

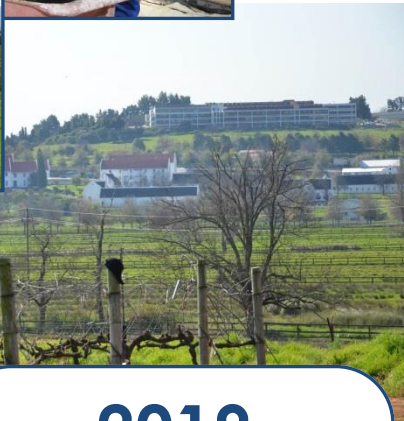


Western Cape
Government

Agriculture



WELCOME GUIDE



2019

ELSENBURG AGRICULTURAL TRAINING
INSTITUTE

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WELCOME MESSAGE FROM THE PRINCIPAL

To the first year students of 2019, I wish you a warm welcome. As you enter a new chapter and phase in your life, we welcome you to Elsenburg Agricultural Training Institute. I wish you every success with your studies. I urge you to participate fully in all the classes, tutorial programmes and extra-curricular activities and that you do so in a way that allows you to have a balanced and quality of life experience as a student. I urge you to communicate at all times with the relevant Lecturers and Academic support staff should, you need to discuss your academic performance or any other matters related to the Institute. Please keep the channels of communication open, so that we are able to provide you with the necessary support and assistance. At the same time, you are requested to abide by the rules of the Institute.



As you engage with your fellow students, we encourage a culture of respect and togetherness so that you build on your individual strengths by co-contributing to a positive learning environment. Stay dedicated, enthusiastic and passionate about your studies and know that wherever you may find yourselves in the future, what you learn during this time will always count and enrich your lives.

'n Hartlike welkom aan die eerstejaarstudente van 2019. Met die begin van hierdie jaar, betree u 'n nuwe hoofstuk en fase in u lewe. Afgesien van die feit dat ek u baie welkom heet by die Elsenburg Landbou-Opleidingsinstituut, wens ek u ook alle sukses toe met u studies.

Ek moedig u aan om voluit deel te neem aan alle klasse, tutoriaalprogramme en buitemuurse aktiwiteite ten einde 'n gebalanseerde en kwaliteit lewenservaring as student te kan hê. Kommunikeer asseblief te alle tye met die betrokke dosente en akademiese ondersteuningspersoneel indien u u akademiese prestasie of enige ander sake met betrekking tot die Instituut moet bespreek. Hou asseblief die kommunikasiekanale oop sodat ons u die nodige ondersteuning en bystand kan bied.

Terselfdertyd word u versoek om aan die reëls van die Instituut te voldoen. Ek moedig u aan om in 'n kultuur van respek en samesyn daagliks om te gaan met mede studente. Sodoende bou u dan aan u individuele sterk punte en dra daardeur by tot 'n positiewe leeromgewing.

Bly toegewyd, entoesiasies en passievol oor u studies en weet dat hierdie tyd van leer altyd sal tel en waarde toevoeg, waar u u ook al in die toekoms bevind.

Nina bafundi abafikayo kulo nyaka ka 2019 namkelekile. Njengokuba unyaka uqala, niqala iphepha elitsha kwisigaba esitsha ebomini. Njengokuba sinamkela kweli Ziko loQeqesho kweZolimo e Elsenburg, ndininqwenelela impumelelo kwizifundo zenu. Ndiyanicela ukuba nithathe inxaxheba ngokupheleleyo ezifundweni, xa kuhlohlwa nakwimicimbi yolonwabo kwezemfundo, yaye ukwenza oku ngendlela enengqiqo kubomi bomfundi. Kwakhona ndiyanicela ukuba nithi ngawo onke amaxesha nithethe nabahlohli benu kunye namagosa okuncedisa kwizifundo xa unento ofuna ukuyithetha malunga nomsebenzi wakho wesikolo okanye nangantoni emalunga ne Kholeji. Nceda ufumaneka ngawo onke amaxesha / ngazo zonke iindlela ekuqhakamshelwana ngawo/ngazo ukuze sikwazi ukunika uncedo nenkxaso oyidingayo. Kwangaxesha nye, uyacelwa ukuba uthobele imithetho yeli Ziko.

Njengokuba uzakuhlangana nabanye abafundi, sicela nisebenzise inkcubeko yokuziphatha ngentlonipho nobunye ukuze ukwazi ukuzikhulisa ngokwenza igalelo kwimeko elungileyo yokufunda. Zinikele ngalo lonke ixesha, unenzondelelo yaye unolangazelela kwizifundo zakho usazi ukuba, oku ukufundayo ngalo elixesha, kuseza kukunceda nalapho usaya khona.

Ms L Schuurman

Principal: Elsenburg Agricultural Training Institute

2. USEFUL CONTACT INFORMATION

2.1. Student administration section

Office hours for enquiries: Mondays to Fridays, 08:00 to 16:30

Correspondence on academic matters i.e. studies-related matters, bursaries, etc. should be directed to:

Head: Student Affairs
Elsenburg Agricultural Training Institute
Private Bag X1
ELSENBURG
7607

Elsenburg website: www.elsenburg.com

Fax number: +27 866879255

Contact Person	Telephone number	Email Address
Desiree Chinasamy-Dampies	021 808 5457	DesireeCD@elsenburg.com
Elizabeth Everts	021 808 7652	ElizabethE@elsenburg.com
Liesl Hendricks	021 808 5453	LieslH@elsenburg.com
She-Earl April	021 808 7691	She-EarlA@elsenburg.com

2.2. Hostel

Office hours for enquiries: Mondays to Fridays, 08:00 to 16:30

Correspondence on matters relating to Elsenburg residences should be directed to:

Head: Hostel
Elsenburg Agricultural Training Institute
Private Bag X1
ELSENBURG
7607

Elsenburg website: www.elsenburg.com

Fax number: +27 866879255

Contact Person	Telephone number	Email Address
Laetitia Smith	021 808 5470	LaetitiaS@elsenburg.com
Marque Lukas	021 808 5470	MarqueL@elsenburg.com

3. ELSENBURG AGRICULTURAL TRAINING INSTITUTE

3.1. Introduction

Elsenburg's history dates back to 1698 when the land was allocated to Samuel Elsevier by Willem Adriaan van der Stel, governor of the Cape Colony at the time. The farm's successive owners, of whom Martin Melck is probably the best known, built it up to become one of the premier farms in the Cape. Martin Melck built the beautiful old manor house in 1761. The farm was sold to the government by the Myburgh family in 1898.



On 1 September 1898 the Agricultural College, the first of its kind in South Africa, opened its doors. Five students received their diplomas at the end of the first academic year, June 1899. During the first 14 years of its existence the average number of students was 44. During the First World War there was a drastic reduction in applications, with only eight students studying there in 1915.

In 1926 Elsenburg College of Agriculture and the University of Stellenbosch amalgamated and a two-year diploma course was offered at Elsenburg, with the primary aim of training prospective farmers. In 1927 this course was replaced with a one-year course, which was replaced by practical courses in 1931. In 1939 the two-year diploma course was reinstated. Elsenburg's 47-year relationship with the university was severed in 1973 and the Department of Agriculture took on the responsibility for agricultural training at Elsenburg.

An important milestone in 1976 was the establishment of the Diploma in Cellar Technology. Many of South Africa's winemakers today received their agricultural training at Elsenburg.

In 1994, with the transformation to a democratic government in South Africa, the Department of Agriculture: Western Cape was created and the Elsenburg and Kromme Rhee colleges of agriculture amalgamated. The amalgamation placed a great responsibility on the Department of Agriculture to continue and expand the training offered. A Centre for Further Education and Training was therefore created to address the need for short, practical courses.

The relationship with the University of Stellenbosch was also reinstated and since 2004 Elsenburg has been offering a B.Agric programme in association with the University of Stellenbosch's Agriscience Faculty.

This development is in line with the government's new academic policy to give tertiary students more mobility between educational institutions. The duplication of programmes is also eliminated. The Elsenburg College of Agriculture was renamed the Elsenburg Agricultural Training Institute on 1 April 2004.

3.2. Registration

Registration for the first year B.Agric, Higher Certificate and Equine Studies programmes commences on **Thursday, 24 January 2019** from **09:00** to **15:00**.

Venue for registration: Elsenburg Agricultural Training Institute

A **compulsory** registration fee of **R2 344.00** is payable prior to the day of registration. Proof of payment of the R2 344.00 registration fee **must** be presented on the day of registration.

Banking Details:

Account Holder: DEPARTMENT OF AGRICULTURE

Bank: Nedbank

Branch code: 145 209

Account number: 1452 045 119

Deposit Reference: Student number and Surname

No late registrations will be considered.

All first year students must submit the original Advice of Results and/or matric certificate and ID document. Photocopies of the original documents will be made at registration. No student will be admitted unless the relevant documentation is submitted.

All International Students must present a valid study/residence permit at registration and proof of medical insurance/cover.

All B.Agric students should have completed the National Benchmark Tests (NBT) which will be used in discretionary cases to make an informed decision about an individual student's admission, especially with regard to placement in the Extended Degree Programme or special tutorial groups.

Opening of the academic year will take place at the **Percheron Hall, Elsenburg** at **14:00** on **Friday, 25 January 2019**. Attendance is compulsory for all registered first year students. Parents are also invited to attend the opening ceremony.

Academic classes start on **Monday, 04 February 2019**.

NB: If it becomes apparent at registration that a student does not satisfy the minimum admission requirements, he/she will not be admitted.

3.2.1. Minimum admission requirements: B.Agric Programme

- A National Senior Certificate (NSC) as certified by Umalusi with admission to bachelor's degree studies,
- An aggregate of at least 55% (the subject Life Orientation is not used for the calculation of the average),

In addition to the general admission requirements, the following is required for admission to the programmes:

- 4 (50%) for Afrikaans or English (Home Language or First Additional Language)
- AND**
- 4 (50%) for Mathematics or 5 (60%) for Mathematics literacy **AND**
 - 4 (50%) for Physical Sciences **OR**
 - 4 (50%) Life Science **OR**
 - 4 (50%) Agricultural Sciences

PLUS one of the following subjects as recommended for admission by the Institute, also on at least a 4

- Business Studies
- Dramatic Arts
- Economics
- Geography
- History
- Religious Studies
- Information Technology
- Engineering Graphics and Design
- Music

- Accountancy
- Consumer Studies
- Visual Arts
- Languages (1 language of learning and teaching at an higher education institution and 2 other recognized language subjects)

Life Orientation does not count as a subject for admission to the B.Agric Degree programme.

3.2.2. Minimum admission requirements: Higher Certificate Programme

- 3 (40%) for Afrikaans or English (Home Language or First Additional Language)
AND
- 3 (40%) for Mathematics or 4 (50%) for Mathematics literacy **AND**
- 3 (40%) for Physical Sciences **OR**
- 3 (40%) Life Science **OR**
- 3 (40%) Agricultural Sciences

PLUS one of the following subjects as recommended for admission by the Institute, also on at least a 3

- Business Studies
- Dramatic Arts
- Economics
- Geography
- History
- Religious Studies
- Information Technology
- Engineering Graphics and Design
- Music
- Accountancy
- Consumer Studies
- Visual Arts
- Languages (1 language of learning and teaching at an higher education institution and 2 other recognized language subjects)

Life Orientation does not count as a subject for admission to the Higher Certificate programme.

3.2.3. Minimum admission requirements: Equine Studies

National Senior Certificate

3.3. Accommodation

After completing registration, all resident students must report to the residence for the allocation of their rooms. **The onus is on the student to ensure, prior to registration, that he/she has received a place in the residence.**

Students will be placed and allocated in such a way that it will contribute positively to the formation of sound, diverse communities that will in turn contribute to optimal growth and development and to eventual success academically and socially.

- Allocations of rooms take place to reflect the demographics of the student community (per room, residence and per passage).
- No shifts from residence or rooms will be permitted without the approval of the placement committee.

Room and furniture are in a good and satisfactory condition. You will be required to sign receipt of these items. On signing for these items you also accept responsibility for these items. Any breakage or removal of items is prohibited. In such event the person responsible to pay your accounts (parents) will be held liable for replacing or payment of these items. It is important that students take responsibility for the furniture and accessories in the room and that no unauthorised changes to the room/ furniture will be made. In case of any damages (doors included), the costs of repair/ replacement will be recovered from students. Lost room keys will be replaced by students. Rooms should be in a tidy condition and disciplinary action will be taken if you are in breach of aforesaid. Further transgressions of the above may lead to expulsion from the residences.

All rooms in residences are equipped with basic furniture:

- a bed,
- mattress,
- cupboard,
- desk,
- a chair and blinds.

Please note:

No bedding (sheets, blankets, pillows or towels) are provided.

What to bring to residence

Please **do** bring your own bedding (duvet, duvet cover, sheet, pillow, pillow case etc.) and towels. You **must** also bring a strong padlock for your cupboard (a 40 mm Viro or Cisa with at least two keys are recommended). In addition, you may bring a desk lamp (essential), rug, coffee mugs, cutlery, tupperware containers, radio, rubbish bin or any small reasonable items that will make you feel at home.

Laundry and housekeeping

Centralised laundry facilities are available in all residences (please bring own washing powder etc.). Housekeeping services are provided in all residences. All the public areas and bathrooms are cleaned daily. Students make their own beds and should keep their rooms clean.

Important to note the following:

- You need to apply annually for residence.
- A room will be presented to the student, at which stage the student will be required to sign an 'inventory' confirming the state of the room. After evacuation, the room will be inspected by the responsible staff member(s). In case of any discrepancy with the inventory form, damages will be recovered from the student's account.
- Only one student is allowed to occupy a single room and two students in a double room.
- Family members such as children, siblings, parents, spouses, cousins, etc. and friends are not allowed to cohabit in residences.
- Students who wish to stay longer for second examinations or other reasons must apply in writing to the Administrative Officer: Residence to obtain permission for further accommodation. Requests must be properly motivated.
- You may not use an electrical appliance which draws more than one kilowatt.
- Only single power plugs or multi-plug distributors with SABS-approved trip switches may be used in 15 amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three-wire cord will be permitted per socket in a multi-plug distributor. No switchboards,

trip switches or permanent electrical wiring may be tampered with. No equipment that may pose a fire or other risk will be permitted in rooms.

- Any electrical or other equipment deemed to be a nuisance will be confiscated.
- Only one fridge per student (up to a maximum of 150 litres) will be permitted per room.
- Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence or the Institute are strictly prohibited in any area of the residence or on the relevant premises, irrespective of whether these were used, bought, exchanged or donated.
- **Do not bring extra furniture. No TV's are allowed in rooms.**
- **No furniture maybe removed from rooms or any other venues at the residences without the permission of the Residence Head or the staff member responsible for residence supervision.**
- **No cutlery, crockery or equipment maybe removed from the dining hall or any other venue at the residence without the permission of the Residence Head or the staff member responsible for residence supervision.**
- **No food may be prepared in rooms or on verandas or balconies. No two plate stoves are allowed in the rooms. Only fan heaters are allowed.**
- No alcohol or the consumption thereof will be allowed in the rooms.
- No illegal substances will be allowed on campus or in the rooms.
- Students may not keep pets in any residence.
- **The Institute will not be liable for the loss or damage of residents' property, and residents will be personally responsible for arranging the necessary insurance cover.**
- **Fire extinguishers are placed in predetermined positions in residences and may only be used in the case of fire.**
- **Emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes may under no circumstances be misused or tampered with. Such transgressions will be punishable by immediate eviction.**
- Any form of obstruction such as bicycles, motorcycles, etc., in corridors and thoroughfares, is strictly prohibited.
- The unauthorised stacking of waste paper, cardboard or any flammable material in any room of the residence is prohibited.
- For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end-of-year holiday or any other break for which the Institute may require the rooms. Wherever practicable (excluding the December/January holiday), the Residence Head in consultation with the staff member responsible for residence supervision will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items.

Any transgressions of the above may lead to immediate expulsion from the residences.

Meals

- An activation fee of **R2 763.00** is payable on the day of registration. These funds are available for the use of meals immediately.
- Three meals (breakfast, lunch and supper) are served daily.
- Menus are posted weekly on the notice board next to the meal booking station.
- In order to book meals, a coupon will be provided to students.

3.4. Payment of Fees

Please refer to **Annexure B** for the 2019 cost breakdown for first year students.

Annual student fees may be settled by means of one of the following two modes of payment. **Annexure A**, Payment Terms for Student Fees, must be completed, signed by the student and parents and returned to Mr. A. McClune by means of email on or before 15 December.

Option 1: Full settlement of all fees relating to the academic year on the day of registration.

Only if all study and related fees are paid in full for the academic year at registration a request for a 3% rebate on the tuition fees (subject / modules fees only) can be submitted to the Debt Administration section. The payment for the full academic year must be done within 3 days of registration, if payment is not received within the 3 days the 3% rebate option will then fall away and option 2 semester payments will be activated. See option 2 below.

Option 2: Three instalments per academic year

Payment in three instalments, with the compulsory first payment by registration and two further payments at the end of March and the end of July, with the amount equal to that semester's outstanding fees.

The compulsory first payment on the day of registration includes the following fees:

- ❖ Registration fee (or late registration fee)

- ❖ Computer usage fee, if applicable
- ❖ Continuation fees, if applicable
- ❖ Laboratory fee, if applicable
- ❖ Photocopy fee, if applicable
- ❖ Printing fee, if applicable
- ❖ Meal coupon fee
- ❖ Meal activation fee, if applicable

The second payment at 31 March must include the total outstanding amount relating to the first semester fees as indicated on the day of Registration. The third payment at 31 July must reflect the total outstanding fees for the second semester.

Interest will be charged on all outstanding amounts after the dates as set above.

3.5. Orientation

The Management of the Elsenburg Agricultural Training Institute is against, and prohibits, any form of initiation. An academic orientation, students' liaison and first year students' programme will take place during **25 January – 01 February 2019**. A detailed programme will be provided to you on the day of registration. The programme contains no activities that may be seen as initiation. The manner in which first year students are treated is subject to the Bill of Rights as contained in the Constitution (Act 108 of 1996). The aim of the orientation is as follows:

- To induct first-year students to the process of academic courses, course composition and registration
- To prepare first-year students for the academic, sport, cultural and social programmes at the Elsenburg Agricultural Training Institute
- To introduce first-year students to the organised student and hostel life at the Elsenburg Agricultural Training Institute

Participation in the academic orientation programme is compulsory, while participation in the student liaison and first-year programme is voluntary.

Please take note of the extracts as contained in the Constitution of South Africa (Act 108 of 1996), which are applicable to all students, with special reference to first-year students at their welcoming function. **(Annexure C)**

3.6. Language

The Elsenburg Agricultural Training Institute of the Western Cape Department of Agriculture facilitates and provides structured agricultural education to students in the agricultural sector. In order to establish a knowledgeable, prosperous and competitive sector, the Elsenburg Agricultural Training Institute is committed to educate and train all students in the agricultural industry.

Elsenburg Agricultural Training Institute is a multilingual institution that promotes the use of the three official languages of the Western Cape, namely Afrikaans, English and Xhosa. It adheres to the constitutional principle of affording students, lecturers and the public the right to use their language of choice within the parameters of the Western Cape Provincial Languages Act (Act 13 of 1998) and the Western Cape Government Language Policy (2005).

The Language Policy represents a cascading down of the principles set out in the Western Cape Government Language Policy (2005) and the adaptation thereof to suit the specific circumstances at the Institute. It aims to promote diversity and equity by adopting a multilingualism approach in support of all three official languages of the Western Cape, namely Afrikaans, English and Xhosa.

Each and every student must be able to communicate and be communicated to in the language of his/her choice with due consideration of practicalities (e.g. the facilitator's language capability or whether interpreting and/or translation services are available). This is very important especially in dealing with complex subject specific issues.

3.7. Discontinuation of studies

When a student leaves the college without having completed his/her programme of study, the Head: Student Affairs shall be notified accordingly in writing, together with the reason(s) for the discontinuation of studies. The written notice of discontinuation of studies must be handed in at the Student Administration office. Discontinuing students are also required to complete a Discontinuation of Studies form which is obtainable from the Student Administration Section and or the Finance Section.

If the written notice of discontinuation of studies states no date of discontinuation, the date of receipt of such notice shall be used for the purpose of calculating the outstanding amount.

Any student (excluding students registered for year modules) who discontinues his/her studies **after 31 March in the first semester** OR **after 31 August in the second semester** of the academic year for which he/she registered, shall also be liable for the full study fees owing. Students who are registered for year modules i.e. Diploma in Agriculture (Experiential Learning, Extension and Cellar Technology), who discontinue his/her studies **after 31 March**, shall be liable for the full study fees owing.

The possible refund of any amount rests with the college.

3.8. Prescribed notes/books

Prescribed notes and textbooks will be available from the relevant subject lecturers. Most of the notes are included in the course fees.

3.9. Parking

No motor vehicle may be kept on campus without prior permission. Vehicles are kept and parked at the owner's risk. Students wishing to park private motor vehicles on EATI grounds must apply for permission on the day of registration. Registration of a motor vehicle is a prerequisite for parking on EATI grounds but does not guarantee a parking bay.

3.10. Library

The library is situated on the first floor of the residence building, just above the dining room. It is a special library, focusing on agriculture and its related fields. The library is open during normal working hours from 08:00 -16:30 and on Tuesdays to Thursdays until 20:30 (only during the terms of the Institute). A fully computerised library catalogue of books, articles, journals, full-text documents etc. is available and can be accessed via the library page on the student server. Library personnel will assist students with literature searches for assignments if needed. Students are allowed to borrow books for a period of two weeks at a time. The library has a facility for photocopying, printing and scanning of documents. Computers and

study cubicles are available for student use. The library does not provide stationary for students use.

3.11. Internet and e-mail

Upon enrolment and payment of the internet usage fee, students are given a user-ID and a password. You also need these credentials to log on to the internet. Furthermore, PC rooms are available which can be used for individual study or group projects.

3.12. Independent Counselling and Advisory Service (ICAS)

Balancing the demands of studies, your health, your social circle and life in general isn't always easy. So, Elsenburg has a health and wellbeing programme for students that provides essential resources to support the individual needs of our students throughout their time at Elsenburg.

We have partnered with the Independent Counselling and Advisory Service (ICAS) to offer students professional and confidential health and wellbeing support. The programme includes the following:

- Access to a 24-hour toll-free helpline that is available 365 days of the year
- Access to telephonic support via a call-back service
- Counselling and consultation (face-to-face or telephonic)
- Emotional support counselling
- Trauma Management services including onsite debriefing
- Provision of training on health and wellbeing matters

Services are available in all 11 official South African languages.

These services are provided 24/7 365 days of the year via a dedicated toll-free access to the ICAS National Support Centre.

If you want to chat:

- Phone the toll-free line on 0800 214 773
- Visit the Student Affairs Office who will arrange a dedicated telephone line from which ICAS can be contacted.

- USSD Code - The code ***134*905#** is available through a simple please call me message. Students can upon ICAS returning their request, state a time and date on which they are able to take the call and speak to a counsellor.
- ICAS on the Go App is available on the Apple App store and on Android. Further information attached.

All calls and requests are strictly confidential. Don't hesitate to get the help you need to live a happy, healthy life at Elsenburg.

3.13. Test and examination concessions

Applications from individual students to be allowed extra time to write tests and examinations should be submitted well in advance to the **Student Administration Office**, preferably as early as during the first year of study of the student, although in all cases, with a view to the examinations, before **1 May** for the **June Examinations** and before **1 October** for the **November Examinations**.

Students who apply for concessions such as extra writing time, scribes or any other specialised technology for the writing of tests and examinations must provide detailed and recent (three years and less) supplementary information and documentation from a professional practitioner, which may include an appropriate medical practitioner, psychologist, psychiatrist, eye specialist or occupational therapist, depending on the nature of the disability or condition that motivates why concessions are required and why it is necessary to support the student.

A complete description of the problem is required and, where applicable, the battery of psychometric instruments that were completed should be indicated. All supplementary documentation that is not older than three years (which should be attached to this form) will be assessed thoroughly for consideration of the required support in accordance with our internal processes for the facilitation of support.

A concession that was granted in the past such as the matric exams does not imply an automatic extension of it to the tertiary level.

3.15. Module Exemption

Students who have completed and obtained credit for a module towards a qualification at another Institute may be eligible for exemption from a similar or equivalent module at the EATI. Applications for module exemption should be submitted to the **Student Administration Office** by **1 February 2019** for the **First Semester** and by **15 July 2019** for the **Second Semester**.

All applications must be completed on the prescribed form and accompanied by documentary evidence of previous studies or the application will not be considered.

Evidence should be in the form of certified copies and should include:

- An official Academic Transcript (original or certified copy).
- A Full Course Description. An extract from the institution's handbook is usually not sufficient.

4. PRACTICAL INFORMATION

4.1. Responsibility for personal progress

At Tertiary Education level far more study is expected of the student than was the case at Secondary/High School level. **This fact cannot be overemphasised.** Students are expected to take full responsibility for their studies. We will endeavour to create the most favourable study environment possible. Lecturers merely act as facilitators of the learning process and are not the only source of information.

The Management and lecturers at Elsenburg are very concerned about each student's satisfactory study progress. Students who experience difficulties with their studies are expected to report this to the lecturer concerned or the Faculty Manager for the necessary student support. Students are encouraged to make use of this service.

4.2. Academic Rules

Students should be fully conversant with the Academic Rules of the Institute as well as the requirements for readmission. The Academic Rules will be provided to all students at registration. All students are expected to comply with these rules at all times to ensure and maintain our high standards. It is also advised that parents familiarise themselves with these academic rules.

4.3. Physical Safety

Although the Elsenburg campus is regarded as a safe campus and every precaution is taken to ensure the physical safety of every student, new students are advised to familiarise themselves with the rules and regulations in respect of safety. Students must be vigilant at all times and will be informed of measures they have to put in place to help ensure the safety of themselves and their property. Students who leave entrance doors open and switch off smoke detectors not only compromise the biometric and emergency systems but also endanger their own and other students lives and belongings. Students are encouraged to wear student cards at all times. This will ensure that security can identify them.

4.4. Insurance of personal belongings

NB: Parents are responsible for the insurance of the student's personal belongings against fire or theft. The Institute cannot accept responsibility for any losses. It is the student's responsibility to ensure the safety of his/her belongings.

4.5. Alcohol and Drug Abuse

Elsenburg recognises the right of every student to use alcohol sensibly and within the limits of the law and the rules of the Institute. However, it is a worldwide phenomenon that the youth, among them students, are frequently guilty of the serious misuse of alcohol. From experience we know that this has far-reaching repercussions for many young people. It is advised that parents discuss the necessity of responsible alcohol use and warn against drug abuse. The rules of the Institute will be strictly applied in the case of offenders, as we will not hesitate to remove such undesirable elements from the student community.

Kindly note the Institute is on a government premises and therefore the latest ruling regarding the use and possession of dagga/marijuana do not apply to the Institute and therefore it is still illegal and the use thereof is prohibited.

4.7. Vandalism

Elsenburg is proud of the unique study environment offered to students. Facilities are continuously being extended to accommodate more students. However, funds are extremely limited and the cost of building and maintenance of infrastructure is extremely high. No vandalism or destructiveness will be tolerated by any student. Students/parents will be held liable for any damage to the Institutes property and costs will be added to the student's account. Students making themselves guilty of these transgressions will be brought before a disciplinary hearing and can be expelled if found guilty.

4.8. Academic Performance/HEMIS Credits

HEMIS is an acronym for Higher Education Management Information System and is used to determine continuation of study and re-admission. One HEMIS credit equals the minimum number of module credits required in a particular year of study of a programme. A student, at the end of every year of study, who has not obtained the number of HEMIS credits required for the programme he/she is registered for, in terms of a Sliding Scale, shall not be further admitted as a student.

4.9. Clothing

Students are expected to be neatly and suitably attired at all times. Bare feet are not permitted in classes or during practicals. During certain practical classes, the wearing of overalls and gumboots is compulsory.

4.10. Class Attendance

The extremely poor attendance of students at lectures has necessitated the application of stricter measures against students who are absent without a reasonable excuse. The Institute's management has the right to prohibit students from writing examinations, should they not have a satisfactory class attendance record. Class attendance is monitored by the Biometric Access Control System and it is the student's responsibility to sign in for classes.

Students who cannot attend the main examination/test opportunity must submit valid medical certificates and/or other motivating documents to Student Affairs **within 2 working days** after the missed event (i.e. test or examination).

4.11. Behaviour

Any unacceptable behaviour by students during their period of study at the Institute on or off campus will be deemed serious and could lead to disciplinary action and in some cases immediate suspension.

4.12. General

The Elsenburg student community is a diverse group where students of different races, cultures, languages and backgrounds meet. We strive to ensure harmony within this diverse community. Commitment to this aspiration by everyone is therefore of extreme importance.

We thank you sincerely for your assistance in the above matters. Parents, you may rest assured that your child's progress is of the utmost importance to us. You are welcome to contact the Student Affairs Office or the Residence Head should you have any further queries.

5. LEISURE

5.1. Student Representative Council (SRC)

The function of the Student Representative Council (SRC) is to voice students' concerns, interests (academic, financial, residential, and sporting, etc.) and to forward suggestions to Institute management.

5.2. Societies and organisations

Societies, organisations and students must apply for the use of the name and/or logo of the Institute on any clothing and/or promotional items in writing to the Manager Administration and Support Services.

5.3. Sports

Rugby

Elsenburg participates in the Stellenbosch Residence League as well as in the annual PANNAR Agricultural Colleges Rugby Tournament.

Soccer

Elsenburg participates in the Stellenbosch Residence League as well as in the annual NACSANO Sports Week.

Netball

Elsenburg netball team participates in the Stellenbosch Residence League as well as in the annual NACSANO Sports Week.

Cricket

Elsenburg participate in the Stellenbosch Residence League. Student can also register to participate in the Maties Cricket League.

Golf

Elsenburg golf team participate in the annual PANNAR Agricultural Colleges tournament. Student can also register to participate in the Maties Golf League.



ANNEXURE A

PAYMENT TERMS

The student and his/her parent(s) or guardian must sign this agreement whether the student is 18 or not.

1. Student information

Surname and initials

ID number

Registration Year 1st Year 2nd Year 3rd Year

2. Select the preferred payment option

- 2.1 Full settlement of all study costs for the year (3% rebate on subjects / modules)
(Payable at registration or within 3 working days after registration)
- 2.2 Settlement per semester
(First payment payable at registration and second payable on 31 July)
- 2.3 Departmental bursary
(Approval letter to be submitted on day of registration)
- 2.4 Private bursary
(Bursary letter to be submitted prior to registration)
- 2.5 Payment Arrangements documentation

3. The student

Upon signature of this document I, the student:

- 3.1 Agree to pay all registration, tuition, class, residence and any other fees as set out in the booklet on Student Fees and any legal costs that the Western Cape Department of Agriculture may incur as a result of the recovery of outstanding amounts.
- 3.2 Undertake to pay all interest on overdue accounts at a rate as determine by the Minister of Finance from time to time as stipulated in section 80 of the Public Finance Management Act, 1 of 1999. All amounts owed to the government are payable within 30 days of the debt becoming due after which interest will be payable on all outstanding amounts until date of final settlement.

3.3 Agree that the college is entitled to refuse me entry to examinations, withhold my examination results, refuse registration for any further courses, or withhold my graduation certificate if my account is not settled in full (inclusive of interest accrued in respect of overdue amounts) or as agreed on as stipulated above.

Signature of student:

Date:

4. The parents / guardian

The following applies to the parent(s) / guardian of the Student:

- 4.1 By signing this agreement you become a surety and co-principal debtor for the debts of the Student. This means that the Western Cape Department of Agriculture can hold you personally liable for any debt owed to the Department by the student, irrespective of whether the student acted with your consent when incurring the debt.
- 4.2 In the event of the Student being a minor at the time of signature hereof, you consent to the agreement between the Student and the Department of Agriculture, and specifically to the terms set out in clauses 1 to 3 above. You hereby expressly ratify the agreement concluded by the student hereinabove.
- 4.3 You agree that you are jointly and severally liable as surety and co-principal debtor to the Student. In other words, the Department can claim the entire amount that is owed by the Student from you without claiming against the Student first (in legal terms). If you do not understand the implications hereof you are advised to obtain legal advice prior to signing this agreement.

If married in community of property then both parents must sign.

Signature of parent or guardian

Signature of parent or guardian

Capacity (father, mother, guardian)



Reference: 19/19/3

2019 ACADEMIC FEES – FIRST YEAR BAGRIC PROGRAMME

Herewith is a breakdown of the approximate fees for the 2019 academic year that is payable to the Western Cape Department of Agriculture (WCDoA), Structured Agricultural Education and Training

No	Description of Nature	Unit	Additional Information	Amount
1.	Application fee	Per year	Non-refundable. Payable on application.	R 100.00
2.	Acceptance fee	Per year	Non-refundable. Payable on acceptance of study offer	R 200.00
3.	Registration Fee	Per year	Non-refundable. Due on the day of registration.	R 2 344.00
4.	Meals - Activation fee	Per semester	Payable during registration to activate the meal system.	R 2 763.00
5.	Meals	R70.00 per day for 40 weeks	Meal costs are based on R18.00/breakfast, R27.00/lunch, R25.00/dinner. Meals are calculated against meals taken. Students decide themselves which meals they wish to consume. The meal account must show a credit balance at all times. NB. Estimate for 40 weeks ONLY	R 19 600.00
6.	Lodging (Double room - Hostel)	Per year		R 19 012.00
7.	Internet Usage Fee	Per year	An optional internet usage fee is payable at registration. The fee provides the student with access to the internet.	R 831.00
8.	Photocopy Fee	Per year	A photocopy fee is payable at registration. (1000 pages - 20cents/page)	R 200.00

9. Tuition Fees

All fees are determined yearly per module and are calculated per subject in addition to the registration fee. Consult prospectus for detailed information on modules.

MODULE	MODULE CODE	CODE	CREDIT VALUE	AMOUNT
Agribesigheidsbestuur / Agribusiness Management	12281	112	10	R 1 306.00
Agribesigheidsbestuur / Agribusiness Management	12281	142	10	R 1 306.00
Biologie / Biology	58459	113	15	R 1 959.00
Biologie / Biology	58459	143	15	R 1 959.00
BLW / PAS (Chemie/Chemistry)	58440	111	10	R 1 306.00
BLW / PAS (Wiskunde/Mathematics)	58440	121	5	R 653.00
BLW / PAS (Laboratoriumtegnieke/ Laboratory techniques)	58440	141	5	R 653.00
Grondkunde / Soil Science	58475	112	10	R 1 306.00
Grondkunde / Soil Science	58475	142	10	R 1 306.00
Gewasbeskerming / Crop Protection	58467	141	5	R 653.00
Landbou Ingenieurswese / Agricultural Engineering	58491	142	10	R 1 306.00
Kommunikasie / Communication	58505	111	5	R 653.00
Natuurlike Hulpbronbestuur / Natural Resource Management	59899	142	10	R 1 306.00
Rekenaarvaardigheid / Computer Skills	58521	112	10	R 1 306.00
				R 16 978.00

ESTIMATED TOTAL COST : +/-R62 000.00

NB: The above fees are an estimate of possible total costs. It must be emphasized that the costs are subject to amendment, depending on the number of meals a student consumes, as well as the student's specific study option. The Institute cannot take any responsibility for discrepancies that may occur.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee is applicable in addition to the registration fee. No late registrations will be allowed after classes have commenced.

Fees are payable at registration or as agreed with the Finance Section of the Department of Agriculture: Western Cape. Please contact Mr. A. McClune on 021-808 5035 regarding this.

Errors and omissions excepted



Reference: 19/19/3

2019 ACADEMIC FEES – FIRST YEAR HIGHER CERTIFICATE PROGRAMME

Herewith is a breakdown of the approximate fees for the 2019 academic year that is payable to the Western Cape Department of Agriculture (WCDoA), Structured Agricultural Education and Training

No	Description of Nature	Unit	Additional Information	Amount
1.	Application fee	Per year	Non-refundable. Payable on application.	R 100.00
2.	Acceptance fee	Per year	Non-refundable. Payable on acceptance of study offer	R 200.00
3.	Registration Fee	Per year	Non-refundable. Due on the day of registration.	R 2 344.00
4.	Meals - Activation fee	Per semester	Payable during registration to activate the meal system.	R 2 763.00
5.	Meals	R70.00 per day for 40 weeks	Meal costs are based on R18.00/breakfast, R27.00/lunch, R25.00/dinner. Meals are calculated against meals taken. Students decide themselves which meals they wish to consume. The meal account must show a credit balance at all times. NB. Estimate for 40 weeks ONLY	R 19 600.00
6.	Lodging (Double room - Hostel)	Per year		R 19 012.00
7.	Internet Usage Fee	Per year	An optional internet usage fee is payable at registration. The fee provides the student with access to the internet.	R 831.00

8.	Photocopy Fee	Per year	A photocopy fee is payable at registration. (1000 pages - 20cents/page)	R 200.00
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9. Tuition Fees

All fees are determined yearly per module and are calculated per subject in addition to the registration fee. Consult prospectus for detailed information on modules.

MODULE	MODULE CODE	CODE	CREDIT VALUE	AMOUNT
Agribesigheidsbestuur (HS) / Agribusiness Management (HC)	12281	130	10	R 1 306.00
Agribesigheidsbestuur (HS) / Agribusiness Management (HC)	12281	110	10	R 1 306.00
Biologie (HS) / Biology (HC)	58459	110	10	R 1 306.00
Biologie (HS) / Biology (HC)	58459	130	10	R 1 306.00
BLW (HS) / PAS (HC) (WISKUNDE/MATHEMATICS)	58440	110	5	R 653.00
Voorligting (HS) / Extension (HC)	59978	110	5	R 653.00
Grondkunde (HS) / Soil Science (HC)	58475	110	10	R 1 306.00
Grondkunde (HS) / Soil Science (HC)	58475	130	10	R 1 306.00
Gewasbeskerming (HS) /Crop Protection (HC)	58467	110	15	R 1 959.00
Landbou Ingenieurswese (HS) / Agricultural Engineering (HC)	58491	130	10	R 1 306.00
Rekenaargeletterdheid (HS) / Computer Literacy (HC)	58521	130	5	R 653.00
				R 13 060.00

and only ONE of the following STUDY OPTIONS

(A) PLANT AND ANIMAL PRODUCTION				
Agronomie (HS) / Agronomy (HC)	59897	130	5	R 653.00
Agronomie (HS) / Agronomy (HC)	59898	140	5	R 653.00
Diereproduksie (HS) / Animal Production (HC)	59935	130	5	R 653.00
Diereproduksie (HS) / Animal Production (HC)	59935	140	5	R 653.00
				R 2 612.00

(B) PLANT PRODUCTION				
Hortologie (HS) / Horticulture (HC)	59900	130	15	R 1 959.00
Wingerdbou (HS) / Viticulture (HC)	59919	130	15	R 1 959.00
				R 3 918.00

(C) ANIMAL PRODUCTION				
Agronomie (HS) / Agronomy (HC)	59897	130	5	R 653.00
Diereproduksie (HS) / Animal Production (HC)	59935	130	5	R 653.00
Diereproduksie (HS) / Animal Production (HC)	59935	140	5	R 653.00
Diereproduksie (HS) / Animal Production (HC)	59935	150	10	R 1 306.00
				R 3 265.00

(D) EXTENSION & ANIMAL PRODUCTION				
Diereproduksie (HS) / Animal Production (HC)	59935	130	5	R 653.00

Diereproduksie (HS) / Animal Production (HC)	59935	140	5	R 653.00
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 306.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 653.00
				R 3 265.00

(E) EXTENSION & AGRONOMY, VEGETABLES				
Agronomie (HS) / Agronomy (HC)	59897	130	5	R 653.00
Agronomie (HS) / Agronomy (HC)	59898	140	5	R 653.00
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 306.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 653.00
				R 3 265.00

(F) EXTENSION & VITICULTURE				
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 306.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 653.00
Wingerdbou (HS) / Viticulture (HC)	59919	130	15	R 1 959.00
				R 3 918.00

(G) EXTENSION & HORTICULTURE				
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 306.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 653.00
Hortologie (HS) / Horticulture (HC)	59900	130	15	R 1 959.00
				R 3 918.00

ESTIMATED TOTAL COST : +/-R62 000.00

NB: The above fees are an estimate of possible total costs. It must be emphasized that the costs are subject to amendment, depending on the number of meals a student consumes, as well as the student's specific study option. The Institute cannot take any responsibility for discrepancies that may occur.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee is applicable in addition to the registration fee. No late registrations will be allowed after classes have commenced.

Fees are payable at registration or as agreed with the Finance Section of the Department of Agriculture: Western Cape. Please contact Mr. A. McClune on 021-808 5035 regarding this.

Errors and omissions excepted



Reference: 19/19/3

2019 ACADEMIC FEES – EQUINE STUDIES PROGRAMME

Herewith is a breakdown of the approximate fees for the 2019 academic year that is payable to the Western Cape Department of Agriculture (WCDoA), Structured Agricultural Education and Training

No	Description of Nature	Unit	Additional Information	Amount
1.	Application fee	Per year	Non-refundable. Payable on application.	R 100.00
2.	Acceptance fee	Per year	Non-refundable. Payable on acceptance of study offer	R 200.00
3.	Registration Fee	Per year	Non-refundable. Due on the day of registration.	R 2 344.00
4.	Meals - Activation fee	Per semester	Payable during registration to activate the meal system.	R 2 763.00
5.	Meals	R70.00 per day for 40 weeks	Meal costs are based on R18.00/breakfast, R27.00/lunch, R25.00/dinner. Meals are calculated against meals taken. Students decide themselves which meals they wish to consume. The meal account must show a credit balance at all times. NB. Estimate for 40 weeks ONLY	R 19 600.00
6.	Lodging (Double room - Hostel)	Per year		R 19 012.00
7.	Internet Usage Fee	Per year	An optional internet usage fee is payable at registration. The fee provides the student with access to the internet.	R 831.00
8.	Photocopy Fee	Per year	A photocopy fee is payable at registration. (1000 pages - 20cents/page)	R 200.00

9. Tuition Fees

All fees are determined yearly per module and are calculated per subject in addition to the registration fee. Consult prospectus for detailed information on modules.

MODULE	YEAR OF STUDY	AMOUNT
Module 1 Tuition Fees	1	R 4 962.00
Module 2 Tuition Fees	1	R 5 745.00
Module 3 Tuition Fees	1	R 5 745.00
Module 4 Tuition Fees	2	R 6 006.00
Module 5 Tuition Fees	2	R 6 529.00

Herewith is a breakdown of the additional fees for the 2018 academic year that is payable to the Equestrian Qualifications Authority of South Africa (EQASA).

NB. Please note that the 2019 fees were not yet available at time of print.

MODULE	YEAR OF STUDY	AMOUNT
Assessment Registration Fees	1 & 2	R 330.00
Module 1 Assessment Fees	1	R 1 750.00
Module 2 Assessment Fees	1	R 1 950.00
Module 3 Assessment Fees	1	R 2 200.00
Module 4 Assessment Fees	2	R 2 450.00
Module 5 Assessment Fees	2	R 2 585.00

EQASA website for additional information: www.sanip.co.za

Other fees

1. Boarding of horses	Per month	Horses kept on pastures (Applicable only to students registered for Equine Studies Programme) These costs include food, bedding and daily care, but NOT farrier, vaccinations, de-worming and any veterinary care the horse may need., entry fee to shows for competitions, etc.	R 2 008.00
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2. Boarding of horses	Per month	<p>Horses kept on pastures (Applicable to students not registered for Equine Studies Programme) These costs include food, bedding and daily care, but NOT farrier, vaccinations, de-worming and any veterinary care the horse may need., entry fee to shows for competitions, etc.</p>	R 2 769.00
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Items the fee list DOES NOT include:

- Protective wear:
 - Hat
 - Boots & Half chaps
 - Gloves
 - Jodpurs/Breeches
 - Riding whip
- Entries to horse shows
- Pocket money
- Stationery (Flip file, pens, etc.)
- Sun protection

NB: The above fees are an estimate of possible total costs. It must be emphasized that the costs are subject to amendment, depending on the number of meals a student consumes, as well as the student's specific study option. The Institute cannot take any responsibility for discrepancies that may occur.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee is applicable in addition to the registration fee. No late registrations will be allowed after classes have commenced.

Fees are payable at registration or as agreed with the Finance Section of the Department of Agriculture: Western Cape. Please contact Mr. A. McClune on 021-808 5035 regarding this.

Errors and omissions excepted



Extracts as contained in the Constitution of South Africa (Act 108 of 1996), which are applicable to all students:

1. In respect of Rights:

Article 7 (1) The Bill of Rights is the cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.

Article 7 (2) The State must respect, protect, promote and fulfil the rights in the Bill of Rights.

Article 7 (3) The rights in the Bill of Rights are subject to the limitations contained or referred to in section 36, or elsewhere in the Bill.

For the guidance of first year students this implies the following:

Democratic values like freedom, equality and human dignity must be respected and promoted by Seniors and House Committee members at all times. This means that first year students must be treated on equal terms and that they have the right to the respect and protection of their innate dignity. The basis of the right to human dignity is that no one may be treated as a mere object under the control of another.

2. In respect of Equality:

Article 9 (1) Everyone is equal before the law and has the right to equal protection and benefit of the law.

Article 9 (2) Equality includes the full and equal enjoyment of all rights and freedoms. To promote the achievement of equality, legislative and other measures designed to protect or advance persons or categories of persons, disadvantaged by unfair discrimination, may be taken.

Article 9 (3) The state may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.

Article 9 (4) No person may unfairly discriminate directly or indirectly against anyone on one or more grounds in terms of subsection (3). National legislation must be enacted to prevent or prohibit unfair discrimination.

Article 9 (5) Discrimination on one or more of the grounds listed in sub-section (3) is unfair unless it is established that the discrimination is fair.

For the guidance of first year students this implies the following:

All students are equal and have the right to equal protection. There will be no unfair discrimination directly or indirectly against anyone for one or more of the following reasons:

- Race
- Gender
- Ethnic / social origin
- Colour
- Sexual orientation
- Age
- Disability
- Religion
- Culture
- Language

People could also be discriminated against for reasons other than those mentioned above. Discrimination in respect of the above is unfair and unacceptable.

3. In respect of human dignity:

Article 10 Everyone has inherent dignity and the right to have their dignity respected and protected.

4. In respect of freedom and security of the person:

Article 12 (1) Everyone has the right to freedom and security of his/her person, which includes the right:

- (a) not to be deprived of freedom arbitrarily or without just cause;
- (b) not to be detained without trial;
- (c) to be free from all forms of violence from either public or private sources;
- (d) not to be tortured in any way; and
- (e) not to be treated or punished in a cruel, inhuman or degrading way.

Article 12 (2) Everyone has the right to bodily and psychological integrity, which includes the right:

- (f) to security and control over their body

For the guidance of first year students this means:

No Senior or House Committee member may expose a student to any form of violence. It is also not permissible to subject a student to verbal abuse. The physical and psychological dignity of the student must be upheld.

5. In respect of slavery, servitude and forced labour:

Article 13 No one may be subjected to slavery, servitude or forced labour.

For the guidance of first year students this means:

Students are not permitted to perform any type of forced labour, such as doing odd jobs for seniors.

6. In respect of privacy:

Article 14 Everyone has the right to privacy, which includes the right not to have:

- (a) their person or home searched;
- (b) their property searched;
- (c) their possessions seized; or
- (d) the privacy of their communications infringed upon.

For the guidance of first year students this means:

No Seniors or House Committee members may search a student or confiscate his/her personal belongings.

7. In respect of language and culture:

Article 30 Everyone has the right to use the language, and to participate in the cultural life of their choice, but no one exercising these rights may do so in a manner inconsistent with any provision of the Bill of Rights.

For the guidance of first year students this means:

No one may be prevented from communicating in his/her own language or from practising his/her religion according to his/her own traditions.

Students who ignore the above-mentioned rules could be liable for expulsion and/or have legal steps taken against them.

The management will take all necessary measures to ensure that the human rights and dignity of the students are maintained. Should you at any time feel that your rights have been violated, please report this to the Student Affairs Office immediately so that the necessary steps can be taken to eradicate such unacceptable behaviour.