

2021: HONOURS DEMI-HOURS REGISTRATION PROGRAMME: LETTER OF AGREEMENT

PURPOSE

The purpose of this agreement is to outline the scope of the Honours Demi-Hour Registration Option that students will be required to agree to in writing.

PREAMBLE

For the Honours Degree in Visual Communication, the Open Window offers two registration options, namely a Standard Registration and a Demi-Hour Registration.

'Demi-hours' refers to the mandatory 250 hours required of the student to work for Open Window, should the 'Honours Demi-Hour Registration Option' be selected.

Standard Honours Registration

The 'Standard Honours Registration' refers to an Honours registration where the student is liable to pay in full, per credit. The per credit rate is R842.50 amounting to a standard fee of R101 100 for the Honours programme.

Demi-hour Honours Registration

Open Window also markets the 'Demi-hour Honours Registration' option, in keeping with the national imperative of widening admission access to tertiary education and promoting equity in higher education programmes by offering a fee reduction in return for 'worked hours' at Open Window. This option may not only alleviate the financial strain of the Standard Registration Programme, but furthermore, provides the opportunity to the student to gain work experience. The discount of R28 300 is calculated based on the monetary value of 1 demi-hour amounting to R113.20.

The 'Demi-hour Honours Registration' option costs R72 800 (the credit rate remains the same, with a total R28 300 discount applied as a maximum).

The student is provided a discount of R28 300 (calculated at a rate of R113.20 per hour worked). The student is then required to work 250 hours at Open Window to total the discounted rate in the same academic year.

'Demi-hours Honours Registration' refers to the optional registration programme where a student is able to work 250 hours for Open Window, thus receiving a 'work-return' discount off the Honours programme.

The Demi-hour registration option works out to a fee reduction of R28 300(R113.20 per hour, for 250 hours worked). These hours are mandatory and part of the registration package on the demi-hour option.

TERMS OF AGREEMENT

Students that have registered on the Demi-Hour option, are able to begin working towards completing their demi-hours from the start of the academic year and will be required to complete their demi-hours 8 weeks before graduation as indicated in the academic calendar (the dated terms of agreement are outlined below). Students with incomplete hours at the end of the term will be invoiced for the outstanding hours at R104,80 per hour as indicated above. Open Window has the right to withhold graduation should the student not have completed the hours and/or paid for hours outstanding as per any remaining outstanding fees.

SCOPE

Students may gain demi-hours from, but are not limited to, the following areas:

1. Creative collaborations
2. CRM & library duties
3. Exam invigilation
4. Festivals & events
5. OW marketing & Awareness Campaigns
6. OW magazine publication
7. Studio assistants & lecturing assistants
8. Tutoring & undergrad mentoring
9. Other

AGREEMENT

THE OPEN WINDOW

1297 JOHN VORSTER DRIVE, SOUTH DOWNS, IRENE

Time allocation for agreement:

Registration Start date:

Proposed End date:

- I have read the above description of the Demi-hour registration option and understand the specifics which have been outlined
- I understand that I have agreed to take on up to 250 hours in return for the discounted registration option offered by the demi hour registration programme
- I understand that it is my responsibility to record my hours, using the system provided
- I understand that it is my responsibility to organise hours, and to avail myself to working those hours, which may take place on campus or off campus
- I understand that the Honours co-ordinator will not organise the hours for me, but that the Honour-co-ordinator is available to assist in putting me in contact with opportunities for demi-hours
- I understand that, should I not complete the full 250 hours, I will be invoiced for the hours outstanding at the rate declared above. Should I not pay the balance timeously, it will be treated as a default of payment, and I will not be granted the opportunity to graduate until such time as the amount owed to Open Window is settled