EQUINE-LIBRIUM COLLEGE

a world class education and treatment facility

COLLEGE INFORMATION RULES AND REGULATIONS

VETERINARY PHYSIOTHERAPY COURSE
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ACADEMIC PERSONNEL
Equine-Librium College Academic Personnel

PRINCIPAL
Prof Sybrand van den Berg
BVSc, BVSc (hons), MMedVet (Surgery & Radiology), DVSc

VICE PRINCIPAL
Marinette Teeling
BSc Physiotherapy, MSAnimST (Animal Physiotherapy), Cert CN, Senior Lecturer

SECTION OF THERAPY SCIENCE AND APPLIED THERAPY
Marinette Teeling
BSc Physiotherapy, MSAnimST (Animal Physiotherapy), Cert CN, Lecturer
Prof Ann Carstens
BVSc, PhD, MMedVet(Diag Im), MMedVet(Large Animal Surgery), MS(Veterinary Physiology), Dip Tertiary Teaching, Lecturer
Erane Jordaan
Veterinary Physiotherapist, SANEF, Lecturer
Dr John Carstens
BCom, BCom Hons, MCom, PhD, CA (SA), Part-time Lecturer
Jeanette Pauw
BSc, Hons, MS Mathematical Statistics, Part-time Lecturer
Karis Bryen
Canine Behaviorist, Part-time Lecturer
Bridget Hampton
Equine Behaviorist, Part-time Lecturer

SECTION OF VETERINARY SUBJECTS
Prof Sybrand van den Berg
BVSc, BVSc (hons), MMedVet (Surgery & Radiology), DVSc, Lecturer
Dr Kenneth Joubert
BVSc, MMedVet (Anaesthesia), Part-time Lecturer
Dr Thomas Ovendale
(BSc)(BVSc), Lecturer
Prof Ann Carstens
BVSc, PhD, MMedVet(Diag Im), MMedVet(Large Animal Surgery), MS(Veterinary Physiology), Dip Tertiary Teaching, Part-time Lecturer
Dr Cedric Tutt
BScAgric, BVSc, BVSc (Hons), MMedVet(Med), Diplomate EVDC, Part-time Lecturer
Dr Mike Ross
BSc, BVSc, Part-time Lecturer
Dr Mark Shortreed
BVSc, Part-time Lecturer
GENERAL INFORMATION

NATIONAL BENCHMARK TEST
All applicants must provide nbt (national benchmark test) results with their application form. The cost incurred for this test is the responsibility of the applicant.

STATEMENT OF SYMBOLS
When registering at Equine-Librium College an applicant has to submit a record of symbols obtained for each subject in Grade 12.

NATIONAL SENIOR CERTIFICATE (NSC)
All applicants must provide a certified copy of their National Senior Certificate with their application form.

LANGUAGE OF INSTRUCTIONS
At Equine-Librium College classes and notes are given to students in English. Afrikaans speaking students can decide to communicate in Afrikaans, it is however required that all students be fluent in English.

BURSARIES AND LOANS
Applicants should apply at an accredited financial institution for student loans.

ACADEMIC ORIENTATION DAY
Orientation is held at the beginning of the academic year for new students. The orientation day is compulsory. Parents of students are encouraged to attend.

PRESCRIBED BOOKS
On acceptance to the course, students will receive a list of compulsory and recommended textbooks. The cost of the books are not included in the fees and it will be the responsibility of the students to source them.
AMENDMENT OF REGULATIONS AND FEES
The College retains the right to amend the regulations and to change fees. The fees advertised in respect of the programme represent the cost associated with the formal services rendered. This includes lectures, practical’s, library, consumables, access to electrotherapy modalities, cleaning services, electricity and water supply etc.

DRESS CODE
Specific regulations regarding dress code will be discussed at the orientation day. Equine-Librium students are required to purchase compulsory Equine-Librium items of clothing.

EXCURSIONS
As it is essential to gain practical experience outside of the College, students should make provision for an adequate amount of money to cover expenses (travelling costs, accommodation, food, etc.) For these excursions. Details provided in relevant study guides. Please take specific note of Clinical Therapy blocks in 2nd, 3rd and 4th year.

VACCINATIONS
It is expected of every student to complete the required vaccination protocol against Rabies & Tetanus. Vaccinations are for the student’s own account.

DEFINITION OF TERMS
Academic year – duration of the academic year as determined by the College directors.
Module – independent, defined learning unit, with specific outcomes which is a component of a specific subject.
Subject – comprised of modules.
Credit – a value unit linked to specific learning activities and the total number of learning hours needed to complete a module/subject successfully.
Elective – a module that can be selected on an elective basis.
Examination Mark – the mark awarded to a student in a subject on the basis of an examination, including practical and theory.
Year mark – a mark calculated from semester tests, assignments and exams.
Semester module – a module that extends over one semester.
Year module/subject – a module that extends over one year.
Disciplinary Committee – Principal, Vice Principal, Director, Student Representative & Public Representative.
**LANGUAGE OF TUITION**
The College uses two official languages, namely Afrikaans and English, in conducting its general business. The language of tuition is English, taking the demand as well as academic justification and economic viability into consideration. In respect of administrative and other services, a student may choose whether the College should communicate with him or her in Afrikaans or English.
Problems relating to the language of tuition are dealt with in terms of the communication channel applicable to academic issues, as set out in this publication. The Principal has an overall responsibility for overseeing the implementation of the College’s Language Policy.

**HOW TO APPLY**
The following documents need to be submitted along with your application:

- Application Form, this can be downloaded from our website, alternatively the form can be obtained from info@equine-librium.co.za
- R1000 Application Fee (Banking details can be obtained from info@equine-librium.co.za) Please include proof of payment along with application.
- A Certified Copy of ID or Passport (for International Students).
- A Certified Copy of National Senior Certificate (NSC) or National Certificate (Vocational) (NVC) or latest statements of symbols.
- A Certified Copy of Transcripts from Higher Education Degree or Courses.
- A Letter of request for Recognised Prior Learning (RPL) of any subjects, please include the Subject Outcomes along with this letter (if applicable).
- A Certified Copy of National Benchmark Test (NBT) results (both the AQL test and Mathematics (MAT)).
- A Curriculum Vitae (CV), please include prior work experience with animals and furthermore any Leadership Positions held by the applicant and any Sporting Achievements obtained.
- Reference Letters.
- Motivational Letter (written by the applicant).
SELECTION PROCESS
Our first acceptance of students for intake will be done at the end of July each year. After compiling a short list, the prospective students will then be invited for an admission interview at the College, if deemed necessary.

Successful applicants will be contacted via email, after which the acceptance deposit must be paid to reserve the place allocated. Allocated places that are not taken up within 14 days of receiving the email, will be offered to the next selected student on the ranked waiting list.

Financial Information
To be able to streamline all the aspects of student life, it is essential to align administrative processes. It is therefore important to fulfil your financial obligations to the College. The College cannot provide the necessary services and support to students if they do not honour this obligation.

Please note that Equine-Librium College is NOT a state funded or Subsidised facility. It is a private institution. All costs have to be covered without support or funding from government. This has an ‘up-side’ that we can control and keep the standard at international levels. The unfortunate ‘down-side’ is that it is more expensive than subsidised institutions.

- Tuition Fees:
The fees are determined annually by the College Management Council. This is done according to strict rules and conservative accounting.

- Statements of student accounts:
Statements will be e-mailed at regular intervals to the address indicated by you on your application form. It is the responsibility of the student and/or parent to check the accuracy of the account and notify administration of changes.

- Cancellation levies:
Should a study course, which has been accepted by the student, not be taken up, a cancellation fee will be levied. This will be retained from the acceptance deposit.

- Discontinuation of studies:
The College administration must be notified of any cancellations of studies in writing. If studies are cancelled within 10 days after the commencement of the academic year, a student can apply for a refund of any fees paid in advance.
This does not apply to the non-refundable acceptance fee or the 1st instalment. In cases of discontinuation after 10 days of commencement, for whatever reason, all fees for the remainder of the current year are payable immediately.

The reason being, that the College pays all expenses, pertaining to students, in advance. This includes, amongst many other, consumables, national, international & external lecturers & examiners, etc.

- Tuition fees in arrears:
  Should a student fail to comply with the regulations regarding the payment of tuition fees, the management council of Equine-Librium College reserves the right to:
  - withhold examination results;
  - refuse registration for the following semester;
  - deprive the student of the right to the recognition of learning
  - deny admission to examinations, lectures/practical’s;
  - levy interest on unpaid amounts at Nedbank’s prime overdraft rate + 2%, and hold the student responsible for such amounts;
  - report the outstanding debt to the National Credit Regulator and/or the credit bureau.

- Bursaries:
  Students are required to submit written proof of bursaries awarded prior to or at registration. The proof of bursary document must confirm the total amount granted and must also indicate what the bursary amount covers (i.e. tuition fees, residence, meals, text books, etc). Equine-Librium College does not grant bursaries at this stage.
## COURSE DETAILS

Veterinary Physiotherapy

## CURRICULUM

Equine-Librium College, four year course in Veterinary Physiotherapy.

<table>
<thead>
<tr>
<th>1ST YEAR</th>
<th>CODE</th>
<th>CREDIT</th>
<th>NQF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canine &amp; Equine Conformation I</td>
<td>CEC125E</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Basic Biology</td>
<td>BLG1501</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Applied Sciences</td>
<td>CSP1501</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Applied &amp; Clinical Therapy I</td>
<td>ACT105E</td>
<td>18</td>
<td>5</td>
</tr>
<tr>
<td>Therapy Science I</td>
<td>TPS105E</td>
<td>24</td>
<td>5</td>
</tr>
<tr>
<td>Veterinary Physiology I</td>
<td>VPS105E</td>
<td>24</td>
<td>5</td>
</tr>
<tr>
<td>Veterinary Anatomy I</td>
<td>VAN105E</td>
<td>36</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>132</strong></td>
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<table>
<thead>
<tr>
<th>2ND YEAR</th>
<th>CODE</th>
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</thead>
<tbody>
<tr>
<td>Introduction to Veterinary Nutrition II</td>
<td>IVN216E</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Veterinary Dentistry II</td>
<td>VDT226E</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Therapy Science II</td>
<td>TPS206E</td>
<td>24</td>
<td>6</td>
</tr>
<tr>
<td>Veterinary Pathophysiology, Pathology and Surgery II</td>
<td>VPR206E</td>
<td>42</td>
<td>6</td>
</tr>
<tr>
<td>Applied &amp; Clinical Therapy II</td>
<td>ACT206E</td>
<td>42</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>120</strong></td>
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<table>
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<th>3RD YEAR</th>
<th>CODE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>Veterinary Pharmacology III</td>
<td>VPG327E</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Veterinary Exercise Physiology III</td>
<td>VEP327E</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Farriery III</td>
<td>FAR317E</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Veterinary Imaging III</td>
<td>VIG317E</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Research I</td>
<td>RESI07E</td>
<td>12</td>
<td>7</td>
</tr>
<tr>
<td>Applied &amp; Clinical Therapy III</td>
<td>ACT307E</td>
<td>84</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>4TH YEAR</th>
<th>CODE</th>
<th>CREDIT</th>
<th>NQF</th>
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</thead>
<tbody>
<tr>
<td>Research II</td>
<td>RES208E</td>
<td>24</td>
<td>8</td>
</tr>
<tr>
<td>Equine Sport Science IV *</td>
<td>ESS408E</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Large Animal Surgery IV *</td>
<td>LAS408E</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Canine Sport Science IV *</td>
<td>CSS408E</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Small Animal Surgery IV *</td>
<td>SAS408E</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Applied &amp; Clinical Therapy IV</td>
<td>ACT408E</td>
<td>72</td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>120</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Student must choose only 2 of these electives.
# LIST OF MODULES FOR EQUINE-LIBRIUM COLLAGE

## VETERINARY PHYSIOTHERAPY

All subjects will cover Equine, Canine and Feline unless specified.

<table>
<thead>
<tr>
<th>Course year</th>
<th>Subject</th>
<th>Description of content</th>
</tr>
</thead>
</table>
| 1           | Therapy Science I 24 TPS105E 5 | **Biomechanics:** Basic concepts of biomechanics, joint structure and function and biomechanics of gait in animals  
**Movement analysis:** Introduction to normal movement patterns and gaits  
**Rehabilitation exercises:** Focus on different types of exercises and how to implement them  
**Documentation:** Introduction to accurate and appropriate documentation  
**Communication:** Introduction to professional conduct and communication |
| 1           | Applied & Clinical Therapy I 18 ACT105E 5 | **Generic topics:** introduction to swelling, pain, and general principles of positioning.  
**Soft tissue techniques:** Surface anatomy, palpation techniques, different massage techniques and application  
**Stretching:** principles behind stretching and application  
**Orthopedics:** Applied knowledge into Veterinary Physiotherapy evaluation of patients, excluding special tests and evaluation of axial skeleton. Knowledge of choice of simple treatment techniques.  
**First Aid horses**  
At the end of this topic the students should be able to discuss and demonstrate safe and correct application of first aid techniques in the case of an equine emergency. Students should also be able to follow correct steps to ensure the appropriate veterinary care.  
**First Aid dogs**  
At the end of this topic the students should be able to discuss and demonstrate safe and correct application of first aid techniques in the case of a canine emergency. Students should also be able to follow correct steps to ensure the appropriate veterinary care.  
**Animal Husbandry**  
**Stable management**  
At the end of this topic student should be able to:  
• Handle the competitive sport horse  
• Manage the competitive livery yard  
• Understand programmes and stable routines  
• Understand and implement safe paddock management  
• Understand and implement feeding  
1. General principles; Scales; Essential Nutrients; Supplements |
<table>
<thead>
<tr>
<th>Course year</th>
<th>Credits Code NQF level</th>
<th>Description of content</th>
</tr>
</thead>
</table>
| 1          |                       | • Understand horse clothing; Grooming; Clipping and Trimming  
|            |                       | • Understand hoof care  
|            |                       | • Understand competitions  
|            |                       | • Understand and be able to do conditioning and exercise  
|            |                       | 1. including: Lunging, long-reigning, hydrotherapy and the horse walker  
|            |                       | • Understand saddlery and tack as well as the maintenance and care thereof  
|            |                       | • Compile a Veterinary kit  
|            |                       | • Implement general nursing and care  
|            |                       | • Understand the areas common diseases and vaccinations schedules  
|            |                       | • Understand and address common parasites appropriately  
|            |                       | • Understand the care of wounds  
|            |                       | • Sport specific – Tack, care, type, training, nutrition and injuries  
|            |                       | **Husbandry of canines and felines**  
|            |                       | Students must show an understanding of basic husbandry of canine and felines. Which includes but is not limited to  
|            |                       | • Feeding  
|            |                       | • Grooming, ear cleaning and nail clipping  
|            |                       | • Environmental enrichment  
|            |                       | • Weighing – weight management  
|            |                       | • Bedding, hygiene  
|            |                       | • TPR observations  
|            |                       | • Contagious conditions, vaccination requirements  
|            |                       | • Tick, flea and worm control  
|            |                       | **Equine and Canine Disciplines**: Focus is on all the different disciplines and activities competition animals compete in. Applied into the type of injuries and necessities for injury prevention  
<p>|            |                       | <strong>Equine, Canine and Feline Behaviour</strong>: Basic principles of Equine, canine and feline behaviour, handling and training to assist therapist in application of Veterinary Physiotherapy assessments and treatments. This module explores the influence and understanding of the bond that forms between animal and owner, trainer etc and how to communicate with team and respect this bond. |</p>
<table>
<thead>
<tr>
<th>Course year</th>
<th>Subject</th>
<th>Code</th>
<th>Description of content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Biology</td>
<td>BLG1501</td>
<td>Atomic structure, the periodic table, properties of elements, chemical bonds and chemical structures, thermochemistry, kinetics and equilibrium, reaction types, hydro-carbons, halogen bonds, alcohols, thio-alcohols (mercaptans) and phenols, ethers and thio-ethers (sulphids), aldehydes and ketones, optical isomerism, carbohydrates carboxylic acids, lipids, carboxylic acid derivatives, acid amides, esters and thio –esters, amino-acids, peptides and proteins, aliphatic and aromatic amines, ammonium salts, lactams, nitriles, bonds with multiple functions, heterocyclic bonds. Introduction, geometrical optics, mechanics, elastic properties of materials, waves, temperature, pressure and gases, thermodynamics, thermal properties of materials, mechanics of non-viscious fluids, viscous flow, cohesion forces in fluids, electro-statics, electric currents, magnetism, electromagnetic induction, physical optics, dual nature of radiation and matter, elementary atomic theory and lasers, x-radiation, atomic nuclei and radio-activity, effects of ionizing radiation. Introduction, classification of organisms, the cell and cell division, reproduction, basic genetics, ecology, evolution, embryology, introductory mammalian biology.</td>
</tr>
<tr>
<td>1</td>
<td>Applied Sciences I</td>
<td>TPS105E</td>
<td>In depth applied knowledge of the anatomy of equine, canine and feline with main focus on the neuro musculoskeletal systems. Dissections and practicals are the main forms of teaching.</td>
</tr>
<tr>
<td>1</td>
<td>Veterinary Anatomy I</td>
<td>VAN105E</td>
<td>In depth knowledge of the physiology of the animal, with emphasis and applied knowledge on the neuro musculoskeletal systems and how they interact within the body.</td>
</tr>
<tr>
<td>1</td>
<td>Veterinary Physiology I</td>
<td>VPS105E</td>
<td>Equine and Canine Conformation: In depth and applied knowledge of normal conformation and conformational faults and predisposing to injuries forms the basis of this subject.</td>
</tr>
</tbody>
</table>

TOTAL 132 CREDITS
<table>
<thead>
<tr>
<th>Course year</th>
<th>Subject Code</th>
<th>Credits</th>
<th>NQF level</th>
<th>Description of content</th>
</tr>
</thead>
</table>
| 2           | TPS206E      | 24      | 6         | **Biomechanics:** Biomechanics of all joints are covered and applied in Manual Therapy  
**Motor Control:** The core concepts of motor control, how the body recruits motor units, motor patterns and the function of the spinal motor patterns and dysfunction as well as re-education are covered in this module.  
**Movement Analysis:** Continuation from first year’s movement analysis into analysing more complex activities and movements of the competition animal. |
| 2           | ACT206E      | 42      | 6         | **Electrotherapy:** Theory and practical application and clinical reasoning skills to choose appropriate modality for TENS, EMS, Ultrasound, Faradic, Low Level Laser and Electromagnetic Therapy will be covered.  
**Manual therapy:** Mobilisations of the axial and distal joints based on the principles of Maitland, Mulligan and Kalsohnborn will be the focus of Manual Therapy.  
**Myofascial release:** Application and principles of Myofascial release will be covered to complete soft tissue techniques.  
Clinical Therapy is the application of all therapy science and applied therapy principles on patients in a clinical set-up. Some of the clinical experience will be in external clinics. Specific attention will be given to the fields of geriatric, neurological, Congenital, Orthopedics and the sport patient. Emphasis will be placed on developing clinical reasoning skills. |
| 2           | VPR206E      | 42      | 6         | In this module the physiology of different pathologies will be covered.  
**Equine** Specific pathological conditions appropriate to the field of Veterinary Physiotherapy will be covered in depth to give understanding of the processes to ensure proper clinical reasoning skills to choose and implement an applicable treatment and rehabilitation program  
**Canine pathologies:** Specific pathological conditions appropriate to the field of Veterinary Physiotherapy will be covered in depth to give understanding of the processes to ensure proper clinical reasoning skills to choose and implement an applicable treatment and rehabilitation program.  
**Canine surgical conditions:** Specific surgical conditions appropriate to the field of Veterinary Physiotherapy will be covered in depth to give understanding of the processes to ensure proper clinical reasoning skills to choose and implement an applicable treatment and rehabilitation program. |
<table>
<thead>
<tr>
<th>Course year</th>
<th>Subject Code</th>
<th>Description of content</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Introduction to Veterinary Nutrition II 6 IVN216E 6</td>
<td><strong>Equine and Canine nutrition:</strong> The nutritional value of different feeds and appropriate feeding programs are discussed. Emphasis will be on nutritional needs of the Veterinary Physiotherapy patient and stages of healing. Also to be able to critically evaluate different feeds.</td>
</tr>
<tr>
<td>2</td>
<td>Introduction to Veterinary Dentistry II 6 VDT226E 6</td>
<td><strong>Equine and Canine Dentistry:</strong> The basic understanding of the role of dentistry and possible interaction of dental problems with the rest of the animal will be covered.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120 CREDITS</td>
<td></td>
</tr>
<tr>
<td>Course year</td>
<td>Subject Code</td>
<td>Subject</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>3</td>
<td>ACT307E</td>
<td>Applied &amp; Clinical Therapy III</td>
</tr>
<tr>
<td>3</td>
<td>FAR317E</td>
<td>Farriery III</td>
</tr>
<tr>
<td>3</td>
<td>VPG327E</td>
<td>Veterinary Pharmacology III</td>
</tr>
<tr>
<td>3</td>
<td>VIG317E</td>
<td>Veterinary Imaging III</td>
</tr>
<tr>
<td>3</td>
<td>VEP327E</td>
<td>Veterinary Exercise Physiology III</td>
</tr>
<tr>
<td>3</td>
<td>RES107E</td>
<td>Research I</td>
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<td></td>
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<td>TOTAL 120 CREDITS</td>
</tr>
<tr>
<td>Course year</td>
<td>Subject</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>4</td>
<td>Research II</td>
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<tr>
<td>4</td>
<td>Applied &amp; Clinical Therapy IV</td>
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<tr>
<td>4</td>
<td>Elective (Choose 2)</td>
<td>12</td>
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</tbody>
</table>

**TOTAL 120 CREDITS**

Feline will be covered as a comparative where applicable.
GENERAL REGULATIONS

1. Admission

1.1 Any person who wishes to register at the College for the first time or after an interruption of studies, is required to apply or re-apply for admission. Applications for admission to the program closes on 30 June, late applications will be considered until 30 September.

1.2 The minimum entry requirement is a National Senior Certificate (NSC) or the National Certificate (Vocational) (NCV) with Mathematics and Physical Sciences, with Life Sciences as optional but preferable and levels of achievement, as defined in the Minister’s policies: Minimum Admission Requirements for Bachelor’s Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol. 751 No 32131 Of 11 July 2008, and 482, No 27961, 26 August 2005 as amended July 2008 and Minimum Admission Requirements for Bachelor’s Degree Programmes Requiring a National Certificate (Vocational), published in the Government Gazette, Vol.553 No, 32743, November 2009. Alternatively, a Higher Certificate or an Advanced Certificate or Diploma in a medical, veterinary, animal related, allied health professional or health sciences cognate field would suffice.

1.3 Learning Assumed to be in Place:
1.3.1 Learners should be competent in English, Physical Sciences and Mathematics at NQF Level 4.

2. Examination and Pass Requirements

Assessment meets requirements of the National Higher Education Assessment Policy and the requirements of the specific Higher Education Institution. It includes both formative and summative assessment.

Integrated assessment is required to ensure that theory, practical knowledge and skills are incorporated into clinical applications.

2.1 Clinical placements or work integrated learning:
   o Third year – Minimum 6 weeks
   o Fourth year – Minimum 12 weeks
2.2 Minimum requirements to pass the course

- Each subject must be passed individually with a minimum of 50%. Students must achieve a minimum of 40% in sub modules.

- In first, second and third year a minimum of 50% is required to pass the practical assessment. Students have to pass equine and small animals.

- In fourth year learners are required to achieve a pass of 60% average. 60% for the research project and each of the two electives and 60% average for a minimum of eight practical and six theoretical examinations based on work integrated experience.

- Students must be tested and pass equine AND small animals.

- Modules are assessed formatively and summative using various assessment instruments, methods and tools throughout the year. The purpose of assessment is to (1) monitor the level of learning taking place (diagnostic), (2) enhance learning and to (3) establish whether the student has achieved the required learning outcomes in the various units of the module.

- The formal assessments include formative and summative assessments. These assessment methods include questioning, product and observation methods.

- Each module will require different amounts and hours allocated for credit bearing assessments and a number of formative non-credit bearing assessments.

- The scores obtained will be collectively used to calculated and determine the predicate mark. The predicate mark will then contribute 40% and the final theory examination 60% to the final year mark.

- The summative assessment will consist of practical/oral exams or theory exams completed in June and November during the formal examination period.

- Diagnostic and formal assessment will be done throughout the year in the form of student presentations, case study discussions, simulated skills feedback, tests and a final written examination. In order to develop reflective thinking skills, feedback will not only be provided from the lecturer but also peer group and self-reflection on learning by the student.
- Students will receive feedback in writing and verbally on all formative assessments within 2 weeks of the date they were completed.
- Feedback will be assessment specific and will enable students to better understand what was expected and how they can improve their performance in order to meet the outcomes of the specific units and module. Memoranda will be discussed in detail with students.
- Individual discussions between lecturers and students will be encouraged. Evidence of the abovementioned formative and summative assessments will be kept in the module file which is kept by the lecturer as well as being recorded. Summative assessment results will be published in accordance with the assessment and moderation policy.
- All exit outcome modules will be assessed by External moderations.
- All other subjects can be either internal or external moderation.

3. **Requirements for Admission to Examinations**

Requirements for admission to examinations, promotion to a subsequent year of study.

3.1 Satisfactory attendance, preparation and payment of tuition fees

(a) A student is permitted to enter an examination or to be promoted in a module once they have fulfilled the attendance, practical and academic requirements. Examination admission is subject to a 40% predicate.

(b) Students may not miss more than 2% of their academic or practical classes. This amounts to 14 days a year.

(c) A student may be refused admission to the examination or promotion to a subsequent year of study, if the prescribed tuition fees are not paid. Student fees must be paid in full before they will be allowed admission to exams.

(d) A student’s final marks may also be withheld should his/her tuition fees be outstanding.
(e) In exceptional circumstances, where it is deemed appropriate, the principal may excuse a student from attending all or part of a module.

3.2 Examinations and Remarking
Examinations for the first semester take place in June and for the second semester in November.
- Promotion requirements: Promotion to a subsequent year of study is subject to the successful completion of all the modules of the relevant year of study.
- Re-marking of examination papers: Students may apply for re-marking of examination papers within 5 days after receiving the results and payment of the required fee.
- The mark(s) awarded after re-marking will be the final result(s), even if it is lower than the original mark(s).
- There will be a fee for marking each individual script.

3.3 Year and Semester Marks
(a) At the beginning of an academic year or a semester, the lecturer informs the students in his or her subject of the formula for the calculation of the year or semester.

3.4 Pass Requirements
(a) In order to pass a subject, a student must:
   a) obtain the minimum examination mark for that subject
   b) obtain a final mark of at least 40% for the module and 50% for the subject
   c) the college regulations determine the manner in which year and semester marks are complied.
(b) A student passes a subject with distinction if he or she obtains a final mark of at least 75%.

3.5 Repitition of Modules
(a) A student who fails a particular examination must re-attend the subject as well as all the other subjects of that year and pass the test and examinations. see point 2.2. Students only have to pay the allocated fee for the failed subject.
(b) The principal may grant exemption from attendance of certain semester subjects.
(c) If a student fails a main subject in their first year (Veterinary Physiology I or veterinary Anatomy I), they need to re-apply.
for the course
(d) Students may not continue their studies if they fail 2 consecutive years of study.
(e) Students must complete the course in a maximum of six years.
(f) Students have to continue studies within a year should they require a break. Permission for a break is up to the discretion of the principal.

3.6 Supplementary examinations
Students who fail a module within 10% of the required minimum, qualify for a re-write. The re-write date will be discussed with students. Students can only qualify for one re-write on the same module, after which they will be required to re-do the module. Practical Exams are also subject to re-writes.

A maximum of 50% can be achieved in a supplementary examination.

Year subjects/modules will only have re-writes after the final year mark has been calculated. Students who fail a semester subject under 40% can re-register for an exam before the next academic year starts. These exams involve an extra cost and will take place within one week from end of exam.

3.7 Ancillary examinations:
(a) After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.

3.8 Extraordinary Examinations
(a) A student who is prevented from preparing for an examination or unable to be present for the examination, owing to unforeseen circumstances/illness, may be granted permission by the principal to write an extraordinary examination in the particular module(s).

(b) An application to sit for an extraordinary examination, supported by applicable corroborative proof, should be submitted to the principal in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – provided that an
application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.

(c) Should an extraordinary examination be granted, the prescribed fees must be paid by the student.

3.9 General
If a student has sat for an examination, he or she is not entitled to apply for an extraordinary examination on the basis of the following:
(a) Undisclosed illness at the time of the examination;
(b) That the candidate was underprepared due to illness; or
(c) The presence of undisclosed special circumstances at the time of the examination.

4. Definition of Misconduct
A student shall be guilty of misconduct and may be dealt with in terms of this code, if he or she:
(a) Contravenes or attempts to contravene any other order, regulation, rule or directive of the College;
(b) Refuses to obey any lawful instruction or request by lecturer, official or body of the College, or acts contrary to such instruction or request;
(c) Is guilty of ill treatment or abuse of any animals;
(d) Is guilty of intentional or negligent conduct which results in
   • Bringing the good name of the College into disrepute;
   • Prejudicing or endangering the maintenance of order and discipline at the college
   • Prejudicing or endangering the proper course of teaching and/or research at the College;
(e) Without detracting from the generality of the above
   • Unlawfully infringes another person’s fundamental rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996 (Act 108 of 1996), while present on College or College-controlled premises or in College context;
   • Performs an act which is an offence in terms of South African law and such an act is prejudicial to the College or its staff, guests, contractors or students;
   • In College context infringes a person’s copyright or any other intellectual property rights, including but not limited to plagiarism; or copying in tests and exams.
(f) Makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following; misrepresentations regarding academic and other records. Misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the College to administratively act in a way that the College would not or probably would not have acted in the absence of such misrepresentation;

(g) Forges a document (which includes drawing up a document purporting to be a copy of a non-existent document as well as changing an existing document);

(h) Presents a forged document with the aim of misleading another person; or

(i) Plagiarises by stating, implying, original authorship of someone else’s written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source; and such act is prejudicial or potentially prejudicial to the College, its staff, guests, contractors or students;

(j) Uses property of the College or under the College’s control unlawfully or without permission, or damages such property in a manner that may give rise to delictual liability;

(k) Enters or occupies or attempts to enter or occupy any College or College-controlled premises or building or part thereof without permission;

(l) Conducts him- or herself in an indecent or improper manner on College or College-controlled premises or at a College function or activity;

(m) In any manner infringes the freedom of movement of a student or staff member of the College or a member of the public who is present on College or College-controlled premises or attempts to do so; or

(n) Conducts him- or herself in an insulting, indecent or improper manner towards a student or staff member of the College or a member of the public who is present on College or College controlled premises or at a College function or activity;

(o) In contravention of the provisions of South African law or a rule of the College, possesses, distributes, buys, sells, uses or is under the influence of a dependency-inducing substance while present on College or College-controlled premises.
5. **Procedure in case of Misconduct**

A charge of misconduct shall be laid with the Principal and / or Vice-principal.

They may of their own volition investigate or refer a charge of misconduct for investigation. Should they be of the opinion that:
- Reasonable grounds exist for a charge of misconduct against a student; and
- The conduct of the particular student could possibly justify disciplinary steps

They will formulate a charge in writing and convene a disciplinary investigation by the Disciplinary Committee.

They may, if there are reasonable grounds for suspecting that a student is guilty of serious misconduct, temporarily expel a student from a residence or temporarily deny a student access to the campus of the College, pending the results of the disciplinary investigation. An expulsion of this nature takes place if the Principal is of the opinion that it is reasonably necessary for the protection of the interests of other students, staff and/or the College.

If the Principal is of the opinion that the conduct of a student does not warrant an investigation by the Disciplinary Committee, but that steps should nevertheless be taken against the particular student, and the student has admitted the charge against him or her and has been afforded the opportunity to address the principal. The principal may take steps against the student without implementing any further process. The principal may deprive the student of a right or privilege exercised in terms of his or her registration as a student, or reprimand the student, or impose a fine.

Should the Principal decide to order a disciplinary investigation by the Disciplinary Committee, a copy of the written charge shall be served on the student concerned. In the document the student is summoned to appear at the specific date, time and venue stated in the document in order to answer to the charge.

If the student is a minor, his or her parents or legal guardian must be informed of the disciplinary investigation in a manner which the Principal deems appropriate under the circumstances.
The Principal shall notify all persons who must be present at the disciplinary investigation.

The Disciplinary Committee shall keep minutes of the proceedings or ensure that such minutes are kept in a manner that it considers appropriate under the circumstances.

If the Disciplinary Committee cannot reach a unanimous decision, the decision of the majority of the members shall apply. In the case of an equal vote, the Principal has a casting vote.

6. Penalties

Upon finding a student guilty and having heard evidence in mitigation, the Disciplinary Committee may:

- Reprimand the student;
- Temporarily or permanently deprive the student of a right or privilege which his or her registration as a student at the College entails;
- Impose a fine and order the student to pay an amount which amounts to the actual damage caused by the student;
- Deprive the student of the right or privilege to register for a particular module, or revoke a credit obtained in a module;
- Compel the student to perform community service within the College for a specified number of hours.
- Suspend the student for a specified period; and/or
- Deny the student the privilege of re-registration as a student at the College.

When an appeal against a decision of the Disciplinary Committee is lodged. The Principal after consulting with the other members of the Committee, may suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

7. Appeal Procedure

A student may appeal against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee in accordance with the following procedure:

- The student may appeal to the Principal against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee by lodging a written Notice of Appeal to the Principal.
- The written Notice of Appeal shall be lodged with the Principal no later than ten days after the student has
been informed in writing of the finding of the Disciplinary Committee. The Notice of Appeal shall be accompanied by an amount determined by the College.

- The grounds of appeal must be furnished in detail in the Notice of Appeal.
- On receipt of the Notice of Appeal, a copy thereof shall be submitted to the Disciplinary Committee, whereupon the Committee shall prepare a response to the grounds of the appeal within a reasonable time and submit it to the Principal.
- The Principal shall provide the student with the reasons furnished by the Disciplinary Committee, who in turn may within seven days submit a written reply to the Principal.
- The Principal shall then arrange for the appeal to be heard as soon as possible by the Disciplinary Committee.
- The Disciplinary Committee may ratify, alter or set aside any conviction and/or disciplinary measure imposed, which may include the suspension or reduction of or increase in disciplinary measures, and may otherwise make any order which, taking into account the facts of the case, would be just and equitable.

8. **Disciplinary Committee**

The Disciplinary Committee consists of the Principal, the vice principal, a Director of Equine-Librium, a student representative, and a member of the public.

(a) If the Disciplinary Committee deprives the student of a right or a privilege that he or she exercises as a student, or temporarily or permanently denies him or her entrance to the college or a college residence, such student shall forfeit all claims to a refund or reduction of or exemption in respect of money paid or payable to the college.

(b) If a student refuses to attend a disciplinary hearing, or where he or she has been absent from such hearing for a second time without the permission of the Principal, the hearing may be continued forthwith in his or her absence in a manner which the Disciplinary Committee deems appropriate.

9. **Important Procedures, Regulations, Rules and Instructions**

It is required of each student to acquaint him or herself thoroughly
with the provisions of the procedures, regulations, rules and instructions of the college with regard to the matters hereafter.

**NB:** In the case of contraventions ignorance of the above-mentioned regulations will not be accepted as an excuse.

10. **Sexual and Racial Harassment**

In terms of its policies on racial and sexual harassment, the College strives towards the establishment of a non-sexist, non-racist, non-discriminatory working, living and learning environment.

Disciplinary steps can be taken against students who commit acts of sexual and/or racial harassment. Upon conviction, such students can be expelled.

Sexual harassment is any conduct with a sexual undertone or suggestion that infringes on a student’s right to a safe, non-intimidating learning and living environment, while racial harassment is described as any humiliating and/or derogatory verbal or non-verbal actions which has an explicit or implicit racial connotation or undertone and infringes on a student’s right to a safe, non-intimidating, non-racist learning or living environment.

11. **Examination, Tests and other Academic Assignments**

(a) Students may not bring into the test or examination venue or have in their possession any unauthorised apparatus, books, electronic means of communication, or notes of any nature whatsoever or any paper, no matter how small. Mere possession of any of the aforementioned, irrespective or whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct. It remains the student’s responsibility to double-check, prior to the commencement of a test or examination, that none of the aforementioned items are in his/her possession.

(b) Book bags and handbags may be kept with students (ie underneath chairs) during tests and examination provided that these are not handled by students at all for the duration of the test or examination.

(c) No student may assist or attempt to assist another student or
obtain help, or attempt to obtain help from another student during a test or examination.

(d) Students may not act in a dishonest way with regard to any test or examination assessment, as well as with regard to the completion and/or submission of any other academic task or assignment. Dishonest conduct includes but is not limited to plagiarism or copying or cheating in tests or exams, as well as the submission of work by a student with a view to assessment when the work in question is, with the exception of group work as determined by the lecturer concerned, the work of someone else either in full or in part, or where the work is the result of collusion between the students and another person or persons.

(e) Only in exceptional circumstances will a student be given permission to leave the test or examination venue temporarily, and then only under the supervision of an invigilator.

PLEASE NOTE:
Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, amongst others, forfeit his/her credits for a module and/or be suspended from the College for a period that could range from one year to permanent suspension. Such student’s record will be blocked for the period of suspension. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional councils. Academic misconduct is indicated in all certificates of conduct provided to students by the College.

Misconduct, plagiarism and copying/cheating in exams, tests, assignments will lead to immediate dismissal. Student can re-apply after 24 months

Should a student evaluate, treat or apply any interventions within the scope of practise of a veterinary physiotherapist, to any animal outside the college lecturing time or without explicit permission from lecturing staff, it will lead to immediate dismissal. Students can re-apply in 12 months time.
12. **College Grounds and Buildings**

(a) The College reserves the right to deny persons and organisations access to its grounds and buildings.

(b) Admission to the premises of the College is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.

(c) Persons who enter and park on the premises of the College do so at their own risk. Therefore, the College does not accept liability for any accident or damage suffered by a person as a result of the use of the grounds or buildings of the College.

(d) The use of the grounds and buildings of the College is subject to the policy and procedural provisions determined by the College.

(e) Climbing College buildings or any other related unauthorised act is prohibited.

(f) Unless the Traffic Regulations expressly determine otherwise, the traffic rules applicable to public roads contained in the Road Traffic Act, Act 29 of 1989, as amended, also apply to the premises of the College.

13. **Use of Student Cards**

Each student is responsible for the safekeeping of his/her student card. A student card may only be used by the registered student to whom the card was issued. A student card may not be abused and care should be taken by the card holder that the card is not used in such a way that it may pose a security risk to the College, i.e. by lending, sharing or giving it to someone else. Should a student no longer be a registered student at Equine-Librium College, the student card issued to that particular student may no longer be used for any purpose whatsoever.

14. **Occupation Health and Safety**

All staff members and students of the College must at all times comply with the provisions regarding occupation health and safety as set out in the Occupational Health and Safety Act, Act 85 of 1993, including all rules and work processing’s as set out by the College in the interest of health and safety.
15. **Carrying and Storage of Firearms**

A person is guilty of misconduct if he or she stores on the premises of the College, possesses or controls, a firearm, explosive, explosive device or any other dangerous weapon without the express prior consent of the Principal. The concepts “firearm”, “explosive”, “explosive device” and “dangerous weapon” bear the meaning that they are accorded in the relevant statutory provisions.

16. **Pets on Campus**

No pets are allowed on College grounds, with the following exceptions:
- Guide dogs for blind persons
- Animals used for practical or clinical training.

17. **Smoking Policy (including Staff and Visitors)**

With a view to create a pleasant and health working environment and to balancing the interest of smokers and non-smokers, the following smoking policy is laid down:
- The following areas are classified as non-smoking areas:
  a. Any area where a possible fire and/or security risk exists and which has been designated as such.
  b. All indoor areas

All members of staff and visitors are required to comply with the provisions of this policy.

18. **Use of Cellular Phones and other Recording Devices During Lectures and Practicals**

The attention of student is drawn to the fact that cellular phones may not be used at all during lectures and practical sessions and must be switched off. Furthermore, students are prohibited from recording lectures without the permission of the lecturer concerned. However, in the case of students with special needs, prior arrangements should be made to obtain the necessary approval.

19. **Termination of Studies**

A student who decides to terminate his or her studies during the course of the academic year, must notify the College in writing
and the notification of the termination of studies must be handed in at the Principal. All changes of modules must be done in writing at the relevant student administration. The date on which the College receives the notification from the student will be considered to be the date on which studies are terminated. The burden of proof for the termination of studies or modules rests with the student.

20. Distribution of Publication

**Internal publications**
Use of the corporate identity on all College publications should be signed off by the Vice Principal.

**External publications**
With the exception of publications that have been officially approved, no publications, e.g. external newspapers, pamphlets or flyers may be distributed on the campus without the prior approval of the Managing Director.

21. Dress

It is expected of students of Equine-Librium College to be dressed neatly and appropriately on the campus at all times. Principal may prescribe the appropriate dress for students.

22. Evacuation of Lecture Halls/Laboratories

During the evacuation of a lecture hall/laboratory, whether during drills or in the case or real emergencies, the students in the hall shall be under the direct control of the lecturer concerned who shall be responsible for the orderly evacuation of the premises. The successful execution of an evacuation is dependent upon the full co-operation of everyone involved. The following suggestions are of particular importance:

- Remain calm and do not panic.
- Move quickly but do not run.
- Avoid touching electrical equipment, switches and exposed wires.
23. **Patient Confidentiality**

Students are required to maintain an appropriate standard of confidentiality, with regard to cases presented and patients that are evaluated and treated at the College, in the Therapy Clinic or elsewhere. No patient information may be disclosed to third parties without the consent of the Therapist on duty. General College Confidentiality must also be maintained. Should information be discussed and this agreement be dishonored, a disciplinary hearing will be arranged. If the student is found guilty a fine will be payable.

24. **Non-Compliance with Rules and Regulations**

A student’s non-compliance with the rules and regulations of the College may constitute misconduct and will be dealt with by the Principal and Disciplinary Committee.

A student’s non-fulfilment of his or her financial obligations towards the College does not constitute misconduct. However, the College reserves the right to:

- (a) Levy interest on unpaid amounts.
- (b) Withhold a student’s final marks;
- (c) Refuse registration for a following term;
- (d) Deny admission to examinations;
- (e) Deny admission to lectures/practical sessions;
- (f) Deny the student recognition of learning
- (g) Withhold a student’s academic record;
- (h) Have the debt listed with a credit bureau; or
- (i) Hand the account over to Equine-Librium College’s attorneys or debt collectors in order to collect the outstanding fees.

**Note:** In the case of the latter, the student will be liable for the costs incurred.
DECLARATION IN RESPECT TO PLAGIARISM AND DISHONEST CONDUCT:

Student Name: ___________________________________________

Student number: ____________________________________________

1. I have read the EQUINE-LIBRIUM COLLEGE rules and regulations booklet and have familiarised myself with the content and accept it.

2. I understand that if I fail a subject or module, I need to re-do the specific subject as well as the other subjects for that year, I understand that I need to pass all the subjects for a specific year within the same year.

3. I understand that if I fail a main subject (Veterinary Anatomy I or Veterinary Physiology I) I need to re-apply for the course.

4. I understand that if I treat, evaluate or use any veterinary physiotherapy interventions on any animals outside of college teaching, without explicit written permission from a lecturing staff member, it will lead to immediate dismissal from college.

5. I know that plagiarism is wrong and that I am not meant to use another person’s work, e.g. ideas, words, models, diagrams and pretend that it is my own original work.

6. Irrespective of the conventions used for quoting and referencing in any specific project which I submit, I undertake to give credit to each significant contribution to, and quotation which I have taken from the work(s) of other people. I shall do this by quoting and referencing. All sources derived from the internet shall be properly acknowledged.

7. I confirm that all written projects, assignments and tutorials which was submitted by myself to the College shall be my own work.

8. I shall not allow anyone to copy my work with the intention of passing it off as his/her own work.
9. This declaration shall apply to all work whether I submit as an individual or as a member of a group

10. I understand that dishonest conduct includes but is not limited to cheating in a test or exam (whether by using crib notes, copying work of another, obtaining aid from or giving aid to another student or otherwise), adding content or marks to a marked test scripts, copying of an assignment, tutorial or project, submission of a fraudulent medical certificate, signing a class list on behalf of another student, signing a tutorial attendance on behalf of another student and then leaving the venue.

11. I understand that the ill treatment or abuse of any animals will not be tolerated and it will lead to immediate dismissal from the college.

12. I understand that immediate dismissal from college will follow should I breach the above declaration.

Signed at Plettenberg Bay on _______ / _______/ 20_______

___________________________
Student

___________________________
Student Parent

___________________________
Principal
AFFIDAVIT LETTER:

To Whom it May Concern.

I, (NAME):________________________________;
ID:______________________________________ confirm the following facts:

1. I am a full time student at Equine-Librium College.
2. The course I am doing is Veterinary Physiotherapy.
3. I am aware that currently
   a) the institution is not yet successfully registered with DHET, although College’s application is done and awaiting curriculum audit outcome. Mr. Wayne Dirk at DHET has full application, in process since 2012.
   b) and that the college is playing a leading role to register the new profession with the support of SAVC.
   c) and that the curriculum is compiled according to comply with set standards and is still in the process of registration as BSc degree with CHE and SAQA. The college started these application procedures in 2011.

Signed at Plettenberg Bay on _______ / _______ / 20________

___________________________
Student

___________________________
Student Parent

___________________________
Police Witness
CONTACT INFORMATION
Equine-Librium College (Pty) Ltd
Co Reg No: 2012/220781/07

Plot F11, Airport Road, Harkerville
Plettenberg Bay

PO BOX 1679
Plettenberg Bay, 6600
Western Cape, South Africa

Tel: +27(0)44 533 9513
Email: info@equine-librium.co.za
Web: www.equine-librium.co.za
COLLEGE PRINCIPAL
Prof Sybrand van den Berg
BVSc(Hons) · MMedVet(Chirg) · MMedVet(Rad) · DVSc
Mobile: +27 (0)83 407 8349

COLLEGE VICE PRINCIPAL
Marinette Teeling
BSc Physiotherapy · MSAnimST · Cert CN
Mobile: +27 (0)72 742 4694

MANAGING DIRECTOR
Ronel van der Sijde
CEO
Mobile: +27 (0)82 920 5227