



## MEMORANDA OF AGREEMENT POLICY

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## 1. Introduction

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 the transformation of 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.

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

Da Vinci offers outcomes based, distance education opportunities. The policies and procedures detail the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

A memorandum of agreement (MOA) is a document intended to formalise the terms of a relationship, arrangement or understanding between The Institute and another party, but is not intended to be legally binding on either party.

The Institute is committed to ensuring that agreements entered into by stakeholders are given due consideration to the risks, benefits and other relevant requirements and accountabilities.

## 2. Definitions

Term	Definition
Risk	An event or cause leading to uncertainty in the outcome of the Institution's operations. A situation involving exposure to danger
Risk Management	The identification, assessment, and prioritisation of risk management.
Retention	Retaining records which need to be keep permanently The records retention schedule has three major objectives: <ul style="list-style-type: none"><li>- Prompt disposal of records whose retention period has lapsed</li><li>- Storage of records which must be temporarily retained after they are no longer needed in active use</li><li>- Preservation of records with archival value</li></ul>

### **3. Legislative Compliance**

This policy is benchmarked against, and should be read in the context of the relevant legislation underpinning the principles against which institutional policies and operational procedures are developed, implemented and maintained. These include:

- 🌀 Constitution of the Republic of South Africa: 1996
- 🌀 Higher Education Act (Act 101 of 1997).

#### **NQF Act, No. 67 of 2008**

- 🌀 SAQA - National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa
- 🌀 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.

### **Da Vinci Policies, Guidelines and Regulations**

All the relevant teaching and learning policies of the institution as per the Quality Management System including:

- 🌀 Policy: Management and signing of Memoranda of Agreement.

### **4. Scope**

This policy applies to all our business engagements with all its stakeholders. Agreements entered into on behalf of The Institute must be administered in a way in which:

- 🌀 Delivers clear benefits without incurring undue risks
- 🌀 Incorporate probity, accountability, efficiency and effectiveness.

### **5. Purpose**

To outline all the necessary parameters before we enter into business engagements.

### **6. High level processes**

All the parties involved in the business engagements should be clearly outlined in the Agreement and what their responsibilities and accountabilities would be.

### **7. Principles**

The Memorandum of Agreement facilitates the initial business engagement before all Da Vinci internal stakeholders are involved in a project.

## **8. Responsibilities**

It is the responsibility of both parties to sign all agreements before starting on any project.

## **9. Accountabilities**

All parties are accountable for all the terms and references stipulated in the Agreement.

## **10. Policy Governance**

Business Development Division signs MOA's with its stakeholders for a period of 5 years, but if nothing happens within 3 months the agreement falls away. After the expiry of the agreement, a new one could be signed.

## **11. Review of this policy**

Regular review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at departmental and institutional level, under the auspices of the official custodian of this policy, namely the Executive Dean.