

# STADIO



A NEW VISION IN  
HIGHER EDUCATION

**PROSPECTUS**  
**2025**



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## A. Registered Name

STADIO (Pty) Ltd is a private company registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997, registration certificate no. 2008/HE07/004.

## B. Contact Details

<b>Head Office</b>	The Village Square, office 101 Cnr of Queen & Oxford Street, Durbanville, Cape Town, 7550 087 288 3220
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Sites of delivery	Site	Address and Contact details
Durban (Musgrave)	B	75 Silvertown Road, Musgrave, Durban, 4001 031 303 7390
Midrand (Waterfall)	D	Gate 1, Erf 2740, Waterfall Estate, Maxwell Drive, Midrand, 1682 087 288 4765
Bellville (Cape Town)	E	Belville Business Park, DJ Wood Avenue, Bellville, Cape Town 7530 021 949 5036
Centurion (Pretoria)	F	ERF 3151, Highveld, 5 Panfluit street, Eco Park, Centurion, 0157 012 683 9942
Johannesburg (Randburg)	G	6 Eileen Road, Blairgowrie, Randburg, 2194 011 326 1698
Pretoria (Hatfield)	H	367 Hilda St, Pretoria, 2121 012 747 6400
Krugersdorp (Johannesburg)	I	Plot 10, R28 Service Road, Diswilmar, Krugersdorp 1733 011 662 1444

## C. Statement

STADIO (Pty) Ltd. is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2008/HE07/004.

## D. Mission

STADIO's mission is to be a preferred higher education provider, offering qualifications aligned to the needs of societies, students, and the world of work.

## E. Legal Status

STADIO (Pty) Ltd. is a private company registered in terms of Section 54(1) of The Companies Act, 1973 (Act 61 of 1973) as amended, registration no. 2004/031722/07. STADIO is a subsidiary of STADIO Holdings, a public company listed on the JSE.

**F. Directors and Senior Management**

<b>Directors</b>
Mr Johan Human
Mr Ishak Kula
Dr Divya Singh
Mr Merwe Roux
Mr Chris Vorster

<b>Executive and Senior Academic Management</b>	
<b>Role</b>	<b>Name</b>
Chief Executive Officer	Mr Chris Vorster
Chief Academic Officer	Dr Divya Singh
Chief Operations Officer	Mr Johan Human
Chief Financial Officer	Mr Ishak Kula
Chief Information Officer	Mr Merwe Roux
Executive Head (Contact Learning)	Prof. Patrick Bean
Executive Head (Distance Learning)	Ms Chariska Knoetze
Dean: Teaching, Learning and Student Support	Ms Esther Venter
Dean: Quality Assurance	Dr Japie Heydenrych
Dean: Research and Postgraduate Studies	Prof Flip Schutte
Institutional Registrar	Ms Melanie Orton
Head of School: Administration and Management	Dr Truida Oosthuizen
Head of School: Arts and Humanities	Dr Judith Geldenhuys
Head of School: Engineering and Architecture	Prof Herman Vermaak
Head of School: Commerce	Dr Antje Hargarter
Head of School: Education	Dr Leanne Browning
Head of School: Fashion	Ms Maryne Steenekamp
Head of School: Information Technology	Prof. Carina De Villiers
Head of School: Media and Design	Dr Willie Boucher
Head of School: Policing and Law Enforcement	Ms Jeanette Smit
Head of School: Law	Dr Judith Geldenhuys

## G. Academic Staff (part-time and full-time)

### School of Administration & Management

Title	Initials	Lecturer	Qualification Type	Institution	Employment Status
Ms	Z	Aziz	Master's Degree	University of South Africa	Part-Time
Ms	D	Barnard	Master's Degree	University of the Free State	Part-Time
Mr	J	Benade	Master's Degree	University of Cape Town	Part-Time
Ms	HMA	Bezuidenhout	Master's Degree	Northwest University	Part-Time
Ms	Z	Biewenga	Master's Degree	North-West University	Part-Time
Dr	L	Coetzee	Doctoral Degree	University of South Africa	Part-Time
Mr	H	de Jager	Master's Degree	Southern Business School	Full-Time
Dr	P	de Wit	Doctoral Degree	Tshwane University of Technology	Part-Time
Dr	R	Dirkse van Schalkwyk	Doctoral Degree	University of South Africa	Part-Time
Ms	Y	Ditchfield	Master's Degree	University of Stellenbosch	Part-Time
Mr	JEJ	Esterhuyzen	Master's Degree	University of South Africa	Part-Time
Ms	E	Faul	Postgraduate Diploma	University of the Free State	Part-Time
Dr	M	Fourie	Doctoral Degree	University of Stellenbosch	Part-Time
Mr	S	Galada	Master's Degree	University of Johannesburg	Part-Time
Dr	I	Geldenhuis	Doctoral Degree	University of Pretoria	Part-Time
Mr	LB	Graham	Master's Degree	University of Reading, UK	Part-Time
Dr	E	Gresse	Doctoral Degree	Northwest University	Part-Time
Dr	WG	Gresse	Doctoral Degree	Northwest University	Part-Time
Ms	N	Grobler	National Diploma	University of South Africa	Part-Time
Mr	M	Hartzenberg	Master's Degree	University of Northwest	Part-Time
Mr	U	Hassiem	Postgraduate Diploma	University of Cape Town	Part-Time
Mr	W	Hattingh	Master's Degree	University of Pretoria	Part-Time
Ms	C	Hefer	Honours Degree	University of Pretoria	Part-Time
Mr	CS	Jeffrey	Master's Degree	Northwest University	Part-Time
Mr	NG	Kirkwood	BTECH	University of South Africa	Part-Time
Mr	D	Kotze	Master's Degree	Southern Business School	Part-Time
Dr	B	Kruger	Master's Degree	Southern Business School	Part-Time

Title	Initials	Lecturer	Qualification Type	Institution	Employment Status
Ms	NM	Kunene	Master's Degree	MANCOSA	Part-Time
Ms	KM	Lamola	Master's Degree	University of Johannesburg	Part-Time
Mr	AB	Ledikwe	Master's Degree	University of Johannesburg	Part-Time
Mr	HB	Louw	Master's Degree	University of South Africa	Part-Time
Prof	SI	Lubbe	Doctoral Degree	University of Johannesburg	Part-Time
Mr	TH	Maake	Master's Degree	Tshwane University of Technology	Part-Time
Mr	CP	Makomane	Postgraduate Diploma	University of South Africa	Part-Time
Dr	B	Manyaga	Doctoral degree	University of Johannesburg	Full-Time
Ms	NP	Mashaba	Master's Degree	Stadio	Part-Time
Ms	M	Maumela	Master's Degree	University of Limpopo	Part-Time
Mr	M	Mbiko	Master's Degree	University of Johannesburg	Part-Time
Mr	MS	Mema	Master's Degree	University of Cape Town	Part-Time
Prof	JA	Meyer	Doctoral Degree	University of Pretoria	Part-Time
Ms	JM	Mochuana	Honours Degree	University of South Africa	Part-Time
Ms	N	Mothibeli	Master's Degree	Southern Business School	Part-Time
Ms	SKS	Moukangwe	Honours Degree	Southern Business School	Part-Time
Ms	WM	Mufahothe	Master's Degree	University of Johannesburg	Part-Time
Ms	N	Mugeri	Master's Degree	University of the Free State	Part-Time
Prof	RH	Mynhardt	Doctoral Degree	Northwest University	Full-Time
Mr	K	Naik	Honours Degree	University of South Africa	Part-Time
Dr	RM	Naude	Doctoral Degree	University of Pretoria	Part-Time
Ms	P	Ndlovu	Master's Degree	University of Pretoria	Full time
Dr	C	Noeth	Doctoral Degree	University of Stellenbosch	Part-Time
Dr	O	Omoruyi	Doctoral Degree	Vaal University of Technology	Part-Time
Dr	T	Oosthuizen	Doctoral Degree	University of Johannesburg	Full-time
Ms	B	Orton	Higher Diploma	University of Cape Town	Part-Time
Mr	MH	Rabe	Master's Degree	University of the Free State	Part-Time
Ms	N	Ramatlhape	Honours Degree	University of South Africa	Full-time
Mr	TD	Rampheri	Postgraduate Diploma	Tshwane University of Technology	Full-time

Title	Initials	Lecturer	Qualification Type	Institution	Employment Status
Ms	PE	Rampya	Master's Degree	SBS (STADIO)	Part-Time
Ms	MJ	Ratlabala	Master's Degree	University of the Free State	Part-Time
Mr	A	Roets	Master's Degree	University of South Africa	Full-time
Ms	AM	Rossouw	Honours Degree	Northwest University	Part-Time
Ms	R	Ruiters	Honours Degree	Northwest University	Full-Time
Prof	CM	Schultz	Doctoral Degree	Tshwane University of Technology	Part-Time
Mr	M	Serai	Honours Degree	Southern Business School	Part-Time
Mr	L	Smith	Honours Degree	MANCOSA	Part-Time
Mr	VH	Spingies	Master's Degree	University of Johannesburg	Part-Time
Mr	FJ	Stofberg	Master's Degree	University of Johannesburg	Part-Time
Ms	E	Swart	Master's Degree	University of the Free State	Full-time
Ms	MM	Symmonds	Master's Degree	University of Cape Town	Part-Time
Ms	JM	Taylor	Master's Degree	University of West London, UK	Part-Time
Ms	SL	Tshivhase	Master's Degree	University of Venda	Part-Time
Dr	M	Uys	Doctoral Degree	University of South Africa	Part-Time
Ms	CLR	Van Coller	Master's Degree	University of Johannesburg	Part-Time
Dr	MJ	Van der Westhuizen	Doctoral Degree	University of Pretoria	Part-Time
Ms	C	Van Dyck	Master's Degree	University of Johannesburg	Part-Time
Mr	S	Van Greunen	Master's Degree	University of Pretoria	Part-Time
Dr	CE	Van Hoek	Doctoral Degree	Tshwane University of Technology	Part-Time
Dr	BM	Van Niekerk	Doctoral Degree	University of Johannesburg	Part-Time
Ms	S	Van Renssen	Master's Degree	University of Pretoria	Full-time
Dr	SC	Van Zweel	Doctoral Degree	University of Johannesburg	Part-Time
Mr	J	Venter	Honours Degree	University of Johannesburg	Part-Time
Mr	S	Visagie	Master's Degree	University of Johannesburg	Part-Time
Ms	SS	Vorster	Postgraduate Diploma	University of Johannesburg	Part-Time
Mr	MH	Wessels	Bachelor's Degree	University of Pretoria	Part-Time
Mr	DE	Wilds	Diploma	SAESI	Part-Time
Mr	DH	Wilds	National Diploma	Cape Peninsula University of Technology	Part-Time

Title	Initials	Lecturer	Qualification Type	Institution	Employment Status
Mr	S	Zulu	Master's Degree	University of Kwa-Zulu Natal	Full-time

### School of Commerce

Title	Initials	Surname	Highest Qualification Type	Institution	Employment Status
Ms	B	Bartlett	Master's Degree	University of Malawi	Part-time
Mrs	BJ	Bartlett	Master's Degree	University of Malawi	Part-Time
Ms	L-A	Brouwer	Honours Degree	IMM	Full-time
Mr	WA	Buitendag	Honours Degree	University of Pretoria	Part-Time
Mr	H	Du Plessis	Master's Degree	Roehampton University	Full-Time
Mr	A	Ford	Honours Degree	University of Johannesburg	Full-Time
Mr	PA	Fouche	Master's Degree	University of Pretoria	Part-time
Ms	S	Gajewski	Honours Degree	University of Western Cape	Full-Time
Mr	SJ	Gazu	Master's Degree	University of Johannesburg	Full-Time
Mrs	S	Gilbert	Master's Degree	University of Wales, Scotland	Full-time
Dr	A	Hargarter	PhD	North West University	Full-Time
Mr	C	Harmse	PhD	University of Pretoria	Part-Time
Ms	B	Jaga	Master's Degree	MANCOSA	Full-Time
Mr	J	Janse van Rensburg	Master's Degree	University of Johannesburg	Full-Time
Mrs	T	Kapwata	Master's Degree	University of Johannesburg	Full-time
Ms	P	Lehasa	Master's Degree	North-West University	Full-Time
Mr	M	Makgopa	Honours Degree	University of Limpopo	Full-time
Mr	S	Masekwala	Master's Degree	University of Limpopo	Full-time
Dr	M	Mboweni	Doctoral Degree	Tshwane University of Technology	Full-time
Mr	V	Moodien	Honours Degree	University of Stellenbosch	Full-time
Mr	T	Motau	Master's Degree	Tshwane University of Technology	Full-Time
Mr	K	Naicker	Postgraduate Diploma	WITS	Full-time
Ms	B	Ncube	Master's Degree	University of Free State	Full-Time



Title	Initials	Surname	Highest Qualification Type	Institution	Employment Status
Ms	N	Ndlovu	Honours Degree	University of Free State	Full-Time
Mr	T	Nel	Master's Degree	Rand Afrikaans University	Full-Time
Mr	S	Ngubane	Honours Degree	University of Kwa-Zulu Natal	Full-time
Mr	M	Obaray	Honours Degree	University of Western Cape	Full-time
Mr	BO	Olatunde	Master's Degree	University of Witwatersrand	Part-time
Mr	T	Rampheri	Postgraduate Diploma	Tshwane University of Technology	Full-Time
Ms	T	Rizvi	Master's Degree	PUMBA	Full-Time
Ms	MBM	Selolo	Honours Degree	University of South Africa	Full-time
Mr	M	Sgammini	Master's Degree	North West University	Full-time
Ms	L	Sonn	BTECH Degree	Cape Peninsula University of Technology	Full-Time
Ms	S	Stellenboom	Master's Degree	University of Western Cape	Full-time
Ms	T	Valentine	Master's Degree	Rand Afrikaans University	Full-time
Ms	CB	van Blommestein	Master's Degree	University of Stellenbosch	Full-Time
Dr	A	van der Walt	PhD	Gordon Institute of Business Science	Full-Time
Ms	P	van Ordel	LLB	University of Pretoria	Part-Time
Ms	O	Wilson	Master's Degree	North West University	Full-Time
Mr	A	Xulu	Postgraduate Diploma	University of Kwa-Zulu Natal	Full-Time

### School of Education

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mr	W	Ackermann	Honours Degree	North-West University	Full-Time
Dr	O	Adebayo	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Ms	M	Ahuja	Master's Degree	Panjab Jammu University	Full-Time
Ms	F	Badat	Master's Degree	University of Kwazulu-Natal	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Ms	A	Barnard	Master's Degree	University of Johannesburg	Full-Time
Ms	J	Barnard	Master's Degree	Stellenbosch University	Full-Time
Ms	M	Basdew	Master's Degree	University of Kwazulu-Natal	Full-Time
Mr	S	Brijmohun	Master's Degree	University of KwaZulu-Natal	Full-Time
Ms	S	Brown	Honours Degree	University of South Africa	Full-Time
Ms	QC	Burger	Honours Degree	North-West University	Full-Time
Ms	V	Burwana	Postgraduate Diploma	Rhodes University	Full-Time
Dr	W	Cafun	Doctoral Degree	University of KwaZulu-Natal	Full-Time
Ms	N.H	Campbell	Master's Degree	University of London	Full-Time
Ms	S	Cele	Honours Degree	University of Kwazulu-Natal	Full-Time
Mr	N	Chamane	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	S	Chili	Master's Degree	University of Kwazulu-Natal	Full-Time
Mr	P	Chisale	Master's Degree	University of Pretoria	Full-Time
Mr	K	Chonco	Master's Degree	University of KwaZulu-Natal	Full-Time
Ms	K	Cillie	Master's Degree	Stellenbosch University	Full-Time
Mr	A	Cilliers	Master's Degree	University of Stellenbosch	Full-Time
Ms	E	Cloete	Master's Degree	University of the Western Cape	Full-Time
Mr	B	Collins	Master's Degree	University of KwaZulu-Natal	Full-Time
Ms	A	Crowie	Honours Degree	University of Kwazulu-Natal	Full-Time
Ms	J	Cupido	Master's Degree	University of Cape Town	Full-Time
Dr	A	de Villiers	Doctoral Degree	Pepperdine University	Full-Time
Ms	J	Deyzel	Master's Degree	Rhodes University	Full-Time
Ms	S	Dilley	Master's Degree	University of Pretoria	Full-Time
Ms	B	Dlamini	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	N	Dlengenzele	Master's Degree	University of Pretoria	Full-Time
Mr	N	Edas	Honours Degree	Cape Peninsula University of Technology	Full-Time
Ms	M	Eshmail	Master's Degree	University of Central Africa	Full-Time
Ms	L	Fourie	Master's Degree	University of Johannesburg	Full-Time
Mr	L	Gcingca	Master's Degree	University of Cape Town	Full-Time
Ms	C.L.	Greyling	Master's Degree	University of the Witwatersrand	Full-Time
Mr	B	Gumede	Master's Degree	Regent Business School	Full-Time
Ms	B	Hamilton	Master's Degree	University of the Witwatersrand	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Dr	M	Harran	Doctoral Degree	Rhodes University	Full-Time
Mrs	A	Hartley	Honours Degree	North-West University	Full-Time
Mr	C	Holtshause,	Honours Degree	North-West University	Full-Time
Ms	V	Jardine	Master's Degree	University of Pretoria	Full-Time
Mr	JR	Kannapathi	Honours Degree	University of Kwazulu-Natal	Full-Time
Dr	KL	Kannapathi-Naidoo	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Mr	B	Kgabale	Honours Degree	University of Pretoria	Full-Time
Ms	R	Khan	Honours Degree	University of South Africa	Full-Time
Ms	P	Kistan	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	M	Kleyn	Honours Degree	University of KwaZulu-Natal	Full-Time
Mr	M	Letsapa	Master's Degree	University of Free State	Full-Time
Mr	T	Liddell	Honours Degree	University of South Africa	Full-Time
Ms	M	Luthuli	Bachelor's Degree	Embury Institute for Higher Education	Full-Time
Ms	N	Maharaj	Master's Degree	University of Natal	Full-Time
Dr	S	Maharajh	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Ms	N	Majong	Master's Degree	University of the Free State	Full-Time
Mr	M	Makoa	Master's Degree	Central University of Technology	Full-Time
Ms	L	Marthinus	Honours Degree	North-West University	Full-Time
Ms	V	Mashishi	Honours Degree	University of Johannesburg	Full-Time
Dr	G	Mavhisa	Doctoral Degree	University of the Witwatersrand	Full-Time
Mr	F	Mazibuko	Honours Degree	University of Johannesburg	Full-Time
Mr	B	Mbatha	Master's Degree	University of Wisconsin-Madison	Full-Time
Dr	L	Meiring	Doctoral Degree	Nelson Mandela University	Full-Time
Ms	P	Meiring	Honours Degree	Nelson Mandela University	Full-Time
Ms	N	Mhlanga	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	M	Mhlola	Honours Degree	University of Stellenbosch	Full-Time
Ms	J	Mitchley	Honours Degree	University of South Africa	Full-Time
Ms	B	Mjila	Master's Degree	Nelson Mandela University	Full-Time
Ms	M	Mncwabe	Master's Degree	St Augustine College of South Africa	Full-Time
Ms	A	Mncwabe	Honours Degree	University of Johannesburg	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Ms	N	Mngadi	Honours Degree	University of Kwazulu-Natal	Full-Time
Ms	P	Moeng	Master's Degree	University of Johannesburg	Full-Time
Mr	B	Mohale	Master's Degree	University of Limpopo	Full-Time
Ms	PK	Mokoka	Honours Degree	North-West University	Full-Time
Ms	T	Molefe	Master's Degree	University of Stellenbosch	Full-Time
Ms	K	Molotsane	Master's Degree	University of South Africa	Full-Time
Ms	L	Moodley	Master's Degree	University of Kwazulu-Natal	Full-Time
Mr	S	Moripe	Master's Degree	University of Pretoria	Full-Time
Mr	M	Motadi	Master's Degree	University of Johannesburg	Full-Time
Dr	M	Msomi	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Dr	M	Mthethwa	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Mr	C	Murugan	Honours Degree	University of South Africa	Full-Time
Ms	E	Muteweri	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	S	Naidoo	Honours Degree	University of Pretoria	Full-Time
Ms	C	Naude	Master's Degree	University of Johannesburg	Full-Time
Mr	A	Ngqunguza	Master's Degree	University of the Western Cape	Full-Time
Ms	H	Nkgare	Honours Degree	University of Pretoria	Full-Time
Ms	JM	Nkosi	Master's Degree	Vista University	Full-Time
Dr	S	Nkosi	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Dr	G	Nwokocha	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Ms	I	Okechukwu-Uzoechi	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	C	Olivier	Master's Degree	University of South Africa	Full-Time
Ms	N	Padayachee	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	M	Parr	Honours Degree	University of Johannesburg	Full-Time
Mr	V	Peter	Honours Degree	University of Cape Town	Full-Time
Ms	E	Potgieter	Honours Degree	North-West University	Full-Time
Dr	H	Prins	Doctoral Degree	University of Johannesburg	Full-Time
Ms	B	Pyper	Honours Degree	University of Kwazulu-Natal	Full-Time
Dr	S	Ralfe	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Ms	LA	Rembach	Master's Degree	University of the Witwatersrand	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Ms	T	Rieckert	Diploma	Durban Teacher Training College	Full-Time
Ms	JRO	Ross	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	J	Ross	Honours Degree	University of the Witwatersrand	Full-Time
Dr	S	Satuku	Doctoral Degree	University of South Africa	Full-Time
Ms	K	Schneider	Master's Degree	University of the Witwatersrand	Full-Time
Ms	M	Segole	Master's Degree	University of Oulu	Full-Time
Dr	P	Singh	Doctoral Degree	Durban University of Technology	Full-Time
Ms	M	Smit	Honours Degree	North-West University	Full-Time
Ms	M	Stokes	Honours Degree	University of Kwazulu-Natal	Full-Time
Ms	R	Sullivan	Honours Degree	University of Kwazulu-Natal	Full-Time
Dr	M	Swart	Doctoral Degree	University of Kwazulu-Natal	Full-Time
Ms	C	Tedder	Honours Degree	North-West University	Full-Time
Ms	M	Thabethe	Master's Degree	University of Johannesburg	Full-Time
Mr	RM	Thompson	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	C	Trim	Master's Degree	University of Bath	Full-Time
Ms	C	van der Merwe	Honours Degree	University of Kwazulu-Natal	Full-Time
Ms	A	Van der Walt	Honours Degree	University of South Africa	Full-Time
Ms	L	Van der Westhuizen	Master's Degree	University of Pretoria	Full-Time
Ms	M	Van Dyk	Master's Degree	Tshwane University of Technology	Full-Time
Ms	M	Viljoen	Master's Degree	University of Pretoria	Full-Time
Ms	M	Voyajis	Master's Degree	University of South Africa	Full-Time
Ms	M	Vurden	Master's Degree	University of Kwazulu-Natal	Full-Time
Ms	G	Weidemann	Honours Degree	University of South Africa	Full-Time
Mr	C	Wiggill	Master's Degree	University of Johannesburg	Full-Time
Ms	V	Wright	Master's Degree	University of Natal	Full-Time
Ms	Y	Zide	Master's Degree	Unicaf University	Full-Time

### School of Fashion

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Ms	M	Badenhorst	National Higher Diploma	Tshwane University of Technology	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mr	J	Barrett-Paulson	Honours Degree	University of Johannesburg	Full-Time
Ms	V	Bhujan	Honours Degree	University of South Africa	Full-Time
Ms	F	Burger	Master's Degree	University of Witwatersrand	Full-Time
Mr	S	Dalla Pria	Master's Degree	University of South Africa	Full-Time
Mr	J	De Klerk	Honours Degree	University of Johannesburg	Full-Time
Ms	E	Dreyer	Honours Degree	University of Pretoria	Full-Time
Ms	G	Florentino	Master's Degree	University of Witwatersrand	Full-Time
Mr	A	Ford	Honours Degree	University of Johannesburg	Part-Time
Ms	M	Fourie	Bachelor Honours Degree	LISOF	Full-Time
Ms	Z	Gxagxisa	Postgraduate Diploma	Independent Institute of Education	Full-Time
Ms	T	Harmse	Master's Degree	University of Johannesburg	Full-Time
Mr	P	Le Roux-Du Pisani	Honours Degree	LISOF	Full-Time
Ms	G	Mamburu	Bachelor's Degree	LISOF	Fixed-Term
Ms	D	Marais	Honours Degree	LISOF	Fixed-Term
Ms	J	McNulty	Honours Degree	University of the Witwatersrand	Full-Time
Ms	B	Montshosi	Honours Degree	University of Pretoria	Fixed-Term
Ms	W	Ngcobo	Honours Degree	STADIO	Full-Time
Mr	B	Olivier	Honour's Degree	LISOF	Fixed-Term
Ms	A	Potgieter	Honours Degree	LISOF	Full-Time
Ms	T	Potgieter	Master's Degree	University of Johannesburg	Full-Time
Ms	M	Primich	Honours Degree	Independent Institute of Education	Full-Time
Ms	A	Scheepers	Honours Degree	LISOF	Full-Time
Ms	D	Schreuder	Master's Degree	University of Pretoria	Full-Time
Ms	J	Segal	Master's Degree	University of the Witwatersrand	Full-Time
Ms	L	Serekonyane	Honours Degree	University of Pretoria	Full-Time
Ms	D	Smith	Postgraduate Diploma	University of the Witwatersrand	Full-Time
Ms	N	Smith	Honours Degree	AFDA	Full-Time
Ms	K	Steenkamp	Diploma	LISOF	Full-Time
Ms	H	Svendsen	Honours Degree	University of Pretoria	Full-Time
Ms	M	Sutherland	Honours Degree	LISOF	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Ms	A	Treurnicht	Master's Degree	University of Pretoria	Full-Time
Ms	C	Van Der Merwe	Honours Degree	University of Pretoria	Fixed-Term
Ms	S	Van Dyk	Honours Degree	LISOF	Full-Time
Ms	B	Van Heerden	Master's Degree	University of the Witwatersrand	Full-Time
Mrs	A	Van Rooyen	Honours Degree	LISOF	Full-Time

### School of Information Technology

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Dr	M	Ajayi	Doctoral Degree	Tshwane University of Technology	Full-Time
Mr	A	Bredenkamp	Master's degree	Cape Peninsula University of Technology	Full-Time
Ms	E	Jacobs	Honours Degree	University of Pretoria	Full-Time
Mr	H	Kasner	Postgraduate Diploma	University of Stellenbosch	Full-Time
Mr	K	Kunene	Master's degree	University of Cape Town	Full-Time
Ms	P	Nkabinde	Honours Degree	Richfield Graduate Institute of Technology	Full-Time

### School of Law

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mr	R	Ballack	Master's Degree	University of Johannesburg	Part-Time
Mr	J	Benade	Master's Degree	University of Stellenbosch	Part-Time
Mr	D	Bensusan	Master's Degree	University of London	Part-Time
Dr	S	Els	Doctoral Degree	University of South Africa	Part-Time
Ms	K	Erasmus	Master's Degree	University of Stellenbosch	Full-Time
Mrs	C	Hefer	Bachelor Honours Degree	University of Pretoria	Part-Time
Ms	M	Joubert	Master's Degree	University of Pretoria	Part-Time
Mrs	A	Lock	Master's Degree	University of Pretoria	Full-Time
Adv	T	Napo	Bachelor's Degree	University of South Africa	Part-Time
Adv	F	Nel	Master's Degree	University of South Africa	Full-Time
Adv	J	Nieuwoudt	Master's Degree	North-West University	Full-Time
Mr	C	Nieuwoudt	Master's Degree	University of Pretoria	Full-Time
Dr	M	Owuor	Doctoral Degree	University of Pretoria	Full-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mrs	G	Sanders	Master's Degree	University of Pretoria	Part-Time
Ms	M	Smal	Master's Degree	University of South Africa	Full-Time
Prof	P	Stoop	Doctoral Degree	University of South Africa	Full-Time
Ms	W	Strydom	Master's Degree	University of Johannesburg	Full-Time
Dr	C	Swart	Doctoral Degree	University of Pretoria	Full-Time
Ms	B	Tladi	Master's Degree	University of Johannesburg	Part-Time
Dr	C	Van der Westhuizen	Doctoral Degree	University of South Africa	Part-Time
Mr	R	van Niekerk	Master's Degree	University of Johannesburg	Part-Time
Ms	R	Welthagen	Bachelor's Degree	University of Pretoria	Part-Time

### School of Policing & Law Enforcement

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mr	C	Avenanat (M)	B-Tech in Policing	University of South Africa	Part-Time
Ms	S	Babedi (M)	M-Tech in Policing	Tshwane University of Technology	Part-Time
Dr	M	Barkhuizen (M)	Doctoral Degree	University of South Africa	Part-Time
Mr	A	Behari-Ram	Bachelor Honours Degree	University of South Africa	Part-Time
Dr	R	Bezuidenhout (M)	Doctoral Degree	University of Johannesburg	Part-Time
Ms	E	Binqela	Master of Policing Practices	Southern Business School	Part-Time
Mr	S	Botha	Master's Degree	Southern Business School	Part-Time
Ms	G	Brink	Master's Degree	University of Stellenbosch	Part-Time
Prof	I	De Vries	Doctoral Degree	Rand Afrikaans University	Part-Time
Ms	H	De Waal	Postgraduate Programme in Project Management	University of Pretoria	Part-Time
Mr	L	Du Plessis (M)	BA Honours	Randse Afrikaanse Universiteit	Part-Time
Dr	E	Engelbrecht	Doctoral Degree	University of South Africa	Full-Time
Ms	I	Geldenhuis	Master's Degree	University of South Africa	Part-Time
Col	M	Gounden	Master's Degree	University of South Africa	Part-Time



Title	Initials	Surname	Qualification Type	Institution	Employment Status
Ms	R	Govender	Master of Commerce – MBA – Business Management	University of Johannesburg	Part-Time
Mr	H	Groenewald	B-Tech in Policing	Tshwane University of Technology	Part-Time
Dr	V	Grootboom	Doctoral Degree	Tshwane University of Technology	Fulltime
Mr	C	Homan (M)	Master of Policing Practices	Southern Business School	Part-Time
Ms	A	Human (M)	Doctoral Degree	University of South Africa	Part-Time
Mr	D	Makuwa	BTECH Degree	University of South Africa	Part-Time
Ms	C	Malherbe	BA (Hons) Criminology	University of Pretoria	Part-Time
Mr	E	Maravanyika (M)	Master's Degree	University of Cape Town	Part-Time
Dr	A	Maree	Doctoral Degree	University of South Africa	Part-Time
Ms	C	Mavanga (M)	Master's Degree	University of South Africa	Part-Time
Dr	AL	Mofomme	Doctoral Degree	Rand Afrikaans University	Full-Time
Dr	S	Mohlala (M)	D Tech Policing	Tshwane University of Technology	Part-Time
Ms	J	Ms J Grundling (M)	MPhil	University of Stellenbosch	Part-Time
Mr	T	Mulaudzi (M)	BTECH Degree	University of South Africa	Part-Time
Mr	T	Mulaudzi (M)	B-Tech in Policing	Technikon SA	Part-Time
Dr	TE	Munwana (M)	Doctoral Degree	University of Venda	Part-Time
Ms	H	Nicholson	Master's Degree	Southern Business School	Part-Time
Mr	E	Nkuna	Master's Degree	University of South Africa	Part-Time
Mr	M	Ntono	Master's Degree	Southern Business School	Part-Time
Prof	A	Olutola (M)	D Tech Policing	Tshwane University of Technology	Part-Time
Ms	R	Phago	Master's Degree	University of South Africa	Part-Time
Mr	J	Phaswana	Master's Degree	Regent Business School	Part-Time
Dr	R	Rajin (M)	Doctoral Degree	University of South Africa	Part-Time
Mr	M	Ramantsi (M)	Bachelor of Laws	University of South Africa	Part-Time
Mr	A	Roets	Master's Degree	University of South Africa	Full-Time
Mr	S	Scheepers	Master of Policing Practices	Southern Business School	Part-Time

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mr	M	Shilaluke	MTech Forensic Investigation	University of South Africa	Part-Time
Ms	S	Skinner	Master's Degree	Southern Business School	Part-Time
Ms	JM	Smit	Master's Degree	Rand Afrikaans University Portsmouth,UK	Full-Time
Ms	B	Sono	Master's Degree	University of South Africa	Part-Time
Ms	B	Sono	Master's Degree	North-West University	Part-Time
Mr	M	Stellenberg (M)	M-Tech (BIS)	Tshwane University of Technology	Part-Time
Dr	E	Van Biljon	Doctoral Degree	University of South Africa	Part-Time
Brig	M	van Rooyen	Doctoral Degree	University of Pretoria	Part-Time
Dr	S	van Zweel	Doctoral Degree	Rand Afrikaans University	Full-Time
Col	W	Venter (M)	M-Tech in Policing	Tshwane University of Technology	Part-Time
Dr	P	Vuma	Doctoral Degree	University of South Africa	Part-Time
Dr	G	Vuma	Doctoral Degree	Tshwane University of Technology	Part-Time

### School of Media & Design

Title	Initials	Surname	Qualification Type	Institution	Employment Status
Mr	JC	Blom	Postgraduate Diploma	University of Stellenbosch	Full -Time
Dr	WC	Bouwer	Doctoral Degree	Tshwane University of Technology	Full -Time
Mr	B	Brecher	Diploma	The Animation School (Jhb)	Full-Time
Mr	L	Kama	Master' Degree	Stellenbosch University	Full-Time
Ms	E	Knabel	Bachelor's Degree	Mannheim University of Applied Science	Full-Time
Mr	S	Linda	Advanced Diploma	CityVarsity	Full-Time
Mr	H	Mare	Advanced Diploma	City Varsity	Full-Time
Mr	PB	Swart	Bachelors' Degree	Prestige Academy	Full-Time

## H. Admission and Recognition of Prior Learning

### Admission Criteria

STADIO believes in the principle of widening access and as a result, the admission criteria for the programmes offered by the institution are generally set at the prescribed minimum legislative admission criteria.

In limited cases, and based on the discipline, additional requirements are set. These may entail portfolios of evidence, motivational essays, Mathematics or English marks at a specific level, or minimum percentages achieved in the student's undergraduate qualification for a postgraduate qualification.

STADIO offers bridging programmes to assist students who do not meet discipline-specific admission criteria. In all cases, students who do not meet the stated minimum requirements, but who have learnt through experience or through non-accredited courses, etc., may apply under the rules applicable to Recognition of Prior Learning (RPL). A limited number of applicants in each cohort are accepted based on RPL. Students who apply under RPL must access the normal APPLY NOW online application system, where they will be required to upload relevant documentation.

Detailed descriptions of the admission criteria of each programme can be found in the Information Packs on the STADIO website ([www.stadio.ac.za](http://www.stadio.ac.za)). The standard requirements are indicated below.

### Higher Certificate

The admission criteria for the Higher Certificates are:

- a Senior Certificate (SC) with a minimum of 33.3% for English Home Language or English First Additional Language; or
- a National Senior Certificate (NSC) with a minimum of 40% for English Home Language or 30% for English First Additional Language; or
- a National Senior Certificate – Vocational Level 4 (NC(V)), with a minimum of 40% for English Home Language or English First Additional Language

### Advanced Certificate

The admission criteria for the Advanced Certificates are:

- a Higher Certificate (NQF 5) in a related discipline.

### Diploma

The admission criteria for the Diplomas are:

- a Senior Certificate (SC); or
- a National Senior Certificate (NSC) with a minimum of 40% in four 20-credit modules, including English Home Language or First Additional Language; or
- a National Senior Certificate – Vocational Level 4 (NC(V)) with a minimum of 50% in three fundamental subjects, including English; and a minimum of 60% in three vocational subjects; or
- a Higher Certificate (NQF 5) in a related discipline.

## **Bachelor's Degree**

The admission criteria for the Bachelor's degree are:

- a Senior Certificate (SC) with degree endorsement; or
- a National Senior Certificate (NSC) with a minimum of 50% in four 20-credit subjects and a minimum of 40% in English Home Language or First Additional Language; or
- a National Senior Certificate – Vocational Level 4 (NC(V)) with a minimum of 50% in three fundamental subjects including English; and minimum of 60% in four vocational subjects; or
- a Higher Certificate (NQF 5), Advanced Certificate (NQF 6) or Diploma (NQF 6) in a related discipline.

## **Mature age exemption**

Candidates who do not meet the requirements for degree studies listed above, but who have reached the ages of 23 or 45 respectively, may apply for Mature Age Exemption via the USAF Matriculation Board (<https://mbit-application.usaf.ac.za/assessment/>) under the following conditions:

Candidates who have reached/will reach the age of 23 during the first year of registration and who have achieved a Senior Certificate with a pass in at least four subjects, including one of the official languages experience and including one subject on Higher Grade; or  
Candidates who have reached the age of 45 before or during the first year of registration.

## **Honours Degree**

The admission criteria for the Bachelor Honours degrees are:

- a Bachelor degree (NQF 6/7) in a related discipline.

A minimum average percentage in the undergraduate degree may be required, depending on the degree.

## **Master's Degree**

The admission criteria for the Master's degrees are:

- a Postgraduate Degree (NQF 8); 4-year Bachelor's degree (NQF 8) or Honour's degree (NQF 8) in a related discipline.

A minimum average percentage in the undergraduate degree may be required, depending on the degree.

## **Doctoral Degree**

The admission criteria for the Doctoral degrees are:

- a Master's degree (NQF 9) in a related discipline, with an average of 65% achieved.

Additional requirements are set for the doctoral degrees, depending on the discipline.

## **Admission Procedures**

Prospective students are able to apply to STADIO online, via the website, using the APPLY NOW button. Students will be required to create a secure profile, where after they will be led through a process of information gathering that will enable the institution to make an admission decision. Qualifying students will receive written confirmation of the offer to study with STADIO, which they can accept online.

## I. Language Policy

### STADIO POLICY ON LANGUAGE

Reference Number:	GA_P004
Body responsible for Final Approval:	STADIO HE Board
Management Approval:	17 August 2020
Date of Final Approval:	17 August 2020
Date of Implementation:	1 January 2021
Revision Date:	2 October 2023
Previous Revisions:	1 January 2021
Policy Owner:	CEO
Institutional functionary responsible:	Chief Academic Officer

### STADIO POLICY ON LANGUAGE

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#### 1. PREAMBLE

This Policy gives effect to the Constitution, specifically section 29(1)(b): access to higher education; and section 29(2): language in education, read with section 9: the equality provision.

In acknowledging South Africa's multicultural and multilingual diversity and recognising that the STADIO community reflects this reality, it gives expression to STADIO's commitment to multiculturalism and the promotion of African languages, as well as the South African sign language.

#### 2. PURPOSE

Taking cognisance of the historic and current underdevelopment and undervaluing of indigenous official languages, the Policy provides a framework to guide language management and use at STADIO and for the advancement of multilingualism at STADIO.

The Language Policy describes the conditions governing the provision of communication, recordkeeping, epistemic access, instruction, and scholarship.

### 3. PRINCIPLES

STADIO recognises:

- 3.1 that language should not act as a barrier to access, equity, and success;
- 3.2 that language fosters a sense of ownership and belonging and is an important contributor to transformation;
- 3.3 the educational benefit and value of teaching and learning in the student's language of choice;
- 3.4 the need for its graduates to have a high level of proficiency in English in order to be competitive both locally and globally; and
- 3.5 the Constitutional right to receive education in the official language/s of choice with appropriate consideration for the factors of practicality and feasibility.

### 4. SCOPE

The Language Policy include all employees and students of STADIO and any third parties with whom STADIO may have partnerships and/or other agreements

### 5. DEFINITIONS AND TERMS

**“Access”** The ability, right, or permission for students to enter an institution of higher learning and specifically STADIO.

**“Board”** Refers to the Board of Directors of STADIO.

**“Epistemic access”** The successful process of knowledge acquisition and dissemination through enabling teaching and learning pedagogies.

**“Foreign language”** A language which is not indigenous to South Africa and not official according to section 6(1) of the South African Constitution, 1996.

**“Indigenous languages”** an indigenous language is a language that is native to a region or country and spoken by indigenous people.

**“Language of teaching and learning”** The language that is used to teach and learn at STADIO.

**“Multilingualism”** The effective use and promotion of multiple languages either by an individual speaker or by a community of speakers.

**“Official South African languages”** Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, isiNdebele, English, isiXhosa, and isiZulu.

### 6. LANGUAGE OF COMMUNICATION

- 6.1 English is the language of communication for business and will apply to administration, documentation, information technology, instruction, tuition, assessment and moderation, internal and external written and verbal communication, library services, and recordkeeping.
- 6.2 All official meetings and proceedings are conducted in English.
- 6.3 Official communication will be gender-neutral or gender-inclusive.

## **7. LANGUAGE OF TEACHING AND LEARNING**

- 7.1 English is the language of teaching and learning except for the study of a language module other than English.
- 7.2 All formal teaching and learning material, formative and summative assessments, as well as other formal tuition activities, will be in English only.
- 7.3 STADIO will endeavour to ensure that completed theses or dissertations have electronic abstracts available in the institutional Library in, at least, two official South African languages.
- 7.4 All staff and students will be sensitised about the need to counteract possible sexism and racism in the language used in teaching and learning, research, and in academic and everyday usage.

## **8. MULTILINGUALISM**

- 8.1 STADIO is committed to the development of the official African languages within its academic programmes, and where feasible, South African sign language.
- 8.2 The offering of additional language modules as electives will be based on demand and financial viability.
- 8.3 Language modules as electives are programme specific and campus specific.
- 8.4 Language modules as electives will be specified in the relevant curriculum outlines.
- 8.5 Academic Faculties, Schools and Departments will be required to continually explore ways in which African languages may be applied as resources in relation to disciplinary knowledge; for example, through compiling multilingual glossaries.

## **9. STUDENT SUPPORT**

- 9.1 STADIO recognises that not all its students will be English first-language speakers. In seeking to avoid language being a barrier to success, STADIO is committed to strengthening existing structures and providing support to students who have been identified as requiring assistance.
- 9.2 Students who are identified through institutional language proficiency and/or diagnostic assessments, or students who voluntarily identify themselves as requiring language assistance in their first year of study, will be provided language support by the Centre for Student Success.
- 9.3 Schools and Departments will be requested to regularly assess the extent to which curriculum and teaching-learning methods employed are appropriate for students for whom English is an additional language.

## **10. BRANDING AND MARKETING**

All signage on the campuses will be in English: however, selected signage may also be in any one/more of the indigenous languages of the region.

## 11. SOCIAL RELATIONS

STADIO respects the rights of staff and students to participate socially in the language of their choice.

## 12. LABOUR RELATIONS

- 12.1 Participants at staff and student disciplinary hearings may use any of the official South African languages and South African Sign Language.
- 12.2 An employee or a student at a disciplinary hearing must inform the institution ten (10) working days prior to the commencement of the hearing that she/he will use a language other than English and that she/he will, at own cost, make available translation services to the institution including the provision of an English summary of proceedings to the institution.

## 13. REVIEW

- 13.1 This policy will be reviewed in accordance with the provisions of the Policy on Policies and Rules.
- 13.2 Any changes to this Policy may only be made with the prior approval of Senate.

## 14. IMPLEMENTATION

- 14.1 The implementation of this Policy will take place in a phased-in approach, but with necessary regard for the need to positively develop a multilingual community.
- 14.2 The STADIO Senate will monitor and review the implementation of the Policy through the Schools and report to Senate on an annual basis detailing the progress made and innovative proposals for the following year to further establish the principles of this Policy.

## J. Mode of Instruction

STADIO offers programmes via contact mode and distance mode.

## K. Details of each registered programme per site

Programme	SAQA ID	Contact Mode	Distance Mode	Sites
Higher Certificate in Architectural Practice	119485	✓		E
Higher Certificate in Business Accounts Administration	117893	✓		E, F
Higher Certificate Digital Marketing Practice	117860	✓		E,F
Higher Certificate in Fashion	117856	✓		G, H
Higher Certificate in Fashion Styling	119845	✓		G, H
Higher Certificate in Graphic Web Design	117894	✓		E
Higher Certificate in Management	117871	✓	✓	E, F,I
Higher Certificate in Paralegal Studies	117877	✓	✓	D, E, F, I
Higher Certificate in Pre-School Education	117849	✓	✓	B,D,E,F
Higher Certificate in Software Development	119053	✓		F



Programme	SAQA ID	Contact Mode	Distance Mode	Sites
Higher Certificate in Spatial Design	119490	✓		E
Diploma in 3D Animation	117901	✓		E
Diploma in Business Management	117886	✓		E, F
Diploma in Business Marketing	117882	✓		E
Diploma in Clothing Production	118444	✓		G, H
Diploma in Grade R Teaching	117851		✓	B
Diploma in Management	117869		✓	I
Diploma in Policing	117874		✓	I
Diploma in Tourism Management	117883	✓		F
Advanced Diploma in Management	117865			I
Advanced Diploma in Technical and Vocational Teaching	118635		✓	B
Postgraduate Certificate in Education in Senior Phase and Further Education and Training Teaching	117852		✓	B
Bachelor of Applied Arts in 3D Animation	117884	✓		E
Bachelor of Arts	120220	✓	✓	D, I
Bachelor of Arts in Fashion	117855	✓		G, H
Bachelor of Arts in Law	117948	✓	✓	D, E, F, I
Bachelor of Arts in Visual Art in Visual Communication Design	117879	✓		E
Bachelor of Business Administration	117863		✓	I
Bachelor of Business Information Systems	119542	✓		F
Bachelor of Commerce	119071	✓	✓	E, F, I
Bachelor of Commerce in Accounting	121180	✓		D, E, F
Bachelor of Commerce in Business Management	117885	✓		E, F
Bachelor of Commerce in Business Marketing	117881	✓		E, F
Bachelor of Commerce in Digital Marketing	117889	✓		E, F
Bachelor of Commerce in Event Management	117897	✓		E
Bachelor of Commerce in Fashion	117858	✓		G, H
Bachelor of Commerce in Law	117872		✓	I
Bachelor of Commerce in Project Management	117899	✓		E, F
Bachelor of Education in Foundation Phase Teaching	117853	✓	✓	B, D, E, F
Bachelor of Education in Intermediate Phase Teaching	117848	✓		B, D, E, F
Bachelor of Information Technology in Web Design and Development	117900	✓		E, F
Bachelor of Policing Practices	117862		✓	I
Postgraduate Diploma in Public Supply Change Management	120764		✓	I
Bachelor of Education Honours in Inclusive Education	117854		✓	I
Bachelor of Laws	117873		✓	I

Programme	SAQA ID	Contact Mode	Distance Mode	Sites
Bachelor of Arts Honours in Fashion	117857	✓		G, H
Bachelor of Business Administration (Honours)	117864		✓	I
Bachelor of Commerce Honours in Business Marketing	117890	✓		E
Bachelor of Policing Practices Honours	117866		✓	I
Master of Management	117867		✓	I
Master of Policing Practices	117868		✓	I
Doctor of Policing	117876		✓	I
Doctor of Management	117875		✓	I

#### L. Accreditation status of each registered programme

All programmes indicated in I above are accredited with the Council on Higher Education and registered with the Department of Higher Education and Training.

#### M. Rules relating to assessment, academic credit accumulation, progression and qualification

### STADIO POLICY ON ASSESSMENT

Reference Number:	TL_P001
Body responsible for Final Approval:	Board
Management Approval:	CEO Signature 
Date of Final Approval:	2020
Date of Implementation:	1 January 2021
Revision Date:	2023
Previous Revisions:	n/a
Policy Owner:	Chief Academic Officer
Institutional functionary responsible:	Dean: Teaching, Learning and Student Success

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## 1. PREAMBLE

STADIO acknowledges that assessment alongside curriculum and pedagogy is an integral part of the learning process and, as such, assessment is integral to the quality and integrity of qualifications.

## 2. PURPOSE

The purpose of this policy, as guided by the STADIO vision and mission, is to:

- guide all assessment practices at STADIO
- provide parameters that inform the alignment of School-specific assessment policy rules
- ensure that all assessment practices are aligned to the national higher education legislative and policy environment, and
- ensure that assessment is an integrated, coherent, and constructive process within the learning experience.

## 3. SCOPE AND MONITORING

- 3.1 This policy applies to all academic programmes offered by all Schools across all campuses of STADIO.
- 3.2 This policy is owned by the Chief Academic Officer, who will be responsible for its review and implementation.
- 3.3 Each School's individual School Teaching and Learning Committee will oversee and monitor the implementation of the Assessment Policy.
- 3.4 The following aspects are not covered by this policy and will be governed or administered by related policies, guidelines, and/or norms:
- 3.4.1 Recognition of prior learning — governed by the Recognition of Prior Learning Policy
  - 3.4.2 Plagiarism — governed by the Plagiarism Policy
  - 3.4.3 Work-integrated learning — governed by the Work-integrated Learning Policy
  - 3.4.4 Credit accumulation and transfer — governed by the Credit Accumulation and Transfer Policy.
  - 3.4.5 The assessment process of doctoral students – addressed by Standard Operating Procedures — Doctoral Application, Admission and Examination (ACAD 011-1)

## 4. DEFINITIONS

For the purposes of this policy, the following concepts are clarified:

Assessment	means the process used to identify, gather, and interpret information and evidence against the required competencies in a qualification or part-qualification in order to make a judgement about a student's achievement.
Assessment criteria	means the standards used to guide learning and assess student achievement and/or evaluate and certify competence.
Assessment Guidelines for Students	means a document that outlines the nature, scope, number, and weighting of assessments on a particular module or programme, as well as its outcomes and assessment criteria.
Assessment instrument	means the documented activities developed to support the assessment method and used to collect the evidence of student competence.
Assessor	means a person who is able and qualified to conduct assessment for specific qualifications or part-qualifications and includes examiners, markers, and lecturers.
Bias	means the inclination or prejudice for or against one student or group of students, especially in a way considered to be unfair or unreasonable.
Continuous assessment	is an assessment that forms part of the continuous assessment approach (CAS) that focuses on ongoing assessment. The assessment may be either formative or summative in nature or may contain a combination of formative and summative assessment.
Continuous assessment approach (CAS)	is an assessment approach where the student's progress towards reaching the learning outcomes is assessed throughout the duration of the learning programme (e.g. module). The CAS approach is the alternative to a final summative approach (examination) where the student is only assessed summatively at the end of the learning programme.
Credit accumulation and transfer (CAT) system	means an arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning and access to the workplace.
Curriculum	is a statement of intended outcomes to be achieved, what knowledge content is to be acquired, which competencies, skills, values, and attitudes are to be developed, and the levels of performance that are expected from students.
Deferred summative assessment opportunity	refers to a summative assessment opportunity at a date after the original summative date, for students who missed the first opportunity due to illness or other special circumstances.

Final mark (FIN)	is the final mark achieved on a module by the student and consists of a weighted combination of the semester/year mark (SYM) and the final summative assessment (FIS) mark.
Final summative assessment (FIS)	is a formal summative assessment that takes place at the end of the formal learning period of a particular module, i.e. the end of the semester or the end of the year. The FIS may be made up of more than one weighted component and forms part of the final summative assessment approach.
Final summative assessment (FIS) approach	is an assessment approach where the student is assessed summatively at the end of the learning programme (e.g. module). It is the more traditional approach when compared to the CAS approach, where the student's progress towards reaching the learning outcomes is assessed throughout the duration of the programme.
Formal assessment	means assessment for which assessment processes, tools, and results are recorded towards achievement of a qualification or part-qualification.
Formative assessment	means a range of formal and/or non-formal assessment processes used during the learning process to focus teaching and learning activities to improve student attainment. Formative assessment is also referred to as assessment for learning.
Integrated assessment	means assessment which involves a range of the differing types of assessment tasks required for a particular qualification or part-qualification.
Learning outcomes	means the contextually intended end-products of specific learning processes a student is expected to achieve. This includes specific knowledge, skills, and values for a particular module and/or programme.
Module coordinator	is the academic staff member responsible for the coordination of the teaching and assessment strategy on a particular module.
Moderation	means internal and external verification of the assessment practices of a module and/or programme in ensuring that an assessment system is credible and that assessors and students behave in an ethical way, and that assessments are fair, valid, reliable, and practicable.
National Qualifications Framework (NQF)	is a comprehensive system approved by the Minister of Higher Education and Training for the classification, registration, publication, and articulation of quality-assured national qualifications.

Non-formal assessment	refers to assessment that monitors a student's progress and need not be recorded on the student information management system. It is mostly used to provide feedback to the student and to enhance teaching. Non-formal assessment is always assessment for learning.
Pre-moderation	refers to the moderation of an assessment instrument by a moderator before the assessment is made available to students.
Qualification	means a national qualification registered on the National Qualifications Framework.
Recognition of Prior Learning (RPL)	means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated, and assessed for the purposes of alternative access and admission, recognition, and certification or further learning and development.
Repeat attempt (RA)	refers to a repeat of the module, at full cost and including all formal assessments, available to all students who have failed the module after exhausting possible supplementary opportunities.
Supplementary registration opportunity (SRO)	refers to a repeat of a module, at a reduced fee and including all formal assessments, in the next available semester, available to distance-learning students who have failed the module.
Semester/Year mark (SYM)	is made up of either only formal formative assessments or a combination of formal formative assessments and summative assessments completed during a semester/year.
Special assessment opportunity	means the opportunity granted to students who have one or two modules outstanding in order to graduate.
Student	is an inclusive term referring to anyone learning in any context (contact or distance) at all levels in the education system.
Summative assessment	means assessment conducted at the end of sections of learning or at the end of a whole learning programme, to evaluate learning achievements related to a particular qualification or part-qualification. Summative assessment is also referred to as assessment of learning.
Supplementary examination opportunity (SUP)	means an additional, immediate final summative assessment opportunity for contact-learning students who have failed the module by a specified margin.

## 5. CORE PRINCIPLES

STADIO commits to the following core principles of assessment<sup>1</sup> that will guide all assessment practices:

### 5.1 Validity

Validity means that assessment measures what it sets out to measure; that procedures, methods, instruments, and materials are appropriate, useful, and meaningful (fit-for-purpose), and that there are validation activities to ensure validity. At its core, validity means that there must be a match between content to be assessed, learning outcomes, and purpose of assessment, where the assessment relates to its stated purpose, learning outcomes, and assessment criteria.

### 5.2 Reliability

Reliability means that assessment measures will produce similar results under consistent conditions so that similar assessment-related judgements are made across similar contexts in consistent ways.

### 5.3 Integrity

Integrity ensures that there is honesty in every step of the assessment process. It ensures that assessment is based on work covered, that students are honest about work offered for assessment, that markers and moderators ensure fair grading at all times, and that the institution's procedures are aimed at balancing the interests of all parties involved.

### 5.4 Transparency

Transparency requires that all students and academic staff have a clear understanding of the relevant processes. All outcomes and their associated assessment criteria of the qualifications/programme will be available to students and other stakeholders.

### 5.5 Accountability

All role players in the assessment process have to acknowledge and account for their areas of responsibility.

### 5.6 Fairness

Students have to be assessed on the outcomes of the module/programme, and the purpose of assessment is to enhance learning. Assessment criteria and methods will be clearly communicated, and equal assessment opportunities and methods exist for all students regardless of their ethnicity, age, gender, culture, disability, social class, language, and other contextual features.

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<sup>1</sup> SAQA (2017:11)



## **5.7 Absence of bias**

Assessment practices should not in any way advantage or disadvantage particular students or groups of students. Measures will be put in place to minimise and identify bias during the assessment process as far as possible.

## **5.8 Sensitivity to language**

Care is taken that language does not become a barrier to learning or fair assessment practices and that assessment language is clear of ambiguity.

## **5.9 Credibility in the form of supportive administration procedures**

Physical and other conditions under which assessment is conducted should be organised so that they are conducive to effective assessment practices.

## **5.10 Assessment range**

The full range of relevant competencies needed for a qualification is to be assessed, as guided by the prescribed level descriptors. A range of assessment methods will be used in order to ensure that all competencies are assessed validly and reliably. The combination of assessments to be used will be carefully designed up front and clearly communicated to students in their study guides/similar documentation at the start of the learning process.

## **5.11 Authenticity**

The work that is assessed must be attributable to the student. No student should be allowed to pass a module unless the institution is satisfied that the authenticity of the summative work has been verified objectively.

## **5.12 Directness**

Where possible, students are to be assessed in the modes in which they are expected to display the competencies in question, and therefore assessments should be directly related to the real-life use of the knowledge and skills required.

## **5.13 Integration**

Integrated assessment refers to assessment where a number of outcomes and/or assessment criteria are assessed together, using a combination of assessment methods and instruments, and often also collecting naturally occurring evidence. All programmes will have to display elements of integrated assessment, especially at the exit level of the qualification.

## 5.14 Manageability and practicability

Assessment should be manageable and practicable, which means that efficient systems must be in place to administer the chosen type of assessment. The type of assessment should allow academic staff to achieve reliable results in a reasonable period of time and to provide timely and ongoing, constructive feedback to students.

## 6. TYPES OF ASSESSMENT

### 6.1 General

6.1.1 STADIO will make use of both **formal and non-formal** assessment, as defined, on all modules to monitor students' progress and to measure achievement of the learning outcomes.

6.1.2 STADIO will make use of both **formative and summative assessment**, as defined, on all modules to monitor students' progress and to measure achievement of learning outcomes.

6.1.3 Formal formative and summative assessments will be combined in an assessment strategy per module in appropriate combinations, using one of two assessment approaches:

- a. Final summative assessment
- b. Continuous assessment.

6.1.4 Module coordinators, in liaison with the relevant Discipline Leaders, will design the formal assessment strategy for each module, taking into account the nature of the subject matter, the NQF level of the module and the learning outcomes specified. This strategy will take cognisance of the STADIO Assessment Norms and will be captured in the Assessment Guideline for Students document per module, which will be made available to students when the academic semester/year commences.

6.1.5 No changes will be allowed to the formal assessment strategy once the academic year has commenced, unless such change(s) have been necessitated by unforeseen circumstances and permission has been obtained from the relevant Head of School.

6.1.6 The assessment strategy of a module is typically subject to formal review as part of the Programme Review cycle. Additionally, the assessment strategy may be reviewed in response to concerns regarding module success rates or due to unforeseen circumstances that require such a review.

6.1.7 As a general principle, no sub-minimum assessment mark will be set for entrance to any summative assessments, unless Senate approval has been obtained on recommendation of the School Teaching and Learning Committee. Minimum participation requirements will be set by each School and communicated to students by way of Assessment Guidelines for Students.

6.1.8 All formal assessments will be supported by marking guidelines/marking rubrics, as applicable or memoranda at the time of pre-moderation, to be made available to markers only after the due date of the formative assessment.

## 6.2 Formal assessments

6.2.1 STADIO is committed to the provision of multiple opportunities for success for all students during the duration of the module. All modules will therefore have a minimum number of formal assessment opportunities, depending on the credit value of the module:

Credit value	Number of formal assessments
0–20	3
21–25	4
26 and higher	5

6.2.2 Any exceptions to the specified number of assessments in 6.2.1 must be approved by the Senate TLAC on the recommendation from the relevant School Teaching and Learning Committee. Exceptions may include but will not be limited to work-integrated learning modules, dissertation-based research modules, and postgraduate modules with more than 25 credits where five formal assessments will not constitute good academic practice.

6.2.3 Formal assessment should be supplemented and supported by informal assessment, as appropriate.

6.2.4 The number of formal assessments indicated above applies to both assessment approaches used in STADIO, namely, continuous assessment and final summative assessments.

## 6.3 Formative Assessment

6.3.1 Formative assessment is assessment designed to feed into further learning and may be formal (assessed) or non-formal (no marks awarded). Formative assessment may include:

- Self-assessment questions and/or activities
- Assignments
- Tests
- Presentations
- Group/individual projects
- Observation of real/simulated tasks.

6.3.2 Formal formative assessment will contribute towards the student's final mark in combination with the summative assessment(s). Formal formative assessment will not be weighted more than 50% of the final mark of any module. Any deviation from

this principle will require sign-off by Senate on recommendation of the School Teaching and Learning Committee.

6.3.3 Where practicable, students may be offered opportunities to improve the marks achieved in formal formative assessments. The details pertaining to such repeat opportunities will be outlined in the Assessment Guideline document.

6.3.4 The provision of feedback is central to the notion of formative assessment. All formal formative assessments will have individualised feedback.

6.3.5 Without exception, formative feedback must be available before summative assessment takes place.

## **6.4 Summative Assessment**

6.4.1 Summative assessment is aimed at evaluating learning towards the achievement of a qualification or part-qualification. The aim of summative assessment is to evaluate the success of learning towards a stated minimum standard. Summative assessment may include:

- Examinations (written or oral)
- Presentations
- Individual/group projects
- Reports
- Performances or other creative productions.

6.4.2 Where a final summative assessment (FIS) is used, a sub-minimum mark of at least 40% will be required in the FIS to pass the module.

## **6.5 Final summative assessment approach**

6.5.1 In the final summative assessment approach, the final summative assessment (FIS) will contribute either 50% (contact learning) or 60% (distance learning) to the final mark (FIN).

6.5.2 A sub-minimum mark of 40% will be required in the FIS to pass the module.

6.5.3 In the final summative assessment approach, final marks (FIN) are made up of a weighted average of semester/year marks (SYM) and final summative assessment marks (FIS) and will be displayed as a percentage (%).

6.5.4 Distance learning students who fail a module that is assessed on the final summative assessment approach will be granted a supplementary registration opportunity in the next available semester, subject to the following rules:

- a. Students must register for the supplementary opportunity before the close of registration date for that semester.
- b. When registered for a supplementary opportunity, students must complete all formative assessments by the due dates displayed in the new course environment in the learning management system.
- c. The formative assessments completed during the supplementary registration opportunity will contribute to the final mark (FIN) in the same ratio as the first attempt.
- d. The supplementary registration will be offered at a reduced fee.

6.5.5 Contact-learning students who fail a module with a final mark (FIN) of at least 40% will be granted an immediate composite supplementary examination opportunity (SUP) to prove their competence, subject to the following rules:

- a. Students must register for the supplementary examination within the prescribed timelines, and pay the prescribed fee.
- b. The supplementary examination opportunity may be scheduled as soon as five days after release of final results, but no later than two months after release of results. Supplementary examination periods must be communicated to students before the commencement of the main examination.
- c. Semester/year marks (SYM) will not contribute to a supplementary examination opportunity, and a final mark of 50% must be achieved in a supplementary examination to achieve a pass.
- d. In the case where the Final Summative Assessment (FIS) takes the form of a hand-in, the Head of School, in consultation with the Discipline Leader, may decide to make use of the immediate supplementary assessment opportunity as appropriate. The rules stated in (a) to (c) above will equally apply to these supplementary hand-in opportunities.

## **6.6 Continuous assessment approach (CAS)**

- 6.6.1 The weighting and nature of the continuous assessments in this approach will be determined by the Module Coordinator and clearly explained in the Assessment Guidelines for Students.

- 6.6.2 Continuous assessments may be either formative or summative in nature and may contain a combination of formative and summative assessment. In all instances, the nature of the assessment and possible resubmission opportunities and rules must be clearly explained to students in the Assessment Guidelines for Students.
- 6.6.3 There will be no formal sub-minimum mark required on any continuous assessment for students to proceed with the module. However, certain assessments may be designated as "compulsory" indicating that students must attempt those assessments to achieve success in the module.
- 6.6.4 In the continuous assessment approach, final marks (FIN) are made up of a weighted average of the formal continuous assessments and will be displayed as a percentage (%).
- 6.6.5 In project-based learning, it is essential for students to demonstrate competence in earlier components to ensure success in subsequent assessments. Students who score below 50% on a continuous assessment that forms part of a project that runs throughout the module will be granted a resubmission opportunity to improve their score on that assessment, subject to the following principles:
- a. Project-based modules will be identified as such by the Programme Coordinator in collaboration with the Module Coordinator and Discipline Leader.
  - b. The mark achieved by the student on the resubmission will replace the student's original mark, but will be capped at 50%.
  - c. Depending on the nature of the assessment and the specific part(s) requiring resubmission, a fee may be imposed for the resubmission process.
  - d. The resubmission opportunity will be granted within a reasonable timeframe, allowing students adequate time to prepare and submit their work. Due consideration will be given to further project deadlines.
  - e. Modules offering immediate resubmission opportunities will not provide additional opportunities for supplementary assessments upon completion of the module and students who fail the module will have to register to repeat the module.
  - f. Students are responsible for familiarising themselves with the guidelines and instructions provided for the supplementary opportunity.
- 6.6.6 In non-project-based modules using the continuous assessment approach, the supplementary opportunity provisions of clauses 6.5.4 and 6.5.5 apply to distance-learning students and contact-learning students, respectively.

## 6.7 Final marks, pass marks, and distinctions

- 6.7.1 A final mark of at least 50% is required to pass a module, except where a higher pass mark is specified by a professional body and approved by the School Teaching and Learning Committee.
- 6.7.2 At undergraduate level, final marks from 48% to 49.9% will be automatically rounded up to 50% and FIS marks from 38% to 39% will be automatically rounded up to 40%. At the discretion of the School Teaching and Learning Committee, marks within this range may be moderated rather than being automatically rounded.
- 6.7.3 At postgraduate level, no rounding up of marks will be allowed, but all marks from 48% to 49.9% must be moderated.
- 6.7.4 A minimum mark of 75% will be required for a module distinction.
- 6.7.5 In order to graduate with distinction (*cum laude*), students will be required to achieve a minimum average mark of 75% on their first attempt across all credit-bearing modules, averaged across all the modules comprising their qualification. Where a student has transferred credits from another institution to STADIO, it is not possible to graduate with distinction (*cum laude*).

## 6.8 Special final summative assessment opportunities

- 6.8.1 If students on a programme with minimum credits of 360 have one or two modules outstanding after the supplementary assessment opportunity, the institution will grant the student one or two special assessment opportunities in order to graduate. Where no supplementary assessment opportunity was offered in the student's final semester, the Head of School may overrule this requirement for specific students. Such decisions must be minuted at the School TLASC.
- 6.8.2 If students on a programme with minimum credits of 120 or 180 have one module outstanding after the supplementary assessment opportunity, the institution will grant the student a special assessment opportunity in order to graduate.
- 6.8.3 With reference to special assessment opportunities, the Head of School will approve the type of special assessment to be implemented, which could include the resubmission of a dissertation-based assessment.
- 6.8.4 For venue-based assessments in the distance-learning mode, there will be at least one venue per province available for special assessment opportunities.
- 6.8.5 The rules on post-moderation outlined in 8.3 equally apply in the case of special assessment opportunities.

- 6.8.6 The rules on final marks outlined in 6.5.5(c) equally apply in the case of special assessment opportunities.

## **7. ASSESSORS**

- 7.1 Academic staff for undergraduate programmes must have relevant academic qualifications higher than the exit level of the programme, but at minimum a degree.
- 7.2 Academic staff for postgraduate programmes must have relevant academic qualifications at least one level higher than the exit level of the programme. Exceptions to this rule have to be approved, tracked, and managed by the School Teaching and Learning Committee and ratified by the Senate annually.
- 7.3 There will be ongoing professional development and training of academic staff as assessors in line with SAQA requirements.
- 7.4 Assessors will receive ongoing feedback on the standard of their work from both internal and external moderators and other relevant School staff.

## **8. MODERATION**

The purpose of moderation is to check for accuracy and validity in the practice of assessment to enhance consistency and standardisation across the board. A further aim is to reduce bias, promote the integrity and quality of the academic project, and ensure that assessments comply with the principles stated under point 5 in this policy.

### **8.1 Moderators**

- 8.1.1 Internal moderators will be nominated by the relevant department and approved by the Head of School and will be required to have relevant academic qualifications higher than the exit level of the programme, as well as experience in assessment.
- 8.1.2 Internal moderators will ensure the reliability of the assessment procedures and will comment on the validity of the assessment instruments, the quality of student performance, and the standard of student attainment.
- 8.1.3 External moderators will be nominated by the relevant department and approved by the Head of School and will have relevant academic qualifications higher than the exit level of the programme, as well as experience in assessment.
- 8.1.4 External moderators will comment on the validity of the assessment instruments, the quality of student performance and the standard of student attainment, the reliability



of the marking process, and any concerns or irregularities with respect to the observation of institutional regulations.

8.1.5 External moderators will be contracted for a term of no longer than three (3) years, after which the person may not be contracted as external moderator for a period of at least one (1) year.

8.1.6 During the three-year contract period as outlined in 8.1.5, the external moderator may not be contracted by the institution in any other capacity.

## **8.2 Pre-moderation**

8.2.1 All formal assessment instruments will be validated by an internal moderator who will ensure alignment between what is to be assessed and the suitability of the instruments chosen to measure this aspect.

8.2.2 Final summative assessment instruments at the exit level of the qualification will also be externally pre-moderated.

## **8.3 Post-moderation**

8.3.1 The assessment of summative learning achievements will be internally moderated at a rate of 10% (ten percent) of student learning achievements, equally distributed across all markers. A minimum of 10 (ten) assessments per marker must be moderated. However, if the student number exceeds 1 000, internal moderation will be limited to 100 assessments. This limitation is subject to the minimum number of assessments per marker as stipulated, except in cases where the School has implemented comprehensive special marking processes aimed at continuously assessing the quality of markers' performance during the marking process. In such cases, the minimum per marker may be reduced to five (5) assessments. Special marking processes must be approved and monitored by the School Teaching and Learning Committee.

8.3.2 All summative assessments of student learning achievements at the exit level of 360-credit undergraduate programmes will also be externally moderated at a rate of not less than 10% (ten percent) of learning achievements, equally distributed across all markers, with the following conditions:

- a. A minimum of 10 (ten) assessments per marker must be moderated.
- b. Where student numbers are more than 1 000, external moderation will be capped at 100, subject to the minimum number per marker as stipulated.
- c. Where student numbers are 10 (ten) or fewer, only external moderation will be conducted on summative assessment at the exit level of undergraduate qualifications.

- 8.3.3 The stipulations of 8.3.2 concerning external moderation are equally applicable to 120-credit undergraduate programmes, with the following conditions:
- a. External moderation of learning achievements will be conducted, at the rate prescribed above, on half (50%) of the modules of a Higher Certificate programme, given that all modules are on NQF level 5. The Programme Coordinator will annually select the modules from the group of compulsory modules on the programme.
  - b. All Higher Certificate modules with pass rates below 60% attained in the preceding academic year, will be subject to external moderation in the following academic year.
- 8.3.4 All assessments of student learning achievements at the postgraduate level will be subject to external moderation at a rate of not less than 10% (ten percent).
- 8.3.4 Both internal and external moderators will provide feedback to the markers on their performance.

## **9. ASSESSMENT FEEDBACK**

STADIO is committed to the principle of access with success, and as such, assessment feedback is recognised as an essential component of the learning process.

- 9.1 Assessment feedback must be:
- 9.1.1 provided timeously, to enable students to benefit from feedback prior to the submission of further assessment tasks.
  - 9.1.2 sufficient, which means that it needs to enable the student to improve his/her performance toward achieving success.
  - 9.1.3 specific and individualised to enable students to identify their development areas.
  - 9.1.4 provided in a tone and style that is encouraging, sensitive, and professional.
  - 9.1.5 constructive, which means that feedback should relate to what the student has done correctly and also what the student should do to improve in the areas where he/she did not perform well. Practical advice needs to be given to the student on how to improve.
- 9.2 Markers, and supervisors, whether full-time or part-time, must be trained and briefed comprehensively on the required assessment feedback standards. The performance of markers must be monitored and feedback provided.
- 9.3 General feedback will be provided to students on all formative assessment tasks. This form of feedback may include:
- a) model answers

- b) marking guidelines, and/or
- c) discussions on general problems and issues.

9.4 Individualised feedback will be provided on all formative assessment tasks. This form of feedback may include:

- a) written feedback on the assessment task or on a separate feedback sheet
- b) recorded feedback made available electronically on the learning management system
- c) an indication of which questions were answered incorrectly in the case of multiple-choice questions, and/or
- d) verbal, face-to-face feedback.

9.5 Schools will put procedures in place to deal with the provision of extra feedback opportunities for at-risk students, when required.

9.6 No feedback will be provided to students on final summative assessments, subject to the provisions of clause 12 below.

## **10. AUTHENTICATION**

10.1 In order to safeguard the integrity of assessment at STADIO, and to uphold the value of a STADIO qualification, a minimum percentage of formal assessments on a module must be authenticated, i.e. the identity of the student must be verified through in-person or online observation, invigilation, or other means of authentication, as follows:

10.1.1 On all modules at the exit level of a programme, a minimum percentage of 50% of the formal assessments must be authenticated.

10.1.2 In the case of a programme that spans across different NQF levels, a minimum percentage of 50% of the formal assessments must be authenticated on at least 66% of the modules on the non-exit level(s).

10.1.3 When applying the provisions of 10.1.1 and 10.1.2, work-integrated learning modules and dissertation-based research modules will be excluded.

10.2 The authentication allocation will be managed by the Head of School, who will report on the allocation to the Senate Teaching and Learning Committee (TLAC), once a year, via the School Teaching and Learning Committee.

## **11. STUDENTS WITH DISABILITIES**

STADIO is committed to the fair treatment of all its students and will therefore cater for students with disabilities during the assessment process.

- 11.1 STADIO will set out the procedure for the application of concessions by students with disabilities in their Assessment Procedure documentation.

## **12. REVIEW AND APPEAL**

- 12.1 Students are entitled to apply to view a final summative assessment in the presence of an administrative staff member on payment of an administrative fee. No memorandum or guidelines will be available at this session.
- 12.2 Students are entitled to apply for a viewing of a final summative assessment with an assessor on a STADIO campus or online on payment of an appropriate fee. This is not a review opportunity (as outlined in 12.3) and no mark adjustments will be made after this session.
- 12.3 Students are entitled to apply for a review (re-mark) of any summative assessment decision subject to the payment of a prescribed fee. Detailed feedback will be provided by the reviewer. Marks may be adjusted upwards after a review, but no marks will be adjusted downwards. A review decision is final, and no further communication will be entered into, subject to the provisions of section 12.5.
- 12.4 STADIO will set out the procedure for the application for review (re-mark) in their Assessment Procedure documentation.
- 12.5 Students who allege bias or unfair treatment during the assessment process may also lodge a formal appeal with the Head of School. An appeal is a serious matter, and substantiated evidence of bias or unfair treatment by School academic staff is required in support of the appeal.

## **11. REFERENCE DOCUMENTS**

CHE. 2004. Criteria for programme accreditation.

SAQA. 2001. Criteria and guidelines for the assessment of NQF-registered unit standards and qualifications.

SAQA. September 2005. Guidelines for integrated assessment.

SAQA. 2012. NQF Level descriptors.

SAQA. March 2017. National policy and criteria for designing and implementing assessment for NQF qualifications and part-qualifications and professional designations in South Africa.

## STADIO POLICY ON CERTIFICATION

Reference Number:	SA_P002
Body responsible for Final Approval:	Senate
Management Approval:	CEO's Signature
Date of Final Approval:	14 August 2023
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Policy Owner:	Chief Academic Officer
Institutional functionary responsible:	Registrar

### POLICY ON CERTIFICATION

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## **1. PREAMBLE**

As a higher education institution, STADIO issues certificates to qualifying candidates to attest to the fact that the candidates were duly conferred the higher education qualifications listed in the Higher Education Qualifications Sub-Framework (HEQSF). These qualifications confer special status and privileges on the recipients and as such, STADIO has a responsibility to ensure and protect the integrity of all certificates that are issued.

## **2. PURPOSE**

The purpose of this policy is to protect and enhance the integrity of the certification process of STADIO.

## **3. SCOPE AND MONITORING**

- 3.1 This policy applies to all learning programmes leading to qualifications offered by all Schools across all campuses and modes of delivery of STADIO.
- 3.2 This policy is owned by the Chief Academic Officer, who will be responsible for its review and implementation.
- 3.3 The office of the Registrar will oversee and monitor the implementation of the Certification Policy.

## **4. DEFINITIONS**

“Academic transcript” is an official record of a student’s progress and achievements in a learning programme leading to a specified qualification.

“Certificate” is a document issued by the institution to a candidate upon successful completion of a learning programme that leads to a specified qualification on the HEQSF, which serves to attest that the person was duly conferred the specified qualification by the higher education institution in question, in terms of section 65B of the Higher Education Act (Act No. 101 of 1997, as amended).

“Certification” is a chain of related processes that culminates in a higher education institution issuing a certificate to a person upon whom the institution has duly conferred a specified qualification in terms of section 65B of the Higher Education Act (Act No. 101 of 1997, as amended).

“Credit accumulation and transfer” (CAT) is the practice of accumulating credits from one or more cognate learning programmes in an institution and transferring those credits to be recognised towards a qualification in the same or a different institution.

“Higher Education Qualifications Sub-Framework” (HEQSF) is the sub-framework of the National Qualifications Framework which focuses on higher education qualifications. It is developed and managed by the Council on Higher Education (CHE) under the aegis of the South African Qualifications Authority.

“Institution” means STADIO, as a legitimate provider of higher education in South Africa.

“Learning programme” is a structured and purposeful set of learning experiences comprising modules and other learning activities, which together contribute towards the achievement of specified learning outcomes.

“Qualification” is a formal status or title that a higher education institution confers on a person who completes a prescribed learning programme and attains a specified level of achievement in relation to the learning outcomes of the programme. The achievement is evaluated through a combination of formative and summative assessment tools and methodologies. The higher education institution confers the qualification in terms of the authority that it derives from section 65B of the Higher Education Act, 1997 (Act No. 101 of 1997, as amended).

“Recognition of prior learning” (RPL) refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission to educational programmes or for appropriate recognition.

“Student academic record” is a complete record of a student’s achievements in the various assessments and his/her progression through the different levels of study in a learning programme. It includes information on all registration instances and therefore also displays components which had to be repeated, where applicable.

## **5. GOVERNANCE**

The following stakeholders take accountability for specified parts of the certification process:

### **5.1 Senate**

Certificates are issued under the authority of Senate. Senate approves the list of candidates recommended for certification. The summary list of graduates per School per programme will be presented to Senate biannually, before the graduation ceremonies.

### **5.2 School Teaching, Learning and Student Support Committees**

The School Teaching, Learning and Student Support Committee make recommendations to Senate on the eligibility for the issuing of certificates. These recommendations are fully documented and secured for a proper audit trail.

### 5.3 Office of the Registrar

The Office of the Registrar verifies the list received from Senate against institutional data. It also designs certificates, arranges for the secure printing of certificates, and securely stores printed certificates. The Office of the Registrar enters the certificates issued into a register. Furthermore, a dedicated office under the direction of the Registrar organises graduation ceremonies and maintains the Institution's register of certificates.

## 6. REQUIREMENTS FOR ELIGIBILITY

6.1 A person is eligible for a qualification to be conferred once the following conditions have been satisfied by him/her:

- 6.1.1 Duly admitted to the learning programme offered by the Institution;
- 6.1.2 Registered and completed modules as part of the learning programme as prescribed by the Institution;
- 6.1.3 Attained the specified minimum levels of achievement in the assessments of the modules;
- 6.1.4 Earned the required number of credits towards the qualification, as accredited by the CHE, whether via assessment by the Institution, or the basis of Advanced Standing through RPL conducted by the Institution; or via CAT from another institution;
- 6.1.5 Complied with all other requirements set by the Institution; and
- 6.1.6 Submitted all required documentation to the Institution.

6.2 Detail on the requirements for completion of the qualification, as referred to in 6.1, will be communicated to all students via the factsheet of the specific qualification, while pass requirements per module are communicated via the Assessment Guidelines.

6.3 The Institution, via the Office of the Registrar, formally communicates with students who successfully complete their studies towards qualifications, informing them that the requirements for a specified qualification have been met. Qualifying students are also informed of the date and details of the ceremony where the qualification will be conferred.

## 7. STUDENT ACADEMIC RECORDS

7.1 A student academic record will include the following detail:

- Particulars and contact details of students;
- Admission and enrolment details;
- Details about registration for the various components of the learning programmes;
- Achievements from the various assessments on the modules that make up the learning programme (including achievements via CAT or RPL);  
Fulfilment of the requirements for the qualification.



- 7.2 The integrity of Student Academic Records is ensured through an accurate, up-to-date and verifiable Student Database. Access to the Student Database is safeguarded in terms of the Information Security Policy policy.
- 7.3 Access to the Student Database is controlled with strict segregation of roles and delegation of authority.
- 7.4 Staff members who are authorised to capture, verify and manage student academic records are fully trained and ensure confidentiality in line with the Student Information and Data Access policy specifically, and generally in accordance with the provisions of the Protection of Personal Information Act, 2000 (Act No. 2 of 2000) and the Promotion of Access to Information Act (Act No. 2 of 2000).
- 7.5 Student academic records are maintained permanently and in accordance with the Retention of Data and Records Policy.

## **8. CERTIFICATION**

- 8.1 The Institution only issues qualification certificates for qualifications registered on the HEQSF and the NQF and where the associated learning programmes are accredited by the CHE.
- 8.2 At a minimum, the qualification certificate will contain the following information/features:
- Unique identification of the Institution, in the form of a logo or coat of arms;
  - Name of the Institution;
  - Full names of the recipient, as recorded from an identity document or passport at admission (except where a subsequent legal change in name has been duly recorded by the Institution);
  - Name of the qualification whose conferment is being certified, as specified in the HEQSF;
  - SAQA ID number of the qualification, NQF level and credit value;
  - An indication of whether the qualification is obtained with distinction, where applicable;
  - Signatures of the relevant duly delegated officials of the institution, and their official designations;
  - Unique certificate number;
  - Date of on which the certificate is issued; and
  - Clear imprint of the official seal of the institution.
- 8.3 Certificates of the candidates who are conferred teacher education qualifications also bear the following information:
- Teaching subjects and/or support role specialisations;
  - Language(s) of Teaching and Learning; and
  - Language(s) of Conversational Competence.

- 8.4 Certificates of the candidates who are conferred qualifications with requirements specified by a professional body may also bear the information as specified by the relevant body.
- 8.5 No name changes are permitted to certificates after they have been issued.
- 8.6 Qualifications are conferred, and certificates issued to those who meet the requirements, at the Institution's graduation ceremonies. Those students who do not attend the graduation ceremonies, graduate in absentia and arrangements will be made for them to receive their certificates via collection, secured post or courier.
- 8.7 Graduation ceremonies may also be conducted in a virtual environment, in which case all certificates will be distributed via collection at a designated campus, secured post or courier.
- 8.8 If a student who qualifies for graduation passes away before the graduation ceremony, the institution will confer the qualification and issue the certificate posthumously, after due consultation with the family of the deceased student. A representative of the family may be invited to receive the certificate on behalf of the deceased student.
- 8.9 The Institution, via the Office of the Registrar, will maintain a record of certificates issued, with the full titles of the qualifications, full names and enrolment details of the recipients of the certificates, and date on which the qualifications are conferred, with certificate numbers of the certificates.
- 8.10 Certificates produced and/or printed in error must be entered into another register, and are cancelled and destroyed after verification by a duly delegated official within the Institution.

## **9. CERTIFICATE SECURITY**

- 9.1 Both overt (visible to holders) and covert (known only to the relevant officials) security design features will be utilised to minimise the risks of forged or counterfeit printed hard copies of certificates.
- 9.2 Security will be further enhanced through measures such as high-quality paper, special ink and unique patterns.
- 9.3 Each certificate is allocated a unique certificate number.
- 9.4 Each certificate has a unique QR code to verify the authenticity thereof. The QR code contains full student name, ID/passport number, programme name, certificate number and date of issue.

- 9.5 Only designated parties are involved in the ordering, printing and storage of stationery and printed certificates. Detailed and accurate records of the quantities of blank stationery and/or printed certificates are captured and maintained at each stage in the process.
- 9.6 The printing of certificates is done in-house by the Institution.
- 9.7 Spoilt print-outs in the process of printing certificates are properly recorded, filed for a period of 12 months and thereafter destroyed by designated individuals in the Office of the Registrar.
- 9.8 Printed certificates are kept in a securely locked room with access to designated staff only.
- 9.9 The Office of the Registrar is responsible for arranging regular audits and checks on compliance with the policy on the security of certificates.

## **10. DUPLICATES AND REPLACEMENTS**

- 10.1 Duplicate certificates are issued after considering each request on its own merits with due consideration of the security risks. The Institution has the discretion to turn down requests to issue a replacement certificate, should circumstances warrant such a decision.
- 10.2 The issuing of a duplicate certificate can only be considered once the Institution has received verifiable proof (such as Police case numbers and affidavits) that the certificate was lost, stolen or destroyed by fire or other forms of force majeure.
- 10.3 Duplicate certificates contain the same information as originals, but the word “DUPLICATE” is clearly and prominently displayed on a duplicate certificate.
- 10.4 Replacement certificates are issued on the return of the original certificate, only when it is identified that the original certificate had been printed with errors on STADIO’s part. The original certificate is cancelled and destroyed by a duly delegated official in the Office of the Registrar.

## **11. WITHDRAWAL AND REVOCATION**

- 11.1 The Institution retains the right to withdraw and revoke a certificate where it was conferred:
- 11.1.1 based on a material error on the part of the Institution, provided that the withdrawal and revocation take place within two years after the conferment;
  - 11.1.2 as a result of a fraudulent or dishonest act in connection with the obtaining of such qualification.
  - 11.1.3 to a person who committed one or more breaches of academic integrity, such as plagiarism, cheating in assessments and ghost writing or collusion.

- 11.2 Withdrawal/revocation of qualifications and certificates may only take place after the following actions have been taken:
- Notifying the recipient of the allegation;
  - Providing the recipient with reasons justifying the intended action;
  - Providing the recipient with an opportunity to respond to the notice of withdrawal or revocation, or to make representations, with or without the assistance of a legal representative;
  - Duly considering the submission and representation of the recipient according to the principles of fairness and natural and administrative justice; and
  - Making a final determination whether or not to confirm the withdrawal and revocation.
- 11.3 In the event that the qualification is being withdrawn and revoked due to a fraudulent or dishonest action as outlined in 11.1.2, the matter will be referred for criminal investigation with the relevant authorities.
- 11.4 In the event of withdrawal and revocation, the Institution will make the necessary changes to its Student Database and the withdrawal (with reasons) will be recorded in a special register, whereafter SAQA will be informed in writing to amend the National Learners' Records Database.
- 11.5 In the instance of withdrawal and revocation, the concerned person is obliged to return the original certificate and original academic transcript within a prescribed period.

## **12. ACADEMIC TRANSCRIPTS AND SUPPLEMENTS**

- 12.1 Each graduate is issued with an academic transcript with his/her certificate, at no extra cost.
- 12.2 Additional copies of the academic transcript will be provided on application and payment of the prescribed fee.
- 12.3 As an integral part of the official qualification documents, the academic transcript security features will be further enhanced through measures such as high-quality paper, an embossed logo and will also carry a unique number.
- 12.4 At a minimum, an academic transcript will contain the following set of information:
- o Name, logo and registration details of the Institution;
  - o Full names and identification number of the recipient, on each page of the transcript;
  - o Registration details of the recipient;

- Title and SAQA identification number of the qualification, including the designator and qualifier, where applicable, in line with the specification on the HEQSF;
  - NQF level and total credits of the qualification;
  - The equivalent level on the Southern African Development Community Qualifications Framework (SADCQF);
  - The minimum time, expressed as years, that it takes a student to complete the learning programme leading to the qualification;
  - List of modules registered for;
  - Final assessment scores or grades obtained for each module and an explanation of the grading scheme used;
  - Credits earned for each successfully completed module;
  - Modules exempted either because of RPL or CAT – in the case of CAT, the number of credits transferred from the other programmes;
  - Confirmation that the recipient met all the requirements for the qualification and the date on which the qualification award was conferred and issued;
  - Indication of “with distinction”, where applicable;
  - Remarks on the conduct of the recipient;
  - An attestation as to the accuracy of the academic transcript with the confirmatory signature(s) of the duly delegated officials, with his/her designation.
- 12.5 At all times the information contained in the academic transcripts will be kept confidential by authorised staff members, in line with the requirements of the Student Information and Data Access policy, and no information will be released to third parties without the written consent of the graduate.
- 12.6 Each academic transcript issued by the Institution will have attached to it an official supplement that describes the nature, level, content and context of the qualification. This supplement will describe the qualification in greater detail for use by all stakeholders and will enhance the mobility of graduates.
- 12.7 The supplement will be printed with similar security features as the academic transcript.
- 12.8 Additional copies of the academic transcript supplement will be provided on application and payment of the prescribed fee.

### **13. RELEVANT REFERENCE DOCUMENTS**

CHE. 2004. Criteria for Institutional Audits.

CHE. 2004. Criteria for Programme Accreditation.

CHE. Norms of Certification for the Higher Education Sector within the Context of the Higher Education Qualifications Sub-Framework. 2020

DHET. 2019. Communiqué to Higher Education Institutions regarding printing of endorsements on teaching qualification certificates (Issued by the Deputy Director-General: University Education on 4 April 2019)

Higher Education Act, 1997 (Act No. 101 of 1997, as amended)

Higher Education Qualifications Sub-Framework. 2013.

Promotion of Access to Information Act (Act No. 2 of 2000)

Protection of Personal Information Act, 2000 (Act No. 4 of 2013)

National Qualifications Framework Act (Act No. 67 of 2008, as amended)

The Policies on Recognition of Prior Learning (RPL), Credit Accumulation and Transfer (CAT) and Assessment. 2016.

## **N. Fees and charges including refund(s) in the case of cancellation and withdrawal**

### **Registration fee**

A non-refundable registration fee becomes payable per semester. The Student's registration will not be processed until such time as the registration fee has been received.

### **Tuition Fees**

Tuition fees include the following, for the academic period registered for:

- Study material, excluding textbooks, unless otherwise specified;
- Assessments and assessment facilities;
- Access to the relevant and applicable physical and online campus facilities of STADIO;
- Standard student support services related to the modules selected.

### **Liability for fees and costs**

- The Student and Co-principal Debtor(s) where applicable, are responsible for the payment of all fees and charges in terms of their Registration Agreement.
- All Fees, charges and payment terms are outlined in the STADIO Fee Schedule annexed to the Registration Agreement
- The Student shall not be entitled for any reason whatsoever to withhold or defer payment stipulated in their Registration Agreement.
- Failure to pay any single instalment timeously shall result in the full balance due for the academic period becoming immediately due and payable.
- STADIO reserves the right to charge interest on late payments at a maximum rate of 2% per month on all overdue accounts.
- STADIO reserves the right to cede the collection of fees to a finance house or other institution. In this regard, the term "STADIO" shall include such cessionary/ies. In such a case, the payment terms of the finance house will apply.
- The Student will be held liable for all legal costs on a scale as between attorney and client, including collection of commission charges and tracing agent costs from the date of hand over by STADIO to their attorneys for the recovery of any outstanding fees.
- In the event of a Student defaulting on payment of fees, STADIO reserves the right to:

- withhold the Student's assessment results;
- withhold the qualification certificate and academic transcript of a graduating Student, and refuse the Student participation in the STADIO graduation ceremony;
- refuse to register a Student for any further modules or courses;
- recover all outstanding amounts from the Student, as per this Registration Agreement.
- In the event of a Student defaulting on payment of fees on a year module, STADIO reserves the right to cancel the Student's registration and exclude the Student from access to STADIO's premises and systems during the academic year, unless the Student has entered into a formal, approved payment arrangement with STADIO.
- In the unfortunate event of the Student becoming incapacitated or otherwise unable to continue their studies with STADIO, or the Student passing away, the Student, his/her estate, and/or Co-principal Debtor may become entitled, subject to the sole discretion of STADIO, to a pro-rata refund of tuition fees already paid in the proportions paid by different parties.
- No reduction in fees or refund will be applicable where Students do not attend class, or otherwise do not take part in the prescribed learning activities of the institution or are suspended for a period of time.

### **Cancellation of fees**

The deposit and balance of the tuition fees are refundable to a contact learning Student cancelling their first semester of registration, as follows:

- 100% minus the prescribed withdrawal fee, if cancelling on or before fourteen (14) calendar days after the first day of the STADIO academic semester registered for; or
- 0%, if cancelling later than fourteen (14) calendar days after the first day of the STADIO academic semester registered for.

The deposit and balance of the tuition fees are refundable to a contact learning Student cancelling their second/further semester of registration, as follows:

- 100% minus the prescribed withdrawal fee, if cancelling on or before seven (7) calendar days after the first day of the STADIO academic semester registered for; or
- 0%, if cancelling later than seven (7) calendar days after the first day of the STADIO academic semester registered for.

The balance of the tuition fees are refundable to a distance learning Student cancelling their first semester of registration as follows:

- 100%, if cancelling on or before fourteen (14) calendar days of registration, provided that no study materials have been dispatched;
- 50%, if cancelling on or before fourteen (14) calendar days of registration, if study materials have been dispatched.
- 0%, if cancelling later than fourteen (14) calendar days of registration.

In the case of a Student registering late, after the closing date of registration, the deposit (if applicable) and balance of the tuition fees (where applicable), are refundable to a Student cancelling their registration, as follows:

- 100%, if cancelling on or before seven (7) calendar days after date of late registration, provided that no study materials have been dispatched;
- 50%, if cancelling on or before seven (7) calendar days after date of late registration if study materials have been dispatched.
- 0%, if cancelling later than seven (7) calendar days after date of late registration.

## **O. Student Bursaries and Awards**

STADIO Bursaries and Awards

STADIO undertakes, through the use of bursaries and awards:

- to promote its mission of widening access to higher education;
- provide support and acknowledgement to deserving new and existing students, insofar as is reasonably possible within the parameters of the approved annual budget and donor criteria, where relevant; and
- recognise and support academic excellence.

Bursaries will be awarded according to specific criteria, namely:

- bursaries to new and existing students based on academic merit, financial need, and/or such other reasonable requirements imposed by donors;
- merit awards to existing students based on academic performance; and
- school-leaving awards to new students entering the institution in the year immediately after their NSC examinations in recognition of academic excellence in the NSC examinations.

Principles that will be taken into account when approving a bursary includes, support for disadvantaged students; support for women and support for students with disabilities. Students seeking a bursary must apply in accordance with the prescribed rules and forms.

#### STADIO Payment plans

STADIO offer students the ability to pay upfront in advance or monthly.

#### External funding providers

In order to ensure that students have further options available to them to reach their academic aspirations, STADIO has partnered with various student funding providers. These include: Capitec Bank.

Capitec Bank is offering a better credit solution for your education needs. They do this by giving you a discounted interest rate on a loan, that is based on your personal profile and need. So whether your chosen field of study is science and technology, arts and design, commerce, law, policing, management or education-related and your learning preference is contact or distance learning – you can apply online for credit in minutes. If you qualify and your credit is approved, the money will be paid directly to STADIO on your behalf.

Scan the QR Code below to access Capitec Bank's credit for education estimator and continue your journey with STADIO.



For more info, refer to the following link: <https://stadio.ac.za/kick-start-your-success-credit-capitec>

or call Capitec Bank on 0860 66 77 89, Monday to Friday, 8am – 6pm and Saturday 8am – 1pm.

## P. Student Support Services

STADIO's Student Success, Support and Wellness is focused to achieve student success in all areas of our students' lives. We aim to establish student support holistically, and our mantra, "students at the centre, learning at the core", guides us toward the following primary aims:



- learning optimisation and the achievement of student success, learning enhancement and student support, and mental health and optimal wellness.

The activities within Student Support and Success aligns with the broad goals of STADIO.

**Goal One**, which is to widen access in line with the National Agenda and STADIO’s mission aims to make learning more accessible to all students, particularly within the complexities of the South African context. STADIO takes cognisance of a new student generation and aims to create an awareness amongst lecturing staff to focus actively on inclusivity and the broader aims of The South African Constitution.

**Goal two**, which is to respond to the needs of industry and the 21st century, ensuring graduate relevance and employability for the world-of-work, includes the establishment of a Centre for Student Success (C4SS) on each Contact Learning (CL) campus where Work Readiness and Work-integrated Learning will be the focus areas. These two areas will include, amongst others, the inclusion of host companies into academic activities, the inclusion of experiential learning for students and the inclusion of platforms to evaluate students’ readiness for the world-of-work, the identification of gap analyses, as well as remediating strategies.

**Goal three** aims to integrate the values of student-centredness, and realising the STADIO commitment to “students at the centre, learning at the core”. Within this goal, the focus is firmly on the health and wellness of our students, and a Student Support module has been established on the Canvas platform. There are two separate platforms on this portal addressing the needs of students in the distance learning mode of delivery and another addressing those in the contact learning mode of delivery. This platform provides both groups of students with valuable support for academic success, mental and psychotherapeutic support and general health and wellness activities. In the separate section of the platform for distance learning students, we offer unique support tailored for the distinctive support needs of our group of students. The Centre for Student Success (C4SS) on each main campus provides counselling services to students. Students can book sessions with the counsellors and psychologists in the C4SS to address their academic or emotional needs. In addition to this, the C4SS offers training and workshops to students on topics ranging from time management, stress and anxiety, and learning styles. STADIO further has an established working agreement with SADAG (South African Depression and Anxiety Group) which offers a 24-hour dedicated helpline to all students.

**Goal four**, which is to harness technology and leading practices to promote a culture of quality teaching focuses on the establishment of a reading lab within the C4SS that will offer individual support for reading and writing skills, as well as remediating strategies for reading and writing skills. STADIO further incorporates academic support and wellness into all modules, via specific teaching and learning approaches.

## Q. Code of Conduct

### STADIO STUDENT DISCIPLINARY CODE

Reference Number:	SA_P006
Body responsible for Final Approval:	Board
Management Approval:	CEO Signature 
Date of Final Approval:	2020
Date of Implementation:	1 January 2021

Revision Date:	2023
Previous Revisions:	n/a
Policy Owner:	Chief Academic Officer
Institutional functionary responsible:	Registrar

## STADIO STUDENT DISCIPLINARY CODE

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Guidelines for sanctions to be imposed for acts of misconduct as per chapter 13 (a) of a student disciplinary code

## 1. DEFINITIONS AND ACRONYMS

<b>Senate</b>	The highest academic decision-making body where all decisions of an academic nature are confirmed and changes to policy are approved
<b>CEO</b>	Chief Executive Officer of STADIO
<b>Days</b>	means calendar days
<b>Employee</b>	means a permanent or temporary/contracted employee of STADIO
<b>External Legal Representation</b>	means a lawyer or legal services which are external to/outside of STADIO
<b>Head of School</b>	means the Head of a School at STADIO
<b>Initiator</b>	means an employee of STADIO appointed by the Institutional Registrar to present the evidence on behalf of STADIO at a student disciplinary hearing
<b>Institution</b>	means STADIO and its Campuses individually or collectively
<b>STADIO premises</b>	means any premises or building which is the property of STADIO or is controlled by STADIO for STADIO activities, including examination venues
<b>Student</b>	means any person, who at the time of the alleged misconduct is or was: <ul style="list-style-type: none"> <li>• registered for any qualification/workshop on STADIO’s Student Administration System, or</li> <li>• taught or evaluated on any STADIO premises by an employee or someone contracted by STADIO for that purpose</li> </ul>
<b>Student Disciplinary Committee (SDC)</b>	means a committee constituted by the Institutional Registrar to adjudicate charges of misconduct involving students
<b>Student Disciplinary Appeals Committee (SDAC)</b>	means the Committee constituted by the Institutional Registrar to consider student appeals from decisions of a student Disciplinary Committee
<b>Students’ Representative</b>	means a student selected to act as a representative for another student of STADIO

## 2. GENERAL PRINCIPLES AND RULES

- 2.1 The Student Disciplinary Code is aimed at:
- 2.1.2 upholding the good reputation of STADIO;
  - 2.1.2 maintaining order, discipline, safety and security at STADIO; and
  - 2.1.3 ensuring the integrity of the academic processes and assessment practices of STADIO.
- 2.2 Any conduct of a student which contravenes the Disciplinary Code and/or negatively impacts on the goals listed in Rule 2.1 may be regarded as misconduct and subject to disciplinary proceedings.
- 2.3 The general supervision and control of student discipline at STADIO vests with the Office of the Institutional Registrar and is administered in terms of the Student Disciplinary Code of STADIO.
- 2.4 This Code must be read evenly with all other Institutional Policies. In the event of a contradiction in respect of specific misconduct indicated in Rule 3 below, this Policy specifically dealing with the act of misconduct shall be deemed the primary determinant of the rule.

### 3. MISCONDUCT

- 3.1 A student is guilty of misconduct if she/he conducts him- or herself in a manner contrary to the goals set out in Rule 2.1, which includes but is not limited to if she/he:
- 3.1.1 engages in disruptive behaviour towards staff, students and/or the Institution as a whole, and/or prevents other students and/or staff from reasonably engaging in activities and practices of the Institution.
  - 3.1.2 intentionally or negligently contravenes or undermines, or attempts to contravene or undermine, or assists, encourages or persuades any other person to contravene or undermine a code, regulation, rule or instruction of STADIO;
  - 3.1.3 refuses or fails to comply with a lawful instruction or request of an employee of STADIO authorised to give such instruction or to make such request, or acts contrary to such instruction or request;
  - 3.1.4 commits any statutory or common law crime while on the premises of STADIO;
  - 3.1.5 intentionally or negligently misuses, damages, defaces, destroys or alienates, or without authorisation, uses any building, furniture or equipment, computer, vehicle, notes, documents or any other thing owned or controlled by STADIO or by any employee of STADIO or by any registered student of STADIO;
  - 3.1.6 intentionally or negligently mismanages and/or misappropriates funds of STADIO;
  - 3.1.7 introduces intoxicating liquor onto the premises of STADIO without the consent of the CEO (or a person duly authorised by the CEO) or consumes or abuses intoxicating liquor and/or is under the influence of such liquor while on the premises of STADIO;
  - 3.1.8 unlawfully uses or has in his or her possession a “dependence-producing substance” or “dangerous dependence-producing substance” (as defined in section 1 of the Drugs and Drug Trafficking Act, 1992) on the premises of STADIO or introduces such substance onto the premises of STADIO;
  - 3.1.9 without proper prior authorisation:
    - (a) brings onto or stores on the premises of STADIO a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle, or any explosive device; or
    - (b) allows or arranges for the foregoing (as per Rule 3.1.8.1) to be brought onto or stored on the premises of STADIO;
  - 3.1.10 sexually or otherwise harasses any person (as defined in the Sexual Harassment Policy (Students)) while on STADIO premises, and/or uses equipment or learning spaces belonging to and/or created by and/or enabled by STADIO to sexually or otherwise harass any person as defined in the Sexual Harassment Policy (Students);
  - 3.1.11 acts in a racist manner towards any person while on STADIO premises and/or uses equipment or learning spaces belonging to and/or created by and/or enabled by STADIO to behave in a racist manner towards any person;
  - 3.1.12 commits an indecent act on the premises of STADIO and/or uses equipment or learning spaces belonging to and/or created by and/or enabled by STADIO to commit an indecent act towards any person;
  - 3.1.13 unlawfully expresses, publishes or disseminates in speech, writing, print, electronic or other medium at STADIO any views, beliefs or ideology which infringes upon the dignity or other human rights of any student or groups of students, or any employee of STADIO or person invited by STADIO as a guest of STADIO;
  - 3.1.14 without the written permission of the CEO or a person duly authorised by the CEO uses the name and/or logo of STADIO, or displays it;
  - 3.1.15 convenes an assembly on the premises of STADIO without obtaining the prior consent of the CEO (or the person duly authorised by him/her), or attends a gathering prohibited by the CEO;
  - 3.1.16 knowingly makes a false statement about STADIO or otherwise intentionally provides materially false information to anyone inside or outside of STADIO about STADIO;
  - 3.1.17 intentionally or negligently tenders or presents to any employee of STADIO any document which he or she knows or ought reasonably to know to be false or a forgery

- and which causes or has the potential to cause prejudice to the administrative, financial and/or academic interests of STADIO;
- 3.1.18 accepts or offers a bribe to students, employees, contractors, and/or any other official of STADIO;
  - 3.1.19 reproduces or transmits in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act, 1978 (as amended), and unless the copyright owner's permission for the reproduction or transmission is obtained;
  - 3.1.20 plagiarises, which means representing the ideas or work of another as one's own without appropriately acknowledging the source(s);
  - 3.1.21 collects money or offers goods for sale or advertises goods on the premises of STADIO without the permission of the CEO (or a person duly authorised by him/her);
  - 3.1.22 neglects or refuses to return library material borrowed from the STADIO library;
  - 3.1.23 behaves in any manner that leads or may lead to the consequences described below, if such consequences were or should reasonably have been foreseen at the time when such behaviour occurred. Such behaviour includes conduct by which:
    - (a) the good name and reputation of STADIO is or may be impaired,
    - (b) the maintenance of order, discipline and security at STADIO is or may be prejudiced or imperilled, or
    - (c) the process of tuition, research and administration and general STADIO activities are or may be prejudiced or imperilled;
  - 3.1.24 knowingly makes a false statement or otherwise intentionally provides materially false information in any formal STADIO investigation, proceedings or document;
  - 3.1.25 incites another student to commit an act of misconduct;
  - 3.1.26 bullies and/or intimidates another student or member of staff; or
  - 3.1.27 prevents or attempts to prevent another student or a staff member from accessing STADIO premises or attending classes at STADIO.
- 3.2 With specific regard to assessments, a student is guilty of misconduct if he/she cheats in any STADIO examination/assignment.
- 3.2.1 For purposes of this rule, "examination/assignment" includes all assessments of a student's performance organised and/or conducted in the name of STADIO.
  - 3.2.2 Further for the purposes of this rule, "cheating" includes:
    - (a) the possession of any unauthorised notes and/or aid(s) in the examination venue after the first answer book or question paper is made available to students, which may assist a student in the examination;
    - (b) the use or attempted use during an examination of any note, device, equipment or aid, the use of which is not authorised by the examiner, examination officer or examination instruction;
    - (c) the communication or attempted communication of any information relating to an examination with any other candidate while the examination is in progress;
    - (d) the removal or attempted removal from an examination room of any examination paper, examination book or writing paper supplied by STADIO for the purposes of answering an examination;
    - (e) the use of a false name, identity number or student number in an examination;
    - (f) the submission for examination as own work any matter that has been copied, reproduced, or extracted in whole or in part from the work of another student or some other person, or which is substantially the same in whole or in part as the work of another student;
    - (g) deliberately or negligently assisting another student to cheat as defined in Rule 3.2.2
  - 3.2.2 (h) accessing any assessment, test, or examination paper, or marking memorandum or model answer of STADIO prior to an examination or assignment without authorisation;

- (i) accessing the work of another person during an examination without authorisation; and
- (j) the commission of any other fraudulent or dishonest practice whereby a student, while being examined by STADIO, seeks to mislead or deceive the examiner or the examination officer.

## **4. THE STUDENT DISCIPLINARY COMMITTEE (SDC)**

### **4.1 The SDC**

4.1.1 The SDC consists of three persons identified and appointed by the Institutional Registrar from amongst the following:

- (a) a person duly authorised or appointed by the CEO;
- (b) the Head of School; or a person duly authorised or appointed by him or her from the School in which the accused student is registered;
- (c) a member of the Academic or senior Administrative staff appointed by the Senate;
- (d) a member of the School of Law appointed by the Head of School;
- (e) the School Registrar.

4.1.2 The Institutional Registrar will nominate any person on the SDC as the Chairperson of the SDC.

4.1.3 No person who has lodged a complaint against the student against whom disciplinary charges are brought or involved in the disciplinary investigation of the charges may be part of the SDC.

4.1.4 A member of the Students Representative Council (SRC) may be invited by the Registrar to attend an SDC meeting, with observer status only.

### **4.2 Quorum**

All persons appointed to the SDC must be present at all proceedings before the SDC.

### **4.3 Non-availability of SDC members**

4.3.1 If at any stage during the sitting of the SDC a member of the Committee is permanently no longer able to participate in the proceedings, the hearing shall be terminated and shall commence de novo before a newly constituted SDC, provided that if the student agrees, the member may be substituted by another member nominated by the Institutional Registrar.

4.3.2 If at any stage during the sitting of the SDC a member of the Committee is not available for any reason, the Committee must adjourn until that person is available.

4.3.3 The Institutional Registrar shall decide whether to apply Rules 4.3.1 or 4.3.2 in his or her sole discretion after considering the relevant facts and consulting with the student and members of the Committee.

### **4.4 Chairperson to determine procedures**

Subject to the provisions of this Code, the procedure adopted at the SDC is determined by the Chairperson of the SDC.

### **4.5 The initiator**

The Institutional Registrar appoints the Initiator to present the case for STADIO at all disciplinary hearing proceedings. The Initiator may also investigate the complaint of misconduct and frame the charges. The Registrar may substitute or replace the Initiator at any time.

### **4.6 Student representation**

4.6.1 A student accused of misconduct in terms of this Code may be represented at the SDC by:

- (a) a fellow student registered with STADIO; or
- (b) a member of the STADIO Students' Representative Council.

4.6.2 A student facing disciplinary charges is not entitled to be represented at an SDC by external legal representation.

#### **4.7 Decisions of the SDC**

4.7.1 At the conclusion of the evidence, the SDC decides, in light of all the evidence presented, whether or not a student is guilty of the misconduct, as charged. A finding of guilty will only be returned if:

4.7.1.1 the misconduct charged has, in the opinion of the SDC, been proved on a balance of probabilities; or

4.7.1.2 a student has freely and voluntarily admitted guilt and the SDC is satisfied that there is information from the accused or from another source to substantiate the admission. Should the SDC not be satisfied with the evidence presented, it may of its own accord call for further evidence to be led in respect of the charge.

4.7.2 If the SDC does not find a student guilty as provided for under Rule 4.7.1.2, a student is acquitted of the charge.

4.7.3 The decision of the SDC is determined by a majority vote of the members present, where applicable.

#### **4.8 Student's absence from hearing**

If a student charged with misconduct does not attend his/her disciplinary hearing, in the absence of good cause for not attending provided to the SDC by no later than 30 minutes after the scheduled starting time, such hearing shall proceed in his/her absence and the proceedings of the SDC will not be invalid as a result thereof.

#### **4.9 Recusal from proceedings**

A member of the SDC who has laid a complaint of misconduct against the student or who is involved in the disciplinary investigation of the charges or who has a conflict of interest in the matter must recuse him/herself from the proceedings of the SDC which has been constituted for the purpose of adjudicating a charge emanating from the complaint.

#### **4.10 Obstruction of proceedings**

If a student charged with misconduct interferes with or obstructs any proceedings of the SDC or refuses to carry out a reasonable instruction of the Chairperson of such SDC, the Chairperson may take such reasonable and proportional steps as he/she may consider necessary to ensure the orderly conduct of proceedings, which may include continuing in the absence of the student, provided that the student shall be offered the opportunity to make representations before the decision is taken.

#### **4.11 Record of proceedings**

4.11.1 The Institutional Registrar must ensure, by means of digital recording, that the proceedings of the SDC are recorded, and must keep on record all documents forming part of the proceedings.

4.11.2 If for any reason the digital recording fails, the Chairperson shall take all reasonable steps to reconstruct the record in consultation with the SDC, the Initiator and the student. Where the record cannot be adequately reconstructed, the hearing must be heard de novo unless alternative arrangements are made by agreement with the student.

## **5. PROCEDURE IN THE CASE OF A COMPLAINT OF MISCONDUCT**

### **5.1 Notification of misconduct**

A student will not be formally charged with misconduct until a written and signed statement containing an accusation, complaint or allegation made against a student has been submitted to the Institutional Registrar or a person authorised by him/her to receive such

complaint, provided that nothing contained herein will prevent the Institutional Registrar from laying a complaint of misconduct against a student.

## **5.2 Preliminary investigation**

5.2.1 The Institutional Registrar may appoint one or more persons to conduct a preliminary investigation into an accusation, complaint or allegation brought to his/her attention.

5.2.2 Such person(s) so appointed must submit a written report and/or charge sheet to the Institutional Registrar in line with the Terms of Reference accompanying the appointment.

5.2.3 The person(s) appointed to conduct the preliminary investigation may consult with or obtain information from any person, including a student against whom the accusation, complaint or allegation has been made.

5.2.4 If the Institutional Registrar is of the opinion that there is a prima facie case and that there are reasonable grounds for a charge of misconduct, he/she may refer the matter to be heard by the SDC.

## **5.3 Notice to the accused student**

5.3.1 When proceedings against a student are instituted in terms of Rule 5.2.4 above, a student's notice must be in writing and prescribe a period of not less than 14 calendar days stating the date, time and place of the hearing by the SDC, unless the student agrees to such shorter period.

5.3.2 The Notice under this rule will inform a student:

- (a) that proceedings under a Student Disciplinary Code are to be instituted against him/her and that a copy of the Code is available for inspection on the STADIO website and in the Brochure provided to all students;
- (b) of the Rule that a student is alleged to have breached and/or the act/s of misconduct that a student is alleged to have committed. The Notice must set out the charge with sufficient particularity and documentation to enable a student to prepare for his/her defence;
- (c) of his/her right to answer the charge in writing at least four days before the hearing;
- (d) of his/her right to attend the hearing to present his/her case, or to be represented at the hearing by a fellow student registered with STADIO, a member of the STADIO Student Representative Council; or an employee of STADIO.
- (e) that a student may not be represented by an external legal representative/practitioner; and
- (f) of his/her right if he/she is a minor to be assisted by his/her parent or guardian or, at the discretion of the SDC, to be assisted by any other person appointed by such parent or guardian, provided that nothing contained in this Rule renders the conduct of the SDC void if a student is not so assisted on the date set for the hearing.

## **5.4 Service of notice**

5.4.1 Service of any written notice and the furnishing of particulars in terms of this Code will be by prepaid, registered post to the residential/postal address or to the fax or email address as provided either on the most recent application form completed by a student for the purpose of registration or on any later written notice submitted by a student to STADIO of a change of address.

5.4.2 In the case of such service, a student will be deemed to have received the Notice and particulars within five (5) days of the date of posting thereof, or within one day of emailing or faxing thereof.

## **5.5 Suspension**

5.5.1 A student who has been served with a Notice in terms of Rule 5.4.1 may be suspended from STADIO if it is necessary to safeguard the interests of the Institution and/or the wellbeing of other student/s.

5.5.2 The Notice of Suspension may inter alia prohibit such student from:



- (a) entering onto the premises of STADIO or any part thereof, and/or
  - (b) exercising a right or privilege resulting from his/her enrolment as a student.
- 5.5.3 A temporary suspension in terms of Rule 5.5.1 remains in force and effect for the period not exceeding thirty (30) days or until the disciplinary proceedings in terms of this Code have been completed, whichever instance may first occur.
- 5.5.4 The Institutional Registrar or a person authorised by him/her shall, before suspending a student, give the student no less than 24 hours' notice of intention to suspend the student, with brief reasons and the proposed terms of suspension, and invite the student to make written representations advancing reasons why she/he should not be suspended.
- 5.5.5 The Institutional Registrar or person authorised by him/her shall as soon as practicable consider the student's representations before deciding on the suspension and advise the student of the decision in writing and the reasons for the decision once it has been taken, as well as the conditions of suspension.
- 5.5.6 No such suspension shall prevent a student from taking an examination or submitting an assignment.
- 5.5.7 The Institutional Registrar may at his/her discretion revoke a suspension at any time.
- 5.5.8 Suspension in urgent circumstances.
- (a) Under circumstances deemed urgent, the Institutional Registrar may suspend a student and thereafter allow the student to make representations concerning the suspension and its revocation.
  - (b) A written notice of suspension stating the reasons therefor and the conditions of suspension must be delivered to the student and the student must be afforded the opportunity to make written representations within 12 hours of receipt thereof regarding the revocation of the suspension, or such longer period as the student may request.
  - (c) The student must be notified of the decision regarding the revocation or continued suspension and the reasons therefor as soon as practicable after the student's representations have been considered and a decision has been taken.

## **6. GENERAL PROCEDURES AT THE HEARING OF A CHARGE OF MISCONDUCT**

- 6.1 The Initiator leads evidence against the accused student and generally conducts the case for STADIO.
- 6.2 The SDC allows a student or such person representing a student a reasonable opportunity to present a defence and to answer the charges.
- 6.3 Both the Initiator and the accused student are allowed to adduce all relevant evidence and call witnesses and to examine and cross-examine witnesses, as appropriate. The Initiator and the accused student may at any time agree to facts that are common cause.
- 6.4 The SDC may ask the parties which facts are common cause at the start of proceedings and record any agreement in this regard, and also ask the witnesses questions for clarity, but must remain unbiased and shall not create any reasonable apprehension of bias.
- 6.5 The SDC may further, of its own accord, call upon either the Initiator or the student to adduce evidence that it may deem relevant to a determination of the issue(s) before it.
- 6.6 The hearing of the SDC is conducted in an informal manner, according to the principles of natural justice and with due regard for the rights of the accused student. The rules of procedure and rules of evidence as applied in the ordinary courts do not apply.
- 6.7 If a student is a minor, no disciplinary action(s) will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct

and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the SDC in person.

6.8 The STADIO standard procedures serve as a guideline.

## 7. SANCTIONS

- 7.1 When considering an appropriate sanction, the SDC must take into account all mitigating and aggravating factors presented during the hearing. Further, when considering the appropriateness of the disciplinary measures to be imposed, the SDC must ensure that such disciplinary measures are, as far as possible, appropriate to and commensurate with the nature and gravity of the misconduct of which a student has been found guilty. The Guidelines to be used in imposing appropriate sanctions are hereto attached as Annexure "A". And still further, it is noted that the SDC is also bound by the rules of administrative law and natural justice and the principles of precedent.
- 7.2 After finding a student guilty of misconduct, the SDC may impose one or more of the following sanctions in no particular order:
- 7.2.1 revocation of a degree, diploma or other qualification obtained from STADIO in an improper manner;
  - 7.2.2 a written reprimand and/or warning;
  - 7.2.3 denial of a right or privilege resulting from enrolment as a student at STADIO for a specific period;
  - 7.2.4 a fine not exceeding twice the annual tuition fee for the full first semester/year of study of the qualification for which a student is registered;
  - 7.2.5 payment of compensation or requiring the accused student to repair the damage caused by his/her misconduct;
  - 7.2.6 denial of the right or privilege to register for a particular study module offered by STADIO;
  - 7.2.7 annulments of examination results and/or withdrawal of a credit(s) obtained on a study module in question;
  - 7.2.8 refusal of admission to an examination for a specified period;
  - 7.2.9 confirmation of the temporary suspension of a student, and/or the suspension of a student for a specified period or further period subject to any condition(s) which the SDC deems reasonable;
  - 7.2.10 denial of the privilege to register or enrol again as a student at STADIO for a specified period;
  - 7.2.11 expulsion as a student from STADIO;
  - 7.2.12 any other appropriate sanction(s) which the SDC deems suitable in the particular circumstances; and/or
- 7.3 A student who is temporarily or permanently deprived in terms of this Code of a right or privilege which he/she enjoys as a student or is temporarily or permanently denied admission to STADIO forfeits any claim for repayment, reduction or remission of moneys paid or payable to STADIO.

## 8. IMPLEMENTATION OF FINDINGS OF THE SDC

- 8.1 If the SDC finds an accused student:
- 8.1.1 guilty, a student is notified in writing of the finding and the sanction(s) imposed by the SDC. In the Notice, a student is further informed of his/her right to appeal against the finding(s) and/or the sanction(s) imposed.
  - 8.1.2 not guilty, a student is notified in writing of the finding of the SDC.
- 8.2 If a student is a minor, no disciplinary measure/s will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct

and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the SDC in person.

- 8.3 The Initiator is notified in writing of the finding of the SDC at the same time that the student is notified in terms of 8.1.

## **9. APPEAL AGAINST A DECISION OF THE SDC**

A Student Disciplinary Appeals Committee (SDAC) hears appeals in respect of findings of the SDC.

### **9.1 Functions and powers of the SDAC**

9.1.1 The SDAC is responsible for the hearing of all appeals in respect of the SDC decisions in determining whether based on factual findings, matters relating to procedure and/or the sanctions imposed.

9.1.2 The SDAC may:

- (a) uphold, review, reverse, nullify and/or substitute a decision of the SDC with its own decision;
- (b) cure any defects in the SDC hearing; and
- (c) hear new evidence in addition to the record of the SDC proceedings.

### **9.2 Composition of the SDAC**

9.2.1 The SDAC consists of two members identified from the following groups of persons, as per the STADIO organogram:

- (a) a person duly appointed as the Head of an Academic School;
- (b) a person duly appointed by the Institutional Registrar from amongst the list of 4 members nominated by the Senate;
- (c) the Chief Operating Officer: CL or the Chief Operating Officer: DL
- (d) an external person due to his/her expertise, which could include legal expertise.

9.2.2 The Institutional Registrar shall nominate any person on the SDAC as the Chairperson of the SDAC.

9.2.3 No person who has lodged a complaint against the student against whom disciplinary charges are brought or involved in the disciplinary investigation of the charges or in the SDC may be part of the SDAC.

9.2.4 A student representative may be nominated, with observer status, to attend an SDAC meeting.

### **9.3 Quorum**

All persons appointed to the SDAC must be present at all proceedings before the SDAC.

### **9.4 Functioning**

The provisions of Chapters 4 to 7 apply with the necessary changes to the functioning of the SDAC.

### **9.5 Procedures**

9.5.1 A student who has been found guilty of misconduct or the Initiator, where there has been an irregularity in proceedings or where new evidence has come to light, may, within fourteen (14) days of being informed of the finding of the SDC, appeal in writing by lodging a written Notice of Appeal to the Institutional Registrar, provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her has no right of appeal against such finding, but may still appeal against the sanction.

9.5.2 The person appealing must furnish, in writing, detailed grounds for his/her appeal in the Notice of Appeal.

9.5.3 Upon receipt of a Notice of Appeal, the Institutional Registrar must forward a copy of such Notice to the Chairperson of the SDC who adjudicated the charge, who within 10 days must compile a response to the grounds for appeal and submit it to the

- Institutional Registrar for submission to the Chairperson of the SDAC and to the other parties, i.e. the student and the Initiator. The student and the Initiator may submit a reply thereto to the SDAC within seven (7) days.
- 9.5.4 When an appeal is lodged against a decision of the SDC in terms of Chapter 9, the enforcement of any disciplinary measure imposed by the SDC is automatically suspended pending the outcome of the appeal.
  - 9.5.5 An appeal will be decided based on the record of the proceedings of the SDC, together with any document(s) and exhibit(s) submitted during the SDC hearing, save where new evidence has come to light, in which case the new evidence may be presented to the SDAC. The decision whether to allow such allegedly new evidence will be that of the Chairperson of the SDAC.
  - 9.5.6 The SDAC may, in its discretion, request the student and the Initiator to lead evidence and/or make submissions in respect of any matter it may consider relevant.
  - 9.5.7 The SDAC shall consider the record of the SDC, any new evidence, and the representations of the student and the Initiator. After considering an appeal, the SDAC may uphold, review, reverse, nullify or substitute its own decision for the decision of the SDC in any respect.
  - 9.5.8 Prior to reaching a final decision concerning the appeal, the SDAC may refer any question pertaining to the hearing of the SDC back to the SDC concerned and order that a report be submitted, in which case the student and the Initiator shall be given a copy of the question/s and the report, and have the opportunity to make representations in connection therewith to the SDAC.
  - 9.5.9 The SDAC will not increase any sanction(s) imposed by the SDC unless the SDAC has given the accused student prior reasonable written notice of its intention to do so and has further considered the appellant's written representations, if any, in this regard.
  - 9.5.10 All SDAC decisions are final and there is no further forum for appeal within STADIO structures after the SDAC.

## **10. REPORTING AND DISCLOSURE OF FINDINGS**

- 10.1 If a student in respect of whom the SDC has imposed a sanction or the Initiator fails to exercise his/her right of appeal as set out in Chapter 9, the Institutional Registrar shall do all things necessary to implement the decision of the SDC.
- 10.2 If a student in respect of whom the SDC has imposed a sanction exercises his/her right of appeal as set out in Chapter 9, the SDAC will submit a written report on the matter after disposing of the appeal to the Institutional Registrar who shall do all things necessary to implement the decision of the SDAC.
- 10.3 Final decisions in respect of student disciplinary hearings may be made public (without identifying a student) by any other means determined by the Institutional Registrar, save where exceptional circumstances are found to exist.
- 10.4 The Institutional Registrar shall maintain a central register of all disciplinary proceedings and sanctions.
- 10.5 The CEO shall at any time be entitled to request and to be provided with a report/feedback on a disciplinary matter pending before the SDC or SDAC.

## **11. SAFEKEEPING OF THE RECORD OF PROCEEDINGS**

- 11.1 All documents and records pertaining to a disciplinary matter will be kept in safe custody by the Institutional Registrar. A student or person authorised by the student is, however, entitled to receive copies of such documents and records at his/her own expense.

11.2 Such documents and records will be held by STADIO for a period of three years after a matter has been finalised.

## 12. COMMENCEMENT OF THIS CODE

12.1 This Code and any amendment hereto comes into operation on the date on which it is approved by the Board of STADIO.

12.2 This Code is the relevant Code for all students registered at STADIO from the commencement date of this Code or any amendment hereto and repeals all previous Student Disciplinary Codes, policies and procedures that may have been previously adopted and utilised.

## 13. REVIEW

13.1 This Code shall be reviewed in a three-year cycle.

13.2 No amendments to this Code shall be made save in consultation with the Senate.

## 14. OPERATIONAL GUIDELINES

For the purposes of ensuring consistency in sentencing, minimum and maximum sanctions to be imposed by the SDC and SDAC will be in place for consideration by the Committees.

### ANNEXURE “A”

Guidelines for sanctions to be imposed for acts of misconduct as per chapter 13 (a) of a student disciplinary code

#### Purpose

The purpose of these guidelines is to provide members of the SDC panel with a yardstick against which to measure the penalty to be imposed. The Guidelines are a measure to provide uniformity in the sanctioning processes. However, these guidelines are not intended to be prescriptive and members of the panel will always have the right to accept or reject, increase or lower the sanctions set out in the guidelines with fully substantiated reasons. The guidelines must be made available to all members of the panel at the disciplinary proceedings.

When considering an appropriate sanction, the SDC must take into account all the mitigating and aggravating factors presented by both parties during the hearing and consider the said sanction on a case-by-case analysis:

1. A student who:
  - 1.1 Intentionally or negligently contravened or subverted, or attempted to contravene or subvert, or assisted, encouraged or persuaded any other person to contravene or subvert a code, regulation or instruction of STADIO  
Sanction:  
In such cases the matter will be have to be judged on the facts and circumstances of each case and the nature of the misconduct that has been perpetrated.
  - 1.2 Refused or failed to comply with a lawful instruction or request of an employee of STADIO authorised to give such instruction or make such request, acts contrary to such instruction or request  
Sanction:  
The sanction will be determined by the nature of the request or instruction that was disobeyed.

- 1.3 Committed any statutory or common law crime while on the premises of STADIO  
Sanction:  
 The sanction will be determined by the seriousness of the crime. The crime must also be reported to the nearest SAPS as soon as possible.
- 1.4 Intentionally or negligently misused, damaged, defaced, destroyed or alienated, or without authorisation, used any building, furniture or equipment, computer, vehicle, notes, documents or any other property owned or controlled by STADIO or by any employee of STADIO, or by any registered student of STADIO  
Sanction:  
 The guilty student shall be liable to receive:
- (i) a warning; and/or
  - (ii) a fine; and/or
  - (iii) payment of compensation for the damage caused and/or repairs of/restores any property damaged by his/her conduct. The extent of the punishment will be determined by the facts of the case and the seriousness of the misconduct.
- 1.5 Intentionally or negligently mismanaged and/or misappropriated funds of STADIO  
Sanction:
- (a) If a student is found to have acted intentionally, s/he shall be liable to receive:
    - (i) a fine; and/or
    - (ii) payment of compensation for all losses sustained; and/or
    - (iii) prevention from holding any office at STADIO which would involve working with institutional finances and financial management; and/or
    - (iv) denial of the privilege to register or enrol again as a student at STADIO for a minimum period of one year and a maximum period of two years.
  - (b) If a student is found to have acted negligently, s/he shall be liable to receive:
    - (i) a fine and/or
    - (ii) payment of a compensation for all losses sustained; and/or
    - (iii) prevention from holding any office at the STADIO which would involve working with institutional finances and financial management.
- 1.6 Introduced intoxicating liquor on to the premises of STADIO without consent of the CEO (or a person duly authorised by the CEO)  
Sanction:
- (a) If the liquor is introduced onto the STADIO premises for the purposes of consumption, the following sanction will apply:
    - (i) A fine; and/or
    - (ii) Denial of the privilege to register or enrol again as a student at the STADIO for a period maximum of one year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving alcohol during the period of the suspended sentence, the sanction shall become immediately effective.
  - (b) If the liquor is introduced on to the STADIO premises for the purposes of dealing, the following sanction will apply:
    - (i) A fine; and/or
    - (ii) Denial of the privilege to register or enrol again as a student at STADIO for a maximum period of one year.
  - (c) Consumed or abused intoxicating liquor while on the premises of STADIO  
Sanction:  
 A student found guilty of such misconduct will be liable to receive:
    - (i) A warning; and/or
    - (ii) A fine
  - (d) Under the influence of such liquor while on the premises of STADIO  
Sanction:  
 A student found guilty of such misconduct will be liable to receive:
    - (i) a warning; and/or

(ii) a fine.

1.7 Introduced an illegal dependence-producing substance (as defined in section 1 of the Drugs and Drug Trafficking Act, 1992 as amended) onto the premises of STADIO; or is found to have been in possession of such illegal substance or is under the influence of such substance while on the premises of STADIO

Sanction:

- (a) if the illegal dependence-producing substance is introduced onto the STADIO premises for the purposes of CONSUMPTION, the following sanction will apply:
- (i) A fine; and/or
  - (ii) Denial of the privilege to register or enrol again as a student at STADIO for a maximum period of one year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving illegal dependence-producing substances during the period of the suspended sentence, the sanction shall become immediately effective.
- (b) if the illegal dependence-producing substance is introduced onto the STADIO premises for the purposes of DEALING, the following sanction will apply:
- (i) A fine; and/or
  - (ii) Denial of the privilege to register or enrol again as a student at the STADIO for a maximum period of one year.

1.8 Without proper authorisation

1.8.1 brought onto or stored on the STADIO premises a firearm, other dangerous weapon, or a fuel that cannot reasonably be shown to be required for the operation of a motor vehicle, a generator or any explosive devices

Sanction:

- (i) A fine; and/or
- (ii) Denial of the privilege to register or enrol again as a student at STADIO for a maximum period of one year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving bringing onto or storing on STADIO premises a firearm, other dangerous weapons or the fuel during the period of the suspended sentence, the sanction shall become immediately effective.

1.8.2 Allowed or arranged a firearm, other dangerous weapon, or a fuel that cannot reasonably be shown to be required for the operation of a motor vehicle, a generator or any explosive devices

Sanction:

- (i) A fine; and/or
- (ii) Denial of the privilege to register or enrol again as a student at STADIO for a maximum period of one year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving bringing onto or storing on the STADIO premises a firearm, other dangerous weapons or fuel during the period of the suspended sentence, the sanction shall become immediately effective.

1.9 Sexually or otherwise harassed any person (as defined in a student Sexual Harassment Policy, while on the STADIO premises

Sanction:

The sanction will be determined by the nature of the misconduct.

1.10 Acted in a racist manner towards any person while on the STADIO premises

Sanction:

The sanction will be determined by the nature of the misconduct.

1.11 Committed an indecent act while on the STADIO premises

Sanction:

- A warning; and/or
- A fine; and/or

- Denial of the privilege to register or enrol again as a student at the STADIO for a period of one maximum year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving indecent acts while on the STADIO premises during the period of the suspended sentence, the sanction shall become immediately effective. The sanction to be imposed will be determined by the facts of the case and the seriousness of the misconduct.
- 1.12 Unlawfully expressed, published or disseminated in speech, writing, print or other medium on the STADIO premises any views, beliefs or ideology that infringe upon the dignity or other human rights of any student or groups of students, or any STADIO member of the staff, or person invited by STADIO as a guest
- Sanction:
- (i) A student must be directed to provide a formal apology to the person(s) or group offended; and/or
  - (ii) A warning; and/or
  - (iii) A fine; and/or
  - (iv) Denial of the privilege to register or enrol again as a student at STADIO for a maximum period of one year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving a publication or dissemination of material(s) that infringes the dignity or other human rights of any member of STADIO during the period of the suspended sentence, the sanction shall become immediately effective. The extent of the punishment will be determined by the facts of the case and the seriousness of the misconduct.
- 1.13 Without the written permission of the CEO or duly authorised person used the name of STADIO, or used or displayed the logo of STADIO
- Sanction:
- The sanction to be imposed will be determined by the facts of the case and the seriousness of the misconduct in addition to the intention of a student concerned.
- 1.14 Convened an assembly on the STADIO premises without obtaining the prior written consent from the CEO or the person duly authorised by him or her or attended a gathering prohibited by the CEO
- Sanction:
- (i) A warning; and/or
  - (ii) A fine; and/or
  - (iii) Denial of the privilege to register or enrol again as a student at STADIO for a period of one year, which sanction shall be suspended for one year. Should the accused student be found guilty of any misconduct involving assembly convened or attend a prohibited gathering without obtaining a required prior written consent from the CEO during the period of the suspended sentence, the sanction shall become immediately effective.
- 1.15 Knowingly made a false statement about STADIO or otherwise intentionally provided materially false information to anyone inside or outside of STADIO about STADIO.
- Sanction:
- (i) A warning; and/or
  - (ii) A fine; and/or
  - (iii) Refusal of admission to an examination for a subject(s) relating or affected by the false information provided; and/or
  - (iv) Annulment of examination results and/or withdrawal of a credit(s) obtained in a study module(s) affected by the false information provided; and/or
  - (v) Denial of the privilege to register or enrol again as a student at STADIO for a minimum period of three years and a maximum period of five years.
  - (vi) Revocation of a degree, diploma or other qualification obtained from STADIO based on the information provided; and/or



- (vii) The sanction to be imposed will be determined by the facts of the case and the seriousness of the misconduct in addition to the intention of a student concerned.

1.16 Intentionally or negligently tendered or presented to any employee of STADIO any document which s/he knows or ought to reasonably know to be false or a forgery and which caused or has the potential to cause prejudice to the administrative, financial or academic interest of STADIO

Sanction:

- (i) Refusal of admission to an examination for a subject(s) relating or affected by the false information provided; and/or
- (ii) Annulment of examination results and/or withdrawal of a credit(s) obtained in a study module(s) and/or courses affected by the false or forged information provided; and/or
- (iii) Denial of the privilege to register or enrol again as a student at STADIO for a minimum period of three years and a maximum period of five years.
- (iv) Depending on the seriousness of the misconduct, expulsion from STADIO as a student.
- (v) Revocation of a degree, diploma or other qualification obtained from STADIO based on the information provided; and/or

1.17 Accepted or offered a bribe to students, employee of STADIO and/or any other official of STADIO

Sanction:

- (i) Depending on the seriousness of the misconduct, a suspension carrying a minimum period of 12 months and a maximum period of three years; and/or
- (ii) Prevention from holding any office at STADIO; and/or
- (iii) Depending on the seriousness of the misconduct, expulsion from STADIO

1.18 Reproduced or transmitted in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study/learner guide(s), book(s), thesis/dissertation, article(s), examination paper(s), lecture or any other study aids in respect of which copyright exists, unless the copyright owner's permission for the reproduction or transmission is obtained

Sanction:

Depending on the seriousness of the misconduct,

- (i) warning; and/or
- (ii) a fine; and/or
- (iii) depending on the seriousness of the misconduct, a denial of the privilege to register or enrol again as a student at STADIO for a minimum period of one year and a maximum period of three years.

1.19 Contravened the provisions of the Copyright Infringement and Plagiarism as fully indicated and as distributed to all students with each module

Sanction:

- (i) If it is in relation to a portion of work in an assignment, forfeiture of the marks for the said parts found to have been copied and/or plagiarised; and/or
- (ii) If it is in relation to a portion of work in an examination, forfeiture of the marks for the said parts found to have been copied and/or plagiarised; and/or
- (iii) If it is in relation to the whole assignment, forfeiture of the marks for the whole assignment as copied and/or plagiarised; and/or
- (iv) If it is in relation to the whole examination, forfeiture of the marks for the whole examination as copied and/or plagiarised; and/or
- (v) Cancellation of a student's registration for the module(s) or subjects in question and forfeiture of any amount(s) already paid or due for the said module(s); and/or

- (vi) In cases of repeated offenders, denial of the privilege to register or enrol again as a student at STADIO for a minimum period of three years and a maximum period of five years.

1.20 Behaves in a way that leads or led to:

- (i) the good name and reputation of STADIO being impaired,
- (ii) the maintenance of order, discipline and security of STADIO being prejudiced or imperilled,
- (iii) the tuition, research and administration processes and general STADIO activities being prejudiced or imperilled, and was or should have reasonably foreseen at the time when such behaviour occurred

Sanction:

The penalty will be determined by the nature of the misconduct.

1.21 Is found to have STOLEN, SOLD, AND/OR DISTRIBUTED any examination paper(s) before the scheduled examination

Sanction:

- (i) Denial of the privilege to register or enrol again as a student at STADIO for a minimum period of three years and a maximum period of five years.
- (ii) In cases of repeated offenders, expulsion from STADIO as a student.

1.22 Is found to have been in POSSESSION of stolen examination paper(s) and/or distributed any examination paper(s) before the scheduled examination

Sanction:

- (i) Denial of the privilege to register or enrol again as a student at STADIO for a minimum period of three years and a maximum period of five years.
- (ii) In cases of repeated offenders, expulsion from STADIO as a student.

### **In relation to assessments**

1.23 (a) Is found guilty of cheating in any STADIO assessments, to include examinations and assignments:

Sanction:

- (i) Where a student is found in POSSESSION of unauthorised material in the exam venue and there is no evidence that a student used or intended to use the notes, the sanction imposed is:
  - (a) a written warning
  - (b) denial of the privilege to register or enrol again as a student at STADIO for a period of six months.
- (ii) Where it is proved that a student USED the unauthorised material, the sanction imposed is:
  - (a) cancellation of the credit if a student passed the module or a fine equivalent to the cost of the module if a student failed the module in question; and/or
  - (b) denial of the privilege to register or enrol again as a student at STADIO for a period of one year and/or;
  - (c) in cases of a repeated offender, denial of the privilege to register or enrol again as a student at STADIO for a period of two years.  
The nature of the unauthorised material is relevant in determining use or intention to use. If there is a clear indication of intention to use, then the sanction must be dealt with as for USE – even if the invigilator did not actually see a student using the said materials.
- (iii) If it is proven that a student threatened the invigilator (s), this is an aggravating factor and a period of six months' suspension must be added to the sanction that would normally be imposed for POSSESSION or
- (iv) However, the sanction imposed for a student's threatening misconduct is not subject to suspension and will run consecutively with any other sanction imposed. In instances of a repeat offender

- (v) For POSSESSION, the period of suspension for the first offence becomes effective and a student must be suspended for a further minimum period of six months and a maximum period of three years.
- (vi) For USE – taking into account the first offence, a student may be expelled from STADIO as a student.
- (b) is found to have an unauthorised removal or attempted to remove from an examination room any examination book or writing paper supplied by STADIO for the purposes of answering an examination paper,
- (c) used false name, identity or student number in an examination,
- (d) submitted for examination as own any material/documentation that has been copied, reproduced, or extracted in whole or in part from the work of another or some other person, or which is substantially the same in whole or in part as the work of another student,
- (e) intentionally or negligently assisted another to cheat as defined in clause 2.2 of the students’ Disciplinary Code,
- (f) committed any fraudulent or dishonest practice whereby a student, while being examined by STADIO, sought to mislead or deceive the examiner or the examination officer or the invigilator.

**Sanction:**

- (i) In cases of a student who is found guilty of cheating in an examination, cancellation of the credit if a student passed the module or a fine equivalent to the cost of the module if a student failed the module in question; and/or
- (ii) a denial of the privilege to register or enrol again as a student at STADIO for a minimum period of one year and a maximum period of two years.
- (iii) In cases of repeated offenders, a denial of the privilege to register or enrol again as a student at STADIO for a maximum period.

**R. List of Partnership Agreements**

STADIO has partnerships with the following organisations:

Organisation	Local / International	Nature of Partnership
Academy for Jewish Teaching and Learning	Local	Training of teachers in the PGCE programme
Ben Vorster HS	Local	Training of teachers in postgraduate programme
Brock University, Ontario, Canada	International	Academic and research collaboration
Capricorn TVET College	Local	Training of lecturers in all STADIO programmes
Coach The Coaches	Local	CPTD Short Courses – Sports coaching
Cornwall Hill College	Local	Training of teachers in the undergraduate programmes
Curro	Local	Training of teachers in undergraduate and postgraduate programmes
EDTP SETA	Local	Student funding origination
Edu-Build Institute	Local	Widening access to students for undergraduate and postgraduate programmes
Elangeni TVET College	Local	Training of TVET lecturers in the AdvDip (TVT)
Esayidi TVET College	Local	Training of lecturers in the AdvDip (TVT)
Gauteng Provincial Education Department	Local	Training of teachers in undergraduate and postgraduate programmes.

<b>Organisation</b>	<b>Local / International</b>	<b>Nature of Partnership</b>
Jakes Gerwel Fellowship	Local	Training of teachers and interns in the PGCE programme
Jet Education Services: Sesotho and isiZulu Reading Project (SIRP)	Local	Effective teaching of (beginning) reading in the African languages focusing on isiZulu and Sesotho
Jet Education Services: Teacher Internship Collaboration South Africa (TICSA)	Local	Innovation and continuous improvement in the delivery of teacher internship programmes.
KZN Department of Education	Local	Training of teachers in basic education
Laerskool George SDuid	Local	Training of teachers in the undergraduate programmes
Laerskool Muldersdrift	Local	Training of teachers in undergraduate programmes
Lebalelo TVET College	Local	Training of TVET lecturers in the AdvDip (TVT)
Little Ashford	Local	Training of teachers in the undergraduate programmes
Mnambithi TVET College	Local	All STADIO offerings
Overberg Learning Hub, Hermanus	Local	Training of teachers in undergraduate and postgraduate programmes
Queen Maud University of Early Childhood Education, Norway	International	Student exchange programme
REALEMA	Local	Training of teachers in the undergraduate programmes
South Cape College	Local	Training of lecturers in AdvDip (TVT)
St John's College	Local	Training of teachers in the PGCE programme
Study Loans 4U	Local	Student funding origination
Teach The Nation	Local	Training of teachers in undergraduate and postgraduate programmes and Training of teachers and interns in the PGCE programme
The Sharks Academy	Local	Co-branding and collaborative marketing activities
University of Pacific Oaks College, USA	International	Academic and research collaboration with staff and students
Road Traffic Management Corporation (RTMC)	Local	Access to Higher Education via SASSETA qualifications
HJN Training & Vehicle Academy	Local	Access to Higher Education via SASSETA qualifications
University of Portsmouth	International	Institutional Collaboration and Student Exchange
China Security and Protection Agency Association	International	Institutional Collaboration and Student Exchange
Law Training Centre (Kent)	International	Training of South African Solicitors to become solicitors on England and Wales
Gauteng Society of Advocates	Local	Industry exposure; exchange of research

Organisation	Local / International	Nature of Partnership
Council for International African Fashion Education; NGO	International	<p>STAFF CONNECTIONS (Academic) - Staff exposure/ STADIO brand. Academic staff afforded the opportunity to publish research-based industry insights on a global platform.</p> <ul style="list-style-type: none"> <li>STUDENT Students exposed to writing for publication.</li> </ul>
The British Accreditation Council for Independent Further and Higher Education (BAC)	International	BAC Accreditation
Graduate Fashion Week International	International	Showcasing of Student Portfolios
Proudly South African	Local	Partnership to promote local fashion economy through guest speakers and student networking opportunities.
Brother South Africa	Local	Supplier of sewing machines for the design students with workshops to support the academic programmes.
MAC cosmetics	International	Supplier of products for the make-up modules as well as presenters of masterclasses and networking opportunities for students.
Media 24	Local	Local partner for fashion media students through endorsing specified assessments and industry processes.
House of Freya	Local	Local digital and social marketing company that will endorse assessments, present guest lectures and case-studies to ensure relevant world-of-work practices within the media curricula.
Frontier Co	Local	The company that houses iconic brands like Pringle of Scotland, Guess, Busby, Delsey, and Advance in a strategic partnership for student placements and development of industry-relevant skills for future fashion practitioners across all departments.
LA Brands South Africa	Local	The company represents fashion brands such as Polo, Mango and Converse in a strategic partnership for student placements and development of industry-relevant skills for future fashion practitioners across all departments.
Clothes to Good	Local	Clothes to Good is a textile recycling and disability empowerment organisation that partners with School of Fashion to strategically support the sustainability focus of the school through assessments, community engagement and industry practices.

### APPLICANT PRIVACY NOTICE & DECLARATION

Head office:  
STADIO Office 101  
The Village Square.  
Corners Oxford and Queen Street  
Durbanville. Cape Town. South Africa. 7550



To administer your application, it is necessary for STADIO to process some of your personal information, including but not necessarily limited to: Identifying information, contact information (including address), demographic details, academic details regarding prior learning, employment details where applicable and in some cases, supporting documentation. Should your application be successful, and you are registered, STADIO will also process information on your academic progress, assessment of learning and correspondence.

STADIO respects the right to privacy and will only process your personal information for the following purposes:

- delivering academic services (including but not limited to: administering student and prospective student admissions, enrolment, registration, education, engagement, and validation of qualifications);
- providing information on additional academic service offerings;
- fee payment or collection;
- any additional purposes to which you consent; and
- as otherwise required by law.

By accepting this privacy notice, you give consent that STADIO and its approved representatives may:

- process your personal information for the purposes stated above as well as any other directly related purposes;
- obtain information concerning your academic certificate and/or transcript from any school, university or other educational institution previously attended and use it to validate your qualifications;
- share your personal information with qualification verification agencies, who in turn may enter your qualification information into the National Learners Register;
- share your personal information with third party service providers engaged by STADIO for the purposes listed above;
- contact you with information about additional academic service offerings with the option to opt out of further similar correspondence;
- process as confidential information any health information provided by you for the purpose of accommodating disability or sick leave;
- process your personal information as needed to meet security requirements, and the requirements of government, professional bodies and other regulatory authorities; and
- in the event of any reorganization, merger, or acquisition of STADIO, your personal information may be transferred as part of the transaction to the acquirer.

In addition - If successfully admitted as a student of a corporate account:

- You consent to STADIO receiving your personal information necessary for the application and registration process from your employer; and

All applicants – By accepting this privacy notice you also make the following declaration:

- I hereby certify that I will provide information that is correct and complete. I understand that false or incomplete information will invalidate this application.

- Acceptance denotes agreement of the STADIO privacy policy and declaration

## TERMS AND CONDITIONS OF ENROLMENT

Head office:  
STADIO Office 101  
The Village Square.  
Corners Oxford and Queen Street  
Durbanville. Cape Town. South Africa. 7550



Agreement entered into between STADIO (Pty) Limited, a registered private higher education institution with the Department of Higher Education and Training under the Higher Education Act, 1997, with registration certificate number 2008/HE007/004 (hereinafter STADIO); and the Applicant.

### 1. Enrolment

- 1.1 The Applicant agrees that by signing this form, a binding Enrolment Contract comes into existence between STADIO and the Applicant, upon which the Applicant becomes a student of STADIO.
- 1.2 It is the Applicant's responsibility to fully read, understand and agree to all the terms and conditions of this Enrolment Contract. By agreeing, the Applicant confirms that they possess a full understanding of all the terms and conditions herein, and willingly accepts all such terms.

### 2. Programme

- 2.1 The Applicant agrees that he/she has availed him/herself of the particulars of the qualification as well as the curriculum of the programme enrolled for and for which the student will be entitled to apply to register. Full curriculum details are available on the website of STADIO.
- 2.2 STADIO shall be entitled, at its sole discretion, to vary the programme/module syllabi, to alter the methods by which the programme is delivered, to alter timetables or course commencement dates, or to discontinue the programme (subject to teach-out provisions) at any time, without prior notification and without furnishing reasons therefore.
- 2.3 STADIO shall have the right to alter the location of delivery of the programme, with reasonable notice.
- 2.4 STADIO shall have the right in its sole discretion, to postpone or cancel any programme or course initially advertised and offered, on the basis of insufficient demand.
- 2.5 The Applicant is entitled to transfer his/her enrolment from one STADIO programme to another, at the same campus, and in the same academic year subject to meeting the admission criteria of the other programme, and subject to following the administrative process prescribed by STADIO.
- 2.6 The student will only be awarded the qualification on the successful completion of all the academic requirements of the programme enrolled for as stipulated by STADIO, after which the student's enrolment shall terminate unless it is terminated earlier by the student's written withdrawal from the programme.

### 3. Correct information

- 3.1 The Applicant warrants that all information provided to STADIO is true and correct in every respect and that any false information provided may lead to the termination of the enrolment at any time and that STADIO may inform others, including Government agencies, of this false information.
- 3.2 In the event of the Applicant's enrolment being terminated as a result of false information, the Applicant will not be entitled to a refund of any fees paid.

#### **4. Fees and Deposits**

- 4.1 In the case of an Applicant enrolling for a Master's or Doctoral programme, or for the Postgraduate Certificate in Education in Senior Phase and Further Education and Training Teaching (PGCE) or the B Education Honours in Inclusive Education, a non-refundable enrolment fee becomes payable on enrolment. The Applicant's enrolment will not be finalised until such time as the prescribed fee has been received by STADIO.
- 4.2 In the case of an Applicant enrolling for a contact learning programme, a deposit, which is an advanced payment of tuition fees, becomes payable on enrolment. The Applicant's enrolment will not be finalised until such time as the prescribed deposit has been received by STADIO.
- 4.3 In the case an Applicant enrolling for a distance learning programme, no deposit will become payable on enrolment.
- 4.4 The deposit is refundable to a contact learning student as follows:
  - 4.4.1 100% minus the administration fee prescribed in the STADIO Fee Schedule, in the case of a contact learning student withdrawing on or before fourteen (14) calendar days from the first day of the STADIO academic semester enrolled for.
  - 4.4.2 0% in the case of a contact learning student withdrawing later than fourteen (14) days from the start of the academic semester enrolled for.

#### **5. Transfer of credits**

- 5.1 An Applicant may apply for transfer of credits obtained on the same NQF level from another accredited higher education institution, or for the exemption of parts of the programme on the basis of recognition of prior learning (RPL). Such applications need to be done on the prescribed Credit Accumulation and Transfer (CAT) or Recognition of Prior Learning (RPL) forms, upon payment of the prescribed fee(s).
- 5.2 The Applicant hereby acknowledges that they should await the outcome of such a CAT/RPL application before registering for the module for which credits are sought.

#### **6. Codes, rules and regulations**

- 6.1 The Applicant hereby agrees to familiarise him/herself with the codes, rules and regulations of STADIO.
- 6.2 STADIO reserves the right to amend its codes, rules and regulations as often as and when it deems necessary to do so without giving prior notice.
- 6.3 Students will be advised annually on where to locate the relevant codes, rules and regulations applicable to them.

#### **7. Additional terms and limitation of liability**

- 7.1 No relaxation, variation or indulgence granted by STADIO to the other signatories hereto in respect of this agreement shall constitute a waiver of any rights vesting in STADIO in terms hereto, and no reliance may be placed by the Applicant or other signatory hereto or any statement or representation not contained herein.
- 7.2 STADIO will not be held liable in any way whatsoever for damages, injury, death, liability or losses (whether direct, indirect or inconsequential) suffered by the Applicant resulting and/or arising from this agreement, unless such damages, liability or losses are of a direct result of STADIO's gross negligence.
- 7.3 This agreement shall apply together with any other agreement that you enter into with STADIO. In the event of a conflict, the agreement entered into last will apply.

#### **8. Applicant declaration and undertaking**

- 8.1 To administer your application, it is necessary for STADIO to process some of your personal information, including but not necessarily limited to: Identifying information, biometric information, contact information (including address), demographic details, academic details regarding prior learning, employment details where applicable and in some cases, supporting documentation.
- 8.2 STADIO respects the right to privacy and will only process your personal information for the following purposes:



- 8.2.1 delivering academic services (including but not limited to: administering student and prospective student admissions, enrolment, registration, education, engagement, and validation of qualifications);
- 8.2.2 providing information on additional academic service offerings;
- 8.2.3 fee payment or collection;
- 8.2.4 any additional purposes to which you consent; and
- 8.2.5 as otherwise required by law.
- 8.3 By accepting this privacy notice, you give consent that STADIO and its approved representatives may:
  - 8.3.1 process your personal information for the purposes stated above as well as any other directly related purposes, including cloud storage of your information outside RSA;
  - 8.3.2 obtain information concerning your academic certificate and/or transcript from any school, university or other educational institution previously attended and use it to validate your qualifications;
  - 8.3.3 share your personal information with qualification verification agencies, who in turn may enter your qualification information into the National Learners' Records Database;
  - 8.3.4 share your personal information with third party service providers engaged by STADIO for the purposes listed above;
  - 8.3.5 contact you with information about additional academic service offerings with the option to opt out of further similar correspondence;
  - 8.3.6 process as confidential information any health information provided by you for the purpose of accommodating disability or sick leave;
  - 8.3.7 process your personal information as needed to meet security requirements, and the requirements of government, professional bodies and other regulatory authorities; and
  - 8.3.8 in the event of any reorganisation, merger, or acquisition of STADIO, your personal information may be transferred as part of the transaction to the acquirer, whether inside or outside RSA.
- 8.4 Applicant – By accepting this privacy notice you also make the following declaration:
  - 8.4.1 I hereby certify that I will provide information that is true, correct and complete. I understand that false or incomplete information will invalidate this application.
  - 8.4.2 Acceptance denotes agreement of the STADIO Terms and Conditions of Enrolment.

## TERMS AND CONDITIONS OF REGISTRATION

Registration Agreement entered into between STADIO (Pty) Limited, a registered private higher education institution with the Department of Higher Education and Training under the Higher Education Act, 1997, with registration certificate number 2008/HE007/004 (hereinafter STADIO); and the Student.

### General

#### 1. Binding Registration Agreement

- 1.1. The Student agrees that by signing this form, a binding Registration Agreement comes into existence between STADIO and the Student but is conditional upon a successful credit assessment in terms of clause 1.3.
- 1.2. It is recorded that the Registration Agreement that comes into existence pursuant to the successful registration at STADIO is concluded for 1 (one) academic period only and the Student will be required to re-register for the next academic period. Unless extraordinary circumstances prevail, an academic period is either a semester (maximum 6 months) or a full academic year (maximum 12 months), depending on the academic modules registered for.
- 1.3. The term "Registration Agreement" is accepted provisionally based on the outcome of a credit assessment of the Student and/or Co-principal Debtor and

STADIO reserves the right to decline the Student's registration application if it does not comply with the STADIO credit policy or meet STADIO's credit-granting criteria. The Student shall be notified of the outcome of the credit assessment.

- 1.4. It is the Student's responsibility to fully read, understand and agree to all the terms and conditions of this Registration Agreement. By agreeing, the Student confirms that they possess a full understanding of all the terms and conditions herein, and willingly accepts all such terms.

## **2. Programme and modules**

- 2.1. The Student agrees that he/she has availed him/herself of the details of the particulars of the qualification as well as the curriculum of the programme and module(s) for which the Student is registering. Full curriculum details are available on the STADIO website.
- 2.2. STADIO shall be entitled, at its sole discretion, to vary the module syllabi, to alter the methods by which the programme is delivered, to alter timetables or course commencement dates, or to discontinue the programme (subject to teach-out provisions) at any time, without prior notification and without furnishing reasons therefore.
- 2.3. STADIO shall have the right to alter the location of delivery of the programme, with reasonable notice.
- 2.4. STADIO shall have the right in its sole discretion, to postpone or cancel any programme or course initially advertised and offered, based on insufficient demand.

## **3. Cancellation of studies**

- 3.1. The Student reserves the right to cancel this Registration Agreement.
- 3.2. In case of a cancellation, a reasonable cancellation fee (outlined in clause 15 below) will become payable.
- 3.3. Cancellation of registration must be done in writing and in accordance with the administrative process prescribed.

## **4. Information**

- 4.1. The Student warrants that all information provided to STADIO is true and correct in every respect and that any false information provided may lead to the termination of the Student's registration at any time and that STADIO may inform others, including but not limited to, Government agencies and regulatory or professional bodies, of this false information.
- 4.2. In the event of the Student's registration being cancelled as a result of false information, the Student will not be entitled to a refund of any fees paid and will be liable to settle the balance of outstanding fees.
- 4.3. The Student guarantees that all supporting documents provided are accurate copies of the original documents and if proved otherwise STADIO reserves the right to cancel the Registration Agreement by written notification without redress.

## **5. Transfer of studies**

- 5.1. The Student is entitled under certain circumstances to transfer his/her tuition to another STADIO campus where the specific programme is on offer, or to another mode of delivery, if available.
- 5.2. The prescribed administrative processes must be followed, and an administration fee may become payable
- 5.3. The consent to transfer will be at the sole discretion of STADIO.

## **6. Codes, rules and regulations**

- 6.1. The Student hereby undertakes to familiarise him/herself with the codes, rules and regulations of STADIO and undertakes to abide by the codes, rules and

- regulations contained in the following documents or any other directive issued, from time to time, by the institution;
- 6.1.1. Student Code of Conduct
  - 6.1.2. Faculty/School/Programme rule books
  - 6.1.3. Website Privacy and security policy
  - 6.1.4. STADIO's Health and Safety Regulations
- 6.2. STADIO reserves the right to amend its codes, rules and regulations as often as and when it deems necessary to do so, without giving prior notice to the Students.
  - 6.3. STADIO reserves the right to exclude the Student from assessments; to suspend a Student's studies or to expel a Student from the institution for failing to comply with any rules of STADIO, as communicated in official documentation.
  - 6.4. If the Student is expelled or dismissed from an institution or organisation other than STADIO which the Student is required to attend or be a member of as part of the programme, STADIO shall be entitled to end this Registration Agreement immediately by written notice to the Student.
- 7. Intellectual property ownership**
- 7.1. The Student hereby cedes and assigns to STADIO any existing, future or contingent copyright or any other intellectual property right that may arise from any incomplete or completed work, including, without limitation, any creative output, any paper, article, assignment, dissertation, thesis or minor-dissertation, that may in any way whatsoever have originated or originate from any study or research project the Student may have undertaken or have launched or may undertake or launch at STADIO, irrespective of whether such work has been or may be accepted for examination, in accordance with national legislation and STADIO's policy related to intellectual property.
- 8. Legal declaration of indemnity**
- 8.1. Neither STADIO nor any official employee or representative of STADIO acting in his/her capacity as such shall be liable for any damage arising out of:
    - 8.1.1. The death, bodily harm, loss of health or illness of any Student howsoever caused; and
    - 8.1.2. The destruction of or damage to any property owned by or in the custody of any Student, howsoever caused.
  - 8.2. The Student hereby indemnifies STADIO against any claim made against STADIO in respect of any damage arising out of the fault of the Student.
  - 8.3. STADIO shall ensure that its property, facilities and equipment are safe, and that Students are given proper instructions or warnings for their use.
- 9. Extraordinary circumstances**
- 9.1. In cases of extraordinary circumstances beyond the control of STADIO, STADIO reserves the right to close the institution temporarily or to make such alternative teaching arrangements as are deemed feasible.
  - 9.2. Whilst every effort will be made to resume operating as soon as possible, no warranties are made in this regard and no refund in fees will be made and this Registration Agreement will remain in full force and effect.
- 10. Additional terms**
- 10.1. The Student confirms that he/she has access to a computer and the internet for the purposes of his/her studies.
  - 10.2. The Student gives permission that details of their academic performance, including but not limited to assessment results, as well as information on conduct may be shared by STADIO with the Co-principal debtor(s), as indicated in Part B of this Registration Agreement.

- 10.3. No relaxation, variation or indulgence granted by STADIO to the other signatories hereto in respect of this Registration Agreement shall constitute a waiver of any rights vesting in STADIO in terms hereto, and no reliance may be placed by the Student or other signatory hereto or any statement or representation not contained herein.
- 10.4. All the provisions of this Registration Agreement shall be severable, and no provision shall be affected by the invalidity of any other provision of this Registration Agreement.
- 10.5. This agreement shall apply together with any other agreement that you enter into with STADIO. In the event of a conflict, the agreement entered into last will apply.
- 10.6. The Student agrees to the jurisdiction of the Magistrate's Court, in respect of any legal proceedings that may be instituted arising from or in respect of this Registration Agreement, notwithstanding the fact that the amount in dispute may exceed the jurisdiction of the Magistrate's Court and select as their domicilium citande et executandi for all purposes the address indicated below.

## **11. Breach and termination**

- 11.1. If the Student or Co-principal Debtor (as indicated in Part B) breach this Registration Agreement, or any other STADIO codes, policies, rules or regulations, STADIO may elect to send them a notice stating that they are in breach.
- 11.2. If the Student remains in breach for a period of seven (7) days after receiving notification that STADIO requires the breach to be remedied, then STADIO shall be entitled, without prejudice to its rights and at its sole discretion, in line with the STADIO policies and procedures, cancel the Student's registration and this Registration Agreement.
- 11.3. Depending on the nature of the breach the Student may be required to leave the institution immediately.
- 11.4. STADIO shall have no obligation to refund any fee if the Student remains in breach despite the written notice.

## **Fees and funding**

### **12. Liability for fees and costs**

- 12.1. The Student hereby binds him/herself to STADIO, jointly and severally with Co-principal Debtor(s) where applicable, for the payment of all fees and charges that become due by them to STADIO as a result of registration in terms of this Registration Agreement.
- 12.2. Fees, charges and payment terms are outlined in the STADIO Fee Schedule annexed hereto.
- 12.3. A certificate issued under the signature of a duly authorised employee, or representative of STADIO, that purports to certify the amount due by the Student shall be accepted as prima facie proof of such indebtedness and shall have sufficient probative value to enable STADIO to obtain summary judgement or provisional sentence against the Student in any competent court for the amount stated in such certificate.
- 12.4. The Student shall not be entitled for any reason whatsoever to withhold or defer payment stipulated in this Registration Agreement.
- 12.5. Failure to pay any single instalment timeously shall result in the full balance due for the academic period becoming immediately due and payable.
- 12.6. STADIO reserves the right to charge interest on late payments at a maximum rate of 2% per month on all overdue accounts.
- 12.7. STADIO reserves the right to cede the collection of fees to a finance house or other institution. In this regard, the term "STADIO" shall include such cessionary/ies. In such a case, the payment terms of the finance house will apply.

- 12.8. The Student hereby agrees to be held liable for all legal costs on a scale as between attorney and client, including collection of commission charges and tracing agent costs from the date of hand over by STADIO to their attorneys for the recovery of any outstanding fees.
- 12.9. In the event of a Student defaulting on payment of fees, STADIO reserves the right to:
  - 12.9.1. withhold the Student's assessment results;
  - 12.9.2. withhold the qualification certificate and academic transcript of a graduating Student, and refuse the Student participation in the STADIO graduation ceremony;
  - 12.9.3. refuse to register a Student for any further modules or courses;
  - 12.9.4. recover all outstanding amounts from the Student, as per this Registration Agreement.
  - 12.9.5. In the event of a Student defaulting on payment of fees on a year module, STADIO reserves the right to cancel the Student's registration and exclude the Student from access to STADIO's premises and systems during the academic year, unless the Student has entered into a formal, approved payment arrangement with STADIO.
- 12.10. In the unfortunate event of the Student becoming incapacitated or otherwise unable to continue their studies with STADIO, or the Student passing away, the Student, his/her estate, and/or Co-principal Debtor may become entitled, subject to the sole discretion of STADIO, to a pro-rata refund of tuition fees already paid in the proportions paid by different parties.
- 12.11. No reduction in fees or refund will be applicable where Students do not attend class, or otherwise do not take part in the prescribed learning activities of the institution or are suspended for a period of time.

### **13. Registration fee**

- 13.1. A non-refundable registration fee becomes payable per semester. The Student's registration application will not be processed until such time as the registration fee has been received.

### **14. Tuition Fees**

- 14.1. Tuition fees include the following, for the academic period registered for:
  - 14.1.1. Study material, excluding textbooks, unless otherwise specified;
  - 14.1.2. Assessments and assessment facilities;
  - 14.1.3. Access to the relevant and applicable physical and online campus facilities of STADIO;
  - 14.1.4. Standard student support services related to the modules selected.
- 14.2. The following are expressly not covered by tuition fees and may be charged separately by STADIO:
  - 14.2.1. Textbooks, unless otherwise specified;
  - 14.2.2. Stationery, consumables and specialised equipment kits, where applicable;
  - 14.2.3. Any levies;
  - 14.2.4. Any fees related to excursions, such as transport, food, entrance fees, and the like;
  - 14.2.5. Fees for examinations with external examination bodies, such as certification bodies, where applicable;
  - 14.2.6. Student cards, campus parking and related fees;
  - 14.2.7. Fees for supplementary examinations, special examinations, remarks of assessments, or similar.
- 14.3. In the case where the Student is enrolled on a contact learning programme, a deposit, which is an advance payment of tuition fees, becomes payable. The deposit is refundable, subject to payment of the prescribed withdrawal administration fee, under circumstances described in clause 15.

## **15. Cancellation fees**

- 15.1. The deposit and balance of the tuition fees are refundable to a contact learning Student cancelling their first semester of registration, as follows:
  - 15.1.1. 100% minus the prescribed withdrawal administration fee, if cancelling on or before fourteen (14) calendar days from the first day of the STADIO academic semester registered for; or
  - 15.1.2. 0%, if cancelling later than fourteen (14) calendar days from the first day of the STADIO academic semester registered for.
- 15.2. The deposit and balance of the tuition fees are refundable to a contact learning Student cancelling their second/further semester of registration, as follows:
  - 15.2.1. 100% minus the prescribed withdrawal administration fee, if cancelling on or before seven (7) calendar days from the first day of the STADIO academic semester registered for; or
  - 15.2.2. 0%, if cancelling later than seven (7) calendar days from the first day of the STADIO academic semester registered for.
- 15.3. The balance of the tuition fees are refundable to a distance learning Student cancelling their first semester of registration, as follows:
  - 15.3.1. 100%, if cancelling on or before fourteen (14) calendar days of registration, provided that no study materials have been dispatched;
  - 15.3.2. 50%, if cancelling on or before fourteen (14) calendar days, if study materials have been dispatched.
  - 15.3.3. 0%, if cancelling later than fourteen (14) calendar days of registration.
- 15.4. In the case of a Student registering late, after the closing date of registration, the deposit and balance of the tuition fees are refundable to a Student cancelling their registration, as follows:
  - 15.4.1. 100%, if cancelling on or before seven (7) calendar days from date of late registration, provided that no study materials have been dispatched;
  - 15.4.2. 50%, if cancelling on or before fourteen (14) calendar days from date of late registration if study materials have been dispatched.
  - 15.4.3. 0%, if cancelling later than seven (7) calendar days from date of late registration.

## **16. Student declaration and undertaking**

- 16.1. To administer your application, it is necessary for STADIO to process some of your personal information, including but not necessarily limited to: Identifying information, biometric information, contact information (including address), demographic details, academic details regarding prior learning, employment details where applicable and in some cases, supporting documentation. Provided that there is no unfair discrimination on the grounds of race, gender, sex, marital status, ethnic or social origin, colour, sexual orientation, age, language or birth, information pertaining thereto may be processed. Should your application be successful, and you are registered, STADIO will also process information on your academic progress, assessment of learning and correspondence.
- 16.2. STADIO respects the right to privacy and will only process your personal information for the following purposes:
  - 16.2.1. delivering academic services (including but not limited to: administering Student and prospective Student admissions, enrolment, registration, education, engagement, and validation of qualifications);
  - 16.2.2. providing information on additional academic service offerings;
  - 16.2.3. fee payment or collection;
  - 16.2.4. any additional purposes to which you consent; and
  - 16.2.5. as otherwise required by law.
- 16.3. By accepting this privacy notice, you give consent that STADIO and its approved representatives may:

- 16.3.1. process your personal information for the purposes stated above as well as any other directly related purposes, including cloud storage of your information outside the RSA;
  - 16.3.2. obtain information concerning your academic certificate and/or transcript from any school, university or other educational institution previously attended and use it to validate your qualifications;
  - 16.3.3. share your personal information with qualification verification agencies, who in turn may enter your qualification information into the National Learners' Records Database;
  - 16.3.4. share your personal information with third party service providers engaged by STADIO for the purposes listed above;
  - 16.3.5. contact you with information about additional academic service offerings with the option to opt out of further similar correspondence;
  - 16.3.6. process as confidential information any health information provided by you for the purpose of accommodating disability or sick leave;
  - 16.3.7. process your personal information as needed to meet security requirements, and the requirements of government, professional bodies and other regulatory authorities; and
  - 16.3.8. in the event of any reorganisation, merger, or acquisition of STADIO, your personal information may be transferred as part of the transaction to the acquirer, whether inside or outside the RSA.
- 16.4. In addition - If successfully admitted as a Student of a corporate account:
- 16.4.1. You consent to STADIO receiving your personal information necessary for the application and registration process from your employer.
- 16.5. All applicants – By accepting this privacy notice you also make the following declaration:
- 16.5.1. I hereby certify that I will provide information that is correct and complete. I understand that false or incomplete information will invalidate this application.
  - 16.5.2. Signature denotes acceptance of the STADIO privacy policy and declaration.

Indicate with an X	Available Payment Plan Options					
	<b>PLAN A:</b> Full payment in advance (one single payment) - refer to Fee Schedule for details.					
	<b>PLAN B:</b> Monthly payments in advance, payable on the first of the month - refer to Fee Schedule for details.  Semester modules: Balance payable in equal monthly instalments (maximum 5 monthly instalments) Year modules: Balance payable in equal monthly instalments (maximum 10 monthly instalments)					
	<b>BURSARY</b> If this option is applicable, please provide your Bursary letter and the details of your Bursary below. <table border="1" data-bbox="499 1671 1439 1966"> <tr> <td data-bbox="499 1671 1439 1729">Bursary Name</td> </tr> <tr> <td data-bbox="499 1731 1439 1789">Bursary Contact Person</td> </tr> <tr> <td data-bbox="499 1792 1439 1850">Bursary Contact Number</td> </tr> <tr> <td data-bbox="499 1852 1439 1910">Bursary Email Address</td> </tr> <tr> <td data-bbox="499 1912 1439 1966">Amount of Bursary payout</td> </tr> </table>	Bursary Name	Bursary Contact Person	Bursary Contact Number	Bursary Email Address	Amount of Bursary payout
Bursary Name						
Bursary Contact Person						
Bursary Contact Number						
Bursary Email Address						
Amount of Bursary payout						
	<b>STUDENT LOAN</b> If this option is applicable, please provide your Student Loan Letter and the details of your Student Loan Application below. <table border="1" data-bbox="499 2058 1439 2107"> <tr> <td data-bbox="499 2058 1439 2107">Loan Provider</td> </tr> </table>	Loan Provider				
Loan Provider						

	Loan Originator
	Loan Provider Contact Number
	Loan Provider Email Address
	Amount of Student Loan

<b>Indicate with an X</b>	<b>Available Payment Method Options</b>
	Debit Order – please complete the Debit Order form attached.
	Direct EFT
	Credit Card

<b>Name of Student:</b>	
Identity number of Student:	
Domicilium address:	
Email address:	
Signed on this	day of 20
At	
<p>I _____, confirm that I have read the Registration Agreement and am familiar with the terms and conditions thereof and undertake to hold myself liable in respect of any claim which STADIO may have against the Student in accordance with the said Registration Agreement. I have full understanding of these, having taken the time to read the Registration Agreement, ask questions and understand my obligations and responsibilities.</p> <p>SIGNED</p>	

In the event of the Student being a minor:

<b>Name of Parent/Legal Guardian</b>	
Identity number of Parent/Legal Guardian	
Domicilium address	
Email address	
Signed on this	day of 20
At	
<p>I, _____, the Parent/Guardian of the Student hereby consent to the Student entering into this Registration Agreement, as outlined above, with STADIO.</p> <p>SIGNED</p>	

#### PART B: CO-PRINCIPAL DEBTOR

(To be completed by the Parent of a minor Student, and/or by any other party who takes responsibility for the payment of the Student's fees in terms of this Registration Agreement.)

##### 1. General

- 1.1. The Co-principal Debtor hereby bind(s) themselves to STADIO, jointly and severally with the Student and/or other Co-principal Debtors where applicable, for the payment of all fees and other charges due by them to STADIO in terms of this Registration Agreement.
- 1.2. The Co-principal Debtor agrees that STADIO may recover, at its discretion and in no specific order of preference, such monies in full from either the Student or the Co-principal debtor(s), or in part from both/all the aforementioned parties.
- 1.3. This Registration Agreement can only be cancelled or withdrawn with STADIO's written permission.
- 1.4. The Co-principal Debtor agrees to the jurisdiction of the Magistrate's Court, in respect of any legal proceedings that may be instituted arising from or in respect of this Registration Agreement, notwithstanding the fact that the amount in dispute may exceed the jurisdiction of the Magistrate's Court and select as their domicilium citande et executandi for all purposes the address indicated below.

##### 2. Credit check

- 2.1. By completing and submitting the Registration Agreement, the Co-principal Debtor authorises STADIO to access any information available to assess his/her application, and also gives STADIO permission to conduct a credit check with any NCR registered credit bureau or third party.



3. Payer declaration and undertaking

- 3.1. To administer the application, it is necessary for STADIO to process some of the Co-principal Debtor’s personal information, including but not necessarily limited to: Identifying information, biometric information, consumer credit information, contact information (including address), demographic details, and employment details where applicable and in some cases, supporting documentation. Provided that there is no unfair discrimination on the grounds of race, gender, sex, marital status, ethnic or social origin, colour, sexual orientation, age, language or birth, information pertaining thereto may be processed.
- 3.2. STADIO respects the right to privacy and will only process the Co-principal Debtor’s personal information for the following purposes:
- 3.2.1. fee payment or collection;
- 3.2.2. any additional purposes to which the Co-principal Debtor consents; and
- 3.2.3. as otherwise required by law.
- 3.3. By accepting this privacy notice, the Co-principal Debtor consents that STADIO and its approved representatives may:
- 3.3.1. process the Co-principal Debtor’s personal information for the purposes stated above as well as any other directly related purposes, including cloud storage of your information outside the RSA;
- 3.3.2. in the event of any reorganisation, merger, or acquisition of STADIO, the Co-principal Debtor’s personal information may be transferred as part of the transaction to the acquirer, whether inside or outside the RSA.

<b>Name of Co-principal Debtor</b>			
Identity number of Co-principal Debtor			
Domicilium address			
Email address			
Cell phone number		Alternative phone number	
Race		Gender	
Employment Status		Employer name	
Employment Sector		Employer address	
Marital status		Nationality	
Signed on this		day of 20	
At			
I, _____, hereby bind myself as surety and co-principal debtor in favour of STADIO for all of the obligations of the Student to STADIO pursuant to the entering into of the aforementioned Registration Agreement and declare that the indebtedness of the Student to STADIO secured by me hereunder includes payment by the Student of all sums of money which are now, or which may at any time hereafter become due and owing by the Student to STADIO in respect of the Registration Agreement, and in respect of any breach by the Student of any terms of that Registration Agreement.			
Name and signature of the Co-principal Debtor’s Spouse, if married In Community of Property:			

Co-principal Debtor: Election of Payment Plan and Method

Indicate with an X	Available Payment Plan Options
	PLAN A: Full payment in advance (one single payment) - refer to Fee Schedule for details.
	PLAN B: Monthly payments in advance, payable on the first of the month - refer to Fee Schedule for details. Semester modules: Balance payable in equal monthly instalments (maximum 5 monthly instalments) Year modules: Balance payable in equal monthly instalments (maximum 10 monthly instalments)

Indicate with an X	Available Payment Method Options
	Debit Order – please complete the Debit Order form attached.
	Direct EFT
	Credit Card

**STADIO Debit Order Form**

STUDENT NAME: \_\_\_\_\_ STUDENT NO: \_\_\_\_\_

Minimum Requirements for Collections Mandate			
Authority <sup>1</sup> and Mandate for Payment Instructions: Paper			
A Authority			
Account holder full name			
Account holder ID number			
Account holder address			
Account holder cell phone number			
Account holder email address			
Student number reference			
Bank details			
Account holder bank name			
Account holder branch name			
Account holder branch number			
Account holder account number			
Account holder account type (select one)	Cheque	Savings	Transmission
Calendar date for payment collection	1 <sup>st</sup>	15 <sup>th</sup>	25 <sup>th</sup>
Amount for payment collection			

<sup>1</sup>This authority and mandate must be given in writing or electronically in terms of the Electronic Communications and Transaction Act, 2002, Chapter 3, Part 1.

Refer to the REGISTRATION AGREEMENT dated \_\_\_\_\_ (“the Agreement”).

I/We hereby authorise STADIO (Pty) Ltd. to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank.

The individual payment instructions so authorised to be issued must be issued and delivered MONTHLY on the calendar date specified above and the amount of each individual payment instruction may not differ from the amount as agreed to in terms of the Agreement.

The payment instructions so authorised to be issued will carry a number (STUDENT NUMBER), which number must be included in the said payment instructions and if provided to you should enable you to identify the

Agreement on your bank statement. The STUDENT NUMBER should be added to this form before the issuing of any payment instruction and communicated to me directly after having been completed by you.

I/we agree that the first payment instruction will be issued and delivered on the calendar date specified above and thereafter regularly according to the Agreement.

- If however, the date of the payment instruction falls on a non-processing day (weekend or public holiday) I agree that the payment instruction may be debited against my account on the following business day; or
- I agree to allow for tracking of dates to match with flow of Credit at no additional cost to myself.
- I agree to authorise the originator to make use of the tracking facility as provided for in the EDO system at no additional cost to myself.

A fee of R200 will be charged on all rejected debit orders.

Subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me/us by giving you notice in writing of not less than one calendar month and sent by prepaid registered post or delivered to the address above.

B Mandate	
I/we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.	
C Cancellation	
I/we agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to you.	
D Assignment	
I/We acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party.	
Signed on this	day of 20
At	
Signature as used for operating on the account	

## T. Procedure for handling Student Complaints

- All student administration complaints must be emailed to the Campus Registrar for the specific campus for contact and distance learning.
- All academic complaints must be emailed to the Campus Academic Manager for the specific campus for contact and distance learning.
- The Campus Registrar or Campus Academic Manager will discuss the complaint with the relevant stakeholders and respond to the student.

## U. Health and Wellness Policy

### STADIO STUDENT HEALTH AND WELLNESS POLICY

Reference Number:	SA_P003
Body responsible for Final Approval:	Board
Management Approval:	CEO Signature 
Date of Final Approval:	2020
Date of Implementation:	1 January 2021
Revision Date:	2023
Previous Revisions:	n/a
Policy Owner:	Chief Academic Officer
Institutional functionary responsible:	Dean: Teaching, Learning and Student and Success

## STADIO POLICY ON STUDENT HEALTH AND WELLNESS

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### 1. PURPOSE

- 1.1 STADIO is committed to the holistic growth and development of its students insofar as is reasonably possible and within its means.
- 1.2 STADIO will provide, where practicable, the resources needed to promote an enabling, student-centred learning environment, in which health and wellness activities are undertaken.
- 1.3 This Policy is aimed at supporting students to enhance and promote their overall learning experience.

### 2. SCOPE

- 2.1 A healthy student body is critical to a successful student body. Health and wellness – whether physical, mental or environmental – are crucial to a productive environment and active student engagement with learning activities.
- 2.2 An awareness of health and wellness requirements means that the campuses and other learning environments are safe, risk-averse, free of disease, accommodating of disability, and overall a constructive and enabling space for learning.
- 2.3 STADIO will encourage its students to participate in health and wellness activities designed to improve health and wellness, or to enhance the management and accommodation of existing challenges.
- 2.4 STADIO recognises the scourge of gender-based violence and the failure to recognise the rights of LGBTQ persons in our society and commits itself to training programmes that provide for awareness-raising and understanding in these areas.
- 2.4 The importance of participation in wellness and workplace employee assistance programmes will be highlighted, given the significant percentage of STADIO students already in full-time employment.
- 2.5 Principles of occupational health, safety and risk will not be covered in this Policy.

### 3. DEFINITIONS AND ACRONYMS

“**C4SS**” Centre for Student Success

“**Health and Wellness**” For the purposes of this Policy, health and wellness means the state of being healthy, whether in body or mind, usually as the result of effort. It includes instances of occupational, intellectual, social, emotional, spiritual and lifestyle wellbeing.

“**LGBTQ**” Means persons who are lesbian, gay, bisexual, transsexual, transgender, queer, and/or questioning

“**SSSC**” Student Support and Success Committee, which is a sub-committee of Senate

### 4. STUDENT RIGHTS

Students have the right to:

- a safe and healthy learning and where applicable, campus living environment.
- basic wellness services.
- ethical and professional treatment.
- effective learning and teaching conditions.
- confidentiality and sensitivity.
- equality and respect.

### 5. GENERAL SERVICES

- 5.1 Activities and services include psychosocial counselling (available on campus and online), career counselling (available on campus and online), and personal support (provided by identified managers and counsellors).
- 5.2 The standard at-risk management will be executed on all programmes to assist students to successfully manage their studies.
- 5.3 Students (and especially distance-learning students) may experience problems that might negatively affect their studies and reduce their chances of success. These may be related to:
  - Methods of study
  - Career decisions and work environments
  - Personal (often psychological) problems
- 5.4 Study skills and development programmes will be available on campus and online, and students experiencing difficulties – whether contact- or distance- learning students – will be invited and/or advised to utilise the available services to assist them with solving study and other problems.
- 5.5 Information and facilitated support will be provided to students for them to address their problems independently as a first step. However, students still requiring assistance will be advised to contact the student counsellor.
- 5.6 Student counsellors will be available on all campuses for scheduled times in face-to-face or online sessions. Students seeking counselling and the assistance of the student counsellor will be assisted within 48 hours.
- 5.7 STADIO will endeavour to provide platforms as needed, whether physical or online, to all students for the provision of information and support where possible in respect of key health and wellness concerns, aimed at, among others:

- Sexually transmitted diseases
- Gender-based violence
- Non-discrimination, racism and xenophobia
- Healthy lifestyle management and disease awareness
- Addiction
- Trauma counselling
- Stress management
- Time management
- Debt counselling and personal financial management
- First-year guidance and support (adaptation)

5.8 STADIO will not provide any specialist medical services but will facilitate and refer students to specialist medical providers.

## 6. MANAGEMENT OF STUDENT HEALTH AND WELLNESS

### 6.1 Responsibility

6.1.1 STADIO will work towards the institution of a Centre for Student Success (C4SS) on its Campuses which will deal with all student issues.

6.1.2 The Centres for Student Success will report to the Campus Managers.

6.1.3 Campus Managers are responsible for initiatives on the Campuses and will provide reports to the Student Support and Success Committee (SSSC) about implementation of the annual programme.

### 6.2 Oversight and Monitoring

6.2.1 The SSSC will provide oversight for all activities involving student health and wellness.

6.2.2 The Student Health and Wellness Programme will be approved annually by the SSSC. Faculties and/or Campus Management may identify additional activities to those included in the SSSC Programme.

### 6.3 Reporting

6.3.1 The SSSC will annually report to the Senate on the successes, challenges and new developments required in respect of student health and wellness at the Institution.

### 6.4 Evaluation

6.4.1 The SSSC will evaluate the success of its initiatives on a periodic basis and report to Senate.

## 7. CONFIDENTIALITY

Staff engaging with student information and particularly information about a student's health and/or wellness will be trained to understand the importance of confidentiality, respect and trust. Unauthorised and impermissible breaches of student confidentiality may constitute a dismissible offence.

## 8. STUDENT AWARENESS OF THE POLICY

STADIO will make available a comprehensive online Information Booklet for all students providing resource material and information to support its commitment to student health and wellness. The Information Booklet will be communicated as part of the annual Induction Programme for new students.

## V. Disability Policy

### STADIO POLICY FOR ATTENDING TO STUDENTS WITH DISABILITIES

This Policy must be read together with the Guidelines Document, attached herewith.

Reference Number:	SS_P001
Body responsible for Final Approval:	Board
Management Approval:	CEO Signature 
Date of Final Approval:	2020
Date of Implementation:	1 January 2021
Revision Date:	2023
Previous Revisions:	n/a
Policy Owner:	Chief Academic Officer
Institutional functionary responsible:	Dean: Teaching, Learning and Student Success

### STADIO POLICY ON STUDENT WITH DISABILITIES

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#### 1. PURPOSE

- 1.1 STADIO subscribes to the Constitution of the Republic of South Africa and believes that students with disabilities are entitled to access to higher education. The purpose of this policy is specifically to give effect to the needs of students with disabilities.
- 1.2 STADIO recognises that students with disabilities have different but equally valued learning needs. STADIO is committed to providing such access and where practicable, assisting students with disabilities to ensure that they have an equal chance of success.

- 1.3 STADIO will ensure that where services are provided for students with disabilities, they will, insofar as is reasonably possible, provide services equal to those presented for non-disabled students.

## 2. SCOPE

- 2.1 STADIO is committed in its support of students with disabilities; however, commitments shall be progressively realised based on national imperatives, equality, need, institutional resources, facilities, infrastructure and a consideration of any other relevant condition.
- 2.2 The objectives and conditions that underpin STADIO's commitment to students with disabilities is set out below:
  - 2.2.1 To support disability regardless of whether it is temporary or permanent, insofar as is reasonably possible for the Institution.
  - 2.2.2 To safeguard the fair treatment of students with substantially limiting disabilities.
  - 2.2.3 To guarantee that conditions, resources and facilities permitting, students with disabilities will be admitted to study applying the same criteria as for other students.
  - 2.2.4 To take reasonable steps to ensure that administrative, teaching and support staff understand and are committed to the needs of students with disabilities.
- 2.5 To ensure that students with disabilities who have been registered have reasonable access to programmes at the institution in terms of facilities, learning materials, tuition and support, and/or assessments through a common curriculum framework.

## 3. DEFINITIONS AND ACRONYMS

“**C4SS**” Centres for Student Success will be established on each of the STADIO Campuses with the purpose of providing support to students in respect of their academic, health, wellness, and developmental needs.

“**Disability**” Is defined as the loss or elimination of opportunities to take part in the life of the community, equitably with others, encountered by persons having physical, sensory, psychological, developmental, learning, neurological, or other impairments, which may be permanent, temporary or episodic in nature, thereby causing activity limitations and participation restrictions within mainstream society.

Disability will also include students using assistive technology to support them address the impairments identified above.

“**SSSC**” Student Support and Success Committee, which is a sub-committee of Senate.

“**Substantially limiting disabilities**” An impairment is regarded as substantially limiting if, in the absence of reasonable accommodation by STADIO, a person would be either totally unable to study or would be significantly limited in his/her study process. An assessment of whether the effects of impairment are substantially limiting must be considered by the School Academic Committee (AC) and confirmed by the Head of the School.

## 4. ADMINISTRATIVE SUPPORT

- 4.1 All students must be provided with the necessary information to enable them to make an informed choice in terms of career and programme, including the facilities at the Institution available for students with disabilities, as well as the process to be followed by students with disabilities when applying to the institution for a place.
- 4.2 It is the responsibility of the Registrar to ensure that the commitments in respect of institutional information and administrative support are provided to students with



disabilities, including informing the relevant Head of School once a student with a disability has been registered.

## **5. TUITION AND LEARNING**

- 5.1 Students with disabilities who have been registered will reasonably be provided with accessible teaching and learning materials and support suited to the nature of the disability.
- 5.2 The needs of students with disabilities will, wherever practicable, be accommodated as regards formative and summative assessments. This may include, among others, the production of question papers in different formats for separate administration, and the administration of oral examinations, where appropriate.
- 5.3 It is the responsibility of the Head of School to ensure that tuition and student support are adapted according to the needs of the students with disabilities registered in the School.

## **6. INFRASTRUCTURE, INSTITUTIONAL SUPPORT AND BARRIER-FREE ACCESS**

- 6.1 The physical infrastructure of Campuses and sites of delivery (including buildings, facilities and grounds) will be developed insofar as is practicable to promote the independence of students with disabilities. In the design and re-design of new campuses, the principles of universal design will be considered in order to respond to the needs of persons with disabilities, e.g. ramps, handrails, visual signs, wide walkways and hip-level switches.
- 6.2 The Centres for Student Success (C4SS) will advise the Institution on a regular basis regarding leading practices to accommodate the needs of students with disabilities.
- 6.3 In line with the provisions of the Bursary and Merit Award Policy, STADIO will promote financial access and support for students with disabilities, especially poor and rural students with disabilities.

## **7. CO-OPERATIVE AND STAKEHOLDER RELATIONSHIPS**

- 7.1 STADIO will collaborate with organisations that deal specifically with the empowerment of students with disabilities to:
  - 7.1.1 advise on improvements and support for students with disabilities; and
  - 7.1.2 promote a culture of sensitivity, awareness, understanding, and inclusivity amongst all staff and students.

## **8. MONITORING AND REPORTING**

- 8.1 Each School will report to the Senate Student Success and Support Committee (SSSC) twice annually on the success and progress of students with disability registered in the School.
- 8.2 The SSSC will report to Senate in the first quarter annually on students with disabilities registered with STADIO covering (a) the previous year; and (b) new registrations for the current year.

## **APPLICATION FOR REGISTRATION**

1. Students applying to register with STADIO will be required to indicate:
  - (l) the existence of a disability,

- (ii) the nature of the disability, and
  - (iii) the additional need and support that will be required.
2. Should a student declare his/her disability status on the Application Form, the application must immediately be referred to the Registrar's Office (or delegated authority) to assess whether the student may be accommodated.
  3. The Registrar's Office (or delegated authority) must confirm resources and services available before a student's application is approved.

## REGISTRATION

1. Prior to registration, a student applying for a concession as a result of an impairment/disability, must make an appointment with the responsible academic administrator to schedule an interview and to provide the evidence for the granting of a concession.
2. The prospective student will be subject to a fair process in order to establish the nature of the impairment/disability, the level of support required, the availability of support, and the appropriate programme that would benefit the student most.
3. A report outlining a suitable arrangement will be forwarded to the Head of School for approval. Once approved, the student will receive notification in writing of any concession that is granted.
4. The Head of School will communicate with the relevant lecturing staff to ensure that arrangements are made for the student to be accommodated in the registered programme.
5. Recommendations for lecture venue adaptation and teaching differentiation techniques will be suggested to the Head of the Campus and academic staff respectively by the C4SS on the Campus.
6. Extra time and the use of a computer including text-to-sound technology may be allowed in the assessment situation, as well as other appropriate identified support mechanisms.
7. Students will be tracked throughout the system and encouraged to visit the C4SS for support, when required.
8. Students will be referred to the C4SS for extra tutoring, should this be required.
9. The C4SS will also be involved in staff education around disability issues in order to promote an attitude of acceptance, tolerance, non-discrimination, social justice and acknowledging the human dignity of every person.

[WWW.STADIO.AC.ZA](http://WWW.STADIO.AC.ZA)