

Hello Veganite!

Welcome to 2024 academic year at The Independent Institute of Education's Vega School Pretoria. We are certain that joining us is one of the best decisions you will ever make, and we trust that 2024 will bring you another step closer to your chosen future. We are determined to provide you with the best level of support during your time of study with us, leading to many great achievements and success.

A reminder of our purpose: In the pursuit of academic excellence, IIE-Vega produces IIE graduates who are able to design and create original strategic solutions for brand challenges in business and society. You are a Veganite and form part of [Gen V](#) – a generation with a purpose.

Our teaching philosophy is built on the mantra of wisdom **with** magic - creating an academic environment that is based on experiential learning where **creatives are trained in strategy and strategists in design-thinking**.

As we prepare for the upcoming 2024 academic year, we would like to take this opportunity to inform you of the various aspects you need to be aware of before you come onto campus.

## V-Week

New student orientation will be held during the week of 12- 16 February 2024. Exact details of the week's events will be communicated to you via SMS and email. You can also find an overview of the V-Week schedule [here](#).

## Campus Community WhatsApp Group

The IIE Vega Pretoria campus has a student community WhatsApp group that is used to communicate important information, reminders and updates on events happening in our student community. During orientation, you will be informed of how to sign up to the Campus Community WhatsApp group, and we highly recommend joining this group to stay up to date on matters relating to your student journey.

## Timetables

Timetables will be released no earlier than **one week before your classes** commence. Please understand that timetables remain subject to change throughout the year. Unfortunately, we cannot guarantee that timetable structures will remain the same during each year of your studies with us. You are required to attend classes to remain up to date with the academic programme. Whilst we encourage our students to pursue part time employment opportunities outside of the academic programme, you must prioritise your studies and avoid committing to work schedules until after you have received your timetable and academic calendar from the institution.

**For the creators.**

**Directors:** RJ Douglas (UK), JDR Oesch, MD Aitken, SCD Lurie | **Group Company Secretary:** CB Crouse

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## Relationship Navigators and Vega Assist

Timeous and respectful communication and engagement between staff and students is fundamental to your journey ahead. The dedicated Relationship Navigators on campus are best positioned to provide you with information, assist with queries, or to just steer you in the right direction.

A key tool in supporting our students is Vega Assist, our customer service management platform. The system ensures that your query is directed to the correct staff member and we are able to track the matter and escalate it, where necessary.

It is important to note that, whilst the Vega Assist platform supports our commitment to query resolution and student support, in person engagement with the Relationship Navigators remains our first choice when assisting our students. Please ensure you familiarise yourself with the whereabouts and operating hours of the Relationship Navigator office.

## Student Systems, Communication and POPIA

During the first few weeks of the academic year, we will provide you with onboarding sessions around the various Student Information Systems. In addition to these systems, each Veganite is issued with an institutional “vgconnect” email. Once you have received training on how to access your vgconnect email address, the campus will no longer make use of your personal email address when sending out email communication.

We have shifted our communication protocols from including our parents/account payers, to include our students only and will thus engage exclusively with our students in relation to any academic or operational matters, including the release of academic results, which are only released on the student portal. This is consistent with the introduction of the Protection of Personal Information Act (POPIA) which has come into effect. Although this may seem at times to run contrary to the provision of quality service, significant precedent within higher education indicates the need for students to develop their ability to navigate their own personal journey during their tertiary studies, whether it be academic, or service related. If not allowed the opportunity, in the time between secondary schooling and the workplace, this can later impact on a student’s confidence in their ability to navigate the wider world independently.

## Academic Material

The Wize Books Portal for the ordering of academic material will open on 11 January 2024. Now that you have submitted your registration request, await an email from Wize Books with your UNIQUE log-in link. Your prepopulated cart will be based on the modules you selected when you registered so, please ensure that the correct modules are selected. You will be required to log in using your new student number (starting with ST) and your ID number. We recommend that you do not order your books until you have received final

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confirmation of your registration from us to prevent a possible delay in the process. **DO NOT SHARE THE MAIL WITH ANYONE ELSE AS THIS IS UNIQUE TO YOU.** Without this UNIQUE link you will not be able to log in.

### Student Card and Biometrics

The issuing of 2024 Student Cards will be done via the Wize Books portal. When ordering your 2024 academic material, you will be required to upload a clear head and shoulders photo to be used on your student card. Your student card will then be delivered to you along with your academic material from Wize Books.

Access to campus biometrics is linked to your 2024 student card. Please ensure you have completed your registration for 2024 and ordered your academic material and student card at least one week before your course start dates. Please contact the campus for more information.

### Additional helpful information regarding the Pretoria campus:

- Join the campus WhatsApp group for crucial updates and specialized qualification announcements to stay informed.
- Toilets are located on all levels.
- Please also feel free to make use of our canteen.
- Limited parking is available around the building and in the basement. Try to make use of alternative transport or drive with fellow students.
- Please note that the Vega buildings are non-smoking and non-vaping areas. Smoking and vaping are allowed only in the designated smoking / vaping area.
- The Information Centre is available for your use and is situated on the ground floor. The Information Centre operating hours Monday – Thursday, 8:00am – 7:00pm and Friday, 8:00am – 17:00 and Saturdays. 08:00 – 12:00
- Campus opens on weekdays for students at 07:00am
- Relationship Navigator Office Hours: Monday – Friday 11:00-13:00 & 15:00-16:00

Make the best of what Vega offers you during your studies, and may you have a wisdomwithmagic experience!

We look forward to navigating this exciting journey with you and wish you every success.

Let the adventure begin!

The IIE's Vega Pretoria Team

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