



Western Cape  
Government

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# ELSENBURG AGRICULTURAL TRAINING INSTITUTE

## ACADEMIC RULES DIPLOMA IN AGRICULTURE

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## ACADEMIC RULES: DIPLOMA IN AGRICULTURE

This set of Academic rules was compiled specifically for the Diploma in Agriculture programme of the Elsenburg Agricultural Training Institute.

### 1. GENERAL STIPULATIONS FOR THE DIPLOMA OF AGRICULTURE PROGRAMME

#### 1.1. Admission requirements

- 1.1.1. The minimum requirements for admission according to the new school curriculum (as of 2008) are as follows:
- For admission to Elsenburg Agricultural Training Institute (EATI), a prospective student is required to have a National Senior Certificate or school-leaving certificate from the Independent Examination Board (IEB) as certified by Umalusi, with admission to diploma studies (which requires a performance level of at least a 3 (40% - 49%) in each of FOUR designated university admission subjects, or an exemption certificate issued by the South African Matriculation Board to students with other school qualifications. Prospective students must obtain an aggregate of at least 40% for the NSC.
  - In addition to the general admission requirements, admission to the programme requires at minimum:
    - 3 (40%) for Afrikaans or English (Home Language or First Additional Language) **AND**
    - 3 (40%) for Mathematics or (50%) OR 4 (50%) for Mathematics literacy OR 4 (50%) for Technical Mathematics
    - 3 (40%) for Physical Sciences or 4 (50%) Technical Science OR
    - 3 (40%) Life Science OR
    - 3 (40%) Agricultural Sciences
- 1.1.2. The minimum requirements for admission according to the old school curriculum (before 2008) are as follows:
- A Senior Certificate with full matriculation endorsement or Certificate of exemption from the matriculation board with a minimum of 50% (D-symbol) aggregate and
  - With a minimum of 40% (E-symbol) on SG for Biology or Science or Mathematics;
- 1.1.3. Due to limited availability of places, meeting the minimum admission requirements does not guarantee acceptance into the programme.
- 1.1.4. Prospective students who do not meet the admission requirements at the time of registration will not be permitted to enrol in the programme.

## **2. REGISTRATION**

- 2.1. Students must register at the beginning of each academic year for all modules necessary to fulfil the curriculum requirements.
- 2.2. The total number of credits registered in a given academic year must not exceed 150 credits.
- 2.3. If students need to register for modules from a previous academic year, they must engage in proper academic planning.
- 2.4. Students are encouraged to seek guidance from the Student Administration Office and/or relevant lecturers regarding their module selections.
- 2.5. It is the student's responsibility to ensure accurate registration for the appropriate modules.

## **3. ATTENDANCE AND ABSENTEEISM OF LECTURES, PRACTICALS, TESTS AND EXAMINATIONS**

Students are required to attend all lectures, practicals, tests, and examinations. Attendance is monitored through a card reading system. Students bear the responsibility for ensuring their attendance. Authorised absences are granted only under exceptional circumstances and require prior arrangements.

### **3.1. Attendance of lectures**

- 3.1.1. Students must attend a minimum of at least 75% of all lectures.
- 3.1.2. Requests for authorised absence must be submitted in writing to the relevant lecturer and should include appropriate justification or proof.

### **3.2. Attendance of practicals**

- 3.2.1. Attendance for all practicals is compulsory, with a requirement of 100% attendance.
- 3.2.2. If a student cannot attend a practical, they must:
  - Provide a valid reason with proof.
  - Submit this documentation to the relevant lecturer within 2 working days following the practical.
- 3.2.3. Absences without authorisation will result in a zero mark for any evaluation associated with that practical, and students forfeit the opportunity for a later evaluation.

### **3.3. Attendance of tests and examinations**

- 3.3.1. If a student is absent from a scheduled test or main examination due to illness or another valid reason, they forfeit that opportunity. A supplementary test/examination is the only remaining opportunity to complete assessments for that module.
- 3.3.2. Students who miss more than one scheduled test will only be permitted to write one supplementary test, receiving a zero mark for any additional missed tests.
- 3.3.3. Students who do not attend the main examination as well as the supplementary examination will receive a zero mark.

- 3.3.4. Students who cannot attend the scheduled test or main examination must submit valid medical certificates or other relevant documents to the Student Administration Office within 2 working days after the missed event. In discretionary cases, the decision of the Academic Committee is final.
- 3.3.5. Failure to provide supporting documents or late submission will result in the forfeiture of admission to the supplementary test/examination.

### **3.4. Authorised absence from lectures, practicals, tests and examinations**

- 3.4.1. Requests for authorised absence must be submitted in writing to the Head of Student Administration. Each request must include appropriate motivation and supporting documentation.

#### **3.4.2. Categories of authorised absence**

##### **3.4.2.1. Absences with a valid reason**

Authorised absence will be granted to students who miss lectures, practicals, tests, or examinations for valid reasons. Lecturers are required to accommodate these students, as feasible. The final decision rests with the Academic Committee. Valid reasons include:

- a. Proven illness of a student, supported by a medical certificate.
- b. A death of a close family member of the student, viz. the death of parents, siblings and grandparents, supported by a death certificate and affidavit.
- c. Compulsory attendance, e.g. witness in court, supported by relevant documentation.

##### **3.4.2.2. Absences with prior arrangements**

Authorised absence may be granted if students make satisfactory prior arrangements with the relevant lecturer regarding missed lectures, practicals, and assessments. The final decision is at the discretion of the Academic Committee. Acceptable reasons include:

- a. Participation in International or National Events supported by relevant documentation.
- b. Representation of Stellenbosch University or the Institute at national or international levels, supported by relevant documentation.
- c. Participation in sporting activities at international, national, or provincial levels, supported by relevant documentation.

- 3.4.3 Requests for compassionate leave must be arranged with the Head of Student Administration. Exceptional cases will be considered by the Academic Committee upon receipt of a written request with motivation.

- 3.4.4 Students who do not receive authorised leave and fail to attend the relevant lecture, practical, test, or examination will receive a zero mark.

3.4.5 It is the responsibility of the student to:

- a. Inform all relevant lecturers about the period of absence.
- b. Discuss and arrange for the submission of work or support for the missed period with the appropriate lecturers.

#### **4. DETERMINATION OF THE PREDICATE MARK (EXAMINATION ADMISSION MARKS)**

- 4.1. Predicate marks are derived from scheduled and non-scheduled tests, assignments, and practical tasks. They are essential for examination admission.
- 4.2. At least one test per semester will be conducted during regular class time as part of continuous evaluation. These tests, combined with practical assessments, represent the only scheduled opportunities to obtain a predicate mark.
- 4.3. The specific composition of each module's predicate mark, along with the required sub-minimum for practical assessments, is determined by the relevant lecturer in collaboration with the Faculty Head.
- 4.4. The finalized calculation method must be submitted to the Student Administration Office at the start of each academic year using the Module Outline form.
- 4.5. For example:
- 4.6. Scheduled tests: Minimum 70% of the predicate mark
- 4.7. Practicals or other evaluations: Maximum 30% of the predicate mark
- 4.8. A minimum predicate mark of 40% is required for admission to examinations in all modules.
- 4.9. Students must verify that they have obtained a predicate mark in each module; failure to do so will result in denial of admission to the examination.
- 4.10. Enquiries regarding predicate marks should be directed to the relevant lecturer within one working day after the marks are published.

#### **5. EXAMINATIONS**

- 5.1. Students will be assessed in all modules for which they are registered. The following guidelines apply to examination procedures and requirements:
- 5.2. Students must present valid photo identification at all tests and examination sessions.
- 5.3. Examinations will cover the entire content of the module. Students are responsible for familiarising themselves with the required module content (refer to the Content of Modules).
- 5.4. For modules without scheduled tests or examinations, students will be continuously evaluated. Each assignment and assessment will contribute to the final mark, and a final pass mark will be determined as specified in the module outline.
- 5.5. Two equivalent examinations, each lasting one to two hours, will be conducted for each module:
  - a. Main Examination
  - b. Supplementary Examination
- 5.6. Students who write the main examination and obtain a sub-minimum but fail the module

with a calculated final mark between 40% and 49% may write the supplementary examination.

- 5.7. If a student fails the main examination but has a predicate mark of at least 60%, they are also permitted to take the supplementary examination.
- 5.8. In cases where a student cannot attend the main examination due to illness or other valid reasons, they may be eligible to write the supplementary examination. (Refer to Section 3 for procedures.)
- 5.9. Final-year students who lack no more than 30 credits (and no more than two modules) maybe granted a Director's Discretionary Examination by the Academic Committee, provided they have achieved a predicate mark and gained initial access to the examination opportunity.

## **6. PASS REQUIREMENTS**

### **6.1. Allocation of Predicate**

- 6.1.1. No student shall be admitted to the examination in a module unless they have obtained a predicate mark of at least 40% (refer to Section 4).
- 6.1.2. If a module includes a practical component, students must achieve at least 50% in that practical, as detailed in the Content of Modules (see prospectus).

### **6.2. Allocation of Final Mark**

- 6.2.1. A weighted average of at least 50% (predicate mark plus examination mark) must be achieved, alongside the following conditions:
  - a. The examination mark must account for 50% of the final mark.
  - b. A minimum of 50% must be obtained in the examination.
  - c. The final mark is calculated as follows:  
$$\text{Final mark} = \text{Predicate mark (50\%)} + \text{examination mark (50\%)}$$
- 6.2.2. The Faculty Head has the prerogative to adjust the weights of this calculation in consultation with the Academic Committee (e.g., during exceptional circumstances like the COVID-19 pandemic).
- 6.2.3. A mark of at least 50% is required in supplementary examinations, regardless of predicate and main examination marks.
- 6.2.4. A minimum of 50% must also be achieved in concession examinations (as described in Section 6.3).
- 6.2.5. Students who write and fail a Director's Discretionary examination shall not be entitled to a re-mark of the examination script.

### **6.3. Pass with Distinction**

- 6.3.1. Students pass an instructional program with distinction if their average mark across all modules is 75% or higher.
- 6.3.2. Students pass a module with distinction if their final mark is 75% or higher.

### **6.4. Application for Re-mark of an Examination Paper**

- 6.4.1. A sample of examination papers will be moderated before the results are published.



6.4.2. To apply for a re-mark, students must:

- a. Submit a written request to the Head of Student Administration.
- b. Pay the required fee at the cashier within one working day of the final results being announced by academic staff.
- c. Retain the receipt, as no re-mark will be considered without it.

6.4.3. The re-mark is conducted by external moderators, and results may only be available shortly before the supplementary examination. The re-marked result will be considered the final mark.

## **6.5. Condonation**

6.5.1. Both predicate and final marks may be condoned at the discretion of the Faculty.

6.5.2. The Faculty's decision will consider the student's class attendance record and overall competence (knowledge, skills, and attitude) demonstrated during the semester.

6.5.3. The Faculty's decision to grant or deny condonation is final.

6.5.4. The Institution reserves the right to adjust marks as deemed necessary.

## **7. REPETITION AND CONTINUATION OF THE MODULES**

### **7.1. Repetition of Modules**

7.1.1. Students who fail one or more modules may repeat those modules under the conditions specified in Sections 8.1 to 8.5.

7.1.2. Registration must occur during the designated registration period for the specific academic year (refer to the Academic Calendar for dates).

a. **Pass Prerequisite (PP) Modules:**

Students must first repeat and pass any pass prerequisite modules before progressing to subsequent modules.

b. **Prerequisite (P) Modules:**

Students must repeat prerequisite modules to obtain a predicate before enrolling in subsequent modules, or they must have achieved a predicate in the previous year to continue.

c. **Co-requisite (C) Modules:**

Co-requisite modules must be registered in the same academic year as the subsequent module (see Requisite document).

7.1.3. If there are conflicts in the test or examination timetable, students may register for only one of the conflicting modules. A clash occurs when a test or examination is scheduled at the same date and time.

7.1.4. Students must fully repeat any failed modules, which include:

- a. Attending all classes.
- b. Writing all scheduled tests.
- c. Completing all assignments, seminars, and class activities.



## **7.2. Module Exemption**

- 7.2.1. Students who have completed and received credit for a module towards a qualification at another institution may be eligible for exemption from a similar or equivalent module at EATI.
- 7.2.2. 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.

## **7.3. Practical Exemptions for Repeated Modules**

- 7.3.1. If a student requests an exemption from a practical upon repeating a module, they must:
- Apply in writing using the Application Form for Practical Exemption.
  - Apply on the day of registration.
- 7.3.2. The outcome of the exemption request will be ratified by Faculty Management. Students will be notified via email of the outcome of the application. If no application is received before the exemption deadline (refer to Academic Calendar), and the student fails to attend the practical or write tests and examinations, a zero mark will be recorded.
- 7.3.3. Students exempted from practicals must still write all scheduled tests and complete all assignments, seminars, and class activities to obtain a predicate.

## **7.4. Limit on Module Registration**

- 7.4.1. Students may register for any module a maximum of two times, including discontinued modules after the final date for module changes (see Academic Calendar).
- 7.4.2. A module will not count as registered if discontinued before this date, and there will be no financial implications.
- 7.4.3. If a student fails a module twice, they will be asked to leave the Institute and must apply for re-admission.

## **7.5. Fees for Repeating Modules**

- 7.5.1. Full registration and class fees, as prescribed, are required for each module that is repeated.

## **8. READMISSION AFTER UNSUCCESSFUL STUDIES:**

- 8.1. The readmission requirements for EATI's programmes are quantified in terms of academic year and cumulative credit requirements.
- 8.2. Academic year credit requirements refer to the percentage of credits that students must pass for each academic year (e.g. Diploma first year, or Diploma second year etc). Example: If the total credits for compulsory modules of the relevant academic year amounts to 120 credits and the readmission

requirement is that a student must pass 50% of the academic year's credits, the student must pass 120 credits X 50% = 60 credits by the end of the academic year.

- 8.3. Cumulative credit requirements refer to the combined percentage of credits that students must pass for all the academic years that they have been registered for in a programme.

Example: If the combined credits for compulsory modules of each academic year (year 1 and year 2) amounts to 240 credits (the student is in their second year at EATI in a Diploma programme and the credits for Diploma first year = 120 and Diploma second year = 120) and the cumulative requirement is that a student must pass 70% of the cumulative credits, the student must pass 240 credits X 70% = 168 credits by the end of their second year onwards.

#### 8.4. Exceptions

If due to the relevant programme's prerequisite or corequisite requirements, you are limited from taking the full credit load for a particular academic year and you have obtained at least 80% of credits taken in a particular academic year, the relevant faculty may grant you automatic readmission, even though you may not meet the relevant academic year and/or cumulative credit requirements fully.

Example: For a student studying a three-year Diploma programme, the requirements for readmission will be as follows (See Table 1 below):

- In year one (first year) a student will be required to achieve a minimum of **50%** of the required credits of a Diploma of Agriculture Programme i.e. 60 credits out of the required 120 credits.
- In the second year, it will be required to achieve 70% (168 credits) of the cumulative required credits over the first two academic years (in total 240 credits) to progress to the following academic year.
- And in year three, students need to pass 70% (252 credits) of the required cumulative credits (in total 360 credits).

Programme Name	Academic year	Programme Credits required	Academic year credit requirement for readmission (end of year)	Cumulative credit requirement for readmission	Total Programme Credits
Diploma Agriculture	in Year1	120	60	65	120
Diploma Agriculture	in Year2	120	60	168	240
Diploma Agriculture	in Year3	120	60	252	360

**Table 1: The yearly level and cumulative credit requirement for readmission**

- 8.5. If you are a student in a full-time degree, certificate or diploma programme who, at the end of every year of study, has not obtained the number of credits required for your degree, certificate or diploma programme in terms of the above and the faculty or programme-specific requirements you will be academically excluded.

## **9. GENERAL READMISSION APPLICATION PROVISIONS:**

- 9.1. If your academic record does not comply with the requirements for readmission to the Institution for the following year (i.e. you have been academically excluded as you do not comply with the general credit requirements from reregistration or the reregistration requirements of the programme you are currently registered for), you must apply to the Academic Committee to continue with your studies in the following year.
- 9.2. You will be informed of your academic exclusion via your official EATI e-mail address before 24 December of the current year.
- 9.3. You will have an opportunity to appeal this academic exclusion by submitting a readmission appeals application to the Academic Committee, which must be accompanied by substantiated documentation.
- 9.3.1. Your application must outline the circumstances beyond your control that led to your academic underperformance and ultimately to your academic exclusion.
- 9.3.2. Each of the circumstances mentioned in your application must be fully substantiated with supporting evidence for each of these circumstances.
- 9.3.3. Submissions which are not supported by supporting evidence will not be considered by the RAC.
- 9.3.4. Your application must also outline how you have or intend to remediate from the circumstances beyond your control, which you include in your application, and how you intend to be successful at EATI if you are readmitted.
- 9.4. You must submit a readmission appeals application to the Institution on or before the first Friday in January.
- 9.5. No late applications for readmission will be accepted.
- 9.6. Although the Institution informs you if you do not meet the requirements for readmission accordingly by e-mail and offers you an opportunity to appeal your exclusion from the Institution, the onus rests with you (the student) to determine for yourself whether or not you fulfil the requirements for readmission and to do so before the final date for appeal. You should do so by reviewing your academic record and the rules for readmission, as set out below.
- 9.7. If you suspect that you do not fulfil the requirements for readmission, but you have not received an e-mail regarding exclusion from the Institution, you must timeously contact the Student Administration Office.

- 9.8. You must complete a fully substantiated readmission appeal application and submit it electronically along with supporting documents. "Fully substantiated" means that you must provide all relevant information, outlining the circumstances beyond your control why your studies were not successful and why you hope to study successfully in future.
- 9.8.1. Such information may be of a personal and very sensitive nature; it is nevertheless required that you take the Academic Committee into your confidence completely.
- 9.8.2. All information shared with the Academic Committee will be treated sensitively and confidentially. The Academic Committee needs to have full information before it if it is to arrive at a fair decision in your own best interest.
- 9.8.3. Supporting documents that substantiate your reasons for poor performance must be submitted with your application.
- 9.8.4. If your application has been turned down, no further information in substantiation of your application will be accepted afterwards. The decision of the Academic Committee is final, and no second appeal from the same applicant will be considered.
- 9.9. For readmission purposes, the total number of years that you have studied at the Institution is considered, regardless of any programme changes during your studies.
- 9.10. If you studied at another university and you were excluded there due to poor academic performance or poor conduct, you may be required to apply to EATI's Academic Committee, and your consideration will be dependent on you meeting the credit requirements as outlined in Section 8 above. If you do not meet the credit requirements, your application will be considered by the Academic Committee, regardless of the number of years you studied at the other university or universities.
- 9.11. If you have studied at one or more other universities and you want to continue your studies at EATI, your period of residence at such other university or universities will be considered for readmission purposes as in Section 8 when renewal of your registration as a student is being considered, provided that two years of registration at another university will be regarded as equivalent to one year of full-time registration at EATI.

#### **9.12. Considerations if you discontinued your studies:**

- 9.12.1. If as a registered student, you discontinue your studies for the first time and of your own choice, on or before 31 July of a given year, or on the grounds of academic considerations you are not permitted to proceed to the second semester, or you were advised by the Institution not to proceed with your studies, you are not debited for such academic year in terms of the readmission rules.
- 9.12.2. If you discontinue for a second or further time in any subsequent year, this will automatically be considered for readmission purposes. However, this provision does not apply if, in the Institution's view, the discontinuation is the result of circumstances beyond your control, for instance, because of medical reasons, supported by a medical certificate.

- 9.12.3. If you discontinue your studies due to supported medical reasons before the November assessments, you will not be denied readmission for the year concerned, or for any consecutive year where it is necessary for you to discontinue your studies due to proven medical reasons.
- 9.11. Applications and associated supporting documents that are illegible or that have been altered may be rejected and if it can be proven that you altered such a supporting document, it could lead to disciplinary action.
- 9.12. The Academic Committee will only consider the appeals of applicants who have followed the required application process.
- 9.13. You must apply for a specific programme for which readmission is desired. If your readmission application is unsuccessful to that programme, you may not apply for readmission to another programme at EATI for the same year that your readmission application was unsuccessful.
- 9.14. If your readmission appeal application is unsuccessful the following applies:
- 9.14.1. You may apply for readmission as a student for the following year following the process outlined above.
- 9.14.2. All students wishing to return to studies after an unsuccessful readmission appeals application or where there was a prolonged break in their registration at EATI must complete an application to the programme concerned on the application portal before they will be allowed to re-register. This is required to ensure that the student's latest information is captured on the institution's administration system prior to registration.
- 9.14.3. You must prove yourself academically at another institution, such as Unisa, after your readmission application was unsuccessful or if you were excluded and you did not apply for readmission before application for readmission will be considered in a subsequent year.
- 9.15. If you are required to leave the Institution because your readmission appeals application was unsuccessful or you were excluded and did not apply for readmission, you will not be permitted to continue your studies here as an occasional student.
- 9.16. All timeously completed and submitted applications will be considered by the Academic Committee.

## **10. DISCONTINUATION OF STUDIES:**

- 10.1. The Head: Student Administration must be informed in writing of discontinuation of studies.
- 10.2. The date for discontinuation of studies is the end of March in the first semester and the end of July in the second semester of a given year is imperative and must be provided since it determines to what extent exemption from the payment of study and accommodation fees may be granted.
- 10.3. If the discontinuation of studies is due to a medical reason, a valid medical certificate must be submitted along with the completed discontinuation form, which will simplify readmission to the Institute in subsequent years.

## 11. EXTENDED PROGRAMME:

- 11.1. The Extended Programme (EP) was introduced to assist students with proven potential but without the ability to master the academic requirements of the programme.
- 11.2. An additional year of study is added to a mainstream programme to form an EP.
- 11.3. In the EP the first year of study consists of only half of the required modules of the first year of the programme and the student is expected to pass all of these modules to continue to the second year of study.
- 11.4. The remainder of the modules of the first year are completed during the second year of study. All prescribed modules for these two years must be passed to gain admission to the second year of the mainstream programme. The modules are specifically selected to provide additional academic support and to facilitate the transition between school and university.
- 11.5. Only First Year Students who are admitted to a mainstream programme may apply for admission to the EP by the end of March of the specific academic year.



**MR G STANDER**

**CHIEF DIRECTOR**

**AGRICULTURAL EDUCATION AND TRAINING**

**DATE:** 04.02.25