

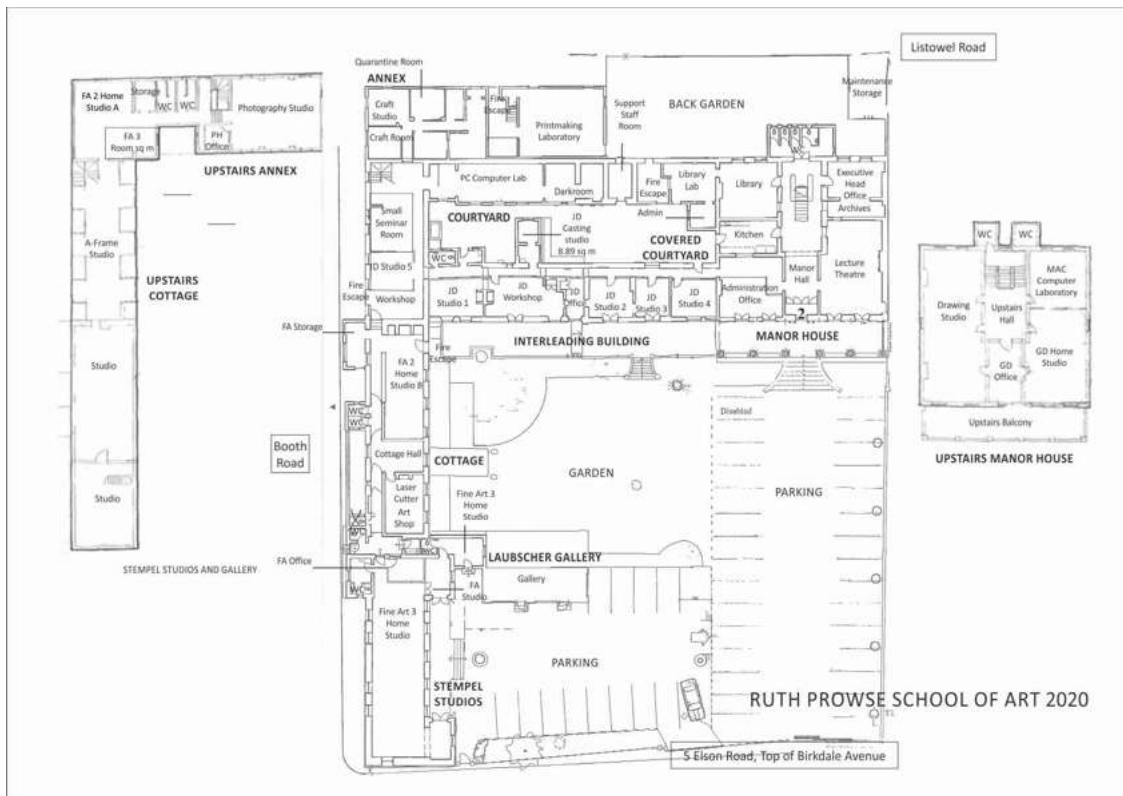
STUDY GUIDE 2023

Board of Directors

Andrew Mestern (Chairperson)
Edward Belstead
Alfred Bester
Cheryl Mestern
Mandisa Ngqulana
Jill Trappler
Steve Woodward

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

Andrew Mestern, Edward Belstead, Alfred Bester, Roscoe Masters, Cheryl Mestern, Mandisa Ngqulana, Jill Trappler & Steve Woodward

STUDY GUIDE 2023

STAFF OF RPSA

EXECUTIVE HEAD

Eunice Geustyn

ACADEMIC STAFF

Course Co-ordinators

Lynette Bester

Marise George

Stacy Beukes

Fine Art and Graphic Design

Graphic Design

Jewellery Design

Lecturers

Steve Adams

Marise George

Paul Birchall

Ferdinand Kidd

Brett Lucks

Wandiswa Mesatywa

Jean-Claude Nsibimana

Ellyn Pretorius

Colijn Strydom

Cecilia Solis

Mernette Swartz

Inge Wessels

Guest Lecturers

External Examiners

ADMINISTRATION

Helga Pieterse

Bellina Mokoqama

Wendy Alexander

Secretary

Librarian

Bookkeeper

SERVICE STAFF

Fred Bailey

Khungeka Mayikana-Tofu

Asanda Mzingeli

Man Friday

Cleaner

Cleaner

SECURITY

JAGA

STUDY GUIDE 2023

MISSION STATEMENT	4
SCHOOL PROFILE	4
GENERAL CONDUCT	4
RULES OF THE LIBRARY	8
ASSESSMENT	9
GENERAL ASSESSMENT CRITERIA	10
SUPPLEMENTARY ASSESSMENT	10
DEFERRED ASSESSMENT	10
ACADEMIC AND PROMOTION REQUIREMENTS	10
GRIEVANCE PROCEDURES	11
ACADEMIC BOARD	11
APPLICATION REQUIREMENTS	11
ACADEMIC BOARD APPEAL	12
ACADEMIC COMMUNICATION	12
STUDENT REPRESENTATIVE COUNCIL	12
FEES	14
PARTICIPATION IN CLASSES	14

STUDY GUIDE 2023

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 and Jewellery. Our Outreach Skills Programme 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.

CODE OF CONDUCT

The RPSA Student Code of Conduct policy outlines the expectations and guiding principles regarding appropriate educational behaviour. The guidelines are offered with regards towards moral and ethical relationships between students and – academic and administrative staff, peers, associates of the institution and the institution as a whole.

The RPSA Student Code of Conduct has its foundation in a higher educational working environment which includes multiple role players. Core values include freedom of expression, open communication and relationships based on trust and mutual respect. Honesty and integrity is fundamental and students are encouraged to develop the code of conduct into a mature working policy which reflects the mission of the institution. A policy is only as successful as its practice in the world.

SCOPE

The RPSA Students Code of Conduct policy applies to all role players. RPSA aspires to a professional relationship and association that is exemplified by the core values of the Code of Conduct. These relationships include interactions inside and outside of formal learning and includes all communication with people associated with the institution in person, digitally, on or off the premises.

PROCEDURES FOR THE IMPLEMENTATION OF THE STUDENTS CODE OF CONDUCT

RPSA inspires students to support a respectful and collaborative environment. In order to achieve this students are encouraged to recognise the value in upholding the mission statement of the institution by placing the code of conduct as a moral compass with which the institution upholds its core values.

RESPECT IN THE LEARNING AND INTER-PERSONAL BEHAVIOUR

Non-discrimination is part of the ethos and mission statement of the School. All students should respect their peers and comply with all students having rights to all privileges, programmes, and activities. RPSA does not allow any kind of discriminatory behaviour, harassment or victimization. Discrimination of any kind including in relation to mental illness, gender, sexual orientation, ethnicity, religion, class or race will not be tolerated. The student shall refrain from any action and/or behaviour which may in any manner harm the good name and/or reputation of the School. The student shall refrain from any action and/or behaviour which may in any manner harm or which may place the School and/or students, in an undesirable or

STUDY GUIDE 2023

compromising situation. The student shall act in good faith towards the School and the School shall act in good faith towards the student. The institution endeavours to uphold fair and valid teaching, learning and assessment processes through a developed code of conduct.

PROTECTION OF RPSA PROPERTY

All students should treat the school's property, whether material or intangible, with respect and care. Students should not misuse school equipment and should protect wherever possible, school property from damage and vandalism.

Students should respect all kinds of incorporeal property such as the school logo and copyright. Students should make use of such media as is necessary within the confines of the institution and to successfully complete their studies.

DUTIES AND AUTHORITY

All students should fulfil their learning with integrity and respect toward the staff, peers and the visual arts community.

The student shall at all times act in the best interests of the School and shall not engage in behaviour or other activities which may result in a conflict of interest arising between RPSA and the student.

Course- Co-ordinators and the Executive Head should not abuse their authority. They are expected to support students to fulfil their. Students are expected to follow the Course- Co-ordinators and the Executive Head's instructions and complete their learning as expected with skill and in a timely manner. When issue arises regarding:

CONFLICT OF INTEREST

RPSA expects students to avoid any personal or other interests that might hinder their capability or willingness to perform their education.

PROFESSIONALISM

All students must show integrity and professionalism in the education process with a professional work ethic.

Students are requested to dress in a way that is deemed to be respectful to the wide diversity of the staff, student cohort and peers.

Students are required to be punctual when coming to class. Students are required to communicate timeously if they are unable to come to class due to unforeseen adverse personal circumstances or health.

Students should be supportive, friendly and collaborative with their peers and promote peer engagement and learning. Students should not disrupt the learning.

All students should support open communication and open academic discourse.

COMPLIANCE WITH LAW AND LEGAL FRAMEWORKS

We aim to protect RPSA's legality at all times. This is achieved through honest and factual communication in relation to all aspects of the RPSA education system.

We aim to comply with all environmental, safety and fair dealing laws.

Students are requested to report irregularities and/or fraudulent acts/omissions (of which they may be aware) to the SRC.

INTERVENTIONS

RPSA may have to take disciplinary action against students who repeatedly or intentionally fail to follow the code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Negotiation

Termination of Studies

RPSA may take legal action in cases of theft other unlawful behaviour.

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.

STUDY GUIDE 2023

2. No registered student may attend a class for which they are not registered without the pre-authorization by the lecturer concerned.
3. No drugs or alcohol is permitted on the School premises. Students under the influence will be requested to vacate the class.
4. 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 student's 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.
5. No weapons may be brought onto the School premises.
6. 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.
7. 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.
8. 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.
9. In addition to plagiarism, any other breaches of assessment such as handing in of work (either 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.
10. Cell phones and i-pods must be switched off during formal lectures.
11. Music may only be played at the discretion of the lecturer and the agreement of peers.
12. 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.
13. 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.
14. 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.
15. 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 students and student cohort agree that the school will be shut down and bags may be searched by security and the Executive Head. 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.
16. 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

STUDY GUIDE 2023

person or on social media, as well as for the property of fellow students, students 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.

17. In terms of health and safety compliance, no pets are allowed on the premises under any circumstances.
18. No littering is permissible.
19. 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 for non-academic purposes will be asked to leave the library.
20. 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.
21. No changing of computer settings, installation of new software or removal of software is permissible.
22. 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.

ACADEMIC CODES OF CONDUCT

1. Students are required to participate in the processes of formative and summative evaluation that includes a summative mid-year and end-year moderation.
2. Students must participate in mid-year and year-end moderation.
3. Students are required to engage with Copyright in written and visual form ethically. Plagiarism can lead to expulsion.
4. Students are requested to discuss any medically diagnosed physical/ mental impairment that may negatively impact on the education process with the Course Co-Ordinator prior to submission of projects.
5. Students are required to punctually attend no less than 80% of all **contact** lectures as stated in the timetable.
23. Class registers will be taken daily by subject lecturers.
24. No registered student may attend a class for which they are not registered without the pre-authorisation by the lecturer concerned.
25. No drugs or alcohol is permitted on the School premises. Students under the influence will be requested to vacate the class.
26. 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.
27. No weapons may be brought onto the School premises.
28. 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.
29. 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.
30. The student must apply for a late submission or redress if there were health reasons.

STUDY GUIDE 2023

31. 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.
32. In addition to plagiarism, any other breaches of assessment such as handing in of work (either 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.
33. Cell phones and i-pods must be switched off during formal lectures unless required for an online class or feedback. Students must supply their own headphones to utilise in their studio spaces or Zoom.
34. Music may only be played at the discretion of the lecturer and the agreement of peers.
35. 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.
36. 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.
37. 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 onto personal storage devices. 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.
38. 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.
39. 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.
40. In terms of health and safety compliance, no pets are allowed on the premises under any circumstances.
41. No littering is permissible. Students are to use the bins provided.
42. Should a student lose their student card, a replacement fee will be charged.

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

STUDY GUIDE 2023

- abuse the system will not be permitted to take out books thereafter.
2. Black and White Photocopying will cost R1 for an A3 copy and R0.50c for an A4 copy per side in the Library. Colour Photocopying and printing will cost R8 for an A3 copy and R4 for an A4 copy per side. Students are responsible for these costs whether they wish to retain the print out copy or not.
Colour prints will cost R8 for an A4 copy on the Laserjet in the PC Lab.
 3. The internet is available at no cost but the computers are only for legitimate research and theory assignments. Students who use the internet inappropriately will be asked to leave the library. Students are requested to utilise the Wi-Fi for legitimate research and theory assignments. Students may not stream video for entertainment purposes.
 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. Installing Netflix or Showmax is 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 to be consumed within the studios.
 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 review and end-year moderation.
2. Projects are assessed formatively by the subject lecturers who allocate marks per project.
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.

SUBMISSION DEADLINES AND ASSESSMENT

Students are required to submit all practical and theoretical work by the required deadline. Assessment follows upon submission of work. This ensures that assessment is fair and valid and that all students are assessed based on the same criteria. Students are motivated to complete requirements within the specified time allocation and provide for evidence of time-management and academic professionalism. RPSA supports the opportunity to have work assessed that may have been impacted by an unforeseen

STUDY GUIDE 2023

delay and adverse personal circumstances.

Though students may feel that a project or essay do not meet their personal expectations, students are advised to always hand in work by the required deadline. This will be seen to be a positive motivation for any applications to the Academic Board to remediate or redress this submission. Students are requested to consider the statement: "Something is better than nothing".

There will be a set process for the submission of work beyond the specified deadline:

10% per day will be deducted for late submissions to a maximum of 50% representing 5 days.

This will include a Saturday.

The student will be give **0%** if the work is submitted after 6 days.

If the student wishes to have these marks reconsidered, they may apply to the Academic Board whilst taking into consideration Academic Board criteria and processes.

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. Any fundamental minor subject with less than a 10 credit allocation that a student achieves less than 50% but more than 25% may be eligible for a supplementary submission upon the decision of the Exam Board.
4. Consideration is given to students has attended no less than 60% 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.
5. Students will be required to resubmit supplementary projects as required for evaluation of knowledge and skills related to the subject outcomes.

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.

STUDY GUIDE 2023

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 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 10:00 am before each of these scheduled Academic Board. These are the dates for 2023:

--	--	--	--	--	--	--	--	--	--

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.

STUDY GUIDE 2023

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.

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 SRC is made up of the class representatives from each class and more if necessary. The class rep, who will then represent the class on the SRC is nominated and voted from by the peers within their class.
4. The Chairperson is expected to be present for the first 15 minutes of each Academic Board meeting held on the 20th day of each cycle.
5. It is expected that the SRC will meet once a cycle via Zoom. 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.
6. It is expected that the Council will vote internally for the positions that are required.
7. 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.
8. A student may hold a single position for a maximum of three years.
9. If a student is failing or has outstanding School fees they may not be a member of the SRC Council.
10. 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.

STUDY GUIDE 2023

11. 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.
12. 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.
13. The class representative, as an elected member of the SRC, and as liaison with staff uses the Broadcast Group to disseminate official communication from the school. Further communication with student cohort can be in person when possible to do so, or via private student chat group.

STUDY GUIDE 2023

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 credit card or 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 June annually.
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.

STUDY GUIDE 2023

BLENDING LEARNING COMMUNICATION PROTOCOLS

There will be limited blended learning in 2023 with some theoretical classes presented via ZOOM.

APPLICATION

The timetables that have been made available define the difference between CONTACT and SELF-STUDY.

1. SELF-STUDY has been integrated into the work from home (WFH) processes.
2. CONTACT predominantly includes physical engagement and online engagement as may be required through digital platforms such as Zoom/ Teams for meetings, briefs and critique sessions and online classes for discourse, debate and feedback.
 - a. This means that online engagement must take place as per the timetable and all communication is to be as per time table or at least between 9am and 4pm, Monday to Friday.
 - b. Any engagement on an Ad Hoc basis or after hours is at the invitation and discretion of the lecturer.
 - c. Students are expected to fulfil academic time-management and compliance with the timetable failing which the student will be regarded as absent.
 - d. Students may request through their class representation for any additional engagement.

ACADEMIC STAFF

1. Academic staff will primarily engage in in person-contact classes. Any online engagement is as required due to adverse circumstances and in the interest of the cohort.
2. Academic staff will commit to engaging with students as per their timetable in person (or via digital platforms as may be required for feedback).
3. Academic staff commit to clarity and defining the times of contact in person, the times of any group Zoom meetings, briefs and critique and the time slots for any online discourse, debate and feedback. These will be made in advance for the students and made available with the academic brief, as well as links to technical demonstrations and video briefs or evaluations as required.
4. Academic staff will also define submission criteria- whether a physical or digital submission.
5. Academic staff will keep a logbook and take registers for all engagement whatever the platform.
6. Academic staff will schedule any Zoom brief and disseminate information thereof to all. Academic staff will take a register which will add to assessment- one mark will be allocated for professional practice based on attendance and/or professional communication.
7. Academic staff will take into cognizance the disparity to IT access, devices, data and bandwidth to ensure that all students receive the same quality of education.
8. Phone calls to individual students may augment online messaging where necessary. Especially where texting or data usage causes the student distress. The Academic staff will make note of these individual circumstances as students at risk/vulnerable students as per our mandate to be nurturing.

E-MAIL ADDRESS

Students are required to provide an e-mail address separate from their personal e-mail address for all academic and professional communication. Students must agree to check their mail daily. Students must agree that this academic and professional e-mail address is made available to administration, the academic staff and may be seen by their peers.

STUDY GUIDE 2023

WHATSAPP

Due to the Personal Protection of Private information Act – POPI - the designated class representative will establish a BROADCAST GROUP which will only be used for official communication to be broadcast from the relevant RPSA staff member or Executive Head. As such only the class rep will be able to post on the class broadcast group. The staff member will communicate directly with the class rep who will then broadcast to the group. A link to join the Broadcast Group will be sent to each student in the class. Joining the group will serve as the consent from the student to be part of the broadcast group under the POPI ACT.

Students are welcome to have their own class chat group without a staff member. The class rep can liaise directly with the lecturer concerned if any questions or concerns arise within school hours 9am – 4pm.

Alternatively the staff member is available via email or in person during physical or remote contact periods as per the time table as explained above. Staff may at their sole discretion engage after hours or weekends but there will be no communication from staff members or from students to staff members after 6pm.