



ACADEMIC CODE OF CONDUCT

PART I: DESCRIPTION OF ACADEMIC BEHAVIOR

1. Introduction

This code of conduct provides guidelines regarding:

- 1.1 Appropriate academic behaviour,
- 1.2 Professional academic values,
- 1.3 A positive learning environment, and
- 1.4 Responsible behaviour expected of students.

This code of conduct applies to both students and faculty at The Outpost Wildlife Academy.

2. Purpose of the Code of Conduct

The purpose of this Academic Code of Conduct is to support a productive and stimulating learning environment by setting a guideline according to which the student can evaluate their behaviour and avoid any disruptive and disrespectful actions due to ignorance or wilfulness.

Disruptive academic behaviour is defined as behaviour that a reasonable person would consider significantly or repeatedly interferes with either the instructor's ability to teach or the student's ability to learn.

The academic environment includes any situation where a student is involved in activities leading to academic or practical credit or any programs followed.

3. Academic Behaviour

Appropriate academic behaviour includes, but is not limited to:

- 3.1 Professional academic values and behaviour,
- 3.2 Contribution to a positive learning environment, and
- 3.3 High standards of academic integrity.

4. Academic Values

Students demonstrate professional academic values and behaviour when they:

- 4.1 Engage in appropriate communication and interaction,
- 4.2 Show trust, respect, and courtesy, and
- 4.3 Approach the program and subject content as important and essential for academic success.

5. Positive Learning Environment

Students contribute to a positive learning environment by:

- 5.1 Attending classes professionally,
- 5.2 Taking responsibility for team and individual assignments, and
- 5.3 Developing collaborative relationships with other students and academic staff.

6. Academic Integrity

Students uphold the standards of academic integrity by refraining from academic dishonesty, which includes but is not limited to cheating and plagiarism, defined as follows:

- 6.1 Cheating includes, but is not limited to, copying from another student during an exam or in the preparation of material leading to academic credit, or providing or receiving answers or information, whether written or verbal, from others.
- 6.2 Plagiarism includes using someone else's language, structure, thoughts, or ideas without proper acknowledgment and presenting them as your own.
- 6.3 Using someone else's writing or ideas without giving written credit to the author, including copying from a fellow student's paper or from a text or internet source without properly citing the source.

7. Responsible Behaviour

A responsible student is expected to:

- 7.1 Read the study guide and applicable materials,
 - 7.2 Show respect when expressing opinions and listening to others,
 - 7.3 Refrain from using reading materials, cell phones, and other electronic devices not related to the course,
 - 7.4 Attend all classes,
 - 7.5 Come prepared to class,
 - 7.6 Participate in class activities,
 - 7.7 Submit all assignments on time; assignments submitted one day late will be penalized by 10%, two days late by 20%, and three days late by 100%,
 - 7.8 Give full attention to class activities, and
 - 7.9 Not engage in side conversations.
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PART II: GUIDELINES FOR ACADEMIC PERFORMANCE

1. Practical Work

Practical work and all study directions form an integral part of the teaching and training offered at The Outpost Wildlife Academy.

1.1 Practical participation is evaluated by lecturers in various ways: by giving short tests after practical's, evaluating students' positive participation during practical's, including questions about practicals in tests and exams, and asking the student to perform a practical task.

1.2 Participation in all formal practical's offered is mandatory.

1.3 Students may sometimes be required to write an entrance test before the relevant practical's. Students will be informed in advance if an entrance test is required. The pass mark is 80%.

1.4 The practical mark constitutes between 33% and 50% of the term, semester, and year mark, depending on the lecturer's decision.

1.5 All external course marks may be included in the term mark calculation, depending on the lecturer's decision.

1.6 The pass mark for tests and exams or any other evaluation is at least 80%.

2. Theory

2.1 Students receive academic information during class times, information sessions, visits to institutions, practical's, their own research, emails, and lectures.

2.2 All academic information is electronically stored by students according to a storage system suggested by The Outpost Wildlife Academy. This provides a clear framework of subjects offered and ensures that academic information is easily accessible.

2.3 Students' knowledge and skills are evaluated through short tests, longer tests, oral presentations, electronic presentations, and exams. Each lecturer independently decides when and how students should be evaluated.

2.4 An exam is written at the end of each semester or at the end of the year, depending on the subject and the lecturer's decision.

2.5 The medium of instruction at the Institute is Afrikaans. However, lectures may be presented in either Afrikaans or English.

3. Academic Year

3.1 The academic year begins on 1 February and ends in the last week of November. Students arrive on 1 February.

3.2 The academic year is divided into two semesters of five months each and into four quarters. Students' parents receive a progress report after each quarter.

4. Promotion

4.1 Students with a semester mark above 75% may be promoted to the next semester without writing an exam.

5. GAME AND WILDLIFE ACADEMY FOR SOUTHERN AFRICA / i3A

5.1 Students take responsibility for their progress with the Game and Wildlife Academy for Southern Africa and i3A online courses.

5.2 Students experiencing any problems in this regard should promptly bring them to the attention of the relevant lecturer.

5.3 Exam dates appear on the OUTPOST WILDLIFE ACADEMY YEAR PROGRAM.

This Academic Code of Conduct sets the standards for behaviour and performance expected of all students at The Outpost Wildlife Academy, ensuring a respectful, productive, and integrity-driven academic environment.

I hereby declare that I fully understand and accept the contents of this document. I undertake to strictly adhere to the terms contained herein.

NAME OF PARENT/GUARDIAN

SIGNATURE

NAME OF STUDENT

SIGNATURE

ON BEHALF OF MOOIKRANS

SIGNATURE

DATE