



# Conditions of Enrolment

V1.0 2025

## **Disclaimer**

This document serves as a comprehensive guide to the rules, regulations (including academic regulations), procedures, and requirements for enrolment at Eduvos (Pty) Ltd, previously known as Pearson Institute of Higher Education (Pty) Ltd, referred to herein as "the Institution." References to any programme, module, or course within this document specifically pertain to Eduvos-offered programs, modules, or courses.

The Terms and Conditions outlined in this Conditions of Enrolment are integral to the student enrolment contract with the Institution and are binding on both the student and/or sponsor (including a corporate sponsor). They should be read together as part of the enrolment terms with Eduvos (contract of enrolment). Any reference to the Agreement within this document includes the list of applicable Eduvos policies as annexed hereto, Application Form, Academic Planner, Academic Contract, Conditions of Enrolment, and terms of enrolment signed with the Institution, considered collectively as one document.

We strongly advise reading this document thoroughly to understand the Conditions of Enrolment, which delineate the expected behaviour of an Eduvos student and the repercussions should the student fail to comply.

The latest version of these terms and conditions ("Terms and Conditions") shall be available on the Student Learning Management System ("LMS") and our website ([www.eduvos.com](http://www.eduvos.com)). It is the student's responsibility to regularly check myLMS for any updates to these Terms and Conditions. Students should familiarise themselves with any changes and comply accordingly. Please note clause 1.1 of the enrolment contract ("Agreement"), confirming that the Conditions of Enrolment are to be read in conjunction with the Agreement.

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## 1. Definitions

- **“Academic Contract”** shall mean the formal agreement between the student and Eduvos that outlines the academic obligations, expectations, and requirements that the student must fulfil as part of their enrolment. This contract governs the academic relationship between the Institution and the student, and includes provisions related to programme content, assessments, academic progression, attendance, and compliance with the Institution’s academic policies and regulations.
- **“Asynchronous Learning”** refers to learning activities and resources provided to students that can be accessed at their own pace, without real-time interaction with instructors or peers.
- **“Campus”** Shall mean any physical location or site where Eduvos provides educational services or facilities for its students.
- **“Credit Accumulation and Transfer (CAT)”** refers to the process by which credits earned in one module or programme can be transferred to another module or programme, subject to a minimum 80% content comparability, as determined by the Institution’s academic policies.
- **“Deferred Assessment”** Shall refer to an assessment scheduled to be taken at a later date, as approved by the Institution, when a student is unable to attend the originally scheduled assessment for valid reasons.
- **“Exemption”** refers to the official permission granted by the Institution allowing a student to be exempted from completing a module or requirement due to prior learning or experience, subject to approval by the academic board.
- **“Formative Assessment”** refers to an evaluation that measures a student’s performance and understanding during the module or academic period, to identify areas of improvement. These may contribute to the final grade of the module.
- **“Module”** shall mean a unit of study within a programme offered by the Institution, which must be completed successfully for the student to progress through their academic programme.
- **“myLMS”** shall mean the Student Learning Management System, which is the online platform through which Eduvos provides access to learning materials, assessments, and communication related to a student’s academic programme.
- **“MLM”** (Mastery Learning Methodology) refers to the self-paced learning approach used by Eduvos, requiring students to demonstrate competency in each unit of a programme before progressing to the next.
- **“Programme”** shall refer to the structured set of modules offered by the Institution that leads to the award of a qualification upon successful completion by the student.
- **“Provisional Enrolment”** means the temporary enrolment of a student, pending the submission of required documentation or the final approval of external bodies, as outlined by the Institution’s policies.
- **“Recognition of Prior Learning (RPL)”** refers to the process through which a student’s previous educational achievements or work experience may be assessed for potential credit towards the completion of a current academic programme.
- **“Sponsor”** shall mean any individual or entity, including but not limited to a corporate sponsor, who agrees to pay the tuition fees or any other costs associated with a student’s enrolment at the Institution.
- **“Summative Assessment”** refers to an evaluation that measures a student’s performance and understanding at the end of a module or academic period, contributing significantly to the final grade of the module.
- **“Synchronous Learning”** refers to real-time, interactive instruction where students and lecturers engage with course content simultaneously, either in-person or through live virtual platforms.

## 2. General Conditions of

### Enrolment with Eduvos

We are extremely excited and privileged that you have chosen Eduvos as your partner in higher education. Each of our campuses are equipped to assist you as you embark upon this adventure with us. All information will be provided to you in due course insofar as required documents, guidelines, and any other information to help you gear up for the year ahead.

## 3. Provisional Enrolment

3.1. Where a student is enrolled according to the Institution's Policies, Standard Operation Procedure (SOP) or guidelines, pending submission, where applicable, of any of the following documents while the final outcome(s) from the relevant external institutions is (are) pending, his/her provisional enrolment may be cancelled at the discretion of the Institution if they are not submitted by the relevant due date(s) as indicated below:

- Proof of first month's instalment (or any other such amount) due to the Institution in terms of the Agreement on or before the academic start date; the amount may vary per programme.
- Proof of a Certificate of Evaluation issued by SAQA confirming respectively a minimum of NQF Level 4 equivalence for students with school-leaving certificates other than a South African qualification with a stipulated endorsement or registered qualification on a NQF level 4 who intend to enrol for a Foundation Programme or Higher Certificate and a minimum of NQF level 7 for the relevant Postgraduate or Higher Degree qualification. A copy of the Certificate of Evaluation must be provided to the

Institution by no later than 30 days after commencing studies with the Institution.

- Proof of an exemption certificate issued by USAf for students other than a South African qualification with a bachelor's pass endorsement who intend to enrol for a bachelor's degree programme. A copy of the exemption certificate must be provided to the Institution by no later than 30 days after commencing studies with the Institution unless the period extension is granted by the Office of the Registrar.
- In South Africa, a student can only be registered at one Higher Education Institution (HEI) for a formal qualification.
- A student shall not enrol concurrently in more than one registered qualification within the same Institution or with more than one Institution. However, a student can opt to enrol concurrently for a registered qualification and take module(s) on a 'not for qualification purpose.

3.2. For new and returning international students

- Every International Student who is enrolled for a qualification and residing within the borders of South Africa is required to provide a valid permit at any point of the academic year. This is not applicable to Distance Learning students.
- A valid study visa, where applicable, including other documents that may be required, under the name of the Institution or a valid permit must be provided by no later than 30 days after commencing studies with the Institution, provided that studies are undertaken from South Africa. Other documents required include proof of a valid membership certificate/confirmation of medical aid covering the entire academic year.

- Where the student is not successfully enrolled with the Institution due to non-submission of required documents, the student/sponsor will only be liable for the first month's payment of the programme fees where there is proof that the student commenced their studies.

### 3.3. External Funding Application

- Where a student is enrolled provisionally pending the outcome of their application for Funding ('the Application'), his/her provisional enrolment will be cancelled where:
  - The Application is unsuccessful.
  - The student has received no confirmation from the bank in regard to the Application within one month of commencement of the academic programme.

Students can enrol pending the outcome of a student loan application. The student will be allowed access to myLMS and classes for a period of 1 month, whereafter the enrolment will be cancelled if no favourable outcome has been achieved, in which case the student will be held liable for the first month's fees.

**Q: I am applying for a student loan. However, I am unsure whether it will be granted or not. What must I do?**

**A: Eduvos is dedicated to assisting you in navigating the financial aspects of your education. Our Higher Education Consultant (HEC) is available to guide you in the appropriate direction, whether through established South African banks or with the support of Student Hero, a specialised company equipped to help you navigate the complexities of securing a bank loan. In cases**

**where these options may not be viable, we also have access to developmental credit providers who may consider granting a loan even in instances where traditional banks have declined.**

**Eduvos extends a one-month window for you to finalise these arrangements through provisional enrolment. If the loan application is approved, you can seamlessly proceed with your studies. However, in the event of a declined application, you will only be responsible for costs and expenses incurred up to the date of cancellation (ie., the first month's fee). For any inquiries regarding this process, please do not hesitate to reach out to our HEC staff, they are here to address your questions and concerns.**

Students who are provisionally enrolled at the Institution shall:

- Be bound by the provisional Agreement and must comply with all the rules, regulations, policies, and procedures that the Institution may impose from time to time, including the Agreement.
- Attend classes and be assessed.
- Purchase access tags and/or student cards, if required.

The Institution reserves the right to withdraw/extend the provisional enrolment of the student at its sole discretion without prior notification. If the Institution withdraws the provisional enrolment, Section 5 (below) will apply.

## 4. Payment Method

Students/sponsors are liable to pay the programme fees as set out in clause 2 of the Terms of Enrolment entered into with the Institution by way of any of the following methods:

- Debit order – this payment method is preferred by the Institution as it is convenient for both the student/sponsor and the Institution. Sign up for a debit order directly on our website at <https://www.eduvos.com/debit-order-form/>. In situations where the debit order returns, students/sponsors will be liable for bank charges.
- Bank loans/Bursaries – details of the major financial institutions, as well as alternative funding providers that provide student loans, are available on the website at <https://www.eduvos.com/admissions/funding-options/>. If the student has an approved bursary, it is the student's obligation to follow up on payment thereof to the Institution. Non-payment will lead to suspension of studies.

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- Direct payment/Electronic bank transfer – Upfront payment made directly into the Institution's bank account. The account details (as well as Quotes and Account Statements) are available from the finance offices on all campuses.
- Credit card on campus at the Finance Office.
- PayGate - Online payments can be found at [www.eduvos.com/paygate](http://www.eduvos.com/paygate).
- Zapper - The Eduvos Zapper QR code can be found on the Account Statement as well as on campus.

All payments must be made in South African Rand (ZAR). No foreign cheques or currency will be accepted. No cash payments will be accepted. The Institution ID (student number) must be used as the payment reference for all payments. This will ensure the correct allocation of funds. The Institution will not

be liable for any incorrect allocation of payment as a result of the incorrect student number being used.

Furthermore, the Institution will not change its banking details without formal communication through all its official platforms. The Institution shall not be liable for any payments made to fraudulent accounts or as a result of phishing attempts, and it is the student's responsibility to verify any changes in banking information directly with the Institution before making payment.

### **Consent to do a Credit Check where fees are paid on a monthly basis**

As part of the admission process, Eduvos shall be required to obtain credit reports or other related information on the account holder, as may be deemed necessary. The purpose of the credit report is to assess the account holder's financial means and ability to satisfy the financial obligations as set out in this Agreement.

By signing this Agreement, you consent to Eduvos and/or any of its associates to process your personal information for the purposes relating to obtaining a credit report and authorise Eduvos to conduct credit inquiries and/or obtain credit reports in respect of your credit profile, as may be necessary, with the credit bureau of its choice. Such consent shall include consent to do fraud checks and additional checks with and reporting to the South African Fraud Prevention Service.

## 5. Cancellation of Enrolment\*

Should the student wish to cancel their enrolment with Eduvos, they must do so by way of a signed letter addressed to the financial department of the relevant campus of the Institution. In this regard, Eduvos shall be entitled to retain the following amounts:

Time of Cancellation:	Liability
5.1 Before the commencement of the applicable Academic start date as per Section D of enrolment contract.	Application fee
5.2 Prior to the expiry of the first 2 ( <b>two</b> ) weeks of the commencement of the applicable Academic start date as per Section D of enrolment contract.	<ul style="list-style-type: none"> <li>• Application fee</li> <li>• Administration fee</li> <li>• First month's tuition fee</li> </ul>
5.3 Any time after the first 2 ( <b>two</b> ) weeks of the commencement of the applicable academic start date as per Section D of enrolment contract with cancellation notice received 2 weeks prior to the start of the next academic block	<ul style="list-style-type: none"> <li>• Application fee</li> <li>• Administration fee</li> <li>• Tuition fees up to the completion of the block in which notice was given</li> </ul>

5.4 Any time after the first 2 ( <b>two</b> ) weeks of the commencement of the applicable academic start date as per Section D of enrolment contract with cancellation notice received within 2 weeks of the start of the next academic block	<ul style="list-style-type: none"> <li>• Application fee</li> <li>• Administration fee</li> <li>• Tuition fees for the block in which notice was given</li> <li>• Tuition fees for the subsequent academic block</li> </ul>
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**Q: How is the reasonable cancellation fee calculated?**

**A:**

Although our preference is that students complete their studies without interruption, we understand that unforeseen circumstances may arise, leading a student to terminate their enrolment before the scheduled completion of the enrolment contract. In such instances, we will not impose liability for the entire contractual value. Instead, a cancellation fee will be charged that would release the student from the contract early but at the same time compensate the Institution for the unavoidable costs incurred by securing the seat for the student during that contract period.

**Eduvos reserves the right to:**

1. De-register a student from a qualification, should it be determined that relevant entrance requirements to a programme were not met. Consultations and alternative qualifications, where possible, shall be considered.
2. Request that a student provides a confirmation of verification from a Umalusi, SAQA or USAf, should the Institution have reasonable reason to query the authenticity of the initial certificate provided.



3. De-register a student at any point in their studies, should it be determined, after an audit, that fraudulent documentation or intentional/negligent misrepresentation of facts were used to gain admission/exemption or enrolment.
4. De-register a student at any point in their studies, should it be determined that the student failed intentionally or negligently to meet the immigration requirements.

\*Upon cancellation or academic suspension of your studies, you are required to notify Eduvos (Registrar's Office and Finance Department) in writing about your decision to either continue with your studies/programme for the remaining academic period or discontinue it. Please ensure that this notification is provided on the date you officially cancel your studies. Normal cancellation policy will apply.

## 6. Relationships with Staff

### Members

The following regulations are put in place to maintain the confidentiality of the material with which staff members work:

- A student is not allowed to pursue a relationship (subject to below) with a staff member, as this constitutes a breach of contract on the part of the staff member concerned.

The following principles have been approved on this matter:

- Where there are near relatives or close associates enrolled in a programme, a staff member may still be involved in setting the study material of such students. In such cases, special care should be taken to ensure that proper security of the assessment items and scripts is maintained.

- At no stage in the assessment procedures should a staff member participate in decisions involved in the determination of a grade or mark for a near relative or close associate.
- In every instance in which a near relative or close associate of a staff member is involved as a student, this must be disclosed when enrolling for a programme. The AAM and/or the Campus General Manager will thereafter ensure that the correct approval has been obtained or the conflict has been noted and there being no risk associated.
- In any case of doubt, the question should immediately be referred to the Campus General Manager and/or the Campus Academic Management Team of the particular programme registered for by the student.

## 7. Inter-Campus Transfers

Should a student wish to transfer from one campus to another, a request should be made in writing to the Student Affairs Advisor (SAA) of the campus at which the student is currently studying and the Student Affairs Advisor (SAA) of the campus to which the student wishes to transfer. Finance, Academics and General Manager of both campuses must approve transfer.

Should a student wish to transfer from one campus to another, a request should be made via the Student Information Portal [vossie.net](http://vossie.net). The Finance, Academics and General Manager of both campuses must approve the transfer. The student will be notified of the outcome by the Student Affairs Advisor (SAA)



## General Conditions

### 8. Protection of Personal

#### Information Act (“POPI”)

- Both Eduvos and the Student/Sponsor acknowledge their respective obligations and agree to comply with the provisions of the Protection of Personal Information Act 4 of 2013 (“POPI”) in relation to any collected data that may contain personal information (as defined in Section 1 of POPI) as collected from the Student and/or Sponsor for purposes of enrolling with Eduvos. Such Information may include, but not be limited to, academic progression, administration and support services.
- The Student and/or Sponsor acknowledge that they know and understand their right to privacy and to have Personal Information processed in terms of the conditions for lawful processing of Personal Information. The Student and/or Sponsor further acknowledge and accept that Eduvos may from time to time share their personal information with affiliates for the benefit of the Student. By enrolling with Eduvos, the Student and/or Sponsor hereby consent to collection, processing, further processing and distribution of Personal Information where Eduvos is legally required, and/or obligated to do so, including distributing Personal Information to authorised Eduvos employees, agents/contractors or affiliates to process for the benefit of the Student for a lawful purpose and for the Student’s legitimate interest.
- The Student and/or Sponsor consent to being contacted by such agents/contractors and affiliates. The Student further consents to Personal Information, including but not limited to academic results or academic transcripts, being shared with the Sponsor (parent/legal guardian of a Student or, in the case of a corporate Student, his/her corporate sponsor) upon the Sponsor’s written request.
- Personal Information provided to Eduvos will be stored on Eduvos servers (including online cloud-based) and is only accessible by authorised employees, agents/contractors of Eduvos or affiliates for a defined legal purpose. By enrolling, the Student and/or Sponsor explicitly consents that, in terms of section 72 of POPI, Personal Information provided may be transferred, processed or stored in countries outside South Africa. For the avoidance of doubt Eduvos confirms that any such Personal Information stored outside of South Africa will at all times be protected in a manner that is no less stringent to that required by POPI.
- The Student and/or Sponsor further consent to Eduvos obtaining, using and disclosing Personal Information as follows:
  - For Eduvos to perform any obligations and enforce any rights under these terms and conditions;
  - To use the Personal Information provided to further inform the Student and/or Sponsor about Eduvos’s additional service offering, including other programmes that may be of interest to him/her;
- The Student and/or Sponsor acknowledges and agrees to Eduvos using or disclosing relevant Personal Information where either directly or indirectly required to do so in terms of any laws or orders of court, or where requested to do so by certain Government organisations or for record keeping and statistical purposes.
- The Student and/or Sponsor agree to not disclose any personal details and/or access details in relation to any ID that has been issued to the Student or his/her online enrolment details to any unauthorised third party or record such details in any way that may result in them becoming known to a third party. Should the Student not keep his/her personal details/access details safe, such a Student thereafter indemnifies Eduvos and gives up any claim they may have against Eduvos for

any loss or damage the Student and/or Sponsor may suffer because they have failed to keep such information safe. Upon the Student's access details/applicant ID having been entered, Eduvos will assume that any activity in relation to the Student's online enrolment or usage is that of the Student and any instruction is genuine. Even if someone else uses your access details, Eduvos may carry out an instruction as if the Student authorised it.

- Eduvos confirms that it has reasonable security safeguards in place to protect the Student's access details and or Sponsor's details and other personal or confidential information provided by the Student and/or Sponsor via the online enrolment process or received throughout the enrolment process. However, the Student and/or Sponsor accepts that, whilst Eduvos will take all reasonable steps to prevent security breaches in respect of online enrolments, any information sent over an unsecured link or communication system is susceptible to unlawful monitoring, interception or access by a third party, for which Eduvos will not be responsible.
- The Student and/or Sponsor agree that any Personal Information provided to Eduvos is correct, accurate and up to date. Should any Personal Information of the Student and/or Sponsor change, the new updated Personal Information is to be sent to an Eduvos Student Advisor.
- The Student and/or Sponsor has the right to withdraw consent and may object to the processing and/or sharing of Personal Information by providing written notice to the Institution in this regard.

## 9. Access to the Network

- The Institution provides all students free access to its network and services on their campuses (together referred to as the 'Service') for the purpose of their studies.
- The Institution reserves the right to reconsider the *Acceptable Use Policy* as and when necessary.
- By connecting to this Service, the student agrees to the following *Acceptable Use Policy*, which is intended to ensure that all users act responsibly in their usage of the network.
- By connecting or continuing to remain connected to this Service, the student is deemed to accept all amendments as they occur.
- The student must comply with this policy and follow any direction given by the Institution with respect to the use of this Service.
- The student is responsible for ensuring that any computer or mobile device connected to the Service is running up-to-date anti-virus software and is patched with the most up-to-date security patches. The student is also responsible for any charges they may incur from third parties while using this Service.

**Q: My friend, who studies the same programme as I do, has forgotten his login details and urgently needs to attend to something on myLMS. Can I share my details with him? He has assured me that this is only a once-off occasion.**

**A: No. In this case, your friend must reach out to the Campus End-User Technician to update or renew his login credentials. In addition to the above, it is never a good idea to share personal details and/or login credentials. It is important to keep this information in a safe location. Should this information be accessed by any third party, make sure your passwords are changed immediately.**

**Should you not do this, any access by this third party (using your details) will be impossible for Eduvos to know that this was not you accessing the system. As a result, we will be unable to know that any access was not you.**

- The Service may be used to:
  - Send and receive email messages pertaining to studies.
  - Connect to and view any webpages for well-defined study purposes.
  - Download material, as long as it does not infringe any third party's intellectual property or other rights, excluding games, music or videos for personal use, which may not be downloaded using the Service.
- The Service may not be used to:
  - Copy, disclose, transfer, examine, rename, change, or delete information or data belonging to another user or the Institution without prior written permission.
  - Interfere with the operation of the equipment and network.
  - Avoid any restrictions and security placed on the use of the Service.
  - Make any attempt to discover the accounts or passwords of other users, or for services for which access has not been authorised, or otherwise use the Service to obtain unauthorised access to any computer or facility.
  - Download any material that infringes on a third party's intellectual property or other rights.
  - Students should take all reasonable security measures in using this Service, such as the use of encryption, passwords, screensavers, privacy screens and lock screens.
  - The Institution does not accept liability for any adverse effects due to virus or other malware infections of guests' equipment while using the Service.
  - The Institution respects the student's privacy but reserves the right to monitor Internet traffic and sites visited for the purposes of ensuring acceptable use of the Service. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.
- Send any material over the Service that portrays the Institution in a damaging manner.
- Misrepresent as someone else, whether that identity is fictional, anonymous, or real.
- Store, transmit, connect to, or receive any material of an obscene, vulgar, abusive, threatening, defamatory, offensive, harassing, or illegal nature.
- Connect to peer-to-peer (p2p) networks and Usenet newsgroups.
- Run any form of server that is designed to provide services to external parties while using the student network.
- Incur any expenses to the Institution.

**Q: As a kind gesture to my classmates, I would like to copy my textbook and share this with those who do not have access to the textbook. Is this allowed?**

**A: This is a hard no! Should any student do this, it will result in a breach of copyright and may result in a civil claim and even criminal charges being brought against the student. This is a serious offence. Should you have any concerns, please email [legal@eduvos.com](mailto:legal@eduvos.com).**

**Point of Clarity: While you may be an IT student or even an expert in this regard, do not interfere with the System by trying to gain access where you are not supposed to. Also, any personal information (login credentials) that is used by you to log in must remain confidential. Under no circumstances will you be asked to share this information, nor should you share such information with any other person. Should your login credentials fall into the wrong hands, please reach out to IT for support.**

- Students should take all reasonable security measures in using this Service, such as the use of encryption, passwords, screensavers, privacy screens and lock screens.

**Point of Clarity: This is for your own protection at Eduvos. However, where we must act in accordance with this clause, we will do so in accordance with your right to privacy as well as the right to access to information and at all times in accordance with the Protection of Personal Information Act, 2013.**

- This Service is provided as a resource for students towards an improved learning experience and while the Institution aims to maintain it to a high standard, no warranty is made regarding its quality, availability, or reliability.
- The Institution may, at its sole discretion, terminate or suspend the Service at any time with or without reason or notification.
- The *Acceptable Use Policy* is applicable to any and all devices, whether or not issued by the Institution, which the student may use to access the Service.

## 10. Student Access to Campus

- 10.1 Students may not enter or leave the campus grounds without using the access system correctly. A student shall enter and exit the campus only through the electronic access control system (where available). Student cards are also required for access to the resource centre, study centre and lecture venues. A student shall, when on the property of the Institution, always carry his/her official student card and produce it when called upon to do so by any member of staff.
- 10.2 The student card must also be produced when writing all tests and examinations, and for the issuance of student confirmation letters. Finally, a student shall not permit any other student and/or person to gain access to the campus with his/her student card. If a student is found guilty of this offence, he/she may face disciplinary action.

- 10.3 The following areas are always out of bounds:
- Server room
  - Assessment venues prior to the start of an examination and/or test session
  - The examination storage rooms
  - Offices of staff members (when the staff member is not present)
  - Administration buildings, without being accompanied by a staff member
  - Campus maintenance areas

**Q: I have lost my student card. What happens next?**

**A: This must be reported to campus security and IT as soon as possible. A new student card will be provided to the student (unfortunately, the student will be liable for the costs of a replacement student card). Refer to the fees table for replacement fees.**

## 11. Whistleblowing

### 11.1 Speak up (Ethics and Behaviour)

These two words refer to the norms of right and wrong that define moral conduct and the rules and regulations that govern it. Most groups or Institutions like Eduvos have a code of conduct or ways of working that they consider morally correct. This is what we consider to be ethical ways of working and our values reflect an ethical code of conduct.

### 11.2 What is Whistleblowing?

This refers to the reporting of something that is illegal, wrong, unethical or against the Institution's values. We encourage our students to speak up should they witness any action (whether by staff or student) that would amount to an unlawful action or be unethical or in any other way be contrary to the values of the Institution.

### 11.3 How Does a Student Report Any Action Referred to in Clause 11.2?

Should you witness any unlawful, unethical, or other actions contrary to our values, we ask that you report this via the dedicated Whistleblowing Mobile Application (BDO Tip-Offs) (Downloadable via the Google Play Store application). In reporting any incident, you may elect to remain anonymous, or you may provide your personal information, as this may assist with investigating the matter. Should any other person be needed to be called in, this will be done on a strictly need-to-know basis.

#### No Retaliation

Retaliation in any form in response to a report for raising a concern, filing a report, or cooperating in an investigation is completely unacceptable and undermines the purpose and intent behind the Institution's values. Any student who, in good faith, raises a question or files a report about a suspected violation or non-compliance shall be protected against any acts of retaliation even if the issue or report is ultimately unsubstantiated. Retaliation against anyone who, in good faith, participates in any investigation is likewise prohibited. If you believe you have suffered retaliation or reprisal, immediately report the matter via the Whistleblower Mobile Application or to the legal department ([legal@eduvos.com](mailto:legal@eduvos.com)).

**Q: I am concerned that someone will find out that I have reported an incident. Will my complaint be kept confidential, and will I be subject to any form of retaliation in regard to the concern raised?**

**A: Should you report an issue anonymously, Eduvos will be obligated to maintain your confidentiality in order to protect the identities of innocent people. In addition to the above, Eduvos will not tolerate any form of retaliation against an innocent party. We will keep what you tell us private and confidential throughout the investigation process, subject to our legal obligations.**

## 12. Academic Conditions

### 12.1 Programme Content

The student acknowledges that they know and understand the requirements of the programme for which he/she has enrolled. The applicable prospectus /brochure will be the latest available at the time of signing the Agreement.

The student acknowledges that there is a level of competence required when operating computer systems and the student confirms that they have the necessary skills and/or competency to operate such systems. No warranties or representations made by the Institution in this regard shall be enforceable against the Institution under any circumstances.

**Q: Where may I access this information.**

**A: This information is in the latest prospectus at the time of signing the Agreement.**

Although the Institution makes every effort to keep up to date with the latest market trends and spends considerable funds on research and development, it shall not be liable or responsible for any deficiencies or limitation in the value, to the student, of the application and use of the programme in commerce or any other environment.

The Institution may, from time to time and at its' sole discretion (and within acceptable national accreditation standards as determined by the Higher Education Quality Committee of the Council on Higher Education and the Minister of Higher Education), alter or amend a programme, its duration or module content and mode of delivery in the best interest of the student and the practical application of the programme



## 12.2 Duration of Programmes

A student registering for:

A Foundation (pre-degree) Programme has a maximum of two years within which to complete the programme.

A Higher Certificate programme must be completed within three years. A part-time student registering for a Higher Certificate programme has a maximum of five years within which to complete the programme. Students have a maximum of three opportunities to pass a module.

Failure to complete a programme within the above stated duration or pass a specific module within three attempts may result in a programme exclusion.

**Q: What can I (as a student) do should I be falling behind in my programme?**

**A: In this case, the student will be able to make an application for a study extension. However, this application will need to be approved by the Head of Programme and/or the Eduvos Academic Registrar.**

A Bachelor programme has a maximum of five years within which to be completed. A part-time student registering for a Bachelor programme has a maximum of seven years within which to complete the programme.

A professional Bachelor programme has a maximum of six years within which to be completed.

A Bachelor Honours programme has a maximum of three years within which to be completed.

A Masters Degree has a maximum of four years within which to be completed.

A PhD has a maximum of six years within which to be completed.

**Part-time and Full-Time: A student may be provided with an option to deviate from their part-time study projection (i.e., the recommended period within which to finish the**

**programme). Should the student elect for this, the student is advised that they will not be able to hold Eduvos liable for not completing the course within a certain period. The main reason for this is that certain modules are only offered in certain blocks. By deviating from the projection, the student runs the risk that certain modules will not be available in response to him/her completing any block. As a result, the student in this case is advised to discuss this with their Academic Advisor so that the student can be placed in a better position to understand the consequences of this decision. No student will be able to reduce their study time below the minimum required by the accreditation that Eduvos holds for such a programme.**

Failure to complete a programme within the above stated duration or pass a specific module within three attempts may result in a programme exclusion.

In terms of the progression policy, under exceptional/extenuating circumstances, a student may appeal to the Office of the Registrar for an extension.

All students are required to adhere to curriculum changes during their studies at the Institution.

Students starting in an intake later than the first intake in a year must note that their duration could be extended due to subject combinations and prerequisite and corequisite modules relevant to the programme. Students may request an academic planner review.

The condition for a prerequisite module is that it is required to be passed prior to the post-requisite being attempted. A corequisite module must be attempted (whether or not passed) prior to the post-requisite being attempted.

In special circumstances, you may be permitted, prior to a module's commencement, to defer (postpone) a module to the next academic block in which it is offered. When deferring a module, take note that certain modules have prerequisites and/or corequisites, which may result in both modules being postponed. This could have an impact on the duration of your studies in that the duration of studies may be extended. The modules being deferred will be credited from the financial account and must be re-enrolled and re-contracted when enrolled for again. You hereby waive any claim you may have against Eduvos in the event of a delay as a result of the above.

Students who wish to put their studies on hold due to illness or other valid, unforeseen circumstances are required to submit a request in writing for an interruption in study period to the relevant Student Affairs Advisor (SAA) for the approval of the Registrar.

Matters related to credits/exemptions obtained shall be dealt with by the applicable admissions policy and Recognition of prior Learning policy (RPL and CAT). Students will also be required to adhere to curriculum changes that may have taken place during their absence. Please be advised that the current Agreement will be terminated and a penalty in line with the cancellation clause will be enforced. Upon return to studies, you will need to be re-enrolled and re-contracted. The cancellation penalty will be credited upon return and enrolment of new contract.

#### MLM Students

The student acknowledges that they are familiar with the competency based MLM mode of study. This means that a student will be required to have gained competency in a unit of work before he/she will be allowed to proceed to the next unit of work. The student further acknowledges that they fully

understand the implications of the self-paced nature of the programme.

The student is given a fixed number of days to complete each module. Exceeding the time allocated for any module at any point will mean that subsequent modules will have to be completed ahead of schedule if the student wishes to complete his/her programme on time, and without exceeding the contract end date.

### 12.3 Programme Requirements

Academic programmes are awarded after the successful completion of the required modules and are dependent on the student meeting the requirements below. The Institution states that the validation of a programme is not automatic but is awarded on an individual basis. The Institution thus reserves the right to withhold the reward of a programme when, after its internal academic and certification review process, it appears that the student has not met the standards set by the Institution.

A student will be eligible to graduate *cum laude*, *magna cum laude* or *summa cum laude* as per the rules contained in the Certifications and Issuing of Qualifications Policy.

**Point of Clarity: In the event of a student deviating from the recommended study duration, the student must be aware that such a decision may impact on him/her being eligible for the cum laude.**

Should a student not complete the programme for which he/she is registered, or fail to meet the programme criteria, the student will receive an academic transcript stating the modules that were passed and marks that were achieved.



## 12.4 Academic Progression

Academic rules and Academic progression – refer to the Academic Progression Policy.

Students are advised to familiarize themselves with the detailed academic criteria and progression conditions set out in the Academic Progression Policy, which also outlines the consequences of failing to meet these requirements.

To progress from one academic level to the next, a student must pass at least 60% of the credits for the modules enrolled for in an academic year and meet the relevant pre-requisite and co-requisite requirements as per faculty guidelines.

Students who pass fewer than 60% of the credits may only repeat the failed modules in the following academic period and may not enrol in next-level modules.

If a student passes fewer than 40% of credits, they will be placed in the Academic Support Programme. Students who fail a module on three separate attempts will not be allowed to continue their studies.

## 12.5 Recognition of Prior Learning and Credit Accumulation and Transfer

Matters related to credits/exemptions obtained shall be dealt with by the applicable admissions policy and Recognition of prior Learning policy (RPL and CAT).

Credits accumulated in at least one module will be transferred to a module which content is on a minimum of 80% comparability with a corresponding subject in any qualification offered at Eduvos.

Consequently, students who accumulated credits by passing a module offered by a qualification at Eduvos are exempted from applying for a CAT as the credits will automatically be transferred.

## 12.6 Language of Teaching and Learning

The Institution offers tuition in English as the language of teaching and learning. This means that all assessments, learning opportunities, study

material and lecture resources will be offered in English, as per Eduvos Language Policy.

## 12.7 Modes of Provision

Eduvos offers programmes through various delivery modes, including on-campus face-to-face learning, fully online remote learning, and a blend of these modalities. All Eduvos programmes incorporate both asynchronous and synchronous learning components. The delivery model for each programme (e.g., part-time, full-time, distance, on-campus, or hybrid) is chosen based on the subject matter and the anticipated needs of the student cohort.

### Point of Clarity:

**Asynchronous learning: Students engage with learning materials or activities at their own pace, from various locations, and at different times. This type of learning typically takes place through digital platforms, such as myLMS. The students are provided with learning activities or material, which they progress through as their schedules allow.**

**Synchronous Learning: This means that students and lecturers/subject matter experts interact with each other and the course content simultaneously, either in-person or virtually. This can happen through in-person/on-campus lectures/practical work, live-streamed lectures (e.g. via MS Teams) or other forms of real-time online meetings. Synchronous online activities are also considered 'contact time' because the interaction between students and the lecturer occurs in real-time.**

## 12.8 Blended Learning

- This myLMS-based learning journey includes students' online learning materials, self-paced learning exercises, and assignments, organised on a weekly basis. If a textbook is prescribed for the module, the weekly notes will guide students to focus on the relevant sections. Actively engaging with these resources is critical to students' success.
- Lectures, whether online or in-person, should be seen as an opportunity to deepen understanding, not as the sole source of learning. Lecturers follow a flipped classroom approach, which means students are expected to engage in asynchronous (self-paced, online) learning before attending lecturer-led sessions. This preparation is essential for getting the most out of synchronous (real-time) classes. Each week, students should review the dedicated online materials in their myLMS learning journey before attending lectures.
- To effectively prepare for assessments, students must refer to their module guide, which is available in the first tile of each module. The guide provides a clear overview of what to focus on during studies. It is essential to read the module guide carefully before starting Week 1 of each module. The module guide contains vital information about the module's focus and how students will be assessed.
- If a textbook is prescribed for the module, students must ensure they have access to it. Each week's notes will refer to specific parts of the textbook, guiding students on which sections to focus on.
- To succeed in their learning, students need to equip themselves with academic and digital learning skills, such as referencing and the fair, responsible use of artificial intelligence tools. Resources on these topics are available on myLMS and referred to throughout each module's learning journey.

## 12.9 Remote Learning in Response to a Force Majeure Event

Teaching and learning activities may take place via online platforms as determined by the Institution from time to time, whether at its own election or alternatively in response to a force majeure event. Should this be the case, students will have to use their own devices to access the Institution's learning platforms at their own cost in accordance with the Institution's applicable policies.

**Point of Clarity: A force majeure refers to a situation that is completely beyond the control of the Institution, such as acts of the State, natural disasters (e.g., hurricanes and storms).**

**Point of Clarity: As learned in 2020, there are occasions where, through no fault of Eduvos, we are unable to welcome you to one of our 12 campuses, whether this be due to Covid-19, riots and the like. Should an event occur that prevents face-to-face learning at one of Eduvos' 12 campuses, academic departments will adopt a fully online learning mode of provision to enable the continuation of studies**

### **12.10 The Learning Management System (LMS)**

- Upon enrolment, all students will be enrolled onto the learning management system (LMS).
- Students must access myLMS regularly, as it will be the primary source to access their study material, assessments, module guides and assessment schedules, and to receive correspondence. Students must ensure that they contact the Student Affairs Advisor (SAA) if they do not have access to one of their modules on myLMS.
- It is the responsibility of the student to ensure that he/she regularly logs into myLMS to keep up to date with all communication and information regarding their studies.

### **12.11 Prescribed Resources**

The student is solely responsible for sourcing his/her own prescribed textbooks and any additional prescribed resources (at their own cost and expense), as required for each module as may be required.

### **12.12 Tuition Hours and Attendance**

Students are required to abide by the prescribed tuition hours of the Institution and are required to attend classes as per their individual timetables/study schedules. Students are also to follow the lecturing programme stipulated in each module guide.

The Institution may use both synchronous (i.e., occurring at the same time) and asynchronous (i.e., not occurring at the same time) online as well as hybrid (combination of online and on-campus) methods of teaching and learning

Progression in the programme at all times will be the responsibility of the student. It is recommended that the student devotes a minimum of the recommended notional hours per module. Notional hours include class time, study time and the completion of assessments. The credit rating system rates 10 notional hours as equivalent to one credit.

The notional hours of each module will be provided in the module guide.

### **12.13 Credit Accumulation and Transfer (CAT)**

Credits accumulated in a least one module will be transferred to a module which content is on a minimum of 80% comparability with a corresponding subject in any qualification offered at Eduvos. Consequently, students who accumulated credits by passing a module offered by a qualification at Eduvos are exempted from applying for a CAT as the credits will automatically be transferred. For further information, please refer to the applicable recognition of prior learning policy.

A business day refers to Monday to Friday, excluding public holidays and weekends.

Academic transcripts are available from the Student Portal.

Students with outstanding fees will be able to access their academic transcripts, but only with a letter confirming that they have been a registered student at the Institution if required.

No credit will be given for students taking their vacation during the campus term.

### **12.14 Assessments**

Assessments are used to evaluate the learning that has taken place related to the learning outcomes of a module. Assessments will weigh various percentages towards the student's final mark based on the assessment's value to evaluate your competence in the module, details of which may be accessed in the module guides.

It is the responsibility of the student to ensure that they familiarise themselves with the Assessment Rules and Regulations of Eduvos to ensure that they understand their rights and responsibilities related to assessments.

## 12.15 Study Hours and Attendance

**Point of Clarity: Participation in teaching and learning activities is in the student's best interest academically. Failure to notify the Institution of unavoidable periods of absence may lead to the student missing out on support available and could have a detrimental effect on the student's academic performance.**

Unreasonable absence from studies will not be allowed, including from participating in or accessing teaching and learning material via the Institution's online platforms when required to do so by the Institution as part of the student learning journey. It is thus essential that the Institution be notified in advance of any situation, wherever possible, which may warrant the absence of the student.

Students are to take note that the Institution reserves the right to impose a minimum attendance requirement for specific modules based on academic requirements from time to time.

## 12.16 Academic Transcripts

Academic transcripts are available from the Student Portal.

Students with outstanding fees will be not able to access their academic transcripts, but only a letter confirming that they have been a registered student at the Institution if required.

## 12.17 Duration of Programmes

A student registering for:

- A Foundation (pre-degree) Programme has a maximum of two years within which to complete the programme.
- A Higher Certificate programme must be completed within three years. A part-time student registering for a Higher Certificate programme has a maximum of five years within which to complete the programme.

- Students have a maximum of three opportunities to pass a module.
- Failure to complete a programme within the above stated duration or pass a specific module within three attempts may result in a programme exclusion.

**Q: What can I (as a student) do should I be falling behind in my programme?**

**A: In this case, the student will be able to make an application for a study extension. However, this application will need to be approved by the Head of Programme and/or the Eduvos Academic Registrar.**

- A Bachelor programme has a maximum of five years within which to be completed. A part-time student registering for a Bachelor programme has a maximum of seven years within which to complete the programme.
- A professional Bachelor programme has a maximum of six years within which to be completed.
- A Bachelor Honours programme has a maximum of three years within which to be completed.
- A master's degree (Full time) has a maximum of four years within which to be completed.
- A PhD (Full time) has a maximum of six years within which to be completed.

**Part-time and Full-Time: A student may be provided with an option to deviate from their part-time study projection (i.e., the recommended period within which to finish the programme). Should the student elect for this, the student is advised that they will not be able to hold Eduvos liable for not completing the course within a certain period. The main reason for this is that certain modules are only offered in certain blocks. By deviating from the projection, the student runs the risk that certain modules will not be available in response to**

**him/her completing any block. As a result, the student in this case is advised to discuss this with their Academic Advisor so that the student can be placed in a better position to understand the consequences of this decision. No student will be able to reduce their study time below the minimum required by the accreditation that Eduvos holds for such a programme.**

Failure to complete a programme within the above stated duration or pass a specific module within three attempts may result in a programme exclusion.

In terms of the progression policy, under exceptional/extenuating circumstances, a student may appeal to the Office of the Registrar for an extension.

All students are required to adhere to curriculum changes during their studies at the Institution.

Students starting in an intake later than the first intake in a year must note that their duration could be extended due to subject combinations and pre-requisite and co-requisite modules relevant to the programme. Students may request an academic planner review.

The condition for a prerequisite module is that it is required to be passed prior to the post-requisite being attempted. A co-requisite module must be attempted (whether or not passed) prior to the post-requisite being attempted.

In special circumstances, you may be permitted, prior to a module's commencement, to defer (postpone) a module to the next academic block in which it is offered. When deferring a module, take note that certain modules have pre-requisites and/or co-requisites, which may result in both modules being postponed. This could have an impact on the duration of your studies in that the duration of studies may be extended. The modules being deferred will be

credited from the financial account and must be re-enrolled and re-contracted when enrolled for again. You hereby waive any claim you may have against Eduvos in the event of a delay as a result of the above.

Students who wish to defer their studies due to illness or other valid, unforeseen circumstances are required to submit a request in writing for an interruption in study period to the relevant Academic and Student Experience Manager (ASEM) for the approval of the applicable faculty and the Registrar respectively. Upon approval of the Registrar, the student must inform the Finance Department.

Matters related to credits/exemptions obtained shall be dealt with by the applicable admissions policy and Recognition of Prior Learning Policy (RPL and CAT). Students will also be required to adhere to curriculum changes that may have taken place during their absence.

### **13. Academic Progression**

Academic rules and Academic progression – refer to the Academic Progression Policy.

## 14. Contact Details

For any queries, please contact your Campus Student Affairs Advisor (SAA) OR your Campus Academic and Student Experience Manager (ASEM).

Office of the Dean  
44 Alsatian Road  
Glen Austin Extension 3  
Midrand, 1685  
Tel: +27 (0)11 690 1700

OR

9 Rogers Street, Kaapzicht Building, Tyger Valley,  
Cape Town  
Tel: +27 (0) 21 914 8000

Office of the Registrar (or Head of Programme where applicable)

44 Alsatian Road  
Glen Austin Extension 3  
Midrand, 1685  
Tel: +27 (0)11 690 1700

OR

9 Rogers Street, Kaapzicht Building, Tyger Valley,  
Cape Town  
Tel: +27 (0) 21 914 8000

## 15. Eduvos Policies

Eduvos Policies	Location of Policy	Description – Relevance to Student and Enrolment
Charter Of Eduvos Senate	Academic	Establishes Senate’s authority, functions, and responsibilities in academic governance.
Community Engagement Policy	Academic	Promotes student involvement in community projects and social responsibility.
Concessions and special needs	Student Affairs	Grants reasonable accommodations for students with special needs.
Criteria For Student Admission Policy	Academic	Defines academic and non-academic criteria for student admission.
Curriculum Development and Review Policy	Academic	Procedures for developing, reviewing, and revising academic curricula.
Data Management Policy	Academic	Guidelines for handling and protecting academic and personal data.
Development Of Learning Material Policy	Academic	Standards for developing and reviewing learning materials.
2025 Disciplinary policy	Student Affairs	This Policy aims to ensure fairness and transparency in the handling of student misconduct. It seeks to protect the interests of students, staff, the institution, and relevant external stakeholders by promoting rehabilitation and support through lawful and equitable disciplinary processes. This policy provides guidelines for investigations, hearings, and sanctions to maintain order and accountability within the academic environment
Distance Learning Policy	Academic	Framework for delivering distance education and support mechanisms.
Finance policy	Student Self-Service and Student Intranet	This policy outlines the comprehensive financial policies and procedures of Eduvos, covering various aspects of enrolment, payment methods, discount policies, and financial assistance. It aims to provide clear guidance to students and sponsors on their financial obligations, the options available for settling tuition fees, and the procedures for refunds, cancellations, and dealing with overdue accounts.
Grievance Policy	Student Affairs	Procedures for addressing student grievances fairly.
Harassment, Discrimination, Sexual Assault, And Gender-Based Violence Policy	Student Affairs	Framework for reporting and addressing harassment, discrimination, and violence.



Higher Degrees Policy	Academic	Standards for admission, progression, and graduation in higher degrees.
Intellectual Property Policy (Copyright and Plagiarism Staff Guidelines)	Academic	Defines ownership of intellectual property within the institution.
Language Policy	Academic	Defines the language(s) of instruction and assessment for inclusivity.
Monitoring And Evaluation Policy	Academic	Processes for monitoring and evaluating the effectiveness of teaching and learning.
Policy Development and Policy Review Policy	Academic	Procedures for developing, reviewing, and updating institutional policies.
Programme Design Policy	Academic	Principles and procedures for designing academic programmes.
Protection of Personal Information Policy	Legal	This policy outlines the institution's obligations to collect, use, store, and safeguard students' personal information in compliance with data protection laws. By safeguarding personal data, the policy reassures prospective and current students that their private information is protected.
Quality Assurance Policy	Academic	Processes for maintaining academic quality and excellence.
Research Policy	Academic	Guidelines for conducting research with ethical considerations.
Resource Centre Policy	Academic	Guidelines for use of resource centres and equitable access.
RPL, CAT and Articulation Policy	Academic	Recognition of prior learning, credit accumulation, and transfer processes.
SOP For Certification and Graduation Policy	Academic	Procedures for certification and graduation processes.
Student Acceptable Use Policy	IT	This policy outlines the acceptable use of the Eduvos network to ensure a secure, reliable, and efficient computing environment for all users. It establishes guidelines for appropriate behaviour, data protection, and resource management. By adhering to these rules, users contribute to the overall safety and functionality of the network, helping to prevent misuse, security breaches, and technical issues.
Student Governance Policy	Student Affairs	Roles and responsibilities of student governance bodies.
Student Wellness and Protection Policy	Student Affairs	Promotes student health and wellness through support programmes.
Substance Abuse Policy	Student Affairs	Guidelines for preventing and addressing substance abuse among students.

Support of Student Academic Integrity Policy (previously known as Intellectual Property, Copyright- And Plagiarism Infringement Policy)	Academic	Promotes academic honesty and outlines stance on plagiarism and copyright.
Teaching And Learning Policy	Academic	Principles guiding teaching and learning practices.
Whistleblower Policy	Legal	This policy establishes guidelines for reporting unethical, illegal, or inappropriate activities within the institution, protecting those who report misconduct from retaliation. It ensures students a safe environment to voice concerns without fear of negative consequences, promoting integrity and transparency in their educational experience.
WIL Policy	Academic	Framework for work-integrated learning and practical experiences.

## 16. Fees Table

2025 Sundry Fees	Description	2025 Fee
Application for supplementary, deferred or special summative assessments (application form available on myLMS)	This fee is charged when a student applies to attempt a supplementary, deferred or special summative assessment, which includes special projects and MLM/UpNxt supplementary examinations.	R750
Application for deferred formative assessments (application form available on myLMS)	This fee is charged for every deferred formative assessment applied for.	R150
Reprint of 'final graduation' transcript (Applicable to Eduvos conferred qualifications only)	Printed by the graduation office. The student is responsible for arranging the courier services i.e., collection and delivery, which shall be for their account. <i>(Please note that the Institution only issues <b>one original sealed</b> transcript per graduate per graduation. An original sealed transcript will not be re-issued in cases where the original document has been lost, damaged or destroyed. Only a duplicate non-sealed transcript will be issued)</i>	R260
Reprint of 'final graduation' Certificate (Applicable to Eduvos conferred qualifications only)	Printed by the graduation office. The student is responsible for arranging the courier services i.e., collection and delivery, which shall be for their account. <i>(Please note that the Institution only issues <b>one original sealed</b> certificate per graduate per graduation. An original sealed certificate will not be re-issued in cases where the original document has been lost, damaged or destroyed. Only <b>one</b> duplicate non-sealed certificate will be issued per qualification)</i>	R500
Replacement of student card	For the loss of a student access card.	R200
Re-mark of summative assessment script (application form available on myLMS)	This fee is charged for the application for a re-mark of a summative assessment script.	R600
External Academic credit transfer (Access)	This fee is charged for every module exemption applied for - please see below for subsequent costs based on approved academic credit transfer per module	R600
External Academic credit transfer (Module Exemption)	Once academic credits are approved, an additional fee is payable per module	R400
Internal Academic credit transfer	Zero Charge on all internal academic credits	R0
Recognition of prior learning (Access)	RPL for admission purposes	R500

Recognition of prior learning (Module Exemption)	RPL for module exemption purposes	25% of module fee
Credit test (Access)	Credit test fee is charged per module applied for	R700
Credit test (Module Exemption)	If passed, an additional amount of 25% of the module cost (from which the application fee will be deducted) is payable.	25% of module cost
Administrative fee	This fee covers the MS student license, DALRO license and first-print student card – applicable to all students. This amount is included on your quote (prefixed to the Agreement) and is payable with the first instalment.	R350
Applied Science lab coat replacement	Per Lab Coat replacements	R450
Applied Science goggle replacement	Per Goggle replacements	R150
E-Sports	E-Sports paid per quarter (per block)	R600
MLM extensions		
Extension fees - Daily Rate – Part-Time	New Extension Fees - PT @3hrs/day	R200
Extension fees - Monthly Rate – Part-Time	Monthly PT - 8 days @3hrs/day	R1600

## 17. MLM Annex

### Phase-out of MLM (Mastery Learning Methodology)

- Full-time offering will end December 2024.
- Part-time offering will end December 2025.

### MLM Students

The student acknowledges that they are familiar with the competency based MLM mode of study. This means that a student will be required to have gained competency in a unit of work before he/she will be allowed to proceed to the next unit of work. The student further acknowledges that they fully understand the implications of the self-paced nature of the programme.

The student is given a fixed number of days to complete each module. Exceeding the time allocated for any module at any point will mean that subsequent modules will have to be completed ahead of schedule if the student wishes to complete his/her programme on time, and without exceeding the contract end date.

### MLM Part-Time Students

Students need to have 15 – 18 hours available per week per module to work through the required content with interaction via forum discussions with their lecturers. Students will be expected to attend one to three live sessions per week after hours from 18:00 to 21:00 per module and one assessment and summative assessment (including preparation session) per module on a Saturday from 09:00 to 12:00 and/or 13:00 to 16:00. All sessions are done virtually. However, it may from time to time be required to host sessions on a physical campus, although it will be delivered in hybrid mode, i.e., face-to-face and online.

Should a part-time online Information Systems student on the existing MLM mode fall behind such that the UpNxt delivery catches up to the module the student is currently on, the student shall be required to join the timetabled lecture sessions (Tuesday and Thursday evenings) and write assessments at scheduled times.

### Academic Transcripts

An academic transcript is sent to the student quarterly or upon request. The first academic transcript per year is sent within the first month of the student's academic start date. A second copy may be given to the student personally. It is important that the copy is signed, and the transcript returned to the allocated lecturer within 10 business days of the following month. The overall mark on the transcript is calculated using a weighted average for all the modules that have been completed at that particular time.

### Credits for Absence from Campus

In the event of an illness, only a medical practitioner's certificate will be accepted. This medical practitioner's certificate should indicate the name of the student, the reason for the absence and, where applicable, the student number. Forgery of any kind will be considered a 'very serious' offence.

Medical practitioner certificates that are not handed in on the first day of return to campus will result in no credits or alternate study arrangements being awarded. Only certificates from a practitioner registered with the Health Professions Council of South Africa will be accepted.

A student may be granted compassionate leave. Such cases will be treated on merit and may require supporting documentation.

For any other absence, which is not covered by the cases above, the student will have to work in lost study time in his/her own time.

For part-time students, all absence from campus will be treated on merit.

Students are expected to avoid making vacation arrangements that conflict with campus terms.

### **Extended Study**

An Extended Study Period contract will have to be entered into between the student/guardian and the Institution. Students must re-register for the programme if this contract is not entered into within four months for part-time students.

The monthly programme fee will be required in advance for the extended study period. The fee will be the monthly rate for the stipulated programme at the time of the contract being entered into.

### **Putting a Programme on Hold/Requesting an Interim Study Interruption/Leave of Absence**

A student may request to have his/her programme be interrupted for a specific period. Such a request must be done in writing and should state the reason (e.g., preparing and writing external examinations) for interrupting the programme. This request will be regarded as approved only once the student has received written approval from the Registrar.

The total period for which a programme has been interrupted may not exceed Four (4) months for part-time students.

The monthly invoicing will continue as normal during this period, with the appropriate study time added at the end of the initial programme completion date.

No credits will be given for the loss of any skills due to the programme being put on hold.

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