci website under 'Who we Are' - [www.davinci.ac.za](http://www.davinci.ac.za). I further agree to abide by the rules as indicated in the Code of Conduct:

- Plagiarism policy
- Code of Conduct
- General rules within the Prospectus

Signed: \_\_\_\_\_ (Student)

## Period of Study

- Indicated below is the maximum period of registration allowed for a programme
- Should a student not complete the programme within the maximum specified timeframe, he/she will be required to re-register for the programme.

## Period of Registration

| Programme   | Duration of programme (years to complete) |
|---|---|
| Higher Certificate in Management of Technology and Innovation | Two (2) years                             |
| Bachelor of Commerce in Business Management                   | Six (6) years                             |
| Postgraduate Diploma in Business Leadership                   | Two (2) years                             |
| Master of Management in Technology and Innovation             | Four (4) years                            |
| Doctor of Management in Technology and Innovation             | Six (6) years                             |

### Deferral of Studies

- A student may request a deferral of studies for any time period within the maximum duration of the programme, with the understanding that the qualification must be completed within the maximum duration period.

### Indemnity

- I, the undersigned, indemnify The Da Vinci Institute for Technology Management (Pty) Ltd ("Da Vinci") against any damages, real or consequential, suffered by or to any person or property on any site or premises used by Da Vinci in the normal course of its activities as an educational institution and howsoever caused, whether by an employee of Da Vinci or not, and whether as a result of any action of whatever nature, negligent or otherwise.

### DHET Declaration

I, \_\_\_\_\_ (Student Name), \_\_\_\_\_ (Student Number), am fully aware that the programme I have enrolled for, that is, the

\_\_\_\_\_  
 (Full Title of the Programme/Qualification) with SAQA ID: \_\_\_\_\_ (SAQA/Qualification ID). Is registered with the Department of Higher Education and Training to **The Da Vinci Institute for Technology Management**, as indicated on the registration certificate dated \_\_\_\_\_ (Date on Certificate).

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Da Vinci) Date: \_\_\_\_\_

## Undertaking

- I undertake to abide by the regulations of The Da Vinci Institute and to submit to its disciplinary code during such time as I am registered as a student of The Da Vinci Institute.
- I understand the need to incorporate work-based learning principles into all summative assessments, projects, dissertations or theses.
- I recognise that my registration as a student is subject to satisfactory academic progress.

**Name**

**Student Signature**

**Date**