



POLICY: APPLICATION, ADMISSION AND REGISTRATION

Policy Number	S1
Version	5
Functional Area	Registry
Policy Custodian	Registrar
Approved by	Senate
Decision Number	SEN242/2026
Approval Date	27/08/2026
Effective Date	10/09/2026
Review Cycle	Triennially
Next Review Date	2029
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) 29/08/2024_v3 30/11/2024_v4 27/08/2026_v5

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1. INTRODUCTION

The Da Vinci Institute (“The Institute”) is an accredited private higher distance education provider offering qualifications on NQF levels five to ten, which are 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 required 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- and Community-based Action Learning discourse on the co-creation and distribution of relevant knowledge.

The Institute 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 Institute takes due cognisance of this fact and offers an alternative route of entry via Recognition of Prior Learning. Refer to the A11: RPL, CAT and Articulation Policy in this regard.

1.3. Guidance and support from The Institute

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 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 encourages students to engage with their facilitators for assistance with the course material and with

Learning Coordinators (LCs) and Student Support Specialist 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 Institute.
Programme registration	SAQA registration of programmes accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE).
Recognition of Prior Learning (RPL)	Is the assessment of previous learning, either formal full- or part-qualifications, or informal 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 lead to a qualification. Programmes may be disciplined-based, professional, career-focused, inter- or multi-disciplinary in nature. A programme has recognised 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. Constitution of the Republic of South Africa (No 108 of 1996)
- II. Council on Higher Education: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation (CHE, 2004)
- III. Council of Higher Education: The Higher Education Qualifications Sub-Framework (CHE, 2013)
- IV. Department of Higher Education and Training (DHET), 2016. Recognition of Prior Learning Coordination Policy. Government Gazette 39876.
- V. Higher Education Act (Act 101 of 1997)
- VI. Minimum admission requirements (Gov, August 2005)
- VII. Minimum admission requirements (Gov, 26 November 2009 [NCV])
- VIII. National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-Qualifications and Professional Designations in South Africa (SAQA, 2017)

National Policy for the Implementation of the Recognition of Prior Learning. (SAQA, 2013).

B. Relevant Da Vinci documents

- I. A10: Assessment and Moderation Policy

- II. A11: RPL, CAT and Articulation Policy
- III. A15: Student Support Policy

4. SCOPE

The policy is applicable to:

- a. Prospective students
- b. Current Students
- c. Registry Office
- d. Business Growth Partners
- e. Accounts Department
- f. Learning Coordinators
- g. Academic Staff
- h. Scheduling.

And will refer to student:

- a. Application
- b. Admission
- c. Registration
- d. Deferral
- e. Abeyance
- f. De-registration
- g. Re-registration or Re-application
- h. Extension

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

- a. Completed online application form
- b. Certified (not older than 6 months) copy of Identification Document
- c. Certified (not older than 6 months) copy of Matric Certificate or equivalent
- d. Certified (not older than 6 months) copy of highest Qualification, 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 Recognition of Prior Learning (RPL) or CAT request form, if applicable (Refer to the A11: 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 Learning Coordinator, as they relate to the application, admission and registration process, deferral, abeyance, de-registration, re-registration and/or re-application and extension. The functions would include the following:

- a. To determine whether the prospective student qualifies to be admitted to the relevant level of a programme according to regulatory and institutional requirements
- b. To verify that all listed documents required have been submitted
- c. To determine whether the prospective student qualifies for possible Credit Accumulation and Transfer (CAT) or Recognition of Prior Learning (RPL) for access or exemption

- d. To determine the following acceptance levels:
 - a. Full acceptance
 - b. Provisional Admission
 - c. Conditional Admission
- e. Suggest alternative study options if the prospective student fails to meet the entry requirements for a particular programme
- f. To allow for the deferral of studies for a certain period of time, on request
- g. To allow for the abeyance of studies for a specified period of time
- h. To allow for the extension of studies for a specified period of time, on request and for a fee
- i. To initiate the de-registration process when applicable
- j. 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 Institute offers the following entry routes for each qualification:

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

7. OVERVIEW AND PRINCIPLES OF PROCESSES

7.1. Application

The Institute provides for online applications for study via 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 CAT. The Business Growth Partners will verify the documentation submitted and Registry will screen the application granting the prospective student either:

- a. Full admission
- b. Provisional admission
- c. Conditional admission, or
- d. suggest alternative study options if the prospective student fails to meet the entry requirements for a particular programme

Applications for CAT 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 Registry Office will issue an Offer of Admission letter. The qualifying candidate must accept via signature on the Offer of Admission letter, after which, they are granted admission to The Institute. Admitted candidates will be allocated to a dedicated Learning Coordinator (LC) upon completion of the registration process.

7.3. Registration

Following admission, The Institute will issue the candidate with a Student Contract to conclude the registration process. On receipt of the completed and signed Student Contract, The Institute will invoice the student the registration fee. On receipt of the registration fee, the candidate will receive a confirmation of registration letter.

The dedicated LC will communicate with the student in terms of the programme schedule, commencement of the first module and manage the student's programme and progress until graduation.

7.4 Annual Academic Continuation

All students who remain enrolled beyond their initial year of registration must complete an annual academic continuation process in order to maintain their active student status until completion of their qualification or the expiry of the maximum completion period.

The annual academic continuation process confirms the student's intention to continue with their studies, enables The Institute to maintain accurate student records, and supports the monitoring of student progression and academic engagement.

As part of the annual academic continuation process, students shall be required to:

- a. confirm their intention to continue with their studies
- b. ensure that all required academic and administrative information is current
- c. comply with any outstanding institutional requirements, and
- d. pay the prescribed Annual Academic Continuation Fee, as approved by The Institute from time to time.

7.4.1 The Annual Academic Continuation Fee shall be published annually in the approved Schedule of Fees and may be reviewed and amended by The Institute in accordance with its fee approval processes.

7.4.2 Failure to complete the annual academic continuation process by the prescribed date may result in the student's status being changed from Active to Inactive until all continuation requirements have been met.

7.4.3 Reinstatement of an Active student status shall be subject to completion of the annual academic continuation process and payment of all applicable fees.

7.4.4 The annual academic continuation process shall not extend the approved maximum completion period of a qualification unless otherwise approved in terms of the Institution's Extension Process.

7.5 Deferral of studies

Registry may grant a registered student a deferral of his/ her studies on request via an application process, with substantiating evidence. A deferral allows the student the opportunity

to put his or her studies on hold for a period approved by the Registrar, with the understanding that the student has to complete the programme within the maximum completion period of the qualification in order to graduate.

- a. Students may only defer their studies if their account is up to date at the start of the deferral period
- b. A student who wants to defer his/her studies is required to attend a session, booked by the LC, with Student Support Services who will then make a recommendation to the relevant LC, before the deferral is referred to Registry for approval
- c. Postgraduate students may only defer the research component of their studies if:
 - They have submitted the required quarterly progress reports
 - The supervisor confirms in writing that the student made sufficient progress prior to the request for a deferral
 - The student has a valid reason for requesting the deferral.
- d. Upon discretion of the Executive Dean and/or Registrar, a student may be granted more than one deferral application for the duration of a programme.

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.

7.6 Abeyance

Registry may grant a registered student an abeyance, in instances of a serious medical condition or select compassionate grounds related to immediate family only (spouse, partner, children, sibling or parent) of his/ her studies on request via an application process. An abeyance allows the student the opportunity to put his or her studies on hold for a period approved by Executive Dean and/or Registrar, with the understanding that the student has to complete the programme within the maximum completion period of the qualification in order to graduate. The following conditions apply:

- a. Discretionary abeyance applications are permitted during the course of study towards a programme, as approved by the Executive Dean and/or Registrar
- b. Students may only place their studies in abeyance if their account is up to date at the start of the abeyance period
- c. Medical recommendation from a registered medical practitioner is required
- d. Certified copy of death certificate is required, if applicable.

7.7 De-registration

De-registration may occur under the following circumstances:

- a. The maximum study period of a student has lapsed, and he/she did not re-register
- b. In cases of gross misconduct – refer to the S2: Code of Conduct Policy or A16: Plagiarism Policy (Level 4 offence)
- c. In cases where the student withdrew from the programme

7.8 Re-registration or Re-application

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.

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

7.9 Extension of the Registration Period

A student who is unable to complete the requirements of their qualification within the prescribed maximum registration period may apply for an extension of their registration period in accordance with The institute's approved processes.

Approval of an extension is not automatic and will be subject to the approval of the Executive Dean (or delegated authority), taking into consideration the student's academic progress and any other relevant factors.

- a. Where an extension of the registration period is approved, the applicable extension fee shall be payable prior to the extension being granted
- b. Where a student has outstanding coursework modules, the extension fee shall be calculated based on the value of the outstanding credits
- c. Where a student has successfully completed all coursework and only a research module, dissertation, thesis, or other supervised research component remains outstanding, the approved Research Extension Fee shall apply. The Research Extension Fee shall be reviewed and approved annually as part of The Institute's Annual Fee Schedule.
- d. The applicable extension fees shall be published in The Institute's Annual Fee Schedule and communicated to students through the Student Contract and other official institutional publications.
- e. Registration extensions are granted for a defined period only. Should a student require a further extension after the expiry of the approved extension period, a new application must be submitted and, if approved, the applicable extension fee shall be payable.

8. RESPONSIBILITIES

8.1. Business Growth Partners (BGP)

The BGP office is responsible for the following:

8.1.1. Applications

- a. To receive and verify online application forms and supporting documentation

8.2 Registry Office

- a. Screen and hand over to Finance, LCs and Heads of Programme (HoPs)
- b. Generate Offer of Admission letters
- c. Generate Confirmation of Registration letters

- d. Manage the online registration platform

8.2.1 Deferral

- a. To receive and evaluate student applications for deferral from LCs
- b. To notify the accounts department of the same
- c. To issue and sign a deferral letter if the application is approved

8.2.2 Abeyance

- a. To receive and evaluate student applications for abeyance from LCs
- b. To notify the accounts department of the same
- c. To issue and sign an abeyance letter if the application is approved

8.2.3 Re-registration

- a. To receive a student request for re-registration from the LC. To verify the student's registration period
- b. To prepare and send the registration form and payment contract to the student
- c. To send signed documentation from the student to the accounts department for invoicing
- d. To inform the LC once the student is re-registered.

8.2.4 De-registration

- a. To approve de-registrations received from the LCs
- b. To send the de-registration letter to the student
- c. To notify the Accounts Department
- d. To record the student's de-registration status on the De-registration Register and on the Learner Management System (LMS).

8.2.5 Extension of the Registration Period

- a. To receive extension of registration applications
- b. To consult the LC regarding what is outstanding
- c. To consult the Accounts Department on applicable fees
- d. To approve or decline the request for the extension
- e. To communicate with the student accordingly

8.3 Accounts Department

The Accounts Department is responsible for the following:

8.3.1 Applications

- a. To generate quotes where necessary
- b. To generate tax invoices for the student or sponsor
- c. To confirm receipt of student and/or sponsor payments and inform the Registry and BGP Offices accordingly
- d. To suspend student account for non-payment.

8.3.2 Deferral

- a. To receive confirmation of a student's approved deferral application from the Registry Office
- b. To record the deferral status on the student's account and invoice if necessary.

8.3.3 Abeyance

- a. To receive confirmation of a student's approved abeyance application from the Registry Office
- b. To record the abeyance status on the student's account and invoice if necessary.

8.3.4 Re-registration

- a. To generate a tax invoice for the student or sponsor
- b. To confirm the receipt of a student and/or client payment and inform the Registry Office accordingly.

8.3.5 De-registration

- a. To receive de-registration notifications from Registry
- b. To reflect a de-registered status on the student's account and update the student's account if needed.

8.3.6 Extension of Registration Period

- a. To receive confirmation of a student's application for extension from the Registry Office
- b. To provide the applicable fee for extension and invoice accordingly.

8.4 Learning Coordinators

The Learning Coordinators are responsible for the following:

8.4.1 Registration

- a. To receive the list of registered students from the Registry Office.
- b. Communicate with the student and manage the student's programme, and related administration until graduation.

8.4.2 Deferral

- a. Provide the Registry Office with student deferral application form, with supporting documents
- b. Confirm with Accounts department that the account is up-to-date at the time of deferral request being received
- c. Notify students of the deferral application outcome received from Registry.

8.4.3 Abeyance

- a. Provide the Registry Office with student abeyance application form
- b. Notify students of the abeyance application outcome received from Registry.

8.4.4 Re-registration

- a. Provide Registry Office with the re-registration request if a student wishes to re-register
- b. To receive confirmation from the Registry Office once the student is re-registered.

8.4.5 De-registration

- a. Communicate timeously with the student regarding possible de-registration
- b. Communicate de-registrations with the Registry Office
- c. Record a de-registered student on the academic report.

8.4.6 Extension of Registration Period

- a. To provide Registry with the number of credits or research outstanding for a student
- b. To provide Registry with the necessary application and supporting documents for the application for extension

9. GENERAL ADMISSION REQUIREMENTS

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

- a. 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
- b. 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 entry 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 A11: RPL, CAT and Articulation Policy.

10. 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 relevant Executive Dean based on the recommendation of the relevant Head of Programme (HoP). 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 relevant Executive Dean if recommended by the relevant HoP. Associated module re-registration fees will apply.

In instances where a student has outstanding modules, or where modules were failed, a curriculum completion plan must be signed off by the relevant Executive Dean. It is the LC's responsibility to set up an appointment with the student and Student Support Specialist, to compile a completion plan in accordance with the academic cycle of the student's academic year. The LC will submit the plan to the Executive Dean 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, but excludes an approved abeyance request.

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 CAT 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. 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-apply for the programme. Current fees will be applicable for the 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
Advanced Certificate in Business Innovation Management	Two (2) years
Bachelor of Commerce in Business Management	Six (6) years
Advanced Diploma in Innovation Management Practices	Two (2) years
Postgraduate Diploma in Business Leadership	Two (2) years
Master of Business Leadership	Four (4) years
Master of Management in Technology and Innovation	Four (4) years
Doctor of Business Leadership	Six (6) years

Doctor of Management in Technology and Innovation	Six (6) years
Non-Qualification Purposes (NQP) Programme	Double the duration of the programme

13. 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. • National Certificate NATED N3 (NQF4)	If the candidate seeks entry without the prerequisite qualifications: The candidate must demonstrate suitability for admission as per The Institutional RPL Policy, which 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 is able to demonstrate competence for entry in to 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 communication 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.
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Advanced Certificate in Business Innovation Management (SAQA ID – 124610)	
Minimum Admission Requirements	Recognition of Prior Learning (RPL)

• Higher Certificate in Business Management, NQF Level 5; or, • Higher Certificate in Business Management Practice, NQF Level 5; or, • Higher Certificate in Business Administration, NQF Level 5; or, • Higher Certificate in Management of Technology and Innovation, NQF Level 5; or, • Appropriate Higher Certificate in a cognate field, NQF Level 5.	Candidates seeking entry without the prerequisite qualifications: The candidates must demonstrate suitability for admission as per The Institutional RPL policy, which is at the Senate's discretion on a case-by-case basis. For more details contact the Registrar. All Recognition of Prior Learning (RPL) is in alignment with the institution's RPL, Credit Accumulation and Articulation (CAT). RPL is understood as - the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development' (South African Qualifications Authority, 2013). <i>RPL for access:</i> • RPL for access is applicable to applicants who do not meet the entry requirements of the qualification. • RPL may not exceed 10% cohort. • Mediation will include a targeted intervention as preparation for the assessment • RPL is granted based on an appropriate assessment against specified outcomes, in keeping with the constitutional imperative and the aforementioned national policies, taking into consideration the necessary preparation and guidance required to undertake such assessments. • Assessment as an integral feature of all forms of RPL does not exist in isolation from a range of other strategies that allow for different sources of knowledge and forms of learning to be compared and judged. Guidelines are provided to assist in the preparation of the portfolio/critical review essay. Candidates will be provided with the outcomes and associated
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	In the event that a prospective student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate.
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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: - 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 - 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 - National Certificate NATED N6 (NQF5); OR	If the candidate seeks entry without the prerequisite qualifications: The candidate must demonstrate suitability for admission as per The Institutional RPL policy, which 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 is able to demonstrate competence for entry in to this programme. The Institute will allow the

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.	candidate to undertake an assessment designed for RPL candidates at NQF level 4, which if successful, will result in admission to the BCom 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 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) - 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%.

Advanced Diploma in Innovation Management Practices (SAQA ID – 124611)	
Minimum Admission Requirements	Recognition of Prior Learning (RPL)
- Advanced Certificate in Business Management, NQF Level 6; or, - Diploma in Business Management or related fields, NQF Level 6.	Candidates seeking entry without the prerequisite qualifications: The candidates must demonstrate suitability for admission as per The Institutional RPL policy, which is at the Senate's discretion on a case-by-case basis. For more details contact the Registrar. - All Recognition of Prior Learning (RPL) is in alignment with the institution's policy RPL, CAT and Articulation. Although the institution recognises and supports Recognition of Prior Learning (RPL) and its processes, no more than 10% of a cohorts accepted as RPL candidates. RPL is understood at The Institute as, "the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for alternative access and admission, recognition and certification, or further learning and development" (South African Qualifications Authority, 2013). - Mediation will include a targeted intervention as preparation for the assessment. RPL is granted based on an appropriate assessment against specified outcomes, in keeping with the constitutional imperative and the aforementioned national policies, taking into consideration the necessary preparation and guidance required to undertake such assessments.

	- Guidelines are provided to assist in the preparation of the portfolio or critical review essay. Candidates will be provided with the outcomes and associated assessment criteria pertaining to the RPL evaluation as per the required NQF qualification level. Candidates will receive advice and guidance from suitably qualified academic and support staff throughout the preparation of the portfolio/critical review essay. - In the event that a prospective student is unsuccessful in completing the above, The Institute will discuss alternative options with the candidate.
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Postgraduate Diploma in Business Leadership (SAQA ID – 111899)	
Minimum Admission Requirements	Recognition of Prior Learning (RPL)
A 3-year Bachelors Degree or Advanced Diploma	Candidates seeking entry without the prerequisite qualifications: The candidates must demonstrate suitability for admission as per The Institutional RPL policy, which 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 is able to demonstrate competence for entry in to 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.
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Master of Business Leadership (SAQA ID – 112553)	
Minimum Admission Requirements	Recognition of Prior Learning (RPL)
• A 4-year Bachelor's Degree in Business Management, or related field, at NQF Level 8 with 3 years related work experience. OR • A Bachelor of Honours Degree or Postgraduate Diploma in Business Management or related field, at NQF Level 8, with 3 years related work experience.	Candidates seeking entry without the prerequisite qualifications: The candidates must demonstrate suitability for admission as per The Institutional RPL policy, which 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 is able to demonstrate competence for entry in to 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.
Additional Institutional Entry Requirements	
All applicants to this qualification must comply with the following additional requirements: A research idea approved by the Research Office.	

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, which 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 is able to demonstrate competence for entry into 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.
Additional Institutional Entry Requirements	
All applicants to this qualification must comply with the following additional requirements: A research idea approved by the Research Office.	

Doctor of Business Leadership (SAQA ID – 112552)	
Minimum Admission Requirements	Recognition of Prior Learning (RPL)
• A relevant NQF level 9 qualification in Economic and Management Sciences. OR • An MBA/MBL or a cognate Master's Degree.	Applicants are required to satisfy the published admission requirements for the Doctor of Business Leadership. Applicants who do not meet these admission requirements may consult the Office of the Registrar regarding alternative admission pathways or other qualifications that may be appropriate to their academic profile. All admissions to the qualification are subject to the institutional admission requirements, academic review processes and Senate approval, where applicable.
Additional Institutional Entry Requirements	
All applicants to this qualification must comply with the following additional requirements: • Candidates must submit a concept note approved by the Research Office • Candidates must be interviewed by the Executive Dean • Candidates registered into the degree programme are required to achieve a minimum mark of 60% for the research proposal module. This must be completed within 12 months of the registration date and is included in the maximum completion period of 6-years for the programme. • Candidates are encouraged to attend The Institute's Research Workshop series during the admission stage when preparing their draft research proposal.	
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	Applicants are required to satisfy the published admission requirements for the Doctor of Management in Technology and Innovation. Applicants who do not meet these admission requirements may consult the Office of the Registrar regarding alternative admission pathways or other qualifications that may be appropriate to their academic profile. All admissions to the qualification are subject to the institutional admission requirements, academic review processes and Senate approval, where applicable.
All applicants to this qualification must comply with the following additional requirements: • Candidates must submit a concept note approved by the Research Office • Candidates must be interviewed by the Executive Dean • Candidates registered into the degree programme are required to achieve a minimum mark of 60% for the research proposal module. This must be completed within 12 months of the registration date and is included in the maximum completion period of 6-years for the programme. • Candidates are encouraged to attend The Institute's Research Workshop series during the admission stage when preparing their draft research proposal.	

14. 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.

15. ANNEXURE A: DE-REGISTRATION PROCEDURE

Step	Description	Notes
1	Learning Coordinator receives de-registration request from student	
2	Learning Coordinator will clarify the student's status with a telephone call and confirmatory e-mail	
3	Student to meet with Student Support Specialist (recommended but not compulsory)	
4	Learning Coordinator sends de-registration request to Registry to action	To include reason for de-registration
5	Registry to change the outcome status of the student on the Student Information System (SIS) to "de-registered"	
6	Registry to draft the de-registration letter and email it to the student. Registry to include accounts@davinci.ac.za in the e-mail to the student.	
7	Registry to update and forward the de-registration register to the accounts department to note and action	
8	Learning Coordinator to record de-registration on academic report	

16. ANNEXURE B: DEFERMENT PROCEDURE

Step	Description	Notes
1	Learning Coordinator receives deferral request from student in writing	
2	Learning Coordinator to arrange Student Support session prior to the commencement of the deferral period (recommended but not compulsory)	
3	Learning Coordinator sends student deferral form to complete	
4	Learning Coordinator sends deferral request to Registry to action	
5	Registry to approve/decline request, update deferral register on Sharepoint and draft deferral letter	Deferrals are included in the maximum period of registration
6	Registry sends letter to student and informs the Learning Coordinator of start and end date of deferral period (if approved). Registry to include accounts@davinci.ac.za in the e-mail to the student.	
7	Registry to make a note on the Student Information System (SIS) and upload the deferral letter on student's profile	
8	Learning Coordinator to update Academic Report	
9	Registry to action de-registration after deferral expiry date if student did not return to studies.	

	Registry to include accounts@davinci.ac.za in the e-mail to the student.	
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17. ANNEXURE C: HANDOVER OF NEW INTAKES PROCEDURE

Step	Description	Notes
1	Business Growth Partner (BGP) recruits prospective students and ensures online application submission and payment of the application fee.	
2	For corporate students, BGP prepares proposal and costing sheet in consultation with Finance, Head of Program (HoP) and Learning Coordinator (LC).	
3	HoP drafts the SLA/Addendum and submits it to Executive: Operations for EXCO approval.	No agreements may be signed before approval.
4	Executive: Operations sends the approved and signed SLA/Addendum to the Project Manager for scheduling and Finance for billing.	
5	BGP submits the signed SLA/Addendum, programme schedule and student list with electives to Registry.	
6	Registry receives applications via the CRM and follows up on outstanding documents where required.	BGP copied on all correspondence.
7	Registry screens applications against admission requirements.	
8	If admission requirements are met, Registry issues the Admission Offer, Student Contract and Quote.	Student acknowledges electives.
9	If admission requirements are not met, Registry advises the applicant of alternative pathways and RPL where applicable.	BGP copied on correspondence.
10	Registry processes RPL and CAT applications.	
11	Registry records all applications and progress on the Admissions Master Sheet.	Ongoing activity.
12	BGP follows up with students regarding the signed admission offer, signed contract and payment.	Credit Controller copied where applicable.
13	Admissions Officer forwards the signed contract, bursary letter/POP, intake, and CRM opportunity link to Finance.	Finance issues invoice.
14	Registry prepares the Handover Sheet and sends it to Finance for financial verification.	Students must be financially cleared.
15	Finance confirms financial clearance for registration.	Registration may only proceed once cleared.
16	Registry sends the verified list of registered students to Learning and Teaching.	Additional facilitators considered once 20 students are registered in a qualification.
17	Registry Coordinator registers students on the LMS and allocates student numbers.	Check for existing student numbers first.

18	IT creates student email accounts and sends login details.	Includes password links.
19	Registry Coordinator registers modules, uploads verified documentation and records student information.	Ensure all student data is complete.
20	Registrar finalises the Handover Sheet and supporting documentation.	Final quality check before handover.
21	Registry conducts the formal handover to the Learning and Teaching team.	Weekly handover meeting before onboarding.
22	Learning and Teaching contacts students, sends orientation invitations and onboarding information.	Weekly engagement prior to commencement.