



29 March 2018

Dear Students

RE: ASSESSMENT PROCESSES

The Institute would like to confirm the following regarding the submission of the summative Post Modular Assignments (PMA):

PMA Submission Dates

- Each programme schedule indicates two PMA 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 PMAs 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
- Should a student fail to submit by either of the due dates and has utilized the two late submissions as permitted for an Academic year, and still have outstanding modules to complete, the student will be required to re-register for the modules to be completed within 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

Re-submissions

- 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.
- The above will apply to all submissions from 1 April 2018.

Should any aspect of this be unclear, feel free to contact the Registrar or your Programme Convener.

Directors: EC Kieswetter (President), B Anderson (Vice-President and Chief Executive Officer)
Company Registration No. 2001/009271/07

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997.
Registration No. 2004/HE07/003



Yours sincerely,

Louise Fuller
Registrar

The Da Vinci Institute for Technology Management

Tel: +27 11 579 4422

Cell: +27 82 722 1482

Email: louise@davinci.ac.za

Web: www.davinci.ac.za

