

Stellenbosch University - School of Accountancy
Students Assistant Application - 2023

Surname: Initials:

Known as: Title:

Student Number:

ID-number:

Telephone number - Stellenbosch: 27 21

Telephone number - Home: 27 21

Cell Number: 27

Email address:

Student's address:

Degree Course and year (e.g. BAcc 3):

Preferred subjects for student assistantship and **your own achievement mark** for the subjects:

1st Choice : Mark: 3rd Choice: Mark:

2nd Choice: Mark: 4th Choice: Mark:

Thuthuka Group leader? Yes No

Have you been a student assistant before?

If so, fill in the year and course modules on the **reverse side** .

Have you received remuneration from SU ?

If so, did your bank details remain the same ?

If you are not allocated to a specific subject, are you willing to work in the Collection Room?

Yes No

Note: *If you have never received remuneration from SU before or your banking details have changed, **please read reverse side** .*

Timetable for current year (please mark the periods when you have class) :

Time of Class	Monday	Tuesday	Wednesday	Thursday	Friday
1. 8:00 - 8:50					
2. 9:00 - 9:50					
3. 10:00 - 10:50					
4. 11:00 - 11:50					
5. 12:00 - 12:50					
6. 13:00 - 13:50					
7. 14:00 - 14:50					
8. 15:00 - 15:50					
9. 16:00 - 16:50					

I hereby declare that the above information is correct and that I have read the overleaf of this page and completed where applicable :

Signature: _____

Previous assistantships :

Please fill in the following information if you have previously worked as student assistant at School of Accountancy :

Note : Please complete in **reverse chronological order**

<u>Year</u>	<u>Course</u>	<u>Responsible Lecturer</u>

General information :

1 . Please hand in the necessary completed forms on or before **February 10, 2023** to Ms. Daniels at the Van der Sterr Building, office 2109 in.

2 Appointment and remuneration

The following minimum per hour rates (2023) apply per category appointment:

Module assistant	R88.96
Learning assistant	R106.85
Teaching assistant/Assessment assistant	R118.71

Important is to take note of the various roles of the possible student facilitator appointments:

- o **Module assistant** performs only administrative and/or module support functions. These may include but are not limited to the preparation of class lists, the allocation of students to small groups, the uploading of materials to SUNLearn or other platforms used in the particular module, the preparation of videos/podcasts/PowerPoints, audio-visual support in class and test invigilation. Excluded from the module assistant's responsibilities are teaching and learning engagements with students, development of teaching and learning materials and assessment (summative and formative) of student learning.
- o **Learning assistant** roles can include some administrative functions as set out in the responsibilities of module assistants. However, the primary role of the learning assistant is to support student learning. This may include but is not limited to supporting students during practical's, facilitating small group discussions, guiding students in the solution of prescribed problems/exercises and student consultations. Excluded from the learning assistant's responsibilities are primary teaching, secondary teaching, the development of student learning materials and summative assessment of student learning (this includes developing summative assessments as well as marking these assessments). Where learning assistants engage in formative assessment, the dictates of SU's Assessment policy should be adhered to, including the requirement that the learning assistant receive appropriate training.
- o **Teaching assistant** roles can include those of a learning assistant. Additional to these, teaching assistant's responsibilities include but are not limited to the development of formative exercises and solutions (but excludes the scheduling of such formative opportunities – this remains the responsibility of the lecturer/module coordinator), secondary teaching (all such instances must be approved by the coordinating lecturer of the module) and limited primary teaching (see restrictions below). Excluded from the teaching assistant's responsibilities are the setting of summative assessments. Teaching assistants may only make a limited contribution to the marking of summative assessments. As part of the implementation of these regulations faculties are to develop clear guidelines that indicate the limitations of teaching assistants' involvement in summative assessment as well as the supervision and moderation required for them to engage in assessments. A clear distinction should be made between marking that requires only a memorandum with single possibility answers and marking that requires interpretive inputs from the teaching assistant. The teaching assistant's involvement in the latter should be limited.

3 Remuneration paid via EFT into your bank account . **Please make sure** that you have completed the attached **banking details form** should it be the **first time ever** you would receive remuneration from SU or should your **banking details have been changed** **Please note** that the **form with details of your bank account** should be bear the **official stamp** of your bank.

An **official letter** from your bank would also be accepted .

4 Please sign at "**signature of employee**" on the form with banking details.

5 Remuneration via EFT at the **end of the specific month that you did work.**

6 **Foreign applicants**, please attached a copy the following :

- Passport
- Study Permit
- Residence Permit

DETAILS OF BANK ACCOUNT

The University of Stellenbosch **does not accept credit cards** as a payment method. The account number must be certified by the Financial Institution as correct OR proof of account number must be attached, for e.g. a statement (not older than three months).

1. UT Number/Student number: _____
2. Surname and initials: _____
3. Title: _____
4. Rank: _____
5. Department: _____
6. Details of bank/financial institution:
 - Name of bank: _____
 - Name/address of branch: _____
 - Type of account: Cheque Savings
 - Account holder relationship: Joint Own Third party
 - Account number: _____ Bank branch code: _____

SIGNATURE OF EMPLOYEE

DATE

CERTIFICATION BY FINANCIAL INSTITUTION

It is hereby certified that account number stated above is correct.

SIGNATURE FOR FINANCIAL INSTITUTION

DATE