



Sada tanisens gera kura da
(Our actions create us)

The South African School of Motion Picture Medium
and Live Performance

AFDA & AFDA BOTSWANA ACADEMIC YEARBOOK 2016/2017

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration Certificate no 2001/HE07/012.

AFDA Botswana (Pty) Ltd is a recognised institution, as has registered and accredited by Botswana Qualifications Authority (BQA). The BQA registration number is 004445.

ACADEMIC TERMS

AFDA SOUTH AFRICA

DEGREE PROGRAMME	
Term	Dates
1 st	8 February – 1 April 2016
2 nd	3 May - 24 June 2016
3 rd	18 July - 09 September 2016
4 th	11 October - 2 December 2016

HIGHER CERTIFICATE PROGRAMME	
Term	Dates
1 st	14 March – 22 April 2016
2 nd	23 May – 01 July 2016
3 rd	01 August - 09 September 2016
4 th	03 October - 04 November 2016

AFDA BOTSWANA

DEGREE PROGRAMME	
Term	Dates
1 st	8 August – 29 September 2016
2 nd	24 October – 16 December 2016
3 rd	03 January – 24 February 2017
4 th	20 March - 12 May 2017

HIGHER CERTIFICATE PROGRAMME	
Term	Dates
1 st	
2 nd	
3 rd	
4 th	

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List of Acronyms

ABE – AFDA Board of Education

ACT – Arts Council Trust

AFDA – Africa Film Drama Arts, an old pet name for the School of Motion Picture Medium and Live Performance.

ARC – AFDA Academic Research Committee

ASC - Academic Standards Council

BA – Bachelor of Arts

BCA – Broadcast Compliance Archive

BCom – Bachelor of Commerce

BQA – Botswana Qualifications Authority

BCT – Bachelor of Computer Technology

BW - Botswana

CAA – Chief Academic Administrator

CEO – Chief Executive Officer

CFO – Chief Financial Officer

CHE – Council on Higher Education in RSA

CLVA - Committee for Learning Value Advantage

CPT – Cape Town

DBN – Durban

DCP – Digital Cinema Package

EPK – Electronic Press Kit

FR – Final Review

HC- Higher Certificate

HEQC – Higher Education Quality Committee in RSA

HEQSF - Higher Education Qualification Sub-Framework in RSA

HESA – Higher Education South Africa

HoS - Head of School

JHB - Johannesburg

LP – Live Performance

MD – Managing Director

MFA – Master of Fine Arts

MPM – Motion Picture Medium

NAC – National Arts Council

NFVF – National Film and Video Foundation

NQF – National Qualifications Framework in RSA

OCAAT – Oodi College of Applied Arts and Technology

OHS – Occupational Health and Safety

PC - Production Course

PCA – Production Course Administrator

PG – Postgraduate

PGSC – Postgraduate Sub-Committee

PE – Port Elizabeth

QA – Quality Assurance

RC – Research Centre

RPL – Recognition of Prior Learning

RSA – Republic of South Africa

SAQA – South African Qualifications Authority

TVP - Television

UG - Undergraduate

WIL – Work Integrated Learning

AFDA Abbreviations

Comp – Competency Test, a required assessment before preproduction pitches to enable a student to qualify for project outcomes.

DLA – Discipline Learning Audit

DP – Due Performance

DPP – Discipline Preproduction Assessment

EVAM – Entertainment Value Assessment Matrix (This is AFDA's theory on entertainment).

FR - Final Review (The final outcome of a term of semester is assessed in the final review).

GD – Group Document

GDCP - Group Document Concept Pitch

Hons - Honours

Preprod - Preproduction

S1 & S2 – Semester 1 & Semester 2

T1, T2, T3 & T4 – Term 1, Term 2, Term 3 & Term 4

TT - Timetable

TUT - Tutorial

VALA – Value Added Learning Assessment, a system used to make learning inputs market related

WG – Work Group

Y1, Y2, Y3 & Y4 – Year 1, Year 2, Year 3 & Year 4

1. OUR GOAL:

AFDA South Africa Goal

To develop a tertiary education institution that contributes to South African nation building and rewards all stakeholders by providing a stimulating, rigorous and globally integrated learning experience that empowers students with creative professional skills, enabling graduates to grow innovative and sustainable entertainment and media communication economies.

AFDA Botswana Goal

To develop a tertiary education institution that contributes to Botswana nation building and rewards all stakeholders by providing a stimulating, rigorous and globally integrated learning experience that empowers students with creative professional skills, enabling graduates to grow innovative and sustainable entertainment and media communication economies.

2. OUR PROGRAMMES:

AFDA offers the following accredited qualifications:

NAME	CAMPUS	SAQA ID	NQF LEVEL	CREDITS	STATUS
Higher Certificate in Film, Television and Entertainment Production	Johannesburg Cape Town	90741	5	132	Registered
Bachelor of Arts in Motion Picture Medium	Johannesburg Cape Town Durban Port Elizabeth	35934	7	360	Registered
Bachelor of Arts in Live Performance	Johannesburg Cape Town Durban	35936	7	360	Registered
Bachelor of Commerce in Business Innovation and Entrepreneurship	Johannesburg Cape Town Durban	94705	7	360	Registered
Bachelor of Science in Computer Technology	Johannesburg Cape Town Durban		7	360	Registered
Bachelor of Arts (Honours) in Motion Picture Medium	Johannesburg Cape Town Durban	35935	8	120	Registered
Bachelor of Arts (Honours) in Live Performance	Johannesburg Cape Town Durban	35937	8	120	Registered
Master of Fine Arts in Motion Picture Medium	Johannesburg Cape Town	71777	9	180	Registered

AFDA BOTSWANA offers the following programmes:

NAME	CAMPUS	BQA ID	NQF LEVEL	CREDITS	STATUS
Higher Certificate in Film, Television and Entertainment Production	Oodi	Pending	Under construction		Provisional Approval
Bachelor of Arts in Motion Picture Medium	Oodi	Pending	Under construction		Provisional Approval
Bachelor of Arts in Live Performance	Oodi	Pending	Under construction		Provisional Approval
Bachelor of Arts (Honours) in Motion Picture Medium	Oodi	Pending	Under construction		Provisional Approval
Bachelor of Arts (Honours) in Live Performance	Oodi	Pending	Under construction		Provisional Approval

3. CONTACT DETAILS:

AFDA Board of Education (ABE)

2nd Floor, 6 On Pepper
Pepper Street
Cape Town
8001

+27 21 035 0359 (Tel)
www.afda.co.za

Johannesburg Campus

41 Frost Avenue
Auckland Park
2092

PO Box 277
Melville
2109

+27 11 482 8345 (Tel)
+27 11 482 8347 (Fax)
jhbcampus@afda.co.za

Durban Campus

2a Highdale Road
Glen Anil
4051

PO Box 22049
Glenashley
4022

+27 31 569 2252 (Tel)
+27 31 569 2317 (Fax)
dbncampus@afda.co.za

Botswana campus

Plot 188, Oodi

PO Box 26456,
Gaborone
+267 3102586 (Tel)
+267 3102405 (Fax)

Cape Town Campus

18 Lower Scott Road
Observatory
7925

PO Box 13528
Mowbray
7705

+27 21 448 7600 (Tel)
+27 21 448 7610 (Fax)
cptcampus@afda.co.za

Port Elizabeth Campus

99 2nd Avenue
Newton Park
6045

+27 41 363 2377 (Tel)
deniser@afda.co.za

4. MANAGEMENT STRUCTURES

4.1 AFDA EDUCATION BOARD

The highest governance body is the AFDA Education Board which consists of the Chairperson and the CEO.

4.2 COUNCIL

The Council reports to the Education Board and consists of the above-mentioned members, the Chief Academic Administrator, one external academic representative and one external industry representative. The external members are co-opted on an advisory basis.

4.3 SENATES (CAMPUS MANAGEMENT COMMITTEES)

Operational matters are dealt with by the Campus Management Committee. Each campus has its own Campus Management Committee and comprises of the following members:

- Campus Dean (Chair)
- Registrar
- Head of School: Higher Certificate
- Head of School: Undergraduate
- Head of School: Postgraduate
- Head of Production Course
- Operations Manager
- Student representative

The Campus Management Committee is responsible for formulating and passing policies and procedures on all matters where the different departments intersect. If the three campuses are in agreement with these policies it is then sent to Council for ratification. Once Council ratifies a policy it is gazetted for implementation. The three respective Campus Management Committees meet monthly.

The student representative on the Campus Management Committee is a member of the Student Committee (CLVA) and reports on the student's experience of the school in the following areas:

- Delivery of facilities and equipment
- Delivery of projects and production outcomes and;
- Student promotional requirements.

4.4 ACADEMIC STANDARDS COUNCIL

Academic matters are dealt with by the Academic Standards Council (ASC).

The ASC co-opts members from all three campuses, and meets quarterly. ASC quality assures the implementation of the curriculum framework by the Deans and

their campuses. Curriculum content is developed by academic staff within the curriculum framework as designed by the AFDA Council. It proposes policy for academic matters to Council. Ratified academic policies form part of the institution's course guidelines or Institutional Policy Document (IPD). The ASC also meets annually, after the end of year festival, to analyse the Critics' Panel and Audience Response results and identify curriculum trends.

The Academic Standards Council comprises of the following subcommittees:

- ASC subcommittee (CEO, Chair of ASC and Secretary of ASC)
- Postgraduate Subcommittee (Chair and Secretary of the ASC, Heads of Postgraduate Schools, Campus Deans on invitation)
- Academic Research Committee (Chair and Secretary of the ASC, CEO and Executive Chairman)
- Deans ASC Sub Committee (Chair and Secretary of the ASC, Campus Deans and Registrars)

ACADEMIC STANDARDS COUNCIL (ASC) OF BOTSWANA

Dr. Gerda Dullaart (Acting Chair)

Dr. Mothusi Phuthago (Campus Dean)

Mr. Anton Basson (AFDA Academic Standards Manager)

Prof Brothers Malema (External Academic Member)

Ms Dineo Ramatsui (External Academic Member)

Mr Reginald Bakwena (External Academic Member)

Esther Pholoa (Student Affairs)

The Academic Research Committee (ARC) has as its goal to stimulate research amongst academic staff members. This research finds its way into the appropriate course packs, whether Production Course or disciplines.

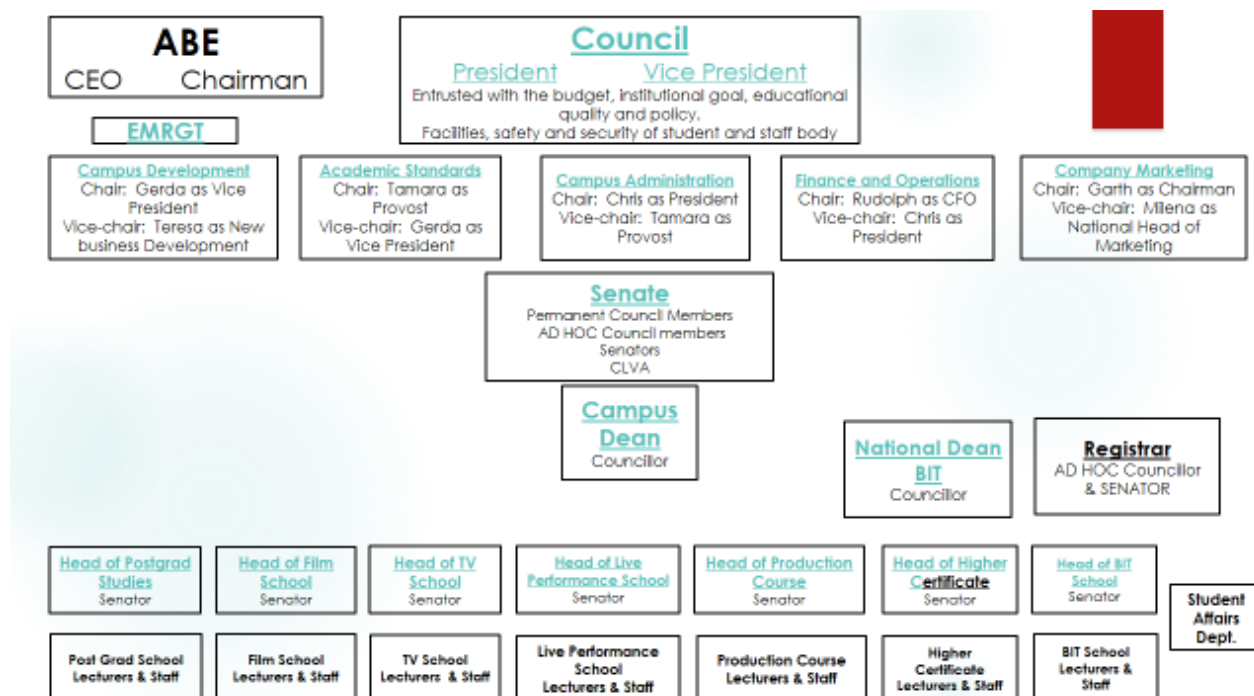
4.5 BOARD OF INDUSTRY CHAIRS

The Board of Industry Chairs was founded in May 2010. Since 2010 the Board of Industry Chairs has annually provided guidance on industry trends in their disciplines, programme content, up-skilling of staff members, facility expansion and the acquisition of new equipment. Chairs also serve on the expert judging panel at the annual AFDA Film Festival and participate in the AFDA Student Film Awards annually.

4.6 MASTER OF FINE ARTS IN MOTION PICTURE PRODUCTION ADVISORY COMMITTEE

The Master of Fine Arts in Motion Picture Production Advisory Committee comments on both curriculum design and content of the Master of Fine Arts in Motion Picture Production programme. The Committee consists of two external senior academics, two governmental agencies involved in the South African Film and Television Industry, and two seasoned filmmakers.

4.7 ORGANOGRAM



5. MEMBERS OF THE ABE

Bata Passchier, CEO and Co-Founder, Masters in Educational Technology Candidate (Wits) , Garth Holmes, Chairman and Co-Founder, H.Dip ED JCE Wits, MA Drama UCT, Chairman for CARA, Executive Board Member for CILECT.

6. MEMBERS OF AFDA COMMITTEES

6.1 SENIOR MANAGEMENT

Chairman

Garth Holmes, H.Dip ED JCE (Wits), MA Drama (UCT)

Chief Executive Officer

Bata Passchier, Masters in Educational Technology candidate (Wits)

Chief Academic Administrator:

Gerda Dullaart, PhD (Literary Theory) (Northwest University) M Phil (Higher Education Studies) UCT

Provost:

Tamara Kenny-Bezuidenhout, BA (RU); BA Hons (RU); MA (UP)

Chief Marketing Administrator:

Garth Holmes, H.Dip ED JCE (Wits), MA Drama (UCT)

Chief Finance Administrator:

Rudolph Coetzer, B Com (PUK), FCMA (CIMA, LONDON)

Manager of the Academic Standards Council:

Anton Basson, MA (Wits)

Campus Dean, Johannesburg:

Malcolm Purkey, MA (SUNY), Graduate: British National Film & Television School

Campus Dean, Cape Town:

Christopher John, PhD (UKZN), MA English (UKZN)

Campus Dean, Durban:

Gianfranco Human, Master of Fine Arts in Motion Picture Production (AFDA)

Acting Campus Dean, Port Elizabeth:

Denise Roodt, BA Honours (Rhodes)

National Head of Schools of Business Innovation & Technology:

Jonathan Marks, MBA (UCT); PhD (UCT)

Head of Postgraduate School, Johannesburg:

Gina Bonmariage, BA Honours (Wits); MA in Applied Educational Leadership & Management, (University of London) Candidate

Head of Postgraduate School, Cape Town:

Steve Drake, MBA (London Business School)

6.2 COUNCIL

Garth Holmes, Chairman, H.Dip ED JCE (Wits), MA Drama (UCT)

Bata Passchier, CEO, Masters in Educational Technology
Candidate (Wits)

Gerda Dullaart, PhD (Literary Theory) (Northwest University) M Phil (Higher Education Studies) UCT

Tamara Kenny-Bezuidenhout, BA (RU); BA Hons (RU); MA (UP)

Jonathan Marks, MBA (UCT); PhD (UCT) – t.b.c.

External Advisors:
Michael Charles Rice, D.Litt. et Phil., M.A. (RAU)
Laurence Mitchell, Executive Director, Waterfront Studios.

6.3 SENATE - JOHANNESBURG

Tamara Kenny-Bezuidenhout - Provost
Malcolm Purkey - Campus Dean
Trevor Harper – Registrar
François Smit - Head of Production Course
Brent Quinn - Head of Film School
David Dennis- Head of Live Performance School
Henriette de Villiers – Head of Television School
Matthew Glogauer - Head of Business Innovation & Enterprise School
Gina Bonmariage - Head of Postgraduate School
Bronwynne Hanger – Head of Higher Certificate School
Frikkie Olivier - Operations Manager
Student Representative (CLVA) Names available at Student Affairs office

6.4 SENATE – CAPE TOWN

Tamara Kenny-Bezuidenhout - Provost
Christopher John – Campus Dean
James Lizamore – Registrar
Theran Knighton-Fitt – Production Course Administrator
Malcolm Kohll – Head of Film School
Liz Mills – Head of Live Performance School
Stevan Buxt – Head of Television School
Jenny McDonogh – Head of Business Innovation & Enterprise School
Steve Drake - Head of Postgraduate School
Bryony Roughton – Higher Certificate Course Coordinator
Vacant – Operations Manager
Student Representative (CLVA) Names available at Student Affairs office

6.5 SENATE – DURBAN

Tamara Kenny-Bezuidenhout - Provost
Gianfranco Human - Campus Dean
Lloyd O'Connor - Registrar
Elmarie Venter – Production Course Administrator
Richard Green - Head of Film School
Clare Craighead - Head of Live Performance School
Akona Matyila – Head of Television School
Arish Sirkissoon – Head of Business Innovation & Enterprise School
Janet van Eeden – Head of Postgraduate School
Rene van Niekerk – Operations Officer

Student Representative (CLVA) Names available at Student Affairs office

6.6 SENATE – PE (TO BE CONSTITUTED)

Tamara Kenny-Bezuidenhout - Provost
Denise Roodt – Acting Campus Dean/Registrar
David Lister – Head of Film School
Marius Roodt – Head of Operations

6.7 CAMPUS MANAGEMENT COMMITTEE (AFDA BOTSWANA)

Campus Dean/Registrar: Mothusi Phuthego (Acting)
Head of Postgraduate School: vacant
Head of Film School (Undergraduate): vacant
Production Course Administrator: Moratiwa Molema
Lecturer: Luke Sello
Head of Live Performance School: Tefo Paya
Student Affairs Officer/Campus Dean Personal Assistance: Esther Pholoa

6.8 ACADEMIC STANDARDS COUNCIL (ASC) (Across all campuses)

Gerda Dullaart - CAA - Chair
Anton Basson – ASC Manager
Tamara Kenny-Bezuidenhout - Provost
Malcolm Purkey - Campus Dean (JNB)
Christopher John – Campus Dean (CPT)
Gianfranco Human - Campus Dean (DBN)
Denise Roodt – Acting Campus Dean (PLZ)
Jonathan Marks – National Head of School of Business Innovation & Technology

ASC SUBCOMMITTEE

Bata Passchier - CEO
Gerda Dullaart - CAA
Anton Basson – ASC Secretary

6.9 ACADEMIC RESEARCH COMMITTEE

Anton Basson - (Chairman)
Bata Passchier - CEO
Garth Holmes - AFDA Chairman
Gerda Dullaart - CAA

6.10 BOARD OF INDUSTRY CHAIRS - JOHANNESBURG

<u>Chairperson:</u>	Peter Carr, Executive Director – Velocity Africa
<u>Film Producing:</u>	Jeremy Nathan, Owner of and Producer – DV8 Films
<u>Screenwriting:</u>	Julie Hall, Independent Scriptwriter
<u>Cinematography:</u>	Lance Gewer, Independent Cinematographer
<u>Film Directing:</u>	Alex Yazbek, Independent Scriptwriter and Director
<u>Production Design:</u>	Anita van Hemert – independent production design artist
<u>CMS:</u>	Nadia Kruger, Independent Costume, Make-up & Styling artist
<u>Editing:</u>	Catherine Meyburgh, Independent editor
<u>Sound:</u>	Jim Petrak - Sound Surfers
<u>VFX:</u>	Gerd Muller - Ministry of Illusion visual effects and multimedia
<u>SFX:</u>	Gerhard van der Heever, Special Effects Supervisor
<u>Animation:</u>	TBA
<u>Media Music:</u>	Geo Hoehn, Film Music Composer
<u>TV Technical/</u>	
<u>Studio and Post:</u>	Eileen Sandrock, CEO – ZCE TV
<u>TV Writing:</u>	Rohan Dickson - Head Writer: Isidingo
<u>TV Producing:</u>	Bobby Heaney – Executive Producer
<u>Music Performance:</u>	Judith Sephuma
<u>Stage Acting:</u>	TBA
<u>Screen Acting:</u>	Linda Sokhulu

6.11 INDUSTRY CHAIRS – CAPE TOWN

<u>Chairperson:</u>	Peter Carr
<u>Film Producing:</u>	Chris Roland
<u>Directing:</u>	Greg Grey
<u>Cine:</u>	Rod Stewart
<u>Editing:</u>	Richard Starkey
<u>Sound:</u>	Wayne Joshua
<u>VFX :</u>	Bradley Stilwell
<u>Writing:</u>	Vacant
<u>MMP:</u>	Jorge Arrigone
<u>CMS (costume):</u>	Diana Cilliers
<u>CMS (SFX Prosthetics / make-up):</u>	Nicolette Basson
<u>Post Design:</u>	Helena Bloc
<u>Music Performance:</u>	Brad Holmes
<u>Screen Acting:</u>	Revel Fox
<u>Stage Acting:</u>	Fred Abrahamse
<u>Television Producing:</u>	Roberta Durrant
<u>Television Writing:</u>	Megan Rusi

Studio Technical:
Post Production:

Roberta Durrant
Ronelle Loots

6.12 MASTER OF FINE ARTS IN MOTION PICTURE PRODUCTION ADVISORY BODY

Chair: Prof. Keyan Tomaselli, (UJ)

New member to be elected in 2016, SABC or other government institution

Aletta Alberts, General Manager: Content, Multichoice

Minky Schlesinger, Screenwriter and Director

Ramadan Suleman, Producer, Screenwriter and Director,
Natives at Large

Stephen Drake, Head of School for Post Graduate Studies,
AFDA Cape Town

Gina Bonmariage, Head of School for Post Graduate Studies,
Johannesburg.

By invitation: Anton Basson, ASC Manager

7. FULL-TIME ACADEMIC STAFF

7.1 Johannesburg Campus

Campus Dean: Prof. Malcolm Purkey, MA (SUNY);
Graduate: British National Film &
Television School

PRODUCTION COURSE:

Head of Production Course:
PC Lecturer/Researcher:

PCA Assistant:

Head Librarian:

Librarian:

François Smit, MA (Salzburg)

Tristan Jacobs, MA DA (Rhodes)

Elizabeth de Kock, MA (Rhodes)

Jerone Klow, BA MPM (AFDA)

Janine Grist, BA (UPE) HDipLIS (UCT)

Weliswa Mkontwana, Dip Tourism
(Rosebank College)

SCHOOL OF FILM:

Head of Film School:

Brent Quinn, HDE (UCT) BA Honours
(UCT)

Animation:

Benjamin Graham, BA MPM (AFDA)

Cinematography:

Harmon Cusack, SASC

Stephan Aucamp

CMS:

Anine Scheepers, BSc Consumer Science:
Fashion and Small Business(UP)

Data & Image Enhancement:

Directing:

Mark Buyskes

Lungelo Kuzwayo, MFA in Film Writing & Directing: Colombia College

Gareth Wentzel, BA MPM (AFDA)

Editing:

Laura van der Merwe, NHD Film and Video Technology (Pretoria Technikon) Master of Fine Arts AFDA (Candidate)

Siyabulela Mgabadele, BA MPM Honours (AFDA), Master of Fine Arts Candidate (AFDA)

Media Music Production:

Wikus du Toit, MTech (Drama) (TUT) DTE (Diploma in Tertiary Education) UNISA

Sound Design:

Chris Piggins, BFA Cinema (Concordia University Canada)

Ivan Kinghorn, BA MPM Honours (AFDA)

Producing:

Shaun Gouws, BA MPM Honours (AFDA)

Nantie Steyn, MA Journalism (WITS)

Production Design:

Bradley Goss, BA Honours Dramatic Arts (Wits)

Lien van der Linde, MFA (UNC)

Screen Writing:

Zunaid Mansoor, MFA, (California)

Gareth Wentzel, BA MPM (AFDA)

Visual Effects:

Grant Davies BA MPM Honours (AFDA)

Joseph Ogundipe, BA Motion Picture Medium (AFDA)

SCHOOL OF TELEVISION:

Head of Television School:

Henriette de Villiers, BA Honours Communications (UJ)

Television Producing:

Henriette de Villiers, BA Honours Communications (UJ)

Television Writing:

Bastian Hoehn, MA Philosophy (Political Science and African Studies) (Hamburg)

Television Studio Technical:

Luscious Dosi, BA MPM Honours (AFDA)

Ryk Keyser, DOP

Television Post Production:

Pauli van Dyk, BA (Honours) Drama (UP)

SCHOOL OF LIVE PERFORMANCE:

Head of Live Performance School:

David Dennis, BA DA (Honours) UCT

Acting:

Jolette Richter, BADA Hons (UP)

Drikus Volschenk, BA MPM (AFDA),

BA Business Communication (Honours)

Video and Film Production (North West University)

Music Performance:

Dan Robbertse, BA Honours (WITS)
Khutjo Green, MA (Wits) Candidate
Coenraad Rall, BA Communications &
Theatre Arts (UFS) Candidate
Heidi Edeling

SCHOOL OF BUSINESS INNOVATION AND ENTERPRISE

Head of School: Matthew Glogauer, BA (Wits), BA (Hons).
(UNISA)

SCHOOL OF POST GRADUATE STUDIES

Head of School: Gina Bonmariage, BA Honours
(Wits); MA in Applied
Educational Leadership &
Management, (University of
London) Candidate

Learning Administrator: Beverley Kluckow, BA (Unisa)

Lecturer & Head of Production: Beverley Clayton, MBA, Wits
Business School

Research Lecturer & Supervisor: Greg Homann, MA (Royal Academy
of Art and Kings College, London)

SCHOOL OF HIGHER CERTIFICATE:

Head of School: Bronwynne Hanger, BA (FA) (UNISA)
Course Coordinator: Hulette Pretorius, BA Comms (UJ), PGD
(WITS)

7.2 Cape Town Campus

Campus Dean: Dr. Christopher John, Doctoral degree
from the (UKZN), MA English (UKZN)

PRODUCTION COURSE:

Production Course Administrator: Theran Knighton-Fitt, MATS (UBC
Canada)

Production Course Researcher: Claudia Hall, BA Honours (UCT)

Production Course Assistant: Henri Schreuder, BA, AFDA

Librarian: Jateen Hansjee, MA

SCHOOL OF FILM:

Head of Film School:

Malcolm Kohll, B.-Journ (RU)
University South Africa, Middlesex
University Post Graduate Diploma in Film
& Television in Education (MA)

Cinematography:

Sean Leslie

CMS:

Michael Ivy, Nat Diploma in Fashion
Design and Technology, BA MPM Honours
(AFDA) – MFA (AFDA)

Directing:

Kevin Yates, B. A. Honours - Wits

Editing:

Wicus Labuschagne, BA (Cum Laude)
Honours Motion Picture Media. (AFDA) 2nd
year Master of Fine Arts in Motion Picture
Production

Garrick Simpson, BA MPM Honours
(AFDA),

Hannes Brenada, BTEC Honours Degree
in Film And Television Production
MFA(Editing) AFDA

Media Music Production:

Michael Thorn, LTCL performer's licentiate
in piano, BMus Jazz Performance, MMUS
Ethnomusicology.

Sound Design:

Nic Matthews, BA (Hons) AFDA
Candidate

Producing:

Mauritz Grundlingh, BA MPM Honours
(AFDA), Management Advancement Cert
from Wits.

Jean-Pierre De Waal, BA (Hons) AFDA
Candidate

Production Design:

Stephanie Esterhuizen BA MPM Honours
(AFDA)

Screen Writing:

Tristram Atkins, Honours Motion Picture
Medium (AFDA)

Peter Goldsmid, BA (Wits); B.Phil
(Politics) (Oxford UK); BA (Photographic
Art) (Westminster UK)

Margaret Goldsmid, BA (Drama)
Stellenbosch; BA (Honours) University of
Pretoria

Visual Effects:

Royston Michaels, BA MPM Honours
(Cum Laude) AFDA

SCHOOL OF LIVE PERFORMANCE:

Head of Live Performance School:

Screen Acting:

Acting:

Music Performance:

Production Supervisor:

Liz Mills,
Chris Weare, BA, HED, (HONS) Rhodes
University
Lara Bye, MA (UCT)
Doug Armstrong, B Mus Jazz (UCT)
Sean Whitehead, B.A Honours (UCT):
Theatre Technical Management

SCHOOL OF TELEVISION:

Head Television School:

Television Studio & Tech:

Stevan Buxt; BA Honours (University of
the Witwatersrand, Johannesburg)
Anthony Shimi Moipolai, BA MPM
(Honours) AFDA

SCHOOL OF BUSINESS INNOVATION AND ENTERPRISE

Head of School:

Head of School: Jenny McDonogh, BA
(Hons) (UCT), Mphil (UCT)

SCHOOL OF POST GRADUATE STUDIES

Head of School:

Research Administrator:

Administrator:

Steve Drake, MBA (London Business
School)

Lubomira Palikarska, Masters of Arts

Toni Barao, BA MPM Honours, AFDA

SCHOOL OF HIGHER CERTIFICATE:

Course Director:

Bryony Roughton, MA (Media &
International Development) East Anglia
(UK)

7.3 Durban Campus

Campus Dean: Gianfranco Human, MFA (AFDA)

PRODUCTION COURSE:

Production Course Administrator: Elmarie Venter
Production Course Researcher: Vacant
Production Course Assistant: Vacant
Librarian: Vacant

SCHOOL OF FILM:

Head of Film School: Richard Green (Graduate of the London International Film School)
Directing: Rudolph Steyn, BA (Hons) in Motion Picture Medium (AFDA)
Producing: Richard Green, (Graduate of the London International Film School)
Scriptwriting: Damian Tomaselli BSS (Hons) UKZN
Cinematography, Image Enhancement & Data Management & Screenwriting 1st year: Damian Tomaselli BSS (Hons) UKZN
CMS / PRODUCTION DESIGN: Samantha Kelly
Editing & Sound Design: Stuart Strydom Bachelor of Technology in Video Technology (DUT)
VFX: Alaister Heath, B-Tech in Video Technology (DUT) / M-Tech in Fine Art (DUT)
MMP & Animation: Johan van Staden, BA Psychology, Communications & Education (UNISA)

SCHOOL OF TELEVISION:

Head of Television School: Akona Matyila, in Video Technology (DUT) / M-Tech in Fine Art (DUT)

SCHOOL OF LIVE PERFORMANCE:

Head of Live Performance School:

Clare Craighead, MA (SocSc Summa Cum Laude)

Screen Acting:

Donna Steel MA (Drama and Performance Studies Cum Laude).

SCHOOL OF BUSINESS INNOVATION AND ENTERPRISE

Head of School:

Arish Sirkissoon, B.Soc. Sci. (UKZN), BA (Hons) (UNISA), MBA (Medunsa)

Post Graduate Studies School:

Head of School:

Janet van Eeden Masters (Cum Laude), UKZN.

7.4 Port Elizabeth Campus

Denise Roodt, BA Honours (Rhodes)

David Lister, Head of Film School

Marius Roodt, B Tech - Multimedia

7.5 BOTSWANA CAMPUS

Campus Dean:

Mothusi Phuthego, PGDE (UB), MMUS (UK), DMUS (Pretoria)

Production Course

Production course Administrator:

Moratiwa Molema, MFA (UCT)

Film School

Head of Film School:

Vacant

Live Performance School

Head of Live Performance School:

Tefo Paya, MADA (WITS)

Higher Certificate

Course Coordinator

Kaone Mosenyi, BA in Journalism
Studies (Falmouth College of Arts)

8. SUPPORT AND ADMINISTRATIVE STAFF

8.1 A.B.E.

Executive PA to Chairman:

Executive PA to CEO:

PA to CAA:

ASC Academic Administrator:

Graphic Designer:

Mandy Day

Janneke Geldenhuys

Jesse Kreuzsch

Maggie Smit

Chantelle Grové

8.2 Johannesburg Campus

Registrar:

Deputy Registrar: Academic Administration:

Student Affairs Officer:

PA to the Registrar:

Marketing Officer:

Financial Controller:

Finance Coordinator:

Finance Coordinator & Personal Assistant to the

Chief Finance Administrator:

Building & Maintenance Officer:

IT Officer:

Receptionist:

Research Assistant to ASC:

Trevor Harper

Samantha Kennedy

Sifiso Khuboni

Nicole Anthony

Pamela Sehunoe

Joelean Swanepoel

Michelle Beukes

Aubrey Modise

Frikkie Olivier

Peter Gondwe

Keith Kinsey

Terri Mudzviti

Heather Basson

8.3 Cape Town Campus

Registrar:

Learning Coordinator:

Student Affairs Officer:

Dean's Administrator:

Production Course Assistant:

Film & TV School Administrator:

LP Administrator:

International Student Affairs:

Marketing & Recruitment:

Finances:

Operations Officer:

Operations Administrator:

James Lizamore

Sharon Morrison

Lanna Lamberts

Shana-Lee Turner

Henri Schreuder

Carlyn Julies

Michelle Griesel

Nadia Chalkey

Bonita Brink

Farieda Cozynn

TBC

Priscilla Johnson

<u>IT:</u>	TBC
<u>Stores Officer:</u>	Ebrahim Mia
<u>Security:</u>	Sydney Siyabulela
<u>Librarian:</u>	Jateen Hansjee
<u>Receptionist:</u>	Megan Shea Schuter

8.4 Durban Campus

<u>Registrar:</u>	Lloyd O'Connor
<u>PA to the Dean / Learning Coordinator:</u>	Rene van Niekerk
<u>Marketing:</u>	Milena Gevers
<u>Marketing Assistant:</u>	Simone Logan

8.5 PE CAMPUS

Acting Registrar:	Gaby Hart
Learning Coordinator:	Nomvuyo Maneli
Recruitment:	Nuala Jansen
Finances:	Farieda Cozyn
Receptionist:	Nomvuyo Maneli

8.6 BOTSWANA CAMPUS

Acting Registrar/ Campus Dean:	Mothusi Phuthego
PA to the Dean/ Student Affairs Officer:	Esther Pholoa
Marketing Officer:	Vacant
Administration Assistant:	Kitso Rramogwera
Operations Officer:	Thato Gaongalelwe
Finance Officer:	Vacant
Librarian:	Lorraine Otukile
Receptionist:	Kemmony Mooketsane

9. ADMISSION REQUIREMENTS AND PROCEDURES

9.1 AFDA ADMISSION PROCEDURES

In accordance with the Minimum Admission Requirements for a Bachelor Degree Programme as gazetted in Government Notice No 751 on 11 July 2008, Department of Education, Higher Education Act 1997 (Act 101 of 1997), AFDA's admission requirements for entry to the degree course is the National Senior Certificate (NSC) with exemption to study a Bachelor degree. The regulations describe these as a minimum of 30% in the language of learning and teaching being English), coupled with an achievement rating of 4 (Adequate Achievement 50-59%) or better in four subjects chosen from the recognised 20-credit NSC subjects, known as the designated subject list:

- Accounting
- Agricultural Sciences
- Business Studies
- Consumer Studies
- Dramatic Arts
- Economics
- Engineering Graphics and Design
- Geography
- History
- Information Technology
- Languages
- Life Sciences
- Mathematical Literacy
- Mathematics
- Music
- Physical Sciences
- Religion Studies
- Visual Arts

AFDA will also admit for degree studies persons who have been issued with certificates of conditional or complete exemption by Higher Education South Africa (HESA) in accordance with Government Notice No 1317 of 5 December 2008, Higher Education Act 101 of 1997 in cases of immigrants or of mature age. AFDA has developed an Entrance Exam to facilitate alternative access routes in view of the Higher Education and Training Green Paper of January 2012 and the White Paper for Post-School Education and Training, issued by Minister Blade Nzimande, November 2013. The Entrance Exam policy is implemented by the Office of the Registrar, so applicants must enquire through the Student Affairs Officer.

AFDA Botswana Admission procedure: In accordance with the Minimum Admission Requirements for a Bachelor Degree Programme, only the best six subjects (One must be English) are selected. The following are the BGCSE subjects:

- Accounting
- Agriculture
- Art
- Business Studies
- Commerce
- Computer Studies
- Design & Technology
- Development Studies
- English
- English Literature
- Geography
- History
- Home Economics
- Mathematics
- Religious Education
- Sciences
- Setswana

Right of Admission

Admission of a person as a student or a candidate for any degree into any year of study or any constituent part of any degree shall be at the discretion of the Registrar.

Documentation

All students who apply at AFDA for the first time must submit the documentation as indicated. All documents must be certified true copies of the original by either a Commissioner of Oaths or in the case of Johannesburg and Cape Town, the Registrar.

South African Students

- Completed application form obtainable from the AFDA website or the AFDA Prospectus.
- Certified copy of National Senior Certificate or equivalent (Current Grade 12 Students are to submit their final results of Grade 11)
- Certified copy of certificate of degree obtained (If applying for Postgraduate Studies)
- Certified copy of academic transcript (If applying for Postgraduate Studies)
- Two letters of reference
- Two Passport/ID photographs
- Certified copy of ID document
- Motivation letter: One-page document on three films (When applying for BA MP)
- One-page document on three performances (When applying for BA LP)

Batswana students

- Completed application form obtainable from the AFDA website or the AFDA prospectus.
- Certified copy of National Senior Certificate or equivalent (BGCSE)
- Certified copy of certificate of degree obtained (If applying for Postgraduate Studies)
- Certified copy of academic transcript (If applying for Postgraduate Studies)
- Two letters of reference
- Two Passport/ID photographs
- Certified copy of ID document
- Motivation letter: One-page document on three films (When applying for BA MP)
- One-page document on three performances (When applying for BA LP)

International Students (AFDA & AFDA Botswana)

All the relevant documentation mentioned above must be submitted, as well as a study visa.

Students who apply for undergraduate studies must also submit a verification document from the South African Matriculation Board stating the status of their qualification. This document can be obtained by visiting www.he-enrol.ac.za,

clicking on Matriculation Board and following the relevant links. A document outlining every country's status is also available from the link "Foreign Qualifications".

Students who apply for postgraduate studies must also submit verification from SAQA stating the status of their qualification. This document can be obtained by visiting www.saqa.org.za and following the relevant links.

Registration

If provisionally accepted, the student will receive an Enrolment and Tuition form. This needs to be completed and submitted personally or by mail along with the non-refundable registration fee and any outstanding documentation. This may be done at any time of the year, but not after the enrolment window has closed.

Once AFDA has received proof of the registration payment as well as the form, position in the class will be confirmed. AFDA has a limited intake of students into the first year class of the Bachelor of Arts Motion Picture Medium and Live Performance Degrees. If the registration fee is not paid, AFDA automatically assumes that the prospective student has chosen not to enrol for the next year.

We strongly recommend that students who are applying for loans or visas ensure processing of these documents well in advance of the enrolment window.

Enrolment

The student will be required to come to their chosen campus during the enrolment window. The academic fees are determined according to the chosen payment plan. Failure to pay during this period may result in the loss of the reservation on the class list. Refer to Section 14 for more information on Finances and Fees.

Please note:

- Candidates on the waiting list will be considered at the end of the enrolment window period. Any outstanding documentation and certified copies must be submitted during this period.
- Due to the implementation of 'Act no. 34 of 2005: National Credit Act' all clients applying to pay their fees via an AFDA Payment Plan will have to undergo credit verification in accordance with the NCA. This process is prescribed by the act to determine affordability of the payment plan selected. All payment plans, excluding "Plan A Upfront", will be subject to the above verification. This process will take place during the enrolment window.

9.2 ADMISSION: HIGHER CERTIFICATE PROGRAMMES (AFDA)

South African Students: Higher Certificate

Students who have passed Grade 12 must satisfy the minimum requirements to register for a Higher Certificate as stipulated by DHET in the Government Gazette of July 2005 and of 5 December 2008. Their statements and certificates must

therefore clearly state that they have satisfied the minimum requirements to study a higher certificate programme.

A student who does not comply with these requirements can apply for suitability for alternative access to the certificate studies at AFDA by means of the AFDA Entrance Exam.

Students, who study and successfully pass the Higher Certificate programme at AFDA, are then eligible to progress the following year into the AFDA degree programme.

Batswana Students: Higher Certificate

Applicants must have at least four passes at Botswana General Certificate Education (BGCSE) level or its equivalent including English Language at grade D.

9.3 ADMISSION: UNDERGRADUATE DEGREES (AFDA)

South African Students: Undergraduate

Students who have passed Grade 12 must satisfy the minimum requirements to register for a Bachelor's Degree stipulated by DHET in the Government Gazette of July 2005 and of 5 December 2008. Their statements and certificates must therefore clearly state that they have satisfied the minimum requirements to study for a bachelor's degree.

Prospective students who matriculated before 2008 must present AFDA with a certificate that stated that they have passed with endorsement/exemption or an equivalent qualification.

A student who does not comply with these requirements can be assessed for suitability for alternative access to degree studies at AFDA by means of the AFDA Entrance Exam.

Batswana Students: Undergraduate

Applicants must have five credits at Botswana General Certificate of Secondary Education (BGCSE) or its equivalent including English language at grade D or better.

9.4. RECOGNISED PRIOR LEARNING (RPL)

AFDA provides bridging options for RPL students who wish to enter the programme:

Procedure for Applicants of RPL

Applicants wishing to go into the 2nd year have to clearly indicate the major and two sub-majors, (or in the case of Television, the three disciplines) they intend to study. AFDA will process the application and notify all applicants whether their subject selections have been approved.

The following needs to be submitted with an RPL application:

- Two passport size photographs.
- Certified copy of transcript of highest academic qualification.
- Letter of recommendation from previous tertiary institution.
- Typed motivation
- Any given year/s of study in a cognitively related field at a tertiary institution is acknowledged on the same level, provided that the student demonstrates the core competencies, at both an intellectual and technical level, required by the AFDA curriculum.
- Five years of related industry experience will be taken into account in the placement of the student in the undergraduate programme, at the level which they worked within their field,
- A portfolio that demonstrates the required intellectual and craft skills for the AFDA curriculum.

RPL applications are referred from the Marketing Department to the Registrar, who will access the relevant discipline head to arrange an interview with the applicant and/or ask for a “show reel” to display the relevant skills levels. Such a show reel or other proof of competence will be assessed according to the relevant criteria of the previous level.

A bridging plan to integrate the RPL student into the AFDA programme and provide catch-up opportunities where necessary is then drawn up by the lecturer and signed off by the Registrar and Campus Dean. Throughout the term, the learning coordinator tracks whether the student is complying and coping with the bridging plan.

RPL students are expected to attend academic development. At the end of the 1st and 2nd term, the RPL student performance is reviewed in a staff meeting convened by the learning co-ordinator and if needed, an intervention will be recommended.

Discipline-specific RPL requirements are available upon application.

9.5 AFDA HONOURS PROGRAMMES (BOTSWANA)

Students who studied at AFDA and have completed either the BA MPM or BA LP programme can apply to enter the Honours programmes, provided they have passed with an average of 65% or higher.

9.6 HONOURS PROGRAMME RPL

The requirements to be considered for the Honours Programme RPL are:

- Students from other institutions who have undergraduate degrees in the following fields: marketing, law, commerce, architecture, related visual or fine arts degrees, and degrees in the humanities that inform creative writing; or
- Five years of related experience in the industry in a key conceptual capacity if a prospective student does not have a degree.

10. LANGUAGE POLICY

All instructions, as well as all curriculum material in AFDA will be in English. It is expected that all students who enrol in AFDA are proficient enough in English to be able to achieve the expected outcomes of a higher education qualification.

AFDA allows the use of any language in any production provided that all film and television productions are subtitled by using English that is correctly translated.

11. MODE OF INSTRUCTION

The Higher Certificate, Bachelor and Honours programmes are offered as full-time contact programmes and students must attend the required number of lectures and workshops. The programmes are offered through lectures and workshops in all relevant subjects and disciplines.

12. DESCRIPTION OF PROGRAMMES/MODULES

12.1 HIGHER CERTIFICATE IN FILM, TV & ENTERTAINMENT PRODUCTION

The HC course is a one-year foundation course designed to offer students access into the first year of undergraduate degree studies at AFDA. In addition, it is an exit level higher certificate equipping students with skills allowing them to be placed in the entertainment industry in positions of assistants to key crew.

This course lays the foundation for students keen to gain technical experience in rigging in the performance industry at an assistant level. Emphasis is placed on a wide range of practical training in stage, audio-visual, sound, studio sets and lighting rigging, with grounding in safety standards. Focus of internship/off campus experience will be with rigging companies and/or in film or television studios in a trainee rigging position.

The course is broken up into four (six week modules) of inputs. On completion of all four modules, the student will receive the Higher Certificate. Each of the four courses will include applications specific to the requirements of each course. For the students completing all four courses with the aim of entering into the AFDA Graduate programme, the separate course contents combine to form a solid grounding of the broader entertainment industry on an intellectual, aesthetic and technical level. The Higher Certificate student emerges with craft, technical, attitudinal and aesthetic skills which can be applied in the industry should further education at AFDA not be the focus.

Computer literacy, reading and Interpretation of a brief, treatment, script, and/or call sheet is addressed, along with industry expectations, communication skills and a focus on teamwork. The student will learn to draw up time schedules and movement orders based on production requirement, and for the technical courses: interpretation of lighting and floor plans.

Benefits of the Course

- Provides access to the AFDA degree program as well as enhancing access to other tertiary learning institutions

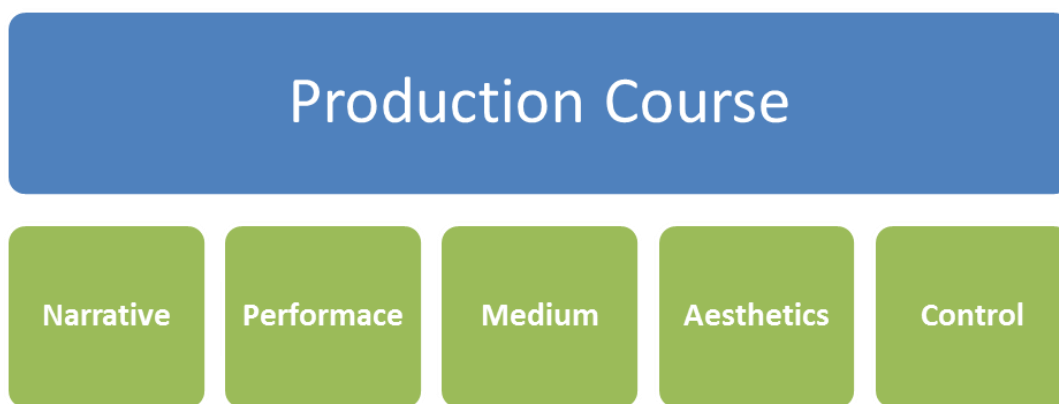
- Learn to collaborate, build social skills, learning capacity and self-confidence.
- Facilitates the gaining of insight into the various disciplines and career options in the entertainment arts
- Assists to discover and test aptitude for a potential career in the entertainment arts
- Prepares students for the rigors of tertiary degree experience

12.2 AFDA BOTSWANA PRODUCTION COURSE MODULES:

Compulsory to all Schools and Undergraduate programmes

Production Course draws from the humanities, arts, and commerce to form a cohesive picture of entertainment production.

Figure 12.1 Production Course



Production Course consists of five components: Narrative, Performance, Medium, Aesthetics, and Control. These components form the foundation of any successful entertainment production and are described as follows:

Narrative	Topics that inform the event narrative of entertainment products.
Performance	Topics that inform the character narrative of entertainment products by analysing human behaviour.
Medium	Topics that inform translation styles into various entertainment products.
Aesthetics	Topics that inform the visual and aural design of entertainment products.
Control	Topics that inform the management, production, promotion, exhibition, and trade of entertainment products.

AFDA Botswana First Year Production Course Modules:

- **Analysing Films:** The five components that are used to critically analyse films. They are narrative, performance, aesthetics, medium and control.

- **ICT Development:** An introduction to computers that includes basic concepts of computers in both theory and practice.
- **Academic Development:** Introduces students to academic writing. Topics include paraphrasing, plagiarism, critical thinking, active listening, presenting skills and essay writing.
- **Portal Training:** Teaches students to use the inter campus social network and student teacher online communication skills.
- **Presentation Exercises:** Preparing students for pitching.

AFDA Botswana Second Year Production Course Modules:

- **Narrative 2:** Introduces students to the basic concepts of narrative studies, and deals with topics such as narrative structure and character development.
- **Performance 2:** Provides an introduction to psychoanalysis and filmmaking. It then focuses on a range of theorists who explore human character, emotions, and motivation.
- **Medium 2:** Focuses on the use of audio-visual media in film, television and animation production, as well as in stage and musical performance productions. It also provides an introduction to visual semiotics.
- **Aesthetics 2:** Introduces students to the basic concepts of mise-en-scene and visual design with topics such as lighting, colour, music and sub-cultural style as it pertains to film, television, animation, stage and musical performance.
- **Control 2:** Looks at the entertainment industry with topics such as the pitching and management of a film, or a television, stage or musical production, an introduction to market research, and government's relationship with the entertainment industry.

AFDA Botswana Third Year Production Course Modules:

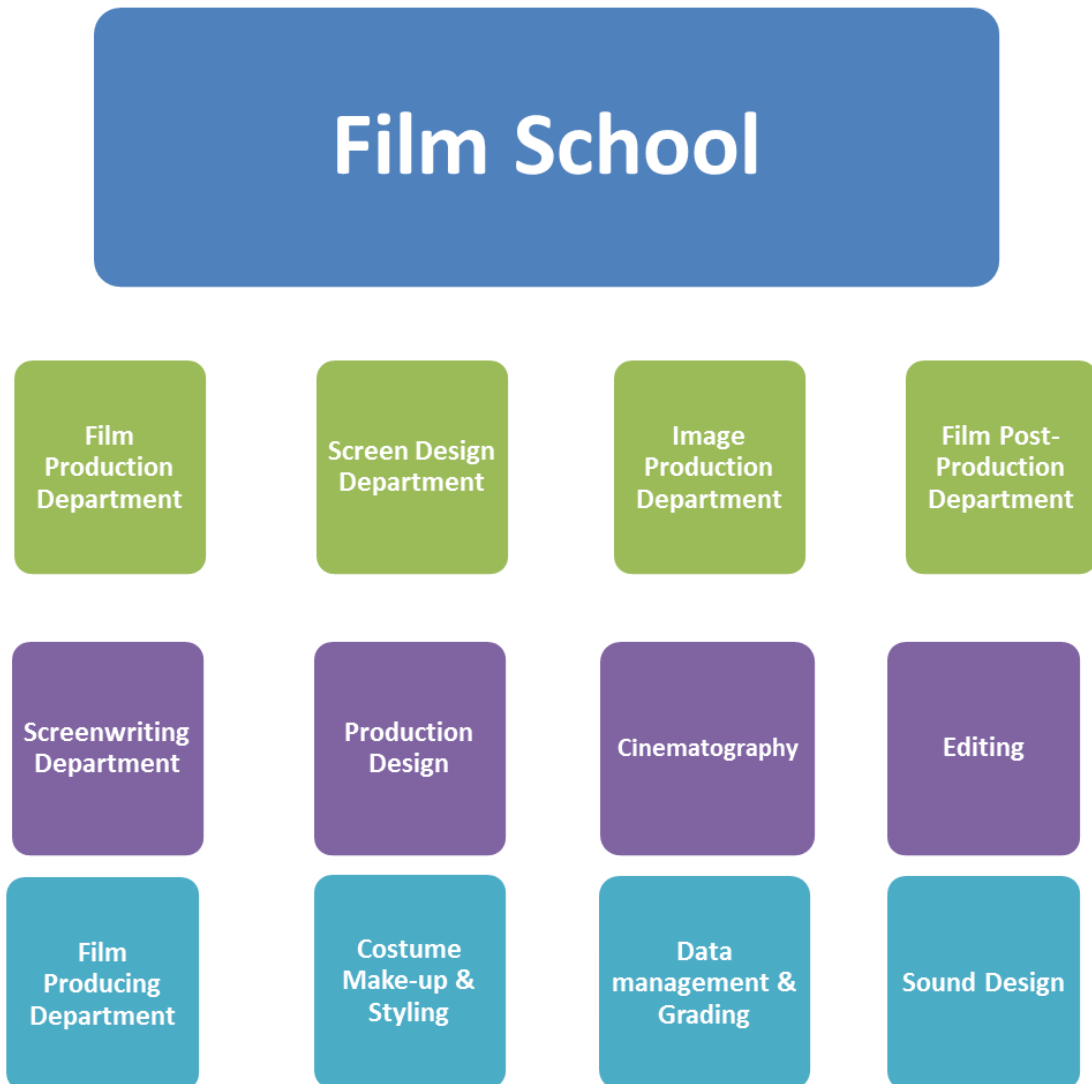
- **Narrative 3:** Offers students a deeper understanding of narrative concepts through topics such as alternative and non-linear narrative structure, character development and the enneagram, and advanced concepts in psychoanalysis.
- **Performance 3:** Analyses various theoretical approaches to acting and character development, and uses sociology to further explore human character, emotions, and motivation.
- **Medium 3:** Further explores the audio-visual media conventions of film, television, animation, stage and musical performance. Medium 2 builds on the first year introduction to semiotics through media studies and the analyses of media texts.
- **Aesthetics 3:** Provides an intermediate understanding of visual design in topics such as visual amplification, the illusion of three dimensional space, and perspective. Visual style is examined through case studies of film movements, television productions, and stage and musical events.
- **Control 3:** Further investigates topics such as strategies for film release, market research, and promotional strategies for film, television stage and music. It introduces concepts around product placement and advertising, and explores management concepts like project and resource management.

AFDA Botswana Fourth Year Production Course Modules:

- **Narrative 4:** Locates narrative concepts in the context of international cinemas, including Hollywood cinema, independent cinema, Italian realism and neo-realism, and experimental film as well as non-realistic, presentational theatre work such as the Theatre of the Absurd, Classical Greek Theatre, Commedia dell' arte, Surrealist work, Jacobean Theatre, Yoruba Theatre, Image Theatre and DADA work. This enables students to apply advanced narrative concepts in their own creative projects.
- **Performance 4:** Consolidates student's understanding of psychoanalytic theory with the intent of informing characterisation. Drama studies topics such as reading performances, performances styles for theatre and presenting for television are also covered. This enables students to apply advanced characterisation in their own creative projects.
- **Medium 4:** Elaborates on media studies. Students learn about media texts and critical thinking, and audience theory (effects theory, uses and gratifications, and reception theory). Media such as television, theatre productions and music videos are also analysed in depth. This enables students to explore advanced translation styles in their own creative projects.
- **Aesthetics 4:** Considers advanced topics in visual design in the fields of film, animation, television, stage and musical concerts. It includes in-depth case studies of the work of acclaimed entertainment practitioners. This enables students to apply novelty to their own creative projects.
- **Control 4:** Deals with advanced concepts in finance, entertainment law, event management, and marketing. It concludes with a module on entrepreneurial skills which aims to equip students with the skills they need to find and create work opportunities in the fields of film, television, theatre and musical performance productions.

12.3 AFDA BOTSWANA FILM SCHOOL MODULES:

Figure 12.2 Film School (AFDA Film School 2nd to 4th year)



The following electives are available:

AFDA Botswana First Year Electives:

- **Screen Design Department:** Skills in preparation for disciplines in the production design and the costume, make-up and styling of characters
- **Image Production Department:** Skills in preparation for disciplines in cinematography; in Image Enhancement and in Data Management
- **Film Postproduction Department:** Skills in preparation for disciplines in editing, visual effects and sound design
- **Live Performance Department:** Skills in preparation for disciplines in screen and stage performance

AFDA Botswana Second Year Electives:

To pass the 2nd year electives students must achieve a minimum of 50% average across all semester assignments of each elective. All students are required to purchase a basic art kit for the chosen subjects.

- **Costume, Make-up and Styling 2:** Introduction to costume design, pattern technology, garment construction technology, styling, and make-up design. The theoretical inputs in Costume, Make-Up and Styling result in the dressing and styling of actors in a 2-2'30"- minute film production.
- **Cinematography 2:** An introduction to shooting, composition, and lighting, dealing with the following specific topics: camera technology, image exposure, continuity, and lenses. The theoretical inputs in Cinematography result in the shooting of a 2-2'30" - minute production.
- **Data and Image Enhancement 2:** Data Management deals with the process of encoding and transferring data, to facilitate the requirements of post-production and to optimise the compatibility of footage for the intended display platform for the final production. Image Enhancement deals with the process of colour grading in a post-production environment for purposes of enhancing the directors visual appeal of the final production as well as ensuring accurate colour balance and colour continuity.
- **Film Directing 2:** Introduction to directing for actors, rehearsals, and improvisation and the theory of film language and storytelling. The theoretical inputs in Directing result in the direction of a 2-2'30"- minute film production.
- **Film Editing 2:** Understanding how picture and sound are combined in the edit to tell a story, and learning how this may be achieved using editing software. The theoretical inputs in Editing result in the cutting of a 2-2'30" - minute film production. .
- **Film Producing 2:** An introduction to budgeting, scheduling, production management, Labour law, promotion and exhibition, film and television distribution. The theoretical inputs in Producing result in a 2-2'30" - minute film production.
- **Production Design 2:** Function of the Art department, how to analyse a script, understanding colour and texture, researching locations. The theoretical inputs in Production Design result in the construction of sets or dressing of a location for a 2-2'30" - minute film production.
- **Screenwriting 2:** Developing characters, basics of narrative structure and format pitching. The theoretical inputs in Screenwriting result in the origination of two 2-2'30"minute scripts for productions. Students registering for Directing or Animation must register for Screenwriting 1 at the same time. To enter Animation 2 or Directing 2 a student must pass Screenwriting 1.
- **Sound Design 2:** An introduction to on-set recording and to editing and mixing post-production sound. In 1st year students learn about various uses of sound in film for dramatic effect and for plausibility. The theoretical inputs in Sound Design result in the recording, editing and mixing of a 2-2'30"- minute film production.

AFDA Botswana Third Year Electives:

To pass the 3rd year electives students must achieve a minimum of 50% average across all semester assignments of each elective.

- **Costume, Make-up and Styling 3:** Intermediate figure illustration, technical drawing, pattern technology, styling, garment construction, history of make-up, and

historical overview of style. The theoretical inputs in Costume, Make-Up and Styling result in the dressing and styling of actors in four 5-5'30" minute productions.

- **Cinematography 3:** An intermediate understanding of shooting, composition and lighting is gained. The following specific topics are dealt with in 2nd year: Working with high definition and digital video, cinematic lighting, special effects cinematography. The theoretical inputs in Cinematography result in the shooting of four 5-5'30" minute productions.
- **Data and Image Enhancement 3:** Cognate to Cinematography 3 and the two disciplines must be taken together. Data Management deals with the process of encoding and transferring data, to facilitate the requirements of post-production and to optimise the compatibility of footage for the intended display platform for the final production. Image Enhancement deals with the process of colour grading in a post-production environment for purposes of enhancing the directors visual appeal of the final production as well as ensuring accurate colour balance and colour continuity.
- **Film Directing 3:** Intermediate concepts in film language. Blocking and on-set protocol, script interpretation. The theoretical inputs in Directing result in the direction of four 5-5'30" minute productions. Students registering for Directing must register for Screenwriting 2 at the same time.
- **Film Editing 3:** Applying narrative structure for the amplification of events and characters when telling the story in the edit, and developing a sense of timing, and developing technical skills. The theoretical inputs in Editing result in the cutting of four 5-5'30" - minute productions.
- **Film Producing 3:** An intermediate understanding of budgeting, scheduling, production management, Labour law, promotion and exhibition. Specific topics dealt with in 2nd year include: sales forecasting, team building, production financing, line production, content management. The theoretical inputs in Producing result in four 5-5'30" - minute productions.
- **Production Design 3:** Visual language, composition, scales and 3D, creating mood and atmosphere, set design. The theoretical inputs in Production Design results in the construction of sets or dressing of a location for four 5-5'30" minute productions.
- **Screenwriting 3:** Advanced script formatting and style, genre conventions, introduction to adaptation, unconventional writing techniques. The theoretical inputs in Screenwriting result in the origination of four 5-5'30" minute scripts for productions. Take note of the following when registering for Screenwriting 2: Students registering for Directing 2 or Animation 2 must register for Screenwriting 2 at the same time. To enter Directing 3 or Animation 3 a student must pass Screenwriting 2.
- **Sound Design 3:** Students gain an intermediate understanding of on-set recording and editing and mixing post-production sound with topics such as cleaning and enhancing sound, dubbing and foley. The theoretical inputs in Sound Design result in the recording and mixing of four 5-5'30" minute productions.

AFDA Botswana Fourth Year Electives:

To pass the 4th year electives students must achieve a minimum of 50% average across all semester assignments of each elective.

- **Costume, Make-up and Styling 4:** Advanced figure illustration, pattern technology, styling, an extended history of style in the early 20th century, and theories in character exposition through make-up and costume. The theoretical inputs in Costume, Make-Up and Styling results in the dressing and styling of actors in two

productions, a 7-10 minute Experimental Film and a 12 minute Graduation Film, both inclusive of all titles.

- **Cinematography 4:** Advanced shooting, composition, and lighting, dealing with the following specific topics: clapper loading, camera movement and motivation. The theoretical inputs in Cinematography result in the shooting of two productions, a 7-10 minute Experimental Film and a 12 minute Graduation Film.
- **Data and Image Enhancement 4:** Data Management deals with the process of encoding and transferring data, to facilitate the requirements of post-production and to optimise the compatibility of footage for the intended display platform for the final production. Image Enhancement deals with the process of colour grading in a post-production environment for purposes of enhancing the directors visual appeal of the final production as well as ensuring accurate colour balance and colour continuity.
- **Film Directing 4:** Advanced concepts in film language, using computer software to assist in direction, collaboration in rehearsals, and developing scenes through improvisation. The theoretical inputs in Directing results in the direction of two productions, a 7-10 minute Experimental Film and a 12 minute Graduation Film. Students registering for Directing 3 must also register for Screenwriting 3.
- **Film Editing 4:** Exploring alternative story structures, advanced mise-en-scene for event and character anticipation, out-of-order placement of scenes, troubleshooting and remedying problematic scenes, and honing technical skills. The theoretical inputs in Editing results in the cutting of two productions, a 7-10 minute Experimental Film and a 12 minute Graduation Film.
- **Film Producing 4: Advanced** budgeting, scheduling, production management, Labour law, promotion, exhibition, distribution. Topics in 3rd year include: Cash flow management, post production concepts, and case studies of successful producers. The theoretical inputs in Producing results in two productions, a 7-10 minute Experimental Film and a 12 minute Graduation Film.
- **Production Design 4:** Abstract design concepts, construction techniques for set design, theories of visual design to enhance storytelling. The theoretical inputs in Production Design results in the construction of sets or dressing of a location for two 12-minute productions.
- **Screenwriting 4:** Advanced visual screenwriting, role of research in writing, advanced plot design. The theoretical inputs in Screenwriting results in the origination of two scripts for productions, a 7-10 minute Experimental Film and a 12 minute Graduation Film. Students registering for Directing 3 or Animation 3 must also register for Screenwriting 3. Students may complete a degree with only Screenwriting as a Major.
- **Sound Design 4:** Advanced on-set recording and mixing post-production sound. In 3rd year students learn about Mixing 5.1 surround sound, creating subtext with music, sound analysis, theories in interpreting the screenplay. The theoretical inputs in Sound Design results in the recording and mixing of two productions, a 7-10 minute Experimental Film and a 12-minute Graduation Film.

12.4 LIVE PERFORMANCE SCHOOL MODULES:

Figure 12.4 Performance School (2nd to 4th year)

Performance School

Acting

AFDA Botswana Second Year Electives:

In the 2nd year students choose two disciplines in Live Performance (LP) where they spend one semester. LP disciplines in this year are Music Performance, Stage Acting and Screen Acting. Each discipline has 24 hours of contact time per term in addition to 18 - 24 hours of Technique class.

To pass the 2nd year electives students must achieve a minimum of 50% average across all semester assignments of each elective.

- **Screen Acting 2:** This is a course that explores and develops conceptual, perceptual and concrete skills needed to demonstrate authentic performances for screen and television acting and television presenting. This includes textual analysis, character analysis, understanding psychological profiles of characters, as well as the physiological development of the actors' body and voice.
- **Stage Acting 2:** This is a foundation level course in theatre-making with an acting focus. Students explore and develop conceptual, perceptual and concrete skills needed for theatre performance. They develop the voice as an instrument and the body through movement exercises. Through the creation of short plays and through improvisation they develop their knowledge and skills of stage acting.

AFDA Botswana Third Year Electives:

In 3rd year students enrol in the disciplines of either Acting or Music Performance in Johannesburg and Cape Town. In Durban students will enrol in two of the following three disciplines: Screen Acting, Stage Acting and Music Performance. They receive 72 hours of contact time in their respective disciplines per term.

To pass the 3rd year electives students must achieve a minimum of 50% average across all semester assignments of each elective.

- **Acting 3:** In order to gain access to 3rd Year Acting, students must have passed both of their 2nd year Live Performance Disciplines (Stage Acting, Screen Acting, or Music Performance). Students, who have done only Stage Acting or Screen Acting in their 2nd year with Music Performance, can register for Acting as long as they have passed two 2nd year Live Performance disciplines.

The 3rd year serves to cement the necessary craft skills required for performing in entertainment industry. This is an intermediate and practical level elective focused on the applications of acting within the mediums of theatre, film, and television.

Assessments include two assessments of actor technique, a stage medium assessment and a screen medium assessment, and two project assessments (one in each medium). Assessments across the 3rd year equate to four scene studies and two plays in the medium of stage, four in-class screen scenes, four film/TV projects, and written treatments. Stage plays are rehearsed over the mid-semester break (i.e. Between Term 1 & 2, and Term 3 & 4). In addition, each term Live Performance students complete one Production Course Outcome. They must complete at least 1 Production Course Outcome in TV and at least one Production Course Outcome in Film across the year. In Term 3 all students complete their Production Course Outcome in the medium of Stage. The outcomes in Film and TV will form part of the discipline marks.

AFDA Botswana Fourth Year Electives:

In 4th year students enrol in the discipline that they passed in 3rd year; either Acting or Music Performance in Johannesburg and Cape Town. In Durban students will enrol in two of the following three disciplines: Screen Acting, Stage Acting and Music Performance. They receive 72 hours of contact time in their respective disciplines per term.

To pass the 4th year electives students must achieve a minimum of 50% average across all semester assignments of each elective.

- **Acting 4:** This is a high-end delivery level elective with an expectation that the student delivers work in the mediums of Theatre and/or Film and/or Television. The expectation is that, by the end of the year, their work meeting entry level professional industry standards.

In workshops students refine and strengthen their understanding and skill level. Over and above meeting the discipline assessment requirements which include assessments in the mediums of theatre, film, and television, the student must complete performances in a minimum of two productions across the year. Each student must complete two Production Course Outcomes across the year; one Experimental Production (Film or TV or Theatre) and one Graduation Production (Film or TV or Theatre).

Summary of Production Course VALAs in Live Performance:

- Term 1: VALA for Experimental Stage production or Experimental TV production or Experimental Film production
- Term 2: VALA for Experimental Festival based on a production they are involved in
- Term 3: VALA for Graduation Stage production or Graduation TV production or Graduation Film production
- Term 4: VALA for Graduation Festival based on a production they are involved in

The first production they perform in must be presented as part of the Experimental Festival. The second production will be evaluated by a paying audience and critics as part of the Annual Graduation Festival. To meet Discipline requirements for Acting, students must participate in additional productions. If both their Production Course Outcomes are in the same medium then they must perform in a different medium to meet their remaining Discipline requirements (E.g. A student could be completing 3 Film Productions but will be getting Acting Discipline marks for playing roles (leading or supporting) in two TV and/or theatre productions).

Many of these productions get national exposure through local broadcasters and arts festivals. Inputs are based on thorough preparation and a focus on creating effective characters to be presented in performance.

12.5 (AFDA & AFDA BOTSWANA) BA HONOURS IN MOTION PICTURE MEDIUM

AFDA Honours students interact with the industry by means of discipline master classes presented by working and highly placed industry professionals, research project mentorship and supervision and the option of internships at approved production companies.

The Honours programme provides the environment for students to gain a deep vertical knowledge of their discipline through individual research projects which are in-depth documents with direct usefulness for the launching of the chosen career or may aim at further study through focus on the Masters of Arts in Fine Arts in Motion Picture Production requirements.

12.6 (AFDA & AFDA BOTSWANA) BA HONOURS IN LIVE PERFORMANCE

AFDA Honours students interact with the industry by means of discipline master classes presented by working and highly placed industry professionals, research project mentorship and supervision and the option of internships at approved production companies.

The Honours programme provides the environment for students to gain a deep vertical knowledge of their discipline through individual research projects which are in-depth documents with direct usefulness for the launching of the chosen career or may aim at further study through focus on the Masters of Arts in Fine Arts Motion Picture requirements.

13. AFDA COMBINATION RULES OF PROGRAMMES

Statement of offering:

AFDA reserves the right not to offer an elective discipline or a degree should there not be enough numbers to sustain the year group of that discipline or degree. AFDA

also reserves the right to limit numbers in oversubscribed disciplines, based on performance.

AFDA BOTSWANA

Rules of Combination: AFDA Botswana 1st year

Requirements for progression to the next year:

For a student to progress to the next year of study both the pass requirement and the departmental requirement must be met. However, Departmental Performance in the 2nd year will not impact on Discipline Selection in the 3rd year (students can enter a Department in 3rd year even if a Department was taken or passed in the 2nd year).

Departmental Requirement:

Students must select one department per term and complete four of the five departments during the academic year. The five departments are as follows:

- Film Production Department
- Screen Design Department
- Image Production Department
- Film Postproduction Department
- Live Performance Department

Pass Requirements: AFDA Botswana 1st year

Students must meet both the following pass requirements with regards to the following:

- Students must pass Production Course with an average of 50% as an aggregate over four terms.
- Students must pass their Departmental courses with a combined aggregate of 50% at year end. Each Departmental course will constitute 25% of the final mark.
- Students must pass both Production Course and Departmental Courses to progress to the next year of study.
- Note:
 - Both the above requirements must be met in order to progress into the next year.
 - Departmental Performance in 1st year will not impact on Discipline Selection in 2nd year (one can enter a Department in 2nd year even if you haven't been exposed to, or failed it in 1st year).

13.1 BA IN MOTION PICTURE MEDIUM (BA MPM)

The following rules will apply to the BA MPM

Second Year

- **Production Course:**

All Production Course subjects are compulsory for all 2nd year students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 2	Nar2
Performance 2	Per2
Aesthetics 2	Aes2
Medium 2	Med2
Control 2	Con2

- **Elective Disciplines (School of Film):**

A Motion Picture Medium student may spend one or two semesters studying in the School of Film. A student must choose two disciplines from the same department for each term spent in the School of Film. A student who studies in the School of Film for a single semester will take four disciplines over the course of that semester. A student who studies in the School of Film for a full year (two semesters) will take eight disciplines over the course of the year. (All first year elective disciplines in the School of Film are term-based).

The following elective disciplines are available:

Film Production Department

- Film Directing or Animation Directing
- Screenwriting (compulsory sub-major/cognate for Directors, Animators and Producers)
- Film Producing

Screen Design Department

- Production Design
- Costume, Make up and Styling

Image Production Department

- Cinematography
- Data and Image Enhancement

Film Post-Production Department

- Editing
- Sound Design

Third Year

- **Production Course**

All Production Course subjects are compulsory for all 3rd year students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 3	Nar3
Performance 3	Per3
Aesthetics 3	Aes3
Medium 3	Med3
Control 3	Con3

- **Elective Disciplines**

Film Production Department

- Directing
- Screenwriting (compulsory sub-major)
- Producing

Screen Design Department:

- Production Design
- Costume, Make-up and Styling
- Costume, Make-up, Styling and Photography
- Production Photography (sub-major)

Image Production Department:

- Cinematography
- Data management & Image Enhancement

Film Postproduction Department:

- Editing
- Sound Design

Fourth Year

- **Production Course:**

All Production Course subjects are compulsory for all 4th year students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 4	Nar4
Performance 4	Per4
Aesthetics 4	Aes4
Medium 4	Med4
Control 4	Con4

- **Elective Disciplines**

The following elective disciplines are available in the fourth year:

- Cinematography 4
- Costume, Make-up and Styling 4
- Costume, Make-up, Styling and Photography 4
- Data & Image Enhancement 4
- Directing 4 (Screenwriting 4 is compulsory)
- Editing 4
- Producing 4
- Production Design 4
- Screenwriting 4
- Sound Design 4

13.2 BA IN LIVE PERFORMANCE (BA LP)

First Year

AFDA Requirements for progression to the next year:

For a student to progress to the next year of study both the pass requirement and the departmental requirement must be met. However, Departmental Performance in the 2nd year will not impact on Discipline Selection in the 3rd year (students can enter a Department in 3rd year even if a Department was taken or passed in the 2nd year).

Departmental Requirements:

Students must select one department per term and complete four of the five departments during the academic year. The five departments are as follows:

- Film Production Department
- Screen Design Department
- Image Production Department
- Film Postproduction Department
- Live Performance Department

Pass Requirements: AFDA Botswana 1st year

Students must meet both the following pass requirements with regards to the following:

- An average of 50% must be obtained as an aggregate over the four terms for the Production Course
- A combined aggregate of 50% must be obtained for Departmental Courses (each Departmental course will constitute 25% of the final mark).

Second Year:

- **Production Course:**

All Production Course subjects are compulsory for all 2nd year students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 2	Nar2
Performance 2	Per2
Aesthetics 2	Aes2
Medium 2	Med2
Control 2	Con2

- **Elective Disciplines (School of Live Performance)**

A Live Performance (LP) student may study in the School of Live Performance for one semester of the year. An LP student must study in the School of Film or School of Television Production for the other semester.

In the semester that a student studies in the School of Live Performance, they must take two of the two LP subjects listed below. They must also take the compulsory module in Integrated Voice & Movement without a production outcome throughout all three years. (All first year disciplines in the School of Live Performance are semester based).

Code

Name

Act2 Screen Acting 2
Stg2 Stage Acting 2

Third Year:

Production Course:

All Production Course subjects are compulsory for all second year students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 3	Nar3
Performance 3	Per3
Aesthetics 3	Aes3
Medium 3	Med3
Control 3	Con3

Elective Disciplines: A choice of one of the two disciplines is compulsory in second year. The selection of discipline will be informed by marks achieved during the first year. Voice and Movement is a compulsory module throughout all three years.

<u>Code</u>	<u>Name</u>
Act 3	Acting 3 (in the mediums of screen and stage)

Fourth Year:

Production Course:

All Production Course subjects are compulsory for all fourth year students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 4	Nar4
Performance 4	Per4
Aesthetics 4	Aes4
Medium 4	Med4
Control 4	Con4

Elective Disciplines: A selection of one discipline is compulsory in third year. Selection of discipline will be informed by marks achieved during the second year. Voice and Movement is a compulsory module throughout all three years.

<u>Code</u>	<u>Name</u>
Act4	Acting (in the mediums of screen and stage) 4

13.3 BA HONOURS IN MOTION PICTURE MEDIUM (BA MPM (HONOURS))

Production Course

All Production Course subjects are compulsory for all honours students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 5	Nar5

Performance 5	Per5
Aesthetics 5	Aes5
Medium 5	Med5
Control 5	Con5

Discipline Master Classes are available in all disciplines on offer.

13.4 **BA HONOURS IN LIVE PERFORMANCE (BA LP (HONOURS))**

Production Course

All Production Course subjects are compulsory for all honours students.

<u>Subject Name</u>	<u>Subject Code</u>
Narrative 5	Nar5
Performance 5	Per5
Aesthetics 5	Aes5
Medium 5	Med5
Control 5	Con5

Discipline Master Classes are available in all disciplines on offer.

14. COURSE GUIDELINES

Course Guidelines are detailed curriculum documents that outline in detail the structure and content of each year, in each degree programme per module.

These course guidelines are published and available to all students on the student portal – <http://my.afda.co.za>

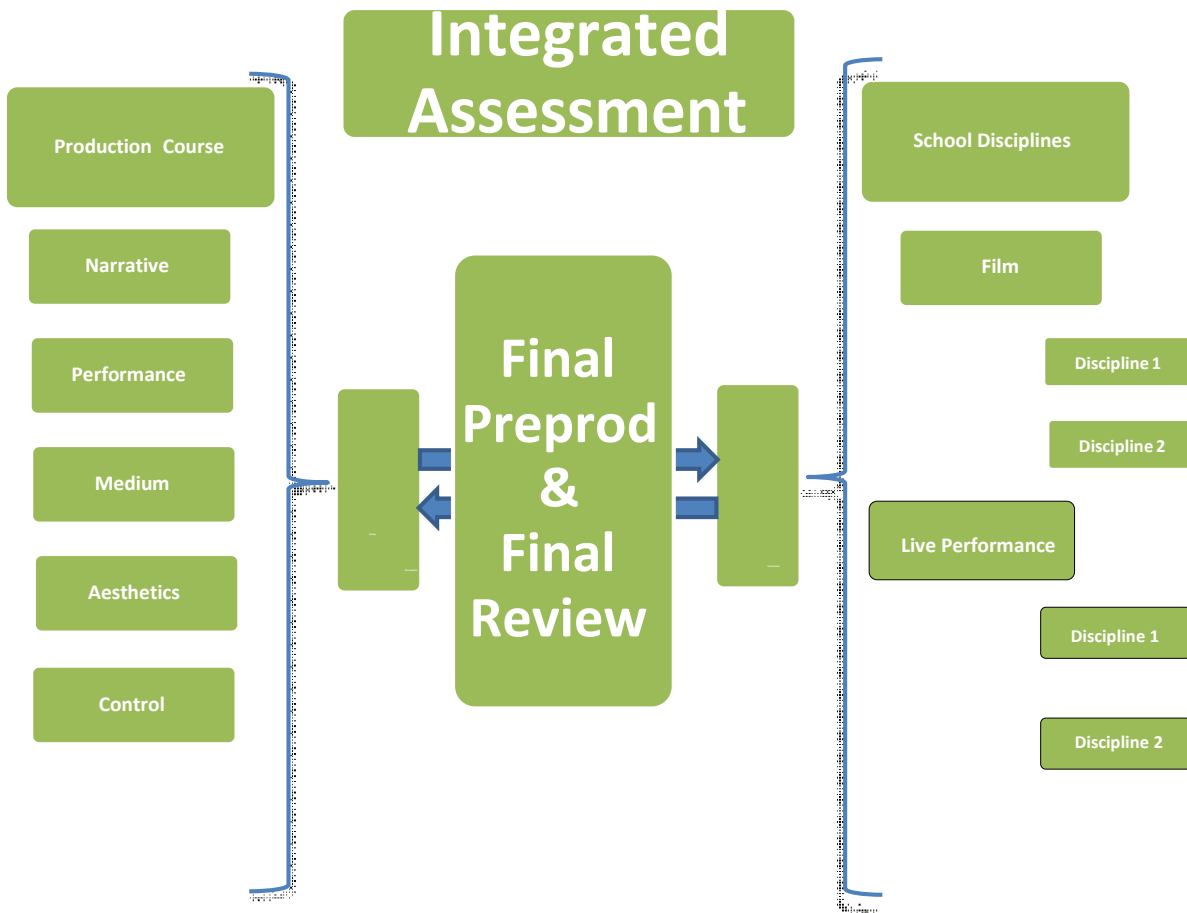
The linked “Term Booklets” detailing each term’s projects, known as “learning narratives” are published on the student portal by each school the week before each term start.

15. ASSESSMENT AND PROMOTION RULES

15.1 INTEGRATED ASSESSMENT OVERVIEW

The diagram below provides an overview of the integrated assessment process.

Figure 15.1: Integrated Assessment Overview



15.2 ASSIGNMENTS

Students, who require extension for a particular assignment, must discuss the matter with the relevant lecturer/discipline champion, a minimum of three days before the hand-in deadline. If an extension in writing is not received, the assignment must be submitted on the due date.

Five percent (5%) will be deducted from a student's mark for every day that an assignment is late. After the 3rd day, late submissions will not be accepted, and the student will receive a zero (0%) grade for the assignment. Exceptions to this rule will only be made in cases where a valid medical certificate is provided.

15.3 CREDIT DEFICIT POLICY

A student with an average of less than 50% for any course, is in danger of failing the course, and has opportunities to submit additional assignments that count towards the credit value of the course. AFDA's Credit Deficit Policy specifies the circumstances under which students are eligible to submit additional assignments in

order to earn additional credits towards a course completed with less than 50%. Students will be informed on the AFDA Portal (or at Winter and Summer School) about the procedure to catch up with credits in every semester.

15.4 PROJECTS AND PRODUCTIONS

The AFDA programme is characterised by a component of team orientated, practical assessments where students from the various disciplines form crews/teams each term, and acting students are cast according to AFDA casting protocols.

Each term's project (the term's learning narrative) – is published in the term's booklet and briefed to students at the end of each prior term. These projects form the term's main assessment integrating discipline skills and Production Course theory.

15.5 PLAGIARISM AND HARVARD REFERENCING

All assignments are formal presentations of knowledge or skills and must be prepared according to academic conventions. AFDA holds the integrity of all written assignments and assessments in high esteem and has a zero tolerance policy on cheating and plagiarism. Students are not allowed to copy assignments.

Plagiarism is an offence punishable by law. Any student suspected of plagiarising his/her work will automatically receive a zero grade for the assignment. In addition, he/she may be subjected to a disciplinary hearing. The outcome of this hearing may be expulsion according to the Code of Conduct.

AFDA expects that the correct referencing method is used when referencing to or quoting from the work of other people. AFDA uses the combined Harvard referencing system. This is fully explained in the document entitled called "Making Sure You Get Your Degree: Tertiary Learning, Plagiarism and Harvard Referencing", available on the AFDA portal. No student will be excused on the basis that he/she did not have knowledge of the correct use of referencing methods or not understanding the principles of academic writing.

15.6 INDIVIDUAL MARKS AND GROUP MARKS

AFDA programmes are designed to combine the theory and practice required for a sustainable career in the film industry. To provide a learning environment which simulates the industry, students receive marks for individual and group assignments.

Production Course:

Students receive individual marks for Production Course Research assignments. Students receive group marks for Production Course Projects. Production Course project assignments include the development of Group Documents, Final Pre-production, and Final Review in relation to the term's group project.

Elective Discipline Assignments:

Students receive individual marks for discipline assignments.

15.7 DISCIPLINE SELECTION POLICY

This policy assists students with application of their aptitude, marks, passion in best preparing them for future career opportunities.

The number of students who can be accommodated in an elective discipline is limited in every year group. Students, who progress from first to second year, will be placed in the department where they achieve their highest marks, and from second to third year, in the discipline where they achieve their highest marks.

AFDA

The policy is to be applied in the streaming process of discipline selection of 1st year students going into 2nd year, and 2nd year students choosing their major discipline in 3rd year, where classes are limited in certain disciplines, and where more opportunities exist in other disciplines. The streaming process for a set number of students for a particular discipline will avoid crew problems in the following year.

AFDA Botswana

The policy is to be applied in the streaming process of discipline selection of 2nd year students going into 3rd year, and 3rd year students choosing their major discipline in 4th year, where classes are limited in certain disciplines, and where more opportunities exist in other disciplines. The streaming process for a set number of students for a particular discipline will avoid crew problems in the following year.

This streaming process is based on an internal moderation process leading to the final selection of students into the following years' disciplines. This is based on the student's own marks and his/her relative position in the class list of all his disciplines. This is done collectively in the school with the learning department and under the supervision of the Head of School and Campus Dean, and where there is lack of consensus and where an arbitrator is needed, the Registrar will assist. The Registrar will also spot-check the meetings and the documents, and that the correct process is being followed as stipulated in the policy.

The following will be taken into consideration to re-order and stream the top students on the list:

- Marks of other disciplines and their alignment to each other
- Attendance at inter-disciplinary workshops
- Attendance and involvement in the assist programme
- Attendance and evidence of one-on-one consultations
- Production Course marks
- Reflective essay done at end of the production cycle
- Letters of motivation from discipline lecturers, PCA and class controller

A student, who wishes to appeal, may submit a motivation to the Registrar to access a different department/discipline, if that discipline/department was passed. The Registrar's decision depends amongst other things on whether the class size is such that AFDA can accommodate the student in that department/discipline. The Registrar's decision in this regard will be final and no further correspondence will be entered on the matter.

Therefore, students may need to choose another option in cases where the maximum number of students has already been admitted to the discipline of their first choice. Where applicable, in disciplines with high numbers, students who meet the pass requirements during the term will have preferential access to a discipline, above students who meet the pass requirements in Winter School or Summer School.

A student must apply for this opportunity to the Registrar, after which a review of their discipline studies will take place in order to determine whether they will be eligible to attend.

15.8 (AFDA) PASS REQUIREMENTS FOR UNDERGRADUATE STUDENTS

Requirements for progression to the next year

A student must achieve the following to progress to the next year of study:

- For All Schools:
 - A minimum of 50% in their Production Course studies. This 50% is determined by the combined average of their Production Course marks that they achieved for the 4 terms (Group Document, individual submission to the Group Document, the Final Pre-production mark and Final Review of the term project).
 - A minimum of 50% for a discipline (Television and Performance) or Department (in Film). This 50% is determined by the combined average of (individual treatment, discipline pre-production and discipline review) their discipline marks that they achieved for the four terms.
- For Disciplines (TV and Performance) or Departments (Film):
 - Achieve an average of 50% across disciplines (Television and Performance) or within a department (Film). A student will be allocated to the disciplines (Television and Performance) / department (Film) in which they have achieved the highest mark.
- Production Course Summer/Winter School requirements:

In order to be eligible for Summer or Winter School students must have achieved below 40% in the 1st semester and between 30% and 49% in the 2nd semester in the Production Course or disciplines, regardless of attendance or hand-in rate.

- Requirements for Summer and Winter School:
 - Students must write and submit one individual group document contribution, which addresses all five questions in relation to an imagined project.
 - Students must present their group document contribution in a pre-production tutorial in and relate this to a proposed discipline execution.

- Disciplines Summer Winter School Requirements

Students must pass all these aspects in order to progress to the next year of discipline study. Students need to fulfil the following requirements to be promoted to the next level/year of study.

Treatment failure:

- Students must resubmit a full discipline treatment that serves their completed project.

Technical competency failure in Discipline Pre-Production:

- Students must participate as an assistant to the discipline they failed on their term project for that term's production cycle
- Students must redo their competency tests during Summer or Winter School.

15.9 (AFDA BOTSWANA) PASS REQUIREMENTS FOR UNDERGRADUATE YEAR GROUPS

First Year:

- Students must pass Production Course with an average of 50% as an aggregate over 4 terms.
- Students must pass their Departmental courses with a combined aggregate of 50% at year end. Each Departmental course will constitute 25% of the final mark.
- Students must pass both Production Course and Departmental Courses to progress to the next year of study.
- Note:
- Both the above requirements must be met in order to progress into the next year.
- Departmental Performance in 1st year will not impact on Discipline Selection in 2nd year (one can enter a Department in 2nd year even if you haven't been exposed to, or failed it in 1st year).

Second Year:

- Students must pass Production Course with an average of 50% over the year.
- In the Film School students must pass a department with an average of 50%.
- In the Television School students must pass three discipline courses with an average of 50%. One course must be conceptual (Television Writing or Producing) and one must be technical (Television Technical or Postproduction)
- In the Live Performance School students must pass their discipline with an average of 50%.

Third Year:

- Students must pass Production Course with an average of 50% over the year.
- Students must pass one discipline course with an average of 50%.
- Television Students must pass two discipline courses, of which one must be conceptual and one technical, with an average of 50%.

Fourth Year:

- Students must pass Production Course with an average of 50% over the year.
- Students must pass one discipline course with an average of 50%.
- Television Students must pass two discipline courses, of which one must be conceptual and one technical, with an average of 50%.

15.10 (AFDA BOTSWANA) PASS REQUIREMENTS FOR POSTGRADUATE STUDENTS

(Honours):

- Students must pass Production Course with an average of 50% over the year.
- Students must pass one discipline course with an average of 50%.

15.11 ABSENTEEISM AND DULY PERFORMED (DP)

The AFDA programme is structured in such a way that non-attendance of lectures and workshops can easily lead to failing assignments, assessments and eventually not being promoted to the next level/year.

It is the responsibility of the student to ensure that attendance of discipline workshops and Production Course lectures is noted in the class register. A student has to attend a minimum of 80% of Production Course lectures and discipline workshops and discipline components in order to obtain "Duly Performed (DP) status.

In the event of illness, it is the student's duty to notify the Learning Coordinator of any illness that affects DP and to supply the Learning Coordinator with a sick note to verify absence within one week after the student has returned to school. If this is not done, it will not be taken into consideration when DP is calculated.

It is the student's responsibility to note the timetable requirements of each term and to check the class notice board or website regularly for dates, times and venues of all class activities, assignments and workshops. Attendance of all relevant timetabled activities and discipline workshop activities is compulsory.

Please note that in Live Performance a set number of discipline hand-ins, short tasks and valid rehearsals are mandatory DP requirements.

15.12 ELIGIBILITY TO DEGREE AND CERTIFICATE STATUS AND PRIVILEGES

AFDA qualifications shall be conferred by AFDA on any student only when all requirements, including attendance, as determined by the Academic Standards Council, have been met.

Any AFDA student will be eligible for the status and privileges of the specific qualification immediately upon receiving an original report card that indicates a pass.

15.13 INTERNAL AND EXTERNAL ASSESSMENT

All assessments on first and second year levels are done by the relevant internal lecturers of the component that is being assessed.

Assessments and moderation on certificate, fourth year and postgraduate levels are done by internal assessors and external assessors and moderators form part of panels and also assess written assignments and treatments. All theoretical and practical assignments must therefore be completed to satisfy moderation of external academics too and not only that of the AFDA lecturers. (External assessors on the VALA panels and the critics' panel during the festivals are the most visible forms of external assessments).

16. FINANCES

16.1 FEES AND REFUNDS

AFDA is a private, independent, self-funded institution that does not receive any form of grants or subsidies from government.

All fees are payable per contract and on schedule. These schedules are available on request and provided with the acceptance letter. Fees are fully inclusive of all the necessary materials, facilities and equipment to realise all workshops, projects and productions. This includes course packs with academic essays and discipline resources, course guidelines and study support.

Students must provide the following from personal funding:

- personal stationery, photocopies and printing
- duplication costs on DVD, video tape or printing
- camera consumables
- light meters for fourth year cinematographers
- transport to the student's film set
- catering on the student's film set
- any other costs where the student chooses to operate outside of minimum criteria of course requirements

Course pricing covers all lectures, workshops, course packs or learning material, a limited number of computer stations for general application, stipulated production costs, equipment, and portfolio material for senior LP students, studios, rehearsal space and all post productions facilities. These include edit stations and sound stations for recording and mixing.

AFDA strongly encourages undergraduate students not to spend additional and personal funds on their productions. Fourth year student crews will be responsible for purchasing their own productions consumables (i.e. make-up, dust-off, lens cleaner, velvet cloth, and gaffer tape). Fourth year cinematography students are

welcome, but not required, to purchase their own light meters. Students, registered for Costume, Make-up and Styling, may draw make-up kits from the stores.

16.2 REGISTRY SERVICES

- **Re-issue of Degree Certificates**
Requests for the re-issuing of Degree Certificates should be addressed to the campus Learning Coordinator. Due to the printing, warranting and authenticating the certificates, there is a Fee of R300 per certificate and a process period of 21 working days.
- **Re-issue of Academic Transcripts**
Requests for the reissuing of Academic Transcripts should be addressed to the campus Learning Coordinator. There is an administrative fee of R100 per transcript and a process period of five working days.
- **Re-issue of Awards Certificates**
Requests for the reissuing of Academic Transcripts should be addressed to the campus Learning Coordinator. There is an administrative fee of R100 per award certificate, and a process period of five working days.
- **Re-issue of Student Cards**
Requests for the reissuing of Student Cards should be addressed to the Student Affairs and/or Operations Department. There is an administrative fee of R100 per student card, and a process period of three working days.

16.3 WITHDRAWAL PROCEDURE AND CANCELLATION POLICY

- Registered students are responsible for the full year's academic fees.
- Students wishing to cancel their studies, must submit a completed and signed Withdrawal Form available from the Student Affairs Office, (together with such supporting documents as may be necessary) to the Student Affairs Office in person, or by prepaid registered post to AFDA Student Affairs, at the relevant campus.
- Upon receipt of a duly completed and signed Withdrawal Form, AFDA will officially acknowledge receipt thereof and may request additional documentation/information, where after AFDA will consider granting a rebate on the academic fees

Financial Liability upon Cancellation of Studies

All applications for cancellation of studies are managed through the AFDA REFUND POLICY, Finance Policy 11 of October 2012.

Non-Refundable Fees:

The following fees are not refundable under any circumstances:

- Registration fees
- Enrolment fees
- International levies
- Cancellation of studies after the expiry of 21 days from the start of the AFDA academic year

Refundable Fees:

The following fees are refundable in respect of the fully paid up full year's academic fees only:

- 100% if a student withdraws on or before twenty-one (21) days from the first (1st) day of the AFDA academic year (i.e. the 1st day of term 1).

17. STUDENT LIFE

Please see annexures for the “who-to-go-to-guide” – Student Query FAQ

17.1 SUPPORT SERVICES

Communication channels

AFDA students must follow the formal communication channels that are in place. The formal communication channels are there to empower students. The following guidelines will help students make effective use of the formal communication channels:

- The communication channels are structured hierarchically. This means that a student has to start addressing issues at the first level before moving on to the next level(s).
- A staff member cannot respond to a concern raised by a student unless that student has already attempted three times to find a solution on the student level of communication levels. For example, after a student's own Producer has neglected to respond after three times should the student take the matter further and address the problem to a staff member.

Students must keep track of all their attempts to address an issue through all the levels in writing, so that they earn the right to move on to the next, higher level of communication channels. It is imperative that students approaching a staff member make an appointment and not expect to be helped by the staff member immediately when “popping in” without an appointment.

Neither students nor their parents may phone a lecturer on their private phone numbers without the permission of the lecturer.

Student representatives

Producers – Workgroup Head Producer – Class Head Producer

Every project team is headed by a Producer. The Producer is a student's most immediate port of call for any concern. Producers report to the Workgroup Head Producer who is elected by fellow students in the Producing workshop. This is the next link in the communication chain. All the Workgroup Head Producers report to the Class Head Producer. The Class Head Producer represents all the students in a given year group.

Committee for Learning Value Advantage (CLVA)

(Refer to description of CLVA later in this document.)

Student Support Structures:

Student Affairs Officer:

AFDA Johannesburg, Cape Town and Botswana campuses have a Student Affairs Officer. On the other campuses, students should contact the Registrar for this support.

The Student Affairs officer is qualified to refer any personal counselling need of a student to a professional off-campus. Student Affairs Officers:

- Provide students with career guidance and conflict resolution.
- Liaise with all other channels and can direct students for further follow-up.
- Assist student's parents who phone or visit the school

Lecturers:

Lecturers are available for set weekly consultation sessions on an appointment basis. Lecturers can also help students make decisions, such as discipline choices, and respond to other questions arising from the students' discipline(s). If necessary, the lecturer will report the concern to Class Mentor or to the relevant Head of School.

Lecturers will be available to consult with students and assist them during campus hours. Each lecturer has an individual consultation schedule for that purpose. It is the responsibility of every student to take notice of the schedule and plan individual consultations accordingly

Class Mentors:

The Class Mentors are assigned to help students with several matters, including:

- Assess students' projects and conduct the sessions at the beginning and end of every term. During these sessions the Class Mentors provide important information and orientation on the upcoming term and its outcome criteria.
- Call meetings or hearings to be held if necessary.
- Conduct consultation sessions on an appointment basis.
- Meet with Producers and/or Head Producers
- Report student concerns and problems to the Head of School if deemed necessary

Accounts and Finance:

The Finance Department is available for account or payment enquiries which include questions about the non-activation of a student card.

Student Feedback:

Each term students are required to complete course and lecturer evaluation surveys. These evaluations are compulsory and if not completed will result blocked academic reports.

Student Academic Mentorship:

For all academic problems, students can approach their relevant lecturers, who will either provide academic support themselves or refer the student. Students who need academic support on the AFDA Botswana campus may approach their lecturer or the Acting Registrar/Campus Dean, Dr Mothusi Phuthogo.

Students who volunteer to act as tutors and offer academic support to other students are invited to contact the office of the Registrar.

Resource Centre:

Each campus has a resource centre with access to books and DVD's. Versions of material are available electronically and in hard copies. The computers in each resource centre also hold the electronic versions of all course material. Students will be referred to download relevant information for the purpose of research, assignments and assessments.

The Librarian can assist students with their research questions and may refer students to a lecturer or to Academic Development for the answers to course specific questions.

17.2 COMMITTEE FOR LEARNING VALUE ADVANTAGE (CLVA)

Students of every year group, and every programme, select their representatives for this student body. This is an all-inclusive student body with a specific set of objectives as indicated below:

- To create a student committee that facilitates and encourages transformation.
- To develop formal exhibition platforms and events that showcases and rewards the AFDA standard.
- To create bridging opportunities with the professional entertainment industry.
- To channel student needs through the given reporting structures.
- To create a communication mechanism between the committee and the student body.

CLVA Functions

The functions of CLVA include the following:

- Presenting information on the learning programme twice a year
- Arranging of social functions
- Present the relevant report at Senate by die CLVA campus representative, which includes the report on completed activities, as well as the projection of activities for the year. The report includes the relevant feedback of students on the AFDA academic programmes, facilities and equipment.
- Assisting students with complaints and problems

17.3 CODE OF CONDUCT

Two copies of the Student Code of Conduct are signed by the student during enrolment – a copy for the student, and a copy for the student's file, as acknowledgment of these governing rules.

Governing principles:

The AFDA Student Code of Conduct comprises all rules, standards, or precepts of behaviour, conduct and attitude, including those contained in the following:

- The principles of behaviour and conduct, and all other norms and standards laid down in the code of conduct, the course guidelines and any other institutional documents (including any amendments that might be made from time to time).
- Any other rules and regulations pertaining to particular levels, areas, facilities, programmes that might be published from time to time.
- Nothing in this Student Code of Conduct or any other rules and policies passed by the institution shall be construed as absolving any student from liability for any misconduct in which he or she is personally involved.
- For the purposes of this code of conduct "precinct of the institution" shall include any institutional building, grounds or any other place where the institution conducts its business, including film sets.
- There will be no legal representation allowed at a disciplinary hearing.
- The students may appeal against the sanction imposed on the recommendation of the Disciplinary Committee. The decision after the appeal will be regarded as final.

"Misconduct" comprises behaviour, within or outside the precincts of the institution, which could include any of the following:

- Constitutes the breach of any statute, regulation or rule of the institution
- Constitutes the breach of the course guidelines
- Constitutes a failure or refusal to obey any lawful order given by any academic or support staff of the institution
- Interferes with or impedes the governance and proper administration of the school
- Interferes with or impedes the conditions necessary for teaching, learning and research
- Constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules
- Constitutes any conduct that tends to bring the institution or any part of it or a member of its staff or student body into contempt or disrepute

Basic Rules:

A student, must at all times within the precinct of the institution, wear an AFDA student card visibly, and produce it when called to do so by a member of staff. Student cards are required to gain access into the campus, library and lecture halls.

All students shall:

- Obey lawful orders given to them by a member of staff.

- Comply with the access control and parking rules of the institution.
- Comply with the Course Guidelines.
- Comply with all rules prescribed for the use of the Resource Centres and other facilities.
- Comply with all rules prescribed for the use of institutional equipment.
- Comply with all rules prescribed for the use of computer facilities in the Resource Centre.
- Students are responsible for loss or damage of equipment signed out in their names. In the event of damages or loss, the student must furnish a report detailing the exact circumstances of the event with counter signatures by all the persons present.
- Unless prior arrangements have been made, students whose fees are in arrears according to the schedule of payments will be excluded from the programme of the school.
- All student productions, imaging and audio recordings produced during the student's academic programme at AFDA remain the exclusive property of the institution in perpetuity.
- No student may approach a facility house for equipment or personnel outside their project / production team, or any other services pertaining to the activities of the school without written permission from the Head of School.
- Students may not operate any equipment or enter any AFDA facility unless qualified or permitted by a staff member to do so.

No student shall:

- Bring alcohol or illegal substances within the precincts of the institution.
- Damage, either deliberately or negligently, or attempt to damage institutional property.
- Bring unto the campus any firearm, or mock replica or toy weapon (except with the express permission of a designated senior staff member), nor any dangerous weapons or explosives. The definition of dangerous weapons includes, but is not limited to, knives, daggers, switchblades and martial arts equipment.
- Smoke at any place in the precincts of the institution where smoking is prohibited.
- Reproduce or distribute copies of any copyright protected notes or learning material of the institution without the consent of the Head of School.
- Obstruct, disrupt, or interfere with the teaching, research, administrative, custodial or other functions of the institution.
- Commit acts of damage or theft in respect of institutional property or the property of any person on the institutional precinct. For the purposes of this rule, possession of stolen property shall be deemed to constitute theft.
- Commit any act of sale, distribution, use or possession of any illegal drug, as defined by the Drug and Drug Trafficking Act 140 / 1992, on the precinct of the institution.
- Threaten or act in any manner that threatens the being and work or study of any student or staff member of the institution.
- Abuse or otherwise interfere with any member of the institution's community, in any manner which contributes to the creation of an intimidating, hostile or demeaning environment for staff or students in general and specifically in relation to the person's race, gender, beliefs or sexual orientation.

- Use a cellular telephone for private conversations during any academic period.
- Eat during any academic period.
- Perform or participate in the performance of, or attempt to perform, or incite, instigate, command, advocate, advise or encourage the performance by any other person of assaulting or threatening any person.
- Misrepresent himself / herself to an organisation as an agent of the school.
- Furnish false information, including false identification, or fail to provide information to the institution or to any authorised employee of the institution, including campus security.
- Initiate, cause or contribute to any false report, warning or threat of fire, explosion or other emergency.
- Use AFDA branding (including letterheads) in a private capacity.

Electronic resources:

All students acknowledge that the use of the institution's electronic resources is made available to them for academic purposes only.

The following actions or omissions shall constitute misconduct and the institution will be within its rights to initiate appropriate investigation and disciplinary action against students who fail or refuse to abide by these rules:

- Sharing network log-on usernames with any third person
- Fabricating an untruthful message or sender of message
- Intentionally bypassing the security mechanisms of the institutions network
- Storing, downloading and propagating, printing, distributing, sending or accessing racist, sexist, politically or religiously derogatory contents or material, or pornographic materials as contemplated in Schedules 1, 2, 6, 7 and 11 of the Films and Publications Amendment Act 34 / 1999
- Downloading, receiving or installing software applications not approved by the Technical and Maintenance Manager
- The creation, sending and forwarding of unsolicited email
- Knowingly sending or forwarding messages and attachments that could be infected with malicious codes such as viruses
- Using disks that are known to be infected with viruses
- Any disruptive and destructive practices either via email or the Internet

Criminal conduct:

Any criminal offence, in terms of the criminal law of South Africa, committed by a student of the institution, is an offence deemed to be subject to disciplinary action taken by the institution.

Any student convicted of any criminal offence by a South African court with criminal jurisdiction in terms of the Criminal Procedure Act 51 / 1977 shall be guilty of an offence in terms of this code of conduct and shall be subject to disciplinary action by the institution.

Rules relating to alcohol consumption and drug-taking:

- Students shall at all times refrain from drunken and disorderly behaviour that disturbs the peace of other students or staff.
- No student shall consume liquor or sell, serve or assist any other person to consume, serve or sell liquor on institutional property unless the requirements of the liquor act have been met and prior written permission was obtained from a designated senior staff member.
- No student shall consume drugs or sell, serve or assist any other person to consume, sell or serve drugs on institutional property.

Sanctions:

The Disciplinary Committee may recommend that the Chief Disciplinary officer impose one or more of the following sanctions for any violation of the Code of Conduct:

- **Expulsion:** Permanent separation of the student from the School. The expelled student shall not participate in any School-sponsored activity and will be barred from the School property.
- **Suspension:** Temporary separation of the student from the School for a specified period of time or until specific conditions has been met. Except where prior approval has been granted by the Chief Disciplinary officer, a suspended student will not participate in any School-sponsored activity and will be barred from the School campus.
- **Probation:** Removal of the student from good disciplinary standing. Additional restrictions or conditions may be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation or other university rules committed during the probationary period will subject the student to further disciplinary measures, including suspension or expulsion.
- **Warning:** A written statement advising the student that a violation of this Code has been committed and that further misconduct may result in more severe disciplinary action.
- **Restricted access to School property:** A student's access to School property, including but not limited to learning, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
- **Organisational sanctions:** Sanctions for organisational misconduct may include revocation of the use of School property or privileges for a definite period of time, revocation or denial of recognition or registration, or suspension of social or intramural activities or events, as well as other appropriate sanctions permitted under the Code of Conduct or other rules of the School.
- **Interim action:** Suspension of a student for an interim period prior to resolution of the disciplinary hearing.
- **Other sanctions** that may be deemed appropriate could include remedial action prescribed by the Disciplinary Committee to a student, including letting a student do community service on the precinct of the institution.

Determining sanctions:

The sanctions imposed will be proportionate to whether the student(s) is (are) found to have contravened the school rules beyond reasonable doubt or on the balance of probabilities.

Mitigating and aggravating factors will be considered. Factors to be considered in mitigation or aggravation may include the following:

- the individual's prior disciplinary record
- the nature of the infringement or offence
- the severity of any damage
- injury or harm resulting from the violation
- the payment of restitution to the School or to any victims, or;
- any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counselling programme

Repeated violations of the Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

Disciplinary procedure:

- A student will receive written notice of the disciplinary meeting.
- All students involved will have the opportunity to prepare a written and verbal account of the events leading to the disciplinary.
- The meeting will be held with the Disciplinary Committee. This is an inquiry meeting and not a disciplinary hearing.
- A follow-up meeting may be convened to clarify the circumstances. Only when it has been ascertained that there is indeed a strong likelihood that the student has contravened a provision of the code of conduct or course guidelines will this meeting be a disciplinary hearing.
- The Disciplinary Committee will determine whether the student(s) contravened the Student Code of Conduct and / or school rules beyond reasonable doubt, failing which, on the balance of probabilities.
- The student will be informed of the Disciplinary Committee's resolution in writing.
- The Disciplinary Committee may decide on remedial action.
- A copy of the relevant documents will be filed accordingly.
- Students will thereafter have the right to appeal the decision of the committee.

Disclaimer:

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