

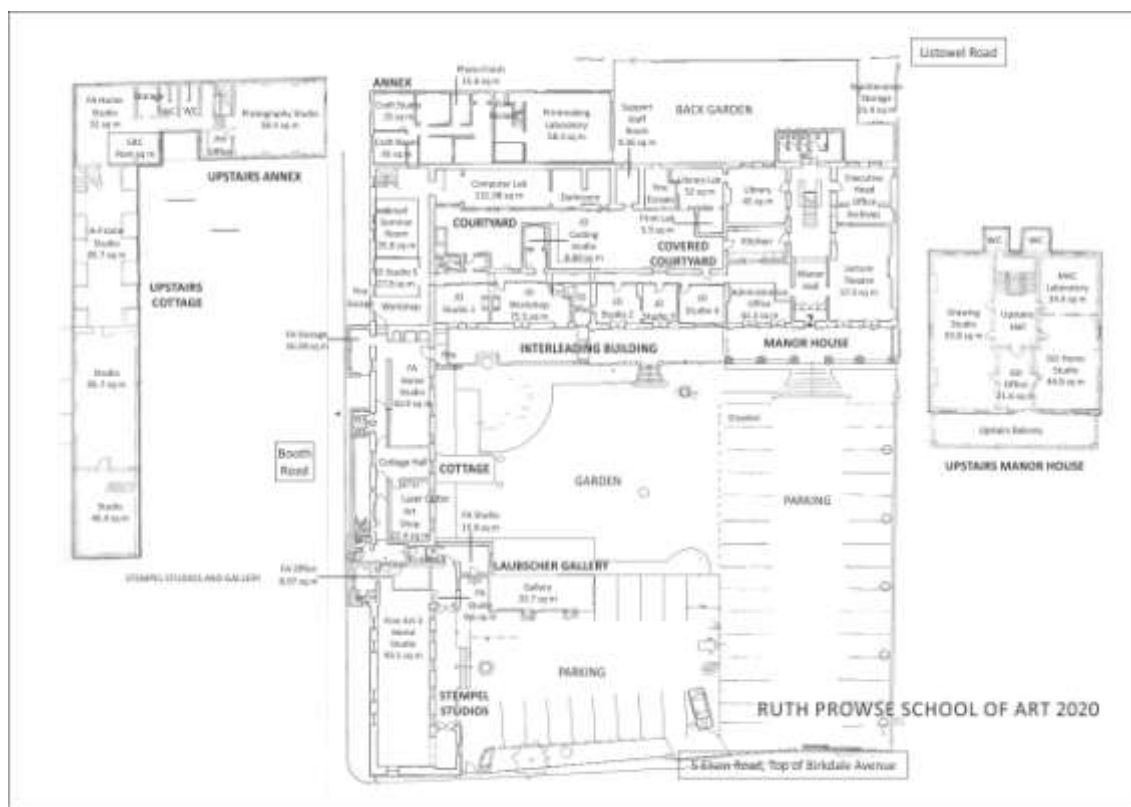
STUDY GUIDE 2020

Board of Directors

Wahida Parker (Chairperson)
Andrew Mestern
Edward Belstead
Alfred Bester
Cheryl Mestern
Melvyn Minnaar

Registered with the Department of Higher Education and Training as a private Higher Education Institution
under the Higher Education Act, 1997, Registration certificate No. 2009/HE08/001

LAYOUT OF SCHOOL AND STUDIOS



Ruth Prowse School of Art NPC – Company Reg No 2009/000277/08

Top of Birkdale Avenue, 5 Elson Road, Woodstock, Cape Town; 7925; P O Box 89, Woodstock, 7915;
Tel: 021 447 2492; Fax: 086 560 2103; E-Mail: admin@ruthprowse.co.za; Website: www.ruthprowse.co.za
NPO 023-608 PBO 930031166

Directors: Wahida Parker (Chairperson), Andrew Mestern, Edward Belstead, Alfred Bester, Cheryl Mestern and Melvyn Minnaar

STUDY GUIDE 2020

STAFF OF RPSA

EXECUTIVE HEAD

Eunice Geustyn

ACADEMIC STAFF

Course Co-ordinators

Lynette Bester

Marise George

Stacy Beukes

Fine Art

Graphic Design

Jewellery Design

Lecturers

Paul Birchall

Michelle Liao

Colijn Strydom

Cecilia Solis

Zelda Weber

Inge Wessels

Mernett Swartz

Inge Wessels

Jessica Basiak

Sharon Botha

Guest Lecturers

External Examiners

ADMINISTRATION

Helga Pieterse

Bellina Mokoqama

Wendy Alexander

Secretary

Librarian

Bookkeeper

SERVICE STAFF

Mabel Ntsulumbana

Khungeka Mayikana-Tofu

Cleaner

Cleaner

STUDY GUIDE 2020

MISSION STATEMENT	4
SCHOOL PROFILE	4
GENERAL CONDUCT	4
RULES OF THE LIBRARY	6
ASSESSMENT	6
GENERAL ASSESSMENT CRITERIA	7
SUPPLEMENTARY ASSESSMENT	7
DEFERRED ASSESSMENT	7
ACADEMIC AND PROMOTION REQUIREMENTS	7
GRIEVANCE PROCEDURES	7
ACADEMIC BOARD	8
APPLICATION REQUIREMENTS	8
ACADEMIC BOARD APPEAL	8
ACADEMIC COMMUNICATION	9
STUDENT REPRESENTATIVE COUNCIL	9
FEES	10
PARTICIPATION IN CLASSES	10

STUDY GUIDE 2020

MISSION STATEMENT

Ruth Prowse School of Art NPC has a vision to be a unique art School with a balance between tradition and innovation. The aim of the School is to strive for excellence and equity in the field of visual communication whilst developing the full practical and theoretical potential of each student. We are committed to an enriching open tuition with a policy of non-discrimination on the grounds of race, colour, gender or religion. Above all we aim to be a world-class environment that motivates original thought, self-realisation, creativity, visual literacy, cross-cultural artistic and educational exchange together with vocational and entrepreneurial skills. Our nurturing approach provides a conducive environment that enables each student to discover their authentic visual language of expression.

SCHOOL PROFILE

Ruth Prowse School of Art NPC is housed in the historic Roodebloem Estate in Woodstock and was founded in 1970 by the late renowned artist and educator, Erik Laubscher. The School offers full-time and part-time courses in the Departments of Fine Art, Graphic Design, Jewellery Design and Photography. Our Outreach Skills Program is also committed to serving the wider community and fostering a range of creative expression to adults who have not had the opportunity to explore or develop their creative talents. We have a team of lecturers who are professional educators as well as practicing artists in their respective fields.

GENERAL CONDUCT

1. Registered students must sign in and out daily on the registration forms provided outside of the admin office. This will provide evidence of student attendance. Class registers will be taken daily by subject lecturers.
2. No unregistered students may attend formal classes unless pre-authorised by the lecturer concerned.
3. No registered student may attend a class for which they are not registered without the pre-authorisation by the lecturer concerned.
4. No drugs or alcohol is permitted on the School premises. Students under the influence will be requested to vacate the class.
5. Any student who persists with disruptive behaviour relating to the consumption of drugs or alcohol will be reported to the Executive Head and a meeting will be called with the student's parents or guardian. If these steps fail to bring about change in the students conduct the student will be suspended for a specific timeframe and accepted back with conditions. If the results of the suspension are not satisfactory then the student will be expelled from the School.
6. No weapons may be brought onto the School premises.
7. Smoking is not allowed anywhere within the School building, including the balcony, veranda and courtyard. Smoking is only permissible in the front garden at the designated area. No Smoking is permitted on the concrete terrace in front of the Jewellery Design department.
8. For the purposes of exhibitions and functions, alcohol may be allowed on the premises with the permission of the Executive Head.
9. It is vital that students are punctual and attend all briefings, demonstrations and critiques, as these will not be repeated. If a project is missed due to absenteeism, the onus is on the student to redress the situation.
10. Students must seek and heed advice on ethical matters regarding the production of artworks, from the Course Co-ordinator concerned, if they are involving children, vulnerable adults, members of the public, other students, questionable materials or production methods or animals in their work. For example, activities may result in mental harm and questionnaires may breach confidentiality.
11. In addition to plagiarism, any other breaches of assessment such as handing in of work (either

STUDY GUIDE 2020

practical or theoretical) which is deemed to be your own, but has actually been generated by another, copying of other students work and submitting it as your own etc. will be regarded as cheating and brought before the Course Co-ordinator and the Executive Head. These incidents are not taken lightly as they would not be a valid assessment of a student's knowledge base as the student is being dishonest regarding authorship.

12. Cell phones and i-pods must be switched off during formal lectures.
13. Music may only be played at the discretion of the lecturer and the agreement of peers.
14. Students must take responsibility for the preservation and removal of their art works. Any structures, work or art materials left on the School premises at the end of the academic year will be discarded at the expense of the student.
15. Students will be held liable for the irresponsible handling of School property. This includes graffiti, cutting on tables instead of the provided cutting mats, painting of furniture, the defacing of books, installation or deleting of software on the School's computers etc.
16. IT will delete any personal or student work from the desk top on a monthly basis of the PC's and Macs. Students are required to save their work in folders, Google Docs or Dropbox. Personal student work will be deleted at the end of the academic year from the hard drives. It is therefore imperative that students back up digital work at all times. All students are required to have a Dropbox or Google Docs account and save a copy of any required essays or written submission. The school will not accept any excuses of lost essays and corrupted hard-drives and flash drives or broken laptops.
17. The School takes no responsibility for any practical or theoretical work lost by the student. In the event of a loss being reported by a staff member or a student, the staff and student cohort agree that the school will be shut down and bags may be searched by security and the EH. If a student is caught stealing, disciplinary action will be taken by the Board of Directors, followed by immediate expulsion and the police will be notified.
18. Non-discrimination is part of the ethos of the School. Discrimination of any kind including in relation to mental illness, gender, sexual orientation, ethnicity, religion, class or race will not be tolerated. Mutual respect is encouraged between all who are associated with the school in person or on social media, as well as for the property of fellow students, staff and the school. Any inappropriate, offensive or threatening verbal or physical actions will be dealt with by the Academic Board and in cases of severity by the Board of Directors. After the issue of three verbal warnings and one written letter of warning, disciplinary action may follow that could lead to expulsion or dismissal. This includes students who undermine the integrity of the education process by being disruptive.
19. In terms of health and safety compliance, no pets are allowed on the premises under any circumstances.
20. No littering is permissible. Students are to use the bins provided. A paper recycling bin is available in the library and its use is encouraged.
21. Should a student lose their student card, a replacement fee will be charged.

STUDY GUIDE 2020

RULES OF THE LIBRARY

1. Books may be taken out overnight from 4:00 pm to 10:00 am on weekdays and from 4:00 pm on Friday to 10:00 am on Monday mornings to ensure fair access for all students. Students who abuse the system will not be permitted to take out books thereafter.
2. Black and white Photostatting will cost R1 for an A3 copy and R0.60c for an A4 copy. Colour prints will cost R8 for an A4 copy. Students are responsible for these costs whether they wish to retain the print out copy or not.
3. The internet is available at no cost but the computers are only for research and theory assignments. No *Facebook*, *YouTube*, or any other social networking may be used for social purposes- these may only be accessed for legitimate research and study purposes. Students who use these networks inappropriately will be asked to leave the library.
4. Students must comply with the School's internet usage guidelines as amended from time to time. These specifically prohibit the viewing or downloading of pornographic or offensive material. The downloading of large files such as music, images and films for personal use is also prohibited.
5. No changing of computer settings, installation of new software or removal of software is permissible.
6. No student work must be left on the computers. The School will not be held liable for the loss of work left on the computers.
7. No food or drink is permitted in the library.
8. Note that the library is a place of work and must be kept quiet.

ASSESSMENT

1. Assessment is a process of formative and summative evaluation that includes a summative mid-year and end-year moderation.
2. Projects are assessed formatively by the subject lecturers who allocate marks per project. **Non-submissions will receive 0%.**
3. Students are only allowed to showcase Cycle A-D during the mid-year moderation and Cycle E-H at the end of year moderation.
4. Moderation is to fulfil quality control and evaluate if the assessment for all subjects is of the required standard and to gain an overview of the students' complete body of work. Some exam projects may be assessed during moderation. Students must participate in mid-year and year-end moderation.
5. Note that for all resubmissions the resubmitted mark is added to the first mark and averaged.
6. If plagiarism is detected and proven in practical or theoretical work, 0% will be allocated and the student will not have the opportunity to resubmit. Persistent plagiarism can lead to expulsion.
7. Any medically diagnosed physical/ mental impairment that may negatively impact on the education process will be taken into consideration in order to facilitate the education process. This however must be discussed with the Course Co-Ordinator prior to submission of projects.
8. Any disability must be confirmed by a medical practitioner or parent/guardian in writing. The documentation must include a description of the effect that the disability will have on the students' education, an assessment of activities which the student will be facilitated with and timeline of the disability. The disclosure of a disability is advantageous to the student and the School endeavours to be discrete regarding the information.

STUDY GUIDE 2020

GENERAL ASSESSMENT CRITERIA

1. The originality of the concept and the suitability of the concept in relation to the brief.
2. The successful realization of the concept with the applicable media.
3. The professionalism demonstrated during the working process and of the final presentation, and the standard of the execution.

SUPPLEMENTARY ASSESSMENT

After final moderation in November, Supplementary Assessments may be awarded by the Examination Board based on the following criteria:

1. Any major subject that a student achieves above 45% but below 50% will be eligible for supplementary submission.
2. Any minor subject that a student achieves less than 50% but more than 40% will be eligible for a supplementary submission.
3. The student has attended no less than 80% of contact lectures with the exception of students who have successfully submitted to the academic board for illness or unforeseen adverse circumstances and within an allocated time frame and submission date.
4. Students will be required to resubmit all unsuccessful projects **and** an additional project for supplementary requirements.

DEFERRED ASSESSMENT

A student may apply for Deferred Examinations based on proven medical grounds or personal circumstances. This application needs to be submitted one month prior to the final November moderation.

ACADEMIC AND PROMOTION REQUIREMENTS

1. Students are required to punctually attend no less than 80% of all **contact** lectures as stated in the timetable. Students are reminded that projects marks include a mark for involvement and attendance.
2. Students must pass **all** subjects relative to their year and field of study in order to be promoted into the following year- achieve a minimum of 50% for each subject.
3. The maximum time to achieve success for a Diploma is six years, thus a student may only be unsuccessful and repeat a particular entire year of study once.

GRIEVANCE PROCEDURES

1. Students may consult with the subject lecturer about a specific issue pertaining to their studies, or their experience of conduct or ethical matters in the classroom. If the matter is not resolved, the student or the subject lecturer may then request a minuted meeting with the Course Co-ordinator. The Course Co-ordinator will, as far as possible, investigate the matter and write a record of their findings. The aggrieved person has the choice whether or not to have the other interested party present at any meeting. If the matter is not resolved, the aggrieved person or the Course Co-ordinator may then request a minuted meeting with the Executive Head at which the Course Co-ordinator will be present.
2. If a student, parent or guardian has a query about a student's mark/s or progress a meeting can be requested between the Course Co-ordinator, the parties concerned and the Executive Head. Minutes of the meeting will be placed in the student's file for referencing. All issues and solutions to the grievances will be noted and a follow up date or further contact via email will be established. If this process is unsatisfactory then the interested party is requested to write a

STUDY GUIDE 2020

letter of grievance to the Board of Directors. The Board of Directors will hold a meeting with all the interested parties with the intention of resolving the issue.

3. Students may raise any issues of concern via their Student Representative Council.

ACADEMIC BOARD

Students may apply to resubmit work due to illness or unforeseen adverse circumstances. It is vital that students follow the application process for re-assessment or assessment to the Academic.

Applications must be made via a written application form that is available from administration and must be handed in by 12:00am before each of these scheduled Academic Board dates (Day 15 of the Cycle) and Day 20 prior to each moderation.

Friday	28-Feb	27-Mar	30-Apr	29-May	24-Jul	21-Aug	23-Sep	23-Oct
--------	--------	--------	--------	--------	--------	--------	--------	--------

APPLICATION REQUIREMENTS

Only work produced in the timeframe prior to each Academic Board meeting may be applied for. Students for example may not submit an application months after a project was due.

Written applications constitute the following:

- a. In case of illness – the student must provide the RPSA office with one of the following documents:
 - i. The original medical certificate
 - ii. A sick note from parent/guardian signed, dated and contact details.
- b. Unforeseen adverse circumstances – the student must provide the RPSA office with a signed and dated letter providing details and all official supporting documents.
- c. Failed work – Concession is given to students who have failed a project and wish to resubmit the project. A letter stating this will be sufficient.
- d. No re-submission processes are necessary for students who have passed well and are inclined to resubmit for an even better mark.

The applications for resubmitted work are reviewed by the Academic Board to assess whether the student has a valid reason to resubmit late/failed projects.

The Academic Board's decision is final. Students' work that is not cleared by the Academic Board for resubmission is null and void.

Students are advised that Academic Board submissions are retained and if a student appears to submit numerous applications, the Academic Board will review all submissions to ascertain if there is a pattern of poor academic performance. This review may negatively impact on any subsequent applications.

ACADEMIC BOARD APPEAL

A student may submit a written appeal to the outcomes of the Academic Board. The Appeal Board is comprised of the Heads of department, the Executive Head and a member of the Board of Directors.

STUDY GUIDE 2020

ACADEMIC COMMUNICATION

1. Students are required to keep the administration informed of all current addresses, telephone numbers, mobile numbers, e-mail addresses of the student and the parent/guardian.
2. Academic results of the mid-year assessment and the year-end final examinations will be e-mailed to the legal guardian. Academic results will be available as hard copies from the administration office.
3. Graduation results and the final hard copy of these results are only available from the Executive Head.
4. All marks are stored digitally in the Executive Heads office and are password protected in order to protect them from fraudulent tampering.
5. Students will be consulted after the mid-year moderation as to how each has performed. Those that have performed poorly are held in discussion with the Course Co-ordinator, lecturers and the Executive Head where methods are put in place for the student to redress their shortcomings. In the event of no substantial improvement, a meeting between the student, the staff and the parents or legal guardian will be scheduled.
6. It is understood that should a student over the age of 21 formally discontinue in writing that they have communicated their intention with their parents or legal guardians.
7. Though a student may cease coming to class, until the school receives a formal discontinuance in writing, they will still be on the class schedule and liable for fees.

STUDENT REPRESENTATIVE COUNCIL

1. Any student registered at the Ruth Prowse School of Art NPC is a member of the student body with each Department at the School voting for a representative from each year of study or as the SRC deems necessary.
2. The representatives form the Council which is made up of current enrolled and voted students.
3. The Chairperson is expected to be present for the first 15 minutes of each Academic Board meeting held on the 10th day of each cycle.
4. It is expected that the SRC will meet once a cycle in the SRC Room. The SRC will determine the time and dates of the meetings. Minutes will be taken during each meeting for the purpose of clarity and transparency.
5. It is expected that the Council will vote internally for the positions that are required.
6. The term of office is for four cycles i.e. January to June and July to November. Students will therefore vote for SRC members twice a year hence SRC members will vote for positions within the SRC twice.
7. A student may hold a single position for a maximum of three years.
8. If a student is failing or has outstanding School fees they may not be a member of the SRC Council.
9. The SRC is committed to assist in developing ideas and projects related to the School. These should benefit the student body, the School, and the community at large.
10. The SRC is responsible for receiving, discussing and communicating issues pertaining to the students, staff and the School in general in order to create an improved institution and educational environment.
11. Should a grievance be raised with the SRC by a student, the issue may be raised in the Academic Board meeting by the SRC Chairperson. Normal grievance procedures may also be followed.

STUDY GUIDE 2020

FEES

1. The total fees are comprised of a non-refundable registration fee and an amount representing programme and subjects. Students must pay the Registration Fee to commence classes annually. The Board of Directors reserves the right to determine the amount of the non-refundable registration fee for each academic year.
2. Student fees may be paid by means of cash, credit card, direct bank deposit or internet transfer. Facsimile copies of direct bank payments are requested to be forwarded to the School to facilitate identification by the external book keeper. Payments must be referenced with the student's full name and surname.
3. Students from SADC countries pay the same fees as local South African nationals but are responsible for the transaction fees of any forex.
4. Students are liable for any bank fees for cash deposits.
5. Student fees are required to be settled in full by the 30 May annually.
The following discounts applicable to the balance of fees less the registration fee are available for the early settlement of fees for non-financial assistance students:
A discount of **10%** by the end of January 2020
A discount of **5%** by the end of February 2020
6. There will be a 10% surcharge levied on all balances as at 30 June.
7. Extended payment plans may be applied for in writing to the Board of Directors. No interest will be charged on extended payment plans. Should the monthly payments on an agreed payment not be met then the agreement becomes null and void and the total fees become due. No interest will be charged on authorized extended payment plans. Final year students are required to have their balances settled by the 30th October of the final year of their studies.
8. Students who have not settled their fees by the end of the academic year will not receive their results and may not commence the following year of study until the fees are paid in full.
9. Third year students who have outstanding fees will not be permitted to participate in the Graduate Show, will not graduate and will not receive their Diploma until the fees are settled in full.
10. The School has a policy of academic rebates for students who formally discontinue their studies for adverse personal circumstances or proven health reasons. Students who discontinue their studies due to unsuccessful academic results, poor attendance and non-academic performance are liable for the full fees. The total fees are comprised of a non-refundable registration fee and an amount representing 9 cycles (months) of formal classes. A cycle is equivalent to four weeks.
11. Students who do not meet the academic financial assistance requirements will not be financially assisted and will therefore be liable for their outstanding fees.

PARTICIPATION IN CLASSES

Participation in classes is dependent on the payment of fees. The school reserves the right to request that a student recuses themselves from classes in the third semester (after the June moderation) if only the registration fee has been paid with no further fee payments. Students are notified that unless there is an agreed extended fee payment plan that all fees are due by the end of May annually. Thus this recusement will take effect when fees are 60 days overdue.