

PROSPECTUS 2023



**MADZIVHANDILA COLLEGE
OF AGRICULTURE**

FOREWORD BY THE PRINCIPAL

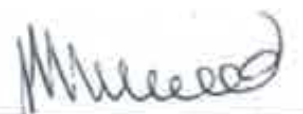
The National Development Plan (NDP) states integrated and inclusive rural economy as the driving force for agricultural growth. Investment in agriculture has always been viewed as the provision of physical infrastructure; however, functionalization of such requires knowledge and technical skills to achieve a sustainable and competitive agricultural sector. South Africa is a global player characterised by high inequality in economic opportunities, with majority of its marginalized poor living in rural areas where agriculture is the main economic driver. Agriculture is a science and not a common science, thus scientific and business training should be at the forefront of developmental agenda in agriculture. Limpopo Province is one of the provinces with high poverty rate and the Provincial Department of Agriculture and Rural Development is greatly committed to change the *status quo* by heavy investment in agricultural education and training.

The college exists to be a transformational bridge from subsistence rural agriculture to modern business-oriented agriculture for positive economic spin-off for rural economy. The college is committed to immensely contribute the agenda of developmental state through provision of high quality agricultural training in Animal and Plant Production. The College provides scientific and technical training in animal and plant production to the graduates from different parts of the country to enable them to be technicians, extension officers, consultants, agro-business advisors, farmers or to pursue university education.

This prospectus will be our guiding document to direct our academic programme. It provides general rules, regulations, requirements and courses together with conditions to meet the requirements for a diploma qualification in either Animal or Plant Production.

It is imperative that prospective and existing students to acquaint themselves with the content of this document to ensure acceptable conduct and adherence to the rules and regulations of the College. This will ensure smooth running of the programme and sustainable development of the college to provide high quality education and training as a centre of excellence. The 2018 academic year will be different and brings new challenges that require new and fresh progressive co-operation between the student body and the whole college staff for positive studying and learning environment. Our motto “*Cibus Vitas Est*” (Food is Life) can only be realised through hard work as we move forward with pride in 2020. May we all strive for excellence as we navigate through 2020 together with pride and confidence!

Thank you



PS. MUDAU KS

THE ACTING PRINCIPAL OF MADZIVHANDILA COLLEGE OF AGRICULTURE

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COLLEGE VISION, MISSION & MOTTO

Vision

To be the Centre of excellence in imparting technical knowledge and skills for sustainable agricultural sector.

Mission

To Provide agricultural education, training and applied research for sustainable agricultural sector.

Motto

“CIBUS VITA EST”
(Food is Life)

CONTACT DETAILS

PRINCIPAL (ACTING)

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VICE PRINCIPAL: LEARNER SUPPORT

Mudau K.S
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**HUMAN RESOURCES &
REGISTRAR**

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STUDENT ADMINISTRATION

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FINANCE

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HEAD: ANIMAL PRODUCTION

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HEAD: PLANT PRODUCTION

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HEAD: EXTENSION & PARTNERSHIPS

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FARM MANAGEMENT

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LABORATORY SERVICES

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ACADEMIC YEAR PLAN 2023

Activity	Date
Final Day of Late Application	January 06
Staff returns (majority)	January 09
Student selections for admission	January 10
Registration 1 st year students	January 23 - 25
Orientation	January 26 - 27
Registration 2 nd and 3 rd year students	January 30 - 31
Lectures & Practical Commences	February 01
Experiential Learning Presentations	February 13 - 14
Late (Allowable) Registration ends	February 23
Graduation Ceremony	February 24
Easter Recess	April 01 - April 16
Lectures & Practical Resume	April 17
Freedom day (Public Holiday)	April 27
Workers Day (Public Holiday)	May 01
Final Day for Submission of Exam Papers & Memoranda	May 12
Lectures & Practical cease	May 19
Board of Examiners Meeting	May 23
Release of Semester Marks	May 24
Mid-Year Examinations	May 31 - June 14
Student Mid-Year closing & Evacuations	June 15
Board of Examiners Meeting	June 29
Supplementary Exams (1 st , 3 rd & 5 th Semesters)	July 03 - 07
Release of Examination Results	July 05
Registration for 2 nd , 4 th & 6 th Semesters	July 06 & 07
Lectures & Practical/ Experiential Learning Commence	July 10
Late (allowable) registration ends	July 28
National Women day (Public Holiday)	August 09
Mid-Semester Recess	September 30 - October 08
Lectures & Practical Resume	October 09
Final Day for Submission of Exam Papers & Memoranda	October 11
Lectures & Practical cease	October 25
Board of Examiners Meeting	October 28
Release of Semester Marks	October 29
Year-end Examinations	November 06 - 17
Student Year end closing & Evacuations	November 18
Board of Examiners Meeting	December 01
Release of Examination Results	December 08
Supplementary Examinations	December 06-08
Experiential learning Ends	December 29
Experiential Learning Presentations	2024 Jan 18-19 (may be changed)

BACKGROUND INFORMATION

Madzivhandila College of Agriculture was established in 1982 as an affiliated institution of the then Republic of Venda's Department of Agriculture and Forestry. The College is situated about 15km east of Thohoyandou (along the Punda Maria R524 road) in the Vhembe District. The college is well positioned, adequately resourced, and properly capacitated to provide the necessary skills focused agricultural education and training to the historically disadvantaged masses in our communities and those in state owned agricultural projects to start producing on a commercial basis.

The main purpose of establishing the College in 1982 was to train agricultural extension workers for the Department. Today, the College has broadened its perspectives by not limiting its scope to the training of agricultural extension workers but by responding to the general training needs of the farming communities at large. The College programme has been restructured from offering traditional knowledge focused programmes in agriculture to giving skills focused programmes, thereby making it relevant to the needs of the people and to take advantage of new opportunities which accompany the political, social and economic transformation taking place in the country.

The potential contribution of technical agricultural education and training towards agricultural and rural development is immense and cannot be underestimated. Hence the College is poised to contribute to the Reconstruction and Development Programme by broadening the base of skilled manpower training in agriculture. The College programme is geared towards filling the knowledge gap in sustainable agriculture by providing training in Animal Production and Crop Production.

2. STAFFING

2.1. ACTING PRINCIPAL

Mudau K.S: Master's Degree in Rural Development Planning, Hons Rural Development Planning, Hons. Extension (UP), BA degree (UNISA), Diploma in Agriculture (MCA).

2.2. REGISTRAR

Nethenzheni R.E: Bachelor in Human Resources Management (Southern Business School (SBS), Certificate in Computer (Computer Technology Development), Certificate in Personnel Administration – Persal (Treasury), Applied Basic HR Principles Level 3 (Khongoloti Training Academy).

2.3. RECEPTION & SWITCHBOARD SERVICES

Thiswana M.E: Certificates in Communication, Customer care, Personnel, Leadership, HIV & Aids, Computer.

2.4. FINANCE

Baloyi T.N: BCom in Financial Management (UNISA), National Diploma Business Management (TechniVen), Computer Diploma, Project Management NQF 6 (PSC College), Monitoring and Evaluation certificate (PSC College), Financial Management Certificate, Budget SCoA Certificate, Integrated Financial Management

Nthangeni T.P: B.Com (UNIVEN)

Nematswerani A.H: National Diploma – Financial management (Tshwane College) Advanced Diploma Project Management (SBS), Hons in Administration (SBS)

Mphaphuli M.M: Diploma in Accounting (Oxbridge Academy), Diploma in Computer (Damelin), Diploma in Typing (CAJEES Commercial College).

Sikitime C.: Nat Dipl in Admin Management (UNISA), Nat Dipl in Supply Chain Man (UNISA), Dipl in Computer (Business Academy)

Nevhufumba KS: Basic Education & Training (UNISA), Microsoft Office Competency (CS Holdings), Farm Management (KMK Networking)

Mudau ZJ:

2.5. ADMINISTRATION

2.5.1. Human Resource

Nethenzheni R.E: Bachelor in Human Resources Management (Southern Business School (SBS), Certificate in Computer (Computer Technology Development), Certificate in Personnel Administration – Persal (Treasury), Applied Basic HR Principles Level 3 (Khongoloti Training Academy).

Ndonyane A.P: Certificate in Computer Literacy (Avuxeni Academy), Emerging management Development Programme (UP), Basic Communication Skills (Tshilidzini Special school), Persal System (SAMDI).

Lithole N.R: Diploma in Organization & Method Study (University of Zululand)

Ravhura M: Diploma in HRM (SBS), Diploma in Women Development & Microfinance (UNIVEN), Diploma in Computer (Edzisani Computer), Bachelor of Business Management (BBA) (Southern Business School (SBS))

Tshovhote H.E: Diploma in Typing (Database), Diploma in Computer (Damelin), Certificate in Finance for Non-Financial Managers (UP)

2.5.2. Student Administration

Nemaungani L: Bachelor of Arts in International Relations (UNIVEN), Diploma in Financial Management (VHEMBE TVET)

Mphaya N.A: Diploma in Computer (Damelin)

Budeli M.M: Diploma in HR (SBS), Diploma in ABET (UNISA).

Ramashala M.E: Professional Cookery & Hospitality (Garankuwa Hotel School)

2.6. ACADEMIC STAFF

2.6.1. Department of Animal Production

Makhamisi H.J: MPhil. Livestock Industry Mgt. Aquaculture, M.A. Society and Environment (UP), B. Inst. Agrar. (Hons) Animal Science (UP), B.Agric. Admin (UNIN) Higher Education Diploma (HED) (UNIN), Diploma in Agric. Extension (TompSeleka),

Chauke M.A: M.Tech. Agric (CUT), B. Tech. Animal Production, (TUT), N.Dip Animal Production (Pretoria Tech)

Mulaudzi J: M.Tech. Animal Breeding (Technikon Free-State), M. Tech Animal Production (University of Free State), B. Tech in Animal Production (Pretoria Tech), Dip. In Agric Animal Production (MCA), PGCE (UL)

2.6.2. Department of Plant Production

Maudu M.E: MSc. Agric. Horticulture (UL), BSc. Agric. Crop Science (UNIVEN), Postgraduate Diploma in Marketing (UNISA), Postgraduate Diploma in Information Management (RAU/UJ)

Mantsha Z.S: B. Tech. Horticulture (TSA), PDipl in Educ (Unisa), Diploma in Agric. (MCA), PGDTE (UNISA).

Rammela N.P: B InstAgrar. Hons. Land Use Planning (UP), B Agric (UNIVEN), PGCE (UL).

Ranwashe N.V: B. Agric. Hons (UNIVEN), PGCE (UL)

Chiloane T.V: BSc. (Hons) Geohydrology, (UFS), BSc Hydrology (UKZN),

2.6.3. Department of Agricultural Economics

Maimela M: B. Agribusiness Management Hons. (UNIVEN); PGCE (UNIVEN)

2.6.4. Department of Extension & Partnerships

Sikhwari P.G: Masters of Agricultural Science and Technology (University of Tsukuba), B.Tech Agriculture – Rural Development & Extension (Pretoria Tech), Adv Diploma in Management (SBS), Diploma in Agric. (MCA)

Nethononda T.R: B.Tech Rural development & Extension (Pretoria Tech), Diploma in Agric (MCA), Advance Diploma in Public Management (SBS), Post-Graduate Diploma in Tertiary Education (PGDTE) (UNISA)

2.7. STUDENT SUPPORT

2.7.1. Library & Computer Services

Mabasa H.R: BSc. IT (Collins University), National Diploma IT (PCSA).

Ngoveni M.G: B.A Hons. Archival Science (UNISA), Post-Grad Programme in Archival Studies (UNISA), National Diploma in Library & information Practice (TSA), PGCE (UL). Programme in Business Communication, Programme In Knowledge Management, Advanced Archives and Record Management (UNISA).

Mbedzi M.C: B.Com Tourism Management (UNIVEN), Advanced Archives & Records Management (UNISA), Programme in Archival Studies (UNISA)

2.7.2. Soil, Plant & Water Laboratory Services

Dr.Nethononda L.O.: PhD (Agriculture in Soil Science), MSc (Agric. Soil Science) (UNIVEN), Teaching Methods Certificate (Dronten Agricultural University), Desert AgribiologyCertificate (Ben-Gurion University), B.Inst. Agrar (Honours), M.Inst. Agrarcum laude (Land use planning) (UP), B.Agric.(Soil and Crop Science) (UNIVEN).

Mapisa Y: BSc. Chemistry Hons (University of Transkei).

Luvhimbi N: Bsc. Hons Microbiology (UNIVEN), PGCE (UL)

Matshili A.S: Diploma in Agric (MCA)

2.7.3. Farm Management

Thovhogi T: BSc. Agric -Soil Science (UNIVEN), PGCE (UL)

Matshona L.E: Master in Agricultural Management – Horticulture (UL), B.Tech Crop Production (TUT), Post-Graduate Diploma in Tertiary Education (PGDTE) (UNISA), Diploma in Agric (MCA).

Khorommbi P.C: B.TechHorticulture (UNISA), Diploma in Agric.Plant Production (MCA), Advanced Diploma in Management (SBS), PGCE (UL)

Matshaya T.R: B.Tech Agriculture – Animal Production (TUT), Computer Diploma (TECHNIVEN), Diploma in Agriculture - Animal Production (MCA), PGCE (UL)

Gavhi M.E: Nat. Dip – Animal Health (UNISA), Nat. Dip –HRM (TUT)

3. STUDENT AFFAIRS

3.1. Student Recruitment

Madzivhandila College of Agriculture is an equal opportunity educational institution and as such does not discriminate in its admission policy on the basis of race, colour, sex, age or creed. Candidates interested in enrolling for the diploma programmes at the college have to complete and forward application forms. Applications will be accepted from prospective candidates from all the provinces in the country. Applications for admission often exceed the available space, so admission to the College cannot be guaranteed.

3.2. Applications Open Dates

All applications will open from 1st July and close on 31st October every year.

Late applications will be considered provided there is still space available and late application fee has been paid.

3.3. Admission Criteria

The college has its own admission criteria which it uses in considering applicants for admission.

3.3.1. Admission Requirements for the Diploma in Agriculture – From 2008 (or applicants who have attempted the New Senior Certificate / Grade 12).

The minimum academic requirement for entrance to the College for applicants who attempted the New Senior Certificate (i.e. after 2008) are as follows:

- i) A National Senior Certificate or equivalent qualification with an average achievement rating of level 3 (i.e. 40% or better).
- ii) A compulsory achievement in specified subjects as follows:
 - English with at least Level 4 (i.e. 50-59%);
 - Mathematics with at least level 2 (i.e. 30% & above) or Mathematical Literacy with at least level 5 (i.e. 60% & above) – *Take Note that those with Mathematics will receive first preference and will be admitted first before those with Mathematical literacy.*
 - One of the following subjects with at least Level 3 (40-49%):

Life sciences, Physical Science, Agriculture Science or Geography.

- iii) At least **20 points** on the Admission Points Score (APS) System as follows:

NSC Rating	NSC Percentage	Points rating for 20-credit NSC percentage courses	Points rating for other NSC courses	Adjusted percentages for APS
		8	6	90-100%
7	80-100%	7	5	80-89%
6	70-79%	6	4	70-79%
5	60-69%	5	3	60-69%
4	50-59%	4	2	50-59%
3	40-49%	3	1	40-49%
2	30-39%	2	0	30-39%
1	0-29%	1	0	0-29%

Note: Only six (6) subjects will be evaluated, excluding Life Orientation

3.3.2. Admission Requirements for the Diploma in Agriculture - Prior to 2008 (or applicants who attempted the old Senior Certificate)

The minimum academic requirement for entrance to the College for the applicants who attempted the old Senior Certificate (Matric) (i.e. prior 2008) are as follows:

- i) Senior Certificate or equivalent qualification, with an overall standard grade pass.
- ii) A compulsory achievement in specified subjects as follows:
 - English with a Higher Grade E;
 - Mathematics with a minimum Higher Grade F or Standard Grade E;
 - One of the following subjects with a minimum Higher Grade E or Standard Grade D: Life sciences, Physical Science, Agriculture Science or Geography.
- iii) At least **20 points** on the Admission Points Score (APS) System as follows

Senior Certificate Rating	NSC Percentage	Points rating (HG)	Points rating (SG)
A	80-100%	7	5
B	70-79%	6	4
C	60-69%	5	3
D	50-59%	4	2
E	40-49%	3	1
F	30-39%	2	0
G	0-29%	1	0

3.4. Selection of Students

3.4.1. Time of selection

Selection of students for short-listing for admission is done once at a stipulated date, usually after the release of grade 12 results of the preceding year (beginning of January).

3.4.2. Types of selection

Outright Selection: Those candidates who meet all the requirements and make the top in terms of points scored as stipulated in 3.3.1. and 3.3.2. above, of the target number of the student to be admitted that year.

Provisional Selection: Those candidates that meet the requirement but are listed lower on the list in terms of points scored as stipulated in 3.3.1. and 3.3.2 above, but over and above the target number of the student to be admitted that year.

Not Selected: Those candidates that after considering the selection criteria, do not meet the requirements as stipulated in 3.3.1. and 3.3.2 above,

3.5. Selection of Applicants from Other Institutions

Selection and admission of applicants from other institutions such as TVET colleges, other colleges of Agriculture, Universities etc. will be based on applicant's Grade 12 or Matric results as stipulated on section 3.3.1 or 3.3.2 above. After having been admitted the applicant has the right to apply to be credited for course/s he/she might have passed at the other institution.

3.6. International Applicants

International applicants are responsible for the evaluation of their qualifications by the South African Qualifications Authority (SAQA). A completed application form together with the necessary documents and a certified copy of the Evaluation from SAQA must be submitted to the College's Admissions Committee.

4. FEES AND CHARGES

4.1. Fees Structure 2023

Fee structure below is as approved by the provincial treasury for 2022 academic year and subject to change in 2023 academic year according to CPI.

The fees shown are for one semester only and the calculations are for straight semester with no omissions and/or additions either as a result of pre-requisites not being met and/or as a result of carried courses.

The fees are as follows:

DESCRIPTION	TARIFF PAYABLE
Application Fee Non-refundable	R 170.00
Late Application Fee non-refundable	R 210.00
Tuition Fee – Practical Subjects	R 870.00 /subject
Tuition Fee – Non- Practical Subjects	R 660.00/subject
Tuition Fee – Repeat Course/s Practical Subjects	R 1020.00/subject
Tuition Fee – Repeat Course/s Non-Practical Subjects	R 800.00/subject
Experiential Learning / WIL	R 3 960
SRC Fee	R 440.00
Sports Fee	R 880.00
Remarking Fee	R 350.00 / subject
Replacements of copy (notes and hand-outs) Fee	R 340.00 / copy
Rechecking of script	R 350.00 / script
Supplementary fee	R 290.00
Graduation in absentia	R 230.00
Replacement of Student card	R 140 / card
Meals (per semester)	R 9750.00 /semester
Meals (per meal Lunch)	R 68.00/meal
Accommodation (Hostels)	R 5150.00 / semester
Registration (minimum payable at registration)	25% Tuition plus 100% SRC & Sports Fees
Late Registration fee	R290.00
Replacement of damaged property	R290.00
Replacement of bedroom key	R250.00
Reprinting of results	R85.00
Library fine (lost book)	Book value at that period
Library damaged book	Half price of the book at that period
Library delay on returning book per day	R20.00/day
Reprinting of Academic Record	R 220.00

4.2. Payable Fees

Where a student may not do other courses because of certain pre-requisites not being met, or has additional courses due to carried courses into a semester, special calculations will have to be done for/by the student to determine the total payable fees in the semester depending on the number of courses (practical and/or Non-practical) the student will be doing.

4.3. Fees Payable at registration

In case a student is not paying a full required amount at once at the time of registration, a minimum initial payment of 25% of Tuition, Accommodation and Meal Fees Plus 100% of SRC levy & Sports fees must be paid for the student to be regarded as having registered for the semester.

4.4. Students with bursaries

If a student is a bursary holder, proof of financial assistance in the form of an official letter from a sponsor, indicating the amount of sponsorship, must be produced at registration.

In case the bursary or sponsorship held by the student does not cover certain things, e.g. Accommodation, Meals, SRC & Sports fees, a student him-/herself is liable to pay such amounts accordingly (i.e. minimum amount of 25% accommodation, meals and 100% SRC & Sports Fees) at registration.

4.5. Responsibility for Payment

All students should settle their accounts by the end of every semester. Non receipt of accounts should not be used as an excuse for non-payment of fees.

A student, who did not receive an account balance, should kindly enquire at Student Finance Administration at telephone number (015) 962 7200 or consult the office.

If a student is a bursary holder, the student him-/her-self must ensure that the sponsors have paid the necessary fees on or before the specified dates, as the College cannot be held responsible.

Account balances are given on request. Copies of statements may be collected from the Student Finance Administration. It is the student's responsibility to make sure that the College receives the necessary payments.

4.6. Methods of Payment

The following methods of payment are available:

EFT payments:

EFT payments can be made in the college's revenue office during office hours – 07h30 – 13h00

Direct bank Deposit and/or Internet Banking

All fees must be paid into the departmental account as follows:

Bank: Standard Bank. **Account Name:** LPG-Madzivhandila Agricultural College

Account number: 061834173

Branch: Polokwane

Branch Code: 052548

Type of account: Current

Reference: (*name & student number for current students, AND name & ID number for new applicants*)

The student number is required at all times when payment in respect of student fees are made to ensure the correct allocation of monies paid.

In case of all direct bank deposits and/or Internet banking, deposit slips must be handed over by the student or representative to the Finance office for capturing and record keeping.

4.7. Overdue Accounts

Students whose accounts are overdue will not receive their examination results. On the day of registration students receiving financial assistance from institutions (bursary etc.) other than their parents/guardians must submit official written proof of commitment from those institutions. That payment will be made at fixed dates. A student remains responsible for full settlement of the balance.

4.8. Defaulting Payments

If payments are not made in accordance with the College rules, the College shall reserve the right to exercise the following options in part or in full:

- The examination results and or qualifications of the student concerned may be withheld.
- Such student may not be allowed to re-register (see 3.4).
- Such student may be refused attendance of the awards ceremony.
- Outstanding fees may be handed over to private companies for collection.
- Student in question or his/her parents or guardians may be blacklisted

The College may institute such actions it deems necessary to ensure recovery of outstanding debts.

4.9. Cancellation of Registration (deregistration)

The deregistration form must be filled by the learner wishing to deregister for certain course/s. If a course is de-registered before 31st March in the first and third semesters, and 30th September for second and fourth semesters respectively, the student is obliged for a 50% of payable tuition and accommodation (where applicable) refund. Thus, if a student deregisters from a programme after 31st of March, and/or 30th September, an amount paid by the student for the programme is not refundable..Deregistration form has to be signed by a student concerned, Head of Department (College), Student Affairs Officer and Principal.

4.10. Financial Assistance and Bursary Holders.

Financial assistance in the form of bursaries or loans can be obtained from various governmental and non-governmental bodies. Students must make their own arrangements for financial assistance and / or payment of fees.

4.11. Change of Fees and Conditions of Payment

Fees and conditions of payment and other rules and regulations are determined by the College administration and are subject to change or revision from time to time and students will be notified of such changes.

5. STUDENT REQUIREMENTS

5.1. Clothing and other Requirements.

Students are expected to exercise acceptable dressing code at all times to suite time, occasion and/or activities done at college.

Students are obliged to provide their own protective clothing. Such protective clothing include boots, work-suit or equivalent and gloves. A student may not be allowed to participate in certain practical activities if proper protective clothing is not worn.

5.2. Transportation

Students are allowed to bring own bicycles, motor cycles and/or motor vehicles on campus. However, all motor vehicles shall apply for permit from Student Administration Office.

5.3. Extramural Activities

5.3.1 The College has facilities for certain sports. Students can participate on any of the available sports activities based on own choice.

5.3.2 Students on experiential training shall not participate in the sporting activities, including NACSANO (National Agricultural Colleges Soccer and Netball Organisation).

6. RULES AND REGULATIONS

The College is an institution where a high standard of communal life must be established and maintained for the benefit of both the present and future of the College. A high level of personal integrity and a high sense of responsibility is as important to the College as outstanding scholastic achievement. A proper concern for the reputation of the College and what it stands for as an institution makes it imperative for all its members to maintain a high standard of behaviour both at the College and outside.

It is the responsibility of all students to familiarise themselves with all the rules and to read all College notices and circulars as may be issued from time to time. The rules and regulations applicable to all students are outlined below. Every student is subjected to the rules and regulations of the College as soon as he/she signs the official registration form.

6.1. Admission and Registration

6.1.1. In these regulations "admission" refers to the approval by the Academic Administration Office for a candidate to report for registration as a student at the College, irrespective of whether the prospective student has previously been registered or not.

6.1.2. No candidate shall be admitted as a student unless he/she satisfies the minimum requirements for admission as set out.

6.1.3. No candidate shall be registered as a diploma student of the College unless:

- a) he/she satisfies the minimum requirements as set out
- b) he/she has complied with such other conditions as the College Management may prescribe by regulations.
- c) he/she has paid the prerequisite fees.

- 6.1.4. Every student who is registered with the college is subject to qualification verification of their grade 12 with UMALUSI.
- 6.1.5. Every person registered as a student of the College shall be registered for one semester of study, after the expiry of which, such a person shall, if wishing to remain a student of the College, renew his or her registration.
- 6.1.6. All students shall register at the specified dates and time each semester and/or year. A student who reports for registration later than the initial specified dates for registration for a particular year and/or semester will have to pay a late registration fee as per tariff. It should however also be noted that even late registration has a limited period after which no registration for that semester or year will be allowed. It is the responsibility of a student him-/herself to know and follow-up on dates of registration as specified and otherwise.
- 6.1.7. No student may register more than three times in the same subject, unless he/she has obtained written consent of the Principal.
- 6.1.8. The registration form must be properly completed and signed by the student and the relevant officials.

6.2. Registration Implications

- 6.2.1 A student who is admitted to the College and has signed the registration form and the undertaking therein shall be fully liable for all fees payable by him/her in terms of the regulations. Student with overdue account will only be allowed to register after an official permission is granted.
- 6.2.2 Students must note that on signing the registration form they have entered into a contract with the College, whereby they undertake to obey the rules and regulations of the College, and that they are fully liable for the fees for the whole half of the year irrespective of whether:
 - a) they are privately sponsored; or
 - b) they leave the College (on their own account) or not.
- 6.2.3 Fees and conditions of payment and other rules and regulations are determined by the College Management and are subject to change or revision from time to time and students will be notified of such changes in time.

RULES FOR STUDENTS & DISCIPLINE

7.1. General Rules

7.1.1. In terms of the Rules for student discipline there are two forms of breach of discipline, which could result in disciplinary action, namely, "offence", and "misconduct".

a) Offence:

A contravention of any of the following rules is an offence:

- i) No student shall provide fraudulent documents or qualifications in order to gain admission or any credit of any form
- ii) No student shall damage, deface or destroy any building, furniture, equipment, books, vehicles, computers or laptops or other property owned by staff members/ student or controlled by the college.
- iii) No student shall bring into, possess, use or supply anyone with any dependence-producing and possession of drugs in the College premises;
- iv) No students shall possess alcohol at the college premises;
- v) While on property owned or controlled by the College, no student shall possess, harm or threaten to harm any other person with a fire-arm or dangerous weapon;
- vi) No student shall, while on any premises owned or controlled by the College or while participating in any College activity, commit any act which amounts to a crime in the common law; - (this includes assault, rape, illegal possession of fire-arms, or weapons, possession of drugs etc)
- vii) No student shall cheat in any College examination. For the purpose of this rule an examination includes every work given as a test or assessment of a student's knowledge or performance, organized or conducted by the College or any department of the College or any member of the academic staff of the College; If the student is found copying or cheating in the examination room, he/she will be immediately suspended from the examinations or test.
- viii) A student shall not obstruct, or attempt to obstruct members of staff in the performance of their duties;
- ix) A student shall not occupy or be present on any property or premises owned or controlled by the College after being required to leave such property by a member of staff of the College acting within the scope of his or her duties;
- x) No student shall engage in any conduct which disrupts teaching, study, research, meeting, ceremonial or social activity at the College;
- xi) No student shall threaten another person with harm, hurt, damage or reprisal for any reason;
- xii) No student shall improperly use the name of the College, or in any way whatsoever use or display the armorial bearing of the College without the written permission of the Rector;
- xiii) No student shall disrupt the proceedings of a hearing or other disciplinary enquiry, fail without just cause, to attend to proceedings of the disciplinary hearing when required to do so; give false evidence before the Disciplinary Committee; interfere with, threaten or intimidate any person who is, or may be a witness in the disciplinary hearing;
- xiv) No student shall make a false declaration to the College in any document signed by the student;

- xv) Any act, the performance of which is defined as a misconduct, may be charged as an offence if, in the opinion of the Rector, the act charged, if proven, would warrant the penalties prescribed for an offence.
- xvi) A student shall not disrespect human rights and dignity of another student/ staff member either by spitting or urinating to him or her as well as his/her belongings such as laptops, computers, phones, books, clothes etc.

b) Misconduct:

A contravention of the following rules is considered as misconduct:

- i) No student shall, while on any property owned or controlled by the College, or at any College function or ceremony, behave in a noisy or riotous manner or in such a way as to be a nuisance to other students or any member of the staff or guests of the College;
- ii) No student shall threatening (or attempt to threaten) the rights of another student to attend lectures, practical sessions, reading centres, research, examination and test sessions or any other facility or activity which is associated with teaching, learning and/research
- iii) A student shall obey any lawful order given by any member of staff;
- iv) A student shall produce a student identity card upon request by any member of staff;
- v) No student shall convene or participate in any unauthorised demonstrations on the College premises or any such property whereby the College has interest
- vi) No student shall organise, institute or engage in any form of initiation of students, or any campus or residence raids;
- vii) No student shall misbehave when participating in any College activity, academic or non-academic within or outside the premises of the College;
- viii) No student shall within or outside the premises of the College behave in a manner that tends to bring discredit or disrepute upon the College;
- ix) No student shall allow another student or any other person to use one's Student Card or to use another student's Student Card to gain access to any room and/or premises of the College or to perform or obtain any service that cannot be performed or obtained without such Student Card
- x) A student shall not smoke in any part of the premises of the College where smoking is prohibited;
- xi) No student shall engage in any other act that is degrading or may reasonably be interpreted as degrading, such as the holding of a strip show, the display of photographs, films or videos (or any other material) that is degrading of any person/group/sector of people
- xii) No student (or any individual) is permitted to address the media (in any way) on behalf of the college Should a student (or any other individual) address the media/release media statements/etc. the exact body (such as the Student Representative Council, or student Political Organisation, Church group, cultural group or any other group) on whose behalf it is made, should be expressed clearly. Failure to indicate whether any statement made to the public or the College community is made officially on behalf of a named body (such as the Student

- Representative Council, or student Political Organisation, Church group, cultural group or any other group) or in the student's private capacity, may have consequences and disciplinary steps may be taken.
- xiii) Each individual student will be responsible for the personal use of social media (such as Face Book, Twitter, LinkedIn, WhatsApp, WeChat, etc. Should any announcements/messages/posts by means of social media affect the good standing of the College, the relevant student/person will be charged accordingly.
 - xiv) No student shall affix, distribute or display on, or in, or outside College premises any publications (including – but not limited to: posters, placards, notices, banners, circulars or any other form of publication) or a defamatory or otherwise unlawful nature towards persons who is part of the College Community or any other person
 - xv) No student shall knowingly or deliberately provide forged or erroneous College admission documents, addresses and names required by the College from time to time, or statutory documents to the College or intentionally provide false information or forged documents such as (but not limited to) the statement of results, academic records, examination results, diploma/degree certificate or any other document purporting to be an official document issued by an academic or other institution to anyone outside the College about the College
 - xvi) No student shall make a false statement or provide incorrect information for whatsoever reason to any person in the position of authority
 - xvii) The presence of electronic devices (such as cellular phones, iPads, Apple wristwatches, Mulberry Pi's, headphones, etc.) is not permitted under any circumstances, in venues where students are writing tests or exams (even if the device is switched off and the student has no intention of using it during the session
 - xviii) Plagiarism is prohibited- A student must not submit the work of any other person (be it in an examination/test/assignment or in any respect of the completion and/or submission of any form of academic assessment) without the full and proper attribution and acknowledgement of the source/s and author/s
 - xix) Any unauthorised occupation or squatting in any College residence or any other premises of the College or any other property under the control of the College is prohibited and is a misconduct.
 - xx) No student shall permit and/or assist or attempt to permit and/or assist any other person to squat in the College residences or any other premises/property under the control of the College.
 - xxi) Failure to obey any lawful or reasonable order of any person in authority in a residence of the College is a punishable offence
 - xxii) A student shall not discriminate against each other, physically or verbally abuse one another because of his or her physical appearance, tribal group, religious affiliation as well as gender.

- xxiii) Cooking in rooms not designated as kitchens by students or any person is prohibited
 - xxiv) Any failure to report the misconduct of another student of which he/she is aware of or which he/she has witnessed
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- 7.1.2. Posters or notices emanating from a student or student society or sports club shall not be displayed without the prior approval of the Rector.
 - 7.1.3. A sports club, society or other body shall obtain the prior permission of the Rector for any tour or similar activity, which involves the absence of students from classes.
 - 7.1.4. A student is required to attend lectures, tutorials and practical regularly and punctually, to perform all prescribed written work and all class tests.
 - 7.1.5. A student shall submit the reason for failure to comply with paragraphs 7.1.4. above to the lecturer concerned as soon as possible.
 - 7.1.6. A student who contracts a serious illness during the course of the year shall notify the matron as soon as possible.
 - 7.1.7. No student organisation may be established without the approval of the Rector.
 - 7.1.8. An application for approval shall be accompanied by a draft constitution of the proposed student organisation.
 - 7.1.9. An approved student organisation may conduct meetings of registered student on the campus, in accordance with the constitution of the student organisation concerned, provided that such meetings do not take place within the scheduled lecturing times, unless prior approval of the Rector has been obtained.
 - 7.1.10. No meetings of students, apart from meetings authorised in terms of paragraph 7.10 may be held on campus without the permission of the Rector or an approved body authorised by the Rector.

7.2. Student Disciplinary Provisions

- 7.2.1. The College may institute proceedings against a student in terms of the Disciplinary Procedure of the College and lay criminal charges and/or institute civil proceedings in a Court of Law
- 7.2.2. The College preserves the right to institute its own internal disciplinary procedures in accordance with all the Rules and stipulations of the College as well as this Students Disciplinary Policy
- 7.2.3. Thus, any student who breaches the rules and regulations as set out in this prospectus shall be charged with an offence or misconduct as outlined in the rules for students. Such a student shall be subject to appearance before the Disciplinary Committee, appointed by the Rector.
- 7.2.4. Any criminal or civil proceedings pending in a Court of Law, or tribunal, does not preclude the College from instituting an internal hearing in terms of this Students Disciplinary Policy and disciplinary procedures of the College.
- 7.2.5. Any member of the College community (including students, staff, College management, contractors, or a visitor) may lay a complaint against a student with the Registrar or his/her nominee
- 7.2.6. The Rector may, subject to the provisions of the College Act, statute and rules for disciplinary procedures, appoint and authorise the Disciplinary Committee to try students for less serious cases of misconduct as determined and set out in the College regulations.

- 7.2.7. All decisions of the Disciplinary Committee shall be subject to confirmation by the Rector before execution.
- 7.2.8. The Rector shall be the chief disciplinary officer of the College and shall be empowered, in the event of any infringement or misconduct by a student, to exercise discipline and may:
- a) If a charge of misconduct or offence against a student is under investigation, immediately suspend (depending on the degree of the offence or misconduct) the student from the College until the date of his/her hearing;
 - b) Instruct any disciplinary body to institute disciplinary action in terms of this Statute;
 - c) Refer disciplinary enquiry instituted by any disciplinary body for further investigation;
 - d) Appoint a Disciplinary Committee to hear disciplinary cases.
- 7.2.9. The Rector shall, for every hearing, appoint the Disciplinary Committee and the Chairperson. The Disciplinary Hearing Committee shall consist of a total of eight members,
- 7.2.10. Penalty or penalties which may be imposed following a conviction include the following:
- a) Admonition/written warning
 - b) Disqualification from any or all tests and / or examinations of the College;
 - c) Refusal of admission to College Residences;
 - d) Forfeiture of a diploma, credits or examination marks obtained in a dishonourable manner;
 - e) Payment of replacement and repair costs.
 - f) Suspension from College or College residence for a specified or unspecified period;
 - g) Expulsion from the College or College residence;
 - h) Forfeiture of any claim to a refund or payment of monies already paid by him/her;
 - i) Any other penalty or penalties, which the Disciplinary Committee may deem necessary, provided such committee is acting within the provision of the College Statute.
 - j) Serious offences shall be referred to the South African Police Services (SAPS), however the offender may still be subjected to disciplinary hearing by the college.
 - k) A student who is found guilty to have provided fraudulent documents or qualifications will forfeit registration/fees and all modules or courses that would have been achieved, and the college will report such offense to SAPS for prosecution.
- 7.2.11. Before any disciplinary action is taken by the Disciplinary Committee or the Rector against a minor, his/her parent or guardian shall be informed wherever possible of the steps that will probably be taken.
- 7.2.12. A student may have the right to appeal in writing against a decision given by the Rector or the Disciplinary Committee in the conviction and may submit written arguments or explanations of the ground of his/her appeal to the Rector together with the appeal. Any such appeal shall be lodged within three days of the notification of the conviction. Such conviction shall be reviewed in accordance with the College Statute;
- 7.2.13. The Student's Appeal Committee shall evaluate the disciplinary actions by different student disciplinary committees of the College as referred to the Student's Appeal Committee.
- 7.2.14. The Student's Appeal Committee shall serve as the highest committee of appeal with regard to the findings of other student disciplinary committees at the College

7.2.15. The Rector may appoint or alter the composition of the College's Student's Appeal Committee for whatever reason if he/she deems appropriate, provided that a member of the Council (if available) and President of the SRC (or any such SRC representative designated by the SRC) are invited to sit on such a hearing.

8. ACADEMIC RULES

The following academic rules are to be read in conjunction with the provisions of the general rules and regulations above.

8.1.1. Obtaining a Diploma

8.1.2. In order to obtain a diploma in any option, a student must have completed or passed all courses prescribed for the curriculum concerned, and must attend a six months compulsory experiential training.

8.1.3. The curriculum for all diploma options shall extend over not less than three academic years or 6 academic semesters.

8.1.4. A student may register for a minimum period of 3 years and a maximum period of six years for a three year Diploma.

8.2. Examinations

8.2.1. Times of examinations

Examinations shall be held at the end of each semester.

8.2.2. Admission to Examinations

A student must obtain an average mark of at least 40% in both the tests and practical/assignments in each module to qualify for examinations.

8.2.3. Passing a Module

To pass a module a student must obtain a minimum final mark of 50% made up of a semester mark and examination mark (theory) on a 50-50 basis for courses without practical; and semester mark and examination mark (theory and practical). Students should have achieved at least 40% mark on both theory paper and practical paper. Otherwise less than 40% on anyone of the papers is regarded as a subminimum.

a) Modules without practical

Students must write at least 2 theory assignments and write 2 tests

$$\text{Semester Mark} = \text{Tests (60\%)} + \text{Assignments (40\%)} = 100\%$$

$$\text{Examination Mark} = 100\%$$

$$\text{Final Mark} = \frac{\text{Semester Mark} + \text{Exam Mark}}{2} = 100\%$$

b) Modules with practical

Students must write at least 2 practical reports; 1 theory assignment and 2 theory tests

$$\text{Semester Mark} = \text{Tests (60\%)} + \text{Assignments (40\%)} = 100\%$$

$$\text{Examination Mark} = \text{Theory (60\%)} + \text{Practical Exam/Project (40\%)} = 100\%$$

$$\text{Final Mark} = \frac{\text{Term Mark} + \text{Exam Mark}}{2} = 100\%$$

8.2.4. Minimum mark

A minimum exam mark of 40% must be obtained in the examination for each module or paper. If the exam mark obtained in a module is less than 40% and the final mark is 50% or higher, it is a fail sub-minimum.

8.2.5. Overall Performance

Overall performance in a course shall be assessed on a percentage scale as follows:

75% and above: Distinction

50% -74%: Pass

0 - 49%:Fail

<40% of exam mark: Fail subminimum

8.2.6. Admission to Supplementary Examinations

A student may be admitted to a supplementary examination in a module which he/she has failed provided a student has obtained an examination mark of at least 40% in combination with one of the following:

- i) he/she has obtained a semester mark of at least 50%
- ii) he/she has obtained an exam mark of at least 50%(thus if the semester mark obtained was less than 50%).
- iii) Appropriate fees shall be payable before supplementary examination can be written.

8.2.7. Supplementary Examination Pass Mark

A student must obtain a minimum mark of 50% in the supplementary examination written as pass mark.

A semester mark is not considered for purposes of passing a supplementary examination.

Irrespective of how good the student has performed in the examination (above 50%) only mark of 50% is reflected as final result for the particular course for which supplementary exam has been taken.

8.3. Agrotat or Special Examinations

- 8.3.1. A student who has been prevented from writing one or more papers by illness, on the day of examination or immediately before it may be permitted by the College authorities to present himself/herself for an Agrotat examination, provided he/she has made an application in writing (unless there are valid reasons for not doing so) and produced a medical certificate stating the nature and duration of the illness, declaring that for health reason(s) it was impossible to take an examination on the specified day. Such application must be made before the release of semester results.
- 8.3.2. A student who was prevented from writing one or more papers by family circumstances such as death of an immediate family member or guardian or disaster, during the examination may be permitted by College authorities to present himself for a special examination or Agrotat, provided he/she has made an application in writing and produced a certified copy of death certificate of the deceased family member. Such application must be made before the release of semester results.
- 8.3.3. Where a student; as a representative member, is required to participate in an official and/or college sanctioned provincial, national or international event or meeting (with the necessary merit) and failed to write an exam paper/s, such a student can make an application in writing to write special exams or Agrotat, producing sufficient evidence to that effect that led him/her to be away during the examinations.

- 8.3.4. A student who was prevented from writing one or more papers by being jailed and was not convicted may be permitted by College authorities (depending on the nature of the offence) to present himself for a special examination, upon applying in writing and producing relevant confirmation documentation to prove reason for absence.
- 8.3.5. All Agrotat and special examinations may only be taken during and together with normal supplementary examinations.
- 8.3.6. A final year student who, after the Main, Supplementary or Agrotat Examinations in June, has failed only one course for which he/she was registered for that semester or any other previous semester, provided the student has qualified to sit for examinations of that course, but failed the examination; and the student only requires that one course to complete the course-work and go for experiential learning, the student may apply in writing for a special examination. In the event that the student do not pass the course, he/she will have to repeat the course.
- 8.3.7. Failure to present oneself for an examination for any other reason than laid out in rules 8.5.1, 8.5.2, 8.5.3 and 8.5.4 above shall not be treated as the basis for an Agrotat or special examination.
- 8.3.8. Appropriate fees shall be payable before an Agrotat or a special examination can be written.
- 8.3.9. If approval / Not approval granted on the student who applied for Special Exams or Agrotat, the letter shall be issued to the learner.

8.4. Remarking

- 8.4.1. A student who has failed a module may, upon written application to the Rector, and payment of the prescribed fee, request remarking of his/her script in the module. The remarking will be done by an examiner, herein referred to as the arbiter, who was not involved in the original marking of the scripts and the marks allocated by the arbiter shall be final results of the remarking. Such results shall supersede the result of the original marking and may cause a lowering of the mark or symbol originally awarded.
- 8.4.2. Remarking shall not be allowed for supplementary, special or oral examinations
- 8.4.3. An application for remarking will only be considered if it is done within 14 days after the release of the examinations results.
- 8.4.4. A student who applies for the re-marking of a subject shall forfeit any right that he/she may have to a supplementary examination and if the re-marking results in the student passing the subject, this shall supersede the previous results.
- 8.4.5. The fee for re-marking shall not be refundable.

8.5. Awarding a Diploma

- 8.5.1. A diploma will be awarded to a student who has passed all prescribed modules in a given curriculum.
- 8.5.2. A diploma with "distinction" shall be awarded to any student who has attained an aggregate average of at least 75%.

8.6. Attending and Missing Lectures and Practical

- 8.6.1. Students must attend lectures and practical for the rest of their academic programme as prescribed in the prospectus and college policies.
- 8.6.2. It shall be the duty of the student to inform his/her lecturers of his/her intended absence from lectures and/or practical lessons. Any failure to attend lectures or any other academic activities including tests shall be subject to and dealt with in terms of the relevant rules found in the prospectus and college policies.

8.7. Student Progress & Exclusions

Once a student is registered for a diploma programme at the college, he/she is expected to make satisfactorily progress towards the completion of the programme from year to year. However if a student is not making satisfactory progress in his/her study, he/she may be excluded on academic grounds as follows:

8.7.1. Enrolling for a course with a pre-requisite

A student will not be allowed to enrol or register for a course with a pre-requisite in the succeeding semester or year unless he/she has passed the pre-requisite course.

8.7.2. Student progress to the succeeding year of study

A student may not carry three courses in a semester or four courses in a year. Thus a student who due to failure or prevented to register a course/s in a semester because of pre-requisite requirements and has to carry three courses in a semester or four courses in a year may not register for the succeeding year of study. He/she must first repeat and pass 1 or 2 of such courses before he/she can be allowed to progress to the succeeding year of study.

8.7.3. Condonement

Under no circumstance will a student be condoned.

8.7.4. Proceeding to Experiential Learning

A student may proceed to do Experiential Learning in the 3rd year and Semester 6 of study provided he/she has passed all other courses. If not, a student must first complete outstanding course/s before he/she can proceed to register and do Experiential Learning.

Should it happen that a student, failed to complete course-work Semester 5 (June), and instead finish the outstanding coursework in December, the student can only commence his/her experiential learning in Semester 6 which start in July month of the succeeding year of study.

8.7.5. Exclusion From Hostels

8.7.5.1. Hostel selection and admission will done based on merit (performance), students with outstanding performance will be given preference.

8.7.5.2. A student who is repeating a year of study, either due to failure of courses, or having been prevented to register certain course/s because of pre-requisite requirements shall automatically be excluded from the college hostel accommodation.

8.7.5.3. A student who has been found guilty of selling drugs at either hostels or college premises shall be evicted from hostel and automatically be excluded from hostels the next year of study.

8.7.5.4. A student who is found in possession of alcohol at the college hostels shall be evicted from hostels for the rest of the semester

8.7.5.5. A student or any person who is found guilty of squatting (illegally) will be liable to pay fees payable for a room at a given tariff of the time for the days he/she squatted, plus additional penalty as would be determined by the disciplinary committee and/or Principal

8.7.5.5. A student who is found guilty of squatting another student or any other person shall be immediately evicted from the hostel for the rest of the academic year.

8.7.6. Exclusion From the College

While a full time student is expected to at least complete the instruction offerings of an academic year within two/three consecutive calendar years, a student will be excluded from the College if:

8.7.6..1. A student may not repeat a same course of the same semester more than three times. Otherwise a student may request for approval from the Principal in writing, stating strongly the reasons why he/she should be allowed to repeat the course/s, and indicating the plans in place to help the situation.

8.7.6.2. A student may not exceed a period of six years at college for one diploma programme. Otherwise a student may request for approval from the Principal in writing, stating strongly the reasons why he/she should be allowed to continue, and indicating the plans in place to help the situation (from 8.1.4)

9. LIBRARY RULES AND REGULATIONS

9.1. AIM OF THE LIBRARY

Madzivhandila College of Agriculture Library aims to develop and maintain a library system that will serve the college community. The library's function is to support and enhance the study programmes and especially to provide access to the books and audio-visual materials the students need to complement their lecture materials.

9.2. PRESCRIBED BOOKS

Prescribed books are essential for the successful completion of your course of study. Consult your lecturer for information on the prescribed books. No reservations can be made for prescribed books. The library service does not take responsibility for providing prescribed books.

9.3 RECOMMENDED BOOKS

Recommended books are those books that are useful as additional reading material.

9.4. ARTICLES, PERIODICALS AND JOURNALS SERVICES

These materials are not available for loan. People who require information from articles, periodicals and journals should make a photocopy of a portion with the required information.

9.5. AUDIO-VISUAL MATERIALS

The library keeps the audio-visual materials, i.e. video tapes, dvds, video cameras, photographic cameras, slide projectors, data projectors, etc. These materials are not available for loan purposes to an individual student. They are available for use in classes, audio-visual center or in the fields by lecturers and technical staff for teaching students. They are also available for use at meetings, conferences, symposiums and other special occasions taking place at the College premises.

9.6. ISSUING OF LIBRARY BOOKS

- 9.6.1. A maximum of three (3) books may be issued to a student at a time, while a maximum of ten (10) books may be issued to the academic staff.
- 9.6.2. Books will normally be issued for a period of fourteen (14) days to students and ninety (90) days for academic staff.
- 9.6.3. Your student card should be produced before the library books could be issued.
- 9.6.4. The borrower remains responsible for proper use and safe keeping of the book until it is returned to the library. Any book returned must be in good condition as when it was borrowed, the borrower shall remain accountable for the repair/replacement of damaged books.
- 9.6.5. Members of the public are allowed to access library services, however; they need to be registered as library users. They are not allowed to borrow the library books.

9.7. RESERVATIONS

- 9.7.1. You may be placed on a waiting list if all copies of the books you require are out on loan.
- 9.7.2. You will be notified verbally if the book requested cannot be supplied.

- 9.7.3. Please do not give up your request unless three weeks have elapsed since your request.

9.8. RENEWALS

- 9.8.1. A book may be renewed twice personally, telephonically or through email, if the book is not in demand at that specific time. This may vary at the discretion of the librarian.
- 9.8.2. When requesting for extension of a loan period it is necessary to quote your student number and the book number of each book to be renewed. The book number can be read on the accession stamp of the inside front, title page and inside back of a book.
- 9.8.3. It is advisable to confirm the new expiry date with the librarian and to write it on the date sheet.
- 9.8.4. Books must be renewed on or before the expiry date in order to avoid penalties.

9.9. RETURNS

- 9.9.1. Books must be returned promptly on or before the expiry date shown on the date slip inside the front cover of the book. This will ensure that books are available for other users on a fair basis.
- 9.9.2. A student failing to bring the library books within the stipulated period will pay the amount of R1-00 per day calculated after the due date.
- 9.9.3. A student or staff member who terminates from this college must return all books prior to termination date.

9.10. PENALTIES

- 9.10.1. A student will be held responsible for the defacement of a book through marking or underlining, or if the book is written in or on.
- 9.10.2. It is important for books to be returned promptly and in good condition so that they are available for other users who are in need of those books. The library would like to avoid imposing penalties whenever possible.
- 9.10.3. Overdue notices will be sent to the users at weekly intervals. An account will be rendered if a user has not replied to a second and final notice of an overdue book or material.
- 9.10.4. Lost or damaged books will be charged according to the current price of a replacement copy.
- 9.10.5. Further book loans will be suspended until the account has been paid.
- 9.10.6. Further book loans will also be suspended for users who frequently return books after expiry date.
- 9.10.7. Legal steps will be taken in case of library users who have discontinued their studies with the college and not returned the library books or paid accounts in full.
- 9.10.8. The results will be withheld for people with unreturned library books or materials.

10. RESIDENCE RULES

10.1. STUDENT RESIDENT COMMITTEE

10.1.1. The name of the Committee shall be known as the Students Residence Committee.

10.1.2. The Committee shall be constituted by the following members:

- Chairperson
- Vice-Chairperson,
- Secretary
- Vice Secretary
- 3 Additional members.

10.1.3. The above Committee shall be gender sensitive and shall operate for one year only.

10.1.4. Duties / functions of the Committee:

- To check all individual rooms and toilets for cleanliness and tidiness;
- To liaise with the warden and students on matters affecting the residence;
- To report to the Warden any damage to in the residence and the culprit responsible.
- To be responsible for the health and welfare of students at the residence.

10.2. RESIDING, ABSENCE FROM AND VACATING RESIDENCE

10.2.1. Residing at college residence is not compulsory,

10.2.2. All students who opt to reside must be present at the opening of the college at the beginning of each semester and after each break.

10.2.3. Should a student residing at college residence wish to absent himself/herself from the college campus for a given time, the warden/matron must be notified on the prescribed form/register obtainable from the warden.

10.2.4. All residing students are expected to vacate their rooms as follows:

- i) All students who **fail to qualify** for examinations on **all** courses registered for the semester must vacate residence immediately after the release of semester marks.
- ii) All students writing semester examinations must vacate residence immediately (latest the next day) after completion of writing of examinations of the particular semester.

10.2.5. Whenever students vacate residence during semester breaks, each student is expected to remove all of his/her belongings, and whatever will be left behind the college must not be held responsible for any loss or damage that may occur.

10.2.6. Whenever residing students leave during a short recess they should sign an appropriate register, stating the date and time of departure, holiday addresses and date and time of return.

10.2.7. A student is allowed to remain or return and make use of residence when there is a compelling situation such as writing of supplementary examinations or otherwise.

- i) If supplementary exam, a student may stay at residence only a day before writing of particular scheduled course free of charge; provided a student has been a residence dweller in the same semester for which supplementary exam is taken. No catering will be provided during the stay and a student is expected to provide his/her own meals.
- ii) If otherwise, a letter of request must be written to the rector for approval, wherein conditions such as extra payments for residing may be recommended.

10.2.8. No student owns a room during the duration of stay and study at college. Thus, a student may be given a new room every next semester. This may also be the case whenever there are other compelling circumstances during the semester.

10.3. OUTSIDE VISITORS

- 10.3.1. A student may have a personal guest to visit him/her in residence and the host student must inform the Warden. Visiting hours are 7h00 to 16h00.
- 10.3.2. Any visitor who does not abide by the normal visiting hours stated above shall be trespassing and shall therefore be subject to relevant rules and common laws.
- 10.3.3. Any host student found having accommodated a visitor outside the normal visiting hours shall face disciplinary action instituted by College Management.
- 10.3.4. The movement of students is restricted by the official closing time of gates, which is 18h00 irrespective of whether permission was granted or not.
- 10.3.5. Visitation in the residence is not a right but a privilege that can be denied or accepted depending on the discretion of the warden and security personnel.
- 10.3.6. No visitor shall threaten any student with harm/hurt damage or reprisal for any reason.

10.4. COLLEGE PROPERTY

- 10.4.1. Students are responsible for College property in the residence and in their rooms and for keeping their rooms neat and tidy. No pictures or papers may be affixed to walls, doors and furniture.
- 10.4.2. Common rooms and/or passage fittings (plugs, etc.) are not to be used for purposes other than those for which they are intended for.
- 10.4.3. Common rooms and/or dining hall furniture should be handled with care, and chairs must not be removed.
- 10.4.4. The use of private electric heaters and electrical appliances connected to light fittings or passage plugs is strictly forbidden. Any item found connected to light fittings will be confiscated and returned at the end of semester.
- 10.4.5. Any damage discovered in a room will be repaired by the College and the costs incurred will be paid by the student concerned.

10.5. ROOM KEYS

- 10.5.1. A student who has been given keys by the Warden / Matron should return it before leaving the College at the end of every semester or on cancellation of registration. If any student retains a room key, not returned or duplicated, giving him/her advantage to gain unlawful access to a room, such shall be regarded as misconduct and a student may be charged.
- 10.5.2. All students should close their windows and doors and make sure that the lights are switched off before handing keys to the Warden.
- 10.5.3. A student who loses the key must report the loss to the Warden or person delegated by him/her who will arrange for replacement at a cost to be paid by the student.
- 10.5.4. No student is allowed to duplicate a key. All students are therefore urged to refrain from such an activity.
- 10.5.5. All students should hand the keys personally to the Warden for the purpose of a proper audit to be done to his/her room before he/she leaves.

10.6. DINING HALL RULES

- 10.6.1. The kitchen Manager or person delegated by him/her is responsible for the maintenance of good order and discipline in the dining hall. Insubordination in the dining hall will be regarded as a serious offence.
- 10.6.2. Students should bring their own utensils.
- 10.6.3. Student meal cards should be produced at all times for meals to be served.

- 10.6.4. Students must leave the dining hall promptly at the end of each meal to enable staff to clean up.
- 10.6.5. No food will be served before or after the official meal times to any student unless by prior arrangement with the Kitchen Manager.
- 10.6.6. Students are under no circumstances allowed to enter the kitchen.
- 10.6.7. Personal guests are allowed with the prior arrangement or permission of the Kitchen Manager provided the prescribed fee is paid and the Warden is informed of such a guest at least two (2) days in advance.

10.7. MEAL TIMES

Meals will be served in the dining hall at the following times:

WEEK DAYS

- Breakfast - 06h45 - 07h30
- Tea - (Time table to dictate)
- Lunch - (Time table to dictate)
- Supper - Summer 18h45 to 19h30
- Winter 17h30-18h15

SATURDAYS, SUNDAYS AND PUBLIC HOLIDAYS

- Breakfast : 07h30 - 08h45
- Tea Time : 09h45 -10h10
- Lunch : 12h30 - 14h00
- Supper : 18h00 - 18h45

11. PROGRAMME OFFERINGS

11.1. About the HE Diploma Programme

The college offers a three year, full time diploma programme with options in Animal Production and Plant Production, namely:

- a. Diploma in Agriculture: Animal Production
- b. Diploma in Agriculture: Plant Production

The Diploma programme runs for three (3) years, from January to December every year. The academic year is divided into two semesters in each of the three years. The programme offering consists of both theory and practical.

The theoretical aspect of the training focuses on acquainting students with the application of basic scientific knowledge to agriculture and with organization of limited resources in a manner that will lead to productive farming. All students take common courses in the first semester of the first year. Beginning from the second semester of the first year, each student is expected to pursue specialised courses in any one of the two instructional programmes offered at the college.

Courses will provide time for discussion, analysis and synthesis of agricultural topics and theories. Tutorials will be arranged for students and from time to time assignment will be given to either to provide feedback on what have been learnt or to encourage students to seek more information in the library

The practical component of the training programme is divided into general and course-specific sessions.

The general practical involve participation in a broad range of farm activities at the college during the first semester of the programme. From the second semester, students are engaged in managing farm activities in their specialised areas of interest. General practical will be conducted once a week and students will be monitored and evaluated by lecturers and technical staff. The general practical are aimed at developing student's ability to work under real farm and farmer's situation. These sessions allows students to gain practical experience and knowledge in agricultural enterprises and management.

The course-specific practical are course-related. These sessions are aimed at applying theory to practice thereby bringing realism to classroom experience. Since the training programme aims to make the students productive immediately after graduation from the college, course-related practical increase the proficiency in hands-on skills.

Course-related practical are evaluated by the lecturer concerned in a particular course and the marks obtained count towards the end-of-semester mark of the particular course. The practical will be conducted at least once a week for each course.

The programme have, in addition to general practical and course-specific practical, a half-year of Experiential Learning. Experiential learning will be undertaken during the first semester of the final year (3rd) of the student studies. Experiential Learning is aimed at exposing students to real farm situations and working environment, thereby preparing them for labour market in the field of agriculture and their chosen areas of specialization.

In addition theory and practical sessions described above, excursions or field trips will be periodically organised in the form of visits to commercial farms, agricultural institutions, research centres etc., so as to enrich the training programme. Guest speakers may occasionally be invited to lecture students on specialized topics.

CURRICULUM INDEXES

11.1.1. DIPLOMA IN AGRICULTURE - ANIMAL PRODUCTION

YEAR 1 SEMESTER 1

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
AGC 101	Agricultural Calculations I	Fundamental	Non-Practical	5	8	None
BAS 101	Basic Plant & animal science	Fundamental	Practical	5	8	None
NRM 101	Natural Resource Management	Core	Practical	5	10	None
AEC 101	(Introduction to) Production Economics	Core	Non-Practical	5	10	None
CPU 101	Computer Application 1	Fundamental	Practical	5	8	None
COM 101	Communication	Fundamental	Non-Practical	5	8	None
SOC 101	Sociology	Fundamental	Non-Practical	5	6	None

YEAR 1 SEMESTER 2

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
AGC 102	Agricultural Calculations II	Fundamental	Non-Practical	5	8	AGC 101
AEC 102	Farm Accounting	Core	Non-Practical	5	10	AEC 101
CPU 102	Computer Application II	Fundamental	Practical	5	8	CPU 101
SSC 102	Soil Science I (Introduction to soil Science)	Core	Practical	5	10	AGC 101 & NRM 101
EXT 102	Agricultural Extension I (Introduction to Extension)	Core	Non-Practical	5	10	None
ETH 102	Ethics	Core	Non-Practical	5	8	None
HRM 102	Human Resource Management	Core	Non-Practical	6	8	None

YEAR 2 SEMESTER 3

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
ANP 201	Anatomy and Physiology (Of Farm Animals)	Core	Practical	6	12	BAS 101
ANP 211	Animal Breeding	Core	Practical	6	12	BAS 101
AEG 201	Agricultural Mechanisation & Structures	Core	Practical	6	12	AGC 101
EXT 201	Agricultural Extension II	Core	Non-Practical	6	10	EXT 102
ANP 221	Beef Production	Core	Practical	6	12	BAS 101
<i>Select any one (1) of the Following</i>						
ANP 231	Dairy Production	Elective	Practical	6	12	BAS 101
ANP 241	Aquaculture	Elective	Practical	6	12	BAS 101

YEAR 2 SEMESTER 4

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
IRR 202	Irrigation & Water Management	Core	Practical	6	12	SSC 102
ANP 202	Animal Nutrition	Core	Practical	6	12	ANP 201
PSC 202	Cultivated Pasture	Core	Practical	6	12	SSC 102
AEC 202	Agricultural Marketing (Agricultural Economics II)	Core	Non-Practical	6	10	AEC 101
ANP 212	Poultry Production	Core	Practical	6	12	ANP 201
Select any one (1) of the following						
ANP 222	Pig Production	Elective	Practical	6	12	ANP 201 & 211
ANP 242	Bee (Keeping) Production	Elective	Practical	6	12	ANP 201

YEAR 3 SEMESTER 5

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
ANP 311	Animal Health	Core	Practical	7	12	ANP 201 & 202
ANP 301	Small Stock Production	Core	Practical	6	12	ANP 201 & 211
PSC 301	Veld Management	Core	Practical	7	12	PSC 202
LUP 301	Land use planning (Include project mgt elements)	Core	Practical	7	12	SSC 102
AEC 301	Farm Business Management & Entrepreneurship	Core	Practical	7	8	AEC 102 & 202
Select one (1) of the following						
AFT 301	Agro-Food Processing	Elective	Practical	7	12	None
EXT 301	Agricultural Extension III	Elective	Practical	7	12	EXT 201

YEAR 3 SEMESTER 6

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
EPL 302	EXPERIENTIAL LEARNING	Core	Practical	6	60	All courses of Semesters 1-5

Total Credits for the programme = 388

DIPLOMA IN AGRICULTURE - PLANT PRODUCTION

YEAR 1 SEMESTER 1

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
AGC 101	Agricultural Calculations I	Fundamental	Non-Practical	5	8	None
BAS 101	Basic Plant & animal science	Fundamental	Practical	5	8	None
NRM 101	Natural Resource Management	Core	Practical	5	10	None
AEC 101	(Introduction to) Production Economics	Core	Non-Practical	5	10	None
CPU 101	Computer Application 1	Fundamental	Practical	5	8	None
COM 101	Communication	Fundamental	Non-Practical	5	8	None
SOC 101	Sociology	Fundamental	Non-Practical	5	6	None

YEAR 1 SEMESTER 2

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
AGC 102	Agricultural Calculations II	Fundamental	Non-Practical	5	8	AGC 101
AEC 102	Farm Accounting	Core	Non-Practical	5	10	AEC 101
CPU 102	Computer Application II	Fundamental	Practical	5	8	CPU 101
SSC 102	Soil Science I (Introduction to soil Science)	Core	Practical	5	10	AGC 101 & NRM 101
EXT 102	Agricultural Extension I (Introduction to Extension)	Core	Non-Practical	5	10	None
ETH 102	Ethics	Core	Non-Practical	5	8	None
HRM 102	Human Resource Management	Core	Non-Practical	6	8	None

YEAR 2 SEMESTER 3

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
PLP 201	Plant Breeding	Core	Practical	6	12	BAS 101
AEG 201	Agricultural Mechanisation & Structures	Core	Practical	6	12	AGC 101
EXT 201	Agricultural Extension II	Core	Non-Practical	6	10	EXT 102
PPR 201	Crop Protection I (Plant Pests & Weeds)	Core	Practical	6	12	BAS 101
PLP 211	Nursery & Greenhouse Management	Core	Practical	6	12	BAS 101
<i>Select any one (1) of the Following</i>						
PLP 221	Industrial Crop production	Elective	Practical	6	12	SSC 102
PLP 231	Agro-Forestry	Elective	Practical	6	12	SSC 102

YEAR 2 SEMESTER 4

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
IRR 202	Irrigation & Water Management	Core	Practical	6	12	SSC 102
PPR 202	Crop Protection II (Plant Diseases)	Core	Practical	6	12	PPR 201
SSC 202	Soil Science II	Core	Practical	6	12	SSC 102
AEC 202	Agricultural Marketing	Core	Non-Practical	6	10	AEC 101
PLP 212	Agronomy	Core	Practical	6	12	SSC 102
<i>Select any One (1) of the following</i>						
ORG 202	Organic Farming	Elective	Practical	7	12	SSC 102
PLP 232	Floriculture	Elective	Practical	6	12	SSC 102

YEAR 3 SEMESTER 5

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
SSC 301	Soil Science III	Core	Practical	7	12	SSC 202
PLP 311	Vegetable Production	Core	Practical	6	10	SSC102
PLP 301	Fruit Production	Core	Practical	6	12	SSC102
LUP 301	Land use planning	Core	Practical	7	12	SSC102
AEC 301	Farm Business Management & Entrepreneurship	Core	Non-Practical	7	8	AEC 102 & 202
Select one (1) of the following						
AFT 301	Agro-Food Processing	Elective	Practical	7	12	None
EXT 301	Agricultural Extension III	Elective	Practical	7	12	EXT 201

YEAR 3 SEMESTER 6

Course Code	Course Title	Category 1	Category 2	NQF Level	Credits	Pre-requisites
EPL 302	EXPERIENTIAL LEARNING	Core	Practical	6	60	All courses of Semesters 1-5

Total Credits for the programme = 388

11.2. COURSE OUTLINES

11.2.1. Animal Production Courses

ANIMAL NUTRITION - ANP 202

Theory: Composition and functions of feedstuffs: Water, Dry matter, Organic matter, Crude Protein, Energy, Carbohydrates, Lipids, Trace Minerals.

Digestive system: Stomachs, Large and Small intestines. Feed evaluation and classification
Concentrated feeds for ruminant and monogastric animals. Nutrient requirements in dairy cattle and Formulation of rations.

Practical: Identification of different feed sources, Ration formulation, Hay making, and Silage making

PIG PRODUCTION - ANP 222

Theory: Overview of the SA Pig industry; Pig breeds used in SA; Housing requirements for proper production; Reproduction of pigs; Selection of gilts; Management of the sows and boars; Feeding principles and strategies; Management of gilts; Management of pregnant sows and new born piglets; Carcass and meat quality; The SA pork classification system; Factors affecting death during transit; Factors affecting the reproductive performance of the sow; Record keeping.

Practical: Identification of different breeds, Development of pig management programme, Record keeping and Educational tours to well established pig farms.

VELD MANAGEMENT -- PSC 301

Theory: Introduction to veld types: Grass and ecology, Biomes of South Africa, Sweet veld, Sour veld and Mixed veld, Palatability of grasses, Grazing value, Ecological status.

Plant succession: Climax and sub-climax grasses, Invasion, Limiting factors, Productivity and stability of plant communities.

Growth patterns of grasses: Stages of grass growth cycles, Herbage quality, Chemical composition and nutritive value.

Different strategies for managing veld: Grazing management, Continuous grazing, Rotational grazing, Selective grazing, Stocking rate and carrying capacity,

Veld rest and bush encroachment: Understanding the logic behind veld Resting, Types of rests, Bush encroachment, Controlling bush encroachment.

Practical: Grass Climate change and grass production; Fire as management tool: Reasons for veld burning, Period to burn, Types of fires.; Species identification, Veld condition assessment, Bush Encroachment control techniques and Construction of fire belts.

CULTIVATED PASTURES - PSC 202

Theory: Selection of pasture species and Establishment of cultivated pastures: different seed types, seedbed preparation, choice of pasture species;

Nutrient requirement of sown or cultivated pastures; Management of cultivated pastures; Water requirement of pastures cultivated pastures; Fodder planning for different fodder types. Main grass and legume pastures in South Africa.

Practical: Seedbed preparation techniques, Seed selection, Irrigation planning, and Fodder flow planning programme.

AQUACULTURE - ANP 241

Theory: Principles of Aquaculture; Economic importance of aquaculture in South Africa; Anatomy and physiology of fishes; Water quality parameters suitable for fishes; Methods of fish seed production and production systems; Fish nutrition and Feed Technology; Water parameters that affect feed consumption; Different types of diseases, parasites and predators prophylaxis of fish diseases; Different ways of harvesting fishes and post harvesting Technology; Slaughtering methodologies of fishes

Practical: Identification of different type of fishes; Construction of earthen ponds; Test water quality; Preparation of fish ponds for fish stocking; Different types of spawning; identification of different feeds; Feeding methods; Identification of males and females; mixing feeds with hormones for the prevention of diseases and parasites; methods of harvesting; post harvest technology.

ANIMAL HEALTH - ANP 301

Theory: The animal's immune system and vaccines: application, handling, storage; The most important notifiable and zootic diseases in animals: bacterial, viral, protozoal and fungal; Chemical, plant and mycotoxins Toxins; Vaccination programmes for different parts of the country; Livestock first aid; Animal management practices such as castration, dehorning, branding, injections, simple surgery; Internal and external parasites and their control

Practical: Examination of sick animals; Collection of blood and faecal samples; Bucellosis and TB testing; Fertility evaluation; post mortem; Injection sites and syringe; Authentication of poisonous plants; Record keeping.

SMALLSTOCK PRODUCTION - ANP 301

Theory: Goats and sheep breeds and their distribution in South Africa; Economic importance of goats and sheep in South Africa; Breeding systems; Lambing / kidding management; Describe and discuss the feeds and feeding of goats and sheep; Fodder flow planning; Basic flock health principles; Record keeping; Welfare

Practical: Ear tagging, castration, shearing, wool sorting, tattooing, foot trimming, dosing; fodder flow planning; smallstock farm visits

ANIMAL BREEDING - ANP 211

Theory: Genetic properties of a population; Quantitative characters; Types of traits in farm animals; Breeding value; Selection; Inbreeding and crossbreeding.

Practical: Detection of estrus signs; Palpation of the cervix; Incision of semen pistol and deposition of semen; Pregnancy test;

DAIRY PRODUCTION - ANP 231

Theory: Dairy cattle breeds; Dairy cattle condition scoring; Between animal interactions; Stress management in dairy cattle; Stockman and cow interactions; Milking procedure; Cleaning of the milking parlor; Dairy cattle feeding; Fodder flow planning; Dairy management calendar; Mastitis and record keeping.

Practical: Body condition scoring, selection and culling, feeding, hoof training, artificial insemination, pregnancy test, Mastitis tests, calf rearing, synchronization of cows.

ANATOMY AND PHYSIOLOGY - ANP 201

Theory: Conformation and body measurements of domestic animals: Position of an organ in / on the animal body, Conformation and body measurements of the bovine; Cell structures and cellular physiology: Cell morphology, Difference between plant and animal cell; Different anatomical body structures and physiological processes; Body parts; Skeleton; Muscles, Chest organs, Abdominal organs, reproductive organs; Nervous system

Digestive system: Lips and tongue, Salivary glands, Teeth, Tonsils, Oesophagus, Stomach, Small intestine, Pancreas, Large intestine, Liver and gall-bladder, Digestive tract of a chicken; Reproductive system; Excretory system: Urinary, Skin, Lungs; Blood and circulatory system: Blood and blood vascular system, Lymphatic system; Reproduction system; Endocrine system; Control of homeostasis: pH, Temperature, Osmotic pressure, Energy; Immune system

Practical: Dissection of farm animals: largestock, rabbit, pig, poultry, game animals; Recognition of vital organ: use models and specimens; Observation of life supporting systems; Histological evaluation of relevant tissues under the microscope.

POULTRY PRODUCTION - ANP 212

Theory: Poultry Farming systems: Importance of different farming systems, Different farming systems: Intensive system, Semi-intensive, Extensive system; Equipment used in poultry house: Identify various types of equipment, Bedding materials; Preparation of a poultry house: Cleaning and disinfection of a poultry house, Furnishing of a poultry house; Feeding and temperature control in a poultry house: Types of poultry feeds, Stages of feeding, Methods of controlling temperature in a poultry house, Brooding equipment, Lighting programme; Management practices in the poultry industry: Cannibalism, De-beaking, Management of laying flock, Culling and selection; Reproduction and egg formation: Reproductive system of birds, Structure of an egg, Egg formation process and path, Egg quality (size, shape and colour); Poultry diseases and control: Different poultry diseases, Treatment and vaccination of poultry diseases, Disposal of dead birds

Practical: Poultry house preparation: cleaning and disinfecting; Preparing for the receiving of chickens; Litter management; Daily management practices: feeding, housing and environmental control, lighting, health management vaccination, record keeping, record keeping, weighing; Slaughtering and dressing; Grading and packing eggs; Routine hygiene in poultry houses.

BEEKEEPING - ANP 242

Theory: Beekeeping as good agriculture; Beekeeping terminology; Basic honeybee anatomy and morphology; Honeybee castes; Division of labour amongst worker bees; Diseases and other problems; Behaviour of honeybee castes; Bee handling skills; Biology of bees; Social behavior of bees; Activities of bees; Special management of bees; Queen rearing; South African nectar and pollen flora; The honey crop; Honey; Processing of honey; The poisoning of bees; Pollination; Bees in urban areas; Bees in peri-urban areas

Practical: Placement of bee hives; Opening bee hive; Obtaining swarms (trapping bees); Apiary inspection; Harvesting of bee products from hive; First aid after bee sting; Processing of bee products: making candles, polish, cough syrup; Obtaining wax from many combs.

11.2.2. PLANT PRODUCTION COURSES

PLANT BREEDING - PLP 201

Theory: Introduction to plant breeding and objectives of plant breeding; Important concepts in genetics and plant breeding (inheritance, genotype vs. phenotypes, dominance, Segregation and recombination, Hybrids/di-hybrids/ tri-hybrids and mutations); Reproduction Systems of plants; Different methods of breeding plants; Breeding Self-pollinating Crops; Breeding Cross-pollination crops; Mutation Breeding; Genetic engineering in plant Breeding.

Practical: Visiting various farm projects and comparing various cultivars of cultivated crops. Participate in activities involved in small scale seed production projects.

NURSERY MANAGEMENT - PLP 211

Theory: To expose students to undercover farming and environmental controlled farming systems: Principles and requirements of nursery management; Nursery requirements and structure of nursery. Different methods of plant propagation (sexual and asexual methods of propagation); Marketing and finances of the nursery

Practical: planting of seeds in seedling trays, propagation by means of seeds, cuttings, layering, grafting and budding. Trellising, desuckering, scouting, pest and disease control in hydroponic production unit.

FLORICULTURE - PLP 232

Theory: Classification of ornamental plants; Production of cut flowers, pot plants, foliage plants, bedding plants, ornamental shrubs and ornamental trees; Management of flowers (climatic requirements, soil requirements, establishment, irrigation, fertilization, weed control, pest control, disease control, trimming, pruning and training); Marketing of plants.

Practical: Field activities to establish and manage selected flowers and ornamentals on individual plots; Excursion to commercial plantation to supplement field activities.

SOIL SCIENCE I - SCC 102

Theory: Introduction to soil science; soil science concepts: soil texture, soil structure, soil profile, catena and soil horizons; how soil texture affects water and plant relations; t basic soil physical and chemical properties; relationships between soil properties; basic physical and chemical properties of soil; relationships between soil chemical properties to cation exchange capacity, pH, organic colloids, inorganic colloids and salt-affected soils; relationship between soil air, soil water and temperature

Practical: Determination of plant nutrients deficiency (plant pot trials) soil and plant sampling and analysis; Interpretation of soil and plant analysis and recommendations; Design and conduct of soil fertility recommendations; Calculation exercises on fertilizers recommendations

SOIL SCIENCE II - SCC 202

Theory: Soil biology and soil classification; Soil forming rocks and minerals: types and their formation; Weathering rocks and minerals: parent materials; Soil profiles, forms and families; Land use capability classes and soil classifications; The influence of C:N ratio to the rate of decomposition; Importance of biological cycles to the ecosystem; Kinds and significance of microorganisms present in soil and their role in crop productivity and environmental quality

Practical: Determination of plant nutrients deficiency (plant pot trials) soil and plant sampling and analysis; Interpretation of soil and plant analysis and recommendations; Design and

conduct of soil fertility recommendations; Calculation exercises on fertilizers recommendations

AGRO-FORESTRY - PLP 231

Theory: History, definition, concepts, importance and principles of Agroforestry; Classification of Agroforestry systems; Agroforestry Practices in the tropics; Agroforestry species, multipurpose trees/shrubs, tree-crop interactions & management; Nutrient cycling; biomass decomposition; soil productivity management, soil conservation, environmental amelioration in agroforestry; Economic and financial analysis, marketing and evaluation of agroforestry products and benefits; Socio-cultural linkages, land tenure, gender issues in agroforestry; Laws, legal frameworks and policies that impacts on Agroforestry; General challenges (e.g. bio-physical changes) & opportunities to practising Agroforestry in developing countries

Practical: Nursey& Field activities in the establishment, management and harvesting of agro-forests

SOIL SCIENCE III - SSC 301

Theory: Relationships between plant root system: growth distribution, forms and factors affecting; root hairs and CEC of roots; shoot-root relationship; Soil sampling and soil sampling techniques; Recommend fertilizers and calculations of the exact required amount to be applied; Organic vs inorganic fertilizer

Practical: Determination of plant nutrients deficiency (plant pot trials) soil and plant sampling and analysis; Interpretation of soil and plant analysis and recommendations; Design and conduct of soil fertility recommendations; Calculation exercises on fertilizers recommendations

IRRIGATION AND WATER MANAGEMENT - IRR 202

Theory: Water sources, Water quality, Soil, Water and plant relations, Moisture (Soil water), Evapotranspiration, Methods to measure soil water, The tensiometer: use installation and maintenance; Description of irrigation and its importance, Selection of land for irrigation, Irrigation systems, Principles of drip/Trickle or Micro Irrigation, Principles of Sprinkler / rain or floppy Irrigation, Service and maintenance of irrigation systems; Predicting irrigation needs, Irrigation scheduling, Fertilizers in irrigation (fertigation), Salt problems; Description and importance of agricultural water management, On-farm water management approaches, Constitutional aspect relevant to water, Water laws (National Water Act).

Practical: Collection of water samples and field testing of water quality parameters; Collection of data (climatic, hydrologic, crop and soil) for application in irrigation designs and scheduling; measuring of soil moisture content, infiltration rate and evapotranspiration; farm visits and assessment of farm's existing systems (irrigation, damage and conveyance systems) and water services; analysis and interpretation of data (climatic, hydrologic).

AGRONOMY / FIELD CROP PRODUCTION - PLP 212

Theory: Factors in field crop production: Factors that influence and limit crop yields; Crop improvement, Cultural systems and Intensified agriculture in field crop production; Cultivar choice principles for maximum field crop production; Seed production practices in field crop production; Cultivation and Management practices of major field crops such as; Maize, Sorghum, Sunflower, Cotton, Sweet-potato etc. with regard to: Climatic and soil requirements, growth and development stages, cultural practices, nutrient requirements, fertilization,

irrigation, disease and pest control, harvesting and post-harvesting handling; Laws, legal frameworks and policies that impacts on field crop production

Practical Scope: Experiments to demonstrate seed germination ability, scouting and recording nutrient deficiencies indicators, field activities in the establishment, management harvesting and grading of field crops.

FRUIT PRODUCTION - PLP 301

Theory: To introduce students to orchard establishment and the management of fruit trees .Economic planning & human-nutritional value; Climatic requirements of tropical as sub-tropical fruit types; Establishment of orchard, Site selection; Orchard lay-out, Land preparation, Cultivar selection, planting; Pruning and training principles; Fertilization principles; Irrigation principles; Pest and disease control; Harvesting, post-harvest handling and storage, processing, marketing

Practical: Field activities involving establishment and management of fruit trees , Site identification and lay out of orchards. Planting seeds for root stocks and Propagation processes; Fruit trees maintenance (pruning, weeding, irrigation, fertilization); Disease and pest control activities in orchard (scouting and spraying of chemical); Harvesting

ORGANIC FARMING SYSTEMORG 202

Theory: To expose students to natural way of farming without the use of artificial fertilisers and chemicals as well as accreditation and marketing in organic production. Introduction to Organic Farming, Integrated Farm Management Systems, Organic Management Issues, Organic Soil Management and Crop Nutrition, Weed Management, Pest and Disease Management

Practical: Crop rotation, mulching, green manuring, compost making. Exposure trip to organic farms

LAND USE PLANNING - LUP 301

Theory: Definition of land use planning; land use vs land utilization type; Land planning possibilities; Types of data required for land use planning; Natural resource inventory; Collection of data required for land use planning; Steps to be followed in land use planning; Principles of different land capability evaluation systems; Strength and weakness of different land capability classification systems; Data to be collected and methods of collection for different land capability evaluation systems; Map scales; Legend Map; Suitable Land classification; Land use plan

Practical: Students will be expected to execute field mapping excises such as Map reading, Aerial photograph interpretation, Soil mapping and preparation of soil map and soil survey report. Determination of land use plans from sets of predetermine information. Exercises in land use surveying: contouring and other soil conservation works. Students to produce, use plan of a farm or settlement of their choice.

CROP PROTECTION I - PPR 201

Theory: Understand the principles of pest control: why insect are of important to man, especially in the horticulture; Identification of different types of pests; harmful and beneficial effects of pests on crop; Integrated pest management; Activities associated with pest control, e.g. Formulation, properties of insects and calibration of spray equipment; Necessary safety precautions when working with pesticides

Practical: Collecting different types of pests using different types of scouting methods: Apply pesticides with manual sprayer

CROP PROTECTION II - PPR 202

Theory: The concepts of plant diseases; Classification of plant diseases; History and philosophy of plant Pathology; Diagnosis of plant diseases; Identification of a previously unknown diseases; Weeds management

Practical: students will be expected to diagnose different symptoms of various diseases in crop production industry.

INDUSTRIAL CROP PRODUCTION - PLP 221

Theory:History of black tea, climate and soil requirements of black tea, cultural practices of tea, pruning and plucking of black tea, diseases and pests of tea, processing, trading and marketing of black tea, herbal tea production as well as herbs.

Classification of coffee, origin and distribution of coffee, major production areas and levels, pests and diseases of coffee, cultivars and cultural practices of coffee and post-harvest handling of coffee.

Practical: Students will be allocated plots of herbs as well as propagating herbal tea in the nursery. The students will maintain the plots as well as herbal tea. Practical marks will be allocated after evaluation of the plots and students will be expected to write practical report which will form part of the final assessment for examination.

VEGETABLE PRODUCTION - PLP 311

Theory: Classify specific types of vegetable crops; Determine suitable areas for the production of tomato, onion, crucifers and carrots; Differentiate between different types of cultivars; Carry out the cultural practice involved in the establishment of tomato, onion, crucifers and carrots; Irrigate and fertilize tomato, onion, crucifers and carrots; Control of weed, pests, disease, on tomato, onion, crucifers and carrots; Understand various stages and times of harvesting of tomato, onion, crucifers and carrots

Practical: students will be given a vegetable experiment to conduct at the experimental farm and will be required to write up the results of the experiment.

11.2.3. Extension Courses

AGRICULTURAL EXTENSION I - EXT 102

Theory: What and who is an extension worker; Methods of extension; Adoption and diffusion of innovation; How to manage agricultural extension; Policy issues in agriculture;

AGRICULTURAL EXTENSION II - EXT 201

Theory: Methods of human behavior; Extension ethics; Background to farmers' use of Extension; Extension methods; Role of Extension vs other disciplines.

AGRICULTURAL EXTENSION III - EXT 301

Theory: Concepts of extension; History of extension; Methods of extension; Special target groups; Extension programme planning; Evaluate the extension programme.

11.2.4. Agricultural Economics Courses**PRODUCTION ECONOMICS (AGRICULTURAL ECONOMICS I) - AEC 101**

Theory: Introduction: Reasons for the study of economics, Economic methodology, Economic system, Macro/Micro objective, Factors of Production; Production economics models: Factors-product model, factor-factor model, product-product model, classical production function, three stages of production; Cost of production: Average cost, Marginal cost, Value of agricultural production; Economic optimum: Specialization and diversification: Reasons for specialization; Reasons for diversification: Risk and Uncertainty; Attitude of risk: Decision making under risk and uncertainty

FARM ACCOUNTING (FINANCIAL MANAGEMENT) - AEC 102

Theory: Introduction : Reasons for farm accounting, Elements of farm record; Recording of income and expenditure: Bank statement, Cash receipt, Invoice, Dealers statement, Cheque; Balance sheet: Element of balance sheet, Income statement, Cash flow statement; Cash analysis; Profit and loss account: Computation of profit and loss account, Calculation of adjustment, Closing balance sheet

AGRICULTURAL MARKETING (AGRICULTURAL ECONOMICS II) - AEC 202

Theory: Introduction: Marketing defined, Marketing create value adding, Marketing process, Characteristics of Agric products, Characteristics of Agric production; Approaches to Marketing: Functional approach, Institutional approach, Behavioural approach; Price analysis: Role of price, Price determination, Demand and supply, Demand function; Supply function: Elasticity's: Elasticity of demand, Elasticity of supply, Elasticity of income, Process of setting price; International trade: Why national trade, Role of trade, Principle of comparative advantage, Principle of absolute advantage, Trade policy, Protectionism vs Free trade, WTO and GATT

FARM BUSINESS MANAGEMENT & ENTREPRENEURSHIP - AEC 301

Theory: Introduction to farm business; Farm records; Analysis of farm accounting information; Farm planning technologies; Investment and estate planning; Strategic management

11.2.5. Other Supporting Courses**AGRICULTURAL CALCULATIONS I - AGC 101**

Theory: Fractions, percentages, decimals, exponents, ratios; Rounding off and significant figures; Quantities, units and conversions; Proportions and scale; The use of formulae and equations; Measure, estimate and calculate physical quantities (length, breadth, depth or height, area, circumference, perimeter and volume)

AGRICULTURAL CALCULATIONS II - AGC 102

Theory: Terms, concepts and methods used in statistics; Importance of statistics in agriculture; Measures of central tendency (Mean, mode, median); Measures of variability (standard deviation, variance, range); Methods to represent statistics in easy "to use" form (pie chart, histogram, graphs); Estimation of probabilities (normal distributions properties); Linear regression analysis (regression equation, simple linear regression, correlation).

NATURAL RESOURCE MANAGEMENT - NRM 101

Theory: What is environmental science ?; Topology of environment; An integrated system of four spheres of environment; Importance of studying environmental and resources; Principles for sustainable living in South Africa; Environmental Management; Ecosystems; Environmental Impact Assessment.

Practical: Identify natural resources; Identify degraded resources and bring about solutions; Impact Assessment of new developing area / land

AGRO- FOOD PROCESSING AND TECHNOLOGIES - AFT 301

Theory: Importance of fruits, vegetables ,milk and meat and their nutritive value; Properties of fruits, vegetables , milk and meat; Deterioration factors and their control; Technical means against deterioration; General procedures for fruits, vegetables, milk and meat preservation; Auxiliary raw materials and packaging materials; Fruits, vegetables, milk and meat specific preservation technologies; Quality control/ quality assurance and hygiene requirements.

Practical: Demonstration on marmalade jam and biltong making; Visit to the factory where jam and biltong/ milk are preserved and processed.

HUMAN RESOURCE MANAGEMENT - HRM 102

Theory: Introduction to Human Resources Management; Human Resources Planning; Recruitment, Selection, Employee Induction and Career Management; Motivation, Leadership and Performance Appraisal; Compensation Administration; Training Developments and Methods; Affirmative Action.

BASIC PLANT AND ANIMAL SCIENCE - BAS 101

Theory: Plant and animal cells; Taxonomical classification of plants and animal; Plant morphology; Breeding of domestic animals in South Africa; Anatomy, growth, and development of farm animals.

Practical: Recognition and characterization of farm animals/breeds: cattle, small stock, poultry, pigs, rabbits; Dissection of reproductive organs: use of models and specimens; Educational visits to different farms for breeds recognition.

ETHICS - ETH 102

Theory: Concept of ethics; Business ethics and its importance within the business world; How to make a moral decision in a business; Socio-cultural instruments for promoting ethical behavior; Public service unions and ethics and the ethical challenge for superordinate public officials; Impact of ethics on agriculture and its perception on HIV/AIDS.

COMMUNICATION - COM 101

Theory: Use communication in agribusiness world; Lead and function as a group; Manage the communication process; Interpret and attach meaning to codes and symbols; Negotiate in good faith; Manage conflict in work place; Develop listening skills; Attach meaningful attributes to verbal and nonverbal communication.

Practical scope: Public speaking – project presentation.

AGRICULTURAL MECHANISATION AND STRUCTURES I - AEG 201

Theory: Introduction to various sources of farm power; Types of tractors and operation power out-put; Importance of tractors at farm situation; Tractor driving and hitching of implements; Tractor systems and their maintenance; Hitching , leveling and adjustment of implements;

Selection, training and care of traction animals; Selection and the use of various animal drawn implements; Planning for farm machinery utilization; Management and maintenance of farm machinery; Farm Buildings and structures; Planning, designing and erection of farm buildings; Building plans and specifications; Basic building materials. Quantities and costs of materials; Foundation, floor and walls construction setting out a building; Fence, dips and silage pit construction

Practical: Workshop practices; tractor driving; tractor maintenance daily and weekly routines and servicing; assembling and disassembling of tillage implements; ploughing, harrowing and calibration of a planter; designing of animal harness; Systems; Drawing and interpretation of building plans; Design and construction of a tool store. Concrete mixing and placing; Fencing and fence repairs; Handling manually and power-operated tools; Joining materials by welding, soldering, riveting, gluing and bolting.

IRRIGATION AND WATER MANAGEMENT – IRR 202

Theory: Irrigated agriculture in South Africa; concepts used in irrigation management - soil-plant water relationships, soil, plant and atmosphere relationships, plant-related concepts, abbreviations and symbols in irrigation; principles of irrigation - soil water balance, soil water measurements, plant water measurements; water resources for irrigation purposes - calculations of water required for various irrigation enterprises; water quality for irrigation - factors that determine water quality, salinity of irrigation water, effect of pesticides on irrigation efficiency, effect of algae on irrigation efficiency; leaching; planning for irrigation - factors affecting systems planning; irrigation systems – applicability, advantages and disadvantages, selection of irrigation method; irrigation scheduling; other forms of irrigation.

Practical: Exposure to various irrigation systems and water sources, Soil water measurements, components of irrigation systems; irrigation scheduling.

COMPUTER APPLICATIONS I – CPU 101

Theory: Components of PC and how do they interact with each other; Navigating around windows 7 environment; Basic commands on Microsoft Office Word 2010 level 1; Basic commands on Microsoft Office Excel 2010 level 1; Microsoft Office PowerPoint to make a professional presentation level 1.

Practical: Open and perform different tasks on Microsoft Word and PowerPoint (Presentation).

COMPUTER APPLICATIONS II – CPU 102

Theory: Advanced commands on Microsoft Office Word 2010 level 2; Advanced commands on Microsoft Office Excel 2010 level 2; Microsoft Office PowerPoint to make a professional presentation with animated pictures and sound.

Practical: Open and perform different tasks on Microsoft Excel (Spreadsheet).