APPLICATION, ADMISSION AND REGISTRATION POLICY

Policy Code: **D2**
Version: **2**
Approved by: **SENATE**
Approval Date: **19/05/2020**
Decision Number: **SEN16/2020**

Date Reviewed	Version History
31/05/2015	V1
01/04/2017	V1
01/06/2018	V1 (a)
28/04/2020	V2
28/09/2020	V2 (a)
22/01/2021	V2 (b)
23/03/2021	V2 (c)

Table of Contents

1. Introduction

The Da Vinci Institute is an accredited private higher distance education provider offering qualifications from levels five to ten, registered on the Higher Education Qualifications Sub-Framework (HEQSF). This policy forms part of the institutional Integrated 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 Business-based Action Learning discourse on the co-creation and distribution of relevant knowledge.

Da Vinci offers a range of undergraduate and postgraduate qualifications. Conditions of enrolment and admission criteria to the programmes of The Institute reflect the requirements of The Institute and the programmes offered. They also reflect the need to develop a cadre of graduates who will benefit from the academic rigour of the programmes and who will be able to use their newly acquired skills in the workplace, to benefit themselves, their employers and the economic well-being of South Africa. Screening of the applications of the students within the scope allowed by the DHET and HEQC therefore plays a major role in the placing of students onto the programmes offered, in pursuit of the above.

1.1.   Academic background

Applicants must have attained the relevant academic qualifications, accredited by the South African Qualifications Authority (SAQA), which will ensure that they will manage with the theoretical material, and the cognitive demand required at the relevant NQF levels. Applicants with foreign accredited qualifications must apply to SAQA for a certificate of evaluation. Candidates applying for the Bachelor's programme will also be required to apply to Universities South Africa (USAf) for an exemption certificate. The Institute can assist the applicant with the USAf application.

1.2. Academic potential

Many potential candidates have not had the benefit of any formal academic development, but have demonstrated, over the years in their careers, that they have the potential to successfully benefit from a formal academic programme. The Da Vinci Institute takes due cognisance of this fact, and offers an alternative route of entry via Recognition of Prior Learning. Refer to the *D20: RPL, CAT and Articulation Policy* in this regard.

1.3. Guidance and support from the institution

Placing of applicants in appropriate programmes is essential to ensure progress and success, to the advantage of both the applicant and the sponsor, where applicable. The Da Vinci Institute delivers practice-based action learning programmes, with an emphasis on outcomes-based education, to the extent that student assessment is based on a mix of theory and practice. In keeping with the Mode 2 philosophy and discourse, students must display the ability to apply theoretical material to the world of work and are required to solve authentic, relevant and real-life practice- based problems that will benefit industry, society or the economy.

As The Institute is flexible in its learning delivery, it strives to continuously identify and address the needs of individual students during the education process and where necessary, plan workable solutions around the student's challenges. The online learning platform, Moodle, encourages students to engage with their Lecturers for assistance with the course material and with Programme Conveners (PCons) and Student Support Specialists for possible catch-up or recovery plans scheduled during the course of their studies.

2. Definitions

Term	Definition
Admission requirements	A statement of minimum standards governing admission to register for a qualification approved by The Institution.
Programme registration	Registration of approved programmes by the Higher Education Quality Committee (HEQC).
Recognition of Prior Learning (RPL)	Is the assessment and accreditation of previous learning and experience acquired by a student in the workplace or from life experience, measured against the specified learning outcomes of a module or qualification.
Programme	A purposeful, coherent and structured set of learning experiences that leads to a qualification. Programmes may be disciplined-based, professional, career-focused, inter- or multi-disciplinary in nature. A programme has recognised

Term	Definition
	entry and exit points. All higher education programmes should have core and elective elements.

3. Regulatory Framework

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

A. Relevant Legislation

I. Higher Education Act (Act 101 of 1997)
II. CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004
III. DHET – Minimum admission requirements August 2005
IV. DHET – Minimum admission requirements – 26 November 2009 (NCV)
V. SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017.

B. Relevant Da Vinci documents

I. Policy: D20 - RPL, CAT and Articulation
II. Policy: E6 - Student Support
III. Policy: D19 - Assessment and Moderation

4. Scope

The policy is applicable to:

a. Prospective students
b. Students
c. Registry Office
d. Admissions Office
e. Accounts Department
f. Programme Conveners
g. Academic Staff.

And, will refer to student:

a. Application
b. Admission
c. Registration
d. Deferral
e. De-registration

f. Re-registration.

The scope of documentation required by a prospective student is as follows:

a. Completed online application form
b. Certified copy of Identification Document
c. Certified copy of Matric Certificate or equivalent
d. Certified copy of post matric Higher Education Qualifications, if applicable
e. Referee reports, if applicable
f. Proof of payment of the application fee (in the case of sponsors, a Service Level Agreement will apply instead). The application fee is only valid for twelve months.
g. Copy of Curriculum Vitae (CV) for Master's and Doctoral applicants
h. Completed online Recognition of Prior Learning (RPL) and CAT request form, if applicable (Refer to *D20- RPL, CAT and Articulation Policy*).

5. Purpose

The purpose of this policy is to indicate the functions of the Registry Office, the accounts department and the Programme Conveners, as they relate to the application, admission and registration process, deferral, de-registration and re-registration. The functions would include the following:

5.1   To determine whether the prospective student qualifies to be admitted to the relevant level of a programme according to regulatory and institutional requirements
5.2   To verify that all listed documents required have been submitted
5.3   To determine whether the prospective student qualifies for possible Credit Accumulation and Transfer (CAT) and/or Recognition of Prior Learning (RPL) for access or exemption
5.4   To determine the following acceptance levels:
        - Full acceptance
        - Provisional Acceptance
5.5   Suggest alternative study options if the prospective student fails to meet the entry requirements for a particular programme
5.6   To allow for the deferral of studies for a certain period of time, on request
5.7   To initiate the de-registration process when applicable
5.8   To initiate the re-registration process when applicable.

6. Principles

As a result of South Africa's historical imbalances, there are disparities in income and occupations, which many sponsors and stakeholders seek to redress.

Student numbers are informed by requests from the workplace, with a strong equity focus, to eliminate unfair discrimination in seeking to achieve a diverse and broadly representative workforce.

In so doing, Da Vinci seeks to promote the constitutional right of equality and to promote economic advancement through its contribution as an educational steward of transformation.

The admission requirements of The Institute are in line with the policies and regulations promulgated by the regulatory bodies.

The Da Vinci Institute offers the following entry routes for each qualification:

6.1   Access towards a qualification via RPL
6.2   CAT for modules successfully completed through other registered and accredited Institutions of Higher Education

7. Overview and principles of processes

7.1.   Application

Da Vinci provides for online applications for study available on the Da Vinci website. Only applications with all the required supporting documentation will be considered. The online platform allows for requests for RPL for Access, RPL for Exemption and Credit Transfer. The Admissions Office will verify the documentation submitted and Registry will screen the application granting the prospective student either:

7.1.1   Full acceptance
7.1.2   Provisional acceptance; or
7.1.3   Suggest alternative study options if the prospective student fails to meet the entry requirements for a particular programme

Applications for Credit Transfer and RPL for exemption are restricted to the application phase of the registration process.

7.2.   Admission

Once the documentation of a prospective student has been screened and approved, the online platform will prompt the candidate to pay their admission fee. Upon receipt of the admission fee, the qualifying candidate is granted admission to The Institute. Such successful students will be provided with an admission letter, as evidence of admission. Admitted candidates will be allocated to a dedicated Programme Convener (PCon) who will communicate with the student in terms of the programme schedule and start of the first module.

7.3.   Registration

Following admission, The Institute will issue the candidate with a registration form and payment contract to conclude the registration process. On receipt of the completed registration form and payment contract, The Institute will invoice the student the registration fee. On receipt of the registration payment according to the confirmed

payment contract, the candidate will receive an acceptance letter confirming their registration.

The dedicated PCon will manage the student's programme and progress through to graduation.

7.4. Deferral of studies

Registry may grant a registered student a deferral of his/ her studies on request via an application process. A deferral allows the student the opportunity to put his or her studies on hold for a period of time, with the understanding that the student has to complete the programme within the maximum completion period of the qualification in order to graduate.

7.4.1 Students may only defer their studies if their account is up to date at the start of the deferral period

7.4.2 A student who wants to defer his/her studies is required to book a session with Student Support Services who will then make a recommendation to the relevant Head of Programme, before the deferral will be approved

7.4.3 Postgraduate students may only defer the research component of their studies if:

7.4.3.1 They have submitted the required quarterly progress reports
7.4.3.2 The supervisor confirms in writing that the student made sufficient progress prior to the request for a deferral
7.4.3.3 The student has a valid reason for requesting the deferral.

Once Registry approves the deferral application, the student will be sent a formal letter communicating the deferral period. In some instances, Master's and Doctoral students who return after deferral may not be able to continue with the same supervisor, in which case a new supervisor will be allocated.

Students returning after a deferral are required to book a session with Student Support Services to discuss their study plan.

7.5. De-registration

De-registration may occur under the following circumstances:

7.5.1 The maximum study period of a student has lapsed and he/she did not re-register
7.5.2 In cases of non-performance or non-progression – refer to D19 - Assessment and Moderation Policy
7.5.3 In cases of gross misconduct
7.5.4 In cases where the student withdrew from the programme.

7.6. Re-registration

On non-completion of a programme following the expiry of the registration period, a student may apply for re-registration or re-application for the relevant programme for which she or he was previously registered.

7.6.1 In re-registering for a programme, a re-registration fee is applicable and the programme must to be completed within the required timeframe communicated to the student

7.6.2 In re-applying for a programme, an application fee is applicable. The student may be granted CAT for the modules previously completed and will be liable to pay current fees for the incomplete modules.

8. Responsibilities

8.1. Registry Office

The Registry office is responsible for the following:

8.1.1. Applications

8.1.1.1 To receive and verify online application forms and supporting documentation
8.1.1.2 Screen and approve applicants
8.1.1.3 Sign admission letters
8.1.1.4 Sign acceptance letters
8.1.1.5 Manage the online registration platform

8.1.2. Deferral

8.1.2.1 To receive and evaluate student applications for deferral from PCons
8.1.2.2 To notify the accounts department of the same
8.1.2.3 To issue and sign a deferral letter if the application is approved

8.1.3. Re-registration

8.1.3.1 To receive a student request for re-registration from the PCon
8.1.3.2 To verify the student's registration period
8.1.3.3 To prepare and send the registration form and payment contract to the student
8.1.3.4 To send signed documentation from the student to the accounts department for invoicing
8.1.3.5 To inform the PCon once the student is re-registered.

8.1.4. De-registration

8.1.4.1 To approve de-registrations received from the PCons
8.1.4.2 To send the de-registration letter to the student

8.1.4.3 To notify the Accounts Department and other affected departments

8.1.4.4 To record the student's de-registration status on the De-registration Register and on the Learner Management System (LMS).

8.2. Accounts Department

The Accounts Department is responsible for the following:

8.2.1. Applications

8.2.1.1 To generate quotes where necessary

8.2.1.2 To generate tax invoices for the student or sponsor

8.2.1.3 To confirm receipt of student and/or sponsor payments and inform the Admissions Office accordingly.

8.2.2. Deferral

8.2.2.1 To receive a student's deferral application and motivation letter from the Registry Office

8.2.2.2 To record the deferral status on the student's account and invoice if necessary.

8.2.3. Re-registration

8.2.3.1 To generate a tax invoice for the student or sponsor

8.2.3.2 To confirm the receipt of a student and/or client payment and inform the Admissions Office accordingly.

8.2.4. De-registration

8.2.4.1 To receive de-registration notifications from Registry

8.2.4.2 To reflect a de-registered status on the student's account and update the student's account if needed.

8.3. Programme Conveners

The Programme Conveners are responsible for the following:

8.3.1. Registration

8.3.1.1 To receive the list of registered students from the Admissions Office

8.3.1.2 Communicate with the student and manage the student's programme, and related administration through to graduation.

8.3.2. Deferral

8.3.2.1 Provide the Registry Office with student deferral application forms

8.3.2.2 Notify students of the deferral letter received from Registry, if approved.

8.3.3. Re-registration

8.3.3.1 Provide Admissions Office with the re-registration application form if a student wishes to re-register

8.3.3.2 To receive confirmation from the Admissions Office once the student is re-registered.

8.3.4. De-registration

8.3.4.1 Communicate timeously with the student regarding possible de-registration

8.3.4.2 Approve de-registrations with the Registry Office

8.3.4.3 Record a de-registered student on the academic report.

9. References

9.1 Council of Higher Education (CHE), 2013. The Higher Education Qualifications Sub-Framework. CHE, Pretoria.

9.2 Department of Higher Education and Training (DHET), 2016. Recognition of Prior Learning Coordination Policy. Government Gazette 39876.

9.3 South African Qualifications Authority (SAQA), 2013. National Policy for the Implementation of the Recognition of Prior Learning. SAQA, Pretoria.

10. 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 Registrar.

11. Appendix A

11.1. General Admission requirements

It is a condition of enrolment for a Da Vinci qualification that:

11.1.1 A student must have individualised personal access to technology, data and the Internet as studying through The Da Vinci Institute is dependent on online teaching and learning engagements

11.1.2 A student may register at The Da Vinci Institute on condition that the student is not presently registered at any other institution for another qualification.

Applicants must meet the minimum statutory requirements of the relevant qualification and any additional requirements that may be specified in the admission criteria of the qualification.

The Institute also considers an alternative access route into a programme of learning for those who do not meet the formal entry requirements for admission. Refer to the *D20 – RPL, CAT and Articulation Policy*.

11.2. Rules of Progression

The student's academic progression starts with meeting the conditions of enrolment and the admission criteria for the selected qualification.

The rules of progression are articulated in the respective programmes and are approved by Senate. Progression to certain modules is subject to compulsory achievement referred to as pre-requisites. Students must satisfy the requirements of progression pertaining to the pre-requisites to progress to the next level and, where applicable, requirements pertaining to stipulated co-requisites of the qualification must also be met. In instances where a student was not successful in the completion of a module or pre-requisite module, the student will be required to repeat the module until the requirements to pass the module have been met.

A student who has already registered for a particular module thrice, and who still fails to comply with the pass requirements, will only be granted one (1) further opportunity to register for the module on the basis of exceptional merit with the approval from the Faculty Dean based on the recommendation of the Head of Programme. A student would normally not be allowed to carry more than 160 credits (no more than two

additional modules) in an academic year, depending on the student's academic achievements. Deviations from the rules can be approved by the Dean of the Faculty if recommended by the Head of Programme. Applicable reregistration fees will apply.

In instances where a student has outstanding modules, or where modules were failed, a curriculum completion plan should be signed off by the Programme Coordinator. It is the student's responsibility to set up an appointment with their Programme Convener to put together a completion plan in accordance with the academic cycle of the student's academic year. The Programme Convener will submit the plan to the Programme Coordinator for sign off.

In order to graduate, the student is required to successfully complete all modules prescribed by the curriculum and within the maximum registration period of the qualification. This includes any extensions, re-submissions, and/or deferrals granted.

A student cannot complete a programme in less than the minimum number of prescribed years of the qualification in accordance with the policies and regulations promulgated by the Department of Higher Education and Training.

The awarding of credit transfers for modules completed at another Higher Education Institution will exempt a student from the submission of the relevant formative and summative assessments. The word 'exemption' will be indicated next to the result of the modules on the Transcripts.

A result of 50% or more has to be achieved to pass a summative assessment.

11.3. Period of Study

Should a student not complete the programme within the maximum period of registration, he/she will be de-registered and be required to re-register for the programme. Current fees will apply.

11.4. Period of Registration

Indicated below is the maximum period of registration allowed for a programme:

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

11.5. Qualification Admission Requirements

Higher Certificate in Management of Technology and Innovation (SAQA ID – 96742)	
Minimum Admission Requirements	**Recognition of Prior Learning (RPL)**
• National Senior Certificate NSC/SC(a) - with a minimum of 30% in English or a minimum of 33.3% in English for the Senior Certificate (SC); **OR** • National Certificate NC (V) at Level 4 - with a minimum of 40% in English.	If the candidate seeks entry without the prerequisite qualifications: The candidate must demonstrate suitability for admission as per The Institutional RPL policy and is at the Senate's discretion on a case-by-case basis. For more details contact the Registrar. RPL for Access can be obtained via one of the following routes: • In cases where there is a lack of academic qualifications but an abundance of relevant knowledge and skills (acquired through inter-alia, work experience related to the field of study, formal and informal learning, etc.), such knowledge and experiences will be formally assessed to determine if a prospective candidate equates to the minimum admission requirements of this programme. The Institute will allow the candidate to undertake an assessment designed for RPL candidates at NQF level 4, which if successful, will result in admission to the Higher Certificate programme at Da Vinci. The assessment will include a demonstration of understanding of the

	relevant level descriptors, which will be used to guide the process. Evidence of relevant publications, presentations or relevant working experience could be considered in the process.
	• The Institute will also allow candidates access through mature age exemption, granting the candidates provisional acceptance, conditional on passing the first module of the programme. On successful completion to the first module, the provisional status will automatically be converted to full acceptance. Mature age exemption includes the following:
	○ Candidates having attained the age of 23 before or during the first year of registration, with a Senior Certificate or equivalent, with three years' work experience and a proven ability relating to the proposed programme, as well as adequate communicative skills;
	○ Candidates having attained the age of 45 before or during the first year of registration
	• Candidates having achieved another NQF level 4 qualification with the completion of 4 subjects with a minimum of 40% in each subject.
	In the event that a prospective student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate.

D2- Application, Admission and Registration Policy

23/03/2021 (V2c)

Bachelor of Commerce in Business Management (SAQA ID - 84767)	
Minimum Admission Requirements	**Recognition of Prior Learning (RPL)**
• National Senior Certificate NSC/SC (a) – with a minimum of 30% in English or a minimum of 33.3% in English for the Senior Certificate (SC) coupled with: o If the candidate offered six NSC/SC(a) 20 credit subjects, an achievement rating of 4 (50%) or better in four NSC/SC(a) subjects; or o If the candidate offered a mix of SC, NSC and SC(a) 20 credit subjects, and passes an achievement rating of 4 (50%) or better in at least four subjects, which must be Higher Grade SC and/or NSC and/or SC(a) subjects; **OR** • National Certificate NC(V) – In addition, a student must (a) achieve at least 50% in three fundamental subjects and (b) achieve at least 60% in four vocational subjects, chosen from the NC (V) Level 4 subjects; **OR** • Alternatively a Higher Certificate, an Advanced Certificate or Diploma in a cognate field. A certificate of exemption issued by USAf (Universities South Africa) is required for applicants who have obtained a Senior Certificate without endorsement or equivalent foreign school-leaving qualification, who meet the requirements of the published regulations and wish to pursue first degree studies. The Office of the Registrar will facilitate, on behalf of the candidate, an application for degree admission, to USAf, once the candidate has provided proof of payment to USAf.	If the candidate seeks entry without the prerequisite qualifications: The candidate must demonstrate suitability for admission as per The Institutional RPL policy and is at the Senate's discretion on a case by case basis. For more details contact the Registrar. RPL for Access can be obtained via one of the following routes: • In cases where there is a lack of academic qualifications but an abundance of relevant knowledge and skills (acquired through inter-alia, work experience related to the field of study, formal and informal learning, etc.), such knowledge and experiences will be formally assessed to determine if a prospective candidate equates to the minimum admission requirements of this programme. The Institute will allow the candidate to undertake an assessment designed for RPL candidates at NQF level 4, which if successful, will result in admission to the Higher Certificate programme at Da Vinci. The assessment will include a demonstration of understanding of the relevant level descriptors, which will be used to guide the process. Evidence of relevant publications, presentations or relevant working experience could be considered in the process.

	• The Institute will also allow candidates access through mature age exemption, granting the candidates provisional acceptance, conditional on passing the first module of the programme. On successful completion to the first module, the provisional status will automatically be converted to full acceptance. Mature age exemption includes the following: o Candidates having attained the age of 23 before or during the first year of registration, with a Senior Certificate or equivalent, with a minimum of 40% in at least four higher or standard grade subjects (at least three of which shall have been passed simultaneously and one of which shall be a higher grade subject) o Candidates having attained the age of 45 before or during the first year of registration • Candidates having achieved another NQF level 4 qualification with the completion of 4 subjects with a minimum of 40% in each subject. In the event that a prospective student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate.
Additional Institutional Entry Requirements	
All applicants to the BCom programme must comply with the following minimum requirements: English First language: 50% English Second Language: 60% and Mathematics: 50%; Maths Literacy: 70%.	

D2- Application, Admission and Registration Policy

23/03/2021 (V2c)

Postgraduate Diploma in Business Leadership (SAQA ID – 111899)	
Minimum Admission Requirements	**Recognition of Prior Learning (RPL)**
• A 3 year Bachelor Degree or Advanced Diploma	Candidates seeking entry without the prerequisite qualifications: The candidates must demonstrate suitability for admission as per The Institutional RPL policy and is at the Senate's discretion on a case-by-case basis. For more details contact the Registrar. • In cases where there is a lack of academic qualifications but an abundance of relevant knowledge and skills (acquired through inter-alia, work experience related to the field of study, formal and informal learning, etc.), such knowledge and experiences will be formally assessed to determine if the prospective candidate equates to the minimum admission requirements of this programme at Da Vinci. The Institute will allow the candidate to undertake an assessment designed for RPL candidates at NQF level 7, which if successful, will result in admission to the Postgraduate Diploma programme. The assessment will include a demonstration of understanding of the relevant level descriptors, which will be used to guide the process. Evidence of relevant publications, presentations or relevant working experience could be considered in the process.

	• In the event that a prospective student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate.

Master of Management in Technology and Innovation (SAQA ID – 108984)

Minimum Admission Requirements	Recognition of Prior Learning (RPL)
• Relevant NQF Level 8 qualification	Candidates seeking entry without the prerequisite qualifications: The candidates must demonstrate suitability for admission as per The Institutional RPL policy and is at the Senate's discretion on a case-by-case basis. For more details contact the Registrar. • In cases where there is a lack of academic qualifications but an abundance of relevant knowledge and skills (acquired through inter-alia, work experience related to the field of study, formal and informal learning, etc.), such knowledge and experiences will be formally assessed to determine if the prospective candidate equates to the minimum admission requirements of this programme at Da Vinci. The Institute will allow the candidate to undertake an assessment designed for RPL candidates at NQF level 8, which if successful, will result in admission to the Master's programme. The assessment will include a

| | demonstration of understanding of the relevant level descriptors, which will be used to guide the process. Evidence of relevant publications, presentations or relevant working experience could be considered in the process. |
| | • In the event that a prospective student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate. |

Doctor of Management in Technology and Innovation (SAQA ID 108983)	
Minimum Admission Requirements	**Recognition of Prior Learning (RPL)**
• Confirmation of completion of a relevant Master's degree at NQF level 9 • Students' registrations are confirmed only once they conclude their draft research proposal with a minimum of 60%, within a period of twelve months after admission • Evidence of relevant work experience • Confirmation of his/her eligibility to participate in a Doctoral programme as per the required referee reports • Feedback from interviews conducted by executive representatives from Senate	Candidates seeking entry without the prerequisite qualifications: The candidate must demonstrate suitability for admission as per The Institutional RPL policy and is at the Senate's discretion on a case-by-case basis. For more details contact the Registrar. • In cases where there is a lack of academic qualifications but an abundance of relevant knowledge and skills (acquired through inter-alia, work experience related to the field of study, including formal and informal learning), such knowledge

D2- Application, Admission and Registration Policy

23/03/2021 (V2c)

	and experiences will be formally assessed to determine if a prospective candidate equates to the minimum admission requirements of this programme. Evidence of relevant publications, presentations or relevant working experience could be considered during the process. Once a prospective candidate has met the regulatory and institutional admission requirements for the Master's programme, The Institute will allow the candidate to undertake an assessment designed for RPL candidates (including a Critical Review of the field of study in which the prospective candidate is involved and wants to proceed at a Doctoral level) at NQF level 9. This assessment will include a demonstration of understanding of the relevant level descriptors, which will be used to guide the process. In addition, the prospective doctoral candidate will be required to conclude the following modules in the Master's programme at a minimum of 75% at first attempt respectively, namely Management of Technology, Management of Innovation, Management of People and Systems Thinking and complete his or her research proposal with a final mark of a minimum of 75% at first attempt. Throughout the process, the candidate's academic progress will be monitored. Once these requirements have been met, the Head of Programme for postgraduate programmes will provide a motivation to the Senate for consideration for admitting the student to the Doctoral programme. This decision is at the Senate's discretion and will be final.

D2- Application, Admission and Registration Policy

	• In the event that a prospective candidate is unsuccessful, the student would need to complete the Master's programme.

Page **23** of **23**

D2- Application, Admission and Registration Policy

23/03/2021 (V2c)