Stellenbosch

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HEMIS PROGRAMME CLASSIFICATION STRUCTURE

SUMMARIES[1] OF PROGRAMMES APPLICABLE TO ALL STAFF

110   Formal Teaching

This includes teaching activities (such as preparation, teaching, tutorials, practicals and the marking of tests, examinations, theses and seminars etc.) forming part of degree, diploma or certificate curricula formally offered by the University as well as the teaching of students with special needs.

Research conducted primarily with a view to teaching, in other words staff acting as promotors/supervisors for master's and doctoral students, is also included.

120   Community Teaching

Teaching activities <u>not</u> forming part of formal degree, diploma or certificate curricula or of the Preparatory and Remedial Teaching Programme (130). Examples of teaching activities included in this sub programme are as follows:

a)   The activities of centres or institutes for continuing education or extramural study, such as summer schools, public lectures, short courses and work groups, including continuing education or refresher courses for professionals.

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b) Various non-formal certificate curricula on, for example, business management, labour relations, farming management and small-business administration.

c) Non-formal certificate curricula in music.

These teaching activities frequently generate income for the department, institute or division concerned.

130 Preparatory/Remedial Teaching

Teaching activities aimed primarily at aligning prospective students with the admission level of the University or of specific programmes, such as those aimed at helping students to bridge the gap between school and university.

Academic development programmes forming part of formal degree, diploma or certificate curricula are regarded as part of the Formal Teaching Programme (110).

200 Research

Includes activities aimed at obtaining research results. It includes the developing, organisation and application of knowledge.

Examples of activities included in this programme are as follows:
- The preparation and publication of research results.
- The presentation of addresses and papers at scientific gatherings.
- The writing of a book requiring in-depth research.
- Research with a view to the acquisition of a higher academic qualification, such as a master's or doctorate.
- Departmental research aimed primarily at the developing, organisation and application of knowledge as well as activities undertaken with funds provided either by the University or in terms of agreements with external bodies, such as the National Research Foundation, unless the external

bodies do not control the nature and content of the research, in which case the activities are regarded as part of the Community Service Programme (300).

300   Community Service

Only activities undertaken on behalf of the University in the capacity in which staff members were appointed and not in a private capacity.

Community service comprises making the University's unique resources and capacity available to the public with the specific aim of meeting needs in the community or of solving problems in the community.

It includes consulting and contract work, which is distinguished from teaching activities, since such work entails the application of knowledge or expertise to solve a specific problem generally identified and/or defined by the client, the primary aim being the solution of the problem. Any teaching that may arise from this is a secondary aim or a means of achieving the primary aim. An example of such work is consulting or contract work undertaken by a department, institution or division at the request of an external body for payment.

410   Library Services

This comprises activities directly related to the collection, cataloguing, conservation and distribution of printed and electronic study material in support of one or more of the University's primary programmes, namely teaching, research and community service. It includes decentralised library services and organised departmental collections, catalogue and index services not part of library collections and the provision of study spaces not part of library collections.

420   Museum Services

Activities related to the collection, conservation and exhibition of material other than library material in support of teaching, research and community service

programmes. It includes permanent exhibitions of historical material, *objets d'art*, scientific aspects, etc.

430 Educational Media Services

All audiovisual and other technological services promoting knowledge transfer and directly supporting the University's teaching, research and community service programmes as well as all support services related to the use of learning resource centres, computer-supported teaching and closed-circuit television facilities. Only activities aimed at the provision or making available of media services are included.

440 Academic Computer Services

Computer services directly supporting one or more of the University's primary programmes. Central computer services and computer networks or those used by academic staff are therefore included in this programme, whereas those services and networks or those used for administrative purposes are included in the Administrative Computer Services Programme (660).

450 Ancillary Support

All activities directly contributing to the manner in which teaching or research is undertaken but not classifiable under the Educational Media Services Programme or the Academic Computer Services Programme.

Examples of activities included in this programme, either partly or fully, are as follows:
- Central electronic services for primary programmes
- Central mechanical services for primary programmes
- Central printing unit, including academic photocopying services for primary programmes
- Electron microscope unit
- Nuclear accelerators
- Central glassblowing workshops

- Central animal unit/experimental farm
- Technical services provided for the construction/setting up/maintenance of laboratory equipment

460   Academic Administration

Includes activities enabling the University's teaching and research work to be undertaken. Activities normally not included in the other programmes are included in the Academic Administration Programme. Secretarial and administrative functions and services undertaken in dean's offices and for departmental heads are included.

Examples of such functions and services included in this programme are as follows:
- Advice to students and others on academic regulations
- The compilation of departmental budgets
- Attendance of subcommittee meetings on the filling and establishment of posts and other similar matters
- Attendance of departmental, faculty board and Senate meetings

470   Course and Curriculum Development

This includes those formally organised activities relating to overall planning and development of new programme and instructional offering structures and curricula, examination systems and educational techniques at the broad institutional level. Work directly related to a lecturer's own teaching work, such as the revision or improvement of learning plans or study guides and even the introduction of new subjects, are regarded as part of the Formal Teaching Programme (110).

480   Academic Personnel Development

Includes those activities that provide the academic staff with opportunities for personal and professional growth and development as lecturers. It includes non-research study with a view to advanced academic degrees as well as in-service training and development programmes for lecturers. It therefore also

includes the activities of staff offering such programmes. It is important to note that no research activities are included. It therefore entails continued professional development with a view to the retention of professional registration.

510 Student Services Administration

The administrative support of activities related to the non-academic needs and interests of students other than those included in programmes 910 and 960, such as that related to the Dean: Student Affairs.

520 Social and Cultural Development

This comprises activities related to the social and cultural development of students outside of the academic programme. It generally includes the activities of the Student Representative Council and of student societies and clubs as well as student sport activities.

530 Career and Other Guidance

The formal placement, career guidance and personal advisory services provided for the benefit of students.

Examples of activities included in this programme are as follows:
- Personal counselling
- Career testing and counselling
- Testing and advising related to employment opportunities
- Orientation programmes for new students

540 Student Health Services

Those activities carried out for the specific purpose of providing health and medical services to students. It includes services for staff as well as medical, dental and clinical psychological services.

610 Executive Management

Activities at executive-level concerned to the overall management of, and long-term planning for the entire institution. It includes the activities of senior officials concerned with policy formulation and of executive direction.

Examples included in this programme are as follows:

- The University Council and committees of the Council
- The Executive Committee of Senate
- GMC meetings
- The Academic Planning Committee

620   Financial Administration

All activities related to the day-to-day financial management and fiscal operations of the University.

Examples of activities included in this programme are as follows:

- Cashier operations
- The payment of creditors
- Budget control
- Student fees control
- Debtors control

630   Financial Aid (Bursary and Loan) Administration

This includes activities related to the administration (advertising, award, payment and recovery) of bursaries and loans.

640   General Administration and Logistical Services

Those activities related to the general administrative operations and services of the University.

Examples of activities included in this programme are as follows:

- The administration of personnel programmes
- The management of the University's facilities
- The purchase and maintenance of supplies and materials
- Communication and transport services on campus
- Safety on campus

650 **Student Admissions, Records and Examination Administration**

Activities related to the administration of student applications, registrations, maintenance of student records and the administration of student examinations. It includes activities related to graduation ceremonies, (excluding the attendance of such ceremonies by academics) and the maintenance of the records of previously enrolled students.

660 **Administrative Computing Support**

Computer services in support of the University's administrative functions (also refer to the Academic Computer Services Programme [440]).

670 **Public Relations/Fund Raising**

Institutional activities the University engages in to maintain healthy relations with the local community, alumni and the broader public. Further it includes activities in support of the University's fundraising and development endeavours, and of the active recruitment of students for admission to the University.

Examples of activities included in this programme are as follows:
- Public relations campaigns
- The publication of information brochures and newsletters
- Receptions
- Press releases

680 **Staff Social and Cultural Development**

Includes activities established to provide the social and cultural development of staff outside the content of their normal work environment, such as a social club and sport and cultural facilities exclusively for staff.

710 **Administration of the Operation and Maintenance of Physical Facilities**

Activities directing and supporting the administration of the operation and maintenance of physical facilities at an overall level. It includes the physical planning and overarching control of activities related to the construction of new physical facilities.

720 Maintenance of Buildings

Those activities related to routine repair work to and the maintenance of buildings, structures, utilities and furniture belonging to the University. It includes normal periodical repair work and preventative maintenance.

Examples of activities included in this programme are as follows:
- Painting
- Plumbing
- Electrical repair work
- The maintenance of furniture

730 Custodial Services

Activities related to the routine care of buildings and related facilities such as cleaning services and refuse removal.

740 Utilities

Those activities related to heating, air-conditioning, light and power, gas, water and other utilities, such as central air-conditioning, sewerage disposal and power plant. It does not include the maintenance of computer networks. This is regarded as part of the Academic Computer Services Programme and the Administrative Computer Services Programme (440 and 660).

750 Maintenance of Grounds and Gardens

Activities related to the operation and maintenance of campus grounds and gardens. Examples of activities included in this programme are the maintenance of trees, lawns, shrubs, roads, sidewalks and sportsfields.

760 Non-capitalisable Alterations and Renovations

Those activities related to alterations and renovations undertaken to alter the nature of physical facilities, whether through upgrading or conversion.

910 Student Housing Services

Activities related to providing housing facilities for students. It includes activities associated with the acquisition of accommodation off campus.

920 Student Food Services – (Residential)

Activities related to the provision of food and eating facilities for students in University residences.

930 Staff Housing Services

Those activities related to the providing of housing facilities for staff (both on and off campus). It generally includes only accommodation to which staff are entitled on the basis of their position. Please note that the provision of accommodation for operational staff in student residences is regarded as part of the Student Housing Services Programme (910).

940 Other Food Services

Activities related to the provision of all food services and eating facilities for both staff and students, other than students in university residences. It includes student cafeterias and snack bars, staff cafeterias and restaurants and staff tea services.

950 Other Auxiliary Enterprises

Activities related to the provision of special services or enterprises which are not included above, such as staff and student bookshops, banks, post offices and child-care centres.

960 Operation and Maintenance of Physical Facilities for Auxiliary Enterprises

This subprogramme includes all activities described under programmes 710 to 760 above but applying to auxiliary enterprises.

1010 Medical Care of Patients

Since students accompany lecturers on ward rounds, it is not normally possible to distinguish between the medical care of patients and training. For the purposes of this investigation, activities undertaken in a hospital and other service centres should be regarded as part of this programme. This includes professional clinical service management and administration.

1030 Administration of Hospitals

Activities related to the administration of the hospital programme, including those providing for the daily functioning and long-term viability of hospitals, such as the admission of patients, the maintenance of medical records, patient charging and accounts, cleaning and food services and staff administration. It includes the administration of physical facilities and the procurement and handling of supplies.

1040 Operation and Maintenance of Physical Facilities for Hospitals

This comprises activities described under programmes 710 to 740 above but applying to hospitals.

1110 Independent Operations – Institutional

Includes those activities owned or controlled by the University but unrelated to or independent of the University's mission. An example is the activities of those building teams that are employed by the University to undertake the construction of new buildings.

1120 Independent Operations – External Agencies

Activities that are controlled or operated by outside agencies, but that are housed or otherwise supported in some way by the University, such as those of private contractors on campus.

1130 Operation and Maintenance of Physical Facilities for Independent Operations

All activities described under programmes 710 to 760 above but applying to independent operations.

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