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ACADEMIC RULES AND REGULATIONS

Policy Code	A-006
Version	13
Approved by	Academic Board
Approved on	25 March 2013
Implementation date	1 April 2013
Review date	December 2015

RECORD OF AMENDMENTS

Version	Amendment description	Amended by
08	Update format	S Lunnon
09	Update format	R Reid
10	Amend assessment rules according to assessment policy changes	R Reid
11	Addition of experiential learning rules	R Reid
12	Addition of progression rules, examination rules and credits	R Reid
13	Updated stationary with re-brand	M Volkmann

RELATED DOCUMENTS

BHC Documents	Other Documents
<ul style="list-style-type: none"> • Assessment Policy • Learner Support Policy • Experiential Learning Policy • Grievance and Complaints Policy • Disciplinary Policy • Language Policy • Policy on Academic Integrity • Resource Management Policy • Prospectus • Student Handbook • RPL Policy 	<ul style="list-style-type: none"> • South African Qualifications Authority (SAQA) ACT (Act 58 of 1995) • Higher Education Act (Act 101 of 1997) • CHE: HEQC Improving teaching and learning resource • CHE: HEQC Criteria for programme accreditation: November 2004

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1. ATTENDANCE

- 1.1. Tuition hours are from 09h00 to 14h30.
- 1.2. Learners are advised to take responsibility for attendance and it is recommended that they attend 85% of all formal and practical lectures, tutorials and outings.
- 1.3. A poor attendance record could result in the learner forfeiting his/her opportunity to qualify for supplementary assessment opportunities and/or end of year examinations.
- 1.4. The relevant facilitator will take register for each class.
- 1.5. No learners will be allowed to enter the lecture room after a class has started.
- 1.6. 3rd Years might be required to attend class during quarterly holidays - depending on projects in progress.
- 1.7. All official outings organised by BHC School of Design must be attended by all learners.
- 1.8. Should a learner fail to attend lectures for whatever reason, s/he shall in no way be entitled to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges.
- 1.9. BHC School of Design shall reserve the right to alter where necessary. Learners will be notified of any changes, in writing.

2. MEDICAL CERTIFICATES

- 2.1. An original and valid medical certificate is required, should a learner be absent for more than two consecutive days or want to qualify for a supplementary examination or a late hand in of an assessment.
- 2.2. Original certificates will be kept by the institution for record purposes.
- 2.3. The learner is required to give the original doctor's certificate to administration and hand a copy to the relevant facilitator.

3. ASSESSMENT

- 3.1. A recorded mark of 50% or above for an assessment means that the learner has passed the assessment.
- 3.2. A recorded mark between 40% and 49% for an assessment entitles the learner to a supplementary assessment opportunity.
- 3.3. An additional fee is payable per supplementary assessment opportunity.
- 3.4. Supplementary assessments must be completed according to the following table:
 - 3.4.1. Assessment results received in the 1st semester - to be completed in the third week of June/July holidays.
 - 3.4.2. Assessment results received in the 2nd semester - to be completed in the third week of December holidays.
- 3.5. A recorded mark of 39% or less for any assessment means that the learner has failed the assessment without the opportunity of a supplementary assessment.
- 3.6. A course average of 49% or less means that the learner has failed the course and will have to repeat the course.
- 3.7. Should a learner repeat a course, an additional fee is payable per course on the day of re-registration.
- 3.8. Should a learner achieve a score of 45% or above, they qualify for a re-assessment opportunity at exit level (course end).
- 3.9. An additional fee is payable per re-assessment opportunity.

4. DEADLINES

- 4.1. All work that is submitted for credit must be submitted on time. To ensure adherence to the deadlines, learners are required to note the time and sign the hand in time sheet upon submission of work to the facilitator/assessor.
- 4.2. In all instances, facilitators will make it clear when the deadline date is, and this information together with the details of the assignment/ essay/ project brief, will be posted on the student notice board.
- 4.3. Penalties for the late submission of work are applied according to the following table:
 - Submitted on the same day but after hand in time - 5%
 - Submitted 1 day late -10%
 - Submitted 2 days late - 15%
 - Submitted 3 days late - 20%
 - Thereafter:
 - No work will be accepted for assessment
- 4.4. Penalties for Saturday and Sunday are calculated at the same rate as working days.
- 4.5. All submissions must be made in the format specified in the brief outline. Late submission of work may not be made via email and will not be accepted unless specified in the brief.
- 4.6. The penalty system set out here MUST BE APPLIED IN ALL INSTANCES, in order to remain consistent.

5. EXTENSIONS

- 5.1. Applications for extensions may be made due to one of the following circumstances:
 - 5.1.1. Illness – valid medical certificate
 - 5.1.2. Death in the family – signed letter from parent
 - 5.1.3. Extenuating circumstances – signed letter from parent
- 5.2. Should a learner apply for an extension then s/he must complete the application for an assessment extension form, including required documents, and submit it with the relevant assessment. The facilitator has the right to verify all documentation submitted by the learner.
- 5.3. Applications for an assessment extension must be made to the relevant facilitator prior to the hand in date.
- 5.4. No extensions will be granted for circumstances relating to computer or printing faults, errors or viruses. Learners are advised to keep a secure backup of all work.

6. EXAMINATIONS

- 6.1. The examination rules and regulations will be made available to learners prior to the examination session. Learners are required to sign a register stating that they have read and understood the examination rules and regulations.

Prior to commencement of the November examinations

- 6.2. All workstations must be cleared on the Friday prior to the commencement of exams.
- 6.3. Learners are responsible for noting correctly the times and places of their examinations. Please refer to exam timetable.
- 6.4. Learners are required to bring all necessary equipment and stationery in order to complete their practical exams with them on the first day of exams.
- 6.5. Portfolio bags are not permitted onto the premises during exams.

General

- 6.6. All learners are required to be in the studio before or at 09h00 (not in computer room or library) to be present for roll call.

- 6.7. Any learner arriving after 10h00 will be permitted to write as much as they can of the relevant theory exam (until the scheduled end time), but will not be permitted to attend that day's Practical Interior Design exam session.
- 6.8. No learner is permitted to leave the building before 10h00.
- 6.9. Learners may take breaks as indicated on the exam timetable and are permitted to work through the breaks, if they wish to do so.
- 6.10. Learners are forbidden to communicate with anyone except the Invigilator during practical and theory examinations.
- 6.11. Learners may only talk during breaks when in the canteen or outside.
- 6.12. Learners may only smoke in designated areas.
- 6.13. Learners are prohibited from eating and drinking in the studios or lecture room.
- 6.14. Learners who bring any unauthorized material into an examination room, or who assist or obtain assistance from other students or from any unauthorized source, will be liable to severe disciplinary action.
- 6.15. BHC School of Design (Pty) Ltd is not responsible for personal property left in the lecture room or studios.
- 6.16. Learners are required to ask for permission before using the toilet facilities during exam times.
- 6.17. Learners are required to vacate the second and third floors at 14h00, unless there has been extra time allocated.
- 6.18. Learners are permitted to work in the Library and Computer Lab between 09h00 and 16h00.
- 6.19. Cell phones are permitted in practical exams, but must be switched off or be on "music only" mode.
- 6.20. The use of I-pods is permitted during practical examination sessions only.

Theory Examinations

- 6.21. All theory exams start at or after 09h30. Please refer to exam timetable for precise starting time.
- 6.22. All personal effects such as, bags, files etc. must be left at the studio entrance during written exam time.
- 6.23. Answers to questions should be written legibly in blue or black ink.
- 6.24. Learners are permitted to leave the examination room once they have completed writing their examination.
- 6.25. No books, writing paper, notes or any other material may be taken into the examination room, except where prescribed within specific examination arrangements as previously notified.
- 6.26. No question paper or supplementary sheet may be taken from the examination room.
- 6.27. Cellular telephones, pagers of any kind, cameras of any kind, IPODs, MP3 players, personal computers, Personal Digital Assistants (i.e. Palm Pilots), wristwatch computers or any other device that is electronic are NOT allowed in the examination room.

Practical Interior Design Examinations

- 6.28. All Practical Interior Design examinations commence at 09h00.
- 6.29. Any learner arriving after 9h00 will be prohibited from attending their Practical Interior Design session for that day.
- 6.30. Learners are permitted into the studio from 08h30.
- 6.31. Learners are required to leave the studio at or before 14h00, unless extra time has been awarded.
- 6.32. Learners may work in the Library or CAD room or make copies during exam time provided that they inform the invigilator. Please book your time in the CAD room on the sheet provided.
- 6.33. Learners are permitted to conduct research or collect samples off the college premises, during exam time, but may not return for the remainder of that day's session.

- 6.34. Printing and photocopying off the premises must be completed between 09h00 and 14h00, therefore sufficient time must be allocated to ensure learners return from printing before 14h00. It is advised that learners leave on or before 12h00 to go print.
- 6.35. All drawings must be stamped before leaving and signed on return. No unsigned work will be assessed.
- 6.36. Learners may not remove any work completed during examination sessions.
- 6.37. Learners may only bring the following items into the studio: blank A2/A3 tracing paper, samples, A4 sketches, notes, brochures and catalogues on condition that they are checked by the relevant invigilator prior to taking the items to their desk.

7. PROGRESSION - DIPLOMA

- 7.1. Learners may progress into the successive year of the programme if they successfully complete the Practical Interior Design module and a minimum of five other modules. The Academic Board reserves the right to waive this rule if this is in the best interest of the student.
- 7.2. If a learner does not qualify to progress to the successive year of the programme then s/he will only be required to repeat any modules that s/he did not successfully complete. The learner will only be charged for the modules repeated.
- 7.3. Students may only register for a module if they meet the relevant prerequisites, unless exception has been granted by the Academic Board.
- 7.4. Learners must re-register for any module that s/he has not yet achieved credits for, and must pay an additional fee per module repeated.

8. CREDITS

- 8.1. Each module within a programme is assigned a number of credits, which gives an indication of how many hours the average student will take to complete the module. One credit is equal to ten (notional) hours. Time spent by students conducting research or completing assessment tasks at home, is also calculated into the total number of credits
- 8.2. The learner must achieve a module average of at least 50% in order to be awarded the relevant credits.
- 8.3. Learners will not be awarded less credits if they get lower marks or more credits if they get higher marks.
- 8.4. The total number of credits for the Higher Certificate programme is 120 and the total credits for the Diploma programme is 360.
- 8.5. Learners may apply for RPL of credits (refer to RPL Policy).

9. CERTIFICATION

- 9.1. A learner will be awarded a qualification only if s/he has successfully completed all modules contained in the programme and has demonstrated that s/he is competent at all exit level outcomes of all courses in the programme.
- 9.2. Certificates will not be issued for incomplete qualifications and or part qualifications.
- 9.3. Learners will not be awarded a certificate unless all fees are paid in full.
- 9.4. Learners are awarded their certificates at a formal graduation ceremony held annually in December.
- 9.5. Learners may only attend the graduation ceremony upon receiving a formal invitation.
- 9.6. Learners who are unable to attend the graduation ceremony are required to collect their certificate or award or if that is not possible, then the institution will post the certificate via registered mail.

10. EXPERIENTIAL LEARNING

- 10.1. A learner must have a module average of 50% at the end of the first term of third year in order to be eligible for the Experiential Learning module.
- 10.2. Learner misconduct in the workplace will result in disciplinary action.
- 10.3. Should a learner provide an original and valid medical certificate and be unable to complete the experiential learning module due to ill health, s/he will be permitted to complete the hours during the weekday afternoons (after 2h30) or during the subsequent holiday. Should the company be unable to accommodate the learner, another company should be selected.
- 10.4. Should the company find that it is no longer in the position to cater for the needs of the learner then it is the learner's responsibility to contact the institution in order to find an alternative company to be placed in.

11. CHEATING AND PLAGIARISM

- 11.1. Facilitators have the authority to penalise all parties involved in cheating or committing plagiarism. These acts could result in disciplinary measures with suspension as a result.
- 11.2. Any learner who is aware of, allowing or assisting another learner with copying, cheating or plagiarism will be seen as an accomplice and will be treated accordingly.

12. BEHAVIOURAL GUIDELINES

- 12.1. In order to comply with BHC School of Design rules and values, all learners are expected to comply with the guidelines for acceptable behaviour, against the background of and taking into account the code of ethics.
- 12.2. Learners are expected to comply with the rules, practices and duties contained in their registration form.
- 12.3. All reasonable instructions given by a facilitator or management staff of BHC School of Design must be carried out.
- 12.4. Learners must act in an orderly and lawful manner, taking into account and respecting the rights of other learners, the Institution facilities and clients.
- 12.5. Attacks, whether verbal or physical and discriminatory languages are not condoned and severe Disciplinary measures will be taken.
- 12.6. College equipment and personal possessions of fellow learners and staff must be handled with the necessary care and respect.
- 12.7. In order to protect staff and fellow learners, BHC reserves the right to search learner's individual workstations, handbags and packages. Such searches will take place within the bounds of human dignity and respect.
- 12.8. Where appropriate, access to the premises outside normal working hours or overtime is subject to the necessary permission being obtained from the Head of Institution.
- 12.9. Cell phones MUST be switched off during lecture and studio times. Learners who use a cell phone during official tuition times will be liable for a fine.

13. WITH REGARD TO THE WORKPLACE

- 13.1. The working environment must accommodate safe and hygienic practices. All learners must therefore apply to the provided safety guidelines.
- 13.2. All accidents or damage to equipment or property, even of a less serious nature, must be reported to a facilitator immediately. All safety measures and practices must be adhered to at all times.
- 13.3. A safe working environment also implies that no learner may enter the premises while in possession of a firearm or dangerous weapon.
- 13.4. Safety is of utmost importance and therefore, no learners may bring alcohol or drugs onto the premises or enter the Institution premises while under the

- influence of alcohol or any illegal drug. Disciplinary and/ or counselling measures will be considered depending on the circumstances.
- 13.5. Learners may be subjected to medical testing should it be suspected that s/he is under the influence of alcohol or drugs.
 - 13.6. Learners may not bring any non-prescription substances onto the premises. The unauthorised possession of drugs or alcohol is viewed in a very serious light. Disciplinary and/or counselling measures will be considered depending on the circumstances.
 - 13.7. BHC School of Design reserves the right to refuse access to the premises to learners who are suspected of being under the influence of drugs or alcohol.

14. PREMISES AND EQUIPMENT

- 14.1. BHC School of Design does not have a parking facility and therefore learners must make use of public parking. BHC School of Design will not be liable for any damage or loss.
- 14.2. Upon entering or leaving the building all learners must ensure that all doors are closed and/ or locked behind them.
- 14.3. All ablution facilities must be left in a clean and hygienic condition after use. Basins in toilets are for hands only – all art brushes and industrial fluids have to be cleaned in the studio or canteen sinks.
- 14.4. Smoking is permitted in designated smoking areas ONLY. Dispose cigarette butts in provided containers/ ashtrays. Learners who fail to adhere to this rule will be liable for a fine.
- 14.5. Practical studios are communal spaces and therefore courtesy and cleanliness should be practised at all times.
- 14.6. No drawing boards, computers or projectors may leave the premises under any circumstances.
- 14.7. Any learner found cutting and/ or spraying in the studio will be fined/ and or will be required to replace any damaged surfaces.
- 14.8. Learners may not use any staff computers under any circumstances.
- 14.9. It is kindly requested that the last learner to leave the studio to please close all windows, switch off fans, lights, radios and air-conditioners.

15. COMPUTER ROOM AND FACILITIES

- 15.1. Under no circumstances may food and/or beverages enter the computer rooms.
- 15.2. Should a learner not comply with this rule, the learner may be issued with a fine.
- 15.3. Should any equipment be damaged due to learners not abiding by this rule, the learner will be liable for the replacement cost of the damaged equipment.
- 15.4. No software, music or any multimedia data (eg. movies, presentations etc.) may be downloaded. Any person who fails to comply with this rule will be liable to a fine.

16. USE OF COLLEGE NETWORK

- 16.1. Learners may only use the computer facilities for relevant research or to execute given projects.
- 16.2. BHC School of Design reserves the right to monitor Internet activities.
- 16.3. Should a learner abuse the network system or access pornographic or any other sites that may offend fellow learners, the Institution will take disciplinary / remedial action.
- 16.4. Learners are allowed Internet access for the sole purpose of relevant and appropriate design research.
- 16.5. Unacceptable uses:
 - 16.5.1. No e-mail attachments may be opened (unless relevant to the course)
 - 16.5.2. To generate a profit
 - 16.5.3. For private or personal matters

- 16.5.4. Use contrary to the BHC School of Design Policies and Procedures
- 16.5.5. Use for the purpose of establishing a peer-to-peer network connection, that will be used to download / share information (of any format) that resides on the BHC School of Design network.
- 16.5.6. Downloading and saving files onto the BHC School of Design network that will be in violation of the Copyright Act.
- 16.5.7. All learners and staff must connect to the BHC School of Design network using their assigned user name and password for security purposes.

17. LIBRARY

- 17.1. No books, magazines, journals or brochures may be removed from the BHC internal Library.
- 17.2. All literary materials that are lost and/or damaged will be replaced and the learner will be liable for the cost thereof.
- 17.3. Under no circumstances may food and/or beverages be taken into the Library.
- 17.4. Should a learner not comply with this rule, the learner may be issued with a fine.

18. PAYMENT OF FEES

- 18.1. No academic transcript and/or qualification will be awarded to any learner with outstanding tuition fees.
- 18.2. 2% Interest may be charged per month on late payments.
- 18.3. Learners who terminate their studies for whatsoever reason will be liable for the full payment of the academic year they registered for.
- 18.4. A learner will automatically be suspended should his/her fees be more than 120 days in arrears. Such a suspension will only be lifted once the outstanding fees (with interest) have been paid in full.
- 18.5. A learner with outstanding fees from the previous academic year will not be permitted to re-register for a new academic year until all outstanding payments are made.
- 18.6. A fee is payable upon the replacement of any academic transcript or certification.

19. EXHIBITION AND OWNERSHIP OF WORK

- 19.1. BHC School of Design reserves the right to retain copies of learner work.
- 19.2. BHC School of Design reserves the right to use learner work for promotions, exhibitions and marketing or in any other way to benefit the Institution.

20. EXCLUSION OF LIABILITY

- 20.1. Neither the BHC School of Design (Pty) Ltd, the Directors, the Landlord, nor any of its agents, trustees or employees shall be liable for personal injury to or the death of any person or the loss of or damage to any property of whatever nature in the premises, or buildings or in the property, howsoever arising or caused and whether by reason of the default or negligence of the BHC School of Design (Pty) Ltd, the Directors, the Landlord or of any of the said persons or otherwise.

21. RULES, REGULATIONS, POLICIES AND PROCEDURES

- 21.1. By registering with BHC School of Design, students agree to abide by the rules and regulations and policies and procedures of the institution.
- 21.2. BHC School of Design reserves the right to make additions or amendment to the rules and regulations and policies and procedures from time to time. Learners will be notified of any changes.

- 21.3. The rules, regulations, policies and procedures are available on the server. It is the responsibility of the learner to know and understand the content of these documents.
- 21.4. Any learner suspected of contravening any rules, regulations, policies or procedures will be subjected to disciplinary action.