



# IManyuwali yePAIA yeYunivesithi yaseStellenbosch equlunqwe ngokwemiqathango yecandelo 14 loMthetho wokuKhuthazwa koFikelelo kwiNgcaciso, uMthetho wesiz ka2000 (ngokokuhlonyelwa kwawo) ("PAIA")

## 1. Uluhlu lweZifinyezo neZishunqulelo

- |                    |   |
|--------------------|---|
| 1.1. "DIO"         | Deputy Information Officer (ISekela Gosa leNgcaciso;  |
| 1.2. "IO"          | Information Officer (IGosa leNgcaciso);   |
| 1.3. "UMphathiswa" | UMphathiswa wezoBulungisa neeNkonzo zoLuleko;   |
| 1.4. "PAIA"        | Promotion of Access to Information Act No. 2 of 2000 (as Amended) (Mthetho wokuKhuthazwa koFikelelo lweNgcaciso, onguNombolo 4 ka2000 (ngokokuHlonyelwa kwawo);         |
| 1.5. "POPIA"       | Protection of Personal Information Act No.4 of 2013 (as Amended) (UMthetho wokuKhusela iNgcaciso engoMntu Buqu, uMthetho onguNombolo 4 ka2013 (ngokokuHlonyelwa kwawo); |
| 1.6. "Imigaqo"     | IMigaqo eNxulumene nokuKhuthazwa koFikelelo kwiNgcaciso, 2021   |
| 1.7. "Umlawuli"    | Umlawuli weNgcaciso (waseMzantsi Afrika).   |
| 1.8. "I-SU"        | IYunivesithi yaseStellenbosch   |

## 2. Isizathu sokubakho kwale manyuwali yePAIA

Le manywali yePAIA iluncedo kuluntu khon' ukuze-

- 2.1. lube nokukhangela uhlobo lweerekhodi ezisenokuba sele zifumaneka eSU, ngaphandle kwemfuneko yokufaka isicelo sePAIA;ngokusesikweni;
- 2.2. lube nokuyiqonda indlela yokufaka isicelo sokufikelela kwiirekhodi zaseSU;



- 2.3. lube nokufikelela kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zabantu abaza kunceda uluntu ngeerekhodi abajonge ukufikelela kuzo;
- 2.4. lube nokuzazi zonke izisombululo ezifumanekayo kwiSU malunga nesicelo sokufikelela kwiirekhodi, phambi kokuba luye kuMlawuli okanye kwiiNkundla;
- 2.5. kubeko inkcazo yeenkonzo ezinokufunyanwa luluntu ezivela eSU, kunye nendlela yokufikelela kwezo nkonzo;
- 2.6. inkcazo ecacisa indlela esetyenziswa ngayo iPAIA, njengoko ihlaziywe nguMlawuli kunye nendlela yokufumana ukufikelela kuyo;
- 2.7. ukuba iqumrhu elo lifuna ukusebenza ingcaciso ngomntu buqu nokuchaza iindidi zabaninidatha kunye nengcaciso okanye iindidi zengcaciso enxulumene noko;
- 2.8. bazi ukuba ngaba iSU ikucwangcisile na ukudlulisela okanye ukuseta iinkcukacha zomntu buqu ngaphandle kweRiphabhliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli ekunokuthi kunikezelwe kubo iinkcukacha zomntu buqu; kwaye;
- 2.9. bazi ukuba iSU inamanyathelo okhuseleko afanelekileyo okuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka ingcaciso yomntu buqu eza kuqwalaselwa.

### 3. Ukusekwa kweYunivesithi yaseStellenbosch

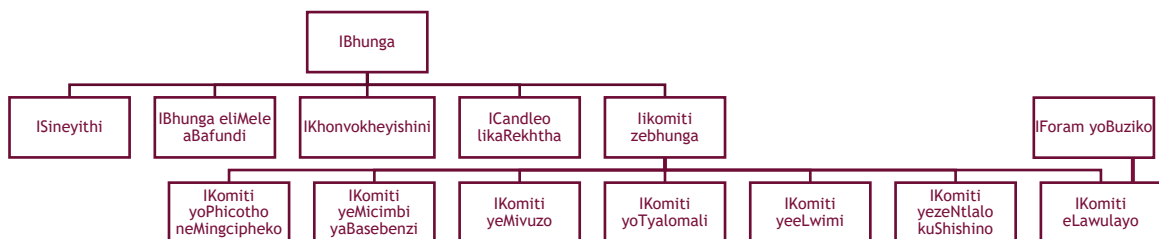
#### 3.1. Iinjongo / Ugunyaziso

Stellenbosch University is a public university with its main campus situated in Stellenbosch, Western Cape, South Africa, functioning in terms of the Higher Education Act 101 of 1997 and the University’s Institutional Statute 2019 which is available at IYunivesithi yaseStellenbosch yiyunivesithi yoluntu enekhampasi yayo enkulu eStellenbosch, kwiNtshona Koloni, eMzantsi Afrika, esebenza ngokoMthetho weMfundo ePhakamileyo we101 ka1997 kunye noMthetho wobuZiko baleYunivesithi wowama2019 ofumaneka ku-[www.sun.ac.za/english/management/statute](http://www.sun.ac.za/english/management/statute).

### 4. Isakheko seYunivesithi yaseStellenbosch

#### 4.1. Isakheko

I-SU ilawulwa liBhunga, elinamagunya noxanduva kunye nemisebenzi ecaciswe kuMthetho weMfundo ePhakamileyo we101 ka1997 kunye noMthetho weZiko leYunivesithi wowama2019.





## 4.2. Umsebenzi

I-SU:

- iqhutywa ziinqobo ezisemgangathweni eziphantsi koMgaqosiseko, ingakumbi isidima somntu, ukulingana, nenkululeko;
- ilandela imfezeko ezifundweni, inkululeko yezemfundo nenkululeko yophando lwezenzululwazi, uxanduva, ukuphendula, ukuziphatha kakuhle, ubulungisa, nokungafihli;
- ikhuthaza umanyano kwiyantlukwano ngokukhuthaza ukunyamezelana nokuhlonitshwa kunye neenkqubo zeenkolelo ukuqinisekisa indawo efanelekileyo yokufundisa nokufunda, ukusungula izinto ezintsha, uphando kunye nothethathethwano noluntu;
- izibophelele ekubeni yiYunivesithi yaseAfrika evunyiweyo kwihlabathi, ephawuleka ngokubanezifundiswa eziphume izandla, ngokugqwesa ezifundweni, ukuphendula eluntwini, kunye nokukhathalela abasebenzi nabafundi;
- ijolise ekuncedeni uluntu ngokugqwesa ekufundeni nasekufundiseni okutsha, kunye nophando lobuvulindlela;
- izibophelele kuphuhliso loluhlu olubanzi lweenkqubo zemfundo, zobungcali, umsebenzi wezandla, kunye neenkqubo jikelele ezijongana neemfuno zoluntu; kananjalo
- isabela kwintlalontle yabasebenzi bayo, abafundi kunye noluntu ngokubanzi ngothethathethwano olugqibeleleyo, ukuxhotyiswa ngezakhono kunye nezenzo zolawulo oluvakalayo.
- ijolise ekuncedeni uluntu ngokugqwesa ekufundeni nasekufundiseni okutsha, kunye nophando lobuvulindlela;
- izibophelele kuphuhliso loluhlu olubanzi lweenkqubo zemfundo, zobungcali, umsebenzi wezandla, kunye neenkqubo jikelele ezijongana neemfuno zoluntu; kwaye
- isabela kwintlalo-ntle yabasebenzi bayo, abafundi kunye noluntu ngokubanzi ngothethathethwano olugqibeleleyo, ukuxhotyiswa ngezakhono kunye nezenzo zolawulo oluvakalayo.

## 5. Iinkcukacha zoqhagamshelwano zokufikelela kwingcaciso eSU

### 5.1. IGosa leNgcaciso

URekhtha noSekela Tshansela wethu bangamaGosa eNgcaciso ethu:

**Igama:** Unjingalwazi WJS (Wim) de Villiers



Umnxeba: +27 21 808 4490  
I-imeyili: [paia@sun.ac.za](mailto:paia@sun.ac.za)

## 5.2. I(Ama)Sekela Gosa leNgcaciso

URekhtha noSekela Tshansela wethu utyumbe eli(la) sekela(masekela) gosa le(e)ngcaciso li(a)landelayo:

Igama: Jerall Toi  
Umnxeba: +27 21 808 4139  
I-imeyili: [paia@sun.ac.za](mailto:paia@sun.ac.za)

## 5.3. Iinkcukacha zokuqhagamshelanela ufikelelo kwingcaciso

Iimeyili: [info@sun.ac.za](mailto:info@sun.ac.za)

## 5.4. IOfisi eliKomkhulu

Idilesi yeposi: Private Bag X1, Matieland, 7602, South Africa  
Idilesi yendawo: Administration B Building, Victoria Street, Stellenbosch, 7600  
Umnxeba: +27 21 808 9111  
I-imeyili: [info@sun.ac.za](mailto:info@sun.ac.za)  
Iwebhusayithi: [www.sun.ac.za](http://www.sun.ac.za)

## 6. Inkcazo ngazo zonke izisombulo ezikhoyo ngokubhekiselele ekwenzeni nasekusileleni ukwenza kweSU

6.1. Ungabhena ngayo nayiphi na kwezi zilandelayo:

- ukwala kwethu ukukunika ufikelelo kwirekhodi;
- imirhumo yofikelelo esiyibizayo;
- isigqibo sethu sokolula iintsuku ezingama30 zokuphendula isicelo sakho; kunye/okanye
- indlela ekunikezelwe ngayo ukufikelela.

6.2. Ungabhenela nayiphi na into kwezi zilandelayo:

- kufuneka ufake isibheno sangaphakathi ngokugcwalisa iFomu engu4
- kufuneka uhambise okanye uthumele iFomu engu4 kwidilesi okanye idilesi yeimeyile yesekelagosa lengcaciso (jonga kumhlathi 2.2 ngasentla) kwiintsuku ezingama60 emva kokuba ufumene isaziso sesigqibo;



- kufuneka uchaze umxholo wesibheni kwaye uchaze izizathu zesibheni, kananjalo ungabandakanya nayiphi na enye ingcaciso efanelekileyo;
- kufuneka uhlawule umrhumo omiselweyo wesibheni (sisenokufuna ukuba uhlawule idipozithi phambi kokuba sisebenze isicelo sakho); kananjalo
- kufuneka uchaze idilesi yeposi okanye idilesi yeimeyile ukuze uthunyelelwe isigqibo.

6.3. Isibheni sangaphakathi siya kuchotshelwa liGosa eliyiNtloko lezeMisebenzi yeYunivesithi.

6.4. Ukuba isibheni sakho sangaphakathi asiphumelelanga, unokuthatha amanyathelo anjengoko kuchaziwe kwicandelo lama74 ukuya kwelama82 loMthetho wePAIA. Oku kukuvumela ukuba:

- **ukwazi** ukukhalaza ngesigqibo sethu kuMlawuli weNgcaciso; kwaye
- ukwazi ukufaka isicelo enkundleni emva kokulandela inkqubo yangaphakathi yesibheni

## 7. Isikhokelo malunga nendlela yokusebenzisa iPAIA kunye nendlela yokufumana ufikelelo kwisikhokelo

7.1. Umlawuli, ngokwecandelo 10(1) lePAIA, uye wahlaziya waza wenza ukuba kufumaneke isikhokelo esihlaziyiweyo sendlela yokusebenzisa iPAIA ("isikhokelo"), ngendlela eqondakala lula njengoko kunokufunwa ngokufanelekileyo ngumntu unqwenela ukusebenzisa naliphi na ilungelo elixelwe kwiPAIA nakwiPOPIA.

7.2. Eso Sikhokelo sifumaneka ngolwimi ngalunye kwiilwimi zasemthethweni.

7.3. Esi siKhokelo sikhankanywe ngasentla siqulathe inkcazo-

7.3.1. yeenjongo zePAIA nePOPIA;

7.3.2. idilesi yeposi neyesitalato, inombolo yomnxeba neyefeksi kananjalo, ukuba ikhona, idilesi yeimeyile yeelektroniki yo-

7.3.2.1. yeGosa lengcaciso lequmrhu loluntu ngalunye; kananjalo

7.3.2.2. nawo wonke amaSekela eGosa leNgcaciso kuwo onke amaqumrhu karhulumente nawabucala atyunjwe ngokwecandelo 17(1) lePAIA kunye necandelo lama56 lePOPIA <sup>1</sup>;

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<sup>1</sup> Icandelo 56(a) lePOPIA- Iziko ngalinye likarhulumente nelabucala kufuneka lenze amalungiselelo, ngendlela echazwe kwicandelo le17 loMthetho wokuKhuthazwa koFikelelo kwiNgcaciso, kunye



7.3.3. indlela kunye nohlobo lwesicelo -

7.3.3.1. sokufikelela kwirekhodi yequmrhu loluntu elikhankanywe kwicandelo 11; kananjalo

7.3.3.2. nokufikelela kwiirekhodi zequmrhu labucala elikhankanywe kwicandelo 50<sup>2</sup>;

7.3.4. uncedo olufumaneka kwiGosa leNgcaciso ngokwe-PAIA nePOPIA

7.3.5. uncedo olufumaneka kuMlawuli ngokwe-PAIA nePOPIA;

7.3.6. zonke izisombululo ezikhoyo emthethweni malunga nesenzo okanye ukusilela ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikwe okanye obekwe yiPAIA nePOPIA, kubandakanywa nendlela yokufaka-

7.3.6.1. isibheni sangaphakathi;

7.3.6.2. isikhalazo kuMlawuli; kananjalo

nesicelo enkundleni ngokuchasene nesigqibo segosa lengcaciso lequmrhu loluntu, isigqibo sesibheni sangaphakathi okanye isigqibo soMlawuli okanye isigqibo sentloko yequmrhu labucala;

7.3.7. imimiselo yecandelo le14 nelama51 ifuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelanayo, liqulunqe imanyuwali, nendlela yokufumana ufikelelo kwimanyuwali;

7.3.8. imimiselo yecandelo le15 nelama52 ibonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liqumrhu likarhulumente nequmrhu labucala, ngokulandelelanayo;

7.3.9. izaziso ezikhutshwe ngokwemigaqo yecandelo lama22 nelama54 malunga nemirhumo emayihlawulwe ngokunxulumene nezicelo zokufikelela; kananjalo

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notshintsho oluyimfuneko, ukwenzela ukutyunjwa kwenani elo labantu, ukuba kukho nawuphi na umntu,, njengosekela magosa engcaciso njengoko kuyimfuneko ukwenza imisebenzi kunye nokubanoxanduva njengoko kuchazwe kwicandelo 55(1) lePOPIA.

<sup>2</sup> ICandelo 50(1) lePAIA- Umceli kufuneka avunyelwe ukufikelela kuyo nayiphi na irekhodi yequmrhu labucala ukuba-

- loo rekhodi iyafuneka ekusebenziseni okanye ekukhuseleni nawuphi na amalungelo;
- loo mntu uthobela iimfuno zenkqubo yePAIA ngokunxulumene nesicelo sokufikelela kuloo rekhodi; kananjalo
- ukufikelela kuloo rekhodi akwaliwa ngokwemiqathango yaso nasiphi na isizathu sokwala esixelwe kwiSahluko sesi4 sesi Sigaba.

7.3.10. nemimiselo eyenziwe ngokwecandelo lama92<sup>3</sup>.

7.4. Uluntu lunokuhlola okanye lwenze iikopi zeSikhokelo kwiiofisi zikawonkewonke okanye zabucala, kubandakanywa neofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza. IsiKhokelo sinokufumaneka-

7.4.1. ngesicelo esifakwe kwiGosa leNgcaciso;

7.4.2. kwiwebhusayithi yoMlawuli:

<https://info regulator.org.za/paia-guidelines/>

## 8. Inkcazelo yemibandela apho iqumrhu ligcina khona iirekhodi kunye neeNdidi zeerekhodi eziginwe yiSU

Imixholo elineerekhodi zayo	iqumrhu	Iindidi zeerekhodi ezimalunga nomxolo ngamnye
Amaxwebhu aphambili		IMithetho yeYunivesithi, iingxelo zonyaka, isicwangciso esiphambili
Irirekhodi olawulo lwangaphakathi	zamaqumrhu	lirekhodi eziveliswe liBhunga, yiSineyithi, ziibhodi zeefakhalathi, yiForam yoBuziko, liBhunga eliMele aBafundi neekomiti zale Yunivesithi
lirekhodi nolawulo	ezinxulemene	IMigaqonkqubo, imigaqo, imigaqosiseko, imimiselo yokubhekisa, iincwadi zonyaka
lirekhodi ezinxulumene komsebenzi	zobuziko nokuqhutywa	lirekhodi zezimali, iingxelo, iikhontrakthi neerejista zeeasethi
lirekhodi zomfundi ngamnye		Khangela kwicandelo12.2 lale manyuwali
lirekhodi zomsebenzi ngamnye		Khangela kwicandelo12.2 lale manyuwali
lirekhodi nophando	ezinxulumene	Iingxelo zophando, ezezululwazi nezobugcisa, iimpapasho, iithisisi needizetheyishini
lirekhodi kuphando ngamnye	zomthathinxaxheba	Khangela kwicandelo12.2 lale manyuwali

<sup>3</sup> ICandelo lama92(1) lePAIA lithi- "UMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo emalunga-

- nawuphi na umcimbi ofunekayo okanye ovunyelwa ngulo Mthetho ukuba umiselwe;
- nawuphi na umcimbi onxulumene nemirhumo ekhankanywe kwicandelo lama22 nelama54;
- nasiphi na isaziso esifunwa ngulo Mthetho;
- imigaqo efanayo emayisetyenziswe ligosa lengcaciso lequmrhu likarhulumente xa lisenza isigqibo sokuba zeziphi iindidi zeerekhodi ekufuneka zifumaneke ngokwecandelo le15; kananjalo
- nawuphi na umcimbi wolawulo okanye wenkqubo oyimfuneko ukuze kuphunyezwe okumiselwa ngulo Mthetho.

## 9. Iindidi zeerekhodi zaseSU ezifumaneka ngaphandle kokucela ukufikelela kuzo

Udidi	Uhlobo loxwebhu	Lukhona kwiwebhusayithi	Lufumaneka ngokucelwa
Amaxwebhuqhinga	Umthetho weyunivesithi, ingxelo yonyaka, isicwangciso esiphambili,	X	X
Iirekhodi ezinxulumene nolawlo lweziko	Imigaqonkqubo, imigaqo, imiqathango yokubhekisa yamaqumrhu angaphakathi	X	X
Iirekhodi ezikuvimba	Iirekhodi zolawulo lwamaqumrhu angaphakathi; iirekhodi ezinembali ebalulekileyo		X
Iirekhodi ezinxulumene nophando	Iithisisi needizetheyishini	X	X
Imipapasho	Iincwadana, iibhuletini, iingxelo, izigidimi zeendaba, iiphamflethi	X	X
Amajelo eendaba	Iindaba ezikhutshiwe kumaphephandaba, iingxelo eziya kumajelo eendaba	X	X

## 10. Iinkonzo ezinokufunyanwa luluntu kwiSU nendlela yokuzifikelela ezo nkonzo

### 10.1. Amagunya, imisebenzi enyanzelekileyo, imisebenzi

I-SU yiyunivesithi yoluntu esebenza ngokoMthetho weMfundo ePhakamileyo we101 ka1997 kunye noMthetho weZiko leYunivesithi 2019. Ukwamkelwa kwiSU kulawulwa ngumgaqonkqubo wokwamkelwa kweSU, ofumaneka kwiwebhusayithi yeYunivesithi: <https://www.sun.ac.za/english/maties/Pages/Admissions-Requirements.aspx>.

## 11. Ukubandakanyeka koluntu kuqulunqo lomgaqonkqubo okanye ekusebenziseni amagunya okanye ukwenziwa kwemisebenzi yiSU

Abafundi nabasebenzi banokuthatha inxaxheba ekuqulunqeni imigaqonkqubo nasekuthatheni izigqibo kwiYunivesithi njengoko kulawulwa nguMthetho weMfundo ePhakamileyo we101 ka1997, ngokokuhlonyelwa kwawo, neenkqubo zangaphakathi ekuvunyelwene ngazo kumaxesha ngamaxesha namaqumrhu amele le Yunivesithi.

Amanye amaqela anomdla anokungenisa izimvo kunye neengcebiso ngokubhaliweyo ngexesha lokubonisana noluntu amathuba okuhlomla kumaxwebhu omgaqonkqubo osayilwayo.



## 12. Ukusetyenzwa kwengcaciso yomntu buqu

### 12.1. Isizathu sokuyisebenza

Ingcaciso engomntu yiyo nayiphi na ingcaciso enxulumene nomntu ophilayo obonakalayo okanye umntu okhoyo ngokusemthethweni. I-SU iqokelela kwaye isebenzisa ingcaciso yomntu buqu ukubonelela ngeemveliso kunye neenkonzo zeYunivesithi, kunye nokulawula iziko. Ingcaciso ethe vetshe malunga nendlela esiyisebenzisa ngayo ingcaciso yomntu buqu inokufumaneka kumgaqo wabucala weSU ophaya ku: [www.sun.ac.za/privacy](http://www.sun.ac.za/privacy).

I-SU isebenza ingcaciso yomntu buqu ukuququzelela:

- 12.1.1. izicelo zabafundi, ukwamkelwa, kunye nolawulo;
  - 12.1.2. izicelo zabasebenzi nolawulo lwabo;
  - 12.1.3. ukuthatha inxaxheba kuphando nakulawulo lwedatha yophando;
  - 12.1.4. iinkqubo zokuthenga;
  - 12.1.5. ukutyelela kwizakhiwo zeSU okanye imisitho;
  - 12.1.6. ukuthotyelwa kweminye imithetho efanelekileyo.
- I-SU

### 12.2. Inkcazo yeendidi zabaninidatha kunye nengcacisookanye iindidi zolwazi olunxulumene noko

<b>Iindidi zabaninidatha</b>	<b>Ingcaciso yomntu buqu enokusetyenzwa</b>
Abafundi	Amagama kunye nefani; iinkcukacha zoqhagamshelwano, isazisi esisodwa okanye inombolo yesazisi, imbalelwano eyimfihlo, iinkcukacha zemfundo, iinkcukacha zemali, iinkcukacha zengqesho, uhlanga, isini, isini, ukuziphatha kolwaphulomthetho, iinkcukacha ngezempilo, iinkcukacha zebhayometriki, iinkcukacha zezalamane.
Abasebenzi	Amagama kunye nefani; iinkcukacha zoqhagamshelwano, isazisi esisodwa okanye inombolo yesazisi, imbalelwano eyimfihlo, iinkcukacha zemfundo, iinkcukacha zemali, iinkcukacha zengqesho, uhlanga, isini, isini, ukuziphatha kolwaphulo-mthetho, iinkcukacha ngezempilo, iinkcukacha zebhayometriki, iinkcukacha zezalamane.
Abathathinxaxheba kuphando	Amagama kunye nefani; iinkcukacha zoqhagamshelwano, isazisi esisodwa okanye inombolo yesazisi, imbalelwano eyimfihlo, kunye nenye ingcaciso engomntu buqu njengoko ifunwa

<b>lindidi zabaninidatha</b>	<b>Ingaciso yomntu buqu enokusetyenzwa</b>
	ngokusekelwe kubume bentathonxaxheba yophando.
Abanye abantu ngokwendalo	Amagama kunye nefani; iinkcukacha zoqhagamshelwano, isazisi esisodwa okanye inombolo yesazisi, kunye nembalelwano eyimfihlo.
Aamaqumrhu angabantu ngokomthetho	Amagama kunye nefani yabantu ekuqhagamshelwana nabo; igama lequmrhu elisemthethweni; iinkcukacha zoqhagamshelwano; inombolo yobhaliso; ingcaciso ngezezimali, ezorhwebo, enzululwazi, okanye ezobugcisa kunye neemfihlo zorhwebo.

12.3. Abamkeli okanye iindidi zabamkeli apho kunokubonelelwa ngengaciso engomntu ubuqu.

<b>lindidi zengcaciso engomntu ubuqu</b>	<b>Abamkeli okanye iindidi zabamkeli</b>
Imiqathango yokunika ingxelo ezisemthethweni zomfundi kunye nengcaciso engabasebenzi	Department of Higher Education and Training;
Ukuqinisekiswa kwekhwalifikheyishini, ingcaciso efunekayo ekuhlolweni kwemvelaphi	IGunyabantu lemiGangathomfundo yaseMzantsi Afrika: Ababoneleli ngeenkonzo zokuhlola imvelaphi
Ingcaciso engomntu buqu eyimfuneko xa kuhanjiswa iinkonzo apho iSU ixhaswa ngumboneleli ngenkonzo	Kubandakanya ababonelelinkonzo ababonelela ngezi nkonzo zilandelayo kwiSU: kunye nophando lobuvulindlela: <ul style="list-style-type: none"> <li>• linkonzo zeICT;</li> <li>• linkonzo zophando nophicothozincwadi;</li> <li>• Ulawulo lwengxowa-mali yesiBonelelo; kwaye</li> <li>• Ulawulo loncedo lwezonyango.</li> </ul>
Ingcaciso ngomntu buqu eyimfuneko njengoko ifunwa ngomnye umthetho	Kubandakanya ukunika ingcaciso kwiiarhente zogcinomthetho ukulungiselela uphando lolwaphulomthetho.

12.4. Ukuhamba okucwangcisiweyo okunqumla imida yengcaciso ngomntu buqu

12.4.1. I-SU inokudlulisela iinkcukacha ezithile zomntu buqu kubaboneleli ngeenkonzo zeICT abakwiEuropean Union ukuququzelela ubonelelo ngeenkonzo zeICT kubasebenzi nakubafundi. Lonke olo tshintshelo lulawulwa yimigaqonkqubo enxulumene neICT kunye nogqithiso lwedatha olufanelekileyo kunye nezivumelwano zomgangatho wenkonzo.

12.4.2. Naluphi na olunye udluliselo lwengcaciso ngomntu ewela umda luya kuba nemvume yomninidatha. Nangona kunjalo, ukuba ayinakwenzeka ngokufanelekileyo ukufumana imvume yomninidatha, i-SU iya kuyidlulisela ingcaciso engomntu buqu ukuba -



- 12.4.2.1. iya kuba yinzuzo yomninidatha; kwaye
  - 12.4.2.2. umnindatha ebenokunika imvume ukuba bekunokwenzeka ngokufanelekileyo ukufumana loo mvume
- 12.5. Inkcazo ngokubanzi yamanyathelo okhuseleko lwengcaciso oluza kuphunyezwa liqela elinoxanduva lokuqinisekisa ubumfihlo, imfezeko kunye nokufumaneka kolwazi
- 12.5.1. I-SU ithe gqolo ukuseka, igcina, kwaye ibeka iliso kumanyathelo ombutho afanelekileyo, obuchule ukuthintela –
    - 12.5.1.1. ilahleko, umonakalo, okanye ukutshatyalaliswa okungagunyaziswanga kwengcaciso engomntu buqu; kananjalo
    - 12.5.1.2. nokufikelela ngokungekhomthethweni okanye ukusetyenzwa kwengcaciso engomntu
  - 12.5.2. I-SU ithathe amanyathelo afanelekileyo, njengoko equlethwe kumhlathi
    - 12.5.2.1. ichonge kuchongwe yonke imingcipheko elindelekileyo yangaphakathi neyangaphandle kwengcaciso engomntu buqu ekulo okanye ephantsi kolawulo lwayo;
    - 12.5.2.2. ukuseka nokugcina izikhuselo ezifanelekileyo ngokuchasene nemingcipheko echongiweyo;
    - 12.5.2.3. ukuqinisekisa rhoqo ukuba izikhuselo ziphunyezwa ngokufanelekileyo; kananjalo
    - 12.5.2.4. kuqinisekiswe ukuba izikhuselo zihlaziywa rhoqo ukuphendula imingcipheko emitsha okanye iintsilelo kukhuseleko obeliphunyeziweyo ngaphambili.
  - 12.5.3. Amanyathelo athathwe yiSU abandakanya, phakathi kwezinye -
    - 12.5.3.1. Ulawulo lofikelelo;
    - 12.5.3.2. Uguqulelo oluntsonkothileyo lwedatha;
    - 12.5.3.3. Ukubekw' esweni okumandla, uphicothozincwadi, kunye nezakhono zokunika ingxelo
    - 12.5.3.4. Data backups, business continuity, and IT disaster recovery good practices; Ukugcinwa kwedatha, ukuqhubeka kweshishini, kunye nezenzo ezilungileyo zokuvuselela iT emva kwentlekele;
    - 12.5.3.5. Izisombululo ze-Anti-virus kunye ne-anti-malware;



12.5.3.6. Amaphulo oqeqesho nokwazisa abafundi ngabasebenzi nabafundi; kananjalo

12.5.3.7. nezivumelwano ziqukunjelwa nababoneleli ngeenkonzokuphumeza ulawulo lokhuseleko.

### 13. Ukufumaneka kwale manyuwali

13.1. Le manywali ifumaneka ngezi lwimi zintathu zasemthethweni zilandelayo -

13.1.1. IsiNgesi;

13.1.2. isiAfrikaans;

13.1.3. nesiXhosa.

13.2. Ikopi yale manyuwali okanye inguqulelo ehlaziyiweyo yayo, nayo iyafumaneka ngolu hlobo lulandelayo--

13.2.1. ku: [www.sun.ac.za/paia](http://www.sun.ac.za/paia) and [www.sun.ac.za/wbti](http://www.sun.ac.za/wbti);

13.2.2. kwikomkhulu leSU ukuze ihlolwe nguwonkewonke ngeeyure eziqhelekileyo zokusebenza;

13.2.3. kuye nawuphi na umntu ngesicelo naxa kuhlawulwe umrhumo omiselweyo ofanelekileyo; kananjalo

13.2.4. nakuMlawuli weNgcaciso ngesicelo.

13.3. Umrhumo wekopi yemanyuwali, njengoko kuchazwe kwisihlomelo B seMigaqo, uya kuhlawulwa ngokwefotokopi nganye yobukhulu obuyiA4 eyenziweyo.

### 14. Uhlaziyo lwemanyuwali

I-SU iya kuthi, ukuba kuyimfuneko, ihlaziye kwaye ipapashe le manywali rhoqo ngonyaka

lkhutshwe

nguRekhtha neSekela Tshansela



## 15. Ingcaciso engolawulo lwemanywali

Inombolo yoxwebhu yokubhekisa	MAN-001-2016
Uhlobo loxwebhu	Imanyuwali esemthetheni
Ufikeleleko	Kuwonkewonke
Umhla wosungulo	18/12/2023
Amatyeli ohlaziyo	Rhoqo ngonyaka
Uhlaziyo lwangaphambili	2016, 2018, 2019, 2020, 2021, 2022
Umnini wale manyuwali	ISekela Tshansela noRekhtha
Onoxanduva ngale manyuwali	ISekela Mlawuli: uMgaqonqubo weNgcaciso
Umhla wokuhunyezwa	24/11/2023
Iphunyezwe	nguRekhtha