



SECRETARIAT 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.

The Da Vinci Institute is committed to ensuring that it's compliant to the Regulatory Committees as described in the Terms of Reference for each of Committee, Forum, Board and Council. The Secretariat is committed to record correct and reliable information and decisions discussed during the Regulatory Meetings. The Policy describes the procedures of the annual graduation/general meeting as part of regulatory requirement.

2. DEFINITIONS

Management	The responsibility for, and control of the institution
Higher education institution	A higher education institution which has formal approval in terms of the HE Act No. 101, 1997 to operate as a private institution in South Africa
Compliance	Conforming to a rule, such as specified in the policies, standards, regulations or law. Regulatory compliance describes the goal that the institution aspire to achieve in their efforts to ensure that personnel are aware of, and take steps to comply with the relevant laws and regulations

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:

- i. Constitution of the Republic of South Africa: 1996
- ii. Higher Education Act (Act 101 of 1997)
- iii. NQF Act, No. 67 of 2008
- iv. SAQA - National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa
- v. CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004
- vi. Labour Relations Act (Act 66 of 1995) as amended
- vii. 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:

- i. Policy: Human Resources and Annexures
- ii. Procedures: Human Resources.

4. SCOPE

The policy applies to The Secretariat at The Institute who shall be an experienced administrative person from the staff of The Institute who will carry out the duties expected of a Secretariat.

5. PURPOSE

The purpose of this policy is to describe The Institution's policy regarding access to records for all regulatory meetings while protecting the confidentiality thereof.

6. CONTENT

6.1 Annual Calendar – Regulatory Meetings

- 6.1.1 The Secretariat prepares an annual calendar with at least four meetings

- for all Regulatory Meetings
- 6.1.2 An agenda must be submitted to the members of the Regulatory Meetings at least 10 working days prior to the meeting
 - 6.1.3 The Secretariat takes minutes of each of the Regulatory Meetings and must forward such minutes to members within two weeks after such meeting
 - 6.1.4 At each meeting, the minutes of the last preceding meeting and of any extraordinary meeting held subsequently, are read and must be approved by the signature of the Chairperson
 - 6.1.5 An objection to the minutes must be raised read will be taken as read if a copy therefore was sent to each member
 - 6.1.6 The Secretariat keeps a complete attendance register of all Regulatory Meetings
 - 6.1.7 The Secretariat acts as electoral officer at all meetings of Regulatory
 - 6.1.8 Nominations and resignations must be in writing to the Secretariat
 - 6.1.9 The Secretariat has to ensure confidentiality agreements are completed by all committee members.

6.2 Graduation – Annual General Meeting

- 6.2.1 The Secretariat project manages timelines, activities and resources by delivering a well-managed and successful elegant graduation ceremony
- 6.2.2 Data collating for submission of proposed graduates to Examination Committee and Academic Board to Council
- 6.2.3 Preparation and logistical arrangements – venue, catering, photographer, gowns, certificates, program and proceedings documents, invitations, registration forms, seating arrangements
- 6.2.4 Organise and manage PhD Dinner prior to graduation.


7. DEFINITION BODIES

- 7.1 Regulatory Meetings: Meeting of these committees, board, forum, council as prescribed by the Council on Higher Education
- 7.2 Terms of Reference: The procedures and function of each of the regulatory bodies
- 7.3 Confidentiality Agreement: An agreement signed by relevant registered body members to ensure the confidentiality of the meeting content
- 7.4 Minutes: Reports of the meeting
- 7.5 Agendas: Lists of matters/items which will be discussed at the meeting.

8. 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.

EVENT MANAGEMENT PROCEDURE

Policy Code	A17 – P3	Authorised by	Prof Benjamin Anderson
Version	V1	Signature	
Date Approved	20/08/2020		

Date Reviewed	Version History	Custodian
20/08/2020	V1	Secretariat and Events

PROCEDURE DESCRIPTION

This procedure document will be followed at the commencement of the planning of all Institutional Events

Step	Description	Notes
1	The Executive Secretariat and Events to populate the annual calendar for the following year	Annually June
2	The Executive Secretariat and Events to ensure the proposed annual calendar is signed off by the Executive Management team by August every year for the following year	
3	The Executive Secretariat and Events to ensure the final annual calendar is loaded on The Institute website and intranet	
4	The Executive Secretariat and Events will ensure electronic invitations are sent out to all stakeholders in November of every year for the following year	

5	The Executive Secretariat and Events will meet and discuss with the Executive custodian of the event	8 weeks prior to the event
6	The Executive Secretariat and Events will liaise as follows: <ul style="list-style-type: none"> • IT • Venue • Service providers 	8 weeks before the event For graduation one year before the event
7	The Executive custodian to provide a blurb of the event and forwarded to the Executive Secretariat and Events.	
8	This will be forwarded to the communications person to post on Eventbrite once approved by the custodian	Eventbrite to be used only when external stakeholders are included in the invitations. Communication to be approved by the Executive custodian
9	The Executive Secretariat and Events will manage the RSVP's and attendance register	
10	The Executive Secretariat and Events and the Executive custodian conclude the programme for the event	4 weeks before the event
11	The Executive Secretariat and Events and Executive Dean: Strategy and Stakeholder Management will discuss regarding the branding of the event	
12	The Executive Secretariat and Events will manage, monitor and execute the event	
13	The Executive Secretariat and Events and Executive custodian will have a post-mortem discussion	1-2 days after the event

Stakeholders

#	Stakeholder
1	Executive Secretariat and Events
2	Chief Executive Officer
3	Executive Dean: Academic
4	Executive Dean: Research and Institutional Partnerships
5	Executive Dean: Strategy and Stakeholder Management

6	Executive: Growth and Sustainability
7	Executive: Operations
8	Executive: Registrar/Governance



9. PROCEDURE: GRADUATION

Document Number	RGP1105		
Inception Date	20 July 2019		
Procedure Owner	Registrar		
Review Register		Date	Signature
Approved by EXCO	EXCO Chairperson	26/07/2019	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2020		
Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> Policy: Certification 		<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 Labour Relations Act (Act 66 of 1995) as amended CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications 	

	and Professional Designations in South Africa, 2017
Website address of this document:	www.davinci.ac.za

9.1. Procedure Description

This procedure document will be followed at the commencement of the planning of the annual Graduation event.

Step	Description	Notes
1	Programme Conveners, in populating the graduation spreadsheet with all possible graduands, must indicate if their intakes will or will not be attending the annual graduation.	The due date will be communicated to the Programme Conveners by Registry. Registry will communicate to the Secretariat those intakes that will be attending Graduation.
2	Registry will transport the certificates from the secure location at The Institute to the graduation venue.	
3	Graduates must sign the collection register upon receiving their certificates	

9.2. Stakeholders

#	Stakeholder
1	Secretariate
2	Programme Conveners
3	Registrar
4	Assistant Registrar

9.3. Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	20/07/2019	



10. REGULATORY MEETINGS PROCEDURE

Policy Code	A17-P1	Authorised by	Benjamin Anderson
Version	V1	Signature	
Date Approved	01/07/2018		

Date Reviewed	Version History
01/07/2018	V1

10.1. Procedure Description

This procedure document will be followed by the Secretariat with regards to planning and managing the Regulatory meetings for The Institute.

Step	Description	Notes
1	The Secretariat prepares a proposed Annual calendar in June of every year for the following year	
2	The Secretariat to ensure the proposed Annual calendar is signed off by the Exco team by October every year for the following year	
3	The Secretariat to ensure the final Annual calendar is sent to all stakeholders and loaded on The Institute website	
4	The Secretariat will ensure electronic calendar invites are sent out to all members of the regulatory committees in November of every year for the following year	The Secretariat to ensure the e mail distribution list of each regulator committee is kept updated
5	The Secretariat to draft the proposed agenda and meet with the Regulatory Committee chairperson 3 days prior to sending it out	
6	The Chairperson to approve the agenda	
7	The Secretariat to submit the agenda, previous minutes and supporting documents to Regulatory Committee members at least 7 days prior to the Regulatory meeting	
8	The Secretariat to attend all Regulatory meetings	
9	The Secretariat to keep a complete signed attendance register of all Regulatory meetings	
10	At each Regulatory meeting, the minutes of the last preceding meeting and of any extraordinary meetings held subsequently, are read and must be approved and signed by the Chairperson	An objection to the minutes must be raised, otherwise minutes will be taken as read as a copy was sent to each member
11	Secretariat to ensure signed attendance register and minutes are filed after each Regulatory meeting	

12	The Secretariat to prepare an action list of each Regulatory meeting and forward it to the Committee members within 3 days after the meeting	
13	The Secretariat to draft minutes at each Regulatory Meeting and forward it to Committee members within two weeks after the meeting	

10.2. Stakeholders

#	Stakeholder
1	Secretariat
2	Dean: Executive
3	Dean Design
4	Dean: Teaching & Learning
5	Dean: Research
6	Registrar

10.3. Version Control

Procedure Owner	Version #	Date	Reason
Secretariat	001	1 July 2018	