



MANAGEMENT OF AGREEMENTS POLICY

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Table of Contents

1.	Introduction.....	3
2.	Definitions	3
3.	Legislative compliance	3
4.	Scope.....	4
5.	Purpose	4
6.	High level processes.....	4
7.	Principles.....	5
8.	Responsibilities.....	5
9.	Accountabilities.....	5
10.	Policy Governance	5
11.	Review of this policy.....	5

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.

Service Level Agreements (SLA) are agreements between parties intended to have legal significance and involve the transfer of value, such as financial or some other type of benefit flowing from the beneficiary of a transaction. This policy deals with legally binding contracts.

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
Management	The responsibility for, and control of the institution
Risk Management	The identification, assessment, and prioritisation of risk management.
Safekeeping of records	All documents and recordings related to the disciplinary hearing should be placed in safekeeping. Students have the right to obtain copies of such records at own cost. Documentation will be kept on the personal file of the student for a period of two years.

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: Memoranda of Agreement.

4. Scope

This policy applies to all its business engagements with all its stakeholders.

5. Purpose

The purpose of signing these Agreements is to make sure that all the boundaries and details surrounding The Institute's engagements with its business associates are clearly captured and articulated.

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.

Once a Memorandum of Agreement (MOA) has been signed and all the proper material has been submitted and approved by the Academic Board and the framework ratified by Council, Business Development and other parties sign the contract (SLA).

All SLAs entered into on behalf of the institution must be administered in a way in which:

- 🌀 Delivers clear benefits without incurring undue risks

 Incorporate probity, accountability, efficiency and effectiveness.

7. Principles

These agreements expire after 5 years and must be reviewed and resigned by both parties by mutual agreement.

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

The Da Vinci Agreement (SLA) is the main document that governs the relationship and engagements with all signatories on a day to day basis.

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.