



## Student Contract

### Introduction

As a newly registered Da Vinci student you are required to abide by the general rules of The Institute. This document serves as a guideline for all registered students pertaining to the following rules:

- Workshop Participation;
- Submission of Summative Post-Modular Assignments;
- Plagiarism;
- Period of study;
- Indemnity;
- DHET declaration; and
- Undertaking

The rules of The Institute are in all respects applicable to all students during the course of their studies. Please note that general rules may change from year to year and it is the student's responsibility to ensure that they are familiar with the applicable rules before registration.

Ensure that you have read and understood the rules before signing the student contract.

## Workshop Participation

Although The Institute is a distance learning institution, the learning programmes include workshops as part of its student support process.

### Participation in workshops:

- The Programme Conveners will inform the student of scheduled workshops via email
- Although workshop attendance is optional, a student is required to respond for catering purposes at least two weeks prior to the date of the relevant workshop
- Students unable to attend workshops are in no way disadvantaged, as all students have access to the Online Learning Platform, MOODLE, where the content material and assessments are made available
- In addition to the workshops the student is given the following support:
  - Additional material provided by the Lecturer during a workshop will be made available to all relevant students on MOODLE
  - Students can contact Lecturers via phone or email with any content queries
  - The Programme Convener is readily available to assist with all student queries
  - The Da Vinci Student support specialist will engage with every student 3 to 4 times a year.

## Submission of the Summative Post-Modular Assignments

Each learning programme offered by The Institute has specific assessment requirements that each student should adhere to. Each student should submit a Summative Post-Modular Assignment as part of the assessment requirements per registered module.

The programme schedule outlines all dates of workshops as well as the Summative Post-Modular Assignment submission dates.

### Summative Post-Modular Assignment submission Dates

- Each programme schedule indicates two assessment submission dates for each module
- The first submission date is a compulsory date
- Should unforeseen circumstances prohibit you from submitting on the first submission date, then the second submission date must be utilized. This implies that students have to submit their summative submissions by the first submission date
- A late submission is therefore any submission received **after the second due date** as indicated on the programme schedule
- Only two late submissions are allowed per year of registration

## Submission of the Summative Post-Modular Assignments

- Should a student fail to submit by either of the due dates and has utilized the two late submission opportunities as permitted for an Academic year, and still have outstanding modules to complete, the student will be required to re-register for the incomplete module (s) to be completed for that Academic year
- Such re-registration implies that the student will not be able to claim any benefits related to late submissions as he/she will still be within the Academic year within which such benefits apply

### **Summative Post-Modular Assignments – Resubmission, Re-assessment and Appeals Process:**

#### **a. Resubmission:**

- Only one re-submission per module is permitted
- If a student fails the re-submission the student will have to re-register for the module and submit an assignment. Modular fees will apply.

#### **b. Re-assessment:**

- A student may apply for re-assessment of a summative post-modular assignment, if the summative post-modular assignment was passed, but they wish to **improve** the result by rewriting, amending or adding to the content
- One re-assessment opportunity is allowed per module. A **re-assessment fee** of R500.00 is applicable
- The result obtained after the re-assessment process, will be regarded as the final and official result.

#### **c. Appeals process:**

- A student may request an **appeal against a summative post-modular assignment result**. In this case the summative post-modular assignment will be assessed by a moderator to submit a third independent mark
- **One** appeals opportunity is allowed per summative post-modular assignment and an **appeals fee** of R400.00 will be applicable
- If the appeal is successful, the fee will be reimbursed to the student. If not there will not be any reimbursement.

#### **d. The awarding of a qualification:**

The following rules apply when awarding a qualification:

- A pass mark of 50% must be achieved for each module that comprises a qualification
- A student is deemed to have graduated on ratification by The Da Vinci Council
- Students receive their certificates when the qualification is conferred on them at graduation.

## Submission of the Summative Post-Modular Assignments

### e. The awarding of a qualification with distinction (cum laude):

- Students (with the exception of those registered for the Doctoral qualification) who achieve 75% for each academic component of the qualification will be awarded the qualification with distinction (cum laude)
- Being successfully awarded a doctoral qualification, is a distinction in itself and therefore no mark or cum laude will be awarded
- If students receive credits towards a qualification as a result of achievements obtained in programmes from other accredited institutions, the word 'exemption' will appear in the place of a 'score' on the student's statement of results.

## Applicable to Postgraduate Students Only

All students are provisionally allowed entry to a qualification until such time as they have passed the Research proposal, which is a requirement for full entry and part of the admission process.

There are three submission dates for this module:

- First submission - Draft for which the student will receive feedback (Chapter 1)
- Second submission – Draft for which the student will receive feedback (Chapter 3)
- Third and final submission – which needs to be passed at 60%.

A provisionally accepted student who fails to submit on the third and final submission date will be de-registered as they do not meet the admission criteria for full entry.

If the student misses the first submission date, draft one will need to be included with draft two. If the student does not meet the second submission date, draft one and two will need to be submitted on the third and final due date. In this instance the student will have waived the opportunity to receive feedback for submission one and two. If the student fails the final submission then the student has one opportunity to resubmit within 4 weeks of receipt of the results and feedback but no later than within the first academic year (12 months from date of on-boarding as scheduled).

Passing this research proposal module with an assessment score of 60% will activate the following:

- The acceptance status will be automatically converted to full acceptance in the case of provisionally accepted students
- the student can proceed with the modular course-work as applicable and be allowed to attend the relevant support workshops

### Applicable to Postgraduate Students Only

- a supervisor will be appointed and work can continue on the thesis or dissertation such as application for ethical clearance

Da Vinci reserves the right to deregister a student who fails to show satisfactory academic progression in any academic year. In such cases, students will be responsible to provide evidence of participation and academic progress, on request, to enable review of their registration. Therefore in line with adult learning principles, the onus for academic progress and the evidence thereof is on the postgraduate student.

### Plagiarism

Plagiarism is an extremely serious offence and all role-players associated with The Institute, including facilitators, assessors, moderators, and students, should be aware of what constitutes plagiarism and the possible consequences should plagiarism be suspected and proven.

- **“Plagiarism”** means any attempt to benefit oneself, or another, by deceit or fraud. This shall include:
  - Deliberately reproducing the work of another person or persons without due acknowledgement
  - A significant amount (approximately 25%) of unacknowledged copying shall be deemed to constitute *prima facie* evidence of deliberate copyingIn such cases the burden of establishing otherwise shall rest with the student against whom such an allegation is made.
- **Plagiarism constitutes actions**, which:
  - Weaken the educational process, such as shameless copying of any aspect of the programme
  - Dishonest actions, such as quoting from books, handouts or the work of other students without explicitly stating that this was done.

These actions are firmly discouraged by The Institute and it is recommended that careful attention is paid to the various legitimate forms of use of the material of others.

I, \_\_\_\_\_(student name), \_\_\_\_\_(student number) have read and understood the following documents available on Da Vinci website under ‘Who we Are’ - [www.davinci.ac.za](http://www.davinci.ac.za). I further agree to abide by the rules as indicated in the Code of Conduct.

- Plagiarism policy
- Code of Conduct
- General rules within the Prospectus

Signed: \_\_\_\_\_ (Student)

Sign

## Period of Study

- Indicated below is the maximum period of registration allowed for a programme
- Should a student not complete the programme within the maximum specified timeframe, the student will be required to re-register for the programme.

## Period of Registration

Programme	Duration of programme (years to complete)
Higher Certificate in Management of Technology and Innovation	Two (2) years
Diploma in Management of Technology and Innovation	Four (4) years
Bachelor of Commerce in Business Management	Six (6) years
Master of Management in Technology and Innovation	Four (4) years
Doctor of Management in Technology and Innovation	Six (6) years

## Deferral of Studies

- A student may request a deferral of studies for any time period within the maximum duration of the programme with the understanding that the qualification must be completed within that period.

## Indemnity

- I, the undersigned, indemnify The Da Vinci Institute for Technology Management (Pty) Ltd ("Da Vinci") against any damages, real or consequential, suffered by or to any person or property on any site or premises used by Da Vinci in the normal course of its activities as an educational institution and howsoever caused, whether by an employee of Da Vinci or not, and whether as a result of any action of whatever nature, negligent or otherwise.

### DHET Declaration

I, \_\_\_\_\_ (Student Name), \_\_\_\_\_ (Student Number), am fully aware that the programme I have enrolled on, that is, the **Higher Certificate With an elective Customer Service in Banking** (Full Title of the Programme/Qualification) with SAQA ID: 96742 (SAQA/Qualification ID). Is registered with the Department of Higher Education and Training to **The Da Vinci Institute for Technology Management**, as indicated on the registration certificate dated \_\_\_\_\_ (Date on Certificate).

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_



Signed: \_\_\_\_\_ (Da Vinci) Date: \_\_\_\_\_

### Undertaking

- I undertake to observe the regulations of The Da Vinci Institute and to submit to its disciplinary code during such time as I am registered as student of The Da Vinci Institute.
- I understand the need to incorporate experiential learning principles into all module summative post-modular assignments, projects, dissertations or theses.
- I recognise that my continuing registration as a student is subject to satisfactory academic progress.

Name

Student Signature

Date

