

TERMS AND CONDITIONS

1 Introduction

Akademia et al. was established in 2022 under the Akademia banner to offer individuals and/or enterprises practice-oriented short courses with an academic foundation. These short courses are presented by selected academics and experts and focus on workplace needs as well as academic enrichment.

Akademia et al. courses complement the qualifications currently offered by Akademia for certification purposes and accredited by the Council on Higher Education (CHE). **Akademia et al.** offers individuals the opportunity to develop themselves, deepen their knowledge and better equip themselves for the workplace.

2 Vision

Akademia et al. strives to be the preferred home that connects academics, experts and professionals through future-focused short courses.

3 Purpose

Akademia et al. provides a platform on which informative and practice-oriented short courses across a range of academic disciplines are developed and presented by academics and experts from our communities.

4 Mission

Akademia et al. is Akademia's short-course platform, where expertise from within the institution as well as from the community is used to develop and present short courses aimed at expanding insight and practice. As a participant in the Afrikaans higher-education environment, it aims to provide our communities with opportunities for lifelong learning. **Akademia et al.** is committed to Akademia's institutional values. **Akademia et al.** provides comprehensive, academically grounded short courses across a variety of academic fields and



disciplines for individuals and institutions that value high-quality short courses. **Akademia et al.** creates connections between academics, experts and professionals.

5 Terms and Conditions

5.1 *Registration, payment of course fees and access to the online platform*

- All registrations for courses take place through the **Akademia et al.** platform.
- A course participant will receive confirmation of registration for a course by email and will gain access to the online platform once payment for the course has been received. If confirmation is not received, contact etal@akademia.ac.za.
- Payment of the course fee is made via PayFast on the website as part of the registration process. In the case of payment by debit/credit card, proof of payment must be emailed to etal@akademia.ac.za. All payments made by debit/credit card must include the course participant's ID number as the reference.
- The course fee must be paid in full one (1) working day before the commencement of the course.
- Course participants will only have access to the online platform and electronic course materials until one month after completion of the course and must therefore ensure that all certificates and materials are downloaded within this period. No access to the platform will be granted after this period.
- No credits are awarded for the short courses.¹

5.2 *Contact details and information*

- All information provided during registration must be accurate and complete. It is the course participant's responsibility to notify the course leader if personal information

¹ CHE, Policies on the Recognition of Prior Learning, Credit accumulation and Transfer and Assessment in Higher Education, August 2016

changes after registration. All personal information will be processed in accordance with Akademia's policies.

- During registration, course participants will be required to accept the terms and conditions and verify their identity by providing a copy of their identity document or passport.
- Certificates will be issued using the details provided by the course participant during registration.
- Disclosure of personal information to third parties:
 - As course participants may earn Continuing Professional Development points (CPD points) for certain courses and the registration of CPD points is administered by third parties, **Akademia et al.** must provide the course participant's personal information to such parties for this purpose.
 - The course participant authorises **Akademia et al.** to disclose personal information to third parties.
 - The personal information of SkryfNet course participants will be disclosed to SkryfNet and Maroela Media.

5.3 Course participant's responsibilities

- A course participant must comply with the assessment criteria for the courses as set out in the course material. Course participants confirm that they understand that any form of plagiarism is contrary to Akademia's policy. Details of Akademia's plagiarism policy are available on the website.
- No course material provided to the course participant may be shared with any other person.

5.4 Technology and software requirements

- Course participants must have a valid email account, a laptop/mobile phone and internet access in order to register for a course.
- As all course material is provided electronically on the online platform, course participants must be familiar with the use of the necessary equipment and have access to a PDF

Reader (to read documents), be able to receive Microsoft PowerPoint presentations, and read and create documents in Microsoft Word.

- Some courses may require additional software. These requirements will be communicated to course participants during registration.
- Google, Microsoft Teams, Zoom and YouTube may be used as part of a course. Course participants must ensure that they have access to such resources and that their use is permitted on the computer used for study.
- Course participants are required, at their own cost, to obtain the necessary MS Office software and other resources required to complete the course, and **Akademia et al.** accepts no liability for any consequences arising from the use of such software or resources.
- **Akademia et al.** may change the requirements for a specific course at any time and send communication regarding the change to course participants at the course participant's email address.

5.5 *Assessment*

- The course participant will be required to complete a summative assessment and, in some cases, formative assessments in each short course.
- The submission date for assessments will be clearly communicated to the course participant. If difficulties arise regarding a submission deadline, the course participant may approach the course presenter in advance to make an alternative arrangement.
- The course participant must pass the summative assessment before a certificate is issued. If the course participant does not pass, the course leader may grant permission for a single resubmission of the assessment.

5.6 *Cancellation*

- Cancellations by course participants submitted by email to etal@akademia.ac.za five (5) days before the commencement of the course are fully refundable.
- Course participants who cancel outside the approved cancellation period will not be entitled to any refund.

- **Akademia et al.** reserves the right to cancel a course if there is insufficient demand, as determined by us in our sole and absolute discretion. In such a case, a course participant will receive a full refund or a credit will be issued for the next date on which the course is offered. No interest will accrue on any amounts refunded, and any applicable bank charges will be deducted from the amount refunded.

5.7 *General*

- Afrikaans is the medium of instruction, unless otherwise indicated on the course page. All course participants must have the necessary proficiency in English to understand additional supporting course material.
- Course participants do not have access to any of Akademia's library resources. All course material and resources required will be provided on the platform.
- If textbooks or other materials are required, their cost will be included in the course fee, and the course participant will receive the materials after the commencement of the course.

5.8 *Indemnity*

- The course participant indemnifies **Akademia et al.** and Akademia staff against any injury, damage or loss that the course participant may suffer during any period related to the course.