



EQUINE-LIBRIUM

COLLEGE • CLINICS • VHPC • STABLES

A World Class Higher Education and Veterinary Facility

BSc Veterinary Physiotherapy

Equine-Librium is Registered, Accredited and Approved with DHET, CHE, SAQA and SAVC 2018/HE07/004

RULES & REGULATIONS
2023



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Our Mission

Equine-Librium College is a pioneer in the training of Veterinary Physiotherapists recognised by its academic excellence, with a focus on quality teaching and producing independent, knowledgeable and well-prepared professionals.

Our Vision

Equine-Librium College strives to be recognised internationally for its excellence and impact on standards, professionalism and service. We aim to achieve this through training, education, research and installing life-long learning.

Core Values

Collaboration

Working together to achieve our goals

Diversity

Unite in our individual uniqueness.

Equity

Strive to be fair and impartial.

Integrity

Do the right thing. Always. Professionally, with accountability.

Respect

Value others with compassion.

Animal Care

The well-being of our animals/patients is paramount.



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GENERAL INFORMATION

Equine-Librium College General Information

1. AMENDMENT OF REGULATIONS AND FEES

The College retains the right to amend the regulations.

The College retains the right to amend the fees. The fees advertised in respect of the program represent the cost associated with the formal services rendered. This includes lectures, library, consumables, access to electrotherapy modalities, journal access, cleaning services, electricity and water supply etc.

2. PRESCRIBED BOOKS

On acceptance to the course, students will receive a list of compulsory and recommended textbooks. The cost of the books is not included in the fees and it will be the responsibility of the students to source them

3. DRESS CODE

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

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

4. EXCURSIONS AND WIL BLOCKS

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 Physiotherapy blocks in 3rd and 4th year.

5. VACCINATIONS

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

6. DEFINITION OF TERMS

- 6.1. Academic year – duration of the academic year as determined by the College directors.
- 6.2. Module/submodule – independent, defined learning unit, with specific outcomes which is a component of a specific subject.
- 6.3. Subject – comprised of modules.
- 6.4. Credit – a value unit linked to specific learning activities and the total number of learning hours needed to complete a module/subject successfully.
- 6.5. Elective – a module that can be selected on an elective basis.
- 6.6. Examination Mark – the mark awarded to a student in a subject based on an examination, including practical and theory.
- 6.7. Predicate/Year mark – a mark calculated from semester tests, assignments and exams.
- 6.8. Final mark – a mark calculated from predicate and final examination.
- 6.9. Semester module – a module that extends over one semester.
- 6.10. Year module/subject – a module that extends over one year.
- 6.11. Disciplinary Committee – Principal, Vice Principal, Director, Student Representative

7. 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 overall responsibility for overseeing the implementation of the College's Language Policy.

8. 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 fulfill your financial obligations to the College. The College cannot

provide the necessary services and support to students if they do not honor this obligation.

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

9. TUITION FEES

The fees are determined annually by the College Management Council.

10. 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 the administration of changes.

11. 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.

12. 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.

13. 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:

13.1. Withhold examination results

13.2. Refuse registration for the following semester

- 13.3. Deprive the student of the right to the recognition of learning
- 13.4. Deny admission to lectures & practical's
- 13.5. Levy interest on unpaid amounts at Nedbank's prime overdraft rate + 2% and hold the student responsible for such amounts
- 13.6. Report the outstanding debt to the National Credit Regulator and / or the credit bureaus

14. ASSESMENT AND PROMOTION

Assessment is in terms of the requirements of the National Higher Education Assessment Policy and the requirements of the specific Higher Education Institution. It includes both formative and summative assessments. Integrated assessment is required to ensure that theory, as well as practical knowledge and skills, are integrated into clinical applications.

Subjects are assessed formatively and summatively 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 modules of the subject. These assessment methods include questioning, product, and observation methods. Each subject will require different amounts and hours allocated for credit-bearing assessments and several formative non-credit-bearing assessments.

The scores obtained will be collectively used to calculate and determine the predicate mark. Students should refer to the subject assessment set out on EduVista.

Evidence of the abovementioned formative and summative assessments will be kept in the student file and be available on EduVista. The results are recorded electronically. Assessment results will be published in accordance with the assessment policy.

15. PREDICATE AND FINAL MARKS

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, as well as the rules for promotion. This is also available on Edu Vista.

16. EXAMINATION

Requirements for admission to examinations, and promotion to a subsequent year of study: 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 an adequate predicate. This is available for each subject assessment on EduVista.

A student's final marks will be withheld should his/her tuition fees be outstanding.

In exceptional circumstances, where it is deemed appropriate, the principal may excuse a student from attending all or part of a module.

17. PROMOTION TO NEXT YEAR OF STUDY

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.

18. RE-MARKING OR APPEAL OF ASSESSMENTS

Students will be afforded the opportunity to review written assessments/rubrics in the scheduled feedback session. This only applies to formative assessments.

18.1. If the student is unhappy with their assessment, they may address their concerns with the examiner during this feedback session.

18.2. If the student is unable to resolve their concerns during the feedback session, they may escalate their concerns to the head of the relevant department.

18.3. Students may apply for re-marking of examination papers/summative assessments within 5 days after receiving the results and payment of the required fee. The assessment will be remarked in its entirety. The mark(s) awarded after re-marking will be the final result(s), even if lower than the original mark(s). There will be a fee for marking each individual script.

19. REPETITION OF MODULES

19.1. A student who fails a particular subject or module, must re-attempt the subject, and achieve the necessary criteria in order to be promoted to the successive year of the course.

- 19.2. If a student fails one core year module in their first year, they will not be automatically re-enrolled. Students must re-apply, and the application will be assessed.
- 19.3. Students who fail a core year module, plus an additional module will not be re-enrolled, but can re-apply after 12 months.
- 19.4. Students may not continue their studies if they fail 2 consecutive years of study.
- 19.5. Students must complete the course in a maximum of six years.
- 19.6. Students with valid reasons may apply for a break from studies. This break will allow them one academic year in which to peruse alternative activities. Students must continue studies the following academic year. Permission for a break is granted at the discretion of the principal. The break will count as one of the maximum 6 years allowed for completion of the course (see point 19.5 above)

20. RE-WRITES/RE-EXAMINATIONS

Re-examination criteria is available on EduVista for each subject assessment.

21. EXTRAORDINARY EXAMINATIONS

- 21.1. A student who is unable to be present for an assessment/examination, owing to illness, may be granted permission by the principal to write an extraordinary examination in the particular module(s).
- 21.2. 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.
- 21.3. 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:
 - 21.3.1. Undisclosed illness at the time of the examination.
 - 21.3.2. That the candidate was underprepared due to illness;
or
 - 21.3.3. The presence of undisclosed special circumstances at the time of the examination.

22. MISCONDUCT

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 matter's hereafter.

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

23. DEFINITION OF MISCONDUCT

A student shall be guilty of misconduct and may be dealt with in terms of this code, if he or she:

- 23.1. Contravenes or attempts to contravene any other order, regulation, rule or directive of the College;
- 23.2. Refuses to obey any lawful instruction or request by lecturer, official or body of the College, or acts contrary to such instruction or request.
- 23.3. Is guilty of ill treatment or abuse of any animals;
- 23.4. Is guilty of intentional or negligent conduct which results in:
 - 23.4.1. Bringing the good name of the College into disrepute;
 - 23.4.2. Prejudicing or endangering the maintenance of order and discipline at the college
 - 23.4.3. Prejudicing or endangering the proper course of teaching and/or research at the College;
 - 23.4.4. 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;
- 23.5. 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;
- 23.6. 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.
- 23.7. Plagiarizes 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.

- 23.8. Makes any misrepresentation regarding any administrative process, which includes but is not limited to the following:
 - 23.8.1. Misrepresentations regarding academic and other records.
 - 23.8.2. Misrepresentations regarding illness.
 - 23.8.3. 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.
 - 23.8.4. 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).
 - 23.8.5. Presents a forged document with the aim of misleading another person.
- 23.9. 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.
- 23.10. Enters or occupies or attempts to enter or occupy any College or College-controlled premises or building or part thereof without permission.
- 23.11. Conducts him or herself in an indecent or improper manner on College or College-controlled premises or at a College function or activity.
- 23.12. 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.
- 23.13. 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.
- 23.14. 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.

24. PROCEDURE IN CASE OF MISCONDUCT

- 24.1. A charge of misconduct shall be laid with the Principal and / or Vice-principal.
- 24.2. It is important to note that any grievances or complaints can be brought to the Quality and HR Manager. It will then be submitted to the Principal for further evaluation.

- 24.3. They may of their own volition investigate or refer a charge of misconduct for investigation. Should they believe:
 - 24.3.1. Reasonable grounds exist for a charge of misconduct against a student; and
 - 24.3.2. The conduct of the student could possibly justify disciplinary steps.
- 24.4. They will formulate a charge in writing and convene a disciplinary investigation by the Disciplinary Committee.
- 24.5. They may if there are reasonable grounds for suspecting that a student is guilty of serious misconduct, 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.
- 24.6. 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 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 give the student a written warning, 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.
- 24.7. 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 to answer to the charge.
- 24.8. 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.
- 24.9. 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 the deciding vote.

25. PENALTIES

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

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

When the appeal against a decision of the disciplinary Committee is lodged, the Principal may suspend any disciplinary measure imposed by the committee pending the result of the appeal.

Students are registered as students under the SAVC. This implies that any transgressions must also be submitted to the SAVC. SAVC may or may not choose to investigate the matter with or without consequences for registration.

26. 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:

- 26.1. 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.
- 26.2. 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 the payment of an amount determined by the College.

- 26.3. The grounds of appeal must be furnished in detail in the Notice of Appeal.
- 26.4. 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.
- 26.5. 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.
- 26.6. The Principal shall then arrange for the appeal to be heard as soon as possible by the Disciplinary Committee.
- 26.7. 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 disciplinary measures, and may otherwise make any order which, taking into account the facts of the case, would be just and equitable.

27. GRIEVANCE/COMPLAINT PROCEDURE

- 27.1. Should a student or staff member have a concern/grievance/complaint, they can access a form to be completed from the Quality and HR Manager. The completed form will be handed to the Principal.
- 27.2. The principal will assess the concern/grievance/complaint.
- 27.3. If the concern/grievance/complaint can be addressed internally by the principal, vice-principal and persons involved, this will be the first route.
- 27.4. If the concern/grievance/complaint is a more pressing matter it will be brought to the Directors' attention. The procedure to follow will be the same as for any misconduct.

28. DISCIPLINARY COMMITTEE

- 28.1. The Disciplinary Committee consists of the Principal, the vice-principal, a Director of Equine-Librium, and a student representative.
- 28.2. 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.

28.3. 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.

29. SEXUAL AND RACIAL HARASSMENT

29.1. 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.

29.2. 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.

30. EXAMINATION, TESTS AND OTHER ACADEMIC ASSIGNMENTS

30.1. Students may not bring into the test or examination venue or have in their possession any unauthorized apparatus, books, cell phones 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 of 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.

30.2. Book bags and handbags may be kept with students (i.e., underneath chairs) during tests and examinations if these are not handled by students at all for the duration of the test or examination.

30.3. 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.

- 30.4. Students may not act in a dishonest way regarding any test or examination assessment, as well as with regard to the completion and/or submission of any other academic task or assignment.
- 30.5. 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.

PLEASE NOTE:

- 30.6. 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.
- 30.7. Misconduct, plagiarism and copying/cheating in exams, tests, and assignments will lead to immediate dismissal.

31. TREATMENT OR USE OF PATIENTS OUTSIDE OF COLLEGE

Should a student evaluate, treat, or apply any interventions within the scope of practice 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.

32. COLLEGE GROUNDS AND BUILDINGS

- 32.1. The College reserves the right to deny persons and organizations access to its grounds and buildings.
- 32.2. 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.
- 32.3. 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.

- 32.4. The use of the grounds and buildings of the College is subject to the policy and procedural provisions determined by the College. Climbing College buildings or any other related unauthorized act is prohibited.
- 32.5. 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.

33. 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 cardholder 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 student may no longer be used for any purpose whatsoever.

34. OCCUPATION HEALTH AND SAFETY

All staff members and students at 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.

35. 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.

36. PETS ON CAMPUS

No pets are allowed on College grounds, with the following exceptions:

- 36.1. Guide dogs for blind persons
- 36.2. Animals used for practical or clinical training.

37. SMOKING POLICY (INCLUDING STAFF AND VISITORS)

With a view to creating a pleasant and healthy working environment and balancing the interest of smokers and non-smokers, the following smoking policy is laid down:

The following areas are classified as non-smoking areas:

37.1. Any area where a possible fire and/or security risk exists, and which has been designated as such.

37.2. All indoor areas

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

38. USE OF CELLULAR PHONES AND OTHER RECORDING DEVICES DURING LECTURES AND PRACTICALS

The attention of students 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.

39. 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 the date on which studies are terminated. The burden of proof for the termination of studies or modules rests with the student.

40. DISTRIBUTION OF PUBLICATION

Internal publications

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

External publications

40.2. 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.

41. EVACUATION OF LECTURE HALLS/LABORATORIES

During the evacuation of a lecture hall/laboratory, whether during drills or in the case of 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 cooperation of everyone involved.

The following suggestions are of particular importance:

- 41.1. Remain calm and do not panic.
- 41.2. Move quickly but do not run.
- 41.3. Avoid touching electrical equipment, switches, and exposed wires.

42. PATIENT CONFIDENTIALITY

42.1. Students are required to maintain an appropriate standard of confidentiality, regarding 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, the agreement dishonored, a disciplinary hearing will be called once the student/staff member is found guilty they will be penalized, fined and or immediate dismissed.

43. NON-COMPLIANCE WITH RULES AND REGULATIONS

43.1. 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

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

- 43.2.1. Levy interest on unpaid amounts.
- 43.2.2. Withhold a student's final marks.
- 43.2.3. Refuse registration for the following term.
- 43.2.4. Deny admission to lectures/practical sessions.
- 43.2.5. Deny the student's recognition of learning.
- 43.2.6. Withhold a student's academic record.
- 43.2.7. Have the debt listed with a credit bureau; or
- 43.2.8. Hand the account over to Equine-Librium College's attorneys or debt collectors to collect the outstanding fees.

Note: In the case of the latter, the student will be liable for the costs incurred.

DIRECTORS

Equine-Librium College Directors

Ronel Van Der Sijde - CEO

Marinette Teeling

Dr Thomas Ovendale

Prof Sybrand van den Berg

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PRINCIPAL

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