

# General information and rules

Calendar, Part I

2022



UNIVERSITEIT  
iYUNIVESITHI  
STELLENBOSCH  
UNIVERSITY

100  
1918 · 2018

FORWARD TOGETHER | SONKE SIYA PHAMBILI | SAAMVORENTOE

# CALENDAR

## 1. Amendments, Liability and Accuracy

- 1.1 In this publication any expression signifying one of the genders includes the other gender equally, unless inconsistent with the context.
- 1.2 The University reserves the right to amend the Calendar parts at any time.
- 1.3 The Council and Senate of the University accept no liability for any inaccuracies there may be in the Calendar parts.
- 1.4 Every reasonable care has been taken, however, to ensure that the relevant information to hand as at the time of publication is given fully and accurately in the Calendar parts.

Please note that the information in this Calendar part, and also in the other Calendar parts, is subject to change, as and when necessary, for as long as uncertainty regarding the Covid-19 situation persists.

## 2. Where do I find the the Calendar parts?

- 2.1 The electronic versions of the Calendar parts can be obtained at [www.sun.ac.za/Calendar](http://www.sun.ac.za/Calendar).

## 3. The division of the Calendar

- 3.1 The Calendar is divided into 13 parts. All parts are available both Afrikaans and English, with the exception of Part 13 (Military Science), which is only available in English.
- 3.2 Part 1, 2 and 3 of the Calendar contains general information applicable to all students. Students are urged to take note especially of the content of the provisions in Part 1 of the Calendar applicable to them.
- 3.3 Part 4 to 13 of the Calendar are the faculty Calendar parts.

Part	Calendar
Part 1	General
Part 2	Bursaries and Loans
Part 3	Student Fees
Part 4	Arts and Social Sciences
Part 5	Science
Part 6	Education
Part 7	AgriSciences
Part 8	Law
Part 9	Theology
Part 10	Economic and Management Sciences
Part 11	Engineering
Part 12	Medicine and Health Sciences
Part 13	Military Science

**Policies and related information can be found at the following links:**

Management guidelines for the application of the placement policy for the 2021 student intake	<a href="http://www.sun.ac.za/english/maties/Documents/Management%20guidelines%20for%20implementation%20of%20placement%20policy.pdf">www.sun.ac.za/english/maties/Documents/Management%20guidelines%20for%20implementation%20of%20placement%20policy.pdf</a>
Parking and the registration of vehicles	<a href="https://www0.sun.ac.za/sustainability/pages/services/transport/parking/terms-and-conditions.php">https://www0.sun.ac.za/sustainability/pages/services/transport/parking/terms-and-conditions.php</a>
Copyright of the SU campus	<a href="https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/copyright.html">https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/copyright.html</a>

A list of other key student policies and regulations, found at [www.sun.ac.za/sunrecords](http://www.sun.ac.za/sunrecords), is outlined below. Please note this is not an exhaustive list but rather indicative.

1. Admissions Policy
2. Assessment Policy and Practices at SU
3. Audit Trail Logging and Monitoring
4. Bursaries and Loans with Discriminatory Criteria
5. Commercial Exploitation of Intellectual Property
6. Conflict of Interest
7. Disability Access Policy
8. Disciplinary Code for Students of Stellenbosch University
9. Electronic Communication Policy
10. Electronic Identity Validation Regulation
11. HIV/AIDS Policy for Students and Staff
12. Identity and Access Management Policy
13. Information Security Regulations
14. Interim Access Regulation
15. Internal and External Moderation and the Processing of Results
16. Internet Access
17. IT Enduser and Media Regulation
18. Joint and Double Degrees at Master's and Doctoral Level with Foreign Universities
19. Language Policy
20. Management of Support to Ensure the Academic Success of Top Student-Athletes
21. Naming of Buildings, Venues, Facilities and Other Premises
22. Password Regulations
23. Placement in Residences, and in Listening, Learning and Living Houses, as well as Allocation to PSO Wards and Clusters
24. Policy on Plagiarism in Support of Academic Integrity
25. Postdoctoral Research Fellows at Stellenbosch University
26. Presentation of Short Courses at Stellenbosch University
27. Prevention of Nepotism
28. Private Telephone Calls and Internet Usage
29. Promotion of Weapon-Free Campuses
30. Quality Assurance and Enhancement at Stellenbosch University
31. Recognising Co-Curricular Achievements
32. Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)
33. Records Management Policy
34. Renting of Sports Facilities to Outside Groups
35. Risk Management Policy
36. Statute of Stellenbosch University, 2019
37. Student Feedback on Modules, Lectures and Programmes
38. Super User Policy
39. Teaching and Learning Material
40. Teaching and Learning Policy
41. Unfair Discrimination and Harassment
42. Use and Licensing of Stellenbosch University Trademarks



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# GENERAL INFORMATION

## 1. LANGUAGE AT THE UNIVERSITY

The official Language Policy and Language Plan of Stellenbosch University were approved by the Council of the University. The full version is available at <http://sun.ac.za/language>.

## 2. INCLUSIVITY

Stellenbosch University admits students of any race, colour, nationality, religious conviction or ethnic origin to all rights, privileges, programmes and activities generally accorded or made available to students of the University. The University does not unfairly discriminate on the basis of race, colour, nationality, religious conviction or ethnic origin in the implementation of its educational policies, its scholarship and loan programmes, or its sports programmes.

## 3. OMBUD

Stellenbosch University makes use of an ombud who acts completely independently and is also not on the staff establishment of the University. In this way, the University has created a channel through which appropriate attention can be paid to all problems and complaints raised by its students, the parents of its students or its staff and

- that cannot be dealt with satisfactorily along the normal channels by the existing University structures, or
- for which these structures are inadequate, for whatever reason, as appears from sufficient motivation presented by the complainant or complainants.

The discretion regarding whether or not to deal with such a complaint or problem, as well as the discretion regarding the manner of dealing with it, lies exclusively with the ombud, provided –

1. that the ombud shall not disclose the identity of any complainants without their permission, unless the further process of dealing with the complaint or problem by the University structures requires disclosure;
2. that, first of all, the ombud will refer a complainant to the existing University structures if, in the opinion of the ombud, the particular channel through which complaints are processed was not utilised adequately;
3. that, in all respects, the ombud may independently obtain further information in relation to the complaint and/or problem, and that, with the permission of the Rector, she/he may use the University's infrastructure to acquire such information;
4. that student complaints regarding purely academic matters shall not normally be dealt with by the ombud;
5. that the ombud shall give no final ruling, but report the findings at his exclusive discretion as a recommendation to the Rector; and
6. that under no circumstances may the ombud deal with a complaint or problem that already is the subject of a lawsuit.

## 4. COMMUNICATION WITH THE UNIVERSITY

### Student number

In dealing with new formal applications for admission, the University assigns a student number to each applicant. This number serves as the unique identification of the person concerned. However, the mere assignment of a student number does not imply that the applicant has been accepted for the proposed programme of study. You will be advised whether or not you have been accepted in a separate letter.

Once you have been informed of your student number you must please quote it in all future correspondence with the University.

### Addresses at the Central Administration

Correspondence on academic matters, i.e. study-related matters, should be directed to:

The Registrar  
Stellenbosch University  
Private Bag X1  
MATIELAND  
7602

Correspondence on bursaries, loans and residence placement, should be directed to:

The Senior Director: Student Access  
Stellenbosch University  
Private Bag X1  
MATIELAND  
7602

Correspondence on matters relating to finance and services, including services at University residences, should be directed to:

The Chief Operating Officer  
Stellenbosch University  
Private Bag X1  
MATIELAND  
7602

#### Other official addresses

Division Student Affairs (Non-academic matters)	Neelsie Private Bag X1 Matieland 7602
Faculty of Medicine and Health Sciences	PO Box 241 Cape Town 8000
Faculty of Military Science	Military Academy Private Bag X2 Saldanha 7395
University of Stellenbosch Business School	Bellville Park Campus PO Box 610 Bellville 7535
Division for Teaching and Learning Enhancement	Private Bag X1 Matieland 7602
School of Public Leadership	Bellville Park Campus PO Box 610 Bellville 7535

## 5. USEFUL TELEPHONE AND FAX NUMBERS

For divisions or sections not listed below, please contact the Stellenbosch University Contact and Client Services Centre on the Stellenbosch Campus at 021 808 9111, with fax number 021 808 3822 and e-mail [info@sun.ac.za](mailto:info@sun.ac.za).

Major entities by campus	Telephone	Fax
University of Stellenbosch Business School (Bellville Park)	021 918 4111	021 918 4112
Medicine and Health Sciences, Faculty of (Tygerberg)	021 938 9111	021 938 9159
Stellenbosch University Library (Stellenbosch)	021 808 4883	021 808 4336
Military Science, Faculty of (Saldanha)	022 702 3999	022 814 3824
School of Public Leadership (Bellville Park)	021 918 4122	021 918 4123
Telematic Services (Stellenbosch)	021 808 3563	021 808 3565
Other units	Telephone	Fax
Bursaries (Postgraduate candidates)	021 808 4208	021 883 9027
Bursaries and Loans (Undergraduate candidates)	021 808 9111	021 808 2739
Centre for Student Communities	021 808 2848	021 808 2847
Centre for Student Counselling and Development	021 808 4707	021 808 4706
Centre for Teaching and Learning	021 808 3751	021 886 4142
Corporate Marketing	021 808 4977	021 808 3800
Development and Alumni Relations	021 808 4020	021 808 3026
Examinations Section	021 808 9111	021 808 2884
Maties Sport	021 808 4642	021 808 4897
Postgraduate Office	021 808 9436	021 883 9027
Postgraduate Student Funding	021 808 4208	021 883 9027
Research Development	021 808 4914	021 883 9027
Stellenbosch University International	021 808 2565	021 808 3799



<b>Faculty administrators:</b>	<b>Telephone</b>	<b>Fax</b>
AgriSciences	021 808 9111	021 808 3822
Arts and Social Sciences	021 808 9111	021 808 3822
Economic and Management Sciences	021 808 9111	021 808 3822
Education	021 808 9111	021 808 3822
Engineering	021 808 9111	021 808 3822
Medicine and Health Sciences: Administration, Stellenbosch	021 808 9111	021 808 3822
Medicine and Health Sciences: Tygerberg Campus	021 938 9204	021 938 9159
Law	021 808 9111	021 808 3822
Military Science	021 808 9111	021 808 3822
Science	021 808 9111	021 808 3822
Theology	021 808 9111	021 808 3822

## 6. CHANCELLOR'S MEDALLISTS

The Chancellor's Medal is annually awarded to the year's most deserving student to obtain a degree or postgraduate diploma at Stellenbosch University. Since 1961, the following students have received Chancellor's Medals:

<b>Year</b>	<b>Winner</b>	<b>Degree/Diploma</b>
1961	GFC de Bruyn	BSc (Mathematics/Physics)
1962	AB du Toit	MA (Philosophy)
1963	ML Uys	BScHons (Mathematics)
1964	RP Botha	MA (Afrikaans and Dutch)
1965	JH Gouws	BSc, BEng
1966	GE Burger	MSc (Mathematics)
1967	JD Buys	MSc (Mathematics)
1968	RJ van Reenen	MSc (Physics)
1969	WT Claassen	MA (Semitic Languages)
1970	JM de Villiers	MA (Philosophy)
1971	JM Kirsten	MSc (Mathematics)
1972	JJ Conradie	BScHons (Applied Mathematics)
1973	ML Marais	BSc (Applied Maths/Computer Science)
1974	M Sinclair	MSc (Applied Mathematics)
1975	JT Schoombee	LLB
1976	DJ Smit	BTh
1977	JB Neethling	BEngHons
1978	M van Niekerk	MA (Philosophy)
1979	SJ Steel	MSc (Mathematical Statistics)
1980	AA van Niekerk	MA (Philosophy)
1981	BJ van Heerden	LLB
1982	PJ Naudé	MA (Philosophy)
1983	WJS de Villiers	MBChB
1984	AE van Niekerk	HED
1985	RB van Zyl	BScHons (Chemistry)
1986	AF Conradie	MEng (Industrial)
1987	WD Rencken	BEng (Electronic)
1988	P Meyer	MEng (Electronic)
1989	WF Verwoerd	MA (Philosophy)
1990	SF du Toit	BTh
1991	DJ Odendaal	LLB
1992	TJ van der Walt	PhD (Metallurgical Engineering)
1993	JM Rohwer	MSc (Biochemistry)
1994	JM Swart	BScAgric (Plant Breeding/Agromony-Pastures)
1995	J Malan	LLB
1996	MT Biberauer	MA (General Linguistics)

Year	Winner	Degree/Diploma
1997	CM Steinmann	BScHons (Physics)
1998	JC Badenhorst	MBChB
1999	FE Kritzinger	MBChB
2000	G Quinot	LLB
2001	CAW Vale	PhD (Electronic Engineering)
2002	W de Vos de Wet	BScHons (Computer Science)
2003	M Schoeman	BEng (Electrical and Electronic Engineering with Computer Science), MScEng (Electronic Engineering with Computer Science)
2004	GP du Rand	BComHons (Economics)
2005	DJ Conradie	BComHons (Actuarial Science)
2006	C Barnardo	PhD (Civil Engineering)
2007	DIL de Villiers	PhD (Electronic Engineering)
2008	S Reid	BComHons (Actuarial Science)
2009	E Kruger	MMus (Solo Singing/Solo Performance)
2010	L Auret	PhD (Metallurgical Engineering)
2011	N Marias	MTh (Systematic Theology) and MDiv (Church Ministry)
2012	MK North	BScAgric
2013	J Bovijn	MBChB
2014	T Weighill	MSc (Mathematics)
2015	JCB Kotze	MBChB
2016	RM Swanepoel	BEng (Chemical Eng)
2017	J Kazmaier	BEng (Industrial Eng)
2018	XD Hunt	PhD (Psychology)
2019	JK van Heerden	MBChB
2020	MB Baas	BEng (Electrical and Electronic Engineering)
2021	B Moorcroft	BComHons (Actuarial Science)

## 7. SOME STANDARD ABBREVIATIONS EXPLAINED

Each of the following abbreviations is used throughout the University to denote the stated combination of (i) type of instruction and (ii) length of time:

L lecture of 50 minutes;

P practical period of 50 minutes

3P a practical of maximally 170 minutes [this maximum is made up of 3 x 50 minutes, plus the two intervals of 10 minutes each];

S seminar of 50 minutes;

T tutorial of 50 minutes;

2T tutorial of maximally 110 minutes [this maximum is made up of 2 x 50 minutes, plus the interval of 10 minutes].

## 8. SU PROTEST PROTOCOL FOR STUDENTS AND STAFF

### 1. Introduction:

Stellenbosch University (SU) is strongly committed to open and critical dialogue on our campuses. It lies at the heart of university life to promote a culture of open and courageous discussion and discourse that address the challenges of our society, which may have a positive impact upon public thinking, public policy, public conduct and public practices.

SU is a public university and provides a crucial service to the country as a whole. The University is part of the national transformation project, which includes a duty to provide safe, peaceful and respectful spaces for open and frank conversations, in which our graduates can develop into citizens that make a sustainable difference to our country.

SU acknowledges the right of staff and students to take part in civil and political activities, including peaceful protest action, provided that it takes place within the legislation, policies, rules and guidelines applicable to the entire campus community. This right is also guaranteed by the South African Constitution and respected by SU. For all staff and students to be afforded the right to engage in protest, this needs to occur within a peaceful, respectful and safe manner. SU is committed to ensure a peaceful, respectful and safe environment on our campuses.

### 2. What is seen as a protest and acceptable behaviour during protest?

As pointed out in a recent Constitutional Court decision<sup>1</sup> section 17 of the South African

Constitution provides that: “[e]veryone has the right, peacefully and unarmed, to assemble, to demonstrate, to picket and to present petitions”. In the words of the Constitutional Court section 17 means that: “everyone who is unarmed has the right to go out and assemble with others to demonstrate, picket and present petitions to others for any lawful purpose.” The Court further commented that “[t]he wording is generous. It would need some particularly compelling context to interpret this provision as actually meaning less than its wording promises.”<sup>2</sup> There is nothing in South Africa’s history, or internationally, that justifies diminishing that promise.<sup>3</sup>

In a democracy the recognition of rights vested in one person or group necessitates the recognition of the rights of other people and groups, and people must recognise this when exercising their own constitutional rights. ‘Every right must be exercised with due regard to the rights of others’.<sup>4</sup> “The fact that South Africa is a society founded on the rule of law demands that the right is exercised in a manner that respects the law.”<sup>5</sup>

Protest action is not in itself unlawful. “The right to protest against perceived injustice is one that is protected under our Constitution, not only specifically in section 17, by way of the right to assemble, demonstrate and present petitions, but also by other constitutionally protected rights, such as:

- the right of freedom of opinion (s 15(1));
- the right of freedom of expression (s 16(1));
- the right of freedom of association (s 18); and
- the right to make political choices and campaign for a political cause (s 19(1)).<sup>6</sup>

The South African Constitution provides that the right to demonstrate is to be exercised peacefully and unarmed (s 17). Additionally, the Constitution requires that “all rights are to be exercised in a manner that respects and protects the foundational value of human dignity of other people (s 10) and the rights other people enjoy under the Constitution.”<sup>7</sup> “Thus the right of freedom of speech does not extend to the advocacy of hatred that is based on race or ethnicity and that constitutes incitement to cause harm (s 16(2)(c)).”<sup>8</sup>

Students or staff that embark on a protest seeking to vindicate their rights including the rights to education, in terms of section 29 of the Constitution, and to assemble and demonstrate in terms of section 17 of the Constitution are free to do so, if permission is obtained from the relevant SU officials and in certain instances, local authorities.

Protesters need to ensure that academic and administrative activities are not disrupted by their protest; that the rights of fellow students or staff to work or study are not infringed upon; and that no harm is done to others or property damaged. SU acknowledges and appreciates the peaceful and constructive manner in which protests on our campuses are generally held.

There are various forms of protest that are in their nature acceptable, e.g. handing over of petitions, bearing placards and banners, holding vigils, mass meetings, marches, and others. It is accepted that certain forms of protest have an element of inconvenience and conceptual, social-cultural and discursive disruption. Nevertheless, the disruption of the academic programme and administrative functions of SU is not. The dividing line would need to be considered in any particular action or circumstances.

<sup>1</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) **par 62; par 31**

<sup>2</sup> *SATAWU v Garvas* [2012] ZACC 13; 2013 (1) SA 83 (CC); 2012 (8) BCLR 840 (CC)

<sup>3</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) **par 62; par 31**

<sup>4</sup> *SATAWU and Another v Garvis and Others* [2012] ZACC 13; 2013 (1) SA 83 (CC) para 68

<sup>5</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) **par 62**

<sup>6</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) **par 62**

<sup>7</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) **par 62**

<sup>8</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) **par 62**

### 3. SU Commitment

SU is committed to graduate students who have developed Graduate Attributes<sup>9</sup> and are themselves highly motivated to contribute to the national development and national transformation project for the betterment all South Africans. To this end, SU must be a space in which conversations and social-cultural-political activism is held in safe, peaceful and respectful ways.

This protocol serves also to develop a common understanding that is generally accepted by all at SU of what constitutes acceptable protest. The aim is also to reach a fair balance between the right to protest, other constitutional rights and the rights of others, while at the same allowing SU to fulfil its responsibility and obligation to deliver on the academic programme.

### 4. Student and Staff Commitment

The students and staff of SU commit to safe, peaceful and respectful ways of engaging. This is anchored in the code of conduct for all students<sup>10</sup> and staff when joining the SU community. Each student acknowledges this commitment when applying to study at SU and each staff member acknowledges this commitment at the commencement of their employment.

### 5. The University's rights and responsibilities

"South African Higher Education is a tool in nation building and in the reconstruction of our national psyche, social fabric and economy"<sup>11</sup>. Consistent with this vision for the role of universities, the Constitutional Court recently clarified the roles of the University and stated that the University has the right to<sup>12</sup>:

- a) control and manage access to its property;
- b) ensure that it is allowed to properly manage and control unlawful conduct on its property;
- c) ensure that its staff are able to carry out their work in the interests of the students;
- d) ensure the safety of its students and staff and other members of the public who are legitimately on its property;
- and
- e) protect its property.

### 6. Unacceptable behaviour

A staff member's and/or students' right to assemble and demonstrate is limited by policies, regulations and rules set by SU. These rules prohibit assembly and demonstration from becoming unsafe or violent.<sup>13</sup>

Actions such as the disruption of a lecture, sit-in in an administrative or any other building, the disruption of the any fairs or exhibitions, assault, intimidation, harassment of staff, students and functionaries, victimisation of community members, students and staff, disruptions of test and/or examinations, occupation of buildings, damage to SU property or other property and the interruption of the academic programme and/or administrative activities, interference with food provision at residences or student centres (e.g. the Neelsie), unauthorised use of emergency equipment, or the infringement on the right to study or work at the SU and the threat to do any of these are unacceptable behaviour in any context, but also in the context of protest action.

SU follows a holistic approach in the management of protest action, taking into account various factors and guidelines, including to manage levels of protest actions and to avoid action that could accelerate violence.

Behaviour that threaten the SU community's space for critical and open discussion does not form part of a university campus life and is not accepted. SU regards this kind of behaviour and the collateral damage to its community in a very serious light. The University will not tolerate hooliganism or thuggery. The University will take appropriate steps with individuals who contravene these rules.

### 7. Conclusion

This protocol summarises the principles, rights and responsibilities relevant to demonstration and protest at SU. Its application maintains SU's role as a place of critical thought and discussion, while regulating against unacceptable behaviour during demonstration and protest.

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<sup>9</sup> <http://www.sun.ac.za/english/learning-teaching/student-affairs/Documents/Graduate%20Attributes.pdf>

<sup>10</sup> Chapter 2 of Part 1 in the SU Calendar

<sup>11</sup> Department of Education, 1996, 1997

<sup>12</sup> *Hotz v UCT* (730/2016) 2016 ZASCA 159 (20 October 2016) par 30

<sup>13</sup> *Hotz and Others v University of Cape Town* [2017] ZACC 10 par 31

## **8. Governance**

This protocol is issued by SU and has been approved by the Rectorate. This protocol applies to all students and staff, and anyone else who is on SU property or campuses.

The Chief Operating Officer is the owner of this protocol and the curator of the protocol is the Senior Director Student Affairs, the Director: Risk Management and Campus Security, and the Chief Director: Human Resources. The general governance including implementation, adherence, review is managed by delegation of the Rector who is supported by all other SU functions that have a role to play in making SU an inclusive space that promotes free and open debate and acceptable activism.

Any enquiries, request for clarification or guidance can be directed to: Chief Operating Officer

Senior Director Student Affairs

Director Risk Management and Campus Security

## STELLENBOSCH UNIVERSITY: HISTORICAL BACKGROUND

Stellenbosch, the country's oldest town, has from very early on had a significant involvement in the history of education in South Africa. As early as 1685, when the Dutch Reformed Church founded its second parish here, a beginning was made with regular school instruction.

By the 1840s the Cape Colony was operating a system of centrally controlled Public Schools, along the lines advocated by Sir John Herschel. (The famous astronomer's advice and active support had been obtained while he was out here on a research visit.) Under this system, Stellenbosch was recognised as a divisional centre for education.

Another of the town's notable older educational institutions was started in November 1859, namely the Theological Seminary of the Dutch Reformed Church. Meeting in the nearby Old Reading Room in December 1863, thirty public-spirited inhabitants of the Stellenbosch district committed themselves to collecting a certain sum for the establishment of a gymnasium within five years. They achieved their objective well ahead of time. In 1866 under the new Education Act the local Public School was reorganised as a First Class Public School, also to be known as *the Stellenbosch Gymnasium*.

In 1873 the then Board of Examiners was replaced by the Examining University of the Cape of Good Hope. This new university set steadily increasing standards, thereby creating a demand for more advanced teaching. To help meet the new demand, the Stellenbosch Gymnasium in 1874, under the Higher Education Act, set up its own professorial division. This, called the Arts Department, may be regarded as the germ of the present Faculties of Arts and Science. Initially it consisted of the Rector (the Rev Charles Anderson) and two professors, namely Prof A MacDonald for the Classics and English Literature and Prof G Gordon for Mathematics and Physical Science. The pupils at the Gymnasium in 1874 totalled 120, with the Third Class Examination (the later matriculation examination) being passed by 9 candidates and the Second Class Examination (the later BA examination), by 4.

In 1879 the town of Stellenbosch celebrated its two-hundredth anniversary; in commemoration it was resolved to erect a large and suitable College building to house the Arts Department. Sir Bartle Frere, visiting Stellenbosch at this time, took a warm interest in the project, which he promised to recommend to the government. The Prime Minister, Sir Gordon Sprigg, supported the proposal, and Parliament voted £3 000 towards the cost of the new building, conditional on a like amount's being raised by public subscription. The foundation stone of the new building was laid by the Administrator, Sir George Cumin Strachan, on 22 December 1880. In 1881 the Arts Department received its charter as a College, and by a special Act of Parliament the status and the constitution of the Stellenbosch College were conferred upon it. It was provided at the same time that the Gymnasium should remain under the control of the College Council.

The new building was completed and taken occupation of in phases. The formal opening took place on 6 November 1886. In 1887, the jubilee year of Queen Victoria's reign, Her Majesty graciously consented to the College's name being changed to the *Victoria College of Stellenbosch*.

The institution of an agricultural course in connection with the College had been discussed in 1882, and in the new building special provision was made for the study of agricultural chemistry. In 1887 the Agriculture Department began with five students. In 1898, although the number of agriculture students had increased to 31, the Agriculture Department was taken away from the Victoria College and removed to Elsenburg. Twenty years later there was another reversal of policy, a full Faculty of Agriculture being established in the new University of Stellenbosch.

The period from 1897 to 1900 was also important on account of the construction of the Physics Laboratory and the Christian Marais Library, both made possible by the generosity of the brothers JH and CL Marais.

In 1899 the "senior matriculation class", 44 strong, was transferred from the College to the school, leaving the Victoria College with 116 fully matriculated "Arts" students.

About five years later a strong movement began among friends and past students of the College for a further extension of its activity. This resulted in the separation of the chairs of Philosophy and English Literature, and also of Greek and Latin, the establishment of chairs in Zoology, Botany and History and, shortly afterwards, in Applied Mathematics as well.

The question of the training of teachers had been under discussion since 1876. From 1895 onwards the College made special provision for students who followed the ordinary degree course but who intended to qualify afterwards for a teacher's diploma. The fight for a recognised department of Education was carried on for fifteen years, and in 1911 a Professor of Education was at last appointed. A new building, designed specifically to meet the requirements of teacher training, was soon erected. Two years later this was followed by an even larger new building for four of the natural sciences, to the financing of which the Union government contributed handsomely.

When the Union of South Africa was founded, the problem of the reform of higher education came up for discussion once again. Various commissions appointed in this connection proposed different solutions. All the proposals were closely concerned with the substantial endowment offered by Sir Julius Wernher and Mr Otto Beit for the establishment of a teaching university at Groote Schuur.

An act was drafted in terms of which the Victoria College was to be subordinated to the Groote Schuur project. Thanks, however, to the aid of friends and alumni of Stellenbosch this bill never became law. Eventually the government found a solution in greater decentralisation; in place of only one university, it granted charters to three, with their respective centres at Cape Town, Stellenbosch and Pretoria. The creation of a university at Stellenbosch was made possible by Mr Jan Marais of Coetzburg; to the cause of higher education at Stellenbosch, he had magnanimously bequeathed the sum of £100 000.

The University Act, by which the Victoria College became an independent university, with all its privileges and duties, was passed by the Union Parliament in 1916. The number of registered students at the College in the last year before its promotion to university status was 503. In the same year the teaching staff numbered 40, 22 of whom were professors and 18 lecturers.

**The University Act, replacing the Victoria College by the University of Stellenbosch, came into effect on 2 April 1918.**

The decades since then have seen its student numbers grow fortyfold and more, from about 500 to some 22 000. The University, for its part, has been setting up new and adapting existing faculties, departments and other academic organs in response to the ongoing shifts and changes in the country's needs for student training. Thousands have studied at Stellenbosch and gone on from here to make a valuable contribution in practical life. Stellenbosch alumni fulfil an important part in numerous areas of society. Without them, South Africa today would be much the poorer.

## **CHANCELLOR**

Retired Justice E Cameron, BAHons, LLD (hc) (Stellenbosch), LLB (Unisa), BCL, MA, DCL (hc) (Oxford), LLD (hc) (King's College, London; Witw; St Andrews; Sussex) (01.01.2020 – 31.12.2024)

## **RECTOR'S MANAGEMENT TEAM**

### **(a) Rector and Vice-Chancellor**

Prof WJS de Villiers, MBChB, MMed (Stell), FCP (SA), DPhil (Oxon), MHCM (Harvard) (01.04.2020 – 31.03.2025)

### **(b) Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies)**

Prof TE Cloete, MSc (UOFS), DSc (Pret) (01.09.2017 – 01.09.2022)

#### **Deputy Vice-Chancellor (Learning and Teaching)**

Prof D Ramjugernath, MScEng, PhD (Natal) (01.01.2021 – 31.12.2025)

#### **Deputy Vice-Chancellor (Social Impact, Transformation and Personnel)**

Prof NN Koopman, BA, DTh (UWC) (01.07.2021 – 30.06.2026)

#### **Deputy Vice-Chancellor (Strategy, Global and Corporate Affairs)**

Prof HC Klopper, BCur (Unisa), MCur, PhD (UJ), MBA (Luton), DNursing (Hon) (Oxford Brookes) (01.08.2021 – 31.07.2026)

### **(c) Chief Operating Officer**

Prof SA du Plessis, BComHons (Stell), MPhil (Cambridge, Clare College), PhD (Stell) (01.01.2018 – 31.12.2023)

### **(d) Registrar**

Dr P Retief, BAHons, MA, DLitt (Stell) (1 January 2017)

### **(e) Persons nominated by the Rector**

Mr M Shaikh, MJourn (Stell) (01.02.2020)

## **CONVOCATION**

### **The Convocation of the University is composed of:**

- (a) all persons on whom a qualification has been conferred at a congregation of the University;
- (b) the rector, the vice-rectors, chief operating officer and the full-time academic staff of the University; and
- (c) former full-time academic staff of the University who have left the service of the University on account of their having reached retirement age.



## THE UNIVERSITY COUNCIL

The University Council has been constituted in the manner laid down by par. 6 (a) - (m) of the University's Institutional Statute.

- (a) the rector;
- (b) one of the deputy vice-chancellors, who must rotate every calendar year in an order determined by the rector;
- (c) the chief operating officer;
- (d) three persons elected from its ranks by the Senate;
- (e) one person elected from their ranks by the permanent academic staff who are not members of the Senate;
- (f) one person elected from their ranks by the permanent administrative and support staff;
- (g) two persons elected from its ranks by the SRC;
- (h) up to five persons appointed by the Minister;
- (i) one person designated by the Premier of the Western Cape Province;
- (j) one person designated by the Municipal Council of Stellenbosch;
- (k) three persons elected from its ranks by the Convocation;
- (l) three persons elected by the donors; and
- (m) two persons appointed by the Council for their expertise.

## COMMITTEES OF COUNCIL

Committees' term of office: 01.01.2021 – 31.12.2022.

### 1. Standing committees reporting directly to Council

#### a) Executive Committee of Council

- The Chair of Council (Chair)
- The Vice-Chair of Council
- The Rector
- Four members of Council

#### b) Honorary Degrees Committee

- The Rector (Chair)
- The Chair of Council
- The Chief Operating Officer
- The Deputy Vice-Chancellor (Learning and Teaching) (*ex officio*)
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel) (*ex officio*)
- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies) (*ex officio*)
- The Deputy Vice-Chancellor (Strategy, Global and Corporate Affairs) (*ex officio*)
- Three additional members of Council
- Four members of Senate
- A student member

#### c) Audit and Risk Committee

- At least two Council members
- At least two non-Council (external) members, on the strength of their expertise and qualifications
- The Council chair may not be an ARC member
- ARC members must be independent of SU and may have no business interests or other connections that could compromise the execution of their independent judgement as ARC members materially
- The Council appoints the ARC chair and deputy chair, on the understanding that one of them must be a Council member
- One ARC member should also be a member of the Social and Business Ethics Committee (SBEC)

#### d) Human Resources Committee

- The Chair of Council (Chair)
- The Vice-Chair of Council
- The Rector
- Two additional members of Council

**e) Remuneration Committee**

- The Chair of Council (however not as Chair of the Remuneration Committee)
- Two members of Council who are not Stellenbosch University employees (one being the Chair of the Remuneration Committee)
- The Rector
- Two ex officio members (voteless): the Chief Director: Human Resources; and the Director: Human Resources

**f) Social and Business Ethics Committee (SBEC)**

- At least two Council members, with one of the two being a non-executive (independent) member
- At least two representatives of SU management
- One additional member from outside
- Two of the SBEC members must be members of the Audit and Risk Committee and of the Human Resources Committee respectively
- The chairperson of the SBEC will be a non-executive (independent) Council member and will be appointed by Council
- The chairperson of Council may not be a chairperson of the SBEC, but may be an ordinary member

**g) Language Committee**

- The Rector
- The Deputy Vice-Chancellor (Learning and Teaching)
- A Council member appointed from the members elected by Senate
- A Council member appointed from the members appointed by the Minister
- A Council member appointed from the members elected by the Convocation
- A Council member appointed from the members elected by the Students' Representative Council
- A Council member appointed from the independent members of Council
- A co-opted member who is an expert on language and the pedagogic value of language, and is appointed by die Language Committee
- The Chairperson of the Language Committee must be a non-executive Council member and must be appointed by Council

**2. Committees reporting to Council via the Executive Committee of Council**

**a) Investments Committee**

- The Chief Operating Officer (Chair) (*ex officio*)
- The Rector (*ex officio*)
- Four members appointed by Council
- Four members co-opted by the Investments Committee because of their expertise
- Please note that the Chief Director: Finance the Investments Committee's attends meetings by virtue of the administrative responsibilities

**b) Liaison Committee: University and City Council**

- The Rector
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel)
- A member of Council
- Three representatives of the City Council

**c) Institutional Forum**

*Governance and management sector:*

- One person elected from its ranks by the Council;
- Two persons elected from its ranks by the Senate;
- The registrar or a person designated by the Registrar;
- The senior director responsible for community relations or a person designated by the senior director; and
- The director responsible for employment equity or a person designated by the director.

*Staff sector:*

- Two persons elected from their ranks by the permanent nonprofessorial academic staff;
- Two persons elected from their ranks by the professional and administrative support staff;
- One person elected from their ranks by the technical support staff; and
- One person elected from their ranks by the service staff on post levels 14 to 19, excluding professional and administrative support staff, and technical support staff.

*Student sector:*

- Two persons elected from its ranks by the SRC;
- One person elected from its ranks by the Tygerberg SRC;
- One person elected from its ranks by the Prim Committee;
- One person elected from its ranks by the Societies Council; and
- One person elected from its ranks by the Academic Affairs Council

*Community sector:*

- One person, who may not be an employee or student of the University, elected from its ranks by the Convocation; and
- Four persons, who may not be staff members of the University, each designated by a body representative of civil society, as identified by the Institutional Forum on the recommendation of the senior director responsible for community relations.

## THE SENATE

The Senate is constituted in the manner laid down by par. 16(1) (a) - (m) of the University's Institutional Statute.

- (a) the rector;
- (b) the deputy vice-chancellors;
- (c) the chief operating officer;
- (d) two persons elected from its ranks by the Council who are not employees or students of the University;
- (e) the dean and any deputy-deans of each faculty;
- (f) the professors of the University;
- (g) five persons elected from their ranks by the associate professors;
- (h) five persons elected from their ranks by the academic staff who are not professors or associate professors;
- (i) any other person who is the head of an academic department;
- (j) three persons elected from their ranks by the permanent administrative and support staff;
- (k) four persons elected from its ranks by the SRC;
- (l) one person elected from its ranks by the Academic Affairs Council; and
- (m) any additional academic or other staff members whom the Senate may appoint for their expertise.

## 2. COMMITTEES OF SENATE

### Faculty Boards

The prescriptions of par. 23 (1) - (3) of the Institutional Statute of the University for the establishment and composition of faculty boards are as follows:

- (1) The Senate must establish for each faculty a standing committee of the Senate known as a faculty board.
- (2) A faculty board may determine its own composition, subject to approval by the Senate in terms of clause 19(3)(h), but a faculty board:
  - (a) may only include permanent or full-time staff members and students;
  - (b) must include all permanent academic staff members (i.e. professors, associate professors, senior lecturers, lecturers and junior lecturers), subject to subclause (3);
  - (c) must provide for representation of administrative and support staff and students; and
  - (d) must be representative of the faculty having regard to race, gender and disability.
- (3) If compelling practical considerations make it difficult to include all permanent academic staff members as contemplated in subclause (2)(b), a faculty board may provide for any of the categories mentioned to be represented by members elected from their ranks.

Each faculty has its own board, which functions as a committee of Senate. Each faculty board consists of the faculty's professors and other academic staff, and such other persons as may be appointed by Council on the recommendation of Senate. The dean of a faculty is the ex officio chair of its faculty board.

The deans of the ten faculties are as follows for the terms indicated below:

Faculty	Dean	From	Until
AgriSciences	Prof D Brink	01.07.2017	30.06.2022
Arts and Social Sciences	Prof AJ Leysens	01.01.2018	31.12.2023
Economic and Management Sciences	Prof I Woolard	01.05.2018	30.04.2023
Education	Prof M Mbulungeni	01.09.2019	31.08.2024
Engineering	Prof JL van Niekerk	01.07.2017 01.07.2022	30.06.2022 30.06.2027
Law	Prof N Smit	01.08.2017	31.07.2022
Medicine and Health Sciences	Prof EM Muller	01.01.2022	31.12.2026
Military Science	Prof MS Tshehla	01.01.2022	31.12.2026
Science	Prof L Warnich	01.02.2019	31.01.2024
Theology	Prof RW Nel	01.11.2017	31.10.2022

## **Standing committees of Senate**

### **a) Executive Committee of Senate**

- The Rector (Chair)
- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies)
- The Deputy Vice-Chancellor (Learning and Teaching)
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel)
- The Deputy Vice-Chancellor (Strategy, Global and Corporate Affairs)
- The Chief Operating Officer
- The ten deans

### **b) Appointments Committee of Senate**

- The Rector (Chair)
- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies)
- The Deputy Vice-Chancellor (Learning and Teaching)
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel)
- The Deputy Vice-Chancellor (Strategy, Global and Corporate Affairs)
- Ten members of Senate

### **c) Academic Planning Committee**

- The Deputy Vice-Chancellor (Learning and Teaching) (Chair)
- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies)
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel)
- The Deputy Vice-Chancellor (Strategy, Global and Corporate Affairs)
- The Registrar
- The Senior Director: Information Governance
- The Senior Director: Learning and Teaching Enhancement
- Six members of Senate
- A member of the Students' Representative Council nominated by the Students' Representative Council
- Head: Academic Planning and Quality Assurance

### **d) Library Committee**

- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies) (Chair)
- The Deputy Vice-Chancellor (Learning and Teaching)
- Senior Director: Student Affairs
- The Senior Director: Library and Information Service
- The Chair of the Department of Information Science
- Seven members of Senate
- A member of the Students' Representative Council appointed by the Students' Representative Council

### **e) Honorary Degrees Committee**

- The Rector (Chair)
- The Chair of Council
- The Chief Operating Officer
- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies) (*ex officio*)
- The Deputy Vice-Chancellor (Learning and Teaching) (*ex officio*)
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel) (*ex officio*)
- The Deputy Vice-Chancellor (Strategy, Global and Corporate Affairs) (*ex officio*)
- Four members of Senate
- Three members of Council
- A student member appointed by the Students' Representative Council

### **f) Readmission Appeals Committee**

- A dean as Chair
- Two alternate Chairs from the deans' ranks
- All other deans
- The Director: Centre for Student Counselling and Development
- The Director: Academic Counselling and Career Development

**g) Act and Statute Interpretation Committee**

- The Dean: Faculty of Law (Chair)
- The Registrar
- At least two professors of Law appointed by the Chair

**h) Research Committee**

- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies) (*ex officio*) (Chair)
- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel) (*ex officio*)
- The Deputy Vice-Chancellor (Learning and Teaching) (*ex officio*)
- The Directors: Research (including the Manager: Research Development and Support (Tygerberg)) responsible for the respective subcommittee environments
- The Chairs of Subcommittee A, Subcommittee B, Subcommittee C and the Subcommittee for Central Analytical Facility
- One member nominated from the ranks of Subcommittees A and B from the relevant subcommittee respectively
- Three members elected by Senate, provided that one member be elected from each of the three subcommittee environments (A, B and C)

**i) Social Impact Committee**

- The Deputy Vice-Chancellor (Social Impact, Transformation and Personnel) (chair) (*ex officio*)
- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies) (*ex officio*)
- The Deputy Vice-Chancellor (Learning and Teaching) (*ex officio*)
- A dean
- A representative of each faculty
- A representative of the Division of Corporate Communication
- The head of the Division of Social Impact
- The head of the “Woordfees”
- A representative of each of the Divisions of Finance, Information Technology, and Development and Alumni Relations
- A student appointed by the Students’ Representative Council

**j) Learning and Teaching Committee**

- The Deputy Vice-Chancellor (Learning and Teaching) (Chair)
- Senior Director: Student Affairs
- Senior Director: Information Governance
- Director: Centre for Teaching and Learning
- Director: Centre for Health Sciences Education
- Registrar
- Four members of Senate
- Two academic staff (non-Senate members)
- Two additional academic staff (who do not necessarily have to be members of Senate)
- A member of the Academic Affairs Council

**k) Research Ethics Committee of Senate**

- The Deputy Vice-Chancellor (Research, Innovation and Postgraduate Studies)
- Senior Director: Research
- Six members of Senate
- One member of the Institutional Forum
- The chairs of the four research ethics subcommittees

## DEGREES, DIPLOMAS AND CERTIFICATES

The various faculties offer the degrees, diplomas and certificates listed below:

Name	Abbreviation	Minimum duration in years
<b>Faculty of Arts and Social Sciences</b>		
<b>Degrees</b>		
Bachelor of Arts	BA	3
Bachelor of Arts in Visual Arts	BA (VA)	4
Bachelor of Data Science	BDatSci	4
Bachelor of Social Work	B Social Work	4
Bachelor of Music	BMus	4
Bachelor of Arts Honours	BAHons	1
Bachelor of Informatics Honours (Information System Management)*	BInfHons	1
Bachelor of Arts in Visual Arts Honours	BAHons (VA)	1
Bachelor of Music Honours	BMusHons	1
Master of Philosophy	MPhil	1
Master of Arts	MA	1
Master of Arts in Visual Arts	MA (VA)	1
Master of Social Work	M Social Work	1
Master of Music	MMus	1
Master of Urban and Regional Planning	MURP	1
Doctor of Philosophy	PhD	2
Doctor of Literature	DLitt	1
Doctor of Philosophy	DPhil	1
<b>Certificates and Diplomas</b>		
Higher Certificate in Music	Higher CertMus	1
Higher Certificate in Audio Technology	Higher Cert Audio Technology	1
Diploma in Practical Music	DipPracMus	3
Advanced Diploma in Practical Music	AdvDipPracMus	1
Postgraduate Diploma in Intercultural Communication	PGDip (IntercultComm)	1
Postgraduate Diploma in Knowledge and Information Systems Management	PGDip (Knowl and InfoSys)	1
Postgraduate Diploma in Monitoring and Evaluation	PGDip (Mon and Eval)	1
Postgraduate Diploma in Film Music	PGDip (Film Music)	1
Postgraduate Diploma in Music Technology	PGDip (MusTech)	1
Postgraduate Diploma in Public Mental Health	PGDip (Publ Mental Health)	1
Postgraduate Diploma in Disaster Risk Study and Development	PGDip (Dis Risk Study and Dev)	1
Postgraduate Diploma in Social Science Methods	PGDip (SocScMeth)	1
Postgraduate Diploma in Technology for Language Learning	PGDip (Tech for LangLearn)	1
Postgraduate Diploma in Applied Ethics	PGDip (App Ethics)	1
Postgraduate Diploma in Research Management and Administration	PGDip (Research Management and Admin)	1
Postgraduate Diploma in Second-language Study	PGDip (SecLangSt)	1
Postgraduate Diploma in Transdisciplinary Health and Development Studies	PGDip (Transdis Health and Dev Stud)	1

\*Subject to accreditation by the Higher Education Quality Committee and registration on the National Qualification Framework by the South African Qualification Authority.

Name	Abbreviation	Minimum duration in years
<b>Faculty of Science</b>		
<b>Degrees</b>		
Bachelor of Science	BSc	3
Bachelor of Data Science	BDatSci	4
Bachelor of Science Honours	BScHons	1
Master of Science	MSc	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1
<b>Faculty of Education</b>		
<b>Degrees</b>		
Bachelor of Education in Foundation Phase Education	BEEd (Foundation Phase Ed)	4
Bachelor of Education in Intermediate Phase Education	BEEd (Intermediate Phase Ed)	4
Bachelor of Education Honours	BEdHons	1
Master of Philosophy	MPhil	1
Master of Education	MEd	1
Master of Education in Educational Psychology	MEdPsych	1
Doctor of Philosophy	PhD	2
Doctor of Education	DEd	2
<b>Certificates and Diplomas</b>		
Postgraduate Certificate in Education in Further Education and Teaching Training	PGCertEd (Further Education and Teaching Training)	1
Advanced Diploma in Education	AdvDipEd	1
Postgraduate Diploma in Higher Education Teaching and Learning	PGDip (Higher Ed Teaching and Learning)	1
<b>Faculty of AgriSciences</b>		
<b>Degrees</b>		
Bachelor of Science in Agriculture	BScAgric	4
Bachelor of Science in Forestry and Wood Sciences	BScFor Wood Sc	4
Bachelor of Science in Food Science	BSc Food Sc	4
Bachelor of Science in Conservation Ecology	BScConsEcol	4
Bachelor of Agriculture	BAgric	3
Bachelor of Agriculture in Agri-business Management	BAgric (Agri-business Management)	3
Bachelor of Data Science	BDatSci	4
Bachelor of Science Honours	BScHons	1
Bachelor of Science in Agriculture Honours	BScAgricHons	1
Bachelor of Agriculture Honours in Agri-business Management	BAgricHons (Agri-business Management)	1
Master of Philosophy	MPhil	1
Master of Agriculture in Agri-business Management	MAgric (Agri-business Management)	1
Master of Science	MSc	1
Master of Science in Agriculture	MScAgric	1
Master of Science in Forestry and Natural Resource Sciences	MScForNatRes	1
Master of Science in Wood and Wood Products Sciences	MSc Wood and WoodProdSc	1
Master of Science in Conservation Ecology	MScConsEcol	1
Master of Science in Food Science	MSc Food Sc	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1



Name	Abbreviation	Minimum duration in years
<b>Diplomas</b>		
Postgraduate Diploma in Agronomy	PGDip (Agronomy)	1
Postgraduate Diploma in Aquaculture	PGDip (Aquacult)	1
Postgraduate Diploma in Forestry and Wood Sciences	PGDip (For and Wood Sc)	1
Postgraduate Diploma in Animal Sciences	PGDip (Animal Sc)	1
<b>Faculty of Law</b>		
<b>Degrees</b>		
Bachelor of Laws (Undergraduate)	LLB	4
Bachelor of Laws (Postgraduate)	LLB	2 or 3
Master of Laws	LLM	1
Doctor of Laws	LLD	2
<b>Diplomas</b>		
Postgraduate Diploma in Tax Law	PGDip (Tax Law)	1
Postgraduate Diploma in Intellectual Property Law	PGDip (Intellectual Property Law)	1
Postgraduate Diploma in Public Procurement Policy and Regulation	PGDip (Public Procurement Policy and Regulation)	1
<b>Faculty of Theology</b>		
<b>Degrees</b>		
Bachelor of Theology	BTh	3
Bachelor of Divinity	BDiv	4
Master of Philosophy	MPhil	1
Master of Divinitatis	MDiv	1
Master of Theology	MTh	1
Doctor of Philosophy	PhD	2
<b>Diploma</b>		
Postgraduate Diploma in Theology	PGDip (Theol)	1
Postgraduate Diploma in Theology in Christian Ministry	PGDip (TheolChristMin)	1
Postgraduate Diploma in Theology in Religion and Culture	PGDip (TheolRelCul)	1
<b>Faculty of Economic and Management Sciences</b>		
<b>Degrees</b>		
Bachelor of Accounting	BAcc	3
Bachelor of Accounting and Bachelor of Laws	BAccLLB	5
Bachelor of Commerce	BCom	3
Bachelor of Data Science	BDatSci	4
Bachelor of Accounting Honours	BAccHons	1
Bachelor of Commerce Honours	BComHons	1
Bachelor of Public Administration Honours	BPAHons	1
Master of Accounting	MAcc	1
Master of Business Management and Administration	MBA [Full-time] [Part-time and Modular]	1-2 2-4
Master of Commerce	MCom	1
Master of Philosophy	MPhil	1
Master of Philosophy (HIV/AIDS Management)	MPhil (HIV/AIDS Management)	1
Master of Public Administration	MPA	1
Doctor of Philosophy	PhD	2
Doctor of Commerce	DCom	3

Name	Abbreviation	Minimum duration in years
<b>Certificate and Diplomas</b>		
Advanced Certificate in Business Management and Administration	AdvCert (Business Managmnt and Admin)	1
Advanced Diploma in Public Accountability	Adv Dip (Public Accountability)	1
Diploma in Sustainable Development Management and Planning	Dip (Sustainable Developmt Man and Planning)	3
Diploma in Public Accountability	Dip (Public Accountability)	2
Postgraduate Diploma in Actuarial Science	PGDip (ActSc)	1
Postgraduate Diploma in Business Management and Administration	PGDip (Business Managmnt and Admin)	1
Postgraduate Diploma in Development Finance	PGDip (Dev Finance)	1
Postgraduate Diploma in Dispute Resolution	PGDip (DispRes)	1
Postgraduate Diploma in Environmental Management	PGDip (EnvironMan)	1
Postgraduate Diploma in Financial Analysis	PGDip (Fin Anal)	1
Postgraduate Diploma in Financial Planning	PGDip (FinPlan)	1
Postgraduate Diploma in Futures Studies	PGDip (Futures St)	1
Postgraduate Diploma in HIV/Aids Management	PGDip (HIV/Aids Management)	1
Postgraduate Diploma in Leadership Development	PGDip (Leadership Dev)	1
Postgraduate Diploma in Marketing	PGDip (Marketing)	1
Postgraduate Diploma in Project Management	PGDip (ProjMan)	1
Postgraduate Diploma in Strategic Human Resources Management	PGDip (Strategic Human Resources Man)	1
Postgraduate Diploma in Sustainable Development	PGDip (Sustainable Dev)	1
Postgraduate Diploma in Transport and Logistics	PGDip (Transport and Log)	1

## Faculty of Engineering

### Degrees

Bachelor of Engineering	BEng	4
Master of Engineering	MEng	1
Master of Engineering Sciences*	MEngSc	1
Doctor of Philosophy	PhD	2
Doctor of Engineering	DEng	1

### Diplomas

Postgraduate Diploma in Engineering	PGDip (Engineering)	1
Postgraduate Diploma in Engineering Sciences*	PGDip (Eng Sciences)	

\*Subject to accreditation by the Higher Education Quality Committee and registration on the National Qualification Framework by the South African Qualification Authority.

## Faculty of Medicine and Health Sciences

### Degrees

Bachelor of Medicine and Bachelor of Surgery	MBChB	6
Bachelor of Occupational Therapy	BOccTher	4
Bachelor of Science in Dietetics	BScDiet	4
Bachelor of Science in Physiotherapy	BScPhysio	4
Bachelor of Speech-Language and Hearing Therapy	BSL and HT	4
Bachelor of Nursing	BNur	4
Bachelor of Science Honours	BScHons	1
Master of Medicine	MMed	4-5
Master of Science	MSc	1
Master of Philosophy	MPhil	1-3

<b>Name</b>	<b>Abbreviation</b>	<b>Minimum duration in years</b>
Master of Addiction Care	MAddCare	1
Master of Audiology	MAud	1
Master of Human Rehabilitation Studies	MHumanRehabSt	1
Master of Nursing	MNurs	1
Master of Occupational Therapy	MOccTher	1
Master of Pathology	MPath	1
Master of Physiotherapy	MPhysio	1
Master of Public Health Nutrition	MPublHealthNut	1
Master of Speech-Language Therapy	MSpeech-Language Therapy	1
Master of Therapeutic Nutrition	MTherNutrition	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1
<b>Diplomas</b>		
Postgraduate Diploma in Addiction Care	PGDip (Addiction Care)	1
Postgraduate Diploma in Disability and Rehabilitation Studies	PGDip (Disability and Rehabilitation Studies)	1
Postgraduate Diploma in Family Medicine	PGDip (Family Medicine)	1
Postgraduate Diploma in Health Care Management	PGDip (Health Care Management)	2
Postgraduate Diploma in Health Research Ethics	PGDip (Health Research Ethics)	1
Postgraduate Diploma in Infectious Diseases	PGDip (Infectious Diseases)	1
Postgraduate Diploma in Medical Toxicology	PGDip (Medical Toxicology)	1
Postgraduate Diploma in Medicines Development	PGDip (Medicines Development)	1
Postgraduate Diploma in Specialist Nursing/Midwifery		1
Postgraduate Diploma in Occupational Medicine	PGDip (Occupational Medicine)	1
Postgraduate Diploma in Rural Medicine	PGDip (Rural Medicine)	1½

## Faculty of Military Science

### Degrees

Bachelor of Military Science	BMil	3
Bachelor of Military Science Honours	BMilHons	1
Master of Philosophy	MPhil	1
Master of Military Science	MMil	1
Doctor of Philosophy	PhD	2
Doctor of Military Science	DMil	1

### Certificate and Diploma

Higher Certificate in Military Studies	Higher Cert (MilSt)	1
Postgraduate Diploma in Defence Studies	PGDip (Defence Studies)	1

# ADMISSION AND REGISTRATION

## 1. ADMISSIONS POLICY

The complete Admissions Policy is available at [www.sun.ac.za/sunrecords](http://www.sun.ac.za/sunrecords).

## 2. UNDERGRADUATE ADMISSION REQUIREMENTS

Once prospective undergraduate students have passed the school-leaving examinations, they should double-check the notice about admission requirements sent to them with their letters of admissibility to make sure that they do in fact comply with the admission requirements of the programme they propose to take BEFORE finally presenting themselves for registration as a student at the University.

The following basic admission requirements are applicable to undergraduate degree, diploma and higher certificate programmes:

### 2.1 For the National Senior Certificate (NSC) as of 2009

#### 2.1.1 Degree Programmes

2.1.1.1 A National Senior Certificate (NSC) or IEB (Independent Examinations Board) school-leaving certificate as certified by Umalusi, with admission to Bachelor's degree studies, which requires that a language of learning and teaching of a higher education (Afrikaans or English) institution be passed with at least 30%, as well as that a mark of at least 4 (50-59%) be obtained in each of four 20-credit school subjects. The highest score in a language of learning and teaching (English or Afrikaans) as well as the best results in five 20-credit subjects (excluding Life Orientation, Advanced Mathematics, Mathematics 3 and any other non NSC subjects) is taken in account to calculate the aggregate. The total is divided by 6.

2.1.1.2 Compliance with the faculty-specific, programme-specific and subject-specific admission requirements of the relevant programme for which a student wants to register, as set out in the part of the University Calendar for the faculty concerned and/or in the notice about admission requirements sent with the letter of admission and/or as published on [www.maties.com](http://www.maties.com), as well as the selection guidelines at [www.maties.com](http://www.maties.com). Some programmes might require National Benchmark Test (NBT) results for selection purposes. Visit [www.maties.com](http://www.maties.com) > "Apply" for more information. Discretionary admission by the dean with a view to promoting diversity may also occur;

or

2.1.1.3 A certificate of full or provisional exemption from the Matriculation examination, issued by the Matriculation Board to students from foreign countries or with foreign school qualifications, as well as compliance with the stipulations of par 2.1.1.2. Visit [www.maties.com](http://www.maties.com) > apply for the minimum requirements for international curriculums (A Levels, AS Levels, IB Diploma and GCSE/IGCSE/O Levels);

or

2.1.1.4 Only applicable to the former Senior Certificate: A certificate of provisional exemption from the Matriculation examination on the grounds of mature age (23 years and older), excluding BA (Law), BCom (Law), LLB and BAccLLB, as well as compliance with the stipulations of par. 2.1.1.2.

2.1.1.5 Also see "Important notes" below, on the next page.

#### 2.1.2 Diploma Programmes

2.1.2.1 A National Senior Certificate (NSC), as certified by Umalusi, with admission to diploma studies, which requires that a mark of at least 2 (30%-39%) be obtained in a language of teaching and learning of an institution of higher education, as well as a 3 (40%-49%) in each of four NSC school subjects (of which at least one must be Afrikaans or English).

2.1.2.2 Compliance with the faculty-specific, programme-specific and subject-specific admission requirements of the relevant programme for which students want to register, as set out in the part of the University Calendar for the faculty concerned and/or the letter of admission sent to successful applicants, and/or as published on [www.maties.com](http://www.maties.com), as well as the selection guidelines at [www.maties.com](http://www.maties.com). Discretionary admission by the dean with a view to promoting diversity may also occur.

2.1.2.3 Also see "Important notes" below, on the next page.

#### 2.1.3 Higher Certificate Programmes

2.1.3.1 A National Senior Certificate (NSC), as certified by Umalusi, with admission to certificate studies, which requires that a mark of at least 2 (30%-39%) be obtained in either Afrikaans or English.

2.1.3.2 Compliance with the faculty-specific, programme-specific and subject-specific admission requirements of the relevant programme for which students want to register, as set out in the part of the University Calendar for the faculty concerned and/or the letter of admission sent to successful applicants, and/or as published on [www.maties.com](http://www.maties.com), as well as with the selection guidelines at [www.maties.com](http://www.maties.com). Discretionary admission by the dean with a view to promoting diversity may also occur.

2.1.3.3 Also see "Important notes" below, on the next page.

*Important notes:*

1. Prospective students who do not have full university admission at the time of registration will not be admitted to register for a degree programme. Two groups, however, are exempted from this restriction: candidates who were prevented by illness from attempting the examinations for Matriculation exemption before February/March; and holders of certificates of provisional exemption from the Matriculation examination on the grounds of foreign school qualifications or mature age (23 years and older). In the case of candidates attempting the examinations for Matriculation exemption in February/March, the number of subjects in which examinations are to be taken in February/ March will determine if a candidate will be admitted to register as a student or not, since taking examinations in too many school subjects may impact negatively on university work, as well as on preparation for the examinations in the school subjects.
2. For full particulars concerning the selection requirements of a specific programme, consult [www.maties.com](http://www.maties.com). The full particulars of the admission requirements for individual programmes are to be found in the appropriate faculty's part of the University Calendar or on [www.maties.com](http://www.maties.com). A document specifying the minimum admission requirements for all undergraduate programmes is normally sent to prospective students together with their letter of admission, or the admission requirements are specified in the letter.
3. A prospective student who did not come to study at the University immediately after obtaining the NSC may apply to be considered in a later year for admission on the basis of the admission requirements that were in force at the time when the NSC was obtained.

**2.2 For the Senior Certificate up until 2008**

The Senior Certificate (that was obtained by full-time candidates until the end of 2007 and will be obtained until March 2014 by part-time candidates who were already busy with Grade 12 subjects in 2007) with full matriculation endorsement or an exemption certificate from the Matriculation Board and an average percentage of at least 50% for the Senior Certificate, unless the degree programme concerned required a higher average percentage, as well as compliance with the programme-specific and subject-specific admission requirements for the programme concerned, which applied for registration in the year following the year in which the Senior Certificate was obtained, and also the selection criteria currently in force.

**3. ACADEMIC SUPPORT PROGRAMMES**

Stellenbosch University has developed excellent academic support programmes that will lead to academic success as a student.

**3.1 Extended Degree Programmes (EDPs)**

Prospective students whose schooling has not prepared them adequately for studying at a university and who have the potential for successful studies may gain admission to the University by way of extended degree programmes (EDPs) and/or make use of other forms of academic support. The EDPs offer alternative academic routes for students to study successfully and are offered in the following faculties: Arts and Social Sciences, Science, AgriSciences, Theology, Economic and Management Sciences, and Engineering.

**3.1.1 Admission requirements**

Admission requirements for the EDPs differ from faculty to faculty. In most cases, prospective students whose marks do not meet all aspects of the minimum subject-specific criteria in certain programmes will be considered for admission to an EDP. Matriculants who fall within this category often do not pass their first academic year at the University without additional academic support. However, students who join EDPs and/or other academic support programmes usually fare considerably better in their first year.

In some cases, students, who do meet the programme-specific admission requirements but who are not admitted to the mainstream programmes after selection, are considered for admission to an EDP.

*Please note:* Selection for EDPs do not only take academic achievement into consideration, but also certain socio-economic factors that indicate disadvantage.

Prospective students are still required to have full university admission, except in those cases where certain faculties provide Senate-discretionary permission. Such permission is based on merit and usually requires the student to follow the EDP programme, if such programme is available in the faculty.

**3.1.2 Structure of Extended Degree Programmes**

3.1.2.1 The structure of the Extended Degree Programmes (EDPs) may vary from faculty to faculty. In some programmes an alternative first-year curriculum that consists of foundation modules is prescribed, while the first academic year is spread over two years for other programmes, with a reduced mainstream workload and foundation modules that are added. The degree programme is thus always lengthened by one year.

3.1.2.2 Additional or alternative credit-bearing **foundation modules** – in addition to the mainstream modules – are included in the Extended Degree Programmes. These foundation modules, which provide support and preparatory content, will broaden the study base of the student. Further information on the programme content is available in the relevant faculty calendar.

**3.1.3 Readmission**

For Sliding Scale B in terms of HEMIS credits, which applies to the readmission of students in Extended Degree Programmes, see the section under the heading 'Readmission after unsuccessful studies' in par. 9 further on in this chapter.

### 3.1.4 Suspension

The attendance of Extended Degree Programme classes is compulsory, and absence from such classes without a valid excuse may lead to the student's eventual suspension from the Extended Degree Programme. In such an event, the student will have to satisfy the sliding scale that applies to mainstream students (see 'Sliding Scale A' in the section under the heading 'Readmission after unsuccessful studies' in par. 9 further on in this chapter).

### 3.1.5 Registration process

Students who possibly qualify for an EDP will be notified by the faculties and will register through the normal registration procedures. During the official Welcoming Programme prior to registration, EDP students will attend information and advice sessions in the different faculties. For more information, the relevant faculty administrator may be contacted on 021 808 9111.

## 4. APPLICATION, ADMISSION AND REGISTRATION AS A STUDENT

### 4.1 Application and admission as student

- 4.1.1 All prospective students, must apply online for admission to the University on the website at [www.sun.ac.za](http://www.sun.ac.za) for undergraduate applications or at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) for postgraduate applications. An application fee of R100 is applicable. Applicants from quintile 1 - 3 schools are, however, exempted from the application fee. Instructions on the payment of the application fee is provided online. An application will only be considered if the complete set of required application documentation is received by the closing date.
- 4.1.2 Prospective undergraduate students must apply not later than the general closing date for applications, namely 31 July of the preceding year. Applications for admission to honours, master's and doctoral programmes close later (see par. 4.1.4).
- 4.1.3 Only in exceptional cases shall consideration be given to any application for admission to undergraduate studies received after 31 July. Each such application shall be dealt with on its individual merits and special permission for such late application must be obtained from the Registrar or proxy.
- 4.1.4 The closing date for applications for admission to postgraduate programmes, with the exception of Master's programmes consisting of a 100% thesis and Doctoral programmes, is 30 November of the previous academic year, unless an earlier date is specified in the relevant faculty's part of the University Calendar or on the website for prospective postgraduate applicants at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies). Application for admission to Master's programmes consisting of a 100% thesis and for Doctoral programmes may be submitted until 28 February if the faculty/department concerned is willing to consider it, on condition that such applications are complete; that is to say, a full academic transcript, a research proposal/summary, a list of bibliographical references, etc., which may be required by the department or faculty, must be included. Prospective postgraduate candidates are urged to consult the relevant faculty's part of the University Calendar for possible additional requirements relating to the proposed programmes. The completed application form must be accompanied by the application fee of R100.
- 4.1.5 Where students have interrupted their studies for a year or more, they are required to apply for admission to the University again; in the case of undergraduate students, such application must be received on or before 31 July of the year preceding that in which they propose to resume their studies, and in the case of postgraduate students, such application must be received in accordance with the requirements of par. 4.1.4.
- 4.1.6 The University's policy for placement of students in residences, and in Listening, Learning and Living Houses, as well as allocation to PSO wards and clusters, is available at [www.sun.ac.za/sunrecords](http://www.sun.ac.za/sunrecords).
- 4.1.7 Any student who makes a change of (parents') home, residential and/or postal address in the course of the academic year, shall be personally responsible for making the relevant changes of address on the student website ([www.mymaties.com](http://www.mymaties.com)) under personal details.
- 4.1.8 The University may at any time require a student to submit a certificate from a medical doctor named by the University, certifying that the student is not suffering from any infectious or contagious disease. The cost of such certificate shall be borne by the student.
- 4.1.9 The University reserves the right to require a student suffering from any infectious or contagious disease to leave the University temporarily or permanently.
- 4.1.10 Every applicant for admission to the University must sign, amongst other things, the following when applying:  
 "If you suspect that you have an infectious or contagious disease, you must get medical assistance immediately, you must withdraw yourself from all University activities and accommodation and you must take all other steps to make sure that you do not infect other students or staff. If you do not take these steps you will be held responsible for any claims that are made against the University. In legal terms, you indemnify the University against these claims. If legal action is taken against the University, you must also pay all the actual legal costs."

#### 4.1.11 National Benchmark Test (NBT)

Some programmes require that prospective undergraduate students write the National Benchmark Test (NBT).

Please consult the NBT website ([www.nbt.ac.za](http://www.nbt.ac.za)) and SU's website for prospective students ([www.maties.com](http://www.maties.com)) for more information about the National Benchmark Test.

## 4.2 Registration as a student

### 4.2.1 Undergraduate and postgraduate

Every person intending to register as a student, must have completed and submitted the prescribed application form to the University Offices, paid the required application fee and must have been selected for and admitted to a specific degree, diploma or certificate programme at the University.

Full information on selection procedures for specific programmes are provided at [www.maties.com](http://www.maties.com). Full particulars regarding the programme- and subject-specific admission requirements with which prospective students have to comply once they have been selected for and admitted to a particular degree, diploma or certificate programme and before being permitted to register for such programme, are provided in the relevant faculty's part of the Calendar and included with or in the letter of admission. These particulars are also available at [www.maties.com](http://www.maties.com). The abbreviated admissions policy and basic admission requirements are provided in par. 1 and 2 of this chapter.

### 4.2.2 Documents as proof of admissibility

At registration, every prospective student registering as student of the University for the first time, must produce documentary proof as requested that he complies with the relevant admission requirements, and each such person must on or before 29 May submit to the University the original of his National Senior Certificate or other outstanding original school-leaving certificates.

### 4.2.3 Student card

At registration, every new student is issued with an electronic photo identity card, referred to as a student card. Student cards are an essential part of the University's commitment to keep students and staff safe, to secure the campus and to ensure the integrity of tests and examinations. The student card gives students access to certain University buildings and is needed to operate photocopiers, to participate in the meals management system, to use the washing facilities in residences and for the use of certain other services. It must also be shown to obtain access to test and examination venues.

Students retain the student card issued to them in their first year and should bring it with when they come to renew their registration as a student. It is essential for every student to have their student card in their possession when they are on campus or taking part in activities or services related to the University. Without this card a person will not be recognised as a student of the University and, consequently, could be refused permission to access the University, participate in activities or services and write tests and examinations. Lost student cards can, after payment of the required amount at the Cashiers, be replaced at the IT Hub in Block A of the Administration buildings.

Please note: Students must keep their student cards safe and must never permit other persons to use the card for any purposes. Lending a student card, using another student's student card or generating (a) falsified student card(s) constitutes fraud and is viewed in a very serious light. Depending on the circumstances, both the holder of the card and the person using someone else's card may be subjected to disciplinary action.

### 4.2.4 Registration procedure and programme and module changes

4.2.4.1 All prospective students, including Honours students, must formally register as students in accordance with the University's official programme of registration. A student who has failed to register according to the official registration programme within the period of time laid down, shall not be recognised as a student, unless he obtains, or has already obtained, formal permission for late registration from the relevant faculty administrator and pays the late registration levy of R500. No student (except new Master's and Doctoral students) will be allowed to register later than two weeks after the commencement of classes (see almanac which can be found at <http://www.sun.ac.za/english/dates>). The late registration levy of R500 will be payable, except where the outcome of an appeal for readmission prevented registration according to the official registration programme. In the case of a new first-year student, late registration can be denied due to fact that the study programme is full. Also see par. 4.2.5 further on in this regard.

Prospective undergraduate students are advised to make use of the web-based self-registration facility as far as possible and if it is available for the programme concerned. All candidates who have written the NSC or IEB school-leaving examination, may make use of the self-registration facility, as well as students from other schooling systems whose final school results were received timeously and could be captured on the central information system of the University. Alternative arrangements may be made for Master's and Doctoral candidates and the relevant faculty administrator in Block A of the Central Administration Building should be consulted in this regard.

To be registered as a student is not a matter of just giving one's personal, biographical and academic particulars for official recording. It also requires one's payment then and there, to the cashier, of the prescribed fee.

A complete programme of registration, as well as information on the web-based self-registration facility, are e-mailed before the end of the previous year to first-year students and senior students.

The onus shall rest on every student to ensure that he registers for the correct modules every year, in accordance with the curriculum requirements of his particular programme, as set out in the part of the Calendar for the faculty concerned. It is particularly important for a student to ensure that in his final year of study he registers for all the final modules needed for completing the programme and obtaining that qualification, including any possible modules still outstanding. On receipt of his proof of registration, containing his programme and modules for the year, during the registration process, a student must verify whether this document correctly reflects the instructional programme and year of study (E = first year, N = non-final year and F = final year) for which he intended to register; whether this document correctly reflects all the modules that he is to take in the current year; that each module is stated on this document correctly (for instance, that a module number is not stated as 122 if it ought to be 112); and that there are no

clashes on the class and test timetables between any of the modules registered for. The examinations policy is of such a nature that students who experience clashes on the examinations timetable during the first round of examinations may make use of the second round of examinations for one of the clashing modules as their first and only round of examinations in the module concerned, provided that this option is subject to satisfactory arrangements being made by the student and a department if there should also be clashes on the class and/or test timetables (also see par. 4.2.7 further on in this regard).

If there should be any error on the proof of registration and/or modules with insurmountable clashes on the class and/or test timetables, these must be reported to the faculty administrator concerned in Block A of the Central Administration, and be rectified, within the first two weeks of class of each semester, or preferably be rectified by the student himself by means of the facility that is available for this purpose on the web page in the Student Portal. If a student wishes to register a change of programme, he must do so within the first two weeks of class of each semester, provided that there is still space available in the programme concerned and that he is selected and admitted (however, no student in the Faculty of Medicine and Health Sciences shall be allowed to change to another programme in this Faculty at the beginning of the second semester). As regards the failure by any student to do so on time, see par. 4.2.6. below.

In the first semester and the second semester, the last date on which the registration of any change of module/programme is permitted is two weeks after the start of classes for the semester concerned (see the almanac, which can be found at <http://www.sun.ac.za/english/dates>, for the specific dates).

4.2.4.2 All undergraduate degree students, special students, certificate students and diploma students who comply with the admission requirements of the University, who are selected and admitted (provided there is still room in the programme concerned) and who are able to start with second-semester modules that carry no requirements in terms of prerequisite modules, prerequisite pass modules or corequisite modules, may be administratively permitted to register at the start of the second semester and must register as students within the first two weeks of class of the second semester. If permitted to do so by the relevant faculty/department, postgraduate students may also register in the second semester (see also par. 6 further on in this chapter).

#### **4.2.5 Surcharge for failure to register on time**

##### *4.2.5.1 For the relevant degree/diploma/certificate programme*

Where any student has failed to register as a student on time for a particular programme for the year in terms of the official programme of registration or through self-registration, he shall be liable for the payment of a penalty of R500 even if he has obtained permission beforehand for late registration. Any student, however, who has already paid an amount of R200 consisting of the application fee of R100 and the late-application surcharge of R100, shall be exempted from the late-registration surcharge for late registration, on condition that the registration for the programme takes place within the first two weeks of class of the semester. No late registrations will be accepted after the second week of classes.

##### *4.2.5.2 For a module*

Where the required permission has been granted to a registered student by way of exception, such student may attend a module for which he failed to register before the end of the second week of classes, provided that such student pay a surcharge of R100.

#### **4.2.6 Joining a programme late**

After the end of the second week of classes, no application for a change to or for a new entry into any module or any diploma, certificate or degree programme shall be considered.

#### **4.2.7 Limitations with regard to registration for modules on the basis of timetable clashes**

The final timetables for classes, tests and examinations are available separately on the web at the start of a particular year. Before registration, all students are required to scrutinise the class and test timetables for possible clashes of their proposed modules and to limit their choice of modules strictly to the possibilities catered for by these timetables. No student may take modules that clash on any of the timetables. The examinations policy is of such a nature that students who experience clashes on the examination timetable during the first round of examinations may make use of the second round of examinations for one of the clashing modules as their first and only round of examinations in the module concerned, provided that if there are also clashes on the class and/or test timetables, no student will have a right to be accommodated with regard to class and/or test timetable clashes on the basis of the fact that the examinations policy accommodates clashes. However, modules in which flexible assessment is applied may not offer such choice regarding final assessment. Clashes in assessment opportunities may therefore prevent such modules out of different years of study to be taken together in the same academic year.

#### **4.2.8 Deviation from approved subject combinations**

A student wishing to take a combination of subjects that differs from an approved curriculum for a degree, certificate and diploma programme must apply in writing for formal approval of such combination. The relevant faculty administrator in Block A of Administration must be consulted on this.

#### **4.2.9 Students of other universities**

4.2.9.1 A student from another recognised South African university may be permitted to register for a degree, certificate or diploma programme at this University on condition that he is able to produce proof of successful studies in terms of modules passed, meets the admission requirements and is selected and admitted. Such student must have been registered



at this University for no less than two years and must obtain no less than half of the total credits of the proposed programme at this University, including the major subjects, before the qualification concerned may be conferred upon him.

- 4.2.9.2 Before a student from another recognised South African university may be permitted to register as a student in a programme at SU, he must lodge with the Registrar a complete student record and a satisfactory certificate of conduct issued by such other university.

#### **4.2.10 Registration of Master's and Doctoral students**

Current Master's and Doctoral students may register up to 31 January. Regarding failure to register in time, see par. 8 in the chapter 'Postgraduate Qualifications' further on in this book. Master's and Doctoral candidates registering for the first time may register up to 31 March, on condition of their having been admitted.

#### **4.3 Commencement of the academic year**

In 2022, the classes shall commence at different intervals. Details regarding the commencement dates of programmes and student categories are given in the almanac, which can be found at <http://www.sun.ac.za/english/dates>.

#### **4.4 Change of name, surname or marital status**

Every student who has had a change of name(s) and/or surname, must submit certified copies of the appropriate documentary proof(s) of each such change at the Information Desk in Block A of the Central Administration Building before changes will be made. In the event of any change of marital status, a certified copy of the marriage certificate or divorce papers must be submitted.

### **5. ADMISSION AS A SPECIAL STUDENT**

- 5.1 The closing date for any application for admission as a special student for a given year shall be 30 September of the preceding year (undergraduate) and 14 January of the year concerned (postgraduate).
- 5.2 A prospective student who does not wish to attend an approved degree, diploma or certificate programme, or who does not meet the admission requirements for such programme, may be admitted to the University as a special student with a view to attending individual modules, subject to approval by the relevant faculty or faculties, on condition that he:
- 5.2.1 holds at least the National Senior Certificate of the Department of Basic Education, or qualifications deemed by the University to be equivalent/adequate; and
- 5.2.2 achieved for the National Senior Certificate or equivalent/adequate qualification an aggregate of not less than 50%.
- 5.3 A special student must register at the University for at least one module and must, in order to be permitted to continue at the University as a special student, pass at least one of the modules registered for, unless special permission therefore is granted by the Readmission Appeals Committee.
- 5.4 Subject-specific provisions – such as those which prescribe prerequisite modules, corequisite modules and/or pass prerequisite modules for degree, diploma and certificate purposes – shall apply likewise to any modules taken by special students.
- 5.5 Where a person holding a degree is admitted as a special student to a module of the first, second, and third year of study in a subject, this shall not imply that his admission to postgraduate studies in such subject is automatically guaranteed. Consult the relevant faculty administrator in Block A of the Central Administration Building in this regard.

### **6. ADMISSION OF STUDENTS AT THE START OF THE SECOND SEMESTER**

Persons may be admitted as students at the start of the second semester, subject to the following general requirements:

#### **6.1 Application, selection and admission**

They must, before 12 July, apply for admission as a student on the University's prescribed hard-copy form for such application, meet the minimum requirements for the programme involved and be selected for and admitted to such programme. Selection and admission to a particular programme are subject to the availability of study places in the programme.

#### **6.2 Registration**

They must be registered as students within the first two weeks of classes.

Please note that to be registered as a student is not just a matter of giving one's personal, biographical and academic particulars for official recording, but also the immediate payment of the prescribed fees at the cashiers.

#### **6.3 Undergraduate degree students, special students, certificate students and diploma students**

Any undergraduate degree, special, certificate and diploma student who complies with the admission requirements and rules of the University and who is selected and admitted, may start with second-semester modules that carry no prescriptions in terms of prerequisite modules, prerequisite pass modules or corequisite modules. Such students may be admitted administratively.

## **6.4 Honours students**

- 6.4.1 A person may register as an Honours student if he has applied to the Registrar in writing before 12 July for admission to a particular Honours programme and was accepted by the department concerned.
- 6.4.2 Furthermore, the Honours programme being registered for must be structured in such a way (semesterised) that commencement in the second semester is possible. Such students may further be admitted administratively.

## **6.5 Master's students**

A person may register as a Master's student, on condition that he has been admitted by the department concerned or, where necessary, by Senate on the recommendation of the faculty board concerned. Such admission may further be completed administratively.

## **6.6 Doctoral students**

A person may register as a Doctoral student, on condition that he has been admitted via the admission process of the faculty board concerned and the admission was communicated to Senate via the Communication Report and the admission has been ratified.

## **7. CONCURRENT REGISTRATION AT DIFFERENT UNIVERSITIES**

### **7.1 Concurrent registration at different universities for components of the same degree, certificate or diploma**

- 7.1.1 No undergraduate student still in the process of fulfilling the minimum residence requirements for a particular degree, certificate or diploma may register for modules or for components of modules at this University and another university concurrently.
- 7.1.2 After satisfying the minimum residence requirements for the degree, certificate or diploma concerned, an undergraduate non-final-year student of this University who lacks modules required for the said degree, certificate or diploma may be permitted to take such modules at another university, provided that no such module shall be a module of the final year of the programme, and provided further that he is not in a position to take such modules here.
- 7.1.3 Final-year students may be permitted by the faculty board concerned to obtain up to a maximum of one-half of their final-year credit points at Unisa, on condition:
- 7.1.3.1 that any such student wishing to register for final-year credits at Unisa with a view to the recognition thereof by Stellenbosch University must verify beforehand whether the Unisa module(s) (credits) in question will be given such recognition, by submitting the content(s) of the said module(s) to the Stellenbosch University department concerned via the relevant faculty administrator;
- 7.1.3.2 that such recognition of final-year credits shall be considered only if there are financial reasons (e.g. student no longer on campus) or other reasons (acceptable to the board of the faculty concerned) why such student is unable to take the credits (module(s)) through Stellenbosch University;
- 7.1.3.3 that, if modules have before been passed by such student at another university and been recognised by Stellenbosch University for degree purposes, the proposed making up of final-year credits at Unisa shall not result in his obtaining at Stellenbosch University less than half the total number of credits required by the programme; and
- 7.1.3.4 that this arrangement shall be limited to the final-year modules of Unisa, but that deserving applications for the recognition of final-year modules of other universities than Unisa shall be considered by the Executive Committee (Senate) on an ad hoc basis.
- 7.1.4 Postgraduate students of this University may be permitted by Senate, on the recommendation of the faculty board concerned, to take modules or components of modules at another university concurrently with their studies here.

### **7.2 Concurrent registration at different universities for different degrees or diplomas or as a special student**

- 7.2.1 Students registered at Stellenbosch University for a degree, certificate or diploma programme shall as a rule not be permitted to register concurrently for another degree, diploma or certificate programme at another university.
- 7.2.2 Exceptions to this rule shall be considered in rare cases only, and then only if the student concerned has already satisfied the minimum residence requirements for at least one of the two degrees, and/or diplomas and/or certificates) for which he has registered.
- 7.2.3 Students registering as special students at Stellenbosch University and who want to register as postgraduate students at another university simultaneously, must obtain prior consent in writing thereto from the SU faculty concerned.
- 7.2.4 Students taking postgraduate programmes at other universities for which they could register at Stellenbosch University, shall not be permitted to register as special students at SU simultaneously. If any such non-approved double registration comes to light, the student concerned shall be deregistered forthwith, forfeiting all fees paid.

## 8. CONCURRENT REGISTRATION FOR MORE THAN ONE PROGRAMME

A student who already holds a Bachelor's degree and is registered for a postgraduate programme may, in highly exceptional cases, be permitted to register for a further degree, certificate or diploma programme in the same or another faculty concurrently, provided:

- 8.1 that such concurrent registration shall have been approved by Senate on the recommendation of the faculty board(s) concerned;
- 8.2 that permission shall be considered only for students who obtained an aggregate of not less than approximately 70% in the relevant Bachelor's degree;
- 8.3 that permission shall be revoked by Senate if the student's progress in one or both of the degrees/diplomas/certificates for which he has registered concurrently is not to the satisfaction of the relevant faculty board; and
- 8.4 that concurrent residence for two Honours programmes will not be considered.

## 9. READMISSION AFTER UNSUCCESSFUL STUDIES

Please note that this process is currently under review. The changes will be communicated in due course.

Any student whose academic record does not comply with the requirements for readmission to the University for the following year will be informed via sms and at his SU e-mail address before 24 December of the current year, and then shall have the opportunity to lodge a typed appeal with the University, accompanied by substantiated documentation, until 11 January, in which he explains why the University should consider allowing him to resume his studies. Every application for readmission must be accompanied by an amount of R425. Irrespective of the decision reached by the Readmission Appeals Committee, the said amount of money shall not be refundable. No late applications for readmission shall be accepted. Although the University informs students who do not meet the requirements for readmission accordingly by sms and e-mail and offers them an opportunity to lodge an appeal against expulsion from the University, the onus shall be on the students to determine for themselves whether or not they fulfil the requirements for readmission, and to do so before the final date for appeal by means of their study records and the rules for readmission, as set out below. Should a student suspect that he does not fulfil the requirements for readmission, but has not received an e-mail regarding expulsion from the University, the administrator of the faculty concerned in Block A of the Administration should be contacted without delay before the final date for re-application.

A fully substantiated application for readmission must be typed by the candidate himself and be submitted electronically or on paper to the Registrar along with supporting documents. By "fully substantiated" is meant that the candidate must provide all relevant information, showing cause why his studies were not successful and why he hopes to study successfully in future. Such information may be of a personal and very sensitive nature; it is nevertheless required that the student shall take the Readmission Appeals Committee into his confidence completely. Supporting documents that substantiate the reasons adduced for poor performance must be attached with the completed application form. All information presented shall be treated in strict confidence. The Readmission Appeals Committee needs to have full information before it if it is to arrive at a fair decision in the applicant's own best interest. Where an application has been turned down, no information in further substantiation shall be accepted afterwards. The decision of the Readmission Appeals Committee shall be final, and no second appeal from the same applicant shall be considered.

For readmission purposes, account is taken of the total number of years that a student has studied at a university, regardless of any change of instructional programme. Where a registered student for the first time in his period of study and of his own choice discontinues his studies on or before 29 April of a given year, or on the ground of academic considerations is not permitted to proceed to the second semester, or has been advised by the University not to proceed, he is not debited for such academic year in terms of the readmission rules, provided that a second or further discontinuation in any subsequent year by the same student will automatically be taken into account for readmission purposes. However, this provision does not apply to cases where in the University's view the discontinuation is the result of circumstances beyond the student's control, for instance because of medical reasons, supported by a medical certificate. In the case of discontinuation of studies due to supported medical reasons before the November examinations, a student will therefore not be denied readmission for the year concerned, or for any consecutive year where discontinuation of studies due to proven medical reasons is necessary.

In the following paragraphs the rules of readmission are quantified in terms of HEMIS credits. (HEMIS is an acronym for Higher Education Management Information System.)

**One HEMIS credit equals the minimum number of module credits required in a particular year of study of a programme.**

The modular credits of each year of study – namely first year, second year, third year, etc. – are linked to a specific fraction of the value of one HEMIS credit, which is calculated as follows:

**Module credits per year of study converted to HEMIS credits**

1 first-year modular credit = 1 divided by the minimum number of module credits required for the first year = the fraction of a HEMIS credit

1 second-year modular credit = 1 divided by the minimum number of module credits required for the second year = the fraction of a HEMIS credit

*Example:**Bachelor of Arts in the Humanities*

The minimum numbers of modular credits required for the three years of study are assumed to be 126, 128 and 120, respectively. Correspondingly,

1 first-year modular credit =  $1/126 = 0,0079$  HEMIS credits

1 second-year modular credit =  $1/128 = 0,0078$  HEMIS credits

1 third-year modular credit =  $1/120 = 0,0083$  HEMIS credits.

**9.1 Undergraduate students**

9.1.1 An undergraduate student in a full-time degree, certificate or diploma programme who, at the end of every year of study, has not obtained the number of HEMIS credits required for his degree, certificate or diploma programme in terms of Sliding Scale A, Sliding Scale B and Sliding Scale C, as applicable (see below), shall not be further admitted as a student with the proviso that all students who have obtained no less than 0,8 HEMIS credits in a particular academic year gain automatic readmission, even though they may not meet the relevant sliding scale requirements.

*Please note:*

- The readmission requirements of the Faculty of Engineering differ in some instances from the requirements above and are contained in the Faculty Calendar part (Part 11).
- The programmes of the Faculty of Medicine and Health Sciences has, in addition to the requirements set out here, unique higher promotion requirements that are contained in the Faculty Calendar part (Part 12).

9.1.2 Apart from the Sliding Scale requirements, a person shall be refused further admission as a student unless he has obtained at least 0,33 HEMIS credits at the end of each year of study, with the exception of:

9.1.2.1 students whose full year programme consists of a module or modules the credits of which (expressed as HEMIS credits) happen to total less than 0,33;

9.1.2.2 first-year students in the Faculty of Science, who have to obtain at least 0,5 HEMIS credits at the end of their first year; and

9.1.2.3 students in the Faculties of Arts and Social Sciences, AgriSciences, and Economic and Management Sciences, who have to obtain at least 0,5 HEMIS credits every year from their first year of study.

9.1.3 Students in approved extended programmes (excepting fields of study in which other approved readmission requirements are in force) shall be subject to the Sliding Scale B in terms of HEMIS credits, except for students in the Faculty of Science, who are subject to Sliding Scale C. Students in the Faculty of Arts and Social Sciences and the Faculty of Economic and Management Sciences, must obtain a minimum of 0,5 HEMIS credits at the end of their first year of study and, in addition to further compliance with the sliding scale requirements, obtain a minimum of 0,5 HEMIS credits at the end of each year of study.

**Sliding Scale A in terms of the required HEMIS credits: applicable to mainstream programmes**

Historical years	1	2	3	4	5	6	7	8	9
HEMIS credits	0,33	1,23	2,03	2,78	3,53	4,28	5,03	5,78	6,53

**Sliding Scale B in terms of the required HEMIS credits: applicable to students taking approved extended programmes**

Historical years	1	2	3	4	5	6	7	8	9	10
HEMIS credits	0,33	0,70	1,23	2,03	2,78	3,53	4,28	5,03	5,78	6,53

**Sliding Scale C in terms of the required HEMIS credits: applicable to students in the extended programme in the Faculty of Science**

Historical years	1	2	3	4	5	6	7	8	9
HEMIS credits	1	1,5	2,03	2,78	3,53	4,28	5,03	5,78	6,53

*Please note:* Each HEMIS credit total is expressed to the second decimal place only; all such numerical adjustments have been made upwards.

**9.2 Interactive telematic students**

(These provisions shall only apply if an undergraduate programme is presented via this modus in future.)

Any student following a programme via interactive telematic education shall not automatically be further admitted as a student if, after four years, he has not obtained at least half the total number of credits involved in his three-year programme, namely 1,50 HEMIS credits, or if, after eight years, he has not obtained the total number of credits involved in his three-year programme, namely at least 3,00 HEMIS credits.

Any provisions to the contrary notwithstanding, an interactive telematic student is not further admitted as a student unless he has obtained at least 0,15 HEMIS credits for the preceding year of study.

### 9.3 Appeal for readmission

- 9.3.1 Where a student fails to qualify for further admission on the grounds referred to above, a written appeal by him with closing date 15 January of the year concerned (with the exception of students in the Faculty of Economic and Management Sciences [6 January], the Faculty of Science, the Faculty of AgriSciences and the Faculty of Engineering [8 January] and Faculty of Medicine and Health Sciences [varying, will be supplied in letter]) shall be considered by the Readmission Appeals Committee.
- 9.3.2 A student has to apply for a specific programme for which readmission is desired. A student who is denied readmission to that programme may not apply for admission to another programme at SU in the same year for which readmission has been denied.
- 9.3.3 A student who on the grounds referred to above is required to leave the University shall not be permitted to continue his studies here as a special student.
- 9.3.4 A student who has been refused readmission, may apply for readmission as a student for the following year, provided that such application is accompanied by a written substantiation and received prior to 30 September of the year preceding that for which readmission is being sought. All such applications shall be considered by the Readmission Appeals Committee. As a rule, the Readmission Appeals Committee shall expect of a student to prove himself academically at another institution, such as Unisa, in the year that readmission has been refused, or thereafter, before a subsequent application for readmission from such student shall be considered.

### 9.4 Readmission here subsequent to study elsewhere

- 9.4.1 The admission of a student of another university to Stellenbosch University who by reason of poor academic progress has failed to meet the requirements for continued admission to his field of study there will be dependent on meeting the requirements of Sliding Scale A. Where an applicant does not meet the requirements of Sliding Scale A, the application shall be considered by the Readmission Appeals Committee, regardless of the number of the years studied at the other university(ies).
- 9.4.2 If a person has studied at one or more other universities and is continuing his studies at Stellenbosch University, his period of residence at such other university or universities shall be taken into account for readmission purposes as in 9.1.1 and 9.1.2 when renewal of his registration as a student is being considered, provided that two years of registration at Unisa will be regarded as equivalent to one year of full-time registration at SU.

## 10. ACADEMIC ACTIVITIES DURING THE DAY AND IN THE EVENINGS, SPORT PURSUITS AND TEST TIMES

No non-academic activities may be arranged for/by students between 08:00 and 17:00 on class days in such a manner that they infringe on the University's academic activities.

In addition to conducting academic tests in the early evenings, the University may find it necessary to allocate evening time for certain classes/practicals.

Organised sport and recreation take place at the University on weekdays from 17:15. Tests start at 17:30. No examinations will be scheduled in the evenings. Saturday mornings and afternoons are used to schedule both tests and examinations.

## 11. ABSENCE FROM CLASSES AND/OR TESTS

A student must without delay consult the lecturer/s of (a) module/s in which he has been prevented by illness or other causes from attending the classes or taking the class tests or carrying out the class work. Where such absence is due to illness, a written application for leave of absence must be lodged with the Registrar without delay, except if the absence was for one test only, in which case not the Registrar but the relevant lecturer will handle the leave of absence. This application must be accompanied by a medical certificate which complies with the following requirements and contains the following information:

- Name of the patient/student;
- Date and time of medical examination;
- An indication that the certificate has been issued after a personal observation (excludes telephonic consultation or communication) of the student by a suitably registered medical practitioner;
- Confirmation that the student will not be able to or was not able to attend class, or take the class test(s) or carry out the class work, due to the illness, and
- Any other information which, in the judgement of the practitioner would be required or relevant.

The University reserves the right to request the prognosis and further information of the practitioner and it accepts in good faith that the student will not unreasonably deny permission in this regard.

The following general rules apply for the handing in/handling of medical certificates:

- A medical certificate connected to the absence from an assessment (with the exception of modules that are assessed in terms of the examinations policy) or to the late submission of an academic assignment, will only be considered if it has been issued within 24 hours from the time the assessment occurred or the submission date of an academic assignment (unless the certificate explicitly states why it could not be issued within 24 hours), and handed in within 7 days after the assessment date or the submission date of the academic assignment;
- Medical certificates issued by family members will not be accepted;

- In cases of mental health conditions, only medical certificates issued by psychiatrists, medical practitioners and registered clinical psychologists will be accepted.

Within the framework of the abovementioned rules, faculties may make their own faculty-specific arrangements, provided that at least the 24 hour rule will apply in all cases. Students must therefore take note of the fact that – apart from the abovementioned rules – possible faculty-specific rules must also be taken into account when medical certificates are handed in.

In cases of absence due to other reasons, the University reserves the right to request corroborating proof at its own discretion.

The University reserves the right to allow lecturers or the Registrar to deny applications for leave of absence where such applications are not lodged in good time, or where such applications are not practically feasible.

The following guidelines for the consideration of applications by students for leave of absence have been approved by the University's Senate:

### **11.1 Category A leave**

When leave in this category is granted to a student by the University, lecturers are compelled to accommodate such student (as far as is practically feasible) if he has missed lectures, practicals, seminar work and/or tests as a result of such absence.

#### *Grounds for consideration*

- 11.1.1 Proven illness of a student, supported by a medical certificate;
- 11.1.2 A death in the close family of a student, viz. the death of parents, brothers, sisters, grandmothers and grandfathers;
- 11.1.3 Compulsory attendance, e.g. as a witness in court;
- 11.1.4 Absence as a result of sport activities in the following circumstances:
  - 11.1.4.1 Absence with regard to trials/national championships for putting together a national (representative) team;
  - 11.1.4.2 Absence with regard to participation as a member of a national team against another country locally;
  - 11.1.4.3 Absence with regard to participation as a member of a national team internationally (tour);
  - 11.1.4.4 Absence with regard to preparation for participation at an international level, as in the case of a rugby test where the team gathers on a Wednesday before the Saturday;
  - 11.1.4.5 Absence with regard to representation of and preparation for participation for another country (e.g. Namibia).

In the case of par. 11.1.4.1 - 11.1.4.5, it should be academically feasible, in the estimation of the dean (after consultation with the head of department concerned) for the student to catch up on the missed work. When considering leave for longer periods, the academic justifiability of such a concession should be investigated. Problems are usually experienced with regard to practicals, as these are not easy to repeat. Interruption of study (if possible) or termination of study should be considered in particular for leave as a result of longer tours.

### **11.2 Category B leave**

Leave in this category will be granted a student on condition that he is able to make prior satisfactory arrangements with the lecturers concerned regarding the work (including lectures, practicals, seminar work, tests) in which he might become in arrears during the period under discussion.

#### *Grounds for consideration*

- 11.2.1 Absence with regard to individual participation in international events by invitation;
- 11.2.2 Absence with regard to participation in representative sport at provincial level;
- 11.2.3 Absence with regard to representative participation in sport at first-league or comparable level, but only in highly exceptional cases, such as when league stipulations are changed as a result of decisions taken by provincial and national sport governing bodies;
- 11.2.4 Absence with regard to representation of SU at national and international level.

### **11.3 Category C: Refusal of leave**

Students who are not granted leave of absence shall receive a Category C letter in which the following warning appears among others:

“If it should happen that you were in fact absent during the period in question, you should expect no concession from the University in connection with the work (including lectures, practicals, seminar work, tests or examinations) in which you are arrears as a consequence of your absence and this could lead to no class mark(s) being awarded in the module(s) in question.”

Participation in events such as University residence league matches falls under Category C.

### **11.4 Administrative handling of leave of absence (sport) of students**

- 11.4.1 Each application for leave as a result of sport activities should be accompanied by a recommendation from the sport manager concerned and, in the case of applications for Category A leave, also from the Chief Director: Sport and from the Senior Director: Student Affairs, or delegate, with a clear identification of the category of leave being requested, e.g. A11.1.2 or B11.2.1.
- 11.4.2 In order to process an application in good time, it should reach the office of the Registrar at the latest one week before the period of absence.

11.4.3 The names of students and the modules being taken by them, as well as details of all academic obligations and appointments during the proposed absence should be included in the application.

11.4.4 Applications for leave of absence of students are usually considered and granted by the Registrar. If there should be any uncertainty, he consults the Vice-Rector (Learning and Teaching) and borderline cases are referred to the Executive Committee of Senate. Urgent borderline cases are finalised by the Registrar in consultation with the dean concerned.

## **12. UNSATISFACTORY WORK BY STUDENTS**

If, in the course of the academic year, lecturers find that a student's work is unsatisfactory or that he does not attend classes, they may refer the matter, if such student has been called in and warned but fails to respond, to the Dean concerned, or delegate, and leave it at their discretion to decide whether the parents or guardians of such student are to be notified (see also "General Provisions" of the chapter on "University Examinations").

## **13. ISSUING OF DOCUMENTS**

### **13.1 Levy: issuing of academic transcripts and duplicate certificates**

At graduation ceremonies, the University, by way of standard procedure, issues to each qualifying candidate, together with the degree, certificate or diploma concerned in Afrikaans and English, a free copy of the complete academic transcript in English and in Afrikaans.

The fees noted below shall be payable for the issuing, on request to students and past students, an academic transcript and/or copy of their qualification certificate:

<i>Type of document</i>	<i>Amount payable</i>
Academic transcript	R70,00
Duplicate certificate	R95,00

### **13.2 Procedure for the issuing of academic transcript and/or duplicate certificate**

An academic transcript and/or duplicate certificate may be requested via e-mail from [info@sun.ac.za](mailto:info@sun.ac.za). Instructions regarding the electronic payment will then be sent via e-mail to the person requesting the academic transcript and/or duplicate certificate. If access to e-mail is not possible, a fax should be sent to 021 808 3822. If the document is requested by fax, the amount payable should first be paid into the University's bank account and the deposit slip sent with the request to the above-mentioned fax number. Documents will only be posted once payment has been received.

The relevant documents may also be obtained in person from Block A of the Administration. In this case, the relevant amount, as shown in par. 13.1 above, should first be paid to the cashiers, after which the receipt should be produced at the Information Desk in Block A of the Administration.

## **14. STUDENTS' INFORMATION AND ADDRESSES TO EMPLOYER ORGANISATIONS**

The University is approached from time to time by outside organisations that wish to contact final-year students about job opportunities. The University does not provide students' information to outside organisations for this purpose, except in cases where it is possible to obtain the permission of individual students to do so. However, outside organisations are advised by the Unit for Graduate Career Services on suitable ways to introduce themselves to students.

## **15. FURNISHING OF REPORTS ON ACADEMIC PROGRESS**

When accepting financial support from an organisation, a student shall be expected to give written consent for such organisation from time to time to request a report on such student's academic progress, which the University may then provide to the organisation.

## **16. PRIVATE STUDENTS' ORGANISATION (PSO)**

In terms of a resolution by the Council of the University, all students in private lodgings are required to join the Private Students' Organisation (PSO).

## **17. PRESENTATION/CHANGING OF PROGRAMMES**

Senate and Council reserve the right at any time to not present an announced programme, to change or abolish an existing programme or to introduce a new programme.

## **18. CONFERMENT OF DEGREES, DIPLOMAS AND CERTIFICATES**

18.1 A student shall not be entitled to the privileges attaching to a degree, certificate or diploma until such time as the conferment upon him of said degree, certificate or diploma has been officially approved.

18.2 Degrees, certificates and diplomas shall be conferred at congregations of the University held at Stellenbosch twice a year, namely in December and in March (sometimes April). Particulars of each such ceremony shall be sent via e-mail to all final-year students and shall be announced on the University's website ([www.sun.ac.za](http://www.sun.ac.za)).

- 18.3 The wearing of academic dress shall be obligatory at any graduation, certificate and diploma ceremony. Students must rent the academic gowns, hoods, diploma bands and certificate bands required to be worn at such events, from the private supplier identified by the University for such purpose.
- 18.4 If, for whatever reason, a final-year student makes use of the second round of examinations in a module of the November examinations in November/December, and passes, such student will obtain his qualification at the March (sometimes April) graduation ceremonies of the following year.
- 18.5 No postgraduate degree/diploma/certificate will be awarded to any student during the December graduation ceremonies, or the March (sometimes April) graduation ceremonies of the following year, if the student in question was not registered before June of the year concerned. A student who was not registered before June of the year concerned, may obtain a declaration, confirming that all the requirements for award of the qualification have been met and that it will be awarded in December of the following year, on condition that the student has registered in time for the year in which the qualification is to be awarded, and has paid all the study fees, that might be applicable.

## **19. DISCONTINUATION OF STUDIES**

- The Registrar must be informed in writing of discontinuation of studies.
- A special discontinuation form may be obtained from the Information Desk in Block A of the Central Administration Building, or may be requested by e-mail at [info@sun.ac.za](mailto:info@sun.ac.za).
- The date of discontinuation of studies is very important and must be provided, since it determines to what extent exemption from the payment of study and accommodation fees may be granted (see Part 3 (Student Fees) of the Calendar for more information in this regard), and since it can also have an effect on future readmission (regarding this, see par. 9, Readmission after unsuccessful studies, earlier in this same chapter).
- If discontinuation of studies is due to a medical reason, a valid medical certificate must be submitted along with the completed discontinuation form, since it will simplify readmission to the University in a subsequent year.

## **20. DEREGISTRATION OF MODULES AFTER EARLY ASSESSMENT**

- If a student does not write the first formal assessment test in a specific module or makes the necessary arrangements to write such test later, the student's registration for the module will be cancelled by the faculty administrator concerned, on the recommendation of the department concerned. This entails that the module concerned will be removed from the student's student record and that the student will be informed by e-mail only of the deregistration.
- The closing dates for such deregistration is the last work day in March for first-semester and year modules, and the last work day in August for second-semester modules.
- Departments who wish to implement the arrangement regarding deregistration of modules must write notice of this deregistration into the module frameworks/study guides of the modules in question.

*Please note:* The above stipulation will not be taken into consideration – or exert any influence – regarding the scheduling of formal assessment opportunities.

## **21. CONFIDENTIALITY OF STUDENTS' PERSONAL INFORMATION**

SU respects students' privacy. That also means that SU recognises that students' personal information (including academic results) belongs to students and not to their parents, funders or any other third party and that there are no legal grounds on which SU may give the information to the parent, funder or a third party, including in personal conversations, without the student's consent. In principle, students' information should be given to third parties without the student's consent only if the information has to be shared in order for SU to perform in terms of its contract with the student, or if SU is legally obligated to do so, for instance if a warrant or other binding order requires it.

SU recognises with great appreciation parents'/funders' interest in their children/funding recipients and as a gesture of goodwill SU will discuss students' study matters with the relevant party, but only with the consent of the student concerned.



# UNIVERSITY EXAMINATIONS

## 1. GENERAL PROVISIONS

The duration and the scope of the programmes and examinations for the various degrees, certificates and diplomas shall be as prescribed by Council in consultation with Senate. Also see par. 8.2.1 further on in this chapter for the duration of examination question papers.

A student registered for a degree, certificate or diploma programme shall not be admitted to the examinations in a module unless he has attended the curriculum prescribed for such module and has during the semester/year satisfactorily performed the work prescribed in such module (see also the chapter on 'Admission and Registration', par. 12).

On completion of a curriculum prescribed for a degree, diploma or certificate, a student must, except where there are formal provisions to the contrary, take examinations in all modules, and the examination may cover the work of the semester/year concerned and/or previous semesters/years, as determined by Senate.

Examinations for a higher degree in a subject may include questions on the work of the preceding degree.

Honours and Master's examinations in second-semester and year modules are normally written during the November examinations, but a department is permitted to conduct an examination at the start of the following year, provided that these examinations are completed before the end of January.

## 2. DISCUSSING MARKED ANSWER SCRIPTS WITH MEMBERS OF THE TEACHING STAFF DURING EXAM PERIODS

If a student wishes to learn from his mistakes, he shall be at liberty to discuss his marked answer scripts during exam periods with the lecturer(s) concerned, provided that:

- 2.1 A student must not view his marked answer script(s) other than in the presence of the lecturer(s) concerned.
- 2.2 The discussion of such marked answer script(s) must take place after the last day that has been set for the submission of final marks and with due allowance for any further arrangements which the department concerned may have made with the approval of the relevant faculty board.
- 2.3 Students in the Faculty of Medicine and Health Sciences, if they are subject to reassessment, must complete their reassessment before such discussion can take place.
- 2.4 Any request for such discussion must be made within one month after the official confirmation of the examination results in question by the Vice-Rector (Learning and Teaching).
- 2.5 The opportunity to discuss marked answer scripts with the lecturer(s) concerned is not intended as an opportunity for the re-evaluation of the examination mark/flexible assessment mark received.
- 2.6 Also see par. 8.2.8 further on in this chapter for information on the discussion of the first examination.

## 3. RE-EVALUATION OF EXAMINATION SCRIPTS

Students are strongly advised first to work through their scripts with the lecturer(s) before applying for re-evaluation. A student who fails an examination in a module may, upon payment of a deposit of R700, make written application to the Registrar for a re-evaluation of the examination script concerned, subject to the provisions outlined below.

### 3.1 General provisions

- 3.1.1 Applications, accompanied by the above-mentioned deposit, must reach the Examinations Office in Admin A (Stellenbosch Campus) or at Tygerberg Campus by Friday of the first week of classes in the second semester with regard to the June examinations, and by Friday of the first week of classes in the first semester of the subsequent year with regard to the November examinations. However, these dates do not apply to the Faculty of Medicine and Health Sciences, which Faculty's students shall receive programme-specific deadlines each year.
- 3.1.2 No application shall be considered for the re-evaluation of practical subjects or any modules that have been subject to external examiners or moderators.
- 3.1.3 In the case of modules that are evaluated by means of flexible assessment, no re-evaluation of test scripts and other assignments for assessment shall be considered. See par. 8.4.1.12 later in this chapter for the recalculation of the final mark.
- 3.1.4 Students who write and fail a dean's concession examination shall not be entitled to the re-evaluation of the examination script.

### 3.2 Internal re-evaluation

- 3.2.1 Firstly, the re-evaluation is undertaken by the internal examiner.
- 3.2.2 The relevant departmental/divisional/module chair must arrange for the re-evaluation by the internal examiner concerned, after such chair has made certain that no calculation errors had been made in determining the mark allocated to the examination script.
- 3.2.3 The department must provide the written result of the re-evaluation to the Examinations Office, normally within one week of receiving the request for re-evaluation.

### 3.3 External re-evaluation

- 3.3.1 Should the internal examiner stand by the initial examination result (i.e. if the student still fails following internal re-evaluation), the examination script(s) shall be re-evaluated by one competent external examiner.
- 3.3.2 Should a student's examination script(s) qualify for external re-evaluation in terms of 3.3.1, the Examinations Office shall obtain the name of one (1) available external examiner for the relevant module, in consultation with the programme coordinator or departmental chair concerned.
- 3.3.3 The Examinations Office shall provide the external examiner with the relevant examination script(s), the examination paper and, where possible, the memorandum/ scoring schedule, as well as a copy of these provisions. With the necessary security measures in place, these documents could be sent in hard copy or electronic format. In an accompanying letter, the Examinations Office shall request the following from the external examiner:
- 3.3.3.1 That he re-evaluate the script(s) and allocate a mark in accordance with the memorandum.
- 3.3.3.2 That, should the external examiner's mark differ from the initial mark, he clearly outline in writing the method used to obtain the new mark, explaining where and why he differs with the internal examiners.
- 3.3.4 The external examiner shall be requested to inform the Registrar in writing of the result of the re-evaluation within a reasonable period.
- 3.3.5 No external re-evaluation of an examination script shall be permitted with a view to admission to the second round of examinations/re-examination.

### 3.4 Dispute resolution

In case of a significant difference of opinion between the examiners concerned (to such an extent that it remains unresolved whether the student has passed or failed), the programme coordinator or departmental chair shall call an extraordinary meeting with the dean and a senior academic staff member appointed by the dean, as well as the relevant examination committee in the case of the Faculty of Medicine and Health Sciences. This ad hoc committee, chaired by the dean, shall take a final and binding decision.

### 3.5 Condonation of final mark

Save for the scenarios described in 3.4 above, the final mark achieved by the student (including condonation of the mark) shall be determined and confirmed by the dean, in consultation with the relevant programme coordinator, departmental chair or examination committee.

### 3.6 Notification of the lecturer(s) concerned

The relevant departmental chair or programme coordinator shall inform the lecturer(s) concerned of the final result of the re-evaluation process.

## 4. REGISTRATION FOR EXAMINATION PURPOSES ONLY

- 4.1 Undergraduate students may register for examination purposes only, if they do not register for any SU modules and have been permitted to follow (a) module(s) of another university for the purpose of obtaining the qualification at SU.
- 4.2 Postgraduate students shall not be allowed to register for examination purposes only. They must register as full students, provided, however, that they may be granted exemption from study fees under certain circumstances, on the recommendation of the relevant departmental chair and with the approval of the relevant Dean.

## 5. RECOGNITION OF OTHER UNIVERSITIES' EXAMINATIONS

- Modules passed by a student at another university may be recognised by the University subject to certain conditions as determined by individual faculties.
- Every application for such recognition shall be considered on its own merits.
- At most half of the total credits (50%) prescribed by the University for a degree, diploma or certificate may be obtained at another university.
- Furthermore, the University requires that all final-year modules of an undergraduate multi-year qualification be passed at SU (see par. 7.1.3 in the chapter on Admission and Registration earlier in this book for a special exception to this rule).

## 6. RECOGNITION OF MODULES: FURTHER QUALIFICATION

A student who has previously obtained a qualification at Stellenbosch University or another recognised university and now wishes to register for a further qualification on the same NQF-level, may apply for recognition of the modules of the already-obtained qualification, in place of those of the further qualification to a maximum of 50% of the total credits of the relevant qualification, provided that not less than one-half of the total credits of the further qualification (50%), including the credits of a complete new component of major subjects/final-year subjects in the case of a multi-year qualification, shall be taken and passed at SU.

## 7. RULES FOR STUDENT CONDUCT AT TESTS AND EXAMINATIONS

The following rules apply to students during tests and examinations:

- 7.1 You must show your student card – or identity document or driver’s licence if your student card is temporarily not available – on entry into the venue.
- 7.2 You must answer all questions in ink.
- 7.3 Read the instructions on your question paper.
- 7.4 Communication between candidates in test or examination venues is not allowed.
- 7.5 Supporting material (including blank paper, books, notes, calculators and other electronic equipment) is not allowed in test or examination venues, unless the use of particular items is expressly allowed or prescribed.
- 7.6 You must switch off your cellphone and place it face down on the desk in front of you for the full duration of the test or exam.
- 7.7 You must take off your wrist watch and place it face down on the desk together with your cell phone.
- 7.8 You are not permitted to read or copy any answer or part of any answer that another student has written in his answer book or on the question paper.
- 7.9 You are not permitted to remove parts of answer books.
- 7.10 The front page of every examination answer book used must be completed in full. **Please note:** Neither your first names, surname and student number, nor your signature, may appear on the front page of or inside the examination answer book. This information will appear on/under the anonymity sticker on the examination answer book. The sticker has to be covered before handing in your examination answer book. Until test books are also supplied with anonymity stickers, only your student number must be written on the front page. In the case of question papers with space for answers (i.e. no test or examination answer book is used), only your student number may be written on the front page of the question paper.
- 7.11 If you use more than one answer book, place the second and further books inside the first book when you hand in.
- 7.12 All answer books issued to you must be handed in to an invigilator before you leave the test or examination venue.
- 7.13 No extra time will be allowed if you arrive late. If you arrive more than 45 minutes after the start of the test or examination session, you will not be allowed to enter the test or examination venue.
- 7.14 You are not allowed to leave the test or examination venue within the first 45 minutes of a test or examination session.

## 8. PROVISIONS RELATING TO EXAMINATIONS AND PROMOTION

In addition to the requirements set out below, certain programmes are subject to additional requirements. Such further requirements are as set out in the relevant faculty’s part of the Calendar.

### 8.1 Definitions

#### 8.1.1 *Subject*

A subject is a discrete discipline or field of Science, e.g. Afrikaans and Dutch, Chemistry, or Economics.

#### 8.1.2 *Module*

A module is a set of lectures, seminars, practicals, etc. covering a particular area within a subject and constituting a unit for performance and credit purposes.

#### 8.1.3 *Degree, certificate or diploma programme*

A degree, certificate or diploma programme is the combination of modules (curriculum) prescribed for some specific degree, diploma or certificate programme.

#### 8.1.4 *Semester module*

A semester module is a module that constitutes a unit and that extends over one semester, irrespective of its lecture load or credit value.

#### 8.1.5 *Year module*

A year module is a module that constitutes a unit and that extends over two semesters in one academic year, irrespective of its lecture load or credit value.

#### 8.1.6 *Extended module*

An extended module is a module that constitutes a unit and extends over more than one academic year, irrespective of its lecture load or credit value.

#### 8.1.7 *Attendance module*

An attendance module is a module where the sole requirement is satisfactory attendance of classes/lectures.

**8.1.8 Class mark**

In modules in which an examination is required, a class mark is allocated.

In the determination of a student's class mark in any module, account shall be taken of his class attendance and class work, tests, tasks, assignments and practical work (where appropriate) done by him in such module.

The manner in which class marks are determined shall be made known to the students at the start of the respective semester or year by means of the module framework or study guide.

Class marks are used for admission to examinations, for prerequisites and in some cases for admission to residences.

For admission to any of the two examinations in a module, a class mark of at least 40 is required. This stipulation is subject to the rule that no student in a module in which the class mark has been determined based on only one testing, may be refused admission to the examination in that module. Class marks must be obtained before the first examination.

In modules in which the class mark also counts as the final mark, the rules for the determination of such mark shall be the same as for the class mark above.

**8.1.9 Examination mark**

A student's performance in an examination is represented by an examination mark. In exceptional cases an assessment that was done prior to the examination, for instance an assessment of a test conducted in a computer users' area, may be incorporated in the examination mark. Where any such assessment is thus to be reckoned in, the weighting thereof relative to the mark obtained in the examination shall be made known to the students at the start of the respective semester or year by means of the module framework or study guide.

**8.1.10 Final mark**

A student's overall, final performance in a module is represented by a final mark (Afrikaans: 'prestasiepunt'). In the determination of any final mark, account is taken of the class mark and examination mark in accordance with a fixed formula. The formula used for a particular module shall be subject to the rules laid down in par. 8.3.3.2 further on in this chapter and shall be made known to the students at the start of the respective semester or year by means of the module framework or study guide. Only the final mark will be used to determine whether a student passes a module (with or without distinction), fails a module, obtains bursaries, etc.

See par. 8.1.8 above for modules in which the class mark also counts as the final mark.

**8.1.11 Progress mark**

A progress mark is the mark allocated in a year module at the end of the first semester on the basis of the student's performance in tests, tasks and other assignments up to June of the year concerned.

**8.1.12 Dean's concession examination**

If, subsequent to his last examination, a final-year student is less than 33 credits short for a degree/diploma/certificate, and he has obtained a final mark in the relevant module(s) during the academic year (unless other rules in this regard have been approved for a particular faculty), a Dean could request the department(s) concerned to grant the relevant student (a) special examination(s) (Dean's concession examination). (Also see par. 3.1.4 under "Re-evaluation of examination scripts"). Subject to the rules stated above, every faculty shall have the right to make faculty-specific rules with regard to Dean's concession examinations, and these are explained in the faculty calendar concerned.

An amount of R1 030 is payable when a Dean's concession examination is granted. The amount must be paid into the relevant student account at the cashiers in Block A of the Administration Building as soon as possible. The named amount is also payable should a department grant a postgraduate student a special exam in a postgraduate submodule.

**8.1.13 Prerequisite pass module**

A prerequisite pass module is a module in which a candidate has to obtain a pass mark before he is permitted to proceed to the module(s) for which this module is prescribed.

**8.1.14 Prerequisite module**

A prerequisite module is a module in which a candidate has to attain a class mark of not less than 40 before he is permitted to proceed to the module(s) for which it is prescribed, except in modules examined by flexible assessment, for which a final mark of 40 is a prerequisite. Without a pass in such prerequisite module, the candidate does not qualify for the award of the degree, certificate or diploma concerned.

If a candidate has once obtained a mark which meets the minimum prescribed as a prerequisite for another module, his compliance with the prerequisite rule shall continue to remain valid.

**8.1.15 Corequisite module**

A corequisite module is a module which a candidate has to take in an earlier semester than, or in the same semester as, the module for which it is prescribed. Without a pass in such corequisite module, the candidate does not qualify for the award of the degree, certificate or diploma concerned.

**8.1.16 A module in arrears**

A module in arrears is a module that forms part of a student's approved, compulsory degree, diploma or certificate curriculum that has not yet been passed. See also par. 8.3.10 later in this chapter.

### 8.1.17 *Extra module*

An extra module is a module which does not form a prescribed part of a student's degree, certificate or diploma programme, nor is it a corequisite module for prescribed modules or a prerequisite pass module or prerequisite module for continuing with prescribed modules in the next semester or year of study of such degree, diploma or certificate programme.

Any module prescribed for a degree, certificate or diploma that is being taken as an extra module is subject to exactly the same provisions as those for prescribed modules taken for the purpose of obtaining a degree, certificate or diploma.

See also par. 8.3.9 and 8.3.11 later in this chapter.

### 8.1.18 *Flexible assessment*

Flexible assessment (with a view to the determination of a final mark) is a process by which a student's work in a semester- or year-module is systematically assessed and weighed through consecutive opportunities during the course of the semester/year using a variety of assessment methods e.g. assignments, tests, portfolios, orals, laboratory investigations, seminars, tutorials, project reports, etc. (depending on the specific requirements and outcomes of the module). A final mark is awarded without concluding the study period with a formal university examination. Also see par 8.4 further on in this chapter.

### 8.1.19 *Project assessment*

On 11 March 2016, Senate recognised project assessment as a formal assessment option in the Faculty of Engineering (see Recommendation Report of the Committee for Learning and Teaching, that was dealt with at the said meeting).

## 8.2 Examinations

*Please note:* Specific provisions for Honours and Master's examinations are presented in par. 8.2.18 below.

8.2.1 The University makes provision for only two examinations of equal value with a duration of 1 to 3 hours (in fixed increments of 30 minutes) per examination, or longer if so approved by Senate upon sufficient motivation, on completion of each module for which an examination is required.

8.2.2 The two examinations in first-semester modules are scheduled for the end of the first semester and are known as the first examination in June and the second examination in June. The first examination in June will usually start before the end of May and will be followed immediately by the second examination in June (see almanac, which can be found at <http://www.sun.ac.za/english/dates>, for the dates).

8.2.3 The two examinations in second-semester and year modules will be scheduled for the end of the second semester and are known as the first examination in November and the second examination in November. The first examination in November will usually start before the end of October and will be followed immediately by the second examination in November, which will end early in December (see almanac, which can be found at <http://www.sun.ac.za/english/dates>, for the dates).

*Please note:* **Final-year students** who, for whichever reason, complete and pass an assessment in a module during the second examination timeslot in November, will receive the relevant qualifications during the graduation ceremonies in March of the following year.

8.2.4 All students who obtain admission to the examination (see par. 8.2.7 and 8.3.2 for examination admission) in a module are free to choose whether they want to write the first or the second examination in a module, provided that the decision to write the first examination is irreversible once the student has reported for the first examination. If the first examination in a module cannot be written because of illness or whichever other reason, the second examination in the module may be used, without any permission but as first and only further examination opportunity in the module. A student who becomes ill while writing the first examination in a module must complete the examination session. It therefore is advisable that, if a student is ill before the first examination in a module, he should strongly consider rather writing the second examination in the module.

8.2.5 No further rounds of examination in a module, with the exception of a Dean's concession examination for final-year students who qualify for it (see par. 8.1.12 earlier in this chapter for the rules regarding a Dean's concession examination), will be granted after the second examination, no matter what the reason why the examination could not be written.

8.2.6 In cases in which the examination in a module consists of more than one examination paper, all papers should be written during the same round of examinations. If one question paper for a module, in cases in which the examination consists of more than one question paper, could not be written during the examinations for whatever reason, and the student concerned does not pass the module according to the normal formula for the calculation of the final mark, the examination mark(s) for the examination paper(s) that could be written shall lapse and all question papers of the particular module must be written during the second examination. In this case, admission to the second examination will only be granted if an (average) examination mark of at least 50% was obtained in the question paper(s) that was(were) in fact completed during the first examination.

8.2.7 No student shall be admitted to either of the two examinations in a module unless he has obtained a class mark of at least 40. This rule is subject to the provision that a class mark in any module must be obtained before the first examination in such module, and further that no student shall be refused admission to an examination in a module for which his class mark has been determined on the basis of a single testing.

8.2.8 A student who does not pass a module in the first examination, but who obtains a calculated final mark of at least 40 – as calculated as in par. 8.3.3.2 and before the application of par. 8.3.3.3 and 8.3.3.5 to 8.3.3.6 – shall be permitted to

write the second examination in the module also. (Before the second round of examinations in a module, such students shall be allowed to discuss their first examination – but not the examination paper – with the lecturer in order to learn from their mistakes.)

- 8.2.9 Students who experience clashes on examination timetables during the second examination are accommodated by the Examinations Section in that arrangements will be made for the clashing examinations to be written one immediately after the other during the second examination and under supervision as arranged by the Examinations Section.
- 8.2.10 The fact that the examinations system allows clashing modules to be taken does not grant any student the right to be accommodated with regard to clashes on the class and/or test timetables.
- 8.2.11 The notices to candidates – who failed (a) module(s) in the first examination with (a) final mark(s) of at least 40 – granting admission to the second examination take place in the department by way of a written notice on a specified notice board and electronically (for example on SUNLearn), on condition that:
- 8.2.11.1 The notice is placed as soon as possible during the first examinations in June and November, but at least five examination days (Monday to Saturday is regarded as examination days) before the second examination day for the module concerned, unless motivated permission has been obtained from the dean concerned for a shorter notice period. This deviation must be communicated to the students concerned in the first two weeks after the start of a module. The best way of communicate to students the results of the first examination – and to thus communicate which students gain admission to the second examination – is to complete the list of final marks for a particular module on the University’s central computer system. This way students have immediate access to examination results via computer. Another benefit of the early loading of final marks is that it enables venue allocation for the second examination to be done based on real – not estimated – numbers.
- Please note:* All final marks for the first examination in November shall, however, be submitted on the Tuesday as stipulated in the almanac, which can be found at <http://www.sun.ac.za/english/dates>, for the execution of the further processes with a view to the graduation ceremonies in December. (This provision therefore overrides the rule with regard to five examination days mentioned above in relation to the second round of examinations that are scheduled for after the Tuesday concerned.)
- 8.2.11.2 The notice is only placed on normal work days (Monday to Friday).
- 8.2.11.3 If there are no candidates in a module who have obtained admission to the second examination in terms of par. 8.2.8, a notice to this effect should also be posted.
- 8.2.12 Internally and externally moderated final marks for the two examinations in June must be submitted no later than the last Friday before the start of classes for the second semester (see almanac, which can be found at <http://www.sun.ac.za/english/dates>).
- 8.2.13 Internally and externally moderated final marks for the first examination in November must be submitted no later than on the Tuesday concerned of November, as stipulated in the almanac, which can be found at <http://www.sun.ac.za/english/dates>, with a view to the graduation ceremonies in December.
- 8.2.14 Internally moderated final marks for non-final-year modules of the second examination in November must be submitted no later than on the first Tuesday after the conclusion of the examination period (see almanac, which can be found at <http://www.sun.ac.za/english/dates>).
- 8.2.15 Externally moderated final marks for exit-level modules of the second examination in November must be submitted no later than on the second Friday in January of the following year. If at all possible, it will be very useful if the final marks could be submitted in accordance with 8.2.14 above, as it can then be taken into account for the HEMIS readmission calculations of undergraduate students.
- 8.2.16 The above-mentioned examinations policy is not applicable to the Faculty of Medicine and Health Sciences in all instances. Consult the University Calendar, Part 12 (Faculty of Medicine and Health Sciences), for more details in this regard.
- 8.2.17 For students who follow programmes via interactive telematic education, the first examination in a module will be a compulsory examination and the second examination will be a re-examination. Furthermore, the re-examinations of the June examination will take place after the first examination in November (in August for Nursing), and the re-examinations of the November examination will take place in January of the following year. The dates for the submission of the moderated final marks will be arranged with the relevant departments by the Division for Telematic Student Administration in consultation with the Student Information System Support Section.
- 8.2.18 Honours and Master’s examinations in second-semester and year modules are normally written during the November examinations, but a department is permitted to conduct an examination at the start of the following year, provided that it is completed before the end of January.

### **8.3 General rules and rules for promotion for examinations in undergraduate programmes**

#### **8.3.1 Records of class marks, examination marks and final marks**

- 8.3.1.1 A full record of class marks, examination marks and final marks for each module shall be kept by the departments.
- 8.3.1.2 The students’ class marks are made known to them by the different departments before the start of the examinations.

- 8.3.1.3 All class marks and final marks shall be entered into the central computer system of the University, with the exception of marks for modules in which the class mark also counts as the final mark, in which case only the final mark will be entered into the central computer system.
- 8.3.1.4 A student's final mark shall be the sole basis for determining whether he has passed a module (with or without distinction) or has failed it, is granted any bursaries, etc. The class mark is used for admission to the examination, for prerequisites and in certain cases also for admission to University residences.

### **8.3.2 Admission to the examinations**

- 8.3.2.1 No student shall be admitted to either of the two examinations in a module unless he has obtained a class mark of at least 40. This rule is subject to the provision that a class mark in any module must be obtained before the first examination in such module, and further that no student shall be refused admission to an examination in a module for which his class mark has been determined on the basis of a single testing.
- 8.3.2.2 A student who writes the first examination for a module, and fails, but who obtains a calculated final mark of at least 40 (calculated as in par. 8.3.3.2 and before the application of par. 8.3.3.3 and 8.3.3.5 - 8.3.3.6), shall be permitted to write the second examination as well.
- 8.3.2.3 If the first examination in a module could not be written because of illness or for any other reason, the second examination in the module may be used without the need to obtain permission, but then as the first and only further round of examinations in the module.

### **8.3.3 Allocation of final marks**

Except in any module taught by flexible assessment, and except in cases where only a final mark applies, a student's final mark for a module (0-100) shall be calculated on the joint basis of the class mark (0-100), which shall be based upon assessment done during the term of such module, and the examination mark (0-100), which shall represent the student's performance in the first examination and/or, where appropriate, the second examination for such module, subject to the following provisions:

- 8.3.3.1 In a module for which no final examination is prescribed, in other words in which continuous assessment or flexible assessment is used, as well as in a module for which the class mark counts as final mark, only a final mark shall be required.
- 8.3.3.2 In the calculation of a student's final mark, his class mark and his examination mark shall normally be combined in the ratio of 40 to 60 for semester modules and 50 to 50 for year modules and extended modules. The ratio between the class mark and the examination mark in the calculation of the final mark may be adjusted by a faculty, subject to the approval of the faculty board and subject to the restriction that neither of the two component marks is to make up less than 40% of the final mark, and provided that the department concerned must make such ratio known to the students at the start of the respective semester or year by means of the module framework or study guide.
- 8.3.3.3 Final marks shall be allocated in terms of an integer. Final marks between 35 and 50 shall be allocated in multiples of five. Departments are at liberty to allocate final marks below 35 or over 50 in multiples of five at their discretion. Also note the important provision in par. 8.3.2.2 above.
- 8.3.3.4 A final mark of lower than 50 may not be awarded if the examination mark in the first examination or the second examination is 50 or higher.
- 8.3.3.5 A final mark of less than 50 shall be allocated if a student, in the examination, obtains an examination mark of less than 40. Also note the important provision in par. 8.3.2.2 above.
- 8.3.3.6 A final mark of less than 40 shall be allocated if a student obtains an examination mark of less than 30 in the examination. Also note the important provision in par. 8.3.2.2 above.
- 8.3.3.7 Where a student has written only the first examination, his examination mark shall be the mark obtained in the examination in question.
- 8.3.3.8 Where a student has written both the first examination and the second examination for a module, the examination mark shall be the mark obtained in the second examination. Subject to par. 8.3.3.3, the final mark allocated after the second examination must not, however, be less than the final mark allocated after the first examination. It may also not be higher than 50. For a student who wrote only the second exam, the terms of par. 8.3.3.2 to 8.3.3.6 apply for calculating the final mark.
- 8.3.3.9 Where a student is entitled after the first examination to write the second examination also, but does not present himself therefore, the final mark allocated to him after the first examination shall count as the final mark for the module.
- 8.3.3.10 Departments must exercise particular care in determining the final mark in any instance that involves the borderline between a pass and a pass with distinction.
- 8.3.3.11 If there is any doubt whether a student must pass a module with distinction or not, the department concerned may offer the student an opportunity to undergo an ancillary oral examination in the module in question. The oral examination shall be conducted only after the student has completed all his examinations of the round of examinations concerned. The oral examination must be conducted without exception by not less than two examiners.

### **8.3.4 Passing a module**

In order to pass a module, a student must obtain in such module a final mark of not less than 50.

### 8.3.5 Passing a module with distinction

In order to pass a module with distinction, a student must obtain in such module a final mark of 75 or more.

### 8.3.6 Modules in which the class mark also counts as final mark

In the case of a module (including a continuation module in the Faculty of Medicine and Health Sciences) where the class mark also counts as final mark, a student must obtain a class mark of 50 or more to pass the module, and the class mark shall count as the final mark.

### 8.3.7 Improvement of class mark which counts as final mark

8.3.7.1 For modules where the class mark also counts as the final mark, such final marks must be submitted together with the final marks of examination modules.

8.3.7.2 In the case of any module where the class mark also counts as the final mark, a student shall be allowed until the end of January to improve his class mark, which therefore shall result in the consequent improvement of his final mark.

8.3.7.3 In the case of possible similar modules in the Faculty of Engineering, please see Part 11 (Faculty of Engineering) of the University Calendar.

### 8.3.8 Repeating a module

8.3.8.1 Where a student:

- a) does not qualify for admission to an examination or presents himself for neither of the examinations, his class mark shall fall away and he shall be allocated a final mark of zero for the module concerned; or
- b) passes a module in neither of the examinations, his class mark shall fall away.

8.3.8.2 In either of the above-said events, the student shall be required to repeat the attendance of all lectures and practicals of the module concerned as if attending it for the first time, provided that a department shall be at liberty to grant exemption from any attendance or other requirements. When exercising such liberty, a department must communicate to the student in writing the concession(s) being made to him.

*Please note:* Such exemption from attendance or other requirements of a module does not in any way exempt the candidate from the requirement of registering for the module as a full-time student.

### 8.3.9 Examinations in extra modules

Examinations in extra modules shall be written during the normal examination periods.

### 8.3.10 Restrictions on the registration for prescribed programme modules

In the best interests of the academic success of undergraduate students, no student shall be permitted to register for a credit load of more than 1,5 HEMIS credits in a given academic year. Expressed as module credits, this means that no undergraduate student shall be permitted to register for more than the equivalent of 1,5 years of the module credits for his study programme in a specific year.

### 8.3.11 Restrictions on the registration for extra modules

The following restrictive provisions shall apply to the taking of extra modules (in the sense of 'extra modules' defined in par. 8.1.17 above):

8.3.11.1 Where a student has a full credit load in terms of the degree, certificate or diploma programme for which he registers, he may be permitted to register for extra modules with a view to obtaining additional credits, provided that, if the programme so registered for is a structured programme, for instance in the Faculties of Education, Medicine and Health Sciences, Law or Theology, or is the final year of study of the programme for either the BA (Law), the BCom (Law) or BAccLLB degree, such student must by application in writing to the appropriate faculty board obtain permission to take the extra module(s) proposed.

8.3.11.2 Where a student registers for fewer credits than the normal year credit load for his degree, certificate or diploma programme, he may supplement his year credits by registering for extra modules up to an overall number of credits not exceeding the said normal number of year credits for his degree, certificate or diploma programme, subject to the provisions of par. 8.3.11.1 above.

8.3.11.3 Where a student registers for more credits than the normal year credit load of his degree, diploma or certificate programme on account of being in arrears with one or more modules, he shall not be permitted to take any extra modules.

### 8.3.12 Taking more than one year of study in a subject concurrently

#### 8.3.12.1 Undergraduate students

Undergraduate students shall be permitted to take more than one year of study concurrently, provided that –

- a) all prerequisite pass, prerequisite and corequisite requirements for the module(s) concerned are met;
- b) the class and test timetables allow the modules concerned to be taken concurrently; and
- c) the minimum residence requirements for the programme concerned are met.



### 8.3.12.2 *Special students*

Special students may take more than one year of study of an undergraduate subject concurrently, provided that the rules of the faculty board concerned are adhered to and the department or programme committee concerned approves. See also par. 5.5 in the chapter “Admission and Registration”.

### 8.3.12.3 *Postgraduate students*

Postgraduate students may take more than one year of study of an undergraduate subject concurrently, provided that the rules of the faculty board concerned are adhered to and the department or programme committee concerned approves.

## 8.3.13 Obtaining a degree, certificate or diploma

For the purpose of determining whether a student is to be awarded a degree, certificate or diploma, the student must comply with the residential and class attendance requirements and pass all the modules that form part of the curriculum of the relevant degree, certificate or diploma programme.

Final-year students who, for whichever reason, complete and pass an assessment in a module during the second examination timeslot in November, will receive the relevant qualifications during the graduation ceremonies in March (sometimes April) of the following year.

No postgraduate degree/diploma/certificate will be awarded to any student during the December graduation ceremonies, or the March graduation ceremonies (sometimes April) of the subsequent year, if the student in question was not registered before June for the year concerned. A student who was not registered before June for the year concerned may obtain a declaration confirming that all the requirements for award of the qualification have been met, and that it will be awarded in December of the following year, on condition that the student has registered in time for the year in which the qualification is to be awarded, and has paid all the study fees.

## 8.3.14 Obtaining a degree, certificate or diploma with distinction

8.3.14.1 For the purpose of determining whether a student is to be awarded a degree, certificate or diploma with distinction (*cum laude*), the student’s aggregate ( $P$ ) over the normal duration of the programme shall be calculated in accordance with the following formula:

$$P = [A(1) + A(2) + \dots + A(n)]/n$$

Where  $P$  represents the average performance over the normal duration of the programme and  $n$  represents the number of years of study prescribed for the instructional programme concerned and the series  $A(1), A(2) \dots A(n)$  represents the respective weighted averages (the calculations being done with the credit values of modules) of the various sets of final marks of all the prescribed modules obtained by the candidate for the first, second and  $n$ th such year of study.

8.3.14.2 Except in the instances mentioned hereafter, a student shall obtain a degree, certificate or diploma with distinction if:

- a) the value of  $P$  is not less than 75 and
- b) the value of  $A(n)$  is not less than 75, and
- c) on condition that the qualification will only be awarded *cum laude*, if all the required modules were passed in the minimum prescribed number of years.

8.3.14.3 A student in the Faculty of AgriSciences shall obtain a degree with distinction if:

- a) the value of  $P$  is not less than 75 and
- b) the average of the various final marks for the respective major subjects, regardless of the year of study in which they have been taken, is not less than 75.

8.3.14.4 For the postgraduate LLB degree, only the marks for those modules that are prescribed for LLB II and LLB III shall be taken into account in the calculation of a pass with distinction, and the weighted minimum average required shall be 75%.

8.3.14.5 A weighted average for the year of between 74,5% and 75% is automatically rounded up to 75% (although not by the computer), provided that such cases will always be dealt with in consultation with the dean concerned.

8.3.14.6 In the case of degrees of Bachelor Honours and of Master’s degrees (except MMed), a student shall be awarded the degree with distinction if he obtains a final mark of not less than 75 for the programme module.

8.3.14.7 In the case of the MMed degree, a student shall pass with distinction if he obtains a final mark of not less than 75 in his major subject.

8.3.14.8 In the case of the BEdHons degree, a student shall pass with distinction if he obtains a weighted average final mark of not less than 75 and a final mark of not less than 75 in at least four of the modules.

8.3.14.9 In the case of the Postgraduate Certificate in Education in Further Education and Teaching Training (PGCE [FETT]), the following modular weights shall be used in the calculation of pass with distinction:

a) Table of modular weights

Academic Language Development and Awareness (8)	0,06
Curriculum Studies (8)	0,06
Educational Leadership and Management (6)	0,04
Educational Psychology (8)	0,06
History and Sociology of Education (8)	0,06
Philosophy of Education (8)	0,06
Practical Learning (32)	0,3
Sustainable Living (6)	0,04
Teaching specialization 1 (20)	0,16
Teaching specialization 2 / Advanced Study module (20)	0,16
Total	<u>1,00</u>

b) A student shall pass with distinction if, in addition to complying with all the prescribed requirements, a final mark of not less than 70 in Practical Learning (32) was obtained by him.

8.3.14.10 Attendance modules shall not be taken into account in the calculation of pass with distinction.

8.3.14.11 A doctoral degree is not awarded with distinction.

## 8.4 Rules with respect to flexible assessment of modules

### 8.4.1 General provisions

The examination system is the main assessment system, and flexible assessment can be applied as an alternative assessment scheme. Flexible assessment is defined as follows: Flexible assessment (in terms of the determination of a final mark) is a process by which a student's work in a semester or year module is systematically assessed and weighed through consecutive opportunities during the course of the semester/year using a variety of assessment methods, e.g. assignments, tests, portfolios, orals, laboratory investigations, seminars, tutorials, project reports, etc. (depending on the specific requirements of the module). A final mark is awarded without concluding the study period with a formal university examination.

The system of flexible assessment allows for three official assessment periods per semester. The first of these (A1) will be during the semester (the current test period), the second (A2) will be in the time period of the first examination, and the third (A3) will be in the time period of the second examination. All or none of these official assessment periods can be used for the assessment scheme of an individual module.

The stipulations of par. 8.3.4 and 8.3.5 above apply to modules that use flexible assessment.

In addition, the following rules for flexible assessment in modules apply for the purposes of determining a final mark:

8.4.1.1 No formal class mark is obtained. Only a final mark is entered into the University's central computer system on the prescribed submission date for final marks.

8.4.1.2 No single assessment opportunity may contribute more than 60% to the final mark. However, faculties may allow departures from this rule in individual modules based on justification in terms of the University's assessment policy as applicable within the particular module. Departures from this rule must – in the case of each individual module – be approved by Senate in accordance with the approval procedure explained further on in this document.

8.4.1.3 No single assessment opportunity can be the sole determination of a pass or fail, but if students by choice do not use an assessment opportunity offered, they forfeit the right to multiple opportunities.

8.4.1.4 At least 40% of the final mark of the module is subject to internal moderation and, in the case of an exit-level module, at least 40% of the final mark must be externally moderated as well.

8.4.1.5 Assessment schemes must provide for timely feedback to students, i.e. should normally include formative feedback. For assessments during the course of the semester, departments should give feedback to students (for instance via SUNLearn or as specified in the module framework or study guide) as soon as possible after the assessment opportunity was completed.

8.4.1.6 Completing additional, optional assessments may not reduce the final mark, but the improvement in the final mark due to completing additional, optional assessments may be limited.

8.4.1.7 Details of the assessment scheme in a module must be provided in the module framework or study guide at the start of the semester.

8.4.1.8 The module framework or study guide must make clear whether any specific assessment opportunity is compulsory, or not.

8.4.1.9 Assessments used in the A3 period in November preclude a student from graduating in December of that year.

- 8.4.1.10 Decisions about access to an assessment opportunity in the A3 period must be loaded on the system preferably five days, but no less than three days (not counting Saturdays, Sundays and public holidays) before the assessment opportunity.
- 8.4.1.11 Final marks between 35 and 50 are allocated in multiples of 5.
- 8.4.1.12 In modules in which flexible assessment is used there is no external re-evaluation of marks. Students who are of the opinion that their performance marks have been calculated incorrectly can, however, upon payment of a R50 deposit, apply in writing to the relevant Faculty Administrator in Admin A to have their performance mark in the specific module carefully recalculated by the department in question. Applications accompanied by the above-mentioned deposit must reach the relevant Faculty Administrator by no later than the Friday of the first week of classes in the semester following the exam period in question.

### 8.4.2 Uploading final marks

There will be two opportunities to upload marks – and in some modules a choice between two comments as determined by the lecturer in accordance with the assessment scheme of a module – onto the student information system (SIS), namely:

- 1) After A2, a final mark which can constitute a fail, pass, or pass with distinction, and a choice of two comments, namely (1) module incomplete, if a mark that can constitute a final mark was not obtained in the course of the semester, or (2) admitted to further assessment, if the assessment scheme of a module makes provision for a further assessment in A3.
- 2) After A3, a final mark which can constitute a fail, pass, or pass with distinction. If a student was granted admission to A3, but did not turn up for the assessment, the mark uploaded onto SIS will be the mark obtained previously, or the comment module incomplete, if a mark that can constitute a final mark was not obtained in the course of the semester.

The following valid comments may be loaded against modules to indicate the outcome of an assessment:

- 1) Admitted to further assessment (comment to be uploaded by department after A2, where applicable)
- 2) Module incomplete (comment to be uploaded by department after A2 or A3, where applicable)
- 3) Fail (automatically attached by SIS to mark that is uploaded, exception if after A2 the student is granted admission to A3, where applicable; then comment (1) above is applicable)
- 4) Pass (automatically attached by SIS to mark that is uploaded)
- 5) Pass with distinction (automatically attached by SIS to mark that is uploaded)

### 8.4.3 Procedure for approval of assessment scheme

If flexible assessment is preferred as the assessment scheme for a module – or an amendment to a module's previously approved flexible assessment scheme is preferred – the following application procedure should be followed:

- 8.4.3.1 The proposed scheme will be considered within faculties in terms of each faculty's own teaching and learning and programme management structures, with the seven criteria for effective assessment – contained and described in the document *Assessment policy and practices at Stellenbosch University* – as foundation. The seven criteria are the following: validity, reliability, academic integrity, transparency, fairness, achievability, and timely feedback.
- 8.4.3.2 The particular lecturer will propose the flexible assessment scheme to be adopted in the module, with motivation in terms of the University's assessment policy referred to in par. 8.4.3.1 above, to his head of department or chair for approval, after the lecturer has determined with the Student Information System Support (SISS) office whether SIS can accommodate the particular design.
- 8.4.3.3 Once the proposed scheme has been approved by the head of department or chair and the faculty's internal teaching and learning and programme management structures, it will be submitted to SU's Programme Advisory Committee/Academic Planning Committee and the relevant faculty board for approval by Senate as part of the faculty's approval of its calendar changes for the following year.

### 8.4.4 Information needed by the Timetable Office and Examination Office

#### 8.4.4.1 Timetable Office

By May of the preceding year, the Timetable Office needs to know what will be expected of it with regard to dates to be allocated to modules for A1, A2 and A3. The procedure is the following:

- For A1: A1 is scheduled in accordance with historical data, namely if A1 was scheduled for the current year, it will automatically be scheduled for the following year. If A1 was not scheduled for the current year, it will automatically

not be scheduled for the following year. Possible changes from year to year as far as this aspect is concerned should be kept to a minimum, especially in cases where a date for a module is in fact set annually.

- For A2 and A3: Codes will be created on SIS to distinguish between (1) modules requiring only A2, (2) modules requiring A2 as well as A3, and (3) modules requiring none of A2 and A3. If a lecturer wants to institute a change for the following year, the procedure for approval explained in par 8.4.3 above must be followed.

#### **8.4.4.2 Examination Office**

As standard practice, the Examination Office will allocate, on request, venues to be used by modules using flexible assessment in the A2 and A3 periods.

In the case of modules wanting to utilise the service of the Examination Office for the administration of A2 and A3, the service will be supplied in accordance with the rules governing the management of examinations.

At the beginning of each semester, the Examination Office needs the following information of each flexible assessment module and will obtain the information by means of a web-based questionnaire, to be completed by each department:

- Must a venue **and** invigilators be supplied (1) for A2, or (2) for A2 as well as A3

#### **8.5 Rules for the reassessment of modules**

Certain modules in the Faculty of Medicine and Health Sciences are subject to a system of reassessment. Consult Part 12 of the University Calendar (Faculty of Medicine and Health Sciences) in this regard.

#### **8.6 General rules for Honours and Master's programmes**

8.6.1 In the case of Honours and Master's programmes:

- only a single, weighted final mark, rounded off to an integer, as calculated and awarded by the academic department concerned, shall be entered into the central computer system of the University by the department for the programme module concerned to determine whether the student fails the programme, passes the programme or passes the programme with distinction, with particular care being exercised in any borderline instances that involve a pass or a pass with distinction.
- The final marks for postgraduate submodules are entered by the departments into the central computer system of the University and contribute proportionally, in terms of the credit weighting, to the single, weighted final mark for the programme. In order to obtain an overall pass mark for a postgraduate programme, all submodules of the programme concerned must be passed, i.e. a final mark of at least 50 must be achieved in each.

8.6.2 Honours and Master's examinations in modules of the second semester and in year modules shall as a rule be conducted during the November examinations, but departments shall be at liberty to conduct an examination at the start of the next year, provided that such examination shall be complete before the end of January.

#### **8.7 Extra time for writing tests and examinations**

- a) Applications from individual students to be allowed extra time to write tests and examinations should be submitted well in advance to the Examination Section in Block A of the Administration Building, preferably as early as during the first year of study of the student, although in all cases, bearing tests in mind, on 24 February for the first semester and 17 August for the second semester, and for the examinations, before 4 May for the June examinations and before 28 September for the November examinations.
- b) Should permission be granted once for allowing extra time to write tests and examinations for a specific period, it will not be necessary to apply again for extra time for the duration of said period.
- c) The requirement is that substantiating documentation accompany the application. It is preferable that the electronic application process through the Student Portal (mymaties.com), under the section Test/Exam Info: General Exam Information, be used.

#### **8.8 Scheduling of tests**

Normally, no centrally scheduled test dates will be allocated to undergraduate modules in the final two and a half weeks of a semester, with the exception of cases where it unavoidably becomes necessary because of:

- a) the number of undergraduate modules in a faculty,
- b) the placement of public holidays in the calendar of a specific year,
- c) the method of presentation of a specific module, or
- d) other unforeseen circumstances. An effort will be made in these cases, as far as is possible, to at least prevent any centrally scheduled test dates from being allocated to the final week of a semester, unless the method of presentation of a specific module justifies an assessment opportunity being scheduled for the final week and it is feasible.

# POSTGRADUATE QUALIFICATIONS

## 1. CHANGING FROM ONE SUBJECT/FIELD OF STUDY TO ANOTHER

### 1.1 General

In the absence of clear provisions or directives in the University Calendar, the following provisions shall apply:

- 1.1.1 A student who has obtained an Honours degree in a particular subject/field of study may be admitted to a Master's programme in another subject/field of study, provided that he shall for obtaining his first Bachelor's degree have taken such other subject/field of study as a major subject, and provided further that the subject/field of study of the proposed Master's programme shall, in the opinion of the faculty board concerned, be sufficiently closely related to the subject/field of study taken for the said Honours degree. In the case of any change from one field of study to another, due account shall be taken of the presumption that (on the thesis approach) a candidate's studies at the Master's level are to entail greater depth and/or breadth relative to his previous training.
- 1.1.2 In the case of the Doctorate (the degree of Doctor), the acceptability or otherwise of a change in registration from one subject/field of study to another shall be judged by Senate on an ad hoc basis, provided that it shall be borne in mind to what extent the designation of the degree eventually conferred may be misleading from an employer's point of view, and that every possible effort shall be made to ensure that any Doctorate is awarded to a student in that subject/field of study in which he obtained prior postgraduate degrees.
- 1.1.3 That, in cases where Master's and doctoral students wish to register for qualifications in a different faculty than that in which they undertook their undergraduate studies, it would be permissible to deviate from the historical convention at the University, namely that students should register for postgraduate degrees in the faculty in which their earlier qualification(s) was(were) obtained, and that postgraduate students henceforth may register in the faculty or the department that will supervise the study for the postgraduate degree. Under exceptional circumstances, if motivated and recommended by a faculty board, a student may in fact be permitted by Senate to register for (an) postgraduate degree(s) in the faculty in which the student's earlier qualification(s) was(were) obtained.

### 1.2 Conversion from Master's to Doctorate

The following rules shall be applicable to the conversion of a student's registration for a Master's degree to a Doctorate:

That, in deserving cases, and with due regard to the best interests of the student concerned, the conversion of a registration for the degree of Master requiring a thesis into a registration for the Doctorate may be considered and communicated to the EC(S) and Senate by the board of the relevant faculty, provided that:

- 1.2.1 the student shall have shown exceptional progress with his research (registration for the Doctorate after not less than one year's registration for the Master's study) and shall have applied for the conversion not later than during the third year of registration for the Master's study;
- 1.2.2 in the course of the work done for the Master's study concerned there shall have emerged new and original insights which warrant further inquiry at the Doctoral level;
- 1.2.3 the work done for the Master's study concerned shall have been such that it exceeds the conventional Master's study in scope and justifies further investigation at the Doctoral level;
- 1.2.4 the results of the work done for the Master's study concerned shall preferably already have been accepted for publication in a learned journal of high quality, although this is not a prerequisite;
- 1.2.5 the proposal for such conversion shall be initiated by the supervisor, who shall make a request to the departmental chairperson. If the chairperson supports the request, he shall direct the request to the dean. (Where the supervisor is himself the departmental chair, he shall make the request to the dean direct.) The dean shall appoint a committee of three or four members whose subject expertise equips them to judge the request. One of the members shall preferably not be a member of the Stellenbosch University staff. The student, after consultation with the supervisor, shall compile a brief report containing (i) a report of the progress made with the Master's study and (ii) a submission on the proposed Doctoral study, consisting of, among others, a detailed protocol containing full information on the hypothesis(es), literature review, material for and technique of the study, viability and ethical implications of the study. The committee shall consider the report and make a recommendation for consideration by the faculty board;
- 1.2.6 before the Doctorate may be awarded to the student, he shall have been registered for the degrees of Master and Doctor jointly for a total of not less than three years where the Master's is taken directly after an Honours or a four-year career-oriented Bachelor's, and for a total of not less than four years where the Master's is taken directly after a Bachelor's (while there may still be students registered for such two-year degrees of Master's that are being phased out), including, in both instances, not less than one year for the Doctorate;
- 1.2.7 in cases where written examinations are required for the Master's study in question, all such examinations shall have been taken and passed by the student before the Doctorate may be awarded to him;
- 1.2.8 the conversion shall always only take place at the start of a new academic year, that is to say in February; and
- 1.2.9 the student's tuition fees shall not be retrospectively adjusted after the conversion.

## **2. THE DEGREE OF BACHELOR HONOURS AND THE POSTGRADUATE DIPLOMA**

### **2.1 Statutory requirements**

The University may confer a degree of Bachelor Honours or a postgraduate diploma upon a student if he has been registered as a student of the University for the degree or postgraduate diploma concerned for not less than one year since a primary degree of Bachelor, as approved by Senate for such purpose, was awarded to him.

In the case of a postgraduate diploma, a student may achieve the required level of competence in a way other than obtaining a degree of Bachelor and be considered for admission to the postgraduate diploma via a faculty's policy on the Assessment and Recognition of Prior Learning (ARPL).

### **2.2 Admission**

Every prospective student for the degree of Bachelor Honours or for a postgraduate diploma shall make application in writing for admission to the required study.

### **2.3 Further requirements**

See the respective faculties' parts of the University Calendar.

## **3. THE DEGREE OF BACHELOR OF EDUCATION HONOURS (BEdHons)**

### **3.1 Statutory requirements**

The University may confer the degree of Bachelor of Education Honours upon a student if, subsequent to his first registration as a matriculated student of the University, such student has completed for such degree a period of attendance of not less than five years (one year for the honours and four years for the qualification(s) providing admission to the honours), provided that such student shall in addition satisfy one of the requirements stated below:

- 3.1.1 The degree of Bachelor of Arts or of Science or some other degree accepted by Senate as equivalent thereto, and also an approved diploma or certificate of Education, shall have been awarded to such student not less than one year prior to the aforesaid period of attendance. Candidates can, prior to admission, be subjected to selection.
- 3.1.2 Recognised four-year post-secondary training, including a professional teaching qualification, and the successful completion of supplementary study in Education, if deemed necessary. Candidates can, prior to admission, be subjected to selection.

### **3.2 Further requirements**

Consult the Calendar part of the Faculty of Education (Part 6 of the University Calendar).

## **4. THE DEGREE OF BACHELOR OF LAWS (LLB)**

### **4.1 Statutory requirements**

The University may confer the degree of Bachelor of Laws upon a student if, subsequent to his first registration as a matriculated student of the University, he has completed for such degree a period of attendance of not less than four years.

### **4.2 Admission**

Every prospective student for the degree of Bachelor of Laws shall make application in writing for admission to the prescribed study. Each such application shall be considered on its merits based on a selection process.

### **4.3 Further requirements**

Consult the Calendar part of the Faculty of Law (Part 8 of the University Calendar).

## **5. THE DEGREE OF MASTER**

### **5.1 Statutory requirements**

*(Please note: These requirements are based on the new Higher Education Qualifications Sub Framework (HEQSF). However, for some Master's programmes that are being phased out, it may be necessary to apply earlier rules for a certain period of time as a bridging measure.)*

- 5.1.1 The University may confer the degree of Master upon a student if he has been registered as a student of the University for the degree concerned for not less than one year since the conferment upon him of a four-year Bachelor's degree at NQF level 8, or of a Bachelor's degree honours, or of a postgraduate diploma at NQF level 8, approved by Senate for such purpose; or since his having in some other manner attained a standard of competence in his particular field of study deemed by Senate to be adequate for such purpose, and has met the requirements for a pass for such degree; with the following exception:

5.1.1.1 In the Faculty of Medicine and Health Sciences, the University may confer the degree of Master of Medicine (MMed) upon a student if a period of not less than four or five years (depending upon his major subject) has elapsed since his first registration for the said degree, provided that such first registration shall have taken place after a period of not less than two years or one year (depending upon his major subject) had elapsed:

- since the conferment upon him by the University of the degree of Bachelor of Medicine and of Bachelor of Surgery, or
- since his having obtained some other degree or qualification deemed by Senate to be of an adequate standard; and
- after he has registered with the Health Professions Council of South Africa as a medical practitioner;

5.1.2 Complete admission requirements for all Master's programmes are given in the Calendar Part for each faculty.

## **5.2 Admission**

### **5.2.1 General**

Prospective candidates for the degree of Master shall apply in writing for admission to the proposed study.

The University accepts that each prospective student who is in the employ of an organisation other than the University shall, prior to admission to a programme of study for the degree of Master, obtain his employer's permission to register for the said programme of study for the degree of Master.

### **5.2.2 Publication of theses and research assignments**

All registered candidates for the degree of Master are subject to the University's regulations concerning the publication of theses and research assignments (see 5.10 below for the provisions in this regard).

### **5.2.3 Consent as to information from external sources**

Any person who in his programme of study for the degree of Master intends to make use of information from sources outside the University's control shall, prior to admission to such programme, submit – if the University so requires – a written statement of the conditions on which the organisation concerned is prepared to permit him to use the said information.

### **5.2.4 Code of conduct guiding the relationship between supervisor and Master's student conducting research**

See par. 7 of this chapter.

## **5.3 Annual reporting**

### **5.3.1 Candidate's obligation**

Any student for the degree of Master shall have an obligation to keep his supervisor informed of how his research is progressing.

### **5.3.2 Written reports**

In cases where the supervisor may deem it necessary (as where sustained contact with the student is not possible), he shall have the right to require one or more written reports, as may be necessary, from the student.

### **5.3.3 Departmental reports**

Departments shall report to the faculty annually on the progress of students engaged in research for degree purposes.

### **5.3.4 Reminder by the dean**

Where a department's annual report shows that a student is not making satisfactory progress, or has failed to report on his progress or lack thereof, the dean shall in a formal letter remind such student of his above-said obligation.

## **5.4 General provisions for Master's research assignments and Master's theses**

The following general rules and requirements apply to Master's research assignments and Master's theses:

### **5.4.1 The only recognised terminology for thesis/research assignment**

- a) The terms 'thesis' and 'research assignment' shall be the only officially recognised terms for referring to the product of research for Master's studies.
- b) In cases where study is prescribed in addition to a treatise and the treatise (including the oral presentation thereon):
  - contributes a weight of 50% or more of the final mark, the treatise shall be referred to as a 'thesis' and shall be dealt with as such;
  - in contrast, a treatise shall be referred to as a 'research assignment' if it (including the oral presentation thereon) contributes less than 50% of the final mark.
  - The research assignment may not be weighted less than one third – or less than 25% in exceptional and specially approved cases – of the Master's studies, and consequently of the final mark.
- c) All theses are required to be submitted electronically using SUNScholar (<http://scholar.sun.ac.za>), the digital research archive of the University (see par. 5.6 and 5.7 further on for the provisions regarding examination and final submission of theses), once they have been examined and before graduation. The instructions for using SUNScholar for the submission of the final product, after the examination process has been completed, are available at <http://library.sun.ac.za>.

## 5.4.2 Faculty-specific provisions

Besides the provisions made and the requirements laid down in this Part of the University Calendar, a faculty may have specific provisions and requirements of its own for Master's research assignments and Master's theses. Such further faculty-specific provisions and requirements, if any, are set out in the appropriate faculty's Part of the University Calendar and/or its manual "Guidelines for Postgraduate Training", should a faculty have such a document. Consult the various faculty administrators in Block A of the Administration Building in this regard.

## 5.4.3 Composition of the Master's degree

The Master's degree subsequent to a Honours degree or postgraduate diploma, may be awarded on the basis of a thesis or a research assignment, plus postgraduate modules and, if necessary, such additional study as a particular department may prescribe. See par. 5.6.7 further on for information on the oral presentation.

### 5.4.3.1 *Master's degree by thesis*

In cases where only a thesis is required, and no additional postgraduate submodules, the final mark for the Master's degree shall be determined on the basis of the thesis and of an oral presentation.

### 5.4.3.2 *Master's degree on the basis of theoretical work and a thesis*

In cases where theoretical work – in the form of postgraduate submodules and, depending on the situation, possibly also additional reading/assignments – and a thesis are prescribed, the thesis (including the oral presentation thereon) shall amount to a weight of not less than 50% of the final mark.

### 5.4.3.3 *Master's degree on the basis of theoretical work and an assignment*

In cases where theoretical work – in the form of postgraduate submodules and, depending on the situation, possibly also additional reading/assignments – and a research assignment are prescribed, the assignment (including the oral presentation thereon) shall amount to a weight of less than 50% of the final mark, but to no less than one third, or to no less than 25% in exceptional and specially approved cases, of the final mark.

## 5.5 Supervisor/co-supervisor(s), examiners and moderators

### 5.5.1 Definitions

#### 5.5.1.1 *Internal and external*

A person is internal if he is an employee of Stellenbosch University. A person is external if he is not an employee of Stellenbosch University, provided that professors extraordinary and honorary professors of the University do not qualify to be nominated as external examiners, but may be appointed as internal examiners and remunerated as such. In all cases, a minimum of two years must have passed since a person's retirement, accelerated retirement, or leaving of SU's service, before said person may be appointed as external examiner or moderator.

#### 5.5.1.2 *Unattached*

A person is unattached if he has not been involved in the elaboration of the thesis in question.

#### 5.5.1.3 *Examiners and moderators*

- a) The examiners are the unattached persons who are involved in the examination of a Master's programme where a thesis (see par. 5.4.1 for the definition of a thesis) is required. (See also par. 5.5.3 in this regard.)
- b) In the case of a Master's programme for which theoretical modules and (a) research assignment(s) is/are required, the term 'moderators' is used instead of 'examiners', and the nomination of moderators and the assessment of modules and research assignments is done according to the "Rules for Internal and External Moderation", which are available on the website of the Institutional Research and Planning Division.
- c) In the case of a Master's programme where theory modules and a thesis are required, the theory modules are assessed by a moderator or moderators and the thesis examined by examiners.

#### 5.5.1.4 *Supervisor's report*

The supervisor, and where applicable also the co-supervisor(s), compiles a report in order to provide the assessment panel that has to assess the examiners' reports (see par. 5.6.6) with insight into the course of the process that culminated in the production of the thesis. The following aspects could be included in the report:

- The context in which the study was undertaken;
- The methodological setup according to which the study was undertaken and within which the study should be assessed;
- To what extent the student worked independently;
- Problems experienced by the student with regard to the collection of information;
- Any other aspect that could have implications for the final assessment of and allocation of a mark for the thesis, particularly if a pass with distinction is a possibility.

The supervisor's report is only made available after the examiners have submitted their own reports, including recommendations regarding the final mark to be allocated. (See also par. 5.6.6 further on.)



### 5.5.2 Supervisor(s) and co-supervisor(s)

When a student is admitted to a Master's programme, the department concerned must appoint a supervisor for the student. The supervisor for a Master's thesis need not be a member of the University's staff, provided that, if he is not, there shall be a co-supervisor who is a member of the University's staff. If the supervisor is a member of the University's staff, either another such member or an external person may be appointed co-supervisor, if a co-supervisor is required for the study.

The supervisor/co-supervisor(s) do not act as examiners of a Master's thesis. They do, however, submit a supervisor's report (see par. 5.5.1.4) and participate in an elucidatory capacity in the discussions of the assessment panel (see par. 5.6.6) and during the oral presentation (see par. 5.6.7).

### 5.5.3 Examiners

- a) There shall be at least two examiners for a Master's thesis.
- b) The examiners shall consist of an unattached internal examiner and an unattached external examiner, or alternatively of two unattached external examiners, if the faculty board finds the latter option acceptable. (See par. 5.5.1 for definitions of "internal", "external" and "unattached".)
- c) The examiners shall be appointed by the faculty board on the recommendation of the department concerned.
- d) The names of the examiners shall be submitted, simultaneously and well ahead of time, via the departmental chair in consultation with the internal supervisor or, in the case of an external supervisor, with the internal co-supervisor, to the relevant faculty board for approval.
- e) The faculty board reports the appointments to Senate by means of the Communications Report, which shall include the name(s) of the supervisor and of the co-supervisor(s), where applicable.
- f) Each examiner submits a report on the thesis as specified in the relevant faculty-specific guidelines for the examiners of Master's theses.

Candidates for the degree of Master shall under no circumstances communicate with the unattached examiners about their theses.

## 5.6 Examination (excluding MMed)

### 5.6.1 Number of copies for examination

- a) When candidates present themselves for examination, they shall lodge with their faculty one loose-leaf copy and/or electronic copy, depending on what the individual supervisor(s)/ examiners concerned prefer, of their thesis for each of the supervisor/co-supervisor(s) and examiners concerned.
- b) If the external examiner(s) prefer a hard copy(ies), the copy(ies) for the external examiner(s) shall be sent at the candidate's expense.

### 5.6.2 Technical requirements for copies

Both the typing and the title page of the above-said copies for examination shall comply with the requirements set forth in par. 5.7 below.

### 5.6.3 Illustrations

If a thesis contains illustrations (maps, drawings, etc.), the supervisor and examiners may require one copy with original illustrations to be submitted.

### 5.6.4 Faculty-specific procedures

Every candidate should acquaint himself with the faculty-specific procedures for the submission of an research assignment or thesis for examination. Such procedures are set out in the faculty's Part of the University Calendar and/or in the faculty's manual 'Guidelines for Postgraduate Training', where the faculty has such a document. Consult the relevant faculty administrator in Block A of the Central Administration Building in this regard.

### 5.6.5 Closing dates for submission for examination

In order to enable the examination process to be completed on time, the requisite number of copies of an research assignment or thesis shall, subject to faculty-specific provisions (see par. 5.6.4 above), be submitted for examination as follows:

- 5.6.5.1 with a view to the December graduation ceremonies, prior to 1 September; and
- 5.6.5.2 with a view to the March graduation ceremonies, prior to 1 November.

### 5.6.6 Dealing with the reports of the examiners

The reports of the examiners and the report of the supervisor/co-supervisor(s) (see par. 5.5.1.4) for the definition of a supervisor's report) are dealt with by an assessment panel, which is appointed, and by means of a procedure, as determined by the board of each faculty. The supervisor, and/or co-supervisor(s) where applicable, is/are normally involved in an elucidatory capacity, but is/are not members of the assessment panel, and the final decision is reached in the absence of the supervisor(s). The supervisor's report is only made available after the examiners have submitted their own reports, including recommendations regarding the final mark to be allocated.

### 5.6.7 Oral presentation

- a) Every Master's candidate shall deliver an oral presentation, with the exception where a department, with the approval of the faculty board concerned, or its delegate, views an oral presentation as unnecessary.
- b) The oral presentation may deal with the thesis or research assignment, or with the candidate's knowledge of the subject in general, or with both of these topics.
- c) The oral presentation shall normally be attended by at least the members of the assessment panel, the available examiners/moderators, the supervisor, and the co-supervisor(s) where applicable.

### 5.6.8 Determining the final mark for a thesis/Master's programme

- a) When the assessment panel determines the final mark for a thesis/Master's programme of a candidate, account shall be taken of the following marks:
  - the marks allocated for the thesis by the internal and external examiners;
  - the oral presentation, if applicable; and the marks allocated for theoretical modules, where applicable, and
  - the supervisor's report shall also be taken into account.
- b) The dean should ensure that the examiners and supervisor(s) receive written feedback on the result.
- c) Each faculty board determines its own mechanism for dealing with possible disputes.

## 5.7 Provisions as to the format, final submission, duplication and binding of Master's theses (excluding MMed)

### AFRICAN SUN MeDIA

Facilities for the duplication and binding of theses are available on the campus. Full information about these may be had from AFRICAN SUN MeDIA in Block A (ABA 1081) of the Central Administration Building, as well as from [www.africansunmedia.co.za](http://www.africansunmedia.co.za).

### 5.7.1 Product to be submitted

- a) Each Master's thesis is required to be submitted electronically using SUNScholar (<http://scholar.sun.ac.za>), the digital research archive of the University, once it has been examined and before graduation. The instructions for the submission of the final product are available on the Stellenbosch University Library website at <http://library.sun.ac.za>. (See also par. 5.4.1 in this chapter for the definition of a Master's thesis.)
- b) A candidate whose thesis is awarded at least a pass mark on examination must thereafter ensure that the text complies with all the applicable requirement as contained in this section (5.7). Only then may the supervisor/co-supervisor certify the text to be final. A text that complies with the requirements and has been certified as such is known as "the master copy for submission".

### 5.7.2 Alterations compulsory in master copy/copies

Before the supervisor/co-supervisor(s) can give final approval of a thesis for electronic submission using SUNScholar, the candidate shall, in the master copy/master copies, make or cause to be made, to the satisfaction of the supervisor/co-supervisor(s), all alterations considered by the supervisor/co-supervisor(s) and examiners to be necessary.

### 5.7.3 Abstracts compulsory

All assignments or theses which are to be lodged electronically using SUNScholar shall be required to contain an abstract (summary) of not more than 500 words each in English and in Afrikaans, placed on the page immediately following the title page and the author's declaration.

### 5.7.4 Requirements for typewriting

Every Master's thesis shall be typed as follows:

- 5.7.4.1 in letters of not less than 10 font and not more than 12 font,
- 5.7.4.2 with spacing between lines of either double spacing or one-and-one-half spacing or single spacing, and
- 5.7.4.3 with a blank border of not less than 2 cm in width around the whole of the typewritten portion.

### 5.7.5 Compulsory information on the first four pages of the thesis

The title (first) page of the thesis shall be presented as set out in par. 5.7.5.1 to 5.7.5.3, and the second page as set out in par. 5.7.5.4 to 5.7.5.5. These pages are followed by the English and Afrikaans abstracts of not more than 500 words each on pages three and four.

#### 5.7.5.1 *In the top third of the first page*

the title of the thesis and, directly below this, the author's full names and surname;

### 5.7.5.2 *Below the author's name and surname on the first page*

a suitably completed version of the thesis wording indicated below:

#### **English set wording:**

“Thesis presented in partial (please note: the term ‘partial’ is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University”. (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “This thesis has also been presented at ..... (state the name of the other university here) in terms of a joint-/double-degree agreement.”)

#### **Afrikaans set wording:**

“Tesis ingelewer ter gedeeltelike (please note: the term ‘gedeeltelike’ is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) voldoening aan die vereistes vir die graad Magister in ..... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch” (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “Hierdie tesis is ook ingedien by die ..... (state the name of the other university here) in terme van ’n gesamentlike-/dubbelegraad-ooreenkoms.”); and

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

“The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF.”

The Afrikaans wording should read:

“Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemeer erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie.”

### 5.7.5.3 *At the bottom of the first page*

the name(s) of the supervisor/co-supervisor(s) and the proposed date of award of the degree (month and year), e.g. either December or March.

*Please note:* The University logo may not be placed by the candidate on the title page or any other page of the thesis. The University’s crest must be placed on the title page of the thesis as a watermark so as to establish the institution’s intellectual property. This may be done by the candidate himself or by the Stellenbosch University Library during the process of converting the thesis to a PDF document.

### 5.7.5.4 *Declaration on the second page*

In the upper half of the second page of his thesis, the candidate shall place the following (please note that the candidate must not place his signature underneath the declaration, as a signature in the public domain may be abused):

#### **English set wording:**

##### **“DECLARATION**

By submitting this thesis electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification. (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “This thesis has also been presented at .....(state the name of the other university here) in terms of a joint-/double-degree agreement.”)

Date:.....”

#### **Afrikaans set wording:**

##### **“VERKLARING**

Deur hierdie tesis elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie. (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “Hierdie tesis is ook ingedien by die ..... (state the name of the other university here) in terme van ’n gesamentlike-/dubbelegraad-ooreenkoms.”)

Datum:.....”

### 5.7.5.5 Copyright

The candidate shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

#### In English theses:

Copyright © 2022 Stellenbosch University  
All rights reserved

#### In Afrikaans theses:

Kopiereg © 2022 Universiteit Stellenbosch  
Alle regte voorbehou

### 5.7.5.6 English and Afrikaans abstracts on pages three and four

The English and Afrikaans abstracts of not more than 500 words each must be placed on pages three and four.

## 5.7.6 Responsibility of the candidate and supervisor/co-supervisor with regard to the provisions of par. 5.7.5

The candidate shall be responsible for ensuring that the first four pages of the thesis comply with the provisions of par. 5.7.5 and the supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 5.7.8 regarding electronic submission.)

### 5.7.7 Wording on the spine

- On the spine of the bound thesis (for the candidate's personal possession and/or if the supervisor/co-supervisor requests a bound copy) must be printed the author's initials and surname and the assignment/thesis title.
- If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, March or December) and year of award of the degree.
- If AFRICAN SUN MeDIA is to be used as the provider of the bound copies, this information must be provided in full when the master copy of the thesis is furnished electronically.

### 5.7.8 Furnishing in electronic format

- The master copy of the thesis for SUNScholar (<http://scholar.sun.ac.za>) must be submitted electronically in PDF format.
- During this submission process, the supervisor shall be given the option of holding the thesis back from being released on the open website for a period of no longer than six months in order to provide an opportunity for publication.
- Full particulars regarding the PDF format, as well as the process to be followed, are provided on the Stellenbosch University Library's website at <http://library.sun.ac.za/>.

### 5.7.9 Copies for supervisors/co-supervisors

- Every candidate shall hand one copy of the master copy of the thesis to (each of) his supervisor/co-supervisor(s), if they request a copy.
- He/they could request an electronic copy instead of a bound copy.
- The candidate is responsible for the production, cost and furnishing of the bound copy to the supervisor/co-supervisor(s), should a bound copy be requested.

### 5.7.10 Texts duplicated and/or bound elsewhere

- For quality assurance purposes, the University prefers that the facilities of AFRICAN SUN MeDIA are used for the duplication and binding of copies of theses for the candidate and when bound copies are required by the supervisor/co-supervisor(s).
- Should a Master's candidate not make use of the duplication and binding facilities of AFRICAN SUN MeDIA, the candidate will be responsible for ensuring that quality and correctness are maintained.

### 5.7.11 Dates for submission

The final dates for the electronic furnishing of the master copies of theses with a view to the December and March graduation ceremonies are provided annually in the University's almanac.

## 5.8 Fees payable

Every candidate shall be liable for the cost involved in the duplication and binding of the bound copies of the thesis for the candidate himself and for the supervisor/co-supervisor(s), should the latter require bound copies.

## 5.9 Procedure for sensitive Master's research assignments and theses

On this, please consult par. 6.14 below, 'Sensitive dissertations, theses and research assignments'.

## 5.10 Publication of Master's research assignments and Master's theses

The current policy relating to the ownership of any intellectual property (e.g. copyright), which is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Master.

Each candidate for a Master's degree shall complete a research assignment or a thesis, and if the research assignment or thesis is not otherwise published within three years after the candidate's qualifying for the degree, the University shall have the right

to publish such research assignment or thesis (or part thereof) without financial reward to the candidate. For a classified research assignment or thesis, the start of the above-said period of three years is calculated from the date of declassification.

### **Permission for publication**

Permission for publication shall be obtained from the supervisor concerned. The foregoing rule applies within the context of the University's policy of encouraging its Master's candidates to publish their research results and/or otherwise make these results known before or after submission of their research assignments or theses.

Departmental chairpersons should request authors and co-authors to publish journal articles under the address of the University as far as possible.

### **Published assignment or thesis**

When a Master's research assignment or Master's thesis, as approved by the University, is published, the following two (2) items shall appear on the title page:

#### **Item 1:**

The 'Research assignment' wording or the 'Thesis' wording shown below, whichever may be appropriate, represented in a suitably completed version:

*English set wordings:*

"Thesis/Research assignment presented in partial (please note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University"; *or*

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

*Afrikaans set wordings:*

"Navorsingswerkstuk/Tesis ingelewer ter gedeeltelike (please note: the term 'gedeeltelike' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) voltooiing aan die vereistes vir die graad Magister in ..... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch."; and

#### **Item 2:**

both the year and the month of submission.

### **Mention in preface**

Where a thesis/research assignment, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

## **6. THE DOCTORATE (= THE DEGREE OF DOCTOR)**

- a) *Please note:* These stipulations are based on the Higher Education Qualifications Sub Framework (HEQSF).
- b) The research report contained in the doctoral dissertation is the only document that is examined with a view to the awarding of a doctoral degree at SU. Coursework may be required as part of a doctoral study programme, but is not credit-bearing and is therefore not taken into account during the examining of the dissertation and the determining of the final result.
- c) Doctoral candidates – and especially candidates for whom an execution/creative component forms part of the doctoral studies – must throughout consult the relevant faculty Calendar part for faculty-specific rules/requirements.
- d) In the case of senior doctoral degrees, referred to in par. 6.1 below, one or more learned works that have been already published and that are of a high standard, making a contribution of substance and of high quality to the enrichment of the knowledge in the particular field of study, are required (see also in this regard par. 6.9, and specifically par. 6.9.5.4, further on, as well as the relevant faculty Calendar part).

### **6.1 Basic faculty-specific provisions**

The University may –

- 6.1.1 confer a degree of Doctor of Philosophy (PhD) upon a student in the Faculty of Arts and Social Sciences, Science, Education, AgriSciences, Theology, Economic and Management Sciences and Military Science if he has been registered with the University as a student for a degree of Doctor of Philosophy for not less than two years since the conferment upon him of a degree of Master approved by Senate for such purpose, or since his having in some other

- manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose;
- 6.1.2 confer the degrees of Doctor of Philosophy (DPhil) or Doctor of Literature (DLitt) (these are senior Doctorates) in the Faculty of Arts and Social Sciences upon a student if he has been registered as a student for the senior Doctorate for not less than one year, after the conferment upon him of a degree of Doctor of Philosophy (PhD) (this is the first Doctorate) in the Faculty of Arts and Social Sciences of the University, or of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon him of the said first degree of Doctor of Philosophy (PhD), or of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.3 confer the degree of Doctor of Education (DEd) (this is the senior Doctorate) upon a student in the Faculty of Education if he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him of a degree of Doctor of Philosophy in the Faculty of Education of the University, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose, and at least five years have passed since the conferment upon him of the aforementioned degree of Doctor of Philosophy, or another degree or qualification deemed by Senate to be of a sufficient standard;
- 6.1.4 confer the degree of Doctor of Science (DSc) (this is the senior Doctorate) in the Faculty of Science upon a student, if –
- 6.1.4.1 he has been registered with the University as a student for the senior Doctorate for not less than three years since the conferment upon him by the University of the degree of Master of Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than seven years has elapsed since the conferment upon him of the said degree of Master of Science or of some other degree or qualification deemed by Senate to be of an adequate standard; or
- 6.1.4.2 he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon him of the said degree of Doctor of Philosophy, or of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.5 confer the degree of Doctor of Science (DSc) (this is the senior Doctorate) upon a student in the Faculty of AgriSciences, if
- 6.1.5.1 he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him of the degree of Master of Science in Agriculture of the University or of another degree of Master in the Faculty of AgriSciences, or the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard; and
- 6.1.5.2 a period of not less than seven years has elapsed since the conferment upon him by the University of the degree of Master of Science in Agriculture or of another degree of Master in the Faculty of AgriSciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, provided that not more than five years shall need to have elapsed since the conferment upon him by the University of the degree of Doctor of Philosophy and in the Faculty of AgriSciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.6 confer the degree of Doctor of Laws upon a student in the Faculty of Law, if he has been registered with the University as a student for a degree of Doctor for not less than two years since the conferment upon him of a degree of Bachelor of Laws approved by Senate for such purpose, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.7 confer the degree of Doctor of Theology (DTh) (this is the senior Doctorate) upon a student in the Faculty of Theology if he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him of a degree of Doctor of Philosophy in the Faculty of Theology of the University, or another degree or qualification deemed by Senate to be of an adequate standard, and at least five years have passed since the conferment upon him of the aforementioned degree of Doctor of Philosophy, or another degree or qualification deemed by Senate to be of a sufficient standard;
- 6.1.8 confer the degree of Doctor of Commerce (DCom) (this is the senior Doctorate) upon a student in the Faculty of Economic and Management Sciences, if –
- 6.1.8.1 he has been registered with the University as a student for the senior Doctorate for not less than three years since the conferment upon him of a degree of Master approved by Senate for such purpose, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than seven years has elapsed since the conferment upon him of the said degree of Master, or of some other degree or qualification deemed by Senate to be of an adequate standard; or
- 6.1.8.2 he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Economic and Management Sciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon him of

- the said degree of Doctor of Philosophy, or of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.9 confer the degree of Doctor of Philosophy upon a student in the Faculty of Engineering, if he has been registered with the University as a student for the degree of Doctor of Philosophy –
- 6.1.9.1 for not less than two years since the conferment upon him of the degree of Master of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose;
- 6.1.9.2 for not less than three years since the conferment upon him of the degree of Bachelor of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be adequate for such purpose;
- 6.1.10 confer the degree of Doctor of Engineering (DEng) (this is the senior Doctorate) upon a student in the Faculty of Engineering, if he has been registered with the University as a student for the degree of Doctor of Engineering for not less than one year and –
- 6.1.10.1 a period of not less than two years has elapsed since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be of an adequate standard; or
- 6.1.10.2 a period of not less than five years has elapsed since the conferment upon him by the University of the degree of Master of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be of an adequate standard; or
- 6.1.10.3 a period of not less than nine years has elapsed since the conferment upon him by the University of the degree of Bachelor of Engineering, or since his having in some other manner attained in his particular field of study a standard of competence deemed by Senate to be of an adequate standard;
- 6.1.11 confer the degree of Doctor of Philosophy upon a student in the Faculty of Medicine and Health Sciences, if –
- 6.1.11.1 a period of not less than four years has elapsed since the conferment upon him by the University of the degree of Bachelor of Medicine and of Bachelor of Surgery, or since the conferment upon him of some other qualification deemed by Senate to be of an adequate standard; or
- 6.1.11.2 a period of not less than two years has elapsed since the conferment upon him by the University of the degree of Master of Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard; or
- 6.1.11.3 a period of not less than two years has elapsed since the conferment upon him of an appropriate degree of Bachelor of Science Honours in Medical Sciences directly subsequent to his obtaining at some university the degree of Bachelor of Medicine and of Bachelor of Surgery;
- 6.1.12. confer the degree of Doctor of Science (DSc) (this is the senior Doctorate) upon a student in the Faculty of Medicine and Health Sciences, if –
- 6.1.12.1 he has been registered with the University as a student for the senior Doctorate for not less than three years since the conferment upon him by the University of the degree of Master of Science or the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than ten years has elapsed since the conferment upon him of the said degree of Master or other degree or qualification; or
- 6.1.12.2 he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Medicine and Health Sciences, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than five years has elapsed since the conferment upon him of the said degree of Doctor of Philosophy or other degree or qualification.
- 6.1.13 confer the degree of Doctor of Military Science (DMil) (this is the senior Doctorate) upon a student in the Faculty of Military Science if he has been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon him by the University of the degree of Doctor of Philosophy in the Faculty of Military Science, or since the conferment upon him of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than five years has elapsed since the conferment upon him of the said degree of Doctor of Philosophy or other degree or qualification.

## 6.2 Admission

- a) Students shall apply in writing for admission to the doctoral studies. Each such application shall be considered by the relevant faculty board, and communicated to Senate.
- b) The University accepts that each prospective student who is in the employ of an organisation other than the University shall, prior to admission to a programme of study for the degree of Doctor, obtain his employer's permission to register for said programme of study for the degree of Doctor.
- c) A student who in his programme of study for the degree of Doctor intends to make use of information from sources outside the University's control shall, prior to admission to such programme, submit – if the University so requires – a written statement of the conditions on which the organisation concerned is prepared to permit him to use said information.
- d) Further specific details of admission in relation to Doctorates are set out in each faculty's Part of the Calendar.

- e) Also see the code of conduct guiding the relationship between the supervisor and the Doctoral student in par. 7 later in this chapter.

### 6.3 Attendance (residence)

The prescribed requirements regarding attendance (residence) shall be as set forth in 6.1 above, provided that any candidates who carry out research for the degree of Doctor at some other place –

- 6.3.1 shall in good time discuss their proposed study and research with the supervisor, in order that their competence and the scope of their proposed research may be determined;
- 6.3.2 shall undertake to discuss their research with their supervisor from time to time to the supervisor's satisfaction; and
- 6.3.3 shall, if the supervisor so requires, conduct part of their research at Stellenbosch.

### 6.4 Annual reporting

The requirements regarding annual reporting that are applicable to Master's students, as set out in par. 5.3 above, are also applicable *mutatis mutandis* to Doctoral students. See also par. 8.3 further on in this chapter for provisions applicable to Doctoral students.

### 6.5 Supervisor/co-supervisor(s)

- a) When the subject of a dissertation has been approved, a supervisor must be appointed for the Doctoral candidate. If necessary, (a) co-supervisor(s) may also be appointed. The subject of the dissertation, the supervisor and, where necessary, co-supervisor(s) of a Doctoral candidate are approved by the relevant faculty board and is communicated by means of the Communications Report to the Executive Committee (Senate) and Senate.
- b) The supervisor need not be a member of the University's permanent staff. If he is not, there shall however be appointed a co-supervisor who is a member of the University's permanent staff. If the supervisor is a member of the University's staff, either another lecturer at the University or a person external to the University may be appointed co-supervisor.
- c) The supervisor, and co-supervisor(s) where relevant, do not act as examiners of the dissertation and do not submit an examination report or examination reports on the candidate and his dissertation. He/they do, however, attend the oral examination with observer status.
- d) With regard to joint degrees, presented in collaboration with foreign universities, there are some foreign universities that require that the supervisor be a member of the joint examination panel. In such cases, SU supervisors and SU co-supervisors may be part of joint examination panels. These exceptions must be negotiated as part of the conclusion of agreements with foreign universities.

### 6.6 Examiners

- 6.6.1 There shall be at least three examiners of any dissertation. Such panel of examiners shall consist of three unattached examiners, of which at least two should be external examiners. A person is external if he does not have a permanent or temporary appointment at the University. Faculties may set additional requirements regarding unattached external examiners, for instance that one external examiner shall be a person from outside South Africa. For the purposes of examination, professors extraordinary and honorary professors of the University do not qualify as external examiners, but may be appointed as internal examiners and remunerated as such. In all cases, a minimum of two years must have passed since a person's retirement, accelerated retirement, or leaving of SU's service, before said person may be appointed as external examiner.

If the supervisor is a permanent staff member at the University, he shall well in advance of time approach suitable examiners and request whether he may nominate them to examine the dissertation and participate in the oral examination of the candidate. He shall submit the names of the available examiners to the relevant faculty board via the chair of the department concerned and the relevant faculty committee(s); otherwise the internal co-supervisor shall do so. The faculty board shall make the final decision regarding the approval of the examiners and shall communicate this decision, including the name of the supervisor, as well as the co-supervisors where applicable, to the Executive Committee (Senate) and Senate by means of the Communications Report. An unattached, non-examining chairperson shall also be appointed, in accordance with faculty-specific procedure. This chairperson does not have to be reported in the Communications Report (see par 6.7 for the role of the unattached non-examining chairperson).

With regard to joint degree programmes, presented in collaboration with foreign universities, the identification of the panel of examiners is done jointly by the supervisors. However, due to differences in timing, it may be that approval of a joint examination panel takes place at one of the partners ahead of the opportunity for such approval at the other. In such cases, SU may recognise the partner's approval of the joint examination panel and report the same via SU's structures in the usual manner.

The supervisor, and co-supervisor(s) where applicable, are not members of the unattached examination panel who has decision-making powers, and do not submit examiners' reports, but do have observer status at the oral examination. Consult par. 6.5 with regard to the role of the supervisor/co-supervisor in cases where joint degrees are awarded in collaboration with foreign universities.

- 6.6.2 Examiners shall be expected to declare their independence and undertake to adhere to the timelines of the SU examination process as part of their formal appointment as examiners.



- 6.6.3 Each of the examiners (both external and internal) shall submit a written, signed report on the dissertation as specified in the relevant faculty-specific guidelines for the examiners of Doctoral dissertations. These reports are dealt with in accordance with the provisions in par. 6.7.
- 6.6.4 No candidate for the degree of Doctor shall in any circumstances communicate with his unattached examiners about his dissertation.

## 6.7 Examination process

- 6.7.1 The written and signed reports of the examiners are received directly by the relevant faculty or departmental office and not by the supervisor.
- 6.7.2 After the faculty or departmental office has received all the reports from the examiners, they are sent to the unattached non-examining chairperson (see par. 6.6.1 above for appointment of the person) of the examination panel.
- 6.7.3 An oral examination is an integral part of the examination process for the degree of Doctor in all faculties (with the exception of senior doctorates, referred to in par. 6.7.4 below). The examination process is completed after the oral examination and completion of the corrections required by the examination panel.
- 6.7.4 For senior doctorates requiring the candidate to submit one or more learned works that have already been published and that are of a high standard, making a contribution of substance and of high quality to the enrichment of the knowledge in the particular field of study, an oral examination shall not be required.
- 6.7.5 If the recommendations of the examiners are not unanimous with regard to a pass, the non-examining chairperson may request the candidate to make the changes/improvements as recommended by the examiners, before an oral examination is scheduled. The improved dissertation is then returned to the examiners for re-evaluation sufficiently in advance of the oral examination so that the examiners have adequate time to review the improvements.
- 6.7.6 The examination panel consists of all the examiners and the unattached non-examining chairperson. If physical attendance is not possible for all the examiners, then virtual attendance via telephone, Skype or similar virtual meeting software is acceptable.
- 6.7.7 Where in-person attendance is desired, the external examiners may be brought to Stellenbosch University, at the University's expense, from within the borders of South Africa for the purpose of the oral examination, but are not transported to Stellenbosch University at University expense from beyond South Africa's borders, unless a department is prepared to pay such costs.
- 6.7.8 The unattached non-examining chairperson is present and in possession of all the examiners' reports and recommendations.
- 6.7.9 The candidate is present and has the opportunity to deliver a presentation (typically 20 to 40 minutes) on his research. The presentation may be open to the public and general questions may be posed to the candidate at the end of his presentation.
- 6.7.10 The general public may be excused and only the members of the examination panel, the supervisor(s) in an observational capacity, and the candidate remain for the formal examination process.
- 6.7.11 The unattached non-examining chairperson facilitates the candidate's examination by the examiners. The supervisor(s) does/do not participate in the question session.
- 6.7.12 At the end of the question session, the candidate and the supervisor(s) are excused, and the unattached non-examining chairperson then attempts to reach consensus amongst the examiners with regards to the outcome.
- 6.7.13 The minimum categories for the result of the Doctoral examination process are as follows:
- a) The degree may be conferred upon the candidate, provided that the revision (if any), in accordance with the recommendations of the examiners, is completed to the satisfaction of the supervisor.
  - b) The degree may be conferred upon the candidate, provided that a material revision is completed to the satisfaction of the examiner(s), as agreed upon by the examination panel.
  - c) The degree may not be conferred upon the candidate and the work may not be resubmitted for examination.
- Faculties may add additional categories, provided that approval is obtained from the APC and Senate. Faculties may place a limitation on the number of times a Doctoral dissertation may be examined.
- 6.7.14 A final report summarising the findings of the examination panel is submitted by the unattached non-examining chairperson to the head of the Department and to the relevant faculty committee charged with the evaluation of the examination results.
- 6.7.15 Faculties have their own structures that read the examiners' reports and decide whether the subsequent actions taken are sufficient for the conferment of the degree. These structures may be the academic or research committees of faculties which, in turn, advise the Faculty Board on the successful completion of the examination process. These committees are however not decision-making bodies, but serve to advise the Faculty Board.
- 6.7.16 The power of disposal for the approval of a Doctoral examination result is handled as follows:
- 6.7.16.1 If the conferment of the Doctorate is recommended unanimously by the examination panel, the Faculty Board makes a provisional decision. The Faculty Board's decision is included in the Recommendation Report to the Executive Committee (Senate) for final approval on behalf of Senate, and the Executive Committee (Senate) reports this to Senate.

- 6.7.16.2 If the conferment of the Doctorate is not recommended unanimously by the examination panel, the Faculty Board's decision must be included in the Recommendation Report to the EC(S) and Senate (see also par. 6.8.1 further on regarding the handling of cases in dispute).
- 6.7.16.3 If the examination panel unanimously recommend that the Doctorate not be conferred upon the candidate, the Faculty Board's decision must be included in the Recommendation Report to the EC(S) and Senate. The decision is final and no dispute process is followed. The non-conferment of the doctorate is included in the Recommendation Report of the Faculty Board to the EC(S) and Senate.

## 6.8 Cases of dispute

Faculties may further extend/refine the dispute procedure, including these rules, provided that they are approved in the same manner as amendments to the calendar and are included in the relevant faculty Calendar part.

The following alternatives to a unanimous conferment of a Doctorate exist:

- 6.8.1 If, on completion of the examination process, the conferment of the Doctorate is not recommended unanimously by the examination panel, the disputed outcome must be referred to an external assessor or a panel of external assessors.
- 6.8.2 An external assessor or assessors are nominated on the grounds of their substantial academic standing and experience in the examination of doctoral dissertations and/or in the subject domain in which the dissertation was completed, via the departmental chairperson, a research or academic committee or a person designated by the Dean (e.g. the Vice-Dean for Research or his functional equivalent), and approved by the Faculty Board. The Faculty Board makes the final decision with regard to the appointment of an external assessor(s) and conveys this, by means of the Communication Report, to the EC(S) and Senate.
- 6.8.3 Faculties may appoint a pool of appropriately experienced people to serve as assessors for the Faculty over a three year term. Should the services of an assessor be required and the available assessors are unsuitable to assess a particular disputed outcome (for example, where the external assessor must be a specialist in the research field of the examiner(s) who did not recommend a pass), then the possibility of appointing another assessor is permitted with due regard for the procedure in 6.8.2.
- 6.8.4 The task of the external assessor(s) is not to serve as (an) additional examiner(s). The external assessor(s) must work through the extensive report by the unattached non-examining chairperson (including a summary of the proceedings of the oral examination), which includes the candidate's points of view, the anonymous reports of the examiners and the doctoral dissertation and consider the criticism of the examiners factually.
- 6.8.5 The report or reports of the external assessor(s), which indicate how the dispute must be handled, are made available to the unattached non-examining chairperson.
- 6.8.6 The report or reports of the external assessor(s) are submitted via the Dean's Office to the relevant faculty committee for consideration. The relevant faculty committee makes a recommendation to the Faculty Board. The Faculty Board's decision is included in the Recommendation Report to the EC(S) and Senate.
- 6.8.7 After the final decision on the conferment of the relevant Doctorate has been made, the unattached non-examining chairperson of the examination panel informs the examiners and the assessor(s) of Senate's decision.
- 6.8.8 If the assessor or assessors do not recommend the acceptance of the dissertation, then the decision is reported to the Faculty Board and Senate. This decision is final and there is no further dispute settlement remedy available.

## 6.9 Dissertation requirements

The regulations in Section 6.9 are applicable to all dissertations in all the faculties of the University. Further faculty-specific regulations – that may not clash with these general regulations without official approval – are contained in the faculties' parts of the Calendar.

- 6.9.1 Every candidate for the degree of Doctor shall be required to produce a dissertation.
- 6.9.2 A dissertation is the report on research done under supervision on one central and coherent research problem.
- 6.9.3 A dissertation as a whole is examined as a single work.
- 6.9.4 Only work that has been done by the candidate himself shall be included in a dissertation, provided that:
- 6.9.4.1 a general declaration shall be included at the front of the dissertation that confirms this (see par. 6.11.5.4 further on for placement and wording of the declaration), and
- 6.9.4.2 if articles are included in a dissertation (regardless of whether or not they have already been published, been accepted for publication or have been finalised with a view to submission for publication), a statement with regard to each article shall be included in the dissertation in which the contribution of the candidate is indicated. Such statements shall be in the attached format, as specified in par. 6.9.15.
- 6.9.5 Dissertations may be submitted in one of the following four formats:
- 6.9.5.1 An introduction, followed by a number of chapters, followed by a summary of the research results that indicates the scientific contribution of the study.
- 6.9.5.2 An introduction, followed by either:
- (i) a number of published and/or unpublished articles or
  - (ii) a combination of chapters and published and/or unpublished articles, followed by a summary of the research results that indicates the scientific contribution of the study, provided that only articles that originated after the student

registered for the Doctoral study may be used (with the exception of the Faculty of Medicine and Health Sciences), or, if a Master's study is converted to a Doctoral study, only articles that originated after the student registered for that particular Master's degree.

6.9.5.3 An introduction, followed by either:

(i) a number of chapters, or

(ii) a combination of chapters and published and/or unpublished articles, of which one or more of the sub-parts of the integrated and cohesive whole may take the form of a creative output, followed by a summary of the research results that indicate the scientific contribution of the study, provided that only articles and creative outputs that originated after the student registered for the Doctoral study may be used, or, if a Master's study is converted to a Doctoral study, only articles that originated after the student registered for that particular Master's degree.

6.9.5.4 In the case of senior Doctorates, an introduction, followed by a number of published articles, followed by a summary of the research results that indicate the scientific contribution of the study.

6.9.6 When published material is used as part of the dissertation, candidates are responsible for ensuring that it is used in a lawful manner, taking into consideration the candidate's own as well as any third party's/parties' copyright. If a candidate therefore wishes to publish certain material in the course of his Doctoral research, it is essential that the candidate shall ensure that it does not infringe upon his right to use it in the dissertation and to publish the completed dissertation via the University's SUNScholar.

The University shall be under no obligation to institute any legal steps on behalf of the candidate, or of any third party(ies), should intellectual property rights, or any other right, be infringed with respect to the submitted or published dissertation.

6.9.7 Candidates shall remain in constant touch with their supervisor, and shall at a frequency of not less than once in every six months report to him the amount of progress they have made with their research, otherwise the approval of the topic for the dissertation and of the study for the degree of Doctor may be suspended.

6.9.8 The dissertation shall reflect original research by candidates into one central and cohesive problem. Candidates shall not have submitted the said research previously to any university for the purpose of obtaining a degree.

6.9.9 On receipt of a recommendation from the departmental chair, the topic of the dissertation shall be subject to approval by the faculty board and communicated to Senate, provided that a candidate may be registered for one year without an approved dissertation topic for the doctoral programme concerned, on the condition that a dissertation topic shall be submitted to the faculty board concerned, and communicated to Senate, no later than the end of the first full year of registration for the doctoral programme concerned. A candidate who does not comply with this regulation will be denied any further registration for the programme.

6.9.10 Candidates shall not submit their dissertation for examination until they have been granted written permission to do so from the supervisor(s).

6.9.11 Written permission for submission shall not necessarily imply that the supervisor(s) approve(s) the ideas expressed in the dissertation, but only implies (at the least) that the dissertation is formally ready for submission. Accordingly, a supervisor or supervisors are obliged to grant written permission for submission if the formal requirements in terms of 6.9 are met.

6.9.12 In the exceptional circumstance of a candidate being unable to obtain the permission required for submission, he may motivate to the departmental chairperson (or the Vice-Dean for Research, or his functional equivalent, in the faculty concerned if the departmental chairperson is the dissenting supervisor) for permission to submit the dissertation for examination against the advice and without the permission of the supervisor.

6.9.13 Such motivation is only considered, provided:

6.9.13.1 that the supervisor failed to communicate and/or substantiate his reasons for withholding the permission or

6.9.13.2 there is written evidence that the reasons were communicated to the candidate, with the specific problem(s) clearly identified, but that there is a dispute between the student and supervisor on how these issues should be resolved.

6.9.14 Should the departmental chairperson or his designate (or the Vice-Dean for Research, or his functional equivalent, in the faculty concerned if the departmental chairperson is the dissenting supervisor) find sufficient reason in the candidate's motivation, he must establish an independent panel of at least two members to assess the readiness of the dissertation for examination.

6.9.15 Should the independent panel find that the dissertation is not ready to be submitted for examination, the candidate must be informed that his request has been denied.

6.9.16 Should the independent panel find that the dissertation is ready to be submitted for examination, then the departmental chairperson or his designate must:

6.9.16.1 Establish that the supervisor is prepared to still act in this capacity. If the supervisor refuses, he must do so in writing, agree to the appointment of a new supervisor and confirm that he forfeits any credit for the dissertation if it is successful.

6.9.16.2 Have suitably qualified examiners appointed (if these have not already been appointed);

6.9.16.3 Sign off the examination copies (If the co-supervisor should support examination submission, he may sign off the dissertation instead of the departmental chairperson or his designate).

- 6.9.16.4 Inform the unattached non-examining Chairperson that the dissertation was submitted for examination against the advice of the supervisor.
- 6.9.17 In addition, the student must sign a declaration that he submits the dissertation without the consent of the supervisor and that he understands and accepts the risk in the case of failure. This declaration must be part of the examination documentation.
- 6.9.18 If the supervisor has not been changed, the examiners must not be informed before or during the examination that the dissertation was submitted for examination against the advice of the supervisor. If the supervisor has changed (as in 6.9.16.1) after the examiners have been appointed, the examiners must be informed and their availability for the examination under the new supervisor established. In case they are not prepared to continue, new examiners must be nominated.
- 6.9.19 After the conclusion of the examination process (6.7 and 6.8), the power of disposal for the approval of a Doctoral examination result is followed (6.8.9).
- 6.9.20 Irrespective of the permission for submission by the supervisor(s), the departmental chairperson, a research or academic committee or a person designated by the Dean (such as the Vice-Dean: Research or his functional equivalent) in the department or Faculty, may decide to not send a dissertation out for examination for the following reasons:
  - 6.9.20.1 Any form of dishonesty including plagiarism is found to have occurred during the study;
  - 6.9.20.2 Ethical concerns;
  - 6.9.20.3 Non-compliance with a faculty regulation (e.g. appropriate editing of the dissertation);
  - 6.9.20.4 Anything that can potentially harm the good standing of the University.
- 6.9.21 Should (a) supervisor(s) grant written permission for submission without approving the ideas expressed in the dissertation, this shall not be communicated to the examiners before the examiners have submitted their independent reports.
- 6.9.22 Candidates may submit their dissertation for examination at any time during the academic year, subject to permission being obtained from the supervisor (take note of the latest possible submission dates in par. 6.9.23 below with a view to graduation at a specific graduation ceremony).
- 6.9.23 The dissertation shall be assessed by the approved examiners and for this purpose, when any candidate for the degree of Doctor presents himself for examination, an electronic copy (unless the subject matter determines that it must be provided as a loose-leaf hard copy, in which case he shall provide one copy for each of the examiners) of his dissertation in final form shall be submitted to his faculty, provided that, subject to such provisions as may be specific to any one faculty (the relevant faculty secretary should be consulted in this regard), such copies shall be so deposited before 1 September if the candidate wishes to graduate in December, and before 1 November if he wishes to graduate in March. (See also 6.9.25 with regard to submitting dissertations for examination.)
- 6.9.24 Both the style and formatting of the title page of said copies for examination shall comply with the requirements set out in par. 6.10 below. A candidate whose examination results for his Doctorate have been approved shall then have to ensure that the text of the dissertation meets all the requirements set out in par. 6.10 below. Only then may the supervisor certify the text as final. A text that complies with the requirements shall be known as the ‘master copy for submission’.
- 6.9.25 In instances where a dissertation contains illustrations (maps, drawings, etc.), the supervisor/co-supervisor(s) and examiners may require one copy with original illustrations to be submitted.
- 6.9.26 Declaration with regard to parts of the dissertation in which, in addition to the candidate, other authors were involved (see also 6.9.4.2 for an explanation for this declaration):

*Please note:* In order to keep the signatures of individual out of the public domain, the declaration – if a declaration such as this must be included with the dissertation – must be included with the dissertation without signatures and the following text must be included in place of the signatures: “Declaration with signature in possession of candidate and supervisor.” The candidate and supervisor must then ensure that the declaration with signatures are kept in a safe place, available for possible future enquiries.

**Declaration by the candidate:**

With regard to [specify chapter or part of a chapter and page numbers in the dissertation], the nature and scope of my contribution were as follows:

Nature of contribution	Extent of contribution (%)

The following co-authors have contributed to [specify chapter or part of a chapter and page numbers in the dissertation]:

Name	e-mail address	Nature of contribution	Extent of contribution (%)
[name 1]			
[name 2]			
[name 3]			

Signature of candidate: .....

Date: .....

**Declaration by co-authors:**

The undersigned hereby confirm that

1. the declaration above accurately reflects the nature and extent of the contributions of the candidate and the co-authors to [*specify chapter or part of a chapter and page numbers in the dissertation*],
2. no other authors contributed to [*specify chapter and page numbers in the dissertation*] besides those specified above, and
3. potential conflicts of interest have been revealed to all interested parties and that the necessary arrangements have been made to use the material in [*specify chapter or part of a chapter and page numbers in the dissertation*] of this dissertation.

Signature	Institutional affiliation	Date
[signature 1]		
[signature 2]		
[signature 3]		

### **6.10 Provisions as to the format, final submission, duplication and binding of Doctoral dissertations**

AFRICAN SUN MeDIA

Facilities for the duplication and binding of theses are available on the campus. Full information about these may be had from AFRICAN SUN MeDIA in Block A (ABA 1081) of the Central Administration Building, or from [www.africansunmedia.co.za](http://www.africansunmedia.co.za).

#### **6.10.1 Product to be submitted**

- a) Every dissertation shall be required to be submitted electronically using SUNScholar (<http://scholar.sun.ac.za>), the digital research archive of the University, once it has been examined and before graduation. The instructions for using SUNScholar for the submission of the final product, after the examination process has been concluded, are available on the Stellenbosch University Library website at <http://library.sun.ac.za>.
- b) A candidate whose Doctoral examination results have been approved must thereafter ensure that the dissertation complies with all the applicable requirements as contained in this section (6.10). Only then may the supervisor/co-supervisor certify the text to be final. A text that complies with the requirements and has been certified as such is known as “the master copy for submission”.

#### **6.10.2 Alterations compulsory in master copy/copies**

Before the supervisor/co-supervisor supervisor can give final approval of a dissertation for electronic submission using SUNScholar, the candidate shall, in the master copy/master copies, make or cause to be made, to the supervisor’s satisfaction, all alterations considered by the supervisor/co-supervisor(s) and examiners to be necessary.

#### **6.10.3 Abstracts compulsory**

All dissertations should contain an abstract of not more than 500 words each in English and in Afrikaans, placed on the page immediately following the second page of the dissertation.

#### **6.10.4 Requirements for typewriting**

Every dissertation shall be typed as follows:

- 6.10.4.1 in letters of not less than 10 font and not more than 12 font,
- 6.10.4.2 with spacing between lines of either double spacing or one-and-one-half spacing or single spacing, and
- 6.10.4.3 with a blank border of not less than 2 cm in width around the whole of the typewritten portion.

#### **6.10.5 Compulsory information on the first four pages of the dissertation**

The title page shall be presented as set out in par. 6.10.5.1 to 6.10.5.3, and the second page as set out in par. 6.10.5.4 to 6.10.5.5:

##### **6.10.5.1 *In the top third of the first page***

the title of the dissertation and, directly below this, the author’s full names and surname;

### 6.10.5.2 *Below the author's name and surname*

on the first page the set wording as indicated below:

#### **English set wording:**

“Dissertation presented for the degree of Doctor of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University” (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “This dissertation has also been presented at ..... (state the name of the other university here) in terms of a joint-/double-degree agreement.”)

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

“The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF.”

The Afrikaans wording should read:

“Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemeer erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie.”

#### **Afrikaans set wording:**

“Proefskrif ingelewer vir die graad Doktor in .... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch.” (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “Hierdie proefskrif is ook ingedien by die ..... (state the name of the other university here) in terme van ’n gesamentlike-/ dubbelegraad-ooreenkoms.”); and

### 6.10.5.3 *At the bottom of the first page*

the name(s) of the supervisor/co-supervisor(s) and the year and month in which the degree will be awarded, e.g. either December or March.

*Please note:* The University logo may not be placed by the candidate on the title page or any other page of the thesis. The University’s crest must be placed on the title page of the dissertation as a watermark so as to establish the institution’s intellectual property. This may be done by the candidate himself or by the Stellenbosch University Library during the process of converting the dissertation to a PDF document.

### 6.10.5.4 *Declaration on the second page*

In the top half of the second page of the dissertation, the candidate shall place an author’s declaration as indicated below (please note that the candidate must not place his signature underneath the declaration, as a signature in the public domain may be abused):

#### **English set wording:**

##### **“DECLARATION**

By submitting this dissertation electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification. (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “This dissertation has also been presented at ..... (state the name of the other university here) in terms of a joint-/double-degree agreement.”)

Date: .....

*Please note:* In the case of dissertations in format stipulated in par. 6.9.5.2 to 6.9.5.4, the following general declaration should be added as a second paragraph, in addition to the above declaration:

“This dissertation includes [*insert number*] original papers published in peer-reviewed journals or books and [*insert number*] unpublished publications. The development and writing of the papers (published and unpublished) were the principal responsibility of myself and, for each of the cases where this is not the case, a declaration is included in the dissertation indicating the nature and extent of the contributions of co-authors.”

*or*

**Afrikaans set wording:****“VERKLARING**

Deur hierdie proefskrif elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie. (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: “Hierdie proefskrif is ook ingedien by die ..... (state the name of the other university here) in terme van ’n gesamentlike-/ dubbelegraad-ooreenkoms.”)

Datum: .....

*Please note:* In the case of dissertations in format stipulated in par. 6.9.5.2 to 6.9.5.4, the following general declaration should be added as a second paragraph, in addition to the above declaration:

“Hierdie proefskrif sluit [*spesifiseer die getal*] oorspronklike artikels gepubliseer in eweknie-beoordeelde vakwetenskaplike tydskrifte of boeke en [*spesifiseer die getal*] ongepubliseerde werke in. Die ontwikkeling en skryf van die artikels/hoofstukke (gepubliseerd en ongepubliseerd) was hoofsaaklik my eie werk en vir elkeen van die artikels/hoofstukke waar dit nie die geval is nie, is ’n verklaring in die proefskrif ingesluit wat die aard en omvang van mede-outeurs se bydrae aandui.”

**6.10.5.5 Copyright on second page**

The candidate shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

**In English dissertations:**

Copyright © 2022 Stellenbosch University  
All rights reserved

**In Afrikaans dissertations:**

Kopiereg © 2022 Universiteit Stellenbosch  
Alle regte voorbehou

**6.10.5.6 English and Afrikaans abstracts on pages three and four**

The English and Afrikaans abstracts of not more than 500 words each must be placed on pages three and four.

**6.10.6 Responsibilities of the candidate and supervisor/co-supervisor with regard to the provisions of par. 6.10.5**

The candidate shall be responsible for ensuring that the first four pages of the dissertation comply with the provisions of par. 6.10.5 and the supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 6.10.8 regarding electronic submission.)

**6.10.7 Wording on the spine**

On the spine of the bound dissertation (for the candidate’s personal possession and/or if the supervisor/co-supervisor requests a bound copy) must be printed the author’s initials and surname and the dissertation title. If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, December or March) and year of award of the degree. If AFRICAN SUN MeDIA is to be used as the provider of the bound copies, this information must be provided in full when the master copy of the thesis is furnished electronically.

**6.10.8 Furnishing in electronic format**

Every candidate is also required to furnish SUNScholar (<http://scholar.sun.ac.za>) with one copy in PDF format electronically. During this submission process, the supervisor shall be given the option of holding the dissertation back from being released on the open website for a period of no longer than six months in order to provide an opportunity for publication. Full particulars regarding the PDF format, as well as the process to be followed, are provided on the website at <http://library.sun.ac.za/>.

**6.10.9 Copies for supervisor/co-supervisor(s) and examiners**

Every candidate shall hand one copy of the master copy of the dissertation to (each of) his supervisor/co-supervisor(s) and internal examiner, if they request a copy. He/they could request an electronic copy instead of a bound copy.

Every candidate shall also hand in one bound copy of the master copy of the dissertation at the department concerned for each of the external examiners, should they request a bound copy. The posting of a bound copy of the dissertation to each of the external examiners, should they request a bound copy, will be undertaken by the department concerned at the expense of the University. The examiners could request that they are furnished with an electronic copy instead of a bound copy.

The candidate is responsible for the production, cost and furnishing of the bound copy to the individuals/department referred to above, should a bound copy be requested.

**6.10.10 Texts duplicated and/or bound elsewhere**

For quality assurance purposes, the University prefers that the facilities of AFRICAN SUN MeDIA are used for the duplication and binding of copies of dissertations for the candidate and when bound copies are required by the supervisor/co-

supervisor(s)/examiners. Should a Doctoral candidate not make use of the duplication and binding facilities of AFRICAN SUN MeDIA for the printing of these copies, the candidate will be responsible for ensuring that quality and correctness are maintained.

### 6.10.11 Dates for submission

The final dates for the electronic furnishing of the master copies of dissertations with a view to the December and March graduation ceremonies are provided annually in the University's almanac.

### 6.11 Fees payable

Every candidate shall be liable for the cost involved in the duplication and binding of the bound copies of his dissertation for the candidate himself and for the supervisor/co-supervisor(s)/ examiners, should the latter require bound copies.

### 6.12 Publication of dissertations

- 6.12.1 All registered doctoral candidates shall be subject to the University's rules concerning the publication of dissertations or parts thereof.
- 6.12.2 The current policy relating to the ownership of any intellectual property (e.g. copyright) that is created within the normal course and scope of their studies at the University shall apply likewise to students for the degree of Doctor.
- 6.12.3 Every candidate shall be encouraged to publish research results, and/or other wise make them known, prior or subsequent to the submission of his dissertation. Permission to publish shall be obtained from the supervisor concerned. Departmental chairpersons shall ask authors and co-authors to publish journal articles under the address of the University as far as possible.
- 6.12.4 The University reserves the right to publish such dissertation (or parts thereof) as the candidate may complete in order to qualify for the Doctorate, without financial reward to the candidate, if the said dissertation (or parts thereof) is not otherwise published within the three years following the conferment of the said degree, provided that, for a classified dissertation, such three-year period shall be calculated from the date of declassification.
- 6.12.5 When a dissertation, as approved by the University, is published, the title page shall bear the appropriate one of the set wordings indicated below:

"Dissertation approved for the Degree of Doctor of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University. Supervisor:..."

*or*

"Proefskrif goedgekeur vir die graad Doktor in ..... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch. Supervisor:..." and

If the student concerned received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

The title page shall also show the year and date of submission. If, in the opinion of the supervisor a dissertation, as published, has been substantially altered, the above-mentioned set wording for the title page shall be replaced by a suitable mention in the preface.

### 6.13 Embargo of sensitive dissertations and theses

#### 6.13.1 General

The University takes the view that, in the interest of the advancement of learning, any research results submitted for the purpose of obtaining an academic degree must in general be made known, but that exceptional cases do arise in which the research results involved cannot be made known in the usual manner. In such cases, dissertations and theses may be subjected to a period of embargo. The University takes this view on the clear understanding, however, that the number of such exceptional cases and also the period of embargo to which they are subject are both to be restricted to a minimum.

It should also be clear that the University owns the intellectual property (IP) that arises from students' dissertations and theses and the research results should therefore be available unless an embargo is essential. Due recognition should however be given to the need to respect the rights to confidentiality of contract research results which could be dealt with through an embargo.

In line with the view expressed above, chairpersons of departments and the supervisor(s) shall at the outset of the study (as specified in the contract with external parties) and/or application phase for embargo:

- 6.13.1.1 endeavour to establish definitively whether the thesis or dissertation in question is at all likely to involve any classification/secretcy, particularly in the case of Master's degrees, which – unlike Doctorates – normally do not follow the route of faculty committees or special committees;



6.13.1.2 consider with great care to what extent it will be possible to deal with the dissertation or thesis in such a manner that it can be accommodated without the identification of sources of information and thus without the need for classification/secretcy.

### **6.13.2 Procedure with regard to placing dissertations/theses under embargo**

It should be emphasised that all restriction of access to dissertations and theses through an embargo must be recommended by the supervisor(s), endorsed by the departmental chairperson and formally approved by the Faculty Board (for master's) and Senate (for PhDs) and noted as such formally through the online submission process. It is required that the student be informed of the embargo.

6.13.2.1 In the case of embargoed dissertations and theses that involve commercial confidentiality, the following shall apply:

- a) Where it bears on information which is available by courtesy of some organisation, but which is being treated as confidential, a dissertation or thesis shall be examined and approved according to the normal procedure, in accordance with any contract or non-disclosure agreement.
- b) As to the making available for general access and dissemination of such dissertation or thesis, it shall be submitted in the standard electronic format, using SUNScholar, and the number of bound copies that may be required shall be produced, but shall not be made available or distributed for general access immediately.
- c) Unless the embargo on a dissertation or thesis is removed earlier by the institution involved, access to said electronic product and bound copies through SUNScholar shall be limited for a period of one year, which may be extended up to a maximum period of three years, where-after they shall be made available for general access automatically a month after the expiry date of the embargo period.

6.13.2.2 In the case of embargoed dissertations and theses that are of security interest, the following shall apply:

- a) The dean of the relevant faculty, acting at the request of the supervisor(s)/co-supervisor(s) via the departmental chairperson concerned, shall, prior to the meeting at which the faculty board is to consider the Doctoral candidate's admission to the proposed study, or during the admission of a Master's candidate to a particular programme, specify in a submission to the Executive Committee (Senate) what the limited access required in regard to such dissertation or thesis involves in terms of the nature, degree and duration, thus providing the Executive Committee (Senate) with a basis on which to decide whether such dissertation or thesis is to be dealt with in accordance with the following guidelines:
  - (1) No sensitive aspects of the topic of such dissertation or thesis shall be mentioned in the documents of the relevant faculty or of Senate or be made known in any other manner.
  - (2) If the research being conducted is on the premises of this University, the procedure described below shall be followed for the examination and storage of copies:
    - All duplication and binding for examination purposes shall be under strict supervision.
    - The electronic master copy/copies for SUNScholar shall be submitted in the standard fashion, and access shall be limited, i.e. it/they shall not be made available for general access.
    - The University and the interested external party shall jointly determine whether the bound copies that may be required in the normal course of events are or are not to be made at the time of the candidate's obtaining of the degree.
    - If it is agreed that the above-mentioned duplication is permissible, any possible bound copies, together with the electronic master copy, shall be stored in SUNScholar until such time as permission for declassification has been obtained and normal provision and distribution become possible, provided that only persons with the appropriate authorisation shall have access to and control over the product concerned in SUNScholar.
- b) In instances in which the research is not being conducted locally, the dean concerned shall submit to the Executive Committee (Senate) particulars of the duplication, of the place of examination, and of the storage of copies and of the master copy/copies.

6.13.2.3 The conditions approved by the Executive Committee (Senate) for the handling of each instance of the aforesaid nature shall for record purposes be put into writing by the Registrar for safekeeping, without any report to Senate concerning such conditions.

6.13.2.4 Dissertation topics, the names of supervisor/co-supervisor(s) and examiners, as well as examination results, shall be submitted in accordance with the normal procedure.

## **7. CODE OF CONDUCT GUIDING THE RELATIONSHIP BETWEEN THE SUPERVISOR AND STUDENT**

The following set of guidelines is presented as a code of conduct to ensure that the relationship between a supervisor and a postgraduate student, engaged in research for a degree, is conducive to successful studies at the University:

1. The candidate undertakes to stay informed of the infrastructure and the accompanying rules of the department concerned (with the requisite inputs from the supervisor).
2. The University undertakes not to select a candidate for a specific project without confirming beforehand in writing with the faculty concerned that the project may be undertaken. Specifics regarding the responsibility for the required funds and relevant infrastructure shall be indicated.
3. The candidate shall acquaint himself with the guidelines for recording research, as is generally accepted within the discipline concerned, with the aid of the supervisor.
4. The candidate shall confirm that he possesses, or will acquire, the computer skills to complete the project in a satisfactory manner.
5. Pre-study work, as required by the University, shall be completed in an agreed period of time.
6. A work schedule for each candidate has to be drawn up within a reasonable time (as a rule within 60 days) in consultation with the supervisor. The schedule shall include target dates for, among others, the submission of a research proposal, the completion of a literature survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university holidays, etc.) shall also be included.
7. During the academic year, regular meetings on fixed dates shall be scheduled between the candidate and the supervisor.
8. The supervisor shall report annually in writing to the departmental chair/postgraduate coordinator/dean concerned on the candidate's progress.
9. All submitted work shall be returned to the candidate by the supervisor within a reasonable time, but not exceeding 60 days for a complete thesis/dissertation.
10. When a project is near completion, the candidate shall make the necessary submissions in accordance with the requirements for graduation within the discipline concerned. (Refer specifically to the University almanac, which can be found at <http://www.sun.ac.za/english/dates>, to ensure that theses/dissertations are finalised and examined in time for the various graduation ceremonies in December and March.)
11. The candidate undertakes to produce suitable outputs (such as publications, patents, reports), as arranged with the supervisor. The candidate shall acquaint himself with the customs in the discipline concerned regarding authorship.
12. Where applicable, the candidate and the supervisor shall acquaint themselves with the requirements regarding intellectual property in the environment concerned.

### **Responsibilities of the supervisor**

1. To familiarise himself with procedures and regulations.
2. To establish a stimulating research environment.
3. To establish a relationship with the student.
4. To give advice about project choice and planning.
5. To discuss intellectual property and publications.
6. To ensure that facilities, where relevant, are available.
7. To provide research training.
8. To consult with the student, to monitor progress continually and to provide structured feedback.
9. To be aware of the student's situation and needs.
10. To arrange for study guidance during periods of absence.

### **Responsibilities of the student**

1. To familiarise himself with the University regulations regarding postgraduate studies and to abide by these regulations.
2. To undertake research with dedication.
3. To develop initiative and independence.
4. To keep complete records of research results.
5. To establish a relationship with the supervisor.
6. To gain feedback by means of reports and seminars and to act on it.
7. To do a literature survey and to keep abreast of new literature.
8. To benefit from the research environment.
9. To inform the supervisor of non-academic problems.
10. To prepare and write the thesis or the dissertation.
11. To prepare and write publications, patents and reports.

## 8. CONTINUATION OF REGISTRATION FOR POSTGRADUATE PROGRAMMES

- 8.1 Any student for the degree of Bachelor Honours, of Master or of Doctor and likewise any student for a postgraduate certificate or diploma shall, for the full duration of his studies until awarded the degree, certificate or diploma concerned, each year register as a student, subject to par. 9 below. If, prior to the conferment upon him of the degree, certificate or diploma concerned, any such student fails to register as a student for the current year before the prescribed date, his registration for the programme concerned, and in the case of a student for the degree of Master or of Doctor, also the topic of his thesis or dissertation shall lapse. Any such student wishing to be readmitted to the degree, certificate or diploma programme concerned shall be required to apply in writing for readmission, to register anew for the programme concerned and to pay anew the required tuition fees. However, only in the case of Master's and Doctoral programmes, if the years of non-registration are not financially detrimental for the student (compared to registering anew for the programme concerned) and if permission is in fact granted for the continuation of registration, shall normal continuation of registration for the programme be possible; provided that programme fees for the year(s) for which the student did not register have been paid in full. However, in such cases, the student concerned is not registered retroactively for the year(s) of non-registration for which the programme fees have been paid in full. The year(s) of non-registration, for which programme fees have been paid in full, is however added to re-registration as if the student has already been registered.
- 8.2 The annual registration of Master's students can be administratively effected not more than twice, after which further registration will take place only if the supervisor concerned, in consultation with the departmental chairperson, grants permission for the students to continue their studies.
- 8.3 The University's expectation is that a Doctorate be completed within three years. Faculty boards decide on the maximum number of years on the basis of which a Doctoral candidate may be administratively admitted for continued registration. This number of years is recommended to Senate via the Programme Advisory Committee (PAC) and Academic Planning Committee (APC) and are included in the faculty calendars.
- 8.3.1 The Faculty Board may set conditions, which must be included in the faculty Calendar part, in terms of which Doctoral candidates
- 8.3.1.1 may apply for continued registration after exceeding the maximum number of years for continued registration;
- 8.3.1.2 will not be allowed to continue their studies, even though the maximum number of years for continued registration are not yet exceeded. If the maximum number of years for continued registration is not exceeded, the Faculty Board may recommend to the EC(S) and Senate why a Doctoral candidate's studies must be terminated.
- 8.3.2 If the maximum number of years for continued registration is exceeded:
- 8.3.2.1 the Faculty Board must report annually the names of the candidates that are admitted to continued registration in the Communications Report to the EC(S) and Senate. This report must serve at the first round of meetings of the subsequent academic year, after the grace period has expired.
- 8.3.2.2 registration for Doctoral studies is terminated if the Faculty does not approve continued registration.
- 8.3.4 The guidelines, as approved by Senate upon recommendation by the Faculty Board, PAC and APC, may be revised from time to time if deemed necessary.
- 8.4 A postgraduate degree/diploma/certificate may not be conferred upon a student at the December graduation ceremony, or the March graduation ceremony of the subsequent year, if he was not registered before June of the year of the December graduation ceremony concerned. Such a student may, however, obtain a statement to the effect that he has complied with all the requirements for the qualification in question and that the said qualification will be conferred in December of the subsequent year, provided that the student shall have been registered on time in respect of the year in which such qualification is to be conferred and shall have paid all tuition fees for such year.

## 9. MAXIMUM PERIODS OF REGISTRATION: DIPLOMA AND HONOURS PROGRAMMES

Any student for a postgraduate diploma or the degree of Bachelor Honours, who takes longer than the maximum permissible period (as set out below) to complete his programme of study, may, with the approval of the faculty board concerned, have his studies terminated by the department concerned.

Programme	Maximum permissible period of registration
<i>Postgraduate Diplomas</i>	
Full time (i.e. 1 year)	2 years
Part-time or by telematic education (over 2 years) (Subject to the regulations of the Faculty of Medicine and Health Sciences, where appropriate)	4 years
<i>Honours Degrees</i>	
Full-time (= over 1 year)	2 years
Part-time or by telematic education (= over 2 years)	4 years

## **10. INTERRUPTION OF MASTER'S AND DOCTORAL STUDIES**

### **10.1 Acceptable reasons for interruption of studies**

Where an application for consent to an interruption of Master's or Doctoral studies is being considered, the indications below of possible reasons shall serve as the guidelines in judging the acceptability of the reasons given in support of such application. Each such application shall be substantiated by means of appropriate supporting documents, such as letter of appointment, text of academic assignment, medical certificate(s), financial statement(s), and affidavit:

- 10.1.1 Situation at work
- 10.1.2 Medical reasons
- 10.1.3 Financial reasons
- 10.1.4 Highly special personal circumstances, if thoroughly and convincingly substantiated.

### **10.2 Procedure for applications for consent to an interruption of studies**

- 10.2.1 Any application for consent to an interruption of studies shall reach the appropriate faculty secretary on or before 30 April of the year concerned. Applications received after 30 April of the year concerned will be considered on merit, provided that the student has not registered for the year.
- 10.2.2 Consent to an interruption of studies shall be considered on the recommendation of the supervisor and the chairperson of the department concerned.
- 10.2.3 Where any such application has been granted in accordance with the internal procedures of the faculty board concerned, it shall be noted in the next Communications Report of such faculty board.
- 10.2.4 Consent to an interruption of studies shall be granted for a period of not less than one year.
- 10.2.5 Consent to an interruption of studies for the degree of Master shall in the normal course of events be granted to any student once only and for a period of one year.
- 10.2.6 Consent to an interruption of studies for the degree of Doctor shall in the normal course of events be granted to any one student either twice at the most, namely for a period of one year in each instance, or once only, namely for a period of two years.

## INDEX

Although far from exhaustive, this index is presented in the hope that all those interested in Stellenbosch University, and in particular our new students, will find it a useful key to Part 1 of our Calendar. It should of course be consulted along with the Table of Contents (p. iv).

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