# SO\_01\_Student Policies

OT\_01.6\_Naming Convention for project submissions You are required to name your repository as follows:  
  
StudentNo\_ClassCode\_ClassGroup\_FirstName+LastName\_ProjectCode  
No spaces between words and an underscore to indicate spaces.   
For example: SAMSMI012\_FTC2301\_GroupA\_SamuelSmith\_PF1  
  
   
Students who do not follow the naming convention for their projects will be penalised (-10% for the project submission).  
   
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_01.0\_Overview The information shared in this Orientation Course serves as a formal guide on standards and policies that are applicable to all CodeSpace students.          
  
          Full-Time Online  
          Full-Time Campus  
  
CodeSpace also provides training for students who have financing agreements in place via a Partnership Programme; these financing agreements may introduce some variation in regards to financing agreement terms and conditions and CodeSpace policies and guidelines. Students should ensure that they are familiar with their student contract, financing agreement, and CodeSpace Policies and Guidelines to ensure additional or variations stipulated in their financing agreement are adhered to.   
   
Please read through this section thoroughly to ensure you understand the policies and procedures that will govern your studies at CodeSpace. Should you have any questions or queries, please consult your Program Coordinator for clarity.  
   
  
   
   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.10\_Honour Code   
We expect all students at CodeSpace Academy to commit to an Honour Code. In doing so, you commit to:  
  
Completing all assessments on your own, unless collaboration on an assessment is explicitly permitted.  
Maintaining only one user account.  
Not letting anyone else use your username and password.  
Not engaging in any activity that would dishonestly improve your assignment results, or improve or hurt the results of others.  
Not posting answers to problems that are being used to assess learner performance.  
  
If we find you in violation of the Terms of Registration or Honour Code, you may be subject to one or more of the following actions:  
  
Receiving no credit for an assessment.  
Having any certificate earned in the course or program withheld or revoked.  
Being deregistered from a course or program.  
Termination of your use of the CodeSpace Learning Management System.  
    
  
   
Please note: Additional actions may be taken at the sole discretion of CodeSpace Academy. No refunds will be issued in the case of any corrective action for such violations. Honour Code violations will be determined at the sole discretion of the CodeSpace Academy staff. The student will be notified if it is determined that they have violated this Honour Code. They will be informed of the corresponding action to be taken as a result of the violation.  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.7\_Marking Process The marking process works as follows:  
  
You will receive your marks and feedback within one week after the submission date.  
You need to submit all course challenges to be eligible to complete the capstone project.   
The pass mark for all projects is 50%.   
If you submit a capstone project and receive less than 50%, the project is considered as a ‘Fail’.  
Failing a capstone project with less than 40% will result in you not being allowed to continue with the next course, and you will be required to repeat the failed course.  
If you receive between 40% to 49%, you will be allowed to submit a second capstone project attempt within 7 days of receiving the feedback on your first capstone project attempt.   
The second capstone project attempt will be capped at 50% (pass mark).  
If you pass your second capstone project attempt, you will move on to the next course.  
If the second capstone project attempt is not submitted within the 7-day window, the attempt will be considered a 'Fail.'  
If you receive a ‘Fail’ for the second project submission, you will not be able to proceed to the next course and will be required to repeat the failed course.  
NB, If you do not attempt the first project submission, you will forgo the resubmission process and the project will be considered a ‘fail’.  
  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.6.2\_Professional Communication CodeSpace expects all students to communicate in a professional and respectful manner in all forms of communication with the CodeSpace Team. This includes on-campus engagement, communication via email, Social Media, Discord, and all online sessions with a coach, programme coordinator or staff member of CodeSpace.   
   
The use of any form of swearing, blasphemy, or inappropriate language is strictly prohibited and will not be tolerated, as it creates an unprofessional and uncomfortable environment for other students, our coaches, and operational staff. A disregard for this policy will have a negative consequence, as offences such as this will be documented and referenced in our referral letter to prospective employers and recruitment agencies.  
   
Students found to be using inappropriate language may face disciplinary action, which may include a warning, suspension, or expulsion from CodeSpace, depending on the severity of the offence.  
   
Students are reminded to be respectful and professional in all forms of communication with the CodeSpace team. If you have any questions or concerns, please do not hesitate to reach out to the appropriate channels for assistance.  
   
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.5.1\_Lectures & Coaching Sessions Lectures  
Students are requested to watch these pre-recorded videos before attending their coaching sessions for the week.  
   
Coaching Sessions  
These sessions take place on Mondays to Fridays, refer to your lesson plan for the days and times. Additionally Google calendar invites will be sent to you and should be accepted so that the coaching sessions appear in your Google Calendar, these invites will also contain the link to the coaching session.  
   
Your coaching sessions will be used to provide support where you can discuss issues you’ve had with your code and break concepts down further to help with your understanding. You are expected to have completed all content, challenges and videos as stated in your lesson plan before joining the coaching session.  
   
   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.8\_Student Expectations   
As a student, you are expected to behave as a young professional.   
   
This means that when attending an online classroom environment, you should:  
  
Have watched the pre-recorded lectures as indicated on your lesson plan before attending the coaching sessions.  
Have your camera on unless requested otherwise by the instructor.  
Use your microphone and the in-call chat to engage with your coach and classmates.   
Be punctual for the start of classes.  
Come prepared for every session to maximise the benefit of the coaching sessions.  
Complete the written StandUps/Check-ins on your Discord group channel.  
  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.4.1\_Applications Applications You Will Use  
CodeSpace Learning Management System (LMS)  
This is where you’ll access online content, this consists of videos, code snippets, code walkthroughs, quizzes, challenges and projects. You will receive your login details upon the completion of the  registration process.   
   
Slack   
This will be the primary place of communication between you, your classmates and the rest of the CodeSpace Support Team. You will receive a link to join the CodeSpace Slack workspace. Make sure you have been added to the channel when class begins, after you have completed your sign up on Slack.  
   
Figma/FigJam  
A whiteboard collaboration tool that you will use to create your project flowcharts, to share your step-by-step process (process and planning map) in creating your coding projects.  
   
Visual Studio Code  
This is where you will write your code, test it, and fix bugs where necessary.  
   
Github and Github Desktop   
Github is where you will store your code online (called a repository), it will record changes made to your code along the way. Your Program Coordinator  
and Course coach will use your repository to assess your progress and mark your project submissions.  
   
Loom  
Loom is a video messaging tool that helps you get your message across through instantly shareable videos. With Loom, you can record your camera, microphone, and desktop simultaneously. Your video is then instantly available to share via a Loom link.  
All students will be required to submit a 5 minute screen recorded code demonstration of their capstone projects. The video should focus and demonstrate your understanding of programming concepts  and code, and not the aesthetics or final functionality of the program developed.  
   
Google Calendar  
We encourage you to manage your time and work schedule. Use the calendar to set reminders for your course submissions and any other relevant dates during your time with us.   
   
PLEASE NOTE: that this is not the full or extensive list of applications that a student will be using to complete the full Software Development program. Course specific applications will be communicated when relevant and specific content and projects are introduced when progressing through the courses.  
   
   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.12\_Returning Students We hope to see you back. When you wish to reinstate your studies after a prolonged period (longer than 6 months), you can request to rejoin from the last course completed. You will need to consult with your Program Coordinator regarding this option.   
   
You will be requested to submit a skill set assessment to evaluate your knowledge and understanding of the content covered.  
   
The assessment marking fee is R200.00, which must be settled upon the assessment submission date.   
   
Should you fail the skill set assessment, you will be directed to restart from the beginning of the program so that you can rebuild your skills on a firm foundation.  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.1.5\_How to submit your project via the LMS Each course on the Learning Management System (LMS) will have specific project submission criteria.  
   
Project submission general rules:  
  
Projects are due by 17h00 on a Friday afternoon unless otherwise stipulated in your lesson plan or  by your Programme Coordinator.  
For each course, you must submit your projects via the [Projects] tab on the LMS.   
In the instance that the LMS cannot be used for a submission, you must email your submission to your coach and CC your Program Coordinator. The subject of your email should be your project name, which follows the project naming convention.   
All projects are to be submitted, along with a code demonstration (no longer than 5 minutes). This requires you to illustrate your understanding of the programming concepts used in your project.   
All submissions should be in the form of a GitHub public repository link, to ensure the repository is accessible for marking purposes, the code demonstration link should be in your README if you do not do a live presentation.  
The only exception to this rule is the Programming Fundamentals Course, where a Figma file link is required instead of a GitHub link.   
    
  
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.9\_Plagiarism Policy   
  
Within the Software Development landscape, code is copied and shared to ensure functionality. Although this utilisation of copied code is used within the working profession by skilled and experienced developers, copying code is not tolerated as an acceptable practice while learning at CodeSpace.   
   
If you are suspected of plagiarism:   
  
Your projects and challenges will be assessed.  
You will not receive results for submissions until the investigation has been finalised.   
  
Should you be found guilty of plagiarism, the following process will take place:  
  
You will receive a final written warning, which will remain on your record.   
You will be required to attend a meeting with your Program Coordinator (and your sponsor if you are a financed student) to reevaluate your enrolment.  
The Program Coordinator will determine the merits of the situation and will determine if you will receive an opportunity to resubmit the project. A new deadline date will be determined at this point and communicated accordingly.  
If you do not receive an opportunity to resubmit the project, the project will be considered as a ‘Fail’.  
Any further plagiarism offences during your studies at CodeSpace will result in immediate expulsion.  
  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.2.1\_Student Support Program Coordinators  
You will be assigned a Program Coordinator who is your primary administrative point of contact. Your Program Coordinator will be present at your orientation and coordinate class communication, schedules, marking, and general support for you along your learning journey.  
   
Code Coaches  
Code coaches are there to facilitate and guide you on your learning journey. Depending on your chosen learning mode, your coaching sessions will be conducted via live online sessions or on campus. You will also receive ongoing coaching support via your dedicated coaching Slack channel. Your coach will assess and validate that you have met the challenge and capstone project outcomes, understand the subject matter and are ready to proceed to the next course. Coaches will always encourage you to seek additional resources and answers outside the scope of the course content.   
   
Accounts  
Should you have any finance queries, please contact and direct all correspondence to the following email address: finance@codespace.co.za  
   
   
   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.6.3\_Discord Discord  
This is the main platform for communication between students and the CodeSpace team.  
   
Any general questions you may have can be posted on your class group channel.  
   
Coding related questions should be posted on your coaching group channel.   
   
Our goal is to respond within 24 hours. You and your classmates are also welcome to answer any questions posted that you know the answer to. Messages posted on your group channels take precedence over private or direct messages.   
   
Your lesson plan will be pinned to the top of your class group channel.  
  
Discord Etiquette  
  
The code coaches are often assigned to multiple classes/students and aren’t always available immediately.  
Bad Discord Etiquette  
  
  
“Hi coach…”  
“Please help…”  
“I’m stuck with a challenge..."  
  
  
Good Discord Etiquette  
  
  
“Hi coach… I am struggling with… I have tried… Thanks.”  
  
  
They don’t need you to greet them, then wait for a response, then ask a question, but rather say it all in one message with a question that they can respond to without having to ask for details. Use new threads to separate topics.  
  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.7.1\_This could be your day First, coffee!  
  
Check the details laid out in your Lesson Plan and ensure you've completed all of the pre-course material before joining your coaching sessions.  
Make sure to take note of what your Code Coach has shared on what you’re building this week.  
Share your progress in a StandUp on your group's slack channel.  
Read through and watch videos on the LMS.  
Try out the code challenge for the week. Code Code Code!  
Join coaching sessions to ask questions and demonstrate what you’ve built.  
  
   
   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.7.2\_Time Management To ensure you are able to meet all course requirements and outcomes we recommend that you take some time to think about HOW you will go about achieving your goal of becoming a successful programmer? It’s easier to succeed when you have clearly defined objectives that are based in reality.  
   
Introducing SMART Goals  
We often fall short of meeting our goals due to a lack of understanding on the definition of success.  
SMART goals use a specific set of criteria to help ensure that objectives are clearly defined and attainable within a certain timeframe.  
Working through each step of creating a SMART goal can reveal instances where priorities and resources are out of alignment.  
   
What are SMART goals?  
The SMART in SMART goals stands for Specific, Measurable, Achievable/Attainable, Relevant, and Time-Bound.  
   
Defining these parameters as they pertain to your goal helps ensure that your objectives are attainable within a certain time frame. This approach eliminates generalities and guesswork, sets a clear timeline, and makes it easier to track progress and identify missed milestones.  
   
An example of a SMART-goal statement might look like this:  
  
My goal is to [quantifiable objective] by [timeframe or deadline].  
[I/You] will accomplish this goal by [what steps you’ll take to achieve the goal].  
Accomplishing this goal will [result or benefit]  
  
In the first module of the Programming Fundamentals course, you will have the opportunity to complete your SMART Goals and prepare a structured plan to successfully work towards becoming a Software Developer.   
   
For now, take the time to start planning how you will learn. Use your Google Calendar as a tool to manage sessions and tasks. Begin by deciding what days you will use to learn, the amount of hours you’ll spend researching and trying out new code practices, as well as scheduling your lectures and coaching sessions. This will give you a great way to prepare yourself and commit to your learning.  
   
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.3.1\_Employment Support   
Throughout your learning journey at CodeSpace, you will acquire a portfolio of code which you can showcase to help you apply for internships or junior roles. The training goes beyond technical topics to give you workplace skills and help with interview preparation.   
Graduates are not guaranteed a job placement upon completion of the course, but you are prepared through our workplace readiness course which will equip you to apply for a position yourself.   
Graduates can opt into CodeSpace’s Young Professional network which assists graduates in finding employment opportunities. Our graduates have begun careers in some of the most exciting tech companies, within both corporate, start-ups, and even freelance.   
  
   
   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.2\_Load Shedding Policy Load shedding is inconvenient and frustrating. It is now an expected part of everyday life, and we must plan around it. We aim to minimise the impact of load shedding on your class schedule and will not cancel or move your class schedule based on load shedding. Reciprocally, you may not be excused due to load shedding.  
   
You are required to check the load-shedding schedule for your area in advance and arrange alternative methods for connectivity.  
   
You will be marked absent if you are unable to attend your coaching sessions due to connectivity issues.   
   
There are several options you can explore to deal with load shedding:  
  
  
Using mobile data to hotspot from your device during outages.   
  
  
Investing in a mini UPS for your router (R500) to ensure connectivity.  
  
  
Moving to an alternate location, friend's house, or coffee shop during the outage.  
  
  
Visiting your local library to use their wifi connection during load shedding.  
  
  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.11\_Cancelling your studies Should you wish to cancel your studies, you will be required to contact your Program Coordinator in writing, stating why you would like to cancel your studies. Sometimes life happens, and this is necessary. If you are unhappy with your experience as a CodeSpace student, please communicate this with us, as we value learning and would like to hear your feedback.   
   
The Student remains liable for the program fees for the duration that they were in the program plus an administration fee of R500. The program fees are calculated according to the monthly fee rate irrespective of the payment plan the Student is on.  
   
You will receive your academic transcript upon full fee settlement.  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.1\_Attendance Requirements The CodeSpace learning environment simulates a professional work environment. All students are expected to behave as young professionals and to present themselves professionally. As such, students are expected to attend the learning environment punctually and reliably.   
   
Attendance is taken at the beginning of every session. Attendance will be recorded as follows:   
   
  
  
Present: To be considered 'present' the student must be punctual for the start of class. In an online class, the student must have their cameras on unless requested otherwise by the instructor. Students are expected to use their microphones and the in-call chat to engage with their coach and classmates.    
  
  
Excused: If the student has an emergency that prevents them from attending class, they must excuse themselves, using the correct communication channel to their Program Coordinator and coach as soon as possible. The Program Coordinator may use their discretion to judge the validity of the reason and may request supporting documentation.     
  
  
Absent: A student will be marked 'absent' if they are late for class if they fail to attend the class without excusing themselves.   
  
  
   
  
  
One-On-One Session Attendance:  
a. One-on-one sessions, as indicated in the lesson plans, are considered mandatory for all students.  
b. Attendance during one-on-one sessions will be recorded and tracked for each student.                                                                       
c. In the event of an unavoidable absence, students are required to notify their Program Coordinator and coach as soon as possible, preferably before the scheduled session.  
d. Absences without prior notification may be considered unexcused.  
e. Unexcused absences from one-on-one sessions may result in consequences as outlined in the overall attendance policy.  
   
  
Your attendance percentage will reflect on your final academic transcript and form a part of the reference supplied to potential employers.   
   
You are required to achieve an attendance rate of 70% or above for all required sessions to graduate with a certificate. If you achieve an attendance rate of less than 70%, you will receive your transcript but not a certificate.   
   
If you receive financing for your studies, you are required to meet the minimum attendance rate stipulated in your financing agreement. If your attendance percentage drops below that minimum requirement, you will be required to attend a meeting with your sponsor and Program Coordinator to reevaluate your enrolment.   
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.4\_Project Submission Deadlines The project submission dates are clearly indicated on the class schedule, and you are responsible for submitting your projects on time.   
  
   
If you have a valid reason why you cannot submit your project on time, you must alert your Program Coordinator and provide supporting documentation. Examples of supporting documentation are a medical certificate, death certificate, or incident report. The Program Coordinator will evaluate the validity of the reasons provided.   
   
Late project submissions will be penalised:  
  
  
1 day late = (-10%)  
  
  
2 days late = (-20%)  
  
  
3 days late = (0%)  
  
  
   
If you have not submitted the project within two days of the original deadline, the project is considered a ‘Fail,’ and you will receive a zero for the project submission.   
   
You cannot resubmit the project after this point and will not be promoted to the following course in the program.  
   
Financed students will be required to attend a meeting with their sponsor and Program Coordinator to reevaluate their enrolment if a project has not been submitted 2 days after the original due date.  
   
   
   
 Previous Lesson   
   
 Next Lesson

# SO\_01\_Student Policies

SO\_0.6.1\_Your Professional Profile As you begin your learning journey at CodeSpace, you will also begin building your Professional Profile. A professional profile, also known as a personal statement, is a brief summary of who you are, your skills, experience and career goals. The profile is the equivalent of an elevator pitch, which is designed to capture the employer’s interest so that they read your CV in full.  
   
Your Professional Profile provides a useful introduction of yourself to prospective employers and recruiters. It is said that a recruiter spends seven seconds looking at an application and as such, it is crucial that you make a good impression.   
   
Every platform that you use during your CodeSpace learning journey, be it for communication, presentation or developing project outcomes, should be considered an additional piece towards your final Professional Portfolio. How you conduct yourself and present yourself  online, in person or via various online platforms, provides another great opportunity to make your application stand out from other candidates.   
   
Use a professional profile picture for all platforms used in your CodeSpace learning journey. This includes your Slack, Google, Zoom, Loom and any other application that requires you to hold a profile and account. Your profile name should reflect what you have displayed on your CV allowing potential employers to easily identify and research your profile.   
   
Take a look at the profiles you have created so far and consider if they meet the Professional Profile you would like prospective employers to see.  
   
   
   
   
 Next Lesson

# SO\_01\_Student Policies

OT\_01.3\_Course Promotion   
Each course builds upon the previous course. You must achieve all prerequisites to progress to the next course in your program.  
   
The prerequisites for each course are outlined below:  
   
Software Development  
  
Introductory Level (Intro to Web)  
  
  
Successful completion of the Programming Fundamentals capstone project.  
  
  
Intermediate Level A (IWA JavaScript Fundamentals)  
  
  
Successful completion of the Intro to Web capstone project.  
  
  
Intermediate Level B (Dynamic Web Applications)  
  
  
Successful completion of the Interactive Web Applications capstone project.  
  
Specialisation  
  
Advanced Level (JavaScript Engineering)  
  
  
Successful completion of the Dynamic Web Applications capstone project.  
    
  
You are required to submit all of your projects to move on to the following course in the program.  
   
A project submission comprises the following components:   
  
Final code base: a student must submit their project, which includes all artefacts specified in the project brief, via the [Project] tab on the LMS by the designated deadline.   
Attendance in Review week: It is compulsory for students to attend the review week. Attendance will be recorded. During the review week, the student must do a live presentation of their project to the coach or panel of judges.   
Code Demonstration: Students will present their final Capstone Project in a live presentation, demonstrating their understanding of the code, what solutions were implemented, and recommendations made. The final review has to be done during a live session, in front of a panel of judges. The session will be recorded. No other means of review will be accepted. If the student is unable to present due to technical difficulties, an alternative time slot will be scheduled. Failure to present within the given timeframe results in an incomplete project submission.   
Successful Outcome: The pass mark for all projects is 50%  
Resubmission: Students who receive between 40% to 49% will be allowed to continue to the next course, on condition that they resubmit and pass the second capstone project attempt within 7 days of receiving the feedback on their first capstone project attempt.  
  
   
   
   
 Previous Lesson   
   
 Next Lesson