



Minutes

Students' Representative Council Meeting

Date: 2022-04-20 | Time: 17:00 | Venue: SRC Boardroom and
Microsoft Teams

Welcoming

- Presented by **Viwe**.

Attendance and Apologies

- Presented by **Alysa-Abby**.

Attending:

- Viwe Kobokana
- Philip Visage
- Alysa-Abby Kekana
- Precious Nhamo
- Chris Briel
- Andre Zander Niemand
- Toni Solomon
- Christo Van der Bank
- Eugene Nell
- George Van Dyk
- Tamara Wicomb
- Vhuḍi Ravhutsi
- Wandile Sebothoma
- Josiah Aiyer
- Thimna Sotyato
- Anna Pansegrouw
- Tanyaradzwa Chiza
- Fadeelah Williams

Absent:

- Alex Vink
- Tessa Brooke
- Gerrard Damons
- Takadiwa Chipfumbu
- Pule Lebaka (without excuse)



Setting of Agenda

- Presented by Alysa-Abby. No agenda points were added

Internal Affairs

- Presented by **Philip**.
- The SRC wishes **Viwe**, the Chairperson, a **very happy birthday**.
- The SRC wishes **Tamara**, the Chairperson: Societies Council, **Tanya**, the Sport portfolio manager, and **Vhudzi**, the Chairperson: Tygerberg Students' Representative Council, a **very happy belated birthday**.

Institutional Committee Feedback

Alysa-Abby, Secretary-General, Student Financial Access

- The **Committee for Bursaries and Loans** met on the **13th of April**.
- **Presentations** from the **Centre for Undergraduate Bursaries and Loans** and the **Postgraduate Funding Office** were presented.
- Amongst **matters discussed** was **funding for NSFAS N+ students** and **students** whose **appeals** were **unsuccessful** and are in the **financial needy category**.
- A **presentation** on the **Postgraduate Emergency Fund** and how it will be **utilised** was given.

Tanyaradzwa Chiza, Sport Portfolio Manager

- The **USAF Annual General Meeting** took place in **Pretoria** and **Tanya** attended as it took place two weeks ago.
- **Discussions** revolved around **sports politics within universities**.
- **Highlights** include Tanyaradzwa pointing out that **USAF needs** to be **more inclusive** of **all bodies, including queer bodies**. This is something that they are actively working towards now.
- The **next USAf meeting** in **Stellenbosch** will take **place** with the **date yet** to be **confirmed**.
- **Stellenbosch University** and its **SRC** were **commended** for being very **progressive**.
- **Tanya** was **elected** to be **part** of the **task team** for **USAF Transformation Board**.
- A **rough report** with the **minor details** will be **sent out** regarding everything that took place in the meeting and the minor details.

George Van Dyk, Chairperson: Academic Affairs Council

- The **Teaching and Learning Workstream** met on the **8th of April** which was its **last meeting** as the **ICBC** has been **dissolved**.

- **Two takeaways** from the meeting being that the **rest of the semester** will **continue in ARTLA** and for the **second semester** to be **fully in person** in terms of the **teaching and learning mode**.
- The **second meeting** for the **Committee of Teaching and Learning** took place on the **14th of April**.
- The **majority** of the **meeting** is **confidential** but **student feedback** was **discussed** as well as **module feedback** that **students** are **expected to complete** and **George** proposed a **number of methods** to **improve this manner of feedback** from students.
- The **First Program Renewal** as a **Game Changer** took place on the **20th of April**. The **Rectorate** identified **seven game changers program**.
- The **Academic Affairs Council** was **invited** to this **conference** which took place from **9am to 3pm on the 20th of April**.
- There was **rich engagement** between **students and staff and management**.
- As soon as the **data** has been **compiled**, the **due** date for this is the **29th of April**, it will be **sent out**.

Philip Visage, Vice-Chairperson:

- Philip provided feedback from **Council**
- In the meeting, **voting** for the **new DBC for research innovation and postgraduate studies** took place, the results of this vote will be sent out once the council sends out their communication.
- A **discussion** regarding **language committee and onrus committee** also took place in this meeting as well as **various discussions revolving around faculty matters** as well as **whether the current university crest** needs to **change**.
- That **result** will be **communicated** once the **council releases** their **official communication**.

Portfolio Feedback

Chairperson

- The **last ICBC meeting** took place **last week**. Feedback should have been seen in the communication received.
- **Viwe** had a meeting at the end of last term with the heads of **Maties Sport** to discuss the relationship between **Maties Sport** and the **SRC**. Viwe has a subsequent feedback session with Tanya regarding that meeting.
- **Maties Sport** wants assistance from the **SRC** with **training** or presenting to members of **Maties Sport** as to how to be **more inclusive in terms of language** such as **gender pronouns** as to make everyone feel included.
- Viwe's approach to this was a **three step plan**.
- **The first step** being something like **sensitivity training**, **secondly transforming existing initiatives** and then **creating new ones**.

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- **The leadership summit** planned by DSAF has finalized the program and emails were sent out for speakers and moderators. Another meeting takes place on Friday to finalise and close off.
- **Viwe** had a meeting with Tonia and Vhuḍi to discuss support for student leaders. A structured support program is being created to help the SRC cope.
- **A meet and greet with Walter Sisulu University was attended by Viwe and Alysa-Abby. Josiah, Takadiwa, Eugene and Gerrard were also in attendance.**
- **The point** of the meet and greet stemmed from the **CSC engaging with their student governance.**
- **Viwe** had a **meeting** with the **Institutional Audit Self Evaluation Committee.** Feedback from their engagement with the SRC was provided.
- **Viwe** was invited by the **AAC** to be an **observer** in their **meeting** wherein they **discussed some matters with their constitution review.**

Vice-Chairperson, Policy Officer

- **Philip** will write a **written report** regarding the points **raised in the Communications Policy presentation.**
- Please send any additional points to Philip.
- That **feedback** will be **spread** to **everyone** sitting on **institutional committees.**
- **A session regarding the resident place in policy will take place on the 21st of April.**
- **Student parliament rules** are being written slowly as some people are not available as they are doing family medicine.
- **A new manager was appointed, the Communications Officer.**
- **A midterm function took place last week.** A session is being arranged for the next week or the week thereafter for those unable to attend.
- **An Iftaar session is being arranged for the SRC for educational purposes.**
- **Term reports were due last week.** Emails will be sent out if term reports are not up to par.
- **A noticeable dip in the level in commitment to the SRC has been observed. Philip emphasized If you are not doing your part, besides morale boosters, disciplinary action will follow.**
- **A conference specifically on Tygerberg leadership structures, how integrates into Stellenbosch University leadership structures will only take place around the end of this term.**
- **Benchmark sessions with other universities are being looked at.**

Secretary-General, Student Financial Access

- The **Action for Inclusion Committee met last week to discuss the fundraising initiative.** All the people on the committee were there as an advisory point to the student coordinator of the Action for Inclusion Committee.
- They will **require SRC assistance** in this.

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- Alysa-Abby met with **Undergraduate Bursaries and Loans** to discuss **administrative issues** they've been experiencing since the staff reshuffle.
- Amongst the discussions, was **another communication channel to make things smoother as they are short staffed.**
- Alysa-Abby forms part of the planning committee for the Umoja African Student Leaders Network.
- The **proposed dates for the Umoja African Student Leaders Network is the first week of the third term and discussions are taking place regarding the draft program but it is centred around sustainability.**
- The setting up of an Umoja website is in discussion.

Treasurer, Social Impact and Innovation

- The **EDHE entries closed last week**, and the **internal round will start next week.**
- Precious received the invitation before the meeting.
- This year, **Social Impact** is partnering with **UNASA** for the legacy centre to **volunteer on Wednesdays and Thursdays.**
- **Precious reminded all to Please send anything to Treasury two weeks prior.**

Student Wellness

- The **pop up stall with Wandile is taking place next week at Tygerberg.**
- **Communication with Meerhof's HK** is taking place to hold a **wellness session on the Tygerberg campus.**
- **If the visitor policy allows, other students from Tygerberg will be invited to join this session.**
- **Screaming sessions will take place again.**

Transformation:

- With the **Student Parental Support initiative**, in-person sessions were hoped to be had to have these students who are parents talk and share experiences.
- This has been **postponed due to low student engagement.**
- **A meeting is taking place this coming Friday** to discuss where these students need support.
- The **critical engagement forum** is having engagements around the user calendar continuously.
- On the **26th**, the forum will be going to **Drakenstein** to **engage** with the **prison warden** and find out more about its history. And the idea is that they then coming back to the communities and they create critical engagement.
- The **SITC has finally been reconstituted as a new body with new representation.** This body's **executive** has it's first meeting on **the 28th of April.**
- **BU has received 32 applications for the first term.** Those names will be going in the request process.
- **A pride meeting takes place tomorrow with Alex and Chris with Yeki** as Yeki expressed interest in getting involved in pride from Student Community Side.

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- **Pride has moved to May** as students have **exams in June**, pride month, and hopefully **every Monday and Friday, a pride event will take place.**

Prim Committee Chairperson:

- **Task teams** have been created for the sake of continuity. **Purpose** of task teams is **to identify problems and solve them via working with the relevant people and try to institute these solutions before the end of the year.**
- The **monitors reports** have been sent out and **from next week onwards, Tamara and Chris will be meeting with each of the prims to discuss monitor reports.**

Prim Committee Vice-Chairperson:

- A lengthy discussion regarding safety on campus took place between the prims on the 19th of April and two/three weeks ago.
- **Christo** will be **speaking to Thimna** after the meeting and has already **spoken to Peter Kloppers.**
- **Campus security** has also been **consulted** but the **amount of assault and breakins are increasing.**
- **Alcohol** has been **approved** and the **communities** are getting their **alcohol policies approved.**

Senior Prim Committee:

- **Midterm evaluations on the reports** has gone out to all the relevant residences and senior living spaces, cluster coordinator at CC.
- **Initial planning in succession has started.**
- **The constitutional review has started by pointing out the Constitution committee.**
- The **Social Impact project** is also **underway** with all the **candidates** for the **driving school** elected and they'll be **doing their learner's and license tests in the next month or so.**

Academic Affairs Council

- **Issues** involving the **constitutional review** are being **resolved.**
- The **AAC** looks forward to the **ratification from the SRC.**

Societies Council

- **Senior's fair** took place **two weeks ago.**
- The **chairperson's day** is being **organised** and will be the first for the societies council.
- The **second training** is being **worked on** and will take place at the **end of this month or in the beginning of May.**
- **A new treasury policy** was **implemented** as to know what is going on with societies financially.
- **Tamara** is in contact with **Nikki** to have a **mini societies fair in the Neelsie.**

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Tygerberg Students' Representative Council

- There's been a double knitted breakthrough for the TAAC Honouree.
- **Discussions** as to how the **ex officio relationships will take place. This will feed into the forum that Philip recently communicated.**
- Vhuḍi is busy with **Chairperson One-on-ones** and is **focusing on the jugular points** across the whole Tygerberg SRC. Its **heavily based on member's signature projects**, the footprints that they are trying to leave behind. Vhuḍi will be expanding energy in an attempt to help them achieve those jugular points.
- **Honorary awards evening plan are underway.** The **executive** should receive **communication** regarding **invitation.**
- The **Open Day** is happening on **Saturday** and the **virtual one is done** and the **issues for the one in-person one has been submitted.**
- Vhuḍi submitted the **intercampus shuttle form to the comms officer for consideration with the general Vice-Chair.**
- TSRC got approval for video conferencing equipment.

Communications Officer

- If you want to be included in the **mass mailer, send your things in tonight.**
- The **Media Policy Quest** has gone out. **Please do not respond for media requests as you cannot constitutionally make a comment. Please reach out to Alok, who will take it to the appropriate channels.**

Branding

- Wandile indicated that the **Website** in which she has been working with Alysa-Abby on **has been making developments**, the first page has been finished and she is looking at content for the other pages.
- The SRC Visibility stall at the Societies Fair was a huge success.

Marketing

- Josiah, the portfolio manager, has a **new subcomm.**
- The **old subcomm** has become an **executive** and will be **helping** with the **budget** and **rolling out of giveaways and similarly related things.**
- They will be **having a giveaway** at the **Green Market** this **Friday** with **Tessa**, the Sustainability portfolio manager.
- **Two Takealot vouchers** will be given away.

Kuko Committee

- **Debating** successfully took **place two weeks ago.**
- The Palesa **theatre festival** takes place on the **2nd and 7th of May.**
- The **variety show** is taking **place** and the **SRC is encouraged to partake.**
- **Please share the pages the KuKo page shares on Fridays to give a bit of recognition to the local talent.**
- **A WAQE collaboration is taking place on the 16th of May.**

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- A **Tygerberg culture project** is taking place on the **20th of May** or at the end of **May**.
- **Watch this space for this screen will take place again.**

Safety and Security

- Recent communication regarding the **Kayamandi Evening Shuttle** is that the conflict has **not yet been resolved** and the evening shuttle is **halted** until **further notice**. This is due to conflict between the taxi associations which is disturbing operators from accessing Kayamandi.
- **Zander, the Transformation portfolio manager, assisted** in the **creation** of a **group chat** but as only **four or five students** have joined, there has **not been communication** in terms of if they require help.

Disability Justice

- **SAFE SPACE** was supposed to happen last week but due to **family emergency** it had to be **postponed**.
- **Updated times will be sent out by Anzel**
- The **Disability Group** has invited **Anna** to be **part** of the support **group Flow Task team**. A **meeting** will take **place next week** and an **update** about this meeting will be **given** in the **next SRC meeting**.
- With regards to the **name change, no one likes Special Needs** and the **name** makes **students not** want to **engage** with the portfolio because of this.
- **Anzel is petitioning for Disability Justice** and has been receiving student feedback as to the name.
- **Service dogs are coming through this month**. Please **follow Service Dog Awareness-Workshops**. There will be **campus training** on **Tygerberg and Stellenbosch campuses** and Anzel will be helping to hand out flyers for awareness.

Sport

- The **Varsity Cup Rugby Team** has made it to the **finals** which is happening at **Stellenbosch**.
- Stellenbosch University's stadium will be at full capacity.
- **Tanya will approach Philip about streaming the game in the Neelsie.**
- **The Outdoor Boot Camp AKA Zumba** launched today in collaboration with Value/Maties Sports.
- **A self defence class** start as of next week in collaboration with Maties Sports and Victor MMA. **Free pepper sprays will be given out and the class is complimentary for the first fifty participants.**
- Much progress has been made with the **Learn to Swim Campaign** and is **done in collaboration with Maties Swimming**. The final logistics are being resolved but the campaign will take place.

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Leadership Development

- **Tygerberg's Leadership showcase occurred.** Fadeelah was slightly disappointed with the turnout.
- **Financial literacy talks in collaboration with the EBSK are being planned.**
- Majority of the **focus of this term will be on training** as it relates to the incoming Leadership Group in September.

Communication Policy Discussion

- Presented by **Tertia Kruger, newly appointed Communication Director.**
- This is a **synopsis** of the **Communications Policy** and will include details on the **process, aims and purpose, main principles, some practical detail regarding the provisions and a proposed governance structure overview as well as feedback received during the online consultation process, which has been concluded.**
- **After** looking at the **process timeline**, the **floor** will be open for **discussion.**
- As the **field of communication** and the **university environment** are very **complex**, a **need to develop a comprehensive Communication Policy, integrating the various facets of institutional communication across diverse entities** within the university to **preserve and enhance the reputation of Stellenbosch University** was **identified.** The **Council in 2020 followed**, what was communicated to and agreed to, **an integrated approach to developing a comprehensive Stellenbosch University Policy.**
- **Challenges for the Communication Policy:**
 - A new policy for communication is **complex** and **multi-faceted**, to **determine the scope of the policy required multiple facilitated discussion sessions.**
 - **Policy Protocols:** the **level of detail** required to be **included** in the **respective documents** led to an **institutional communication governance system** of policy and **related supporting documents.** I.E. **Social Media protocols.**
 - **Expectations** regarding a **specific focus** on **digital communication**, including social media.
 - **Policy governance:** the Communication Policy **differs** from the **Language Policy** which has **existing governing body structures.** This was **not the case** for the **Communication Policy**, for which a **governance structure** under the senior director, CCMD will have to be **created** in collaboration with existing line management functions.
- **Application of the Policy:**
- It should be **considered against** the **background** of **institutional communication**, as it is not faculty communication.
 - The Communication Policy is **applicable to:**

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- **All academic, profession and support staff members employed by Stellenbosch University** (permanent, temporary, part-time and contract appointments);
 - **All staff members and students who are mandated to communicate on public platforms on behalf of Stellenbosch University or any entity linked to the University**, i.e. governance and management bodies; faculties; academic departments; centres; bureaux and institutes, responsibility centres, and PASS environments.
 - **All Stellenbosch University students elected to positional leadership roles and who are designed to communicate on behalf representative, academic or residential student bodies or Maties sport codes.**
 - **Stellenbosch University alumni hub coordinators and volunteer groups.**
 - **Stellenbosch University staff based outside of South Africa and various global regions.**
- **Purpose:** Stellenbosch University's Communication Policy **determines the principles and provisions for governing and implementing internal and external institutional communication with its stakeholders.**
 - **Policy Aims:**
 - Contribute to Stellenbosch University's achievement of institutional vision and strategic objectives.
 - Establish and entrench a strategic, integrated and measurable institutional communication approach.
 - Align institutional communication with Stellenbosch University's brand positioning and institutional brand identity guidelines.\
 - Operationalise a quality-control framework for communication.
 - Promote the implementation of effective and integrated institutional communication best practices across the institution.
 - Facilitate best practice and govern the utilisation of digital communication channels.
 - Develop a strategic framework for institutional communication during crises.
 - Facilitate integrated institutional communication to optimise Stellenbosch University's issues management approach.
 - Cultivate a values-based and consultative approach to communication.
 - Enable the integration of institutional communication with marketing initiatives.
 - **Scope of Policy:**
 - Define roles and responsibilities.
 - Guide operational and other modes of communication.
 - Create a framework of principles and provisions to govern, integrate and align institutional communication across multiple university entities.
 - **Policy Principles:**

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- Institutional communication is subject to this policy, and it is a shared responsibility which is undertaken by a broad range of entities and functions across the institution.
 - All institutional communication must be transparent, timeous, credible, accurate and relevant, and be distributed through the appropriate channels.
 - Institutional communication must be responsive to the needs of the University's internal and external stakeholders.
 - Institutional communication is aligned with Stellenbosch University's strategy and approach of integrated marketing and communication.
 - Institutional communication is always guided by Stellenbosch University's prevailing institutional values.
- **Policy Provisions:**
 1. **General:**
 - No false statements or spreading of incorrect or unsubstantiated information is allowed. CCMD must provide support mechanisms to campus entities.
 2. **Internal Communication:**
 - CCMD is responsible for quality control.
 - Diverse internal stakeholders require differentiated, targeted approach.
 - Responsibility lies within each responsibility centre or entity's line management structure, in consultation with CCMD.
 3. **Stakeholder Engagement:**
 - The responsibility for external institutional communication resides primarily with CCMD.
 - In instances where Stellenbosch University entities wish to engage with stakeholders on institutional matters, it must be executed in consultation with CCMD.
 4. **Media Relations:**
 - Mandated Stellenbosch University Communication representatives to build and foster media relationships as a shared responsibility.
 - Stellenbosch University is committed to transparency.
 - CCMD is primarily responsible for media liaison on institutional matters.
 5. **Crisis Communication:**
 - In the event of a crisis, all related communication, including proactive and reactive media liaison, must be centralised and executed by CCMD in collaboration with the relevant internal stakeholders.
 6. **Issues Communication:**
 - Certain public issues that have a reputational impact on Stellenbosch University may require interventions at Rectorate level along with deliberate and planned proactive communication in accordance with approved framework.
 7. **Channels and Platforms:**

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- Policy guides management and content of all platforms and channels.
- All channels, including digital, subject to consultation with CCMD and quality control.

8. Roles and Responsibilities:

- This section defines the various communication roles and responsibilities within the entities and structures across the institution.
- **Governance:**
 - The owner of the Communication Policy is the Deputy Vice-Chancellor: Strategy, Global and Corporate Affairs.
 - The curator of this policy is the Senior Director: Corporate Communication and Marketing, supported by the Director: Communication.
 - As Stellenbosch University follows an integrated marketing and communication approach, the governance and management of the Policy is a shared responsibility across the institution.
- **Consultation Process – Online Submissions:**
 - **Relatively low response rate** – 20 English, 5 Afrikaans.
 - **Combination of students, administrative and academic staff.**
 - **Main themes** of submissions:
 - The motivation/necessity
 - Definitions
 - Supporting documents
 - General policy provisions
 - Digital and social networking platforms.
- **Policy Timeline:**
 1. Rectorate approves representative task team and production of first Communication Policy (March 2021).
 2. Task team constituted and policy framework developed (June 2021).
 3. Scope of new policy determined (August 2021).
 4. Task team, sub-committees, and core writing group compile, revise and refine draft policy (January 2022).
 5. First draft tabled at Rectorate for input and approval for internal consultation (February 2022).
 6. Online internal consultation: response report and 2nd draft compiled (March 2022).
 7. Internal stakeholder engagement on 2nd draft, input considered, and 3rd draft finalised for statutory process (April 2022).
 8. Statutory approval process: 3rd draft presented at various bodies (July 2022).
 9. Communication Policy tabled for approval by Council (26 September 2022).
- **Discussion:**

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- **Is the policy applicable to all bodies or only institutional bodies?**
- Yes, it is applicable in so far as those bodies are involved in institutional communication. There is also the provision of support from the CCMD department, should that be required and should institutional communication as the defining policy emanate from a particular instance.
- **What is the definition of institutional communication and to what extent is the lines of the definition in the language policy?**
- It is defined quite extensively in the policy and in very brief terms, a formal communication on behalf of the institution.
- **Would any student leader's corrugation apply to the policy?**
- It does sometimes happen, but this is where this policy seeks to provide clarity and guidelines.
- **What are the practical applications of the policy?**
- Not everything has to be run through the CCMD. The aim of the policy is to promote collaboration and consultation.
- Certain things which fall in institutional communication, as defined within the draft then it is enforceable, so only certain people are allowed to speak on behalf of the university.

Staff Appreciation

- This is applauding staff members who have always been there for the SRC, who have done more than what they need more than what they needed to do to ensure that the SRC is able to fulfil their roles.
- **This point will be circled back too as Viwe wanted to see how the SRC felt about this and communication regarding this will be sent out.**

Closing

- Presented by **Viwe**. Viwe thanked all members in attendance and adjourned the meeting.

Meeting Adjourned at: 19:36.

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