



UNIVERSITEIT•STELLENBOSCH•UNIVERSITY
jou kennisvenoot • your knowledge partner

General



CALENDAR 2016
PART I



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 going to press is given fully and accurately in the Calendar parts.

2. Where do I find the printed versions of the Calendar parts?

2.1 The printed versions of the Calendar parts can be obtained at the Help Desk in the Admin A Building.

2.2 Afrikaans (Part 1 to 12) and English copies of the individual parts are available.

3. Where do I find the electronic versions of the Calendar parts?

3.1 The electronic versions of the Calendar parts can be obtained at www.sun.ac.za/Calendar.

4. The division of the Calendar

4.1 The Calendar is divided into 13 parts.

4.2 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.

4.3 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

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GENERAL INFORMATION

1. LANGUAGE AT THE UNIVERSITY

Stellenbosch University (SU) uses Afrikaans *and* English as languages of instruction at undergraduate level in its endeavour to promote multilingualism. The University is committed to safeguarding and developing Afrikaans further as a well-established academic language, taking into consideration this endeavour to promote multilingualism. SU also recognises English as an international academic language and a medium through which most South Africans can communicate with each other. In addition, the University provides for the development of specialist terminology and communication skills in isiXhosa, and the teaching of isiXhosa in some academic programmes for students who will need it in their careers.

Many of our modules are already presented in Afrikaans *and* English through parallel medium teaching and simultaneous interpretation. However, it is not possible to present the lectures of all modules fully in Afrikaans and English. The medium of teaching is therefore indicated in the relevant faculty's calendar part. More information concerning language at the University are available on the website www.sun.ac.za/language. Support for the acquisition of academic language proficiency in Afrikaans *and* English is provided.

Parallel medium: A class is divided into separate Afrikaans and English streams. Students provide their preferred language of teaching at registration.

Interpreting: Simultaneous interpretation into Afrikaans or English, depending on the lecturing language, can take place during class teaching.

Bilingual: A combination of teaching in Afrikaans (approximately 50%) and English (approximately 50%) in the same class.

Afrikaans and English: A small percentage of the modules are presented in either Afrikaans or English

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. OMBUDSMAN

Stellenbosch University makes use of an ombudsman 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 ombudsman, provided –

1. that the ombudsman 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 ombudsman will refer a complainant to the existing University structures if, in the opinion of the ombudsman, the particular channel through which complaints are processed was not utilised adequately;
3. that, in all respects, the ombudsman may independently obtain further information in relation to the complaint and/or problem, and that, with the permission of the Rector, 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 ombudsman;
5. that the ombudsman 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 ombudsman 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, bursaries, loans, etc. – should be directed to:

The Registrar
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 19063
Tygerberg
7505

Faculty of Military Science

Military Academy
Private Bag X2
Saldanha
7395

Graduate School of Business

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 Centre on the Stellenbosch Campus at 021 808 9111, with fax number 021 808 3822 and e-mail info@sun.ac.za.

Major entities by campus	Telephone	Fax
Graduate School of Business (Bellville Park)	021 918 4111	021 918 4112
Medicine and Health Sciences, Faculty of (Tygerberg)	021 938 9111	021 931 7810
Library (=JS Gericke) (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	021 808 2954
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 and International Office (PGIO)	021 808 2565	021 808 3799
Research Development	021 808 4914	021 808 4537

Faculty Secretary of:	Telephone	Fax
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	021 931 7810
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

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:

Year	Winner	Degree/Diploma
1961	GFC de Bruyn	BSc (Mathematics/Physics)
1962	AB du Toit	MA (Philosophy)
1963	Miss 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	Miss M van Niekerk	MA (Philosophy)
1979	SJ Steel	MSc (Mathematical Statistics)
1980	AA van Niekerk	MA (Philosophy)
1981	Miss BJ van Heerden	LLB
1982	PJ Naudé	MA (Philosophy)
1983	WJS de Villiers	MB,ChB
1984	Miss AE van Niekerk	HED
1985	Miss 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

Year	Winner	Degree/Diploma
1992	TJ van der Walt	PhD (Metallurgical Engineering)
1993	JM Rohwer	MSc (Biochemistry)
1994	Miss JM Swart	BScAgric (Plant Breeding/Agronomy-Pastures)
1995	Miss J Malan	LLB
1996	Miss MT Biberauer	MA (General Linguistics)
1997	Miss CM Steinmann	BScHons (Physics)
1998	Miss JC Badenhorst	MB,ChB
1999	Miss FE Kritzinger	MB,ChB
2000	G Quinot	LLB
2001	CAW Vale	PhD (Electronic Engineering)
2002	W de Vos de Wet	BScHons (Computer Science)
2003	Miss 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	Miss C Barnardo	PhD (Civil Engineering)
2007	DIL de Villiers	PhD (Electronic Engineering)
2008	S Reid	BComHons (Actuarial Science)
2009	Miss E Kruger	MMus (Solo Singing/Solo Performance)
2010	Miss L Auret	PhD (Metallurgical Engineering)
2011	Miss N Marias	MTh (Systematic Theology) and MDiv (Church Ministry)
2012	Miss MK North	BScAgric
2013	Dr J Bovijn	MB,ChB
2014	Mr T Weighill	MSc (Mathematics)

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].

ALMANAC 2016

JANUARY 2016				
General			Meetings	Closing dates for agendas
1	Fri	NEW YEAR'S DAY (PUBLIC HOLIDAY)		
2	Sat			
3	Sun			
4	Mon	<p>University Office reopens (08:00).</p> <p>Classes begin for the postgraduate programmes in nursing, MB,ChB II – V and VI (Groups B and C), and BSL&HT III and IV.</p> <p>E-registration begins for senior students at the Faculty of Medicine and Health Sciences at Tygerberg Campus.</p> <p>JS Gericke Library and branch libraries reopen. Recess hours apply. Consult the library web page (http://www.sun.ac.za/library) for full particulars of the hours of all SU libraries.</p> <p>USBI hours for 4 – 15 January: Mon – Fri 08:00 – 16:30; Sat closed</p> <p>Temporary balances available at cost points for operational use (actual balances available after close of year)</p> <p>First day for placing orders</p>		
5	Tue	Intensive Beginners' Course in Afrikaans for international students begins (until 23 January).		
6	Wed			
7	Thu			Research Ethics Committee: Human Research (Humaniora) (28/1)

JANUARY 2016				
General			Meetings	Closing dates for agendas
8	Fri	Last day for entering the final marks of externally moderated exit-level modules of November 2015 examinations (2nd round). Recess ends for Military Academy.		Appointments Committee (3/2)
9	Sat	USBI closed Medicine and Health Sciences Library closed		
10	Sun	USBI closed		
11	Mon	Military Science students report for induction programme. Orientation and 1st block session begin for newcomer students in MPhil (Environmental Management). Classes begin for the MA programme in Community Counselling, MB,ChB VI (Groups A and D), BScDiet IV and MDiv. USBI begins to follow semester hours. Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours. Medicine and Health Sciences Library begins to follow extended hours (until 18:00).	Readmission Appeals Committee (08:30)	
12	Tue	Classes begin for BScPhysio II – IV and BScDiet II and III.	Readmission Appeals Committee (08:30)	
13	Wed	1st semester begins for USB programmes.	Readmission Appeals Committee (08:30)	Research Ethics Committee: Health 1 (12:00)
14	Thu		Readmission Appeals Committee (08:30) IT and Facilities Management Working Group (11:00 – 12:30)	Programme Advisory Committee (28/1)
15	Fri	Applications close for readmission.	Readmission Appeals Committee (08:30)	Constitutions of institutes, centres, units

JANUARY 2016				
General			Meetings	Closing dates for agendas
		Classes begin for BOccTher III.		Research Committee: Subcommittee A (25/1) Research Committee: Subcommittee B (26/1)
16	Sat	Mentor training (full day) Medicine and Health Sciences Library closed		
17	Sun	Mentor training (full day)		
18	Mon	Classes begin for BOccTher II and IV, Theatre Arts II and III, BDramHons, MDram, BCurHons (NE) I, DN (Clinical and Non-clinical) and modular classes for BPhil (Sustainable Development Planning and Management). JS Gericke Library begins to follow extended hours (until 20:00).	ICTTL (09:00 – 11:00)	
19	Tue	Welcoming programme begins for international students.	Readmission Appeals Committee (08:30) Rector's Management Team (09:00 – 16:00)	
20	Wed		Readmission Appeals Committee (08:30)	Faculty Board: Military Science
21	Thu	Newcomer 1st-year students report at residences and PSO wards (08:00 – 12:30). Welcoming programme begins for newcomer 1st-year students and their parents. 18:00 – 19:00: Joint welcoming of newcomers, their parents, student leaders and staff at the Danie Craven Stadium – including newcomers at the Faculty of Military Science and at Tygerberg Campus, and their parents		Research Committee: Subcommittee C (4/2)
22	Fri	Welcoming programme continues for newcomer 1st-year students.	Readmission Appeals Committee (08:30)	Quality Committee (10/2)

JANUARY 2016				
General			Meetings	Closing dates for agendas
		<p>Cluster Day</p> <p>Newcomer 1st-year students at the Faculty of Medicine and Health Sciences undergo the registration process in their residences at Tygerberg Campus (09:00 – 13:00).</p> <p>BOccTher I and BSL&HT I students register at Stellenbosch Campus (those who were unable to complete the process themselves). (14:00–16:00)</p> <p>Applications close for Victoria League Bursary.</p>		
23	Sat	<p>Welcoming programme continues for newcomer 1st-year students.</p> <p>Medicine and Health Sciences Library closed</p>		
24	Sun	<p>Welcoming programme continues for newcomer 1st-year students.</p>		
25	Mon	<p>Welcoming programme continues for newcomer 1st-year students.</p> <p>Registration begins for newcomer 1st-year students at Stellenbosch Campus.</p> <p>Classes begin for MScPhysio as well as all Military Science programmes.</p> <p>Finalisation of risk register: deans and divisional heads</p> <p>MPA (100% thesis) research workshop (until 29 January)</p> <p>Medicine and Health Sciences Library begins to follow extended hours (until 19:00). Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours.</p>	<p>Research Committee: Subcommittee A (12:00)</p>	<p>Finance Committee (5/2)</p>

JANUARY 2016			
General		Meetings	Closing dates for agendas
26	Tue	<p>Welcoming programme continues for newcomer 1st-year students.</p> <p>NARGA registration begins for senior students at Stellenbosch Campus.</p> <p>Registration closes for newcomer 1st-year students at Stellenbosch Campus.</p>	<p>Rector's Management Team (09:00 – 16:00)</p> <p>Research Committee: Subcommittee B (12:00)</p> <p>EC Senate (2/2)</p>
27	Wed	<p>Welcoming programme continues for newcomer 1st-years.</p> <p>Registration continues for senior students at Stellenbosch Campus.</p> <p>Compulsory language placement tests for newcomer 1st-year students at Tygerberg Campus (09:00–12:00)</p> <p>Orientation programme for 1st-years begins for BPhil (Sustainable Development Planning and Management).</p> <p>Finalisation of risk register: RC heads</p> <p>Military Academy: welcoming parade (Saldanha Campus) (10:00)</p>	<p>Bursaries and Loans Committee (14:00)</p> <p>Research Ethics Committee: Health 2 (12:00)</p>
28	Thu	<p>Welcoming programme continues for newcomer 1st-year students.</p> <p>Registration continues for senior students at Stellenbosch Campus.</p> <p>Military Academy: academic opening (18:30 – 20:00)</p>	<p>Programme Advisory Committee (extended) (09:00 – 13:00)</p> <p>Research Ethics Committee: Human Research (Humaniora) (14:00)</p> <p>Appointments Committee (2/3)</p> <p>Research Committee (10/2)</p>
29	Fri	<p>Welcoming programme continues for newcomer 1st-year students.</p> <p>Registration closes for all students (except at the Faculty of Medicine and Health Sciences).</p>	<p>Teaching Development Fund Steering Committee (09:00 – 11:00)</p> <p>EC Institutional Forum</p> <p>Faculty boards: Arts and Social Sciences Theology</p>
30	Sat	<p>Official welcoming programme ends for newcomer 1st-year students.</p>	

JANUARY 2016

General			Meetings	Closing dates for agendas
31	Sun	Faculty of Theology: opening church service (19:00)		

FEBRUARY 2016

General			Meetings	Closing dates for agendas
1	Mon	<p>GENERAL START OF CLASSES FOR ALL STUDENTS (NEWCOMER 1ST-YEAR STUDENTS AS WELL AS SENIORS), except for senior students at the Faculty of Medicine and Health Sciences.</p> <p>Theology Day: official opening of the Faculty of Theology (09:00)</p> <p>JS Gericke, Music, Theology, Engineering and Forestry libraries begin to follow semester hours. Consult the library web page (http://www.sun.ac.za/library) for full particulars of the hours of all SU libraries.</p> <p>Last day for submitting 2015 research output for subsidy purposes.</p> <p>SciMathUS: opening event (09:00) in Endler Hall.</p>	<p>Agenda discussion: Appointments Committee (3/2) (09:00)</p> <p>Agenda discussion: EC Council (2/2) (10:00)</p>	<p>Risk Management Committee (4/2)</p> <p>Faculty boards: Medicine and Health Sciences Engineering AgriSciences Science</p>
2	Tue		<p>Discussion session: Management and deans (08:30 – 10:00)</p> <p>EC Senate (10:00)</p> <p>Rector's Management Team (12:30 – 17:00)</p>	Faculty Board: Law

FEBRUARY 2016				
General			Meetings	Closing dates for agendas
3	Wed		<p>Appointments Committee (09:00)</p> <p>Research Ethics Committee: Health 1 (13:00)</p> <p>SRC(EC) and Management (15:00 – 16:30)</p>	
4	Thu		<p>Language Planning and Management Project Team (09:00 – 11:00)</p> <p>Risk Management Committee (11:00)</p> <p>Research Committee: Subcommittee C (14:00)</p>	<p>Faculty Board: Education</p> <p>Research Ethics Committee: Human Research (Humaniora) (25/2)</p> <p>EC Council (16/2)</p>
5	Fri	Applications close for reassessment of examination papers from both examination rounds in November 2015.	Finance Committee (10:00 – 13:00)	<p>Academic Planning Committee (17/2)</p> <p>Strategic Fund (18/2)</p> <p>Faculty Board: Economic and Management Sciences</p>
6	Sat			
7	Sun			
8	Mon		EC Institutional Forum (16:00)	
9	Tue		<p>Agenda discussion: Human Resources Committee (16/2) (08:30)</p> <p>Rector's Management Team (09:30 – 16:00)</p>	
10	Wed		<p>Quality Committee (09:00 – 13:00)</p> <p>Research Committee (14:00)</p>	Research Ethics Committee: Health 1 (12:00)
11	Thu		Social Impact Committee (10:00)	

FEBRUARY 2016				
General			Meetings	Closing dates for agendas
			Committee for Learning and Teaching (14:00 – 16:30)	
12	Fri	<p>LAST DAY FOR STUDENTS TO CHANGE MODULES OR PROGRAMMES.</p> <p>LATE REGISTRATION CLOSES (except for new M and D students).</p> <p>E-registration and regular registration end for senior students at the Faculty of Medicine and Health Sciences at Tygerberg Campus.</p>		
13	Sat			
14	Sun			
15	Mon		<p>Agenda discussion: EC Council (16/2) (09:00)</p> <p>General Managers' meeting (10:00)</p> <p>Faculty Board: Medicine and Health Sciences (14:00)</p>	
16	Tue		<p>Rector's Management Team (09:00 – 13:00)</p> <p>EC Council (14:00)</p> <p>Human Resources Committee (16:00)</p>	
17	Wed	Pre- PGDip (HE) (T&L) workshop	<p>Academic Planning Committee (10:00)</p> <p>Research Ethics Committee: Health 2 (13:00)</p> <p>Faculty boards: Military Science (08:00) Arts and Social Sciences (15:00)</p>	

FEBRUARY 2016				
General			Meetings	Closing dates for agendas
			AgriSciences (15:00)	
18	Thu	Last day for entering the marks achieved in the January examination by master's students and in dean's concessionary examinations, as well as for entering the module results for doctoral candidates who wish to graduate in March. Pre- PGDip (HE) (T&L) workshop	Strategic Fund (10:00) Faculty boards: Theology (14:30) Science (14:30) Institutional Forum (15:00)	
19	Fri	Pre- PGDip (HE) (T&L) workshop	Faculty boards: Law (10:30) Engineering (12:00) Education (14:00) Economic and Management Sciences (14:00)	
20	Sat			
21	Sun			
22	Mon	Classes begin for modular M in Management Coaching (MPhil). Modular session begins for honours programme in public management (Bellville Park Campus). Orientation and 1st contact session begin for Module 1, PGDip (HE) (T&L).		Programme Advisory Committee (10/3)
23	Tue		Rector's Management Team (09:00 – 16:00)	Finance Committee (4/3) Reports for Senate (11/3) EC Senate: faculty board reports (1/3)
24	Wed	Electronic submission of master's theses and doctoral dissertations closes for the March graduation ceremonies.	Institutional Planning Forum (<i>for the extended Management corps</i>) (08:00)	Research Ethics Committee: Health 2 (12:00)
25	Thu		Institutional Planning Forum (08:00)	

FEBRUARY 2016

General			Meetings	Closing dates for agendas
			Research Ethics Committee: Human Research (Humaniora) (14:00)	
26	Fri	Applications close for 100%-thesis M and D degrees (documentation must include the full details of study record, research proposal, reference list, etc.).		
27	Sat	SU Open Day	Student Wellness Forum (10:00 – 12:00)	
28	Sun			
29	Mon	Modular session begins for honours programme in public management (Pretoria).	Agenda discussion: EC Senate (1/3) (09:00) Agenda discussion: Appointments Committee (2/3) (10:30)	

MARCH 2016

General			Meetings	Closing dates for agendas
1	Tue	Applications open for admission for 2017. Hard-copy applications may also be submitted as from Tuesday 1 March.	Discussion session: Management and deans (08:30 – 10:00) EC Senate: faculty board reports and approval of results for doctoral examinations (10:00) Rector's Management Team (12:30 – 17:00)	
2	Wed		Appointments Committee (09:00) Research Ethics Committee: Health 1 (13:00)	

MARCH 2016				
General			Meetings	Closing dates for agendas
3	Thu	The Vice-Rector: Learning and Teaching confirms the results for November 2015 examinations (2nd round), January examinations, dean's concession examinations and master's candidates.	Welcoming Programme Committee (10:00 – 12:00) SRC(EC) and Management (15:00 – 16:30)	
4	Fri		Finance Committee (10:00)	Appointments Committee (6/4) Risk Management Committee
5	Sat			
6	Sun			
7	Mon		Agenda discussion: Senate (11/3) (09:00)	Programme Advisory Committee (1/4)
8	Tue		Rector's Management Team (09:00 – 16:00)	
9	Wed		Student Housing Committee (09:00 – 10:00)	
10	Thu		Programme Advisory Committee (extended) (09:00 – 13:00) Teaching Development Fund Steering Committee (14:00 – 16:00)	Research Ethics Committee: Human Research (Humaniora) (31/3)
11	Fri	Last day for changes to (prescribed) book lists for the 2nd semester of 2016. IT system maintenance (17:00; until 07:00 on 14 March)	Risk Management Committee (09:00) SENATE (14:00)	
12	Sat	IT system maintenance until 07:00 on 14 March		
13	Sun	IT system maintenance until 07:00 on 14 March		
14	Mon	1ST GRADUATION CEREMONY: AgriSciences, Science, Engineering and Theology (10:00) (Coetzenburg Centre)	Social and Business Ethics Committee (08:30 – 12:00) Information Security Management Committee (10:00 – 12:30)	Special Finance Committee: financial statements for 2015 (18/3) EC Council (30/3)

MARCH 2016				
General			Meetings	Closing dates for agendas
		IT system maintenance until 07:00 on 14 March	ICTTL (14:00 – 16:00)	
15	Tue	<p>2ND GRADUATION CEREMONY: Economic and Management Sciences: PD Dispute Resolution, PD Leadership, PD HIV/Aids Management, PD Development Finance, PD Project Management, PD Sustainable Development, BPAHons, MPhil (Management Coaching, HIV/Aids Management, Environmental Management, Development Finance, Futures Studies, Sustainable Development), MPA, MBA, BAcc, BAccLLB, BAccHons and MAcc (10:00) (Coetzenburg Centre)</p> <p>3RD GRADUATION CEREMONY: Medicine and Health Sciences, Law, Education and Military Science (17:00) (Coetzenburg Centre)</p>		
16	Wed	<p>4TH GRADUATION CEREMONY: Only doctoral degrees in Science, Engineering, AgriSciences, and Economic and Management Sciences (10:00) (Endler Hall, Conservatorium)</p> <p>5TH GRADUATION CEREMONY: Only doctoral degrees in Arts and Social Sciences, Education, Theology, Law, and Medicine and Health Sciences (14:00) (Endler Hall, Conservatorium)</p> <p>6TH GRADUATION CEREMONY: Economic and Management Sciences: PD Actuarial Science, PD Marketing, PD Financial</p>	Research Ethics Committee: Health 2 (13:00)	Research Ethics Committee: Health 1 (12:00)

MARCH 2016				
General			Meetings	Closing dates for agendas
		Planning, BCom (including LLB), BComHons, MCom and MPhil (17:00) (Coetzenburg Centre)		
17	Thu	7TH GRADUATION CEREMONY: Arts and Social Sciences and honorary degrees (10:00) (Coetzenburg Centre)		Programme Advisory Committee (7/4)
18	Fri	CLASSES END FOR THE 1ST TERM (except for MB,ChB II – VI, Dietetics IV, BSL&HT I – IV, and BScPhysio III – IV). SIS closes for submissions of early assessment marks.	Special Finance Committee: financial statements for 2015 (09:00) Language Planning and Management Project Team (11:00 – 13:00) Bursaries and Loans Committee (14:00 – 16:00) Information Technology Advisory Committee (10:00 – 12:30)	Naming of Buildings Committee (30/3) Research Ethics Committee: Senate (1/4)
19	Sat	SU RECESS: 19 – 28 MARCH (except for certain programmes at Tygerberg Campus) Medicine and Health Sciences Library closed		
20	Sun			
21	Mon	HUMAN RIGHTS DAY (PUBLIC HOLIDAY) All libraries closed		
22	Tue			
23	Wed			Audit and Risk Committee (11/4)
24	Thu	Classes and clinical training end for BSL&HT III - IV and for BScPhysio II – IV, and 1st term ends for MBA programmes. Classes end for BScDiet II and III programmes, and clinical training ends for BSL&HT I and II.		

MARCH 2016				
General			Meetings	Closing dates for agendas
		JS Gericke Library closes at 17:30. Music, Theology, Engineering and Medicine and Health Sciences libraries close at 16:30.		
25	Fri	GOOD FRIDAY (PUBLIC HOLIDAY) All libraries closed		
26	Sat	Medicine and Health Sciences Library closed		
27	Sun			
28	Mon	FAMILY DAY/EASTER MONDAY (PUBLIC HOLIDAY) All libraries closed SU RECESS ENDS.		
29	Tue	CLASSES BEGIN FOR 2ND TERM (except for MB, ChB II – VI and Dietetics IV). Applications close for nongraduate as well as postgraduate international students to be admitted as from the 2nd semester. Classes and clinical training begin for BSL&HT III and IV.	Agenda discussion: Human Resources Committee (5/4) (08:30) Agenda discussion: EC Council (30/3) (09:30) Rector's Management Team (09:00 – 14:00)	Constitutions of institutes, centres, units
30	Wed		Naming of Buildings Committee (08:30 – 10:00) EC Council (14:00)	Research Ethics Committee: Health 2 (12:00)
31	Thu	REGISTRATION CLOSES FOR NEW M AND D STUDENTS.	Language Planning and Management Project Team (09:00 – 11:00) Agenda discussion: Appointments Committee (6/4) (11:30) Research Ethics Committee: Human	

MARCH 2016

General			Meetings	Closing dates for agendas
			Research (Humaniora) (14:00)	

APRIL 2016

General			Meetings	Closing dates for agendas
1	Fri		Programme Advisory Committee (extended): Calendar changes for the faculties of Science, AgriSciences, Engineering, and Medicine and Health Sciences (09:00 – 14:00) Research Ethics Committee: Senate (14:00)	Quality Committee (18/4) Research Committee: Subcommittee A (11/4)
2	Sat			
3	Sun			
4	Mon			Research Committee: Subcommittee C (18/4)
5	Tue		Rector's Management Team (09:00 – 13:00) Human Resources Committee (16:00)	EC Senate (12/4)
6	Wed		Appointments Committee (09:00) Research Ethics Committee: Health 1 (13:00)	
7	Thu		Programme Advisory Committee (extended):	Research Ethics Committee: Human

APRIL 2016				
General			Meetings	Closing dates for agendas
			Calendar changes for the faculties of Law, Arts and Social Sciences, Education, Economic and Management Sciences, Military Science and Theology (09:00 – 14:00) Agenda discussion: ARC (11/4) (15:00)	Research (Humaniora) (28/4)
8	Fri			EC Institutional Forum
9	Sat			
10	Sun			
11	Mon	Classes and clinical training begin for BSL&HT I and II, BOccTher I – IV and BScPhysio II – IV. Submission of papers closes for examinations in May and June at Tygerberg Campus.	Audit and Risk Committee (08:00) Agenda planning: Council (9/5) (14:00) Agenda discussion: EC Senate (12/4) (15:00) Research Committee: Subcommittee A (14:00)	Research Committee: Subcommittee B (19/4) Finance Committee (20/4)
12	Tue		Discussion session: Management and deans (08:30 – 10:00) EC Senate (10:00) Rector's Management Team (12:30 – 17:00)	COUNCIL AGENDA (last day for submitting documentation – to be tendered in Afrikaans and English.)
13	Wed		Committee for Learning and Teaching (14:00)	Research Ethics Committee: Health 1 (12:00)
14	Thu		Subcommittee A: ad hoc committee for consideration of publication output (08:30 – 16:30) Board of Trustees: Stellenbosch Trust (10:00 – 14:00)	

APRIL 2016				
General			Meetings	Closing dates for agendas
15	Fri			
16	Sat			
17	Sun			
18	Mon		Quality Committee (09:00 – 13:00) Research Committee: Subcommittee C (14:00)	
19	Tue		Subcommittee B: ad hoc committee for consideration of publication output (08:30 – 13:00) Rector's Management Team (09:00 – 15:00) EC Institutional Forum (16:00) Research Committee: Subcommittee B (14:00)	
20	Wed		Student Accommodation Committee (09:00 – 10:00) Research Ethics Committee: Health 2 (13:00) Finance Committee (14:00)	Research Committee (6/5)
21	Thu		IT and Facilities Management Working Group (11:00 – 12:30) SRC(EC) and Management (15:00 – 16:30)	Student Fees Committee (9/5)
22	Fri			Faculty Board: Arts and Social Sciences
23	Sat			
24	Sun			
25	Mon			

APRIL 2016				
General			Meetings	Closing dates for agendas
26	Tue		Rector's Management Team (09:00 – 16:00)	Academic Planning Committee (11/5) Faculty boards: Medicine and Health Sciences Science AgriSciences Engineering Military Science Research Ethics Committee: Health 2 (12:00)
27	Wed	FREEDOM DAY (PUBLIC HOLIDAY) All libraries closed		
28	Thu	Submissions at the Examinations Section close for moderated examination papers for both examination rounds in May and June.	Research Ethics Committee: Human Research (Humaniora) (14:00)	Faculty Board: Education
29	Fri	Last day for students to officially discontinue 1st-semester modules with the faculty secretaries.		
30	Sat	Medicine and Health Sciences Library closed		

MAY 2016				
General			Meetings	Closing dates for agendas
1	Sun	WORKERS' DAY (PUBLIC HOLIDAY) All libraries closed		
2	Mon	PUBLIC HOLIDAY All libraries closed		

MAY 2016				
General			Meetings	Closing dates for agendas
3	Tue	May-June examinations begin at Tygerberg Campus. Modular session for MPA programme begins at Bellville Park Campus.	General Managers' meeting (10:00) Agenda discussion: Council (9/5) (14:00)	Audit and Risk Committee (19/5) Appointments Committee (1/6) Faculty Board: Economic and Management Sciences
4	Wed		Rector's Management Team (10:00 – 16:00) Research Ethics Committee: Health 1 (13:00)	
5	Thu	THE TIMETABLE FOR A MONDAY IS FOLLOWED.	Agenda discussion: Honorary Degrees Committee (6/5) (09:00) Library Committee (10:00) Institutional Forum (15:00)	Readmission Appeals Committee Research Ethics Committee: Human Research (Humaniora) (26/5)
6	Fri		Student Fees Committee (09:00) Honorary Degrees Committee (10:30) Research Committee (14:00)	Faculty Board: Theology
7	Sat			
8	Sun			
9	Mon		UNIVERSITY COUNCIL (10:00) Faculty Board: Medicine and Health Sciences (14:00)	
10	Tue		Rector's Management Team (09:00 – 16:00)	Finance Committee (18/5) Faculty Board: Law

MAY 2016				
General			Meetings	Closing dates for agendas
11	Wed	Last day for special arrangements with the Examinations Section regarding the submission of moderated examination papers (to be duplicated by the faculties) for examinations in May and June following approval by the Registrar.	Academic Planning Committee (10:00) Faculty boards: Arts and Social Sciences (15:00) AgriSciences (15:00) Military Science (08:00)	Research Ethics Committee: Health 1 (12:00)
12	Thu		Advisory Committee: CSCD, CSC and Faculty of Medicine and Health Sciences (14:00 – 15:30) Faculty boards: Science (14:00) Theology (14:30) SRC(EC) and Management (15:00 – 16:30)	
13	Fri	<p>CLASSES END FOR 2ND TERM.</p> <p>Last day for announcing class marks for 1st-semester modules.</p> <p>Applications close for students to be readmitted as from the 2nd semester of 2016.</p> <p>Classes and clinical training for BSL&HT I–III end.</p>	Social and Business Ethics Committee (08:30 – 12:00) Faculty boards: Law (10:30) Engineering (12:00) Economic and Management Sciences (14:00) Education (14:00) ICTTL (14:00 – 16:00)	
14	Sat	Examinations begin for the Faculty of Military Science.		
15	Sun			
16	Mon		Agenda discussion: Audit and Risk Committee (19/5) (14:00)	
17	Tue	June examinations (1 st opportunity) begin.	Rector's Management Team (09:00 – 16:00) Teaching Development Fund Steering Committee (14:00 – 16:00)	Reports for Senate (3/6) EC Senate: faculty board reports (24/5) EC Council (31/5)
18	Wed		Finance Committee (10:00)	

MAY 2016				
General			Meetings	Closing dates for agendas
			Research Ethics Committee: Health 2 (13:00)	
19	Thu		Audit and Risk Committee (14:00 – 18:00)	
20	Fri	Classes end for BScDiet II and III. Class marks for BScDiet II and III are announced. FIRLT applications close.	Readmission Appeals Committee (only applications for readmission as from the 2nd semester of 2016) (08:30) Student Wellness Forum (10:00 – 12:00)	
21	Sat			
22	Sun			
23	Mon		Agenda discussion: EC Senate (24/5) (09:00)	Research Committee: Subcommittee C (6/6) Programme Advisory Committee (9/6)
24	Tue		Discussion session: Management and deans (08:30 – 10:00) EC Senate: faculty board reports (10:00) Agenda discussion: Human Resources Committee (31/5) (14:00)	
25	Wed		Rector's Management Team (09:00 – 16:00)	Research Ethics Committee: Health 2 (12:00)
26	Thu	Examinations begin for BScDiet III. 2nd contact session begins for Module 1, PGDip (HE) (T&L).	Research Ethics Committee: Human Research (Humaniora) (14:00)	

MAY 2016				
General			Meetings	Closing dates for agendas
27	Fri	LAST DAY FOR PAYMENT OF 75% OF STUDENT FEES FOR 2016. Classes and clinical training end for BSL&HT IV.		Research Committee: Subcommittee B (7/6)
28	Sat			
29	Sun			
30	Mon	Examinations begin for BScDiet II.	Agenda discussion: Senate (3/6) (09:00) Agenda discussion: EC Council (31/5) (09:30) Agenda planning: Council (20/6) (10:00) Agenda discussion: Appointments Committee (1/6) (11:00)	
31	Tue	Applications close for prospective students who wish to be considered for certain undergraduate selection programmes for 2017. Hard-copy applications for these programmes may also be submitted until Tuesday 31 May.	Rector's Management Team (09:00 – 13:00) EC Council (14:00) Human Resources Committee (16:00)	

JUNE 2016				
General			Meetings	Closing dates for agendas
1	Wed		Appointments Committee (09:00) Research Ethics Committee: Health 1 (13:00)	Constitutions of institutes, centres, units
2	Thu		Committee for Learning and Teaching (14:00 – 16:30)	Research Ethics Committee: Human

JUNE 2016				
General			Meetings	Closing dates for agendas
				Research (Humaniora) (23/6)
3	Fri		SENATE (14:00)	Research Committee: Subcommittee A (13/6)
4	Sat	Recess begins for Military Academy.		
5	Sun			
6	Mon	June examinations (1st opportunity) end. JS Gericke, Music, Theology, Engineering and Forestry libraries begin to follow recess hours. Consult the library web page (http://www.sun.ac.za/library) for full particulars of library hours of all SU libraries.	Research Committee: Subcommittee C (14:00)	COUNCIL AGENDA (last day for submitting documentation – to be tendered in Afrikaans and English.) Quality Committee (23/6)
7	Tue	June examinations (2nd opportunity) begin.	Rector's Management Team (09:00 – 16:00) Research Committee: Subcommittee B (14:00)	EC Senate (14/6)
8	Wed			
9	Thu		Programme Advisory Committee (extended) (09:00 – 13:00) Social Impact Committee (14:00)	
10	Fri			
11	Sat			
12	Sun			
13	Mon		Agenda discussion: EC Senate (14/6) (09:00) Research Committee: Subcommittee A (14:00)	Finance Committee (22/6)
14	Tue		EC Senate (10:00) Rector's Management Team (12:30 – 17:00)	

JUNE 2016				
General			Meetings	Closing dates for agendas
15	Wed	Re-examinations for BScDiet II and III are announced.	Agenda discussion: Council (22/6) (09:00) Research Ethics Committee: Health 2 (13:00)	Naming of Buildings Committee (24/6)
16	Thu	YOUTH DAY (PUBLIC HOLIDAY) All libraries closed		
17	Fri	1st semester ends for MB,ChB II and IV, and for BSL&HT III. Medicine and Health Sciences Library begins to follow recess hours. Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours.		
18	Sat	Medicine and Health Sciences Library closed		
19	Sun	1st semester ends for MB,ChB III and V.		
20	Mon		Finance Committee (10:00 – 13:00)	
21	Tue	Intensive Beginners' Course in Afrikaans begins for international students (until 17 July).	Rector's Management Team (09:00 – 16:00)	
22	Wed		UNIVERSITY COUNCIL (10:00)	
23	Thu		Quality Committee (09:00 – 13:00) Research Ethics Committee: Human Research (Humaniora) (14:00)	
24	Fri	June examinations (2nd opportunity) end. 1ST SEMESTER ENDS, except for certain programmes at Tygerberg Campus.	Naming of Buildings Committee (08:30 – 10:00)	Appointments Committee (27/7) Faculty Board: Arts and Social Sciences

JUNE 2016				
General			Meetings	Closing dates for agendas
		<p>1st semester ends for USB programmes, BSL&HT IV, BOccTher I – IV and BScPhysio II – IV.</p> <p>Applications close for long or study leave and study opportunities for 2016.</p> <p>USBI begins to follow recess hours. Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours.</p> <p>IT system maintenance from 17:00 until 07:00 on 27 June</p>		
25	Sat	<p>IT system maintenance until 07:00 on 27 June</p> <p>Medicine and Health Sciences Library closed</p>		
26	Sun	IT system maintenance until 07:00 on 27 June		
27	Mon	<p>USBI closed</p> <p>IT system maintenance until 07:00 on 27 June</p>		Research Committee (14/7)
28	Tue		Rector's Management Team (09:00 – 16:00)	
29	Wed			
30	Thu	Applications close for prospective students who wish to be considered for undergraduate programmes in all faculties (except for selection programmes for which applications closed on 31 May already) and for residence placement for 2017.		

JULY 2016				
General			Meetings	Closing dates for agendas
1	Fri			
2	Sat	USBI closed		
3	Sun			
4	Mon	Classes begin for 2nd semester for MB,ChB II – V.		EC Institutional Forum
5	Tue		Rector's Management Team (09:00 – 16:00)	
6	Wed			Research Ethics Committee: Health 1 (12:00) Research Ethics Committee: Health 2 (12:00) Research Ethics Committee: Senate (6/7)
7	Thu			Research Ethics Committee: Human Research (Humaniora) (28/7)
8	Fri			Strategic Fund and submission of plans for environments (28/7)
9	Sat	USBI closed Medicine and Health Sciences Library closed		
10	Sun	Recess ends for Military Academy.		
11	Mon	Classes and clinical training begin for BSL&HT III and IV, MB,ChB I and BScPhysio I – III, as well as in the Faculty of Military Science. PREDAC		Faculty Board: Medicine and Health Sciences

JULY 2016				
General			Meetings	Closing dates for agendas
		Health Sciences Library begins to follow extended hours (until 19:00). Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours.		
12	Tue	Welcoming programme begins for international students. PREDAC	Rector's Management Team (09:00 – 16:00)	Faculty Board: Military Science
13	Wed	PREDAC	Information Technology Advisory Committee (10:00 – 12:30)	
14	Thu	Applications close for admission as from the 2nd semester of 2016, except for applications for readmission (which closed on 13 May already). PREDAC	Research Committee (14:00) SU Security Forum (14:00 – 16:00)	
15	Fri	PREDAC Last day for departments to enter internally and externally moderated marks for all June examinations, and of progress - marks for the 1st semester of year modules.	Research Ethics Committee: Senate (14:00)	
16	Sat			
17	Sun			
18	Mon	CLASSES BEGIN FOR 2ND SEMESTER AND 3RD TERM (except for Saldanha Campus and certain programmes at Tygerberg Campus). Classes begin for BScDiet I – III, BSL&HT I and II, and OccTher I – IV. 2nd semester begins for USB programmes. JS Gericke Library and branch libraries begin to follow semester	EC Institutional Forum (16:00)	Faculty boards: AgriSciences Science Engineering

JULY 2016				
General			Meetings	Closing dates for agendas
		hours. Consult SU's library web page (http://www.sun.ac.za/library) for the full particulars of library hours.		
19	Tue	Submission closes (at 12:00) for proposals to the Registrar as regards the awarding of honorary degrees in December 2016.	Rector's Management Team (09:00 – 16:00)	EC Senate (26/7) Student Fees Committee (3/8)
20	Wed		Executive Managers' meeting (08:00)	Academic Planning Committee (3/8)
21	Thu		Executive Managers' meeting (08:00)	Faculty Board: Education
22	Fri	Applications close for reassessment of examination papers for both rounds of examinations in June (except for programmes at Tygerberg Campus). Last day for changing meal quotas on student accounts.	Student Accommodation Committee (09:00 – 10:00)	Faculty Board: Economic and Management Sciences
23	Sat			
24	Sun			
25	Mon	Classes begin for BScPhysio IV.	Agenda discussion: EC Senate (26/7) (09:00) Agenda discussion: Appointments Committee (27/7) (10:00)	Faculty Board: Law Quality Committee (12/8)
26	Tue		EC Senate (10:00) Rector's Management Team (11:00 – 17:00)	
27	Wed		Appointments Committee (09:00) Research Ethics Committee: Health 1 (13:00) SRC(EC) and Management (15:00 – 16:30)	Finance Committee (5/8)

JULY 2016				
General			Meetings	Closing dates for agendas
28	Thu	“High Science Meets High Schools” (14:00 – 16:00)	<p>Agenda discussion: Honorary Degrees Committee (1/8) (09:00)</p> <p>Strategic Fund (2nd meeting subject to availability of funds) and submission of plans for environments (10:00 – 14:00)</p> <p>Faculty Board: Medicine and Health Sciences (14:00)</p> <p>Research Ethics Committee: Human Research (Humaniora) (14:00)</p> <p>Institutional Forum (15:00)</p>	Faculty Board: Theology
29	Fri	LAST DAY FOR CHANGING MODULES OR PROGRAMMES AND FOR REGISTRATION BY STUDENTS PERMITTED TO RESIDE AS FROM THE 2ND SEMESTER.	Subcommittee for Central Analytical Facility (14:00)	
30	Sat			
31	Sun			

AUGUST 2016				
General			Meetings	Closing dates for agendas
1	Mon	The Vice-Rector: Learning and Teaching confirms the results for June examinations.	Honorary Degrees Committee (15:00)	
2	Tue		Faculty Board: Military Science (08:00)	

AUGUST 2016				
General			Meetings	Closing dates for agendas
			Rector's Management Team (09:00 – 16:00)	
3	Wed	Institutional Women's Day Orientation and 1st contact session begin for Module 2, PGDip (HE) (T&L).	Student Fees Committee (09:00) Academic Planning Committee (10:00) Faculty boards: Science (14:30) Arts and Social Sciences (15:00) AgriSciences (15:00) Welcoming Programme Committee (10:00 – 12:00) Research Ethics Committee: Health 2 (13:00)	
4	Thu		Student Accommodation Committee (09:00 – 10:00) Faculty boards: Law (10:30) Engineering (12:00) Theology (14:30)	Appointments Committee (31/8) Research Ethics Committee: Human Research (Humaniora) (25/8)
5	Fri		Finance Committee (10:00) Faculty boards: Education (14:00) Economic and Management Sciences (14:00)	Research Committee: Subcommittee A (15/8)
6	Sat			
7	Sun			
8	Mon			Reports for Senate (26/8) EC Senate: faculty board reports (16/8) Research Committee: Subcommittee C (22/8)
9	Tue	NATIONAL WOMEN'S DAY (PUBLIC HOLIDAY)		

AUGUST 2016				
General			Meetings	Closing dates for agendas
10	Wed	Finalisation of risk register: deans and divisional heads Annual Academic Day: Faculty of Medicine and Health Sciences	Rector's Management Team (09:00 – 16:00)	
11	Thu	Annual Academic Day: Faculty of Medicine and Health Sciences	Bursaries and Loans Committee (10:00 – 12:00) ICTTL (14:00 – 16:00)	
12	Fri	Finalisation of risk register: RC heads	Quality Committee (09:00 – 13:00) Social Impact Committee (14:00)	
13	Sat			
14	Sun			
15	Mon		EC Senate: agenda discussion (16/8) (09:00) Research Committee: Subcommittee A (14:00) Advisory Committee: CSCD, CSC and Faculty of Medicine and Health Sciences (14:00 – 15:30) SRC(EC) and Management (15:00 – 16:30)	Research Committee: Subcommittee B (23/8)
16	Tue		Discussion session: Management and deans (08:30 – 10:00) EC Senate: faculty board reports (10:00) Budget 2017: individual discussions with deans (Rector, RC heads serving on the RMT, deans, vice-deans, CD: Finance, CD: SI&HR, practitioners) (14:00 – 18:00)	EC Council (30/8)

AUGUST 2016				
General			Meetings	Closing dates for agendas
17	Wed		Rector's Management Team (09:00 – 16:00) IT and Facilities Management Working Group (14:00 – 15:30)	Research Ethics Committee: Health 1 (12:00)
18	Thu		Budget 2017: individual discussions with deans (Rector, RC heads serving on the RMT, deans, vice-deans, CD: Finance, CD: SI&HR, practitioners) (08:00 – 17:00)	Risk Management Committee (25/8)
19	Fri			Finance Committee (26/8)
20	Sat			
21	Sun			
22	Mon		Social and Business Ethics Committee (08:30 – 12:00) Teaching Development Fund Steering Committee (12:00 – 14:00) General Managers' meeting (14:00) Research Committee: Subcommittee C (14:00)	
23	Tue		Rector's Management Team (09:00 – 13:00) Agenda discussion: Senate (26/8) (14:00) Agenda discussion: EC Council (29/8) (14:45) Research Committee: Subcommittee B (14:00)	Student Fees Committee (8/9)
24	Wed		Committee for Learning and Teaching (14:00)	

AUGUST 2016				
General			Meetings	Closing dates for agendas
25	Thu	Eskom Expo for Young Scientists: competition for the Stellenbosch regional competition	Agenda discussion: Human Resources Committee(29/8) (08:30) Risk Management Committee (11:00) Research Ethics Committee: Human Research (Humaniora) (14:00)	
26	Fri	Eskom Expo for Young Scientists: competition for the Stellenbosch regional competition	Finance Committee (09:00–12:00) SENATE (14:00)	
27	Sat			
28	Sun			
29	Mon		Agenda planning: Council (26/9) (09:00) Agenda discussion: Appointments Committee (31/8) (09:45) EC Council (14:00) Human Resources Committee (16:00)	Programme Advisory Committee (15/9)
30	Tue		Rector's Management Team (09:00 – 13:00)	EC Senate (6/9)
31	Wed		Appointments Committee (09:00) Library Committee (14:00)	Research Ethics Committee: Health 2 (12:00)

SEPTEMBER 2016				
General			Meetings	Closing dates for agendas
1	Thu	Community Interaction: symposium	Budget 2017: individual discussions with deans (Rector, RC heads serving on the RMT, deans, CD: Finance and CD: SI&HR) (08:00 – 17:00)	
2	Fri	<p>3RD TERM ENDS (except for certain programmes at Tygerberg Campus).</p> <p>Classes end for BScDiet I – III, BSL&HT I and II, and BOccTher I – IV.</p> <p>Submissions close for lists of prescribed books for 2017.</p> <p>IT system maintenance from 17:00 until 07:00 on 5 September</p>	Budget 2017: individual discussions with deans (Rector, RC heads serving on the RMT, deans, CD: Finance and CD: SI&HR) (08:00 – 17:00)	Appointments Committee (5/10)
3	Sat	<p>SU RECESS: 3 – 11 SEPTEMBER</p> <p>3-11 September: Music, Theology, Engineering and Forestry libraries follow recess hours. Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours.</p> <p>USBI keeps following semester hours during the recess period.</p> <p>IT system maintenance until 07:00 on 5 September</p>		
4	Sun	IT system maintenance until 07:00 on 5 September		
5	Mon	<p>IT system maintenance until 07:00 on 5 September</p> <p>Submissions close for examination papers for the October and November examinations at Tygerberg Campus.</p>	Agenda discussion: EC Senate (6/9) (09:00)	

SEPTEMBER 2016				
General			Meetings	Closing dates for agendas
6	Tue		Discussion session: Management and deans (08:30 – 10:00) EC Senate (10:00)	Finance Committee (14/9) Faculty Board: Military Science
7	Wed		Rector's Management Team (09:00 – 16:00) Research Ethics Committee: Health 1 (13:00)	Research Ethics Committee: Senate (19/9) Research Ethics Committee: Human Research (Humaniora) (29/9)
8	Thu		Student Fees Committee (09:00)	
9	Fri	Classes end for BScPhysio IV.		
10	Sat			
11	Sun	SEPTEMBER RECESS ENDS.		
12	Mon	CLASSES BEGIN FOR 4TH TERM (except for certain programmes at Tygerberg Campus). Classes begin for BOccTher I – IV, BScDiet I – III, BSL&HT I and II, and MB,ChB I.	Budget 2017: Executive Management meeting (10:00 – 12:00)	COUNCIL AGENDA (last day for submitting documentation – to be tendered in Afrikaans and English.)
13	Tue	Applications close for nongraduate and postgraduate international students to be admitted to the 1st semester of 2017.	Rector's Management Team (09:00 – 16:00)	
14	Wed		Finance Committee (10:00)	Research Ethics Committee: Health 1 (12:00)
15	Thu		Programme Advisory Committee (extended) (09:00 – 13:00)	
16	Fri	Classes and clinical training end for BScPhysio I–III.	Naming of Buildings Committee (08:30 – 10:00) Student Wellness Forum (10:00 – 12:00)	EC Institutional Forum
17	Sat			
18	Sun			

SEPTEMBER 2016				
General			Meetings	Closing dates for agendas
19	Mon	Classes begin for BScPhysio IV.	Research Ethics Committee: Senate (14:00)	Strategic Fund (28/9)
20	Tue		Rector's Management Team (09:00 – 16:00)	Constitutions of institutes, centres, units
21	Wed		Agenda discussion: Council (26/9) (11:00) Research Ethics Committee: Health 2 (13:00)	
22	Thu		SRC(EC) and Management (15:00 – 16:30)	
23	Fri	Classes and clinical training end for BSL&HT III – IV.		
24	Sat	HERITAGE DAY (PUBLIC HOLIDAY) All libraries closed		
25	Sun			
26	Mon	Classes and clinical training begin for BScPhysio III. Submissions at the Examinations Section close for moderated examination papers for both rounds of examination in November, except for Tygerburg Campus.	Agenda discussion: Human Resources Committee(29/9) (09:00) EC Institutional Forum (16:00) UNIVERSITY COUNCIL (10:00)	Audit and Risk Committee (10/10)
27	Tue		Rector's Management Team (10:00 – 16:00)	
28	Wed		Strategic Fund (10:00) Bursaries and Loans Committee (14:00)	Research Ethics Committee: Health 2 (12:00)
29	Thu	2nd contact session begins for Module 2, PGDip (HE) (T&L).	Human Resources Committee (15:00) Research Ethics Committee: Human Research (Humaniora) (14:00)	

SEPTEMBER 2016				
General			Meetings	Closing dates for agendas
30	Fri	<p>LAST DAY FOR PAYMENT OF OUTSTANDING BALANCES ON TUITION, ACCOMMODATION AND OTHER FEES FOR 2016.</p> <p>Applications close for admission to master's programmes in nursing.</p> <p>Last day for students to officially discontinue 2nd-semester and year modules with the faculty secretaries at Admin A.</p>		

OCTOBER 2016				
General			Meetings	Closing dates for agendas
1	Sat			
2	Sun			
3	Mon	<p>Classes and clinical training begin for BSL&HT III and IV.</p> <p>Examinations begin at Tygerberg Campus.</p>		Quality Committee (20/10)
4	Tue		<p>Rector's Management Team (09:00 – 16:00)</p> <p>Agenda discussion: Appointments Committee (5/10) (16:00)</p>	EC Senate (11/10)
5	Wed		<p>Appointments Committee (09:00)</p> <p>Research Ethics Committee: Health 1 (13:00)</p>	

OCTOBER 2016				
General			Meetings	Closing dates for agendas
6	Thu		ICTTL (14:00 – 16:00)	Special Finance Committee: budget (12/10) Research Ethics Committee: Human Research (Humaniora) (27/10)
7	Fri		Agenda discussion: Audit and Risk Committee (10/10) (10:00)	Appointments Committee (4/11) Research Committee: Subcommittee A (17/10)
8	Sat			
9	Sun			
10	Mon		Agenda discussion: EC Senate (11/10) (09:00) Audit and Risk Committee (14:00 – 18:00)	Research Committee (26/10)
11	Tue		Budget 2017: Executive Management meeting (08:00 – 10:00) EC Senate (10:00) Rector's Management Team (12:30 – 17:00)	
12	Wed		Special Finance Committee: budget (09:00) Committee for Learning and Teaching (14:00)	Research Ethics Committee: Health 1 (12:00)
13	Thu		Social Impact Committee (10:00) Institutional Forum (15:00)	
14	Fri		Language Planning and Management Project Team (09:00 – 11:00)	Faculty boards: Military Science Arts Social Sciences

OCTOBER 2016				
General			Meetings	Closing dates for agendas
15	Sat			
16	Sun			
17	Mon		Social and Business Ethics Committee (08:30 – 12:00) Research Committee: Subcommittee A (14:00)	Faculty boards: AgriSciences Science Engineering Research Committee: Subcommittee C (31/10) Research Committee: Subcommittee B (25/10)
18	Tue		Rector's Management Team (09:00 – 16:00)	Faculty Board: Law
19	Wed	Last day for special arrangements with the Examinations Section regarding the submission of moderated examination papers (to be duplicated by the faculties) for November examinations following approval by the Registrar.	Budget 2017: Executive Management meeting (10:00 – 12:00) Research Ethics Committee: Health 2 (13:00) SRC(EC) and Management (15:00 – 16:30)	Academic Planning Committee (2/11)
20	Thu		Quality Committee (09:00 – 13:00)	Faculty boards: Education Medicine and Health Sciences
21	Fri	CLASSES END FOR 4TH TERM (except for certain programmes at Tygerberg Campus). Classes and clinical training end for BSL&HT I – III, BOccTher I – IV and BScDiet I – IV. Class marks for BScDiet I – IV are announced. Last day for announcing class marks.		Faculty boards: Economic and Management Sciences Theology
22	Sat			

OCTOBER 2016				
General			Meetings	Closing dates for agendas
23	Sun			
24	Mon	November examinations begin for BScDiet I – IV. SoTL: pre-conference workshops		Finance Committee (3/11)
25	Tue	November examinations (1st opportunity) begin. SoTL: conference	Rector's Management Team (09:00 – 16:00) Research Committee: Subcommittee B (14:00)	EC Council (8/11)
26	Wed	SoTL: conference	Information Security Management Committee (10:00 – 12:30) Research Committee (14:00)	Research Ethics Committee: Health 2 (12:00) Applications close finally for all research for 2016.
27	Thu	2nd contact session begins for Module 2, PGDip (HE) (T&L).	Research Ethics Committee: Human Research (Humaniora) (14:00)	
28	Fri	Applications close for admission to honours and master's programmes in public management.		
29	Sat	Examinations begin for Faculty of Military Science.		
30	Sun			
31	Mon	Applications close for admission to postgraduate diploma in nursing.	IT and Facilities Management Working Group (10:00 – 11:30) Research Committee: Subcommittee C (14:00)	

NOVEMBER 2016				
General			Meetings	Closing dates for agendas
1	Tue		<p>Agenda discussion: Human Resources Committee(8/11) (08:30)</p> <p>Rector's Management Team (09:00 – 16:00)</p> <p>Agenda discussion: Appointments Committee (4/11) (16:00)</p>	
2	Wed		<p>Academic Planning Committee (10:00)</p> <p>Research Ethics Committee: Health 1 (13:00)</p> <p>Faculty boards: Military Science (08:00) Science (09:00) Law (10:30) Arts and Social Sciences (15:00) AgriSciences (15:00)</p>	
3	Thu		<p>Faculty boards: Medicine and Health Sciences (14:00) Theology (14:30)</p> <p>Finance Committee (14:00)</p> <p>CONVOCATION (19:00)</p>	Research Ethics Committee: Human Research (Humaniora) (24/11)
4	Fri	FIRLT applications close.	<p>Appointments Committee (09:00)</p> <p>Student Wellness Forum (10:00 – 12:00)</p> <p>Faculty boards: Engineering (12:00) Economic and Management Sciences (14:00) Education (14:00)</p>	Readmission Appeals Committee
5	Sat			

NOVEMBER 2016				
General			Meetings	Closing dates for agendas
6	Sun			
7	Mon	Africa Universities Day	Agenda discussion: EC Council (8/11) (09:00)	
8	Tue		Rector's Management Team (09:00 – 13:00) EC Council (14:00) Human Resources Committee (16:00)	Reports for Senate (25/11) EC Senate: faculty board reports (15/11)
9	Wed		Student Housing Committee (09:00 – 10:00)	Naming of Buildings Committee (18/11) Research Ethics Committee: Senate (21/11)
10	Thu		Agenda planning: Council (28/11) (09:00) Information Technology Advisory Committee (10:00 – 12:30)	
11	Fri	Re-examinations for BScDiet I – III are announced.	Readmission Appeals Committee (08:30)	
12	Sat			
13	Sun			
14	Mon		Agenda discussion: EC Senate (15/11) (09:00)	COUNCIL AGENDA (last day for submitting documentation – to be tendered in Afrikaans and English.)
15	Tue		Discussion session: Management and deans (08:30 – 10:00) EC Senate: faculty board reports (10:00)	
16	Wed	November examinations (1st opportunity) end. Medicine and Health Sciences, JS Gericke, Music, Theology, Engineering and Forestry libraries	Rector's Management Team (09:00 – 16:00)	

NOVEMBER 2016				
General			Meetings	Closing dates for agendas
		begin to follow recess hours. Consult SU's library web page (http://www.sun.ac.za/library) for the opening times of all libraries.	Research Ethics Committee: Health 2 (13:00)	
17	Thu	November examinations (2nd opportunity) begin.	SU Security Forum (10:00 – 12:30)	
18	Fri	Submissions close for foreign bankers' drafts i.r.o. imports. Applications close for foreign bankers' drafts (type A), except those i.r.o. imports. Classes and clinical training end for BSL&HT IV.	Naming of Buildings Committee (08:30 – 10:00)	
19	Sat	Medicine and Health Sciences Library closed		
20	Sun			
21	Mon		Research Ethics Committee (Senate) (14:00)	
22	Tue	Last day for departments to enter the final marks for the 1st round of November examinations.	Rector's Management Team (09:00 – 16:00)	Finance Committee (1/12)
23	Wed	Electronic submissions close for theses and dissertations for December graduation ceremonies. Admission ceremony of theology graduates into the DRC and URC (19:00)	Agenda discussion: Senate (25/11) (10:00) General Managers' meeting (11:00)	
24	Thu		Agenda discussion: Council (28/11) (10:00) Research Ethics Committee: Human Research (Humaniora) (14:00)	EC Senate (29/11) (medals only)
25	Fri	USBI begins to follow recess hours. Consult SU's library web page (http://www.sun.ac.za/library) for full particulars of library hours.	SENATE (14:00)	Research Committee: Subcommittee A (5/12)
26	Sat	2nd semester ends for USB programmes.		

NOVEMBER 2016				
General			Meetings	Closing dates for agendas
		USBI closed Medicine and Health Sciences Library closed		
27	Sun			
28	Mon		UNIVERSITY COUNCIL (10:00)	Research Committee: Subcommittee B (6/12)
29	Tue		Discussion session: Management and deans (08:30 – 10:00) EC Senate: awarding of medals only (10:00)	
30	Wed	Applications close for admission to postgraduate programmes, except for 100%-thesis M and D programmes, unless indicated otherwise in the relevant part of the Calendar.	Rector's Management Team (last meeting for 2016) (09:00 – 16:00)	

DECEMBER 2016				
General			Meetings	Closing date for agendas
1	Thu		Finance Committee (09:00 – 12:00)	
2	Fri	Results for November examinations (1st round) are announced (14:00). The Vice-Rector: Learning and Teaching confirms the results for November examinations (1st round). USBI closed		
3	Sat	November examinations (2nd opportunity) end.		

DECEMBER 2016				
General			Meetings	Closing date for agendas
		USBI closed Medicine and Health Sciences Library closed IT system maintenance from 12:00 until 17:00 on 4 December		
4	Sun	IT system maintenance until 17:00 on 4 December		
5	Mon	1st oath-taking ceremony for Faculty of Medicine and Health Sciences (Allied Health Sciences) (10:30) 2nd oath-taking ceremony for Faculty of Medicine and Health Sciences (MB,ChB) (16:30)	Research Committee: Subcommittee A (14:00)	
6	Tue	1ST GRADUATION CEREMONY: Faculty of Medicine and Health Sciences (10:00) (Coetzenburg Centre) 2ND GRADUATION CEREMONY: Education, Theology and Military Science (17:30) (Coetzenburg Centre) Last day (at 12:00) for departments to enter internally moderated final marks for November examinations (2nd round) for non-final-year modules.	Research Committee: Subcommittee B (14:00)	
7	Wed	3RD GRADUATION CEREMONY: Law, and Economic and Management Sciences: PD Business Management and Administration, PD Dispute Resolution, PD Leadership, PD HIV/Aids Management, PD Environmental Management, PD Development Finance, PD Project Management, PD Futures Studies, PD Sustainable Development, BPAHons, MPhil (Management Coaching, HIV/Aids management, Environmental Management, Development Finance, Futures Studies, Sustainable Development), MPA, MBA, BAcc, BAccLLB, BAccHons, MAcc (10:00) (Coetzenburg Centre)		

DECEMBER 2016			
General		Meetings	Closing date for agendas
			<p>4TH GRADUATION CEREMONY: Only doctoral degrees in the faculties of Arts and Social Sciences, Education, Theology, Law, and Economic and Management Sciences (14:00) (Endler Hall, Conservatorium)</p> <p>5TH GRADUATION CEREMONY: AgriSciences and Engineering (17:30) (Coetzenburg Centre)</p> <p>Award ceremony: Faculty of Military Science (19:00) (Saldanha Campus)</p>
8	Thu		<p>Passing-out parade: Military Academy (10:30) (Saldanha Campus)</p> <p>6TH GRADUATION CEREMONY: Arts and Social Sciences (10:00) (Coetzenburg Centre)</p> <p>7TH GRADUATION CEREMONY: Only doctoral degrees in the faculties of Science, Engineering, AgriSciences, Medicine and Health Sciences, and Military Science (14:00) (Endler Hall, Conservatorium)</p> <p>8TH GRADUATION CEREMONY: Economic and Management Sciences: PD Actuarial Science, PD Marketing, PD Financial Planning, PD Transport, Log and Supply Chain Management, BCom (including LLB), BComHons, MPhil, MCom (17:30) (Coetzenburg Centre)</p>
9	Fri		<p>9TH GRADUATION CEREMONY: Faculty of Science and honorary degrees (10:00) (Coetzenburg Centre)</p> <p>Last day for withdrawal of supplies from Purchasing and Provision Services.</p> <p>Applications close for new cost points.</p> <p>Opportunity closes for placing orders with suppliers.</p>

DECEMBER 2016				
General			Meetings	Closing date for agendas
		Military Academy closes for recess. 2ND SEMESTER ENDS.		
10	Sat	Medicine and Health Sciences Library closed		
11	Sun			
12	Mon			
13	Tue			
14	Wed			
15	Thu			
16	Fri	RECONCILIATION DAY (PUBLIC HOLIDAY) All libraries closed		
17	Sat	Medicine and Health Sciences Library closed		
18	Sun			
19	Mon			
20	Tue			
21	Wed			
22	Thu			
23	Fri	University Office closes at 12:45. All libraries close at 12:45 for Christmas recess.		
24	Sat			
25	Sun	CHRISTMAS DAY (PUBLIC HOLIDAY)		
26	Mon	DAY OF GOODWILL (PUBLIC HOLIDAY)		
27	Tue			
28	Wed			
29	Thu			
30	Fri			
31	Sat			

SOME HISTORICAL NOTES: A UNIVERSITY IN THE MAKING

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 Coetzenburg; 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

Dr JP Rupert, DCom hc (Stell), DCom hc (NMMU) (01.12.2014 - 30.11.2018)

RECTOR'S MANAGEMENT TEAM

Rector and Vice-Chancellor

Prof WJS de Villiers, MB,ChB, MMed (Stell), FCP (SA), DPhil (Oxon), MHCM (Harvard)
(01.04.2015 - 31.03.2020)

Vice-Rector (Research, Innovation and Postgraduate Studies)

Prof TE Cloete, MSc (UOFS), DSc (Pret) (1.09.2012 - 31.08.2017)

Vice-Rector (Learning and Teaching)

Prof A Schoonwinkel, PrEng, MEng (Stell), MBA (Cape Town), PhD (Stanford) (1.09.2012
- 31.08.2017)

Vice-Rector (Social Impact, Transformation and Personnel)

Prof NN Koopman, (Acting) BA, DTh (UWK) (1.6.2015 - till further notice)

Chief Operating Officer

Prof L van Huyssteen, MScAgric, PhD (Stell) (1.04.2013 - 31.12.2016)

CONVOCATION

President

Prof HC Viljoen, OMS, PrEng, BSc, PhD (Eng) (Stell) (1.01.2012 - 26.01.2016)

Vice-President

Adv Jan C Heunis SC, BA (Law), LLB (Stell), LLM, LLD (RAU) (1.01.2012 - 26.01.2016)

Additional members

J Abels (1.01.2012 - 31.12.2015)

Rev R Nel, BTh, MDiv (Stell) (1.01.2013 - 26.01.2016)

Secretary

Prop N Marais, MDiv, MTh (Stell) (1.01.2013 - 26.01.2016)

THE UNIVERSITY COUNCIL

The University Council has been constituted in the manner laid down by par. 12(1) (a) - (n) of the University's Institutional Statute.

(a) Rector and Vice-Chancellor

Prof WJS de Villiers (01.04.2015 - 31.03.2020)

(b1) Vice-Rector (Research, Innovation and Postgraduate Studies)

Prof TE Cloete (1.09.2012 - 31.08.2017)

(b2) Vice-Rector (Learning and Teaching)

Prof A Schoonwinkel (1.09.2012 - 31.08.2017)

(b3) Vice-Rector (Social Impact, Transformation and Personnel)

Prof NN Koopman (Acting) (1.6.2015 - till further notice)

(b4) Chief Operating Officer

Prof L van Huyssteen (1.04.2013 - 31.12.2016)

(c) Elected by Senate

Prof UME Chikte (1.01.2016 - 31.12.2017)

Prof A Gouws (1.01.2016 - 31.12.2017)

Prof NN Koopman (1.01.2016 - 31.12.2017)

(d) Elected by the permanent academic staff (non-Senate members)

Prof AF van der Merwe (1.09.2014 - 31.08.2016)

(e) Elected by the permanent non-academic staff

Ms M Arangies (6.04.2014 - 5.04.2016)

(f) Appointed by Council

Mr AV Moos (5.05.2014 - 4.05.2018)

Ms K Njobe (5.05.2014 - 4.05.2018)

Mr J van der Westhuizen (5.05.2014 - 4.05.2018)

(g) Appointed by the Students' Representative Council

Mr A Qina (1.01.2016 - 31.12.2016)

Mr N Wayne (1.01.2016 - 31.12.2016)

(h) Elected by the Institutional Forum

Vacant

(i) Appointed by the Minister of Education

Prof A Keet (1.12.2014 - 30.11.2018)

Prof PG Maré (25.09.2014 - 24.09.2018)

Ms S Lingela (1.01.2014 - 31.12.2018)

(j) Elected by the Convocation

Mr JP Bekker (2.04.2012 - 1.04.2016)

Prof WAM Carstens (2.04.2014 - 1.04.2018)

Prof DP du Plessis (2.04.2012 - 1.04.2016)

Dr GC du Toit (2.04.2014 - 1.04.2018)

Mr JG Theron (2.04.2014 - 1.04.2018)

Mr PJ le Roux (2.04.2012 - 1.04.2016)

(k) Appointed by the Council of the Municipality of Stellenbosch

Mr CP Jooste (25.09.2014 - 24.09.2018)

(l) Appointed by the Premier of the Western Cape Province

Mr AP van der Westhuizen (01.08.2014 - 31.07.2018)

(m) Elected by the Donors

Mr JJ Durand (2.04.2012 - 1.04.2016)

Mr GM Steyn (2.04.2014 - 1.04.2018) (Chairperson since 2.04.2012)

Prof PW van der Walt (02.04.2014 - 01.04.2018) (Vice-Chairperson since 07.05.2012)

COMMITTEES OF COUNCIL

Committees' term of office: 1.07.2014 - 30.06.2016.

1. Standing committees reporting directly to Council

(a) Executive Committee of Council

The Chair of Council (Chair), the Vice-Chair of Council, the Rector, and four members of Council.

(b) Honorary Degrees Committee

The Rector (Chair), the Chair of Council, the Vice-Rector (Learning and Teaching) (*ex officio*), the Vice-Rector (Social Impact, Transformation and Personnel) (*ex officio*), the Vice-Rector (Research, Innovation and Postgraduate Studies) (*ex officio*), three additional members of Council, four members of Senate, and a student member.

(c) Audit and Risk Committee

Prof PD du Plessis (Chair), Messrs JP Bester, JJ Durand, H van der Ahee and BHJ Wessels.

(d) Human Resources Committee

The Chair of Council (Chair), the Vice-Chair of Council, the Rector, and 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; the Rector; two *ex officio* members (voteless), namely the Chief Director: Strategic Initiatives and Human Resources; and the Director: Human Resources.

(f) Social and Business Ethics Committee (SBEC)

Messrs AP van der Westhuizen (member of Council), J van der Westhuizen (member of Council) (Chair), Prof P Naudé (US Business School), Mr JP Bester (ARC-member), and Dr T Theron (Senior Director: Research and involved in all ethical reporting to the SU Senate).

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

(a) Investments Committee

The Chief Operating Officer (Chair), the Rector, Prof DP du Plessis, Messrs JJ Durand, MM du Toit, GT Ferreira, Ms E Meaker and Mr PG Steyn (one vacant position)

(b) Liaison Committee: University and City Council

The Rector, the Vice-Rector (Social Impact, Transformation and Personnel), a member of Council, and three representatives of the City Council.

THE SENATE

The Senate is constituted in the manner laid down by par. 28A (a) - (k) of the University's Institutional Statute.

1. THE MEMBERS OF SENATE

(a) The Rector and Vice-Chancellor

Prof WJS de Villiers (Chair)

(b) The Vice-Rectors

Prof A Schoonwinkel (Vice-Rector (Learning and Teaching))

Prof NN Koopman (Acting Vice-Rector (Social Impact, Transformation and Personnel))

Prof L van Huyssteen (Chief Operating Officer)

Prof TE Cloete (Vice-Rector (Research, Innovation and Postgraduate Studies))

(c) The Registrar

Mr JA Aspeling (Secretary)

(d) Two members of Council (term of 2 years)

Dr GC du Toit (1.07.2014 - 30.06.2016)

Prof PW van der Walt (1.07.2014 - 30.06.2016)

(e) The Professors of the University (by date of accession to Senate):

Name	Major Discipline	Date Acceded
Prof AA van Niekerk	Philosophy	1 Jul 1989
Prof HB Geyer	Physics	1 Jan 1990
Prof BW Smit	Economics	1 Jan 1991
Prof HL Bosman	Old Testament	1 Apr 1991
Prof WJ Perold	Electronic Engineering	1 Apr 1991
Prof WJ Pienaar	Logistics	1 Jul 1991
Prof S van der Berg	Economics	1 Jul 1991
Prof FJ Mostert	Business Management	1 Oct 1991
Prof MJ de Waal	Private and Roman Law	1 Jan 1992
Prof E Schwella	Public and Development Management	1 Jan 1992
Prof J Mouton	Sociology	1 Nov 1994
Prof L van Wyk	Mathematics	1 Jan 1995
Prof TJ Britz	Food Science	1 Apr 1995
Prof P Olivier	Accounting	1 Jul 1995

Name	Major Discipline	Date Acceded
Prof AH Basson	Mechanical Engineering	1 Jan 1996
Prof DB Davidson	Electrical and Electronic Engineering	1 Jan 1996
Prof AF Doubell	Internal Medicine	1 Jan 1996
Prof J-HS Hofmeyr	Biochemistry	1 Jan 1996
Prof N Vink	Agricultural Economics	1 Jan 1996
Prof A Schoonwinkel	Electrical and Electronic Engineering	1 Jul 1996
Prof TF Kruger	Obstetrics and Gynaecology	1 Sept 1996
Prof D Meyer	Ophthalmology	1 Jan 1997
Prof JM Pienaar	Private and Roman Law	1 Jan 1997
Prof VR Smith	Botany	1 Jan 1997
Prof JC Thom	Ancient Studies	1 Jan 1997
Prof JU de Villiers	Business Management	1 May 1997
Prof PA Brink	Internal Medicine	1 Jul 1997
Prof AE Carl	Didactics	1 Jul 1997
Prof SJ Steel	Statistics	1 Jul 1997
Prof EM Bitzer	Didactics	1 Jan 1998
Prof BM Herbst	Applied Mathematics	1 Jan 1998
Prof FG Scholtz	Physics	1 Jan 1998
Prof H Roosenschoon	Music	1 Mar 1998
Prof PD van Helden	Molecular Biology and Human Genetics	1 Mar 1998
Prof CJ van Schalkwyk	Accounting	1 Mar 1998
Prof JH Knoetze	Chemical Engineering	1 Jul 1998
Prof DE Rawlings	Microbiology	1 Jul 1998
Prof JLM Dillen	Physical Chemistry	1 Jan 1999
Prof RH Gouws	Afrikaans and Dutch	1 Jan 1999
Prof BW Green	Mathematics	1 Jan 1999
Prof P Swart	Biochemistry	1 Jan 1999
Prof L van Huyssteen	Soil and Agricultural Water Science	1 Jan 1999
Prof WH van Zyl	Microbiology	1 Jan 1999
Prof JAC Weideman	Applied Mathematics	1 Jan 1999
Prof I Cornelius	Ancient Studies	1 Jun 1999
Prof GA Schoombee	Economics	1 Jul 1999
Prof L Viljoen	Afrikaans and Dutch	1 Jul 1999
Prof DJ Malan	Human Resources Management (Mil)	1 Sept 1999
Prof GR Basson	Civil Engineering	1 Jan 2000

Name	Major Discipline	Date Acceded
Prof JE du Plessis	Private and Roman Law	1 Jan 2000
Prof AV Naidoo	Psychology	1 Jan 2000
Prof JW Schneider	Anatomical Pathology	1 Jan 2000
Prof DJ Smit	Systematic Theology and Church History, and Church Polity	1 Jan 2000
Prof JL Snoep	Biochemistry	1 Jan 2000
Prof JL van Niekerk	Mechanical Engineering	1 Jan 2000
Prof NS Terblanche	Business Management	1 Apr 2000
Prof AJ van der Walt	Public Law	1 Apr 2000
Prof KR Koch	Chemistry	1 May 2000
Prof BB van Heerden	Nuclear Medicine	1 Jul 2000
Prof AM Grundlingh	History	1 Jan 2001
Prof L Rabe	Journalism	1 Jan 2001
Prof WL van der Merwe	Medical Physiology and Biochemistry	1 Jan 2001
Prof LP Swartz	Psychology	1 Feb 2001
Prof LMT Dicks	Microbiology	1 Apr 2001
Prof GPAG van Zijl	Civil Engineering	1 Apr 2001
Prof PvdP du Toit	Political Science	1 Jul 2001
Prof HC Eggers	Physics	1 Jul 2001
Prof A Gouws	Political Science	1 Jul 2001
Prof SM Bradshaw	Chemical Engineering	1 Jan 2002
Prof RT Erasmus	Chemical Pathology	1 Jan 2002
Prof JF Smith	Drama	1 Jan 2002
Prof WH Steyn	Electrical and Electronic Engineering	1 Jan 2002
Prof Y Waghid	Education Policy Studies	1 Apr 2002
Prof S Green	Social Work	1 Jul 2002
Prof K Theron	Horticultural Science	1 Sept 2002
Prof KH Myburgh	Physiological Sciences	1 Sept 2002
Prof JP Hattingh	Philosophy	1 Jan 2003
Prof J Hough	Business Management	1 Jan 2003
Prof CS Human	Private and Roman Law	1 Jan 2003
Prof LLL le Grange	Didactics	1 Jan 2003
Prof P Meyer	Electrical and Electronic Engineering	1 Jan 2003
Prof MJ Samways	Entomology and Nematology	1 Jan 2003
Prof M Swilling	Public Management and Planning	1 Jan 2003

Name	Major Discipline	Date Acceded
Prof PG Slattery	Statistics and Actuarial Science	1 Apr 2003
Prof KJ Jenkins	Civil Engineering	1 May 2003
Prof L Warnich	Genetics	1 May 2003
Prof AJ Burger	Process Engineering	1 Sept 2003
Prof LG de Stadler	Afrikaans and Dutch	1 Jan 2004
Prof MR de Villiers	General Practice and Primary Care	1 Jan 2004
Prof MJ Kamper	Electrical and Electronic Engineering	1 Jan 2004
Prof S Liebenberg	Public Law	1 Jan 2004
Prof AEJ Mouton	Old and New Testament	1 Jan 2004
Prof PJ Sutherland	Mercantile Law	1 Jan 2004
Prof N Beyers	Pediatrics and Child Health	1 Jun 2004
Prof SA Kagee	Psychology	1 Jul 2004
Prof JM Kössmann	Zoology	1 Jul 2004
Prof CH von Maltzan	Modern Foreign Languages	1 Jul 2004
Prof RE Swart	Educational Psychology	1 Sept 2004
Prof G Stevens	Geology	1 Nov 2004
Prof APJ Burger	Public Management and Planning	1 Jan 2005
Prof H Prodinger	Mathematics	1 Jan 2005
Prof DM Richardson	Botany and Zoology	1 Jan 2005
Prof LJ Barbour	Chemistry and Polymer Science	1 Sept 2005
Prof JA Wium	Civil Engineering	1 Nov 2005
Prof CJ Walker	Sociology and Social Anthropology	1 Dec 2005
Prof HC Boshoff	Business Management	1 Feb 2006
Prof SA du Plessis	Economics	1 Jan 2006
Prof J Volmink	Community Health	1 Jan 2006
Prof UME Chikte	Community Health	1 Apr 2006
Prof TM Harms	Mechanical Engineering	1 Apr 2006
Prof DW Steyn	Obstetrics and Gynaecology	1 Apr 2006
Prof H Botha	Public Law	1 Jul 2006
Prof A Viljoen	Plant Pathology	1 Dec 2006
Prof FF Bauer	Viticulture and Oenology	1 Dec 2006
Prof MA Vivier	Viticulture and Oenology	1 Dec 2006

Name	Major Discipline	Date Acceded
Prof LC Hoffman	Animal Sciences	1 Dec 2006
Prof A Groenwold	Mechanical and Mechatronic Engineering	1 Jan 2007
Prof MI Cherry	Botany and Zoology	1 Jan 2007
Prof BL Klumperman	Chemistry and Polymer Science	1 Jan 2007
Prof S Seedat	Psychiatry	1 Jan 2007
Prof JF Schoeman	Paediatrics and Child Health	1 May 2007
Prof JH van Vuuren	Operations Research	1 May 2007
Prof G Walzl	Molecular Biology and Human Genetics	1 May 2007
Prof M van Niekerk	Afrikaans and Dutch	1 Jul 2007
Prof H Schwoerer	Photonics	1 Oct 2007
Prof MF Cotton	Paediatrics and Child Health	1 Sept 2007
Prof HS Schaaf	Paediatrics and Child Health	1 Sept 2007
Prof J Smith	Paediatrics and Child Health	1 Sept 2007
Prof JD Clemens	Geology	1 Oct 2007
Prof M Fourie-Malherbe	Curriculum Studies	1 Oct 2007
Prof WA Lüdemann	Music	1 Oct 2007
Prof JJ Müller	Public Management and Planning	1 Nov 2007
Prof NN Koopman	Systematic Theology and Ecclesiology	1 Jan 2008
Prof SF Mapolie	Chemistry and Polymer Science	1 Jan 2008
Prof H Pasch	Chemistry and Polymer Science	1 Jan 2008
Prof E Terblanche	Sport Science	1 Jan 2008
Prof E Irušen	Internal Medicine	1 Mar 2008
Prof G Venter	Mechanical and Mechatronic Engineering	1 Mar 2008
Prof A Ellmann	Nuclear Medicine, Medical Imaging and Clinical Oncology	1 Jun 2008
Prof SPJ von Wielligh	Accounting	1 Jul 2008
Prof IS Buick	Geology	15 Aug 2008
Prof KJ Esler	Conservation Ecology and Entomology	1 Sept 2008
Prof WC Preiser	Medical Virology	1 Sept 2008
Prof RM Mash	Family Medicine and Primary Care	1 Oct 2008
Prof TE Cloete	Microbiology	1 Jan 2009
Prof GP Kemp	Public Law	1 Jan 2009
Prof CA Matthee	Botany and Zoology	1 Jan 2009

Name	Major Discipline	Date Acceded
Prof SL Robins	Sociology and Social Anthropology	1 Jan 2009
Prof AN Roychoudhury	Geology and Environmental Studies	1 Jan 2009
Prof NV Schuman	Music	1 Jan 2009
Prof UL Opara	Horticultural Science	1 Feb 2009
Prof JA du Preez	Electrical and Electronic Engineering	1 Mar 2009
Prof C van der Walt	Curriculum Studies	1 Apr 2009
Prof M Kruger	Paediatrics and Child Health	1 May 2009
Prof PleFN Mouton	Botany and Zoology	1 May 2009
Prof HS Geyer	Geology, Geography and Environmental Studies	1 Jun 2009
Prof QA Louw	Physiotherapy	1 Jun 2009
Prof WR Nasson	History	1 Jun 2009
Prof WC Visser	Public Management and Planning	1 Jun 2009
Prof IM Rewitzky	Mathematical Sciences	1 Jun 2009
Prof MA Fataar	Education Policy Studies	1 Jul 2009
Prof G Woods	Public Management and Planning	1 Jul 2009
Prof AC Brent	Renewable and Sustainable Energy Studies	1 Sept 2009
Prof DR Hall	Obstetrics and Gynaecology	1 Sept 2009
Prof AC Hesseling	Paediatrics and Child Health	1 Sept 2009
Prof A-M Botha-Oberholzer	Genetics	1 Dec 2009
Prof DU Bellstedt	Biochemistry	1 Jan 2010
Prof PS Bolton	Public Law	1 Jan 2010
Prof EG Rohwer	Physics	1 Jan 2010
Prof JH van Wyk	Botany and Zoology	1 Jan 2010
Prof MJ Aziakpono	Development Finance	1 Feb 2010
Prof BL Watson	Information Science	1 Feb 2010
Prof M Manley	Food Science	1 Mar 2010
Prof JA Carr	Internal Medicine	1 Apr 2010
Prof C Scheffer	Mechatronic Engineering	1 May 2010
Prof WAL van Otterlo	Chemistry and Polymer Science	1 Jun 2010
Prof K Dzama	Animal Sciences	1 Jul 2010
Prof LC Jonker	Old and New Testament	1 Jul 2010
Prof G Quinot	Public Law	1 Jul 2010
Prof A Botha	Microbiology	1 Jan 2011

Name	Major Discipline	Date Acceded
Prof JH Cilliers	Practical Theology and Missiology	1 Jan 2011
Prof S Cornelissen	Political Science	1 Jan 2011
Prof K Dietrich	Visual Arts	1 Jan 2011
Prof MF Essop	Physiological Sciences	1 Jan 2011
Prof AP Greeff	Psychology	1 Jan 2011
Prof RCC Jafta	Economics	1 Jan 2011
Prof HDT Mouton	Electrical and Electronic Engineering	1 Jan 2011
Prof JM Rohwer	Biochemistry	1 Jan 2011
Prof OC Ruppel	Mercantile Law	1 Jan 2011
Prof LA Wallis	Emergency Medicine	1 Feb 2011
Prof M Wild	Mathematical Sciences	1 Jan 2011
Prof JT Burger	Genetics	1 Jul 2011
Prof D Daniëls	Educational Psychology	1 Jul 2011
Prof J Punt	Old and New Testament	1 Jul 2011
Prof CPS Reddy	Curriculum Studies	1 Jul 2011
Prof SI Ikhide	Graduate School of Business: Development Finance	1 Aug 2011
Prof MK Banda	Mathematical Sciences	1 Jan 2012
Prof BW Bruwer	Accounting	1 Jan 2012
Prof MR Tomlinson	Psychology	1 Jan 2012
Prof MW Visser	African Languages	1 Jan 2012
Prof Y Yu	Modern Foreign Languages	15 Jan 2012
Prof M Robinson	Curriculum Studies	1 April 2012
Prof O Dean	Intellectual Property Law	1 July 2012
Prof T Jones	Electrical and Electronic Engineering	1 July 2012
Prof TR Niesler	Electrical and Electronic Engineering	1 July 2012
Prof S Viviers	Business Management	1 July 2012
Prof F Breuer	Mathematics	1 Jan 2013
Prof F Dinter	Mechanical and Mechatronic Engineering	1 Jan 2013
Prof PD Erasmus	Business Management	1 Jan 2013
Prof JF Görgens	Process Engineering	1 Jan 2013
Prof LPT Heineken	Sociology and Social Anthropology	1 Jan 2013
Prof AI Levin	Anaesthesiology and Critical Care	1 Jan 2013
Prof KK Müller-Nedebock	Physics	1 Jan 2013

Name	Major Discipline	Date Acceded
Prof E Strauss	Biochemistry	1 Jan 2013
Prof H Weigel	Physics	1 Jan 2013
Prof AE Feinauer	Afrikaans and Dutch	1 July 2013
Prof WP Boshoff	Civil Engineering	1 Jan 2014
Prof SR Daniels	Botany and Zoology	1 Jan 2014
Prof R Donaldson	Geography and Environmental Studies	1 Jan 2014
Prof LL Dreyer	Botany and Zoology	1 Jan 2014
Prof R du Preez	Industrial Psychology	1 Jan 2014
Prof M du Toit	Viticulture and Oenology	1 Jan 2014
Prof A-M Engelbrecht	Physiological Sciences	1 Jan 2014
Prof B Fischer	Computer Sciences	1 Jan 2014
Prof C Hui	SARChI Chair in Mathematical and Theoretical Physical Biosciences	1 Jan 2014
Prof AFM Kisters	Geology	1 Jan 2014
Prof A Louw	Biochemistry	1 Jan 2014
Prof C Matei	Music	1 Jan 2014
Prof M Rautenbach	Biochemistry	1 Jan 2014
Prof V Sewram	Community Health	1 Jan 2014
Prof CC Theron	Industrial Psychology	1 Jan 2014
Prof CHJ van der Merwe	Ancient Studies	1 Jan 2014
Prof L van Zijl	Computer Sciences	1 Jan 2014
Prof SG Wagner	Mathematics	1 Jan 2014
Prof C Wiysonge	Community Health	1 Jan 2014
Prof XG Mbhenyane	Human Nutrition	1 April 2014
Prof GM Wolfaardt	Microbiology	1 April 2014
Prof GF Midgley	Botany and Zoology	1 Mei 2014
Prof LJ Claassens	Old and New Testament	1 July 2014
Prof N Cook	Economic Geology	1 July 2014
Prof NC Gey van Pittius	Molecular Biology and Human Genetics	1 July 2014
Prof M Kastner	Physics	1 July 2014
Prof K Schreve	Mechanical and Mechatronic Engineering	1 July 2014
Prof C Schutte	Industrial Engineering	1 July 2014
Prof RR Vosloo	Systematic Theology and Ecclesiology	1 July 2014
Prof PJ Naudé	Graduate School of Business	1 Sept 2014

Name	Major Discipline	Date Acceded
Prof CKD Adjasi	Graduate School of Business	1 Jan 2015
Prof C Anthonissen	General Linguistics	1 Jan 2015
Prof KT August	Practical Theology & Missiology	1 Jan 2015
Prof K Moodley	General Internal Medicine	1 Jan 2015
Prof P Pillay	School of Public Leadership (SPL)	1 Jan 2015
Prof AS van der Merwe	Nursing	1 Jan 2015
Prof EGH van Helden	Molecular Biology and Human Genetics	1 Jan 2015
Prof AJ van Reenen	Chemistry and Polymer Sciences	1 Jan 2015
Prof GE Visser	Geography & Environmental Studies	1 Jan 2015
Prof G Tromp	Molecular Biology and Human Genetics	1 March 2015
Prof WJS de Villiers	Internal Medicine	1 April 2015
Prof EB Derman	Sport and Exercise Medicine	1 April 2015
Prof GAJ van Dyk	Psychology (Military Sciences)	1 April 2015
Prof RM Warren	Molecular Biology and Human Genetics	1 May 2015
Prof PP Fourie	Political Science	1 July 2015
Prof SJvZ Muller	Music	1 July 2015
Prof AG Visagie	Afrikaans and Dutch	1 July 2015

(f) Five associate professors

(g) Four members of the Students' Representative Council

(h) Two members of the academic staff who are not professors or associate professors

(i) Two members of the administrative staff

(j) Two members of the technical staff

(k) Departmental chairs who are not full professors

(l) Two secundus deans in the Faculty of Military Science

(m) All vice-deans that are not full professors

(n) Additional persons declared to be members of Senate by the Council:

Name	Capacity	Date Acceded
Chief Director: Strategic Initiatives and Human Resources	Prof TJ de Coning	1 Jan 1996
Senior Director: Student Affairs	(Vacant)	1 Oct 2003
Chief Director: Finance	Mr HAJ Lombard	11 Dec 2003

Name	Capacity	Date Acceded
Senior Director: Library and Information Services	Ms E Tise	1 Jan 2006
Director: Postgraduate and International Office	Mr RJ Kotzé	3 Mar 2006
Senior Director: Research	Dr T Theron	1 Okt 2008
Senior Director: Telematic Services	Dr A van der Merwe	1 Dec 2012
Senior Director: Innovation and Business Development	Ms A Nel	1 Dec 2013
Dean: AgriSciences (Acting)	Prof D Brink	1 May 2014
Senior Director: Centre for Student Recruitment	Ms CM Feyt	6 June 2014
Director: Centre for Teaching and Learning	Dr C Jacobs	6 June 2014
Senior Director: Social Impact	Dr A Smith-Tolken	6 June 2014
Senior Director: Institutional Research and Planning	Prof I Cloete	1 July 2014
Senior Director: Information Technology	Mr Attie Juyn	5 Jan 2015
Chief Director: Facilities Management	Ms Nicolette van den Eijkel	5 Jan 2015
Chief Director: Sport	Ms I Groenewald	28 Aug 2015

2. COMMITTEES OF SENATE

Faculty Boards

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	Term
Arts and Social Sciences	Prof JP Hattingh	1.01.2013 - 31.12.2017
Science	Prof L Warnich	1.02.2014 - 31.01.2019
Education	Prof M Robinson	1.04.2012 - 31.03.2016
AgriSciences (Acting)	Prof D Brink	1.05.2014 until further notice
Law	Prof CS Human	1.08.2012 - 31.07.2016
Theology	Prof HL Bosman (Acting Dean)	1.04.2015 - 31.03.2020
Economic and Management Sciences	Prof SA du Plessis	1.04.2014 - 31.03.2019
Engineering	Prof JH Knoetze	1.09.2012 - 31.08.2016
Health Sciences	Prof J Volmink	1.01.2016 - 31.12.2020
Military Science	Prof MS Tshehla	1.01.2012 - 31.12.2016

Standing committees of Senate

Committees' term of office: 1 January 2015 to 31 December 2017 unless stated otherwise.

(a) Executive Committee of Senate

The Rector (Chair), the Vice-Rector (Research, Innovation and Postgraduate Studies), the Vice-Rector (Learning and Teaching), the Vice-Rector (Social Impact, Transformation and Personnel), the Chief Operating Officer, and the ten deans.

(b) Appointments Committee of Senate

The Rector (Chair), the Vice-Rector (Research, Innovation and Postgraduate Studies), the Vice-Rector (Learning and Teaching), the Vice-Rector (Social Impact, Transformation and Personnel) and ten members of Senate.

(c) Academic Planning Committee

The Vice-Rector (Learning and Teaching) (Chair), the Vice-Rector (Research, Innovation and Postgraduate Studies), the Vice-Rector (Social Impact, Transformation and Personnel), the Senior Director: Institutional Planning and Quality Assurance, the Director: Centre for Teaching and Learning, six members of Senate, and a member of the Students' Representative Council nominated by the Students' Representative Council.

(d) Library Committee

The Vice-Rector (Research, Innovation and Postgraduate Studies) (Chair), the Vice-Rector (Learning and Teaching), the Senior Director: Library Service, the Chair of the Department of Information Science, seven members of Senate, and 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 Vice-Rector (Research, Innovation and Postgraduate Studies) (*ex officio*), the Vice-Rector (Learning and Teaching) (*ex officio*), the Vice-Rector (Social Impact, Transformation and Personnel) (*ex officio*), four members of Senate, three members of Council, and 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, and at least two professors of Law appointed by the Chair.

(h) Research Committee

1. The Vice-Rector (Research, Innovation and Postgraduate Studies) (*ex officio*) (Chair).
2. The Vice-Rector (Social Impact, Transformation and Personnel) (*ex officio*).
3. The Vice-Rector (Learning and Teaching) (*ex officio*).
4. The Directors: Research (including the Manager: Research Development and Support (Tygerberg)) responsible for the respective subcommittee environments.
5. The Chairs of Subcommittee A, Subcommittee B, Subcommittee C and the Subcommittee for Central Analytical Facility.
6. One member nominated from the ranks of Subcommittees A and B respectively.
7. 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

The Vice-Rector (Social Impact, Transformation and Personnel) (*ex officio*), the Vice-Rector (Research, Innovation and Postgraduate Studies) (*ex officio*), the Vice-Rector (Learning and Teaching) (*ex officio*), a dean, two representatives with regard to each of the three faculty research groupings (humanities and social sciences, natural sciences, health sciences), a representative of the Division of Communication and Liaison, the head of the Division of Social Impact, the head of Matie Community Service, a student appointed by the Students' Representative Council.

(j) Learning and Teaching Committee

The Vice-Rector (Learning and Teaching) (Chair), Senior Director: Learning and Teaching Enhancement, Senior Director: Institutional Planning and Quality Assurance, 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), and a member of the Academic Affairs Council.

(k) Research Ethics Committee of Senate

The Vice-Rector (Research, Innovation and Postgraduate Studies), Senior Director: Research, six members of Senate elected by Senate, one member of the Institutional Forum, the chairs of the four research ethics subcommittees.

THE INSTITUTIONAL FORUM

The Institutional Forum (32 members) is constituted in the manner laid down by par. 44 of the University's Institutional Statute. The members are chosen for a term of three years, except the student members (par. 44(2)(iii)), who are chosen for a term of one year, and the Registrar (or representative), who is a permanent member.

(a) Members of Council elected by Council (30.9.2014 - 30.9.2017)

Mr PJ le Roux

Mr AV Moos (23.6.2014 - 30.9.2017)

(b) Members of Senate elected by Senate (1.10.2015 - 30.9.2018)

Prof S Green (1.10.2015 - 30.9.2016)

Prof JH Knoetze

Prof KH Myburgh

(c) Senior Director: Social Impact (1.10.2014 - 30.9.2017)

Dr AR Smith-Tolken (acting)

(d) Nominated to serve on behalf of the Director: Employment Equity (1.10.2014 - 30.9.2017)

Mr SD Molapo

(e) The Registrar (Permanent member)

Mr JA Aspelung

(f) Members from own ranks elected by permanent, non-professorial academic staff (1.10.2015 - 30.9.2018)

Mr L Burrows (Chair)

Dr KM Huddleston

Dr C Nel

(g) Members from the academic and administrative support services staff (1.10.2015 - 30.9.2018)

Mr WP Davidse (Secretary)

Ms CM Feyt

Ms F Fredericks

(h) Members from the technical support services staff (1.10.2015 - 30.9.2018)

Mr MG Marupula

Ms PJ Steyn

- (i) Members from the Students' Representative Council elected by the Students' Representative Council (1.10.2015 - 30.9.2016)**
Ms I Barac
Ms K Meiring
- (j) Members from the Prim Committee elected by the Prim Committee (1.10.2015 - 30.9.2016)**
Ms L Mautloa
Ms CF Walker
- (k) Member nominated by the Societies Council (1.10.2015 - 30.9.2016)**
Mr C Samson
- (l) Members from the Academic Affairs Council nominated by the Academic Affairs Council (1.10.2015 - 30.9.2016)**
Ms CM du Toit
Mr L Mtakati
- (m) Member from the Student Union appointed by the Students' Representative Council (1.10.2015 - 30.9.2016)**
Ms K Hlongwane
- (n) Nominated by the President of the Convocation (1.10.2014 - 30.9.2017)**
Ms N Marais (15.7.2014 - 30.9.2017)
Dr DA Scholtz (Vice-chair)
- (o) Nominated by the representative bodies of civil society (1.10.2014 - 30.9.2017)**
Rev HJ Goosen (Council for Church Cooperation)
Mr GG Groenewald (Stellenbosch Ratepayers' Association)
Mr JM du Plessis (Stellenbosch Welfare and Development Coordination Committee)
Mr M Wüst (Stellenbosch Municipality)
Mr J Benjamin (Western Cape Education Department)
Prof CJ van Schalkwyk (Stellenbosch Chamber of Commerce)

DEGREES, DIPLOMAS AND CERTIFICATES

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

Name	Abbreviation	Minimum duration in years
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Faculty of Arts and Social Sciences

Degrees

Bachelor of Arts	BA	3
Bachelor of Arts in Visual Arts	BA (VA)	4
Bachelor of Arts in Visual Arts (Educationis)	BA (VA) (Ed)	4
Bachelor of Social Work	B Social Work	4
Bachelor of Music	BMus	4
Bachelor of Philosophy	BPhil	1
Bachelor of Arts Honours	BAHons	1
Bachelor of Arts in Visual Arts Honours	BAHons (VA)	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

Certificates and Diplomas

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 Ancient Cultures	PGDip (Ancient Cult)	1
Postgraduate Diploma in Decision-making and Knowledge Dynamics	PGDip (Decision and Knowl)	1

Postgraduate Diploma in Document Analysis and Design	PGDip (Doc Analysis and Design)	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 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 Second-Language Study	PGDip (SecLangSt)	1
Postgraduate Diploma in Translation	PGDip (Transl)	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.

Faculty of Science

Degrees

Bachelor of Science	BSc	3
Bachelor of Science Honours	BScHons	1
Master of Science	MSc	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1

Faculty of Education

Degrees

Bachelor of Education in General Education	BEd (GenEd)	4
Bachelor of Education Honours	BEdHons	1
Bachelor of Science in Sport Science Honours	BSc Sport ScHons	1
Bachelor of Science in Biokinetics Honours	BScBiokinHons	1
Master of Philosophy	MPhil	1
Master of Education	MEd	1
Master of Education in Educational Psychology	MEdPsych	1
Master of Science in Sport Science	MSc Sport Sc	1
Doctor of Philosophy	PhD	2
Doctor of Philosophy in Sport Science	PhD (Sport Sc)	2
Doctor of Education	DEd	2

Certificates and Diplomas

Postgraduate Certificate in Education in Further Education and Teaching Training	PGCertEd (Further Education and Teaching Training)	1
Advanced Certificate in Education	AdvCertEd	1
Advanced Diploma in Education*	AdvDipEd	1
Postgraduate Diploma in Higher Education Teaching and Learning	PGDip (Higher Ed Teaching and Learning)	1

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

Faculty of AgriSciences

Degrees

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 Agricultural Management	BAgricAdmin	3
Bachelor of Science Honours	BScHons	
Bachelor of Science in Agriculture Honours	BScAgricHons	1

Bachelor of Agricultural Management Honours	BAgricAdminHons	1
Master of Philosophy	MPhil	1
Master of Agricultural Management	MAgricAdmin	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	
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	DSce	1

Diplomas

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)	

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

Faculty of Law

Degrees

Bachelor of Laws (Undergraduate)	LLB	4
Bachelor of Accounting and Bachelor of Laws	BAccLLB	5
Bachelor of Laws (Postgraduate)	LLB	2 or 3
Master of Laws	LLM	1
Doctor of Laws	LLD	2

Diplomas

Postgraduate Diploma in Tax Law	PGDip (Tax Law)	1
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Postgraduate Diploma in Intellectual Property Law	PGDip (Intellectual Property Law)	1
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Faculty of Theology

Degrees

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
Doctor of Theology	DTh	1

Diploma

Postgraduate Diploma in Theology	PGDip (Theol)	1
Postgraduate Diploma in Theology in Christian Ministry	PGDip (TheolChristMin)	1
Postgraduate Diploma in Theology in Chaplaincy Studies	PGDip (TheolChapSt)	1

Faculty of Economic and Management Sciences

Degrees

Bachelor of Accounting	BAcc	3
Bachelor of Accounting and Bachelor of Laws	BAccLLB	5
Bachelor of Commerce	BCom	3
Bachelor of Philosophy	BPhil [Full-time]	1
	[Part-time and Modular]	2
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]	1-2
	[Part-time and Modular]	2-4
Master of Commerce	MCom	1
Master of Philosophy	MPhil	1
Master of Public Administration	MPA	1

Doctor of Philosophy	PhD	2
Doctor of Commerce	DCom	3

Certificate and Diplomas

Advanced Certificate in Business Management and AdvCert (Business Administration*)	Managmnt and Admin)	1
Diploma in Sustainable Development Management and Planning*	Dip (Sustainable Developmt Man and Planning)	2
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 Planning	PGDip (FinPlan)	1
Postgraduate Diploma in HIV/Aids Management	PGDip (HIV/Aids Management)	1
Postgraduate Diploma in Leadership Development	PGDip (Leadership Dev)	1
Postgraduate Diploma in Transport, Logistics and Supply Chain Management*	PGDip (Transport, Log and Supply Chain Man)	1
Postgraduate Diploma in Marketing	PGDip (Marketing)	1
Postgraduate Diploma in Project Management	PGDip (ProjMan)	1
Postgraduate Diploma in Future Studies*	PGDip (Future St)	1
Postgraduate Diploma in Sustainable Development	PGDip (Sustainable Dev)	1

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

Faculty of Engineering

Degrees

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

Diplomas

Postgraduate Diploma in Engineering	PGDip (Engineering)	1
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Postgraduate Diploma in Engineering Management	PGDip (Eng Management)	1
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Faculty of Medicine and Health Sciences

Degrees

Bachelor of Medicine and Bachelor of Surgery	MB,ChB	6
Bachelor of Occupational Therapy	BOccTher	4
Bachelor of Speech-Language and Hearing Therapy	BSpeech-Lang and Hearing	4
Bachelor of Science in Physiotherapy	BScPhysio	4
Bachelor of Science in Dietetics	BScDiet	4
Bachelor of Science Honours	BScHons	1
Bachelor of Nursing Honours	B Nursing Hons	1
Master of Medicine	MMed	4-5
Master of Nursing	M Nursing	1
Master of Physiotherapy	MPhysio	1
Master of Occupational Therapy	MOccTher	1
Master of Science	MSc	1
Master of Speech-Language Therapy	MSpeech-Lang Therapy	1
Master of Audiology	MAud	1
Master of Pathology	MPath	1
Master of Nutrition	MNutr	1
Master of Human Rehabilitation Studies	M Human RehabSt	
Master in Addiction Care*	M Addiction Care	1
Master of Philosophy	MPhil	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1

Diplomas

Postgraduate Diploma in Occupational Medicine	PGDip (OccMed)	1
Postgraduate Diploma in Medicines Development	PGDip (Medicines Dev)	1
Postgraduate Diploma in Health Research Ethics	PGDip (Health ResEth)	1
Postgraduate Diploma in Family Medicine	PGDip (FamMed)	1
Postgraduate Diploma in Health Care Management*	PG Dip (Health Care Management)	2

Postgraduate Diploma in Disability and Rehabilitation Studies*	PG Dip (Disability and Rehabilitation Studies)	1
Postgraduate Diploma in Infection Control	PGDip (InfectContr)	1
Postgraduate Diploma in Nursing	PGDip (Nursing)	1
Postgraduate Diploma in Addiction Care	PGDip (Addiction Care)	1

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

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

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

ADMISSION AND REGISTRATION

1. ADMISSIONS POLICY

The Higher Education Act, Act 101 of 1997, read with the provisions of the Promotion of Equality and Prevention of Unfair Discrimination Act, Act 4 of 2000, is fundamental to the admissions policy of Stellenbosch University (SU). Based on the provisions of these Acts, the admissions policy is embedded in the SU's *Strategic Framework for the Turn of the Century and Thereafter*, which commits SU to the establishment of an excellent student corps that is more representative of the demographics of South African society.

In order to meet Council's targets for the size (total number of students) and shape (fields of study and diversity profile) of SU's student population, it is necessary to manage undergraduate enrolments at the University. SU's total number of enrolments must likewise be managed to fit within the available capacity.

SU offers a balanced package of programmes that spans all three main areas of study, namely (a) humanities, (b) economic and management sciences, and (c) the natural sciences, agricultural sciences, health sciences and engineering (SET: Science, Engineering and Technology).

SU is committed to promoting diversity.

At SU enrolment management at the undergraduate level happens within the framework of the national higher education system. We pursue responsible coherence between national and institutional objectives with regard for important principles, such as institutional autonomy, academic freedom and public responsibility. The following are points of departure:

- 1.1 Extending academic excellence by upholding standards of high academic achievement.
- 1.2 Maintaining and improving high success rates.
- 1.3 Honouring SU's commitment to redress, to social responsibility and to contributing to the preparation of future role models from all population groups.
- 1.4 Broadening access to higher education, especially for students from educationally disadvantaged and economically needy circumstances and who have the academic potential for successful study at SU.

Because of the limited availability of places, our strategic and purposeful enrolment management, as well as the fact that the number of applications far exceed the number of available study places, not all applicants who meet the minimum admission requirements for a particular programme will be accepted.

Details about selection procedures and admission requirements are available at www.maties.com.

Since admission in 2013, all prospective undergraduate students must take the National Benchmark Test (NBT). The results of the National Benchmark Test may be used by SU for the following purposes (details available at www.maties.com): supporting decisions about placing students in extended degree programmes, selection and curriculum development.

Please consult the NBT website (www.nbt.ac.za) or SU's website (www.maties.com) for more information on the National Benchmark Test.

The general admission requirements for undergraduate programmes are given below under paragraph 2 of this chapter and those for postgraduate programmes are given in the chapter on ‘Postgraduate Qualifications’.

A web link to the complete Language Policy and Language Plan of the University is given under “General Information” at the front of this Part of the Calendar. The language policy of individual faculties, as well as the language specifications of individual modules and programmes, is given in the faculties’ parts of the Calendar.

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 deciding to present 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 mark of at least 4 (50-59%) be obtained in each of four school subjects from the list of designated university admission subjects (of which at least one must be Afrikaans or English)* (The first final examination for the NSC was written at the end of 2008.) Where the average percentage obtained for the NSC or IEB is applicable the subjects Life Orientation and Additional Mathematics are not taken into consideration for calculating the average, and neither is the mark obtained for Mathematics Paper 3.

2.1.1.2 Compliance with the faculty-specific, programme-specific and subject-specific admission and selection 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 in the notice about admission requirements sent with the letter of admissibility and/or on www.maties.com, as well as the selection procedures at www.maties.com. Sitting for the National Benchmark Test (NBT) is compulsory and performance on this test may be used at selection (see par. 4.1.12 of this chapter for more information on the NBT). Discretionary admission by the dean with a view to promoting diversity may also occur. (Also see “Important notes” under par. 2.1.3.2.)

* Accounting, Agricultural Sciences, Business Studies, Consumer Studies, Dramatic Arts, Economics, Engineering Graphics and Design, Geography, History, Information Technology, Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects), Life Sciences, Mathematics, Music, Physical Sciences, Religion Studies, Visual Arts.

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 with the stipulations of par. 2.1.1.2;

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 for admission to BA (Law), BCom (Law), LLB and BAccLLB. Compliance with the stipulations of par. 2.1.1.2 also applies.

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 recognised 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 and selection 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 notice about admission requirements sent with the letter of admissibility. Discretionary admission by the dean with a view to promoting diversity may also occur.. (Also see “Important notes” under par. 2.1.3.2.)

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 and selection 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 admissibility and/or the notice about admission requirements sent with the letter of admissibility. Discretionary admission by the dean with a view to promoting diversity may also occur.

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. The 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. A document specifying the minimum admission requirements for all undergraduate programmes is normally sent to prospective students together with their letter of admissibility.
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 at the time, 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. 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, Engineering, and Medicine and Health Sciences.

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 in this category who join extended degree (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 educational disadvantage.

Prospective students are required to have full university admission, except in those cases where faculties provide special 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) varies 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 generally spread over two years for other programmes, with a reduced mainstream workload and foundation modules that are added. The degree programme is thus 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 the Extended Degree Programme, 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, as a candidate for readmission, 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 for EDPs

Students who possibly qualify for an EDP will be notified by the respective faculties and will register through the normal registration procedures. During the official Welcoming Programme prior to registration, EDP students will attend an information and advice session in the relevant faculty. For more information, contact the relevant faculty secretary 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, including those who intend to stay in private lodgings, must apply for admission to the University on the prescribed application form. It is preferable that this form be completed on the website at www.sun.ac.za, but hard copies are obtainable from the Registrar on request. The completed application form must be accompanied by an application fee of R100 or, if the web-based application form is used, the payment instructions should be followed.
- 4.1.2 Prospective undergraduate students must apply not later than the general closing date for applications, namely 30 June of the preceding year, with the exception of students applying for the programmes in the Faculty of Medicine and Health Sciences, namely MB,ChB, BScPhysio, BOccTher, BScDiet, and BSpeech-Language and Hearing Therapy, for which applications must be submitted not later than 31 May. The selection policies for the above-mentioned programmes are available on request. 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 30 June. 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 his proxy. Each such application must be accompanied by all the documents required for the consideration thereof, and each such application must be accompanied by the prescribed fee of R200 for late applications, consisting of the application fee of R100 and the late-application surcharge of R100.
- 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. 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 complete academic transcript, a full research proposal/summary, a list of bibliographical references, etc., which may be required by the department or faculty, must be included with the completed application form. To ensure that his application is indeed complete, every prospective postgraduate candidate is urged to consult the relevant faculty's own Part of the University Calendar for possible additional requirements relating to his proposed programme. 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 30 June 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 Full particulars regarding accommodation in University residences are provided in the chapter ‘Accommodation’.
- 4.1.7 Any student who makes a change of accommodation 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) under his personal details.
- 4.1.8 The University may at any time require a student to submit a certificate from a medical doctor appointed by the University for such purpose, 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 the following:
“If you have reason to suspect that you have any contagious or infectious disease, you shall immediately seek medical aid, withdraw from all University activities, leave the University accommodation, and take all necessary steps to ensure that you do not infect other students. If you do not take these steps, you will be held liable for any claims brought against the University (in legal terms you shall indemnify the University against any such claims). If legal steps are taken against the University, you shall also pay the legal costs.”
- 4.1.11 International students** must on arrival at the University produce satisfactory proof that they do not suffer from any contagious or infectious disease.

4.1.12 National Benchmark Test (NBT)

From 2013 all prospective undergraduate students are required to write the National Benchmark Test (NBT).

The results of the National Benchmark Test may be used by the SU for supporting the decision-making process when placing students in extended degree programmes, for selection purposes and for curriculum development.

Advance booking is essential and can be done on the NBT website (www.nbt.ac.za). Information about the dates for testing and all other relevant details are also available here. The amount payable for the NBT is to be paid by candidates themselves.

Please consult the NBT website (www.nbt.ac.za) and SU’s website for prospective students (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, whether undergraduate or postgraduate, must before the official closing date for registration complete the prescribed registration form and submit the completed form to the University Offices and, at the same time, pay the prescribed amounts, including the registration 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. 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, for the most part, included with the letter of admissibility. These particulars are also available at www.maties.com. The admissions policy and basic admission requirements are provided in par. 1 and 2 of this chapter.

At registration, every newcomer student is issued with an electronic photo identity card, referred to as a student card. This gives access to certain University buildings and can be used to operate certain photocopiers and to participate in the meals quota system. It must also be shown to obtain access to test and examination venues.

Senior students should retain the student card issued to them in their first year and have it handy each time they renew their registration as a student. It is essential for every student to keep possession of his photo identity card. Without this card a person will not be recognised as a student of the University and, consequently, could be refused permission to attend classes at the University and/or write examinations. Lost student cards can be replaced on payment of a required amount at the Student Fees Division in Block A of the Administration buildings.

A student who has failed to register according to the official programme of registration 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 and pays the late registration fee of R500. Also see par. 4.2.4 below in this regard.

4.2.2 Documents in proof of admissibility

At registration, every prospective student coming to 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 30 May submit to the University the respective originals of his National Senior Certificate or other school-leaving certificates as documentary proof of admissibility.

4.2.3 Registration procedure and programme and module changes

4.2.3.1 All prospective students, including Honours candidates, must formally register as students in accordance with the University's official programme of registration. 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. Alternative arrangements may be made for Master's and Doctoral candidates and the relevant faculty secretary 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 by the University. It also requires one's payment then and there, to the cashier, of the prescribed fee.

Copies of the complete programme of registration, as well as information on the web-based self-registration facility, are posted to first-year students and senior students. No person, excluding new Master's and Doctoral students, is permitted to register as a student later than three weeks after the start of classes (see the Almanac at the front of this Part of the University Calendar). The late registration levy of R500 has to be paid (see par. 4.2.4 in this regard), except in the case that an application for readmission prevented registration in terms of the official registration programme.

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 a particular programme, as set out in the Part of the Calendar for the faculty concerned. It is of utmost importance 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 immediately 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. 4.2.6 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 secretary 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. 4.2.5. 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 at the front of this Part of the University Calendar for the specific dates).

4.2.3.2 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 programmes 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).

4.2.4 Surcharge for failure to register on time

4.2.4.1 *For the relevant degree/diploma/certificate programme*

Where any student has failed to register on time for a particular programme in terms of the official programme of 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 above-said penalty for late registration for a programme, on condition that the said late registration for a 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.

4.2.4.2 *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.

4.2.5 Joining a programme late

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

4.2.6 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 presenting themselves for registration, all prospective students are individually 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 continuous or 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.

4.2.7 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 to the secretary of the faculty concerned for formal approval of such combination. The offices of the faculty secretaries are in Block A of the Central Administration Building.

4.2.8 Non-graduated students of other universities

4.2.8.1 A non-graduated student from a recognised South African university other than Stellenbosch University may be permitted to register for a degree, certificate or diploma programme here 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 shall be admitted to the final examinations at Stellenbosch University only if he has been registered at this University for no less than two years and if he has obtained no less than half of the total credits of the proposed programme at Stellenbosch University, including the major subjects.

4.2.8.2 Before a student from a recognised South African university other than Stellenbosch 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.

4.2.9 Registration of Master's and Doctoral students

Current Master's and Doctoral students may register up to 28 February. 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

The classes of 2016 shall commence on Monday 1 February. The commencement dates of programmes that differ from the general date of commencement are given in the Almanac, at the front of this Part of the University Calendar.

4.4 Change of name, surname or marital status

To enable the University to keep its records of its students up to date, 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. 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 for undergraduate modules and 15 January of the year concerned for postgraduate modules.

- 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 School-leaving Certificate of the Matriculation Board or a Senior Certificate of the Department of Education, or qualifications deemed by the University to be adequate; and
 - 5.2.2 achieved in the School-leaving or Senior Certificate examinations 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.

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

Candidates may register as students at the start of the second semester subject to the following general requirements:

6.1 Application, selection and admission

They must, before 15 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 places for study 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 by the University, 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 person 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. These candidates may be administratively permitted to register at the start of the second semester.

6.4 Honours students

- 6.4.1 A person may so register as an Honours student if he qualifies, if he has applied to the Registrar in writing before 15 July for admission to a particular Honours programme and if he is acceptable to the department and dean concerned.
- 6.4.2 The Honours programme being registered for must be one structured in such a way (semesterised) that commencement in the second semester is possible. Candidates who comply with the requirements may be admitted administratively.

6.5 Master's students

A person may so 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 then be completed administratively.

6.6 Doctoral students

A person may so register as a Doctoral student, on condition that he has been admitted via the admission process of the faculty board concerned.

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 (one or more of the) modules required for the said degree, certificate or diploma may be permitted to take such module(s) at another university, provided that no such module shall be a module of one of his major subjects, and provided further that it shall be the case that he is not in a position to take such module(s) here.
- 7.1.3 Final-year students of this University 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 modules in question will be given such recognition, by submitting the content(s) of the said modules to the Stellenbosch University department concerned via the relevant faculty secretary;
 - 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 (modules) 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 qualifications (for example: two degrees, a degree and a diploma or a degree and a certificate) for which he has registered.
- 7.2.3 Candidates wishing to register as special students at Stellenbosch University and to register as postgraduate students at another university must obtain prior consent in writing thereto from the SU faculty concerned.
- 7.2.4 Candidates 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 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 Senate; and
- 8.4 that concurrent residence for two Honours programmes shall not be considered.

9. READMISSION AFTER UNSUCCESSFUL STUDIES

Any student (other than Engineering students and students of the Faculty Medicine and Health Sciences, who have earlier closing dates (see the Faculty's Calendar parts)) whose academic record does not comply with the requirements for readmission to the University for the following year will be informed accordingly by 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 15 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 R350. 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 secretary 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 directed 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. Every applicant should bear in mind that 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 (i) for the first time in his period of study and of his own choice discontinues his studies on or before 31 July of a given year, or (ii) on the ground of academic considerations is not permitted to proceed to the second semester, or (iii) 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 on or before 31 July 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.

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 and Sliding Scale B respectively (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 set out 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 set out 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 Faculty of Arts and Social 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. At the end of their historical first year, the academic records of these students shall be assessed with due regard to their instructional programme. Students in the Faculty of Arts and Social Sciences must obtain a minimum of 0,5 HEMIS credits at the end of their first year of study, in addition to further compliance with the sliding scale requirements, and 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

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 (closing date 15 January of the year concerned (with the exception of students in the Faculty of Engineering and Faculty of Medicine and Health Sciences, who have earlier closing dates (see Faculty Calendar Parts)), and no late applications will be accepted) 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.

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 of a module 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. 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.

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 complete 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 his 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 to his 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 the appropriate graduation ceremony, the University by way of standard procedure non-recurrently issues to each qualifying candidate, together with an English copy and an Afrikaans copy of degree, certificate or diploma, a free copy of the complete academic transcript in English and in Afrikaans.

Any person currently or previously registered at the University as a student may apply on the prescribed form for a copy of his academic transcript and/or for duplicate certificates. The fees noted below shall be payable for the issuing of the respective documents:

<i>Type of document</i>	<i>Amount payable</i>
Academic transcript	R50,00
Duplicate certificate	R75,00

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. Instructions regarding the electronic payment of the account 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 Central 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 Central 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 Career Office 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. 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.

- 18.3 The wearing of academic dress shall be obligatory at any graduation, certificate and diploma ceremony. Students must rent the academic gowns and hoods 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 or December, and passes, such student shall obtain his qualification at the March graduation ceremonies of the following year.

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.
- 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 secretary 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.

ACCOMMODATION

POLICY FOR PLACEMENT IN RESIDENCES, AND IN LISTENING, LEARNING AND LIVING HOUSES, AS WELL AS ALLOCATION TO PSO WARDS AND CLUSTERS

1. Introduction

As a 21st-century university, it is essential that Stellenbosch University continuously adapt to changing realities and manage its accommodation assets in a way that will best serve the vision, mission and objectives of the University. In addition to this, the total University experience of a student contributes towards, or has an impact on, the eventual success (or otherwise) of that student. This is why the University has a responsibility to utilise and organise the students' university experience optimally, and hence also to carry out placement in undergraduate residences, senior residences, allocation to PSO wards and clusters, and placement in Listening, Learning and Living houses (LLL houses) in such a way that it will contribute to the success of all our students (see point 10 for definitions of each of these different types of accommodation). This policy is also linked to the way that the University is organised with respect to transformation, creating a welcoming and friendly campus in conjunction with the mobility plan (transport on, to and from the campus and links with clusters). In the light of the relatively limited number of residence places, however, it is also clear that accommodation in a residence is a privilege (and not a right) and that that privilege must be conferred in a responsible and meaningful way.

2. Aim and scope of the policy

The metapurpose of this placement policy is the optimisation of the whole university experience of our students as an important contributory factor to student success. Furthermore, it assumes the optimisation of the out-of-class experience of the students, which in practice means that an attempt is also made outside of the formal curriculum to define everything that has an impact on students' optimal development in such a way that it will make a positive contribution towards student success. In addition, the policy must be an instrument in the hands of management to achieve the strategic objectives of the University, which would include, among others: student success, promotion and celebration of diversity, creating a welcoming campus culture, fair and orderly arrangements regarding the placement of students in University accommodation, and the allocation and organisation of other kinds of accommodation options.

The University's strategic decision on size and shape includes, amongst others, the most desired spread of diversity of students that is managed with enrolment planning. The result of targeted recruitment and the students who apply for residence accommodation then determine the placement possibilities.

3. Objectives of the policy

Important objectives are that students should be placed and allocated in such a way that it will contribute positively to the formation of sound, diverse communities that will in turn contribute to optimal growth and development in the out-of-class context and to eventual success (academically and otherwise). Another objective is striving as far as possible to allocate a place in a residence to the most vulnerable students, whose chances of success will improve if they are in a residence. In this regard new first-year students will be firstly considered but also, for example, EDP (Extended Degree Programme) students, students requiring financial support bursaries as determined with the aid of a means test and students with special learning needs (disabilities) for whom residence accommodation is essential. The policy also offers management an instrument to help ensure that diversity objectives with respect to black, coloured and Indian (BCI) students at undergraduate level can be achieved.

4. Policy principles

Enhancing excellence through diversity is a guiding policy principle and both these dimensions are consistently taken into account along with all the other provisions. Diversity is regarded as an extremely important factor in developing excellence among students. Opportunities to learn from people who are different from you are greater than they would be in a homogenous group. Furthermore, coping with diversity offers excellent preparation for dealing with South African and international realities. This is why the University wants to create opportunities that are rich in diversity within its student communities. This also acknowledges the fact that students are diverse in many respects (not only as far as ethnicity is concerned) and that diversity needs to be reflected in the composition of student communities.

Another important principle that also serves as an objective is that the most vulnerable students and those who would benefit most from being accommodated in residences should preferably be allocated a place in a residence in order to enhance their chances of success.

5. Policy provisions

The amendment of specific placement categories' numbers, percentages and other details with respect to the application and implementation of the policy (as may be necessary from time to time) is the responsibility of the University manager within whose area of responsibility this falls, namely the Vice-Rector (Learning and Teaching). The particulars as implemented in any specific year should take into consideration the diversity profile of qualifying applicants and are contained in a supporting document (i.e. management provisions and implementation measures), which also appear on the website for prospective students (www.maties.com) and for current students (www.mymaties.com). Only the University Council may change substantial policy provisions.

- 5.1 The primary provision applied on the Stellenbosch campus in order to place first-year students in residences is to make the placements on the basis of academic merit in the first round.
- 5.2 Once the initial placements have been completed and the placed students' diversity profiles have been taken into consideration, additional provisions, still taking into account academic merit, are applied to achieve the target diversity profile set by management. The five diversity factors taken into account in this regard are: (1) South African citizen or

international student; (2) language preference (Afrikaans, English or other); (3) ethnicity (coloured, black, Indian or white); (4) first- or non-first-generation student; and (5) economic class (for students who need financial support in the form of bursaries and who qualify for such support on the basis of a means test).

- 5.3 A further provision is to place the most vulnerable students (including new first-years, EDP students, students requiring financial support bursaries as determined with the aid of a means test and students with special learning needs (disabilities)) in residences.
- 5.4 In the Faculty of Medicine and Health Sciences all recruitment bursary students, who were selected on the basis of academic merit, are already allocated places in a residence on the Tygerberg campus in the first round. Recruitment bursary candidates on the Stellenbosch campus are considered in the second round of placement because those accepting the offers are only known at a later stage.
- 5.5 For students at the Faculty of Medicine and Health Sciences who spent their first year in a residence on the Stellenbosch campus and who then have to move to the Tygerberg campus, the allocation of a place in a residence on the Tygerberg campus will depend on the availability of places after the placement of first-year students in Tygerberg residences.
- 5.6 In addition, a specified Grade 12 average, as determined by University management, will be adopted as cut-off point for new first-years to be placed in a residence (in other words, applicants with a Grade 12 average lower than that set as a requirement by the University will be placed in a residence only in exceptional cases and with a sound motivation – such as being an EDP applicant).
- 5.7 As a rule students on the Stellenbosch campus may stay in undergraduate residences for the maximum of the normal duration of the undergraduate programme for which they had initially registered (this period is cumulative regardless of whether the student has changed residence), unless they are a part of the residence leadership structures, namely head student (primarius/primaria), house committee member, cluster convenor or mentor.
- 5.8 In exceptional cases and with thorough motivation from the Residence Head to the Director of the Centre for Student Communities (CSC), a few additional senior students may remain in the residence longer than the normal duration of the undergraduate programme for which they had initially registered on the basis of an exceptional contribution being made, e.g. in the field of culture or sport.
- 5.9 The Residence Head may in exceptional cases and with thorough motivation to the Director of the CSC make written recommendations during the first round of placements for the placement of specific new first-year students who qualify in terms of academic merit, according to predetermined requirements.
- 5.10 Special placements are part of the total number of placements per year and are not an additional group for whom there are additional places. For this group the two key provisions, namely academic merit and a sound distribution of diversity categories, still apply. The following special placements apply at present and may be amended by University management from time to time:

- 5.10.1 *Bloemhof Trust placement as agreed with the University:* The Bloemhof Trust must submit the names of prospective students whom they wish to place in residence to the residence placement officials by 1 September at the latest and the Trust cannot select the residences itself. The Bloemhof Trust is requested to strive to allocate a significant number of their agreed number of places to BCI students.
- 5.10.2 *EDP placement:* The placement officials allocate residence places to a certain number of EDP students every year.
- 5.10.3 *Sport placements:* A certain number of places are allocated to Maties Sport. Apart from taking excellence in sport and academic work into account, Maties Sport must also strive to place a significant number of BCI students in their allocated places. The names of the students must reach the placement officials by 1 September of each year.
- 5.10.4 *Military students:* Placement officials place male and female military students who are studying on the Stellenbosch campus in a suitable University house.
- 5.11 The provisions for allocation to PSO wards and clusters also strive as far as possible to take into account the two key provisions, namely academic merit and diversity. In the light of this, the following apply for the allocation of PSO students to wards (or PSO houses) and hence also to clusters:
 - 5.11.1 PSO students are allocated randomly to wards. Random allocation leads to an equal distribution of academic merit and diversity.
 - 5.11.2 New postgraduate and international students are allocated to clusters in the same way as new first-year students and the University strives to achieve their optimal integration into the rest of the student community.
- 5.12 Students who move from residences to PSO wards are automatically included in the (men's/women's) PSO ward(s) of the cluster of the residence that they are leaving.
- 5.13 Students must be reregistered in a new cluster if they move from private accommodation to a residence in a different cluster from the PSO ward in which they were.
- 5.14 Placement in senior residences on the Stellenbosch campus is also done in accordance with the two key provisions, namely academic merit and the diversity profile for each particular residence with respect to gender, ethnicity, language preference, national or international student and economic class (whether first-generation student or not is not relevant here). The particulars are as follows:
 - 5.14.1 The senior residences accommodate mainly students who have already been living in another undergraduate residence.
 - 5.14.2 Students who are already 23 years and older when they come to study at the University for the first time are preferably placed in a senior residence.
 - 5.14.3 The maximum age for placement of students in senior residences is determined annually by management.
 - 5.14.4 Placement of senior students is also considered in terms of categories related to the number of years since they completed Grade 12. The category within which a student falls also determines the kind of residence accommodation for which a student will be considered.

Certain senior residences are reserved for students of each of the following three categories or combinations of the three categories: Grade 12 + 4 to + 6 years; Grade 12 + 6 to + 8 years; Grade 12 + 8 years and more.

- 5.14.5 Students may stay in senior residences for a maximum of three years (this period is cumulative regardless of whether the student changes residence), regardless of whether the student had already been living in an undergraduate residence (and they may also remain in the senior residences for a longer period if they are part of the leadership structures).
- 5.14.6 With regard to undergraduate and postgraduate students in senior residences:
 - a) For older undergraduate students in the category who are studying at Stellenbosch University for the first time (thus 23 years or older), a percentage of the capacity, as determined by management, is reserved in the senior residences. In this case too students are placed taking into account the two key provisions, namely academic merit and the respective diversity categories.
 - b) Postgraduate students and students who studied at undergraduate level at the University are weighed up against one another on the basis of their weighted averages per credit and those with a higher weighted average per credit get preference over students with a lower weighted average per credit. The weighted average per credit is calculated for undergraduate performance.
 - c) The weighted average per credit of students who form part of the leadership structures, namely SRC, cluster convenors, house committee members and mentors, is increased by a percentage, as determined by management. A certain maximum number of students, also as determined by management, can benefit from such an increase of the weighted average per credit.
 - d) Students who are employed full time and earn a fixed annual income may not be placed in a University residence.
 - e) People who are registered at the University for subjects or modules which do not lead to obtaining a qualification at Stellenbosch University do not qualify for a place in a residence.
- 5.14.7 At the Tygerberg campus separate arrangements are made with regard to placement in senior residences.
- 5.15 Placement in LLL houses takes place as follows:
 - 5.15.1 The diversity profile for each LLL house plays a decisive role. Applicants are thus placed according to the diversity needs of each particular LLL house. The diversity profile includes the following categories: gender, ethnicity, language preference, faculty, national or international student, and economic class (first-generation student or not is not applicable here).
 - 5.15.2 Students make an application for placement in LLL houses and the applications are considered by selection panels appointed by the CSC. In exceptional cases where the panel finds it difficult to distinguish between applicants, the panel may conduct interviews with the applicants.

- 5.16 If applications for admission to residence places change (e.g. decline) or if new uses for University accommodation are envisaged (such as the development of more LLL houses), University management can adapt any of the placement categories' percentages and numbers with concomitant reporting about the strategic impact thereof to University Council.

6. Conflict resolution

Any such cases are referred to the Director: Centre for Student Communities for guidance and decisions.

7. Control of policy

- 7.1 *Control structure within which the policy resides:* The policy is determined by University Council. The Rector is responsible for the execution of the policy and he delegates the overall responsibility to the appropriate environments that report to a member of the Rector's Management Team, namely the Vice-Rector (Learning and Teaching).
- 7.2 *Ownership:* The Vice-Rector (Learning and Teaching) has been appointed by the Rector as line manager and owner of this policy.
- 7.3 *Roles and responsibilities:* The University establishes the following roles and responsibilities, among others, with a view to implementing and managing this policy:
- 7.3.1 The statutory head is the Rector and Vice-Chancellor.
- 7.3.2 A member of the Rector's Management Team, namely the Vice-Rector (Learning and Teaching), to whom the relevant environments responsible for the implementation and application of the policy report, acts as the owner of the policy and annually establishes the different percentages and numbers (as set out in the supporting document that also appear on www.mymaties.com). The supporting document will reflect the most recent information about percentages and numbers of the placement of first-year cohorts in residences.
- 7.3.3 Student and Academic Support is the appropriate division to execute this policy and where recommendations for the revision of the policy are from time to time handed in. This division head is also responsible for keeping the Vice-Rector (Learning and Teaching) up to date regarding actions that need to be taken in accordance with the policy (with specific reference to the revision of numbers and percentages as contained in the supporting document).

8. Reporting and publicising

Reporting and publicising are embedded in normal management practices and the necessary communication takes place through the University's normal communication channels. Reporting to University Council takes place after the completion of the placement process each year.

9. Action in cases of non-compliance

Any complaints stemming from alleged non-compliance with the policy are dealt with in terms of the University's existing complaints management processes and systems.

10. Definitions

The follow specific terms are used in this policy and concise definitions of the terms are as follows:

Academic merit – in the context of the placement of new first-year students, this refers to academic achievement at school, and for senior students it refers to academic achievement at University

BCI students – black, coloured and Indian students

Cluster – a group of residences that are grouped together primarily on a geographical basis and to which a PSO ward (in the case of an integrated men's and women's ward) or two PSO wards (in the case of separate men's and women's wards) are allocated to form a student community (currently about 2 500 to 3 000 students)

Cluster convenor – a student leader who assists the ResEd Coordinator with all the activities in a cluster

Diversity – in the context of this policy, reference is made primarily to five diversity categories, namely (1) South African citizen or international student; (2) language preference (Afrikaans, English or other); (3) ethnicity (white, coloured, black or Indian); (4) first- or non-first-generation student; and (5) economic class (for students needing financial assistance in the form of bursaries and who qualify for such support on the basis of a means test)

Ethnicity – in the context of this policy the definition of the *Verklarende Afrikaanse Woordeboek* is used, namely “behoort tot 'n spesifieke rasse- of taalgroep” (belonging to a specific race or language group)

Extended Degree Programmes (EDPs) – formal degree programmes in which students may extend their degree in a programmed way in advance, over a longer period of time

First-generation student – a student whose parents or grandparents did not study at a university

First round of placements – the primary or first round of placements that only focuses on academic merit (the second round of placements follows this one and focuses more on the five diversity categories while still considering academic merit)

House Committee – the student leadership body in residence of PSO.

Head Student (Primarius/Primaria) – the head student in a men's or women's residence or PSO house

In-class experience – mainstream academic offering that is presented predominantly in the context of lecture halls (sometimes also referred to as the curriculum or main curriculum)

Listening, Learning and Living house (LLL house) – official University house (property of the University) in which smaller groups of students are accommodated around themes and taking diversity into account

Means test – an instrument, based on the income of a family, with which it is determined whether the student in the family qualifies for financial support, as well as the extent of the support

Mobility plan – the University's overarching master plan to organise transport on, to and from campus

Normal duration of a degree programme – the minimum duration of a degree programme, e.g., a BSc degree's normal duration is three years and a BEng degree's four years

Out-of-class experience – the student's experience of the University outside of the formal lecture context or formal academic offering (sometimes also referred to as the co-curriculum)

PSO students – students in a private students organisation (students who do not live in official University accommodation)

PSO ward – also called a PSO house or private ward; a grouping of PSO students who are grouped together for organisational and community-formation purposes; such houses are grouped together along with residences into clusters and they also have a student leadership structure (including mentors for new first-year students)

ResEd Coordinator – a staff member who acts as coordinator of a cluster (usually this person is also a Residence Head of a residence within the particular cluster)

Residence – official University building accommodating larger groups of students

Residence Head – person appointed to act as head of a residence; this person usually lives in or next to the residence concerned

Residence leadership structures – in the context of this policy it includes the following: Head Students (primarius/primaria), house committee members, cluster convenors and mentors

Responsibility centre (RC) – this entails the total portfolio of, e.g., a vice-rector and it encompasses all the divisions that form part of the vice-rector's responsibilities

Senior residences – residences or living units in which no (or very few) new first-year students are accommodated and whose inhabitants are predominantly more advanced students (in contrast, the other residences have significant numbers of new first-year students); the following residence/living units are (mixed) senior residences: Botmashoogte, Concordia, Huis De Villiers, Huis MacDonald Lobelia, New Generation Residence and Ubuntu House (Tygerberg)

SRC – Students Representative Council

Undergraduate residences – the majority of the residences where primarily undergraduate students are accommodated and where higher numbers of new first-year students are placed than in senior residences; the following residences are undergraduate residences: **Men:** Dagbreek, Eendrag, Helderberg, Helshoogte, Huis Marais, Huis Visser, Majuba, Simonsberg and Wilgenhof; **Women:** Erica, Harmonie, Heemstede, Huis Ten Bosch, Irene, Lydia, Minerva, Monica, Nemesia, Nerina, Serruria and Sonop; **Mixed residences:** Gold Fields, Huis Neethling and Metanoia; **Women (Tygerberg):** Huis Francie van Zyl; **Mixed residences (Tygerberg):** Kerkenberg, Hippokrates and Meerhoff

University management – in the context of this policy the Rector's Management Team (RMT)

University house – a house belonging to, or rented by, the University that is made available to students to live in

Visiting Head – person appointed to act as head of a PSO ward (or PSO house); the person does not necessarily live near the environment where the students live

Vulnerable students – in the context of this policy this includes the following groups: new first-year students, students in extended degree programmes (EDP students), students requiring

financial support bursaries as determined with the aid of a means test and students with special learning needs (disabilities)

11. Supporting document

This policy must be read in conjunction with the management provisions and implementation measures contained in the supporting document which appears along with the policy on the website for prospective students (www.maties.com) and for current students (www.mymaties.com) and is adapted annually.

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 questions.

A student registered for a degree, certificate or diploma programme shall not be admitted to the examinations in any particular module of such programme 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 or diploma, a student must, except where there are formal provisions to the contrary, take examinations in all modules of such curriculum.

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.

Please note: In all tests and examinations, any answer required to be given in writing must be written in ink.

2. DISCUSSING EXAMINATION ANSWERS WITH MEMBERS OF THE TEACHING STAFF

If a student wishes to learn from his mistakes, he shall be at liberty to discuss his examination answers with the lecturer(s) concerned, provided that:

- 2.1 A student must not view his corrected examination script(s) other than in the presence of the lecturer(s) concerned.
- 2.2 The discussion of such examination 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 examination results with the lecturer(s) concerned is not intended as an opportunity for the re-evaluation of the examination 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 R660, 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 Registrar 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 continuous assessment or flexible assessment, no re-evaluation of test scripts and other assignments for assessment shall be considered. See par. 8.4.11.2 (continuous assessment) and par. 8.5.10 (flexible assessment) 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 with 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 Office of the Registrar, 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 above, the Registrar shall obtain the name of one available external examiner for the relevant module, in consultation with the programme coordinator or departmental chair concerned.

- 3.3.3 The Registrar 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 Registrar shall request the following from the external examiner:
- 3.3.3.1 That he re-evaluates the script(s) and allocates 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 outlines 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 solely if they have not registered for any SU modules and have been permitted to follow a module(s) of another university for the purpose of obtaining a qualification at SU.
- 4.2 Postgraduate students shall not be allowed to register for examination purposes solely. They must register as full students, provided, however, that they may be granted exemption from tuition 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 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 for an exception to this rule).

6. RECOGNITION OF MODULES: SECOND DEGREE

A student who has previously obtained a degree at Stellenbosch University or another recognised university and now wishes to register for a second undergraduate degree may apply for recognition of the modules of the first degree in place of those of the second degree, provided that not less than one-half of the total credit points of the second degree, including the credit points of a complete new component of major subjects/final-year subjects, shall be taken and passed at SU.

7. RULES FOR STUDENT CONDUCT AT TESTS AND EXAMINATIONS

- 7.1 Candidates are not permitted to communicate with each other in test or examination rooms.
- 7.2 Examination aids (including blank paper, books, written material and electronic apparatus, excluding cell phones, which are to be switched off and be placed in front of the student on the writing surface) are not permitted in test or examination rooms, except where the use of specific items is expressly permitted or prescribed.
- 7.3 Candidates are not permitted to read or copy any answer or part of any answer that another candidate has written in his examination answer book or on his question paper.
- 7.4 The removal of parts of examination answer books is not permitted.
- 7.5 The front page of every examination answer book used must be completed in full and all the instructions on the back of the answer book must be properly read.
- 7.6 If more than one answer book is used, the second and subsequent books must be placed inside the first book when handing it in.
- 7.7 Every answer book issued to a candidate must be handed to an invigilator by that candidate before leaving the examination room.
- 7.8 No extra time shall be granted to a candidate who arrives late.
- 7.9 Candidates are not permitted to leave the examination room during the first 45 minutes of a test or examination session. Candidates who arrive more than 45 minutes after the start of the test or examination will not be allowed to enter the test or examination room.
- 7.10 Read the instructions on your question paper.
- 7.11 All written test and examination answers must be written in ink.

- 7.12 Each student must show his student card, or identity document or driver's licence if the student card is temporarily not available, on entry into the venue.

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 learning, e.g. Anatomy, Applied Mathematics, Economics, General Linguistics, Microbiology, Philosophy or Zoology.

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.

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, admission to the examination in that module may not be refused. 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 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/her 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 40% of the cost of the module concerned, excluding study-related additional costs, is payable when a dean's concession examination is granted. The amount must be paid at the

cashiers in Block A of the Central 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 continuous or 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 *Continuous assessment*

The continuous assessment of students is a process by which their lecturers arrive at the students' final marks for the semester module or year module concerned. Each student's work is systematically assessed on successive occasions during the semester or year. Students are allocated their (definitive) final marks for the module without having to take a formal University examination at the end of the module.

See also par. 8.4 later in this chapter.

8.1.19 Flexible assessment

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 and outcomes of the module). A final mark is awarded without concluding the study period with a formal university examination. Also see par 8.5 further on in this chapter.

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 near the front of this Calendar 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 near the front of this Calendar 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 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. 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 (see par. 8.1.12 further on in this chapter), 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 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. 8.3.3.7 to 8.3.3.9 – 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 respectively, 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 student 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 exam 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 near the front of this Calendar 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 near the front of this book).
- 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 near the front of this book, 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 near the front of this book).
- 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.
- 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 under-graduate 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 presented by it shall be kept in every academic department.
- 8.3.1.2 The students' class marks are made known to them by every department 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.
- 8.3.1.5 The class mark may be used for admission to the examination, in connection with prerequisites and in certain cases also for admission to University residences.

8.3.2 Admission to the examinations

- 8.3.2.1 Except in the case of modules for which no class mark is required, 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. 8.3.3.7 - 8.3.3.9), shall be permitted to write the second round of examinations 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 continuous assessment or 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, 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 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.
- 8.3.3.4 Where a student has written only the first examination, his examination mark shall be the mark obtained in the examination in question.
- 8.3.3.5 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 paragraphs 8.3.3.2 and 8.3.3.3 apply for calculating the final mark.
- 8.3.3.6 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.
- 8.3.3.7 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.
- 8.3.3.8 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.
- 8.3.3.9 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.
- 8.3.3.10 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. In accordance with University regulations, the above-mentioned 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 paragraph 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 register 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 for the relevant year of study 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 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 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 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 n represents the number of years of study prescribed as the normal duration of the instructional programme concerned and the series $A(1)$, $A(2)$... $A(n)$ 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.

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 (PGCE), the following modular weights shall be used in the calculation of passes with distinction:

a)

Curriculum Studies 774(12)	0,08
Learning and Learning Support 774(12)	0,08
Philosophy of Education 774(12)	0,08
Education Management, Leadership and Management 774(12)	0,08
Teaching and Learning 775(26)	0,19
Diversity and Inclusivity 774(12)	0,08
Curriculum Studies (field of specialisation 1) 774(12)	0,08
Curriculum Studies (field of specialisation 2) 774(12)	0,08
Introduction to Education Research 772(8)	0,07
Afrikaans Medium 772(6) plus	0,06
English Medium 772(6) or	0,06
Multilingual Teaching 774(12) (instead of Afr and Eng above)	0,12
Computer Use (Ed) 774(6)	0,06
Total	<u>1,00</u>

- b) In the case of the Postgraduate Certificate in Education (PGCE), a student shall pass with distinction if, in addition to complying with all the prescribed requirements, he has obtained a final mark of not less than 70 in Teaching Practice 775(26).

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

8.3.14.11 A Doctorate (the degree of Doctor) shall not be awarded with distinction.

8.4 Rules relating to continuous assessment of modules

The provisions of paragraphs 8.3.4 and 8.3.5 above are applicable to all modules that are subject to continuous assessment.

In addition, the following provisions relate to continuous assessment as a process of determining a student's final mark for a module:

- 8.4.1 No formal class mark shall be awarded. On the prescribed date for the submission of final marks, a final mark alone shall be entered into the central computer system of the University.
- 8.4.2 The final mark shall be based on the following: assessment of a student's work on various occasions, spread throughout the semester(s), by means of, for example, assignments, tests, laboratory investigations, seminars and tutorials, depending on the requirements specific to the module. A final mark of less than 50 may be awarded to a student who does not complete a predetermined number of tests/assignments for a module that is subject to continuous assessment.
- 8.4.3 All opportunities for assessment shall be subject to the following rules:
- Contribution of single opportunity for assessment to final mark:*
- *Semester modules:* no more than 25%, or no more than 50% in the case of a semester module of which the classes are concluded within a term, as defined in par. 8.4.9.
 - *Year modules:* no more than 12%, except for the final assessment, which may contribute a maximum of 25%.
- These rules imply that there should be at least 4 (four) assessments for semester modules, or at least 2 (two) assessments per term in cases where the provisions of par. 8.4.9 apply, and at least 8 (eight) assessment for year modules.
- 8.4.4 Each student must be kept regularly informed about his progress.
- 8.4.5 Students must receive the result of the first assessment within 5 (five) weeks after the start of the module.
- 8.4.6 Any department wishing to make use of a system of continuous assessment must, by means of a report via its faculty board, fully apprise Senate of the basis on which such department proposes to calculate the final mark(s) concerned. (The Executive Committee of Senate may refer the said report back to the department if in its opinion the proposed basis of calculation is inadequate.)
- 8.4.7 The method of calculating their final marks must be communicated to students in writing at the start of the semester by means of the module framework or study guide.
- 8.4.8 The official first examination period must, subject to par. 8.4.9 below, always be used for an assessment.
- 8.4.9 Where the classes for a semester module that is examined by continuous assessment are concluded in the first of the two terms of the semester concerned, the final assessment may be scheduled to take place shortly after the conclusion of such classes. This rule is subject to the provisions of the relevant mid-semester test programme. The existing system of test and examination timetables shall remain in operation, provided that supplementary tests for the purpose of continuous assessment shall be conducted during formal contact occasions only.
- 8.4.10 The lectures in undergraduate modules taught by continuous assessment must cease on the same date as the University's formal lectures.

8.4.11 In modules taught by continuous assessment, there shall be:

8.4.11.1 no assessments during the second examinations in June and November/December; and

8.4.11.2 no external re-marks. Students who believe that their final mark has been calculated incorrectly shall be allowed, on payment of a deposit of R40, to apply to the Registrar in writing for a thorough recalculation of their final mark in the relevant module by the department concerned. Applications accompanied by the above-mentioned deposit must reach the Registrar no later than the Friday of the first week of classes of the semester following the particular examination period.

8.5 Rules with respect to flexible assessment of modules

At the start of 2012, Stellenbosch University launched a pilot project, in which certain modules make use of flexible assessment. As this is a pilot project, note that:

- a) flexible assessment is not yet indicated in all the faculty Calendar parts as assessment option
- b) Flexible assessment may therefore be used in some modules in contrast to what is indicated in the faculty Calendar parts concerned. In all such cases:
 - the faculty concerned must obtain permission beforehand,
 - the assessment method, including how the final mark is to be calculated, must be indicated in the module framework or study guide of the module concerned, and
 - the rules with respect to flexible assessment as set out below must be followed.
- c) The stipulations of paragraphs 8.3.4 and 8.3.5 above apply to modules that use flexible assessment.
- d) In addition, the following rules for flexible assessment in modules apply for the purposes of determining a final mark:

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

8.5.2 The final mark is based on assessment of students' work during various assessment opportunities, distributed over the semester(s) of the module, and by means of more than one assessment method, for example an assignment, test, portfolio, oral, laboratory investigation, seminar, tutorial, project report, etc., depending on the requirements specific to the module.

8.5.3 A final mark of below 50 may be awarded to students who have not participated in the predetermined number of assessment opportunities.

8.5.4 A final mark of below 50 may be awarded to students who have failed to meet other requirements as contained in the module framework or study guide, including performance below the minimum level, for certain assessment opportunities.

8.5.5 The ratio or weight of the mark awarded for each of the different assessment opportunities must be determined beforehand, and students must be informed of this in the module framework or study guide.

8.5.6 Students should receive regular feedback on their progress.

- 8.5.7 Students must receive the results of the first assessment opportunity within five weeks after commencement of the module.
- 8.5.8 The official first examination period must always be used for an assessment opportunity.
- 8.5.9 In terms of the Rules for Internal and External Moderation, assessment tasks and assessment products representing at least 50% of the performance mark must be moderated.
- 8.5.10 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 Registrar 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 Registrar by no later than the Friday of the first week of classes in the semester following the exam period in question.
- 8.5.11 To change the method of assessment in a module, application must be made to the Centre for Teaching and Learning.

8.6 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.

8.7 General rules for Honours and Master's programmes

- 8.7.1 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 all postgraduate modules 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.
- 8.7.2 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.

8.8 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 Central Administration Building, preferably as early as during the first year of study of the student, although in all cases, bearing tests in mind, at the end of February for the first semester and 15 August for the second semester, and for the examinations, before 1 May for the June examinations and before 1 October for the November examinations.
- b) Should permission be granted once for allowing extra time to write tests and examinations for a specific period, it shall 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.

8.9 Scheduling of tests

Normally, no centrally scheduled test dates will be allocated to undergraduate modules in the final two 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 recommended 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; or
- 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, provided that candidates shall moreover be subject to selection prior to admission.

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 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 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. 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.
- b) 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 secretaries in Block A of the Central Administration Building in this regard.

5.4.3 Master's degree subsequent to Honours

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 secretary 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.

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 JS Gericke 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 wordings:

"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 wordings:

"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

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 JS Gericke 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 © 2016 Stellenbosch University
All rights reserved

In Afrikaans theses:

Kopiereg © 2016 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 Responsibilities 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

- a) The master copy of the thesis for SUNScholar (<http://scholar.sun.ac.za>) must be submitted electronically in PDF format.
- b) 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.
- c) Full particulars regarding the PDF format, as well as the process to be followed, are provided on the JS Gericke Library's website at <http://library.sun.ac.za/>.

5.7.9 Copies for supervisors/co-supervisors

- a) 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.
- b) He/they could request an electronic copy instead of a bound copy.
- c) 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

- a) 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).
- b) 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*

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) voldoening 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), but are still subject to possible interim changes, including the deletion of qualifications.
- 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) Prospective students for the degree of Doctor shall apply in writing for admission to the required study. 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 staff. If he is not, there shall however be appointed 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 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 reports on the dissertation. He/they do(es), however, participate in 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 and the appointment of the panels of examiners must be done via SU structures in the usual manner.

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 lecturer at the University, he shall well in advance of time submit the names of the other 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).

The supervisor, and co-supervisor(s) where applicable, are not members of the abovementioned unattached 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 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.
- 6.6.3 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 The examination process is completed after an oral examination (which may take various forms, including a seminar at which questions are posed) and completion of the corrections required by the examination panel.
- 6.7.4 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 extend these 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.

- 6.7.5 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.
- 6.7.6 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.
- 6.7.7 The power of disposal for the approval of a Doctoral examination result is handled as follows:
 - 6.7.7.1 If the conferment of the Doctorate is recommended unanimously by the examination panel, the Faculty Board makes the final decision. The Faculty Board's decision is included in the Communications Report to the EC(S) and Senate.
 - 6.7.7.2 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).
 - 6.7.7.3 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 (see also par. 6.8.9 further on for the absence of a dispute procedure in such a case).

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.

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

- 6.8.1 On completion of the examination process, there is no unanimous recommendation that the Doctorate be conferred upon the candidate. One of the following two routes may be followed:
 - 6.8.1.1 Improvements, as recommended by the examiners, must be made and the amended dissertation must be re-examined by the examiners. Written reports are submitted to the faculty or departmental office on the basis of which the examination panel decides whether the candidate may present himself for an oral examination.
 - 6.8.1.2 The examination panel may, before improvements/amendments are made, decide upon recommendation of the unattached non-examining chairperson to continue with the oral examination, after which improvements/amendments may be made upon completion of the oral examination.
- 6.8.2 If unanimity on the result of the examination process can still not be reached, a minimum of two external assessors must be appointed. If the examiners examined different fields of speciality within the research field, one of the external assessors must be a specialist in the research field of the examiner(s) who did not recommend a pass. The external assessors are approved in terms of a process of submission of names of external assessors via the departmental chairperson, a research or academic committee and the Faculty Board. The Faculty Board makes the final decision with regard to the appointment of the external assessors and convey this, by means of the Communications Report, to the EC(S) and Senate.
- 6.8.3 The external assessors must work through the extensive report by the unattached non-examining chairperson, 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.
- 6.8.4 The reports of the external assessors, which indicate how the dispute must be handled, are made available to the unattached non-examining chairperson.
- 6.8.5 The unattached non-examining chairperson makes the anonymous assessor reports available to the examiners.
- 6.8.6 If the external assessors cannot reach unanimity on the conferment of the Doctorate, it may be required that the Doctoral candidate adapt the dissertation in order for unanimity to be reached. If the external assessors still cannot reach unanimity after this process, the unattached non-examining chairperson of the examination panel must confer with the external assessors to resolve the differences.

- 6.8.7 The reports of the external assessors (unanimity or not) are submitted 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.
- 6.8.8 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 assessors of Senate's decision.
- 6.8.9 After the first examination process, the examination panel recommend unanimously that the Doctorate may not be conferred upon the candidate.

The Doctoral dissertation is examined by the examiners. The unanimous recommendation of the examiners is that the Doctorate may not be conferred upon the candidate and that the dissertation may not be resubmitted for examination. The decision is final and no dispute process will be followed. The non-conferment of the Doctorate is included in the Recommendation Report of the Faculty Board to the EC(S) and Senate.

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 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, or if preferred by the supervisor, oral permission to do so from the supervisor.

Written or oral permission shall not necessarily imply that the supervisor approves the dissertation.

- 6.9.11 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. 6.9.12 below with a view to graduation at a specific graduation ceremony).
- 6.9.12 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, one loose-leaf hard copy and/or one electronic copy, depending on the preference of the examiner concerned, of his dissertation in final form for each of the examiners 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 6.9.14 with regard to submitting dissertations for examination.)
- 6.9.13 Both the style and formatting of the title page of said copies for examination shall comply with the requirements set out in par. 6.11 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. 6.11 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’.
- 6.9.14 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.
- 6.9.15 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 Oral examination

- 6.10.1 An oral examination shall in general be required for the degree of Doctor in all faculties (with the exception of senior Doctorates, referred to in par. 6.10.2 below), but in special cases exemption from such examination may, with Senate's approval, be granted on the strength of sufficient substantiation.
- 6.10.2 For senior Doctorates requiring the candidate to submit 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, an oral examination shall not be required.

- 6.10.3 Where an oral examination is conducted, it may bear upon the dissertation, and upon such dissertation-related areas as have been agreed upon beforehand.
- 6.10.4 Such oral examination shall be conducted by at least two of the three examiners. If the external examiner cannot be present, he may conduct a supplementary oral examination. External examiners may be brought to Stellenbosch, 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 at University expense from beyond South Africa's borders.

Please note: There are telephonic and interactive-telematic conferencing-facilities available on campus should it be necessary to conduct an oral examination in this way.

6.11 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.

6.11.1 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 JS Gerike 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 (6.11). 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".

6.11.2 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.

6.11.3 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.

6.11.4 Requirements for typewriting

Every dissertation shall be typed as follows:

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

6.11.5 Compulsory information on the first four pages of the dissertation

The title page shall be presented as set out in par. 6.11.5.1 to 6.11.5.3, and the second page as set out in par. 6.11.5.4 to 6.11.5.5:

6.11.5.1 *In the top third of the first page*

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

6.11.5.2 *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.")

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

6.11.5.3 *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 JS Gericke Library during the process of converting the dissertation to a PDF document.

6.11.5.4 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.”

6.11.5.5 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 © 2016 Stellenbosch University
All rights reserved

In Afrikaans dissertations:

Kopiereg © 2016 Universiteit Stellenbosch
Alle regte voorbehou

6.11.5.6 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.

6.11.6 Responsibilities of the candidate and supervisor/co-supervisor with regard to the provisions of par. 6.11.5

The candidate shall be responsible for ensuring that the first four pages of the dissertation comply with the provisions of par. 6.11.5 and the supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 6.11.8 regarding electronic submission.)

6.11.7 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.

6.11.8 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/>.

6.11.9 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.

6.11.10 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.

6.11.11 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.

6.12 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.

6.13 Publication of dissertations

- 6.13.1 All registered doctoral candidates shall be subject to the University's rules concerning the publication of dissertations or parts thereof.
- 6.13.2 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.
- 6.13.3 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.
- 6.13.4 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.

- 6.13.5 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:...”.

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.

6.14 Sensitive dissertations and theses

6.14.1 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. The University takes this view on the clear understanding, however, that the number of such exceptional cases and also the period of classification to which they are subject are both to be restricted to a minimum. In line with the view expressed above, chairpersons of departments and supervisors/supervisors shall in the application phase:

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

6.14.2 Procedure with regard to sensitive dissertations/theses

- 6.14.2.1 In the case of classified 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.
 - 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 dissertation or thesis is declassified earlier by the institution involved, access to the said electronic product and bound copies in SUNScholar shall be limited for a maximum period of three years, where after they shall be declassified and made available for general access, with the permission of all parties involved.

6.12.2.2 In the case of classified 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/co-supervisor/supervisor/co-supervisor 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 local to 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 qualifying for 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.

- 6.14.2.3 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.
- 6.14.2.4 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 as set out in this Part of the University Calendar, 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 is 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, 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.
- 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 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. If faculties wish to implement this provision, the guidelines must be included in the relevant faculty calendar.
- 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 from the University 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), affidavit, etc.:

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. No application for consent to an interruption of studies shall be considered after 30 April of the academic year concerned.
- 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 his 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 his 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.

POLICY MATTERS

1. POLICY ON ALCOHOL AND SUBSTANCE ABUSE

1.1 Policy

1.1.1 Points of departure

The Stellenbosch University policy on alcohol and other substance abuse supports and supplements existing applicable legislation and University directives, namely the Disciplinary Code for Students and the Rules for University Residences.

In pursuance of Stellenbosch University's vision to be an institution of academic excellence, the policy attempts to maintain a campus culture that preserves the integrity of the University as an educational institution of distinction.

Stellenbosch University (SU) notes the damage that alcohol and other substance abuse inflicts on South African society, and in this regard also wishes to make a contribution by actively encouraging students to make responsible and life-enhancing choices regarding the use of alcohol and other substances.

The Policy on Alcohol and Substance Abuse reflects the ideal of personal responsibility and mutual respect within the diverse community of students and staff at SU.

The University recognises the right of every individual to a voluntary and informed choice to consume alcoholic beverages, in accordance with applicable national, provincial and local legislation, and existing University directives. However, the University is also committed to the promotion of the responsible use of alcohol and the prevention of alcohol abuse.

The provision of alcoholic beverages to and their consumption by persons under the age of 18 years are expressly forbidden.

In accordance with existing legislation and University directives, the possession, transportation, sale or use of any illegal substance on campus is forbidden.

1.1.2 Aims

The Policy on Alcohol and Substance Abuse aims to promote the responsible use of alcohol and to prevent the abuse of alcohol and other substances.

The policy further aims to prevent the following conduct:

- Rowdiness and disturbance of the peace
- Vandalism and other destructive conduct towards others and self
- The impairment of the human dignity of any person
- Offensive language or any other form of public obscenity
- Intimidating conduct or physical violence
- Any form of sexual harassment or related crimes
- Any other conduct that may compromise the safety or wellbeing of the individual concerned or of others

- The driving of any vehicle under the influence of alcohol
- The refusal to accede to reasonable requests from the University's Risk and Protection Services (USBD), any other authorised official of SU or any other legal authority
- Any conduct that may bring the good name of SU into disrepute

In pursuance of these aims, various provisions have been included in the -Disciplinary Code for Students and the Rules for University Residences. The University reserves the right to take any acceptable action to make it possible to implement this policy effectively.

The excessive use of alcohol or the use of any illegal substances will not be regarded as extenuating circumstances in cases where it leads to the contravention of SU directives.

Plan of action

1.2.1 Responsibility of Environments

Although the Policy on Alcohol and Substance Abuse applies to all staff of SU, the following environments are instructed to compile and make known plans of action for executing this policy:

- Student Affairs Division
- Centre for Student Structures and Communities (responsible for the Rules for University Residences)
- Substance Abuse Committee
- Substance Abuse Community Forum
- Centre for Student Counselling and Development
- Stellenbosch University Risk and Protection Services
- Maties Sport
- Campus Health Services
- HIV Coordinating Committee
- Manager: Student Discipline
- Students' Representative Council
- Committee of Head Students (of residences and PSO)
- Societies Council
- Academic Affairs Council
- *Die Matie*

1.2.2 Disciplinary Code for Students

The Disciplinary Code for Students of Stellenbosch University contains various provisions regarding the use and abuse of alcohol and other substances by students of the University.

1.2.3 Residence Rules

The Stellenbosch University Rules for University Residences contain various provisions that regulate the use and abuse of alcohol by students in University residences.

1.2.4 Substance Abuse Committee

The Substance Abuse Committee consists of representatives of the various environments who are responsible for the execution of the plans of action regarding the abuse of alcohol and other substances.

The committee:

- meets at least each term or more often when necessary;
- gathers information on the patterns of substance abuse on campus;
- sensitises role players to the dangers of substance and alcohol abuse and dependency;
- makes policy proposals to the various role players;
- co-ordinates the review and execution of the substance abuse plan of action; and
- reports annually to the Senior Director: Student Affairs.

1.2.5 Substance Abuse Community Forum

The Substance Abuse Community Forum consists of representatives of the Stellenbosch University Substance Abuse Committee, as well as other role players from the Stellenbosch community at large who have an interest in substance abuse in the student community. These include the South African Police Services, Stellenbosch Traffic, Stellenbosch Municipality, community organisations, representatives of schools in the vicinity, and representatives of health and social services.

The Forum meets every semester and discusses substance abuse among students in the context of the broader Stellenbosch community. In this way, important inputs are obtained on the handling of substance abuse in other sectors of the community. The Stellenbosch University policy and the plans of action on alcohol and substance abuse are also communicated to other representatives in this way, so that actions in the community may take place in a co-ordinated manner.

1.2.6 Centre for Student Counselling and Development (CSCD)

The Centre for Student Counselling and Development contributes to the implementation of the Stellenbosch University Policy on Alcohol and Substance Abuse in the following ways:

1.2.6.1 *Gathering of information and making it available*

- Staff of the CSCD serve on the Substance Abuse Committee.
- The CSCD is responsible for gathering accurate information on the patterns of substance abuse on campus.
- The CSCD also gathers information on the strategies and programmes used on other university campuses to address alcohol and substance abuse.
- The CSCD maintains a substance abuse resource centre, which provides relevant information to other role players in the planning and execution of actions regarding alcohol and substance abuse.

1.2.6.2 *Therapeutic programmes*

- Confidential and professional treatment programmes are provided to students on campus by the CSCD (Division for Therapy and Personal Development).
- Should the necessary services not be available on campus, the students concerned will be referred to suitable treatment and rehabilitation centres.
- The CSCD maintains a network of appropriate aftercare programmes to which students can be referred after the initial period of treatment (e.g. the AA, NA).

1.2.6.3 *Preventative and educational programmes*

- In co-operation with the other role players on the Substance Abuse Committee, the CSCD will provide specific programmes for implementing the educational plan of action on alcohol and substance abuse across the campus.
- Students who contravene the alcohol/substance policy and the provisions of the Rules for Student Rules in this regard will be compelled by the disciplinary committees concerned to participate in counselling programmes on alcohol/substance abuse presented by the CSCD, or to receive other appropriate psychological help.

1.2.6.4 The aims, efficacy and cost effectiveness of all the above-mentioned programmes are evaluated by the CSCD continuously in order to keep abreast of current needs and developments.

1.2.7 **Stellenbosch University Risk and Protection Services**

1.2.7.1 *Preventative actions*

The University's Risk and Protection Services (USBD) takes proactive steps by carefully updating statistics on alcohol-related incidents on campus and communicating these statistics to the University community on a continuous basis. This takes place by means of security newsletters and notices to students, the crime barometer in *Die Matie*, and monthly reports on statistics provided to the Advisory Committee for Student Security (ACSS).

Talks at residences are also being planned, in co-operation with the ABBA Network.

The Monitoring and Advisory Committee on Crime (MACC), a subcommittee of the Rector-Mayor Forum, meet on a monthly basis to share statistics and discuss focal points and crime prevention methods. The USBD acts as liaison with the SAPS in following up cases dealt with by the SAPS.

1.2.7.2 *Interventions*

A list of aid organisations, rehabilitation centres and outpatient clinics is updated at the USBD offices on a continuous basis, should students and staff require referral. Where students are involved, serious cases are referred to the CSCD.

1.2.7.3 *Reactive action*

USBD assists with the identification and reporting of individuals who contravene the Alcohol Policy, escorting individuals who are unable to ensure their own safety and assisting in the identification of individuals who require counselling and help.

1.2.8 **Maties Sport**

Maties Sport and the different sport codes affiliated to it have certain regulations and directives concerning the abuse of alcohol and other illegal substances (by spectators and participants), and concerning the use of illegal performance-enhancing substances (by participants).

1.2.9 **The Students' Representative Council**

Different projects that are planned and executed by the holders of portfolios of the Students' Representative Council (Student Wellness, Current Social Issues, Critical engagement, Safety, Leadership development, Societies, Publications, e.g. *Die Matie*) contribute to the prevention of alcohol and substance abuse. Planning must take place in consultation with the Substance Abuse Committee so that actions on campus can take place in a co-ordinated manner.

1.2.10 **The Head Students' Committee**

The managements of residences are responsible for the implementation of the Rules for University Residences and other provisions of the Policy on Alcohol and Substance Abuse in the student accommodation environment.

Contact person:

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Tel.: 021-808 3167

E-mail: studentesake@sun.ac.za

2. COPYRIGHT ON THE UNIVERSITY CAMPUS

Copyright and other intellectual property rights of third parties must be respected by the students and staff of the University. Your attention is drawn to the fact that, every year, the University pays large amounts in licensing fees in order to gain legal access to material for academic use, that such legal access may be subject to specific conditions and that the University will act strictly against any infringement of such conditions or your violation of intellectual property rights in general (also refer to the University's Electronic Communications Policy in this regard).

You are therefore warned to familiarise yourself with the conditions that may be applicable to your use of material that is made available to you (including audiovisual material such as films and sound recordings and other material such as electronic databases, presentations and class notes). Such conditions usually entail that you may use the information only for your own private studies and research at the University and for no other purposes whatsoever. Other uses, and particularly uses for commercial purposes, are usually strictly prohibited.

If you are unsure about your user rights, you may contact the University's copyright officer on +27 21 808 2992. Should you require further information about copyright and intellectual property, you may follow this link: <http://www.innovus.co.za/pages/english/intellectual-property/copyright.php>

3. ELECTRONIC COMMUNICATIONS POLICY

1 December 2003

Remarks regarding amended legislation

Issues related to the interception and monitoring of communications were in the past regulated by the Interception and Monitoring Prohibition Act No. 127 of 1992. The South African Law Commission was however tasked with investigating possible amendments to this Act, in order to ensure that it complies with international standards and meets the requirements of the Constitution of the Republic of South Africa.

The Constitution in Section 14 (*d*) states in this regard that every person has the right not to have the privacy of his or her communications infringed. However, as with any other constitutional right, this is not an absolute right in all circumstances, since Section 36 stipulates that rights may be limited to the extent that the limitation is reasonable and justifiable.

In a report published in November 1998, the Law Commission pointed to a number of shortcomings in the Act of 1992, particularly with regard to circumstances which would permit the interception and monitoring of communications.

As a result, the Regulation of Interception of Communications and Provision of Communication-related Information Act No. 70 of 2002_{was} assented to on 30 December 2002. Although the date of commencement of this Act is yet to be proclaimed, this will in all probability occur before the end of the year 2003.

The 2002 Act broadly prohibits the interception and monitoring of communications unless authorised by the aforesaid Act. In this regard Sections 5 and 6 expressly authorise the interception and monitoring of any communication if the parties concerned give their consent or if it relates to the running of a business, as the case may be.

Section 6 stipulates that any person may, in the course of the carrying on of any business, intercept in the course of its transmission over a telecommunication system any indirect communication –

- by means of which a transaction is entered into in the course of that business;
- which otherwise relates to that business; or
- which otherwise takes place in the course of the carrying on of that business.

The definition of the term “business” in the 2002 Act subsumes the activities of the University. The University is thus obliged to revise its current Electronic Communications Policy to accommodate changes in the regulatory environment, and has therefore decided to start revising its existing policy and at the same time address certain other operational matters and privacy issues.

1. Introduction

- 1.1 The use of the University's electronic communication Facilities is subject to its official Electronic Communications Policy (hereinafter referred to as "ECP") as set out hereunder, and any other relevant policy provisions and procedures of the University from time to time. If a User does not agree with this policy, he or she has no right to the use of these Facilities.
- 1.2 For purposes of the ECP it is assumed that a User –
 - 1.2.1 is familiar with the provisions of Section 14 (*d*) of the Constitution of the Republic of South Africa Act No. 108 of 1996, which protect the constitutional right to privacy, and that he or she fully understands these important provisions (the text of Section 14 (*d*) is reproduced in full in Addendum B); and
 - 1.2.2 therefore in terms of Section 14 (*d*) of the Constitution and Section 5 of the Regulation of Interception of Communications Act No. 70 of 2002, consents to the privacy of such communication being infringed solely to such extent as may be necessitated and as authorised by the provisions of this ECP.
- 1.3 The policy provisions on Communications as contained in this policy document, and as amended from time to time in terms of paragraph 9, are by reference incorporated in the University's service conditions and/or the Regulations for Students, as the case may be.

2. Acceptable and unacceptable use

- 2.1 The University shall permit reasonable use of all the Facilities of the University, provided that the University expressly reserves the right (for the purpose of its operational needs or as required by law) to –
 - 2.1.1 review and, where necessary, restrict or suspend the User's access to and/or use of the Facilities by reason of and in accordance with the seriousness of the non-observance of the provisions of the ECP; and
 - 2.1.2 recover from the User, on demand, the costs incurred during personal use, provided that costs of all use by a student may be recovered from such student in the absence of an agreement to the contrary.
- 2.2 The User shall not use the Facilities –
 - 2.2.1 for the purpose of creating, sending or storing Communications which, in the discretion of the Rector or his nominee, may reasonably be seen to be disruptive, defamatory, discriminatory or sexually harassing to another person, or could lead to a breach of confidentiality;
 - 2.2.2 in any manner which infringes upon another person's rights of personality or intellectual property rights (e.g. copyright);
 - 2.2.3 for the purpose of making personal information in the possession of the University, which was obtained through the use of the Facilities, of any person known or available to a third party without the permission of such person;
 - 2.2.4 in any manner which, in the sole discretion of the IT Representative, places an unacceptable burden on or disrupts the operation of the Facilities, including but not

limited to any burden or disruption created by connecting to the Facilities, without prior consent, hardware or the installation of software that does not belong to the University;

- 2.2.5 for the purpose of violating the terms of any applicable telecommunications licence or South African laws governing cross-border data flow (e.g. legislation relating to data protection, privacy, confidentiality and security);
- 2.2.6 for the purpose of unlawfully accessing or attempting to unlawfully access the computer network or any electronic system of the University, or any other electronic system, or of gaining or attempting to gain unauthorised access to any person's computer, e-mail or voicemail facilities or equipment;
- 2.2.7 for the purpose of violating or attempting to violate any other applicable South African law, prescription or provision;
- 2.2.8 for the purpose of obtaining or attempting to obtain any Communications not intended for the User. The User shall in particular not attempt to Intercept or Inspect Communications transmitted or being transmitted, or stored, by means of the University's Facilities, or by means of any hardware connected to these Facilities, unless the information is intended for the User;
- 2.2.9 for the purpose of damaging, altering or attempting to alter the hardware and system configurations of the Facilities unless authorised to do so; and
- 2.2.10 in contravention of the terms in paragraph 3.3 with regard to the use of passwords.
- 2.3 The IT Representative may on request of any User exempt him or her from any limitation imposed in terms of paragraphs 2.2.4, 2.2.6 and 2.2.9.

3. User's responsibilities

- 3.1 The User shall be responsible for –
 - 3.1.1 safeguarding passwords to, and any other security related information about, any Facility that has access to the University's network, whether permanently linked to such network or not;
 - 3.1.2 taking reasonable precautions, including personal password maintenance and file protection measures, to prevent the unauthorised use of Facilities by other persons; and
 - 3.1.3 using the Facilities only for the purpose for which the User has been authorised.
- 3.2 Reporting security incidents or network vulnerabilities
 - 3.2.1 It may happen that the User may become aware of a breach or suspected breach of security with regard to the University's Facilities. Users are encouraged in every instance of this nature to report such violation forthwith to one of the persons or organisations mentioned below:
 - 3.2.1.1 the system administrator concerned or the CUA manager;
 - 3.2.1.2 the IT Help Desk; or
 - 3.2.1.3 the IT Representative or his or her nominee.

3.3 Passwords

- 3.3.1 The User's passwords verify his or her identity in the electronic environment. Passwords used to gain access to the Facilities have to be kept confidential.
- 3.3.2 In highly exceptional cases, and if rendered essential by operational needs, group accounts may be created with the prior written authorisation of the IT Representative and passwords used accordingly. All the parties who have legitimate access thereto shall in turn keep the passwords to such group accounts confidential.
- 3.3.3 With regard to individual accounts, the User shall not at any time or for any reason use a password or username belonging to another person, not even with express permission, provided that a User may allow another User (without disclosing or making available any passwords) right of access to his or her electronic accounts.
- 3.3.4 The User shall be responsible for logging off open sessions of the Facilities, where applicable, if any such systems are left unattended for any length of time. Should the User fail to comply with the aforesaid responsibility, he or she shall be held responsible for any activities that may take place under his or her username as a result of such failure. This additional responsibility shall include, without limitation, any account or damage that may arise from said activities.

4. The ECP and the right to privacy

- 4.1 The University respects the User's right to privacy as that right is guaranteed by the Constitution. Yet in the context of the University's Facilities, which are provided for the purpose of the operational needs of the University and of Users, restrictions on the User's rights in certain defined circumstances, as herein contained, are nevertheless unavoidable.
 - 4.1.1 The University will attempt, within reason, to implement a detailed policy on privacy by no later than 1 January 2006. Such policy shall, inter alia, regulate the purpose and extent of, and limitations to, the University's use and disclosure of personal information about Users.
 - 4.1.2 The present ECP will be revised, if necessary, after the implementation of the policy on privacy.
 - 4.1.3 The University's criteria with regard to the application of filtering software will be published.
- 4.2 All Facilities owned or controlled by the University shall within reason be accessible for –
 - 4.2.1 maintenance;
 - 4.2.2 upgrades;
 - 4.2.3 system-driven monitoring actions aimed at countering or minimising the loss of personal data; and
 - 4.2.4 any other such lawful operational or related purposes for which prior written authorisation have been given by the IT Representative.

- 4.3 Although the University respects the User's right to privacy as set out in paragraph 4.1 above, the University is obliged to manage and protect its communication systems, and the person authorised thereto in terms of paragraph 5 may, therefore, without further notice to the User (but subject to paragraph 5), Intercept, Refuse or Inspect any Communication in the exercise of the University's responsibility for the operation of its Facilities. Such action shall only be instituted on the ground of one or more of the following objectives:
 - 4.3.1 to ensure that the University's Facilities are not being used in contravention of paragraph 2.2;
 - 4.3.2 to determine the presence of illegal material or unlicensed software;
 - 4.3.3 to implement system-driven anti-virus software and install systems for the control of junk e-mail;
 - 4.3.4 to counteract crime;
 - 4.3.5 with a view to institute or for use during or in response to legal proceedings requiring such Communications to be produced or disclosed;
 - 4.3.6 with a view to institute or for use during or in response to a disciplinary hearing and/or investigation;
 - 4.3.7 to investigate potential transgressions of legislation or the University's procedures, policies and/or codes of conduct; or
 - 4.3.8 to establish and/or perform the University's rights and obligations to third parties.
- 4.4 The User hereby gives his or her express consent that the University may, as provided by clauses 4.2 and 4.3 only, Intercept and/or Refuse and/or Inspect all Communications.
- 4.5 The User furthermore also gives his or her specific express consent that the University may disclose any Communication-related Information that has a bearing on a Communication that may rightfully be Intercepted, Refused or Inspected in accordance with the ECP, for the purpose of the aforesaid lawful Interception.

5. Interception controls

- 5.1 An Interception may be effected by the IT Representative only, or by a person designated for this purpose from time to time and duly authorised thereto, in writing, by the IT Representative.
- 5.2 Any Interception of the User's Communications regarding the Division for Information Technology's compliance of its duty to ensure the effective and proper functioning of the University's IT infrastructure shall be subject to prior review and written authorisation by the IT Representative and may include:
 - 5.2.1 scanning for viruses and other harmful software;
 - 5.2.2 investigating possible security breaches; or
 - 5.2.3 Refusal or Interception of junk e-mail.
- 5.3 All Interceptions related to any alleged transgression of:
 - 5.3.1 a South African law;

- 5.3.2 the University's disciplinary code and/or rules for students, as the case may be; or any other Interception that cannot be authorised in terms of paragraph 5.2, is subject to the prior review and written authorisation of the Legal Advisor or his or her nominee, provided that the Legal Advisor or his or her nominee is convinced that reasonable grounds exist for such Interception. The Legal Advisor must, when deciding if an authorisation must be granted, consider less infringing alternatives to Interception, if available.
- 5.4 The Legal Advisor shall keep a detailed record of all the Interceptions authorised by him or her in terms of paragraph 5.3, indicating inter alia the following:
 - 5.4.1 particulars of the applicant;
 - 5.4.2 the purpose and extent of the Interception;
 - 5.4.3 the time period of the Interception, which shall not exceed 90 calendar days; and
 - 5.4.4 the names of those persons to whom written authorisation had been given by the IT Representative to effect the Interception.

The same particulars shall be furnished in the authorisation referred to in paragraph 5.3.

- 5.5 The Legal Advisor shall submit an annual report to the Rector and his or her Management team, of statistics on such Interceptions as were authorised by him or her in the course of the previous year. Such statistics will be presented in such a way that individual persons will not be identifiable therefrom and will be made available for inspection in the office of the Registrar.
- 5.6 Any information obtained from an Interception shall be confidential and may not be stored or used for any purposes other than those authorising the Interception in the relevant paragraph or clauses.
- 5.7 The Legal Advisor shall, after an authorisation was issued in terms of paragraph 5.4, notify the designated staff representative in the case of a member of the staff, and the designate student representative in the case of a student, of the purpose and extent of the Interception, the duration thereof and the number of times an authorisation is issued in respect of a specific person. The aforementioned representative shall be nominated annually in writing by the University's staff organisations and the Student Representative Council respectively. The aforementioned representative shall at all times keep the information furnished to him or her confidential and may only provide the said information to the Ombudsman or authorised third parties (i.e. in terms of a court order) for further investigation.

6. Consequences of violation

Violation of any of the provisions of this policy shall be construed as misconduct and may result in one or more of the actions mentioned below:

- 6.1 the restriction, suspension or termination of the User's access to the Facilities, including the summary suspension of his or her access or rights pending further investigations;

- 6.2 the institution of legal proceedings by the University, including but not limited to criminal prosecution under applicable laws that may prevail in South Africa from time to time; and
- 6.3 the taking of disciplinary steps against the User, which may lead, inter alia, to his or her suspension or dismissal.

7. Costs

- 7.1 The University provides certain Facilities at prescribed rates, which rates are payable by the User (in the event of the User's department or division failing to effect timeous payment of such rates). By accepting the terms of this ECP –
 - 7.1.1 the User authorises the University to recover from the User all monies payable by the User in this regard; and
 - 7.1.2 the User undertakes to pay on demand the amount owing.
- 7.2 The User authorises the University, in the event of a failure to pay on demand any amount thus owing, to recover such amount from his or her remuneration, or to debit the User's student account with such amount, as the case may be.
- 7.3 It is the User's personal responsibility to remain constantly informed of the costs of the use of the Facilities, which costs may be adjusted from time to time after reasonable notice to the User.

8. Indemnity

- 8.1 The User indemnifies the University and its employees, agents and independent contractors, as the case may be, in respect of any loss or damage suffered by the User, including but not limited to the loss of data or damage to hardware or software, or the non-availability of systems or communications. Such indemnity shall not apply in cases where the University is shown to have been guilty of gross negligence or malicious conduct.
- 8.2 The User indemnifies the University and its employees, agents and independent contractors, as the case may be, and holds them harmless in respect of any claims instituted by third parties as a result of any transgression of the ECP by the User.

9. Amendment of ECP

- 9.1 Changes in legislation, operational needs and/or other relevant factors may from time to time require that this policy be amended.
- 9.2 An ad hoc forum consisting of representatives from, inter alia, formal employees' organisations and student bodies, as determined by the Rector, shall investigate and recommend amendments to this policy.

ADDENDUM A

Definitions and interpretations

In this agreement, unless inconsistent with or expressly otherwise indicated by the context, the following definitions shall apply:

“Communication” shall have the same meaning as “Communication”, as defined in the Regulation of Interception of Communications and Provision of Communication-related Information Act (No. 70 of 2002) and as it may apply to the Facilities of the University, including stored communications and data, and “Communications” shall have a corresponding meaning;

“Communication-related Information” shall have the same meaning as “Communication-related Information”, as defined in the Regulation of Interception of Communications and Provision of Communication-related Information Act (No. 70 of 2002);

“Facilities” means, without limitation, the following: telephones (landline telephones, mobile telephones and voicemail facilities); electronic mail facilities; facsimile machines and modems; computers and network tools and applications (including Internet access facilities and Web browsers) that belong to the University, are operated or provided by the University, or to which the University controls access;

“Inspect” means the same as “Interception”, and “Inspected” shall have a corresponding meaning;

“Interception” shall have the same meaning as “interception” as defined in the Regulation of Interception of Communications and Provision of Communication-related Information Act (No. 70 of 2002), and “Intercept” shall have a corresponding meaning;

“IT Representative” means the Senior Director: Information Technology, Stellenbosch University, or his or her nominee;

“Legal Advisor” means the Head: Legal Services, Stellenbosch University, or his or her nominee;

“Rector” means the Rector and Vice-Chancellor of Stellenbosch University;

“Refuse” means the system-driven return of a Communication to its sender without making it available or passing it on to the intended receiver, and “Refusal” shall have a corresponding meaning;

“University” means Stellenbosch University;

“User” means any person registered as a user of, or otherwise uses the Facilities of Stellenbosch University, including employees, contract workers, independent contractors, temporary appointments, visiting and seconded staff, students and alumni; and

“Written authorisation” includes authorisation that is issued electronically.

ADDENDUM B

Excerpts from the relevant Acts

1. Section 14 (d) of the Constitution of the Republic of South Africa, Act Nr. 108 of 1996:

- “14. Everyone has the right to privacy, which includes the right not to have – (d) the privacy of their communications infringed.”

2. Section 36 of the Constitution of the Republic of South Africa, Act Nr. 108 of 1996:

“36. Limitation of rights

- (1) The rights in the Bill of Rights may be limited only in terms of law of general application to the extent that the limitation is reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom, taking into account all relevant factors, including –
 - (a) the nature of the right;
 - (b) the importance of the purpose of the limitation;
 - (c) the nature and extent of the limitation;
 - (d) the relation between the limitation and its purpose; and
 - (e) less restrictive means to achieve the purpose.
- (2) Except as provided in subsection (1) or in any other provision of the Constitution, no law may limit any right entrenched in the Bill of Rights.”

3. Definitions in terms of the Regulation of Interception of Communications and Provision of Communication-related Information Act (No. 70 of 2002):

“communication” includes both a direct communication and an indirect communication;

“communication-related information” means any information relating to an indirect communication which is available in the records of a telecommunication service provider, and includes switching, dialling or signalling information that identifies the origin, destination, termination, duration, and equipment used in respect of each indirect communication generated or received by a customer or user of any equipment, facility or service provided by such a telecommunication service provider and, where applicable, the location of the user within the telecommunication system;

“intercept” means the aural or other acquisition of the contents of any communication through the use of any means, including an interception device, so as to make some or all of the contents of a communication available to a person other than the sender or recipient or intended recipient of that communication, and includes the –

- (a) monitoring of any such communication by means of a monitoring device;
- (b) viewing, examination or inspection of the contents of any indirect communication; and
- (c) diversion of any indirect communication from its intended destination to any other destination and “interception” has a corresponding meaning;

4. Sections 4, 5 and 6 of the Regulation of Interception of Communications and Provision of Communication-Related Information (Act 70 of 2002):

“4 Interception of communication by party to communication

- (1) Any person, other than a law enforcement officer, may intercept any communication if he or she is a party to the communication, unless such communication is intercepted by such person for purposes of committing an offence.
- (2) Any law enforcement officer may intercept any communication if he or she is –

- (a) a party to the communication; and
 - (b) satisfied that there are reasonable grounds to believe that the interception of a communication of another party to the communication is necessary on a ground referred to in section 16 (5) (a),
- unless such communication is intercepted by such law enforcement officer for purposes of committing an offence.

5 Interception of communication with consent of party to communication

- (1) Any person, other than a law enforcement officer, may intercept any communication if one of the parties to the communication has given prior consent in writing to such interception, unless such communication is intercepted by such person for purposes of committing an offence.

6 Interception of indirect communication in connection with carrying on of business

- (1) Any person may, in the course of the carrying on of any business, intercept any indirect communication –
 - (a) by means of which a transaction is entered into in the course of that business;
 - (b) which otherwise relates to that business; or
 - (c) which otherwise takes place in the course of the carrying on of that business in the course of its transmission over a telecommunication system.
- (2) A person may only intercept an indirect communication in terms of subsection (1) –
 - (a) if such interception is effected by, or with the express or implied consent of, the system controller;
 - (b) for purposes of –
 - (i) monitoring or keeping a record of indirect communications –
 - (aa) in order to establish the existence of facts;
 - (bb) for purposes of investigating or detecting the unauthorised use of that telecommunication system; or
 - (cc) where that is undertaken in order to secure, or as an inherent part of, the effective operation of the system; or
 - (ii) monitoring indirect communications made to a confidential voice-telephony counselling or support service which is free of charge, other than the cost, if any, of making a telephone call, and operated in such a way that users thereof may remain anonymous if they so choose;
 - (c) if the telecommunication system concerned is provided for use wholly or partly in connection with that business; and
 - (d) if the system controller has made all reasonable efforts to inform in advance a person, who intends to use the telecommunication system concerned, that indirect communications transmitted by means thereof may be intercepted or if such indirect communication is intercepted with the express or implied consent of the person who uses that telecommunication system.

4. EMPLOYMENT EQUITY POLICY

4.1 Point of departure

Stellenbosch University hereby declares that employment equity is a strategic priority, and that it must be fundamental to the actions of the University as an academic institution. These actions include addressing the inequalities of the past, as well as positioning the University for the future.

Employment equity is integrated into the University's strategic direction as embodied in the Institutional Plan, the University's character as an academic institution, and in particular the way in which staff are managed. It takes place within the framework of sensitivity for the needs of the broader community.

The University is of the opinion that current and future challenges can only be met and opportunities be utilised with well-trained and motivated staff. Within the framework of employment equity and in accordance with the values of fairness, participation, transparency, commitment to service, tolerance and mutual respect, dedication, scholarship, responsibility and academic freedom, the University strives to respect the dignity of staff, maintain fair labour practices, communicate openly and honestly, respect the freedom of association of staff, create development opportunities for staff, and provide a safe working environment.

Employment equity has the following specific focus areas:

- the elimination of direct and indirect unfair discrimination;
- the application of affirmative action;
- the creation of equal opportunities; and
- the utilisation and management of diversity.

4.2 Policy statement for each focus area

4.2.1 Elimination of unfair discrimination

4.2.1.1 Stellenbosch University is committed to the elimination of all forms of unfair discrimination, be it direct or indirect, in policies, management practices, conditions of employment and labour practices, to establish a working environment where opportunities, dealings with people and expectations are based on practices not related to race, religion, gender, convictions or any arbitrary reasons.

4.2.1.2 Where discrimination does take place, it may only be related to inherent requirements of the position, the implementation of the employment equity plan or other legally permissible justifiable reasons.

4.2.2 Affirmative action

4.2.2.1 Affirmative action is not an objective per se, but a planned process to establish employment equity in the working environment. It is considered to be a temporary measure with clear objectives, aims and time frames with the main objective of establishing equal opportunities and a fair representation of the designated groups in the workplace.

4.2.2.2 Affirmative action requires the implementation of measures to ensure adequate representation of the designated groups in the staff composition. It thus requires the

implementation of initiatives such as the staff diversification policy, and training and development programmes, to promote accelerated employment, promotion, and the training and development of suitable people from these groups.

4.2.2.3 A fair representation of the designated groups at all post levels and in all categories will be obtained through the setting of specific, realistic targets.

4.2.2.4 Targets are determined, as far as possible, with reference to the availability of suitable people in those sections of the labour market used by the University to recruit staff, subject to factors which include the availability of posts and the University's operational and academic needs.

4.2.3 Equal opportunities

4.2.3.1 The removal of unfair, discriminatory practices and the implementation of affirmative action measures will establish a working environment where equal access to work opportunities will be afforded to the applicants and to current staff. It will enable staff to realise their full potential in accordance with the University's operational needs.

4.2.3.2 A broad realisation of potential, and economic empowerment, are aspired to within the framework of equal access to employment, promotion, training, and development.

4.2.4 Utilisation and management of diversity

4.2.4.1 The University strives towards the development of a working environment and culture that is perceived as non-discriminatory and one that welcomes diversity. The objective is to establish a relationship of mutual trust, co-operation, and self-confidence.

4.2.4.2 The aim is to integrate diversity within the university setting with the functions of the University in a manner that will benefit the University.

4.3 General

4.3.1 Responsibilities and roles

4.3.1.1 The Council of the University confirms the strategic value of the employment equity policy.

4.3.1.2 Deans, heads of environments, faculty boards, and environments are jointly responsible for the establishment and implementation of the policy and for support programmes in their respective faculties and environments. Within the University's normal decision-making system and within their areas of responsibility, deans and heads of environments accept responsibility for the implementation of employment equity.

4.3.1.3 Chairpersons of departments and heads of departments are directly responsible for the implementation of action plans, which take into account their unique circumstances, to support the plan of the faculty or environment in accordance with this framework.

4.3.1.4 Staff members are responsible for their own development through continued study and the utilisation of training opportunities to continuously improve their own skills. Deans and heads of environments will, wherever possible, provide their support through the provision of time and the use of facilities.

- 4.3.1.5 The Rector acts as guardian of the employment equity process, while the direct responsibility for the management of the process and the development and implementation of an employment equity plan rests with the Vice-Rector (Community Interaction and Personnel).
- 4.3.1.6 The Director: Employment Equity and the Promotion of Diversity is responsible for the day-to-day management of employment equity in co-operation with the Chief Director: Strategic Initiatives and Human Resources and the Vice-Rector (Community Interaction and Personnel).
- 4.3.1.7 The Human Resources Division supports the Director: Employment Equity and the Promotion of Diversity and the Vice-Rector (Community Interaction and Personnel) by assisting with the sensitising of management and the monitoring of external trends such as legislation, the designing of programmes and the provision of management information. The Human Resources Division also provides career counselling and it attends to new appointments.
- 4.3.1.8 Representative committees must be formed as part of the employment equity process for consultations on the employment equity plan and related issues.

4.3.2 Expectations

- 4.3.2.1 The University will not terminate the services of any person unilaterally and involuntarily in its attempt to meet its affirmative action objectives.
- 4.3.2.2 The opportunities and expectations resulting from the implementation of this policy may not be interpreted as an enforceable right of any person or group.
- 4.3.2.3 In striving for employment equity, the University will not deviate from its environment, and mission to promote excellence in practicing science. The University will create an environment, and maintain it, in which knowledge can be discovered, shared and employed to the benefit of the community.

5. SU POLICY ON ACADEMIC INTEGRITY: THE PREVENTION AND HANDLING OF PLAGIARISM

5.1 Background

The academic work done at a university means that academics and students are exposed to the ideas, written material and various intellectual and creative products of fellow students and colleagues. The intention of academic work is precisely that the ideas of the lecturer/researcher and student are shaped and honed by these ideas and material of others. At the same time, a process of critical evaluation is required to make new or original inputs or syntheses in order to make it applicable to contemporary international and local questions. Herein lies the particular satisfaction of academic work at university level.

Naturally, the original contribution by a person can only be evaluated if it can be distinguished clearly from the contributions of other people. This is done by way of acknowledged systems of acknowledgement and referencing. By not following these conventions and giving the necessary acknowledgement, the basis of the academic work at a university is undermined. Taking over this

work (words, ideas, creations) of other people and passing it off as the writer's own is to commit plagiarism.

The University wishes to ensure that the mechanisms are in place that will enable staff and students to promote academic integrity and eliminate plagiarism. At the same time it is important that the effort to deal with cases that are related to plagiarism are dealt with in a consistent and fair manner. It therefore is essential that the University has a policy in place to intercept these aspects and create a framework within which it is possible to function.

The following policy is thus proposed and has to be read together with the framework policy for the assurance and promotion of ethically accountable research at Stellenbosch University, the disciplinary code for students of SU, the disciplinary code for staff of SU, as well as any other University policies and guidelines that may be applicable from time to time.

5.2 Plagiarism: Definition and broad categories

5.2.1 Definition:

Plagiarism is the theft and use of the ideas, material and other intellectual property of others that are passed off as one's own.

The intellectual property contained herein is, among others:

5.2.1.1 *Literary works*, which include articles, books, dissertations, theses, newspapers, notes, course material, the assignments of fellow students, e-mail messages, data, computer code, internet sources and *spoken text*, which includes speeches, cassette recordings, lectures, interviews, etc.

5.2.1.2 *Artistic works*, which include images and graphic art, photographs, etc.

5.2.1.3 *Multimedia products*, which include websites, video productions, films, CDs, design projects, etc.

5.2.1.4 *Musical works*, which include compositions, lyrics, CDs, DVDs, music or sound bites on the internet, etc.

5.2.2 Categories:

All cases of plagiarism amount to a serious offence, which can have dire consequences for the person concerned, including suspension or expulsion (in the case of a student) or dismissal (in the case of a member of staff) from the University, besides possible criminal or civil action.

In terms of the University's handling of cases of plagiarism, the offences are divided into three broad categories:

Category 1: Minor offences that can be regarded as resulting from ignorance, negligence or inaccuracy in working with and acknowledging sources, but that can still be regarded as plagiarism.

Category 2: Less serious cases, in which sources/work/material has/have been handled injudiciously, but that by nature still constitute plagiarism. Category 1 and 2 offences are usually dealt with by the department concerned in the case of students. Repeated category 2 offences can be referred to the Central Disciplinary Committee (CDC) in the case of students, and in the case of staff they will be dealt with in terms of the Disciplinary Code for Staff (refers to less serious cases).

Category 3: Blatant cases, i.e. where the work/material of another person has been taken over and used intentionally and deliberately. In the case of students, such cases will normally be referred to the Central Disciplinary Committee (CDC), and in the case of staff will be dealt with in terms of the to the Disciplinary Code for Staff (refers to serious cases).

5.3 The University's approach

The University's policy approach is based on a developmental or awareness-creating dimension, particularly in the case of students and with due observance of the University's Policy on Learning and Teaching. This does not mean that the University is lenient in its handling of plagiarism; on the contrary, it creates a basis for the firm, consistent and tenable handling of cases of plagiarism. Through this dimension, the University creates an opportunity for offences relating to plagiarism to be handled in a decentralised manner and for certain cases to be dealt with at the departmental level and for others to be addressed by way of disciplinary processes, as set out in 5.3.1 and 5.3.2 of this document.

5.3.1 Alleged offence(s) by a member of staff

- 5.3.1.1 The departmental chairperson will only respond to written complaints that plagiarism has allegedly been committed, together with the necessary documentary evidence. Such complaint may be made anonymously.
- 5.3.1.2 In cases where it is suspected that a member of staff has committed plagiarism, the case will be facilitated by the chairperson of the department. If the member of staff who pointed out the plagiarism is also the departmental chairperson, another member of staff in the department concerned has to be involved in the process.
- 5.3.1.3 The departmental chairperson will make enquiries at the Legal Services Division to determine whether any previous offence with regard to plagiarism has been reported. This information is taken into account in the further handling of the case.
- 5.3.1.4 Action against a member of staff is subject to the provisions of the Disciplinary Code for Staff. A first offence, if of a less serious nature, is handled by the dean of the faculty. All complaints of alleged serious (second or further) offences by a member of staff will be dealt with in terms of the provisions for serious offences in the Disciplinary Code for Staff.

5.3.2 Alleged offence(s) by students

- 5.3.2.1 Where it is suspected that a student has committed a form of plagiarism, the matter will be handled further by the chairperson of the department and the lecturer concerned. If the lecturer who pointed out the plagiarism is also the departmental chairperson, another lecturer in the department concerned should be involved in the process.
- 5.3.2.2 The student shall be informed in writing that he/she has allegedly committed an offence and that, in terms of the rules of the University, the case can be referred directly to the CDC at the sole request of the student, that the process before the CDC is formal and that, among others, the student has "a right to legal representation" (in terms of the Disciplinary Code for Students). The student's attention should also be drawn to the possible sanctions that can be imposed by the CDC.

5.3.2.3 The departmental chairperson will make enquiries at the Legal Services Division to determine whether any previous offence with regard to plagiarism by the student concerned has been reported. This information is taken into account in the further handling of the case. (See (5.3.2.4) and (5.3.2.5) below).

5.3.2.4 In the case of a Category 1 or 2 offence:

5.3.2.4.1 Category 1 cases are handled in the department and repeated cases of Category 2 offences are referred to the Central Disciplinary Committee for students (CDC).

5.3.2.4.2 A first Category 2 offence can be dealt with at the departmental level. However, the student has to make an informed decision on the possibility of the case being handled internally, in which case there can be specific sanctions (e.g. that a mark of nil is allocated, that the assignment has to be redone, etc.). In the case of action at the departmental level, the student's "right to legal representation" falls away, as does the right to have a process conducted before the CDC. The decision taken by the student must be put in writing, on the prescribed form that can be obtained from the Legal Services Division.

5.3.2.4.3 The minimum sanction by a department is a verbal warning.

5.3.2.5 In the case of a Category 3 offence:

5.3.2.5.1 The departmental chairperson must refer the case to the Manager: Student Discipline, who will handle the case in terms of the CDC protocol.

5.3.2.5.2 The decision of the Central Disciplinary Committee (CDC) on action against the student is put in writing.

5.3.2.5.3 The Legal Services Division is informed of the case in writing on the prescribed form that can be obtained from Legal Services.

5.3.3 Record keeping in order to ensure the consistent handling of plagiarism

5.3.3.1 Departmental chairpersons must report all cases of alleged plagiarism to the Legal Services Division. This is also done for cases where the person concerned was found not guilty, for the record.

5.3.3.2 The following information should accompany all reports:

5.3.3.2.1 Plagiarism: Departmental handling (form can be obtained from the Legal Services Division)

5.3.3.2.2 Written complaint that was submitted

5.3.3.2.3 Alleged documentary evidence that was submitted

5.3.3.2.4 Names of people who were involved in the investigation/hearing

5.3.3.2.5 Proof that the alleged offender, in the case of students, exercised his/her choice regarding whether or not the case should be referred directly to the CDC.

5.3.3.2.6 Verdict, with the sanction, where applicable.

5.3.3.2.7 Proof that the alleged offender has been informed of the decision.

5.3.3.3 The Legal Services Division must standardise all cases on an annual basis – the reason being to ensure consistent action at the institutional level and to determine a median punishment. In cases where it is clear that a particular department is imposing penalties beyond the median, the department concerned should be informed accordingly and be provided with a copy of the latest guidelines.

5.3.3.4 Appeals are dealt with according to the existing protocols and procedures.

5.3.3.5 All cases should be dealt with in the strictest confidence.

5.4 Implementation

5.4.1 It is the responsibility of departments to ensure that all students and staff are aware of the policy and to make sure that the processes contained therein are implemented consistently.

5.4.2 It is compulsory for all students to sign the Plagiarism Declaration (obtainable from the Legal Service Division) and to attach it to any relevant study assignments, as prescribed by the department concerned. Furthermore, it is essential that members of staff are aware that they are also subject to this declaration as employees of the University.

5.4.3 The University has a development instrument (Turnitin software) that is available for students to check their documents as part of the learning process. Lecturers are also encouraged to make use of it. The Centre for Teaching and Learning can assist you with training where required. The University's Library and Information Service also provides information literacy sessions that address plagiarism.

5.4.4 In the case where a thesis/dissertation/mini-dissertation is examined for plagiarism, the item must be withdrawn from SUNScholar for the duration of the investigation, as should any other online forms of the document (e.g. on departmental websites). If no form of plagiarism can be found, the document may once again be made available.

5.4.5 Departments should endeavour to ensure the greatest possible measure of consistency in the implementation of the policy with regard to the handling of plagiarism, in order to ensure fairness for all staff and students.

5.4.6 This policy takes preference over all other arrangements that faculties and departments might make with regard to dealing with plagiarism, and the necessary adjustments should be made to such faculty and departmental arrangements to ensure that they are in line with this policy.

5.4.7 The responsibility for supporting those involved in dealing with plagiarism is assigned to the Division for Research Development, which support will be provided in consultation with other appropriate support service divisions, such as the Legal Services Division and the SU Library and Information Service.

5.4.8 The Legal Services Division keeps a record of all instances of plagiarism that are reported by the department concerned or by the relevant disciplinary committees.

6. RELIGIOUS WORSHIP AT THE UNIVERSITY

The following rules, imposed by the Council of the University, shall be subject to the final proviso laid down in the relevant subsection of the Constitutional Act of 1996:

- 6.1 Since the substantial majority of the University community at SU is of the Christian faith, it is deemed fair that further references in these rules to “religious worship” be taken as references to religious worship of a Christian nature.
- 6.2 Religious worship may be engaged in at official meetings of the University’s central and faculty organs, that is to say Council, Senate, Convocation and the Boards of Faculties.
- 6.3 Religious worship may be engaged in at public ceremonies which are arranged at the central, the faculty or the divisional level, for instance graduation ceremonies, the official opening of the University, public lectures, etc.
- 6.4 Religious worship may be engaged in University residences, as may from time to time be resolved by the house committee concerned.
- 6.5 Religious worship may be engaged in at official meetings of the Students’ Representative Council and of recognised student societies and sports clubs, as may from time to time be resolved by the Students’ Representative Council or by the management of the student society or sports club concerned.
- 6.6 These rules signify no imposition of any restriction whatever upon non-Christian religious worship at the University.

7. SMOKING POLICY

7.1 In adopting a policy on smoking, Stellenbosch University

- 7.1.1 wishes to ensure that it acts within the framework of the Control of Tobacco Products Act, 1993 (Act 83 of 1993);
- 7.1.2 trusts that courtesy, consideration and respect for one another's preferences and needs will greatly contribute to the moderation of such interpersonal differences as may arise as a result of smoking in the workplace and, thereby, to the promotion of harmony and productivity.

7.2 For reasons of safety, health and convenience, smoking is prohibited at all times in -

- 7.2.1 libraries;
- 7.2.2 laboratories;
- 7.2.3 kitchens/food preparation areas;
- 7.2.4 eating places/restaurants;
- 7.2.5 staff rooms/tea rooms;
- 7.2.6 lecture rooms/halls;
- 7.2.7 places of gathering, such as auditoriums (e.g. the Endler Hall and the Thom Theatre);
- 7.2.8 committee rooms, conference rooms/halls and seminar rooms;
- 7.2.9 lifts/elevators;
- 7.2.10 University vehicles;
- 7.2.11 toilets;
- 7.2.12 offices/rooms;
- 7.2.13 other enclosed spaces where persons could find themselves in a 'captive' situation;
- 7.2.14 any specific area which the University in its discretion has formally designated a no-smoking zone.

Furthermore, no person may use tobacco products within a set distance of 10 meters from a window, a ventilation shaft or the door opening of, or entrance to, a public place. Public places include indoors or partially indoors areas, as well as verandas, balconies and covered areas that are open to the public.

8. SEXUAL HARASSMENT

This policy is currently under review.

The new approved version will be available at

<http://www0.sun.ac.za/hr/documents/policies-and-procedures/#employee-relations>.

8.1 Objective

- 8.1.1 Stellenbosch University (SU) is committed to the creation of an environment that is free of sexual harassment. Wherever sexual harassment occurs, it threatens the basic human rights of the individual and undermines the values enshrined in the South African Constitution, as well as the values and integrity of the University.
- 8.1.2 The principal objective of the University's policy on sexual harassment is to prevent sexual harassment from occurring, and to deal with it, should it occur. The University expects all of its students, employees and management staff to identify themselves with SU's values and sexual harassment policy and to refrain from sexual harassment.

8.2 Definition

The expression "sexual harassment" refers to behaviour, typically experienced as insulting in its nature, through which unwanted sexual approaches are made in the context of a relationship of equal/unequal power or authority and which threatens the physical and emotional integrity of the individual. It may be experienced as an expression of power, authority and control of a sexual nature. It creates a hostile environment, which interferes with the individual's capacity to learn and/or work.

8.3 Different forms of sexual harassment

Divergent perceptions exist as to what sexual harassment involves. These perceptions range from unwelcome sexual attention, through sexist or suggestive remarks and bribery/blackmail (e.g. positive rewards/sanctions for sexual favours) to aggressive behaviour, such as rape attempts or actual rape. "Sexual harassment" thus covers a wide range of undesirable behaviour that includes the following forms among others:

- 8.3.1 Verbal forms, such as unwelcome enquiries about a person's sex life, telephone calls with sexual undertones, persistent rude or sexist jokes/ remarks, unwelcome requests for dates, comments about an individual's figure, etc.
- 8.3.2 Non-verbal forms, such as gestures with a sexual significance, leering, persistent unwelcome flirting, etc.
- 8.3.3 Visual forms, such as the displaying of pornographic photographs, digital harassment, cartoons, objects, etc., that create a hostile environment.
- 8.3.4 Physical forms, such as unwelcome touching (patting, pinching, fondling and kissing), pawing, touching, molesting and rape.
- 8.3.5 Quid pro quo forms, such as sexual bribery (a promise of e.g. promotion/performance adjustment in return for favours of a sexual kind) and sexual blackmail (the withholding of e.g. promotion/performance adjustment unless favours of a sexual kind are granted).

8.4 Manner of dealing with allegations of sexual harassment

If a student experiences harassment or becomes aware of harassment, he must in cases where the incident is a minor or isolated one confront the harasser in person and/or in writing if at all possible and inform the harasser that the behaviour is inappropriate and unwelcome.. Keep a written record of the incident or events by making a note of particulars such as the incident(s), time or times, name or names and evidence or any other relevant information.

If the harassment continues or if the complainant chooses not to confront the harasser in person, the alleged harassment may be reported to the Sexual Harassment Advisory Committee. The latter will constitute a committee of inquiry, which will investigate the alleged harassment and make recommendations regarding further disposal, which includes mediation or referral to the Central Disciplinary Committee.

9. POLICY ON STUDENTS WITH SPECIAL LEARNING NEEDS/DISABILITIES*

Please note: The Policy on Students with Special Learning Needs/Disabilities is currently under review.

9.1 Background and the current state of affairs

In 1994, Stellenbosch University appointed an ad hoc committee to investigate the accommodation of persons with disabilities on campus (Rossouw, 2005). This process, up to the establishment of the Advice Forum for Students with Disabilities in 1997, is explained in full by Rossouw (2005).

As of 1 January 2006, the services for students with special learning needs/disabilities has resided under the Centre for Student Counselling and Development (CSCD).

Up to now the official policy regarding students with special learning needs/disabilities (SU, 1997) has directed the advisory role of the Advice Forum and basic service delivery to such students. The definition of disability, in terms of the previous policy, was based on the obsolete medical model of diagnostic entities. (See Brand (2005) for an explanation of the different approaches to defining the concept “disability”). The main limitation in the previous process of service delivery to students with special learning needs/disabilities at the University was therefore the result of its decentralised nature.

9.2 Legislation and the National Plan for Higher Education

Chapter 2 of the South African Constitution of 1996, the Bill of Rights, guarantees fundamental rights for all South African citizens. This includes an equity clause, as well as the right to freedom from discrimination, based on a number of social criteria. Discrimination based on disability is one of these criteria. Thus, the Bill of Rights explicitly states that an individual may neither directly nor indirectly be discriminated against on grounds of a disability.

The Higher Education Act, 1997, requires that more effective measures be put in place to address the needs of students with special learning needs/disabilities and that specific changes to the system be considered, such as changes to the curricula and teaching, in order to accommodate a more diverse student body. The Higher Education Act, 1997, is also based on values that promote tolerance and an appreciation of diversity.

The *National Plan for Higher Education* of 2001 also clearly states that higher education establishments should better provide for the needs of students who experience barriers to learning and development, specifically those barriers that are intrinsic to disability. Therefore, these institutions have to indicate the steps and strategies, and the relevant timeframe, in their respective institutional plans for the optimal accommodation of such students. Higher education establishments are also expected to ensure, where possible, that students with physical disabilities can easily access physical facilities.

9.3 The position of Stellenbosch University

The University's vision as set out in *A Strategic Framework for the Turn of the Century and Beyond* (2000) describes a campus culture that welcomes diversity of people and ideas. Students with special learning needs/disabilities enrich any environment with their unique knowledge, skills and characteristics, adding value to such an environment. The principle of fairness/equity in *A Strategic Framework* (2000) means that the University is committed to welcoming a student body that is more representative of South African society as a whole. This implies that more disabled prospective students should be encouraged to study at tertiary level. The principle of tolerance in the vision can be understood as a willingness to accommodate, as far as is possible, disabled students' diverse (and often complex) academic needs. *A Strategic Framework* (2000) sets out unequivocally that the University will "continue to give attention to accessibility for people with disabilities" (p. 20), and is viewed as the basis for this policy regarding students with disabilities. The University's vision and strategic priorities are therefore taken into account in this way.

The University is committed to the promotion of equal opportunities for all. The University protects, within reason, the rights of individuals with special learning needs/disabilities, including their participation in higher-education activities. In addition, the University wishes to foster a positive and non-prejudicial attitude among staff and students toward persons with disabilities, and will, as far as is financially viable, provide for the needs of persons with disabilities.

With this policy on students with special learning needs/disabilities, the University wishes to serve the broadest possible spectrum of the South African society, within the framework of its goals and with due consideration of the viability of providing such a service on all the different levels, by:

- 9.3.1 accepting students with special learning needs/disabilities, and who meet the necessary academic requirements, into the student community as fully integrated members;
- 9.3.2 providing for the needs of such students where necessary, where doing so is practicable, and without impinging on the rights of other students; and
- 9.3.3 maintaining a central office and employing a specific person or persons to coordinate and promote academic accessibility and support for students with special learning needs/disabilities.

9.4 Definition

For the purposes of this policy, the term 'disability' is used to refer to a person with (a) verifiable physical, non-visible, and/or psychological limitation/s that negatively affect(s) the person's daily activities in a specific way.

This definition is implemented in accordance with the social model of disability, in which the focus is placed on the environment as a potentially limiting factor in terms of participation and engagement in activities, rather than on the diagnostic entities regarding disability as such.

9.5 Rights of students with special learning needs/disabilities

This policy aims to provide for the needs of students with special learning needs/disabilities, within the limits of what is viable, and taking financial constraints into consideration, by:

- 9.5.1 facilitating access to modules, programmes, academic adjustments and/or aid;
- 9.5.2 keeping up to date with changes in the accommodation needs and other needs of the students with disabilities;
- 9.5.3 ensuring that all confidential information concerning the disability is only disclosed with the written consent of the student involved; and
- 9.5.4 promoting communication between staff members and students with special learning needs/disabilities, among other things by obtaining academic and other information in an appropriate format.

It should be noted however that not all programmes of study and modules are necessarily accessible to persons with disabilities.

9.6 Admission and registration

The University strives to ensure that the disability of a student is not a barrier to admission. The University supports, within the limits of feasibility, the right to gain admission for persons with special needs (disabilities), taking into consideration academic requirements (including programme outcomes) that are set for programmes, the selection requirement of a faculty, as well as requirements for the career embarked on/professional requirements.

- 9.6.1 It is the applicant's responsibility to provide information concerning his disability in the application. In cases where applicants did not disclose their disability beforehand, the University is in no way obliged to provide support to any such student during his studies at the University.
- 9.6.2 Upon receiving the application, and where disabilities are indicated, the Admissions Office will send the applicant a questionnaire on which he will indicate his unique needs and the implications thereof. The applicant will return the completed form to the Admissions Office.
- 9.6.3 The Admissions Office, the Registrar's Division, the relevant academic department/s, other experts and the Disability Unit (DU) – in consultation with the applicant – will jointly consider recommendations for admission ONLY where extensive support is needed for a student, as indicated in the questionnaire in 9.6.2 above (i.e. need for individual tutors, needs of blind students, deaf students and students with mobility challenges). If necessary, and with cogent motivation, certain measures will be put in place to make teaching accessible for the disabled student concerned. Other adjustments (such as the use of special equipment by a lecturer and/or the student) may also be made, provided that such adjustments do not undermine the integrity of the programme of study concerned or make unrealistic demands on the lecturers.

- 9.6.4 The final decision for the acceptance of the student to a faculty is made by the Registrar's Division – in the case of extensive support needs as indicated in 9.6.2, the final decision is made after relevant consultation with the DU and faculties.

9.7 Accommodation

The existing accommodation/admission requirements and regulations, as they relate to placement in university housing, also apply to students with disabilities. Applications for admission to university housing will be considered and dealt with on an individual basis.

- 9.7.1 Special concessions will be made in the consideration of students with special learning needs/disabilities for admission to residence in university housing, as far as is practically and financially viable. Should a prospective student be dependent on the aid of an assistant, the accommodation of such a student together with the assistant will be considered, provided the housing units developed especially for this purpose are not already occupied.
- 9.7.2 Should a student with a special learning need/disability be accepted into a residence or university house, the housing already equipped with such facilities will enjoy preference. The DU may be asked to provide guidance to the management of the residence/house concerned in respect of the student.

9.8 Physical facilities

The University aims, where possible and financially viable, to improve accessibility to specific buildings and other facilities for students with special learning needs/disabilities.

- 9.8.1 In cases where a specific problem with access to an existing building is identified, either for a registered or prospective student, the University will attempt to rectify the problem as soon as possible. Such rectification may include a cost estimate or the consideration of other options (such as moving lectures to a more accessible venue). Academic and housing needs will enjoy preference.
- 9.8.2 Accessibility to students with disabilities will be taken into account as priority in the planning of new buildings and other physical facilities (for teaching, research, housing, sport, recreation, etc.) This also applies in the upgrading of existing facilities.
- 9.8.3 A representative of the DU will maintain close contact with Facilities Management, in order to ensure that building project teams take the needs of persons with disabilities into account.

9.9 Support services

In consultation with the DU, attention will be given to the specific needs of persons with disabilities, while taking practical and financial viability into account.

The following divisions or sections are involved in supporting these students:

- 9.9.1 The Student Affairs Division, and more specifically the DU (point of service of the CSCD), coordinates all such activities aimed at supporting these students.
- 9.9.2 The CSCD facilitates, among other things, personal therapy, personal development and career development, and consults on behalf of the Registrar's Division on extended time allowed for examinations.

- 9.9.3 HUMARGA provides a variety of software packages, Braille facilities and other specialised tools in liaison with DU.
- 9.9.4 The Department of Sport Science/Maties Sport provides for participation in sport, wherever possible.
- 9.9.5 If individual tutors are needed by students with special learning needs (even after their first academic year), the faculties concerned should, in conjunction with the DU, perform a needs assessment for the following year and budget for tutor funding for those students. This informs the budgets for subsequent years.
- 9.9.6 The student committee, Dis-Maties, is responsible for awareness drives, support and the promotion of the overall institutional climate with regard to students with special learning needs/disabilities. Dis-Maties receives organisational support from the DU, but is a registered society like other student societies on campus.
- 9.9.7 Housing arrangements are finalised by the Centre for Career Advice, Admissions and Residence Placement with input from the DU where necessary (see also point 9.7 in this regard).

9.10 University clubs and societies

When a person applies for membership of a University society and/or club, membership will not be refused solely because of the person's disability, but practical considerations and viability are significant.

9.11 Grievance procedure

In the case of academic grievances, the academic grievance procedure has to be followed through the Academic Affairs Council and the Dean's Office concerned if personal discussions between the student and the lecturer and/or departmental chair do not solve the problem.

Academic grievances are grievances regarding:

- the content and/or presentation of modules/graduate programmes;
- the learning environment and/or supportive aids; and
- the evaluation of graduate programmes.

Administrative grievances concern matters pertaining to, among others, registration, subject choice and study fees, and should be discussed with the administrative official involved, the faculty secretary, or, if necessary, the Registrar.

If the problem cannot be solved within the immediate environment, a written complaint should be filed with the Student Affairs Division, specifically the DU in the CSCD. If a solution is still not found, the Director of the CSCD will then follow the official grievance procedure, in consultation with the Academic Affairs Council of the Students' Representative Council. As a last resort, the case should be reported to the ombudsman.

All other complaints (such as those of a physical or practical nature) can be reported to the relevant divisions or sections (such as Risk and Protection Services or the Student Affairs Division, and more specifically the DU).

10. RULES WITH REGARD TO STUDENT GATHERINGS, PROTEST DEMONSTRATIONS AND PETITIONS

This policy is currently under review and the new approved version will be made available in 2016. Any queries regarding the policy may be addressed to heididi@sun.ac.za.

11. PARKING AND REGISTRATION OF VEHICLES

- 11.1 Students or staff wishing to park private motor vehicles on University grounds must register these vehicles electronically at the relevant University division.
- 11.2 Registration of a motor vehicle is a prerequisite for parking on University grounds but does not guarantee a parking bay.
- 11.3 Consult the web (web address at point 7 below) for the following: various types of parking available, the application and allocation procedures, associated costs and payment mechanisms.
- 11.4 Registration is done electronically on the web.
- 11.5 It is recommended that motorbikes and bicycles be registered at the relevant University division. Currently there is no cost involved in such registration. Bicycle registration, however, provides the relevant student with access to the University's safe bicycle sheds.
- 11.6 A vehicle registration disc (hereafter called "disc") is only issued for motor vehicles and not for motorbikes, scooters or bicycles. The disc must be displayed on the motor vehicle's front windscreen at all times.
- 11.7 See the webpage at <http://www.sun.ac.za/mobility-parking> for full information on transport, parking, instructions and dealing with transgressions, or contact the University's contact centre at info@sun.ac.za or 021 808 9111.

DISCIPLINARY CODE FOR STUDENTS OF STELLENBOSCH UNIVERSITY

This Code is subject to being revised and will be replaced in the course of 2016. For the latest version, please consult www.sun.ac.za/english/legal/Pages/default.aspx or send an e- mail to dfr@sun.ac.za.

In this code, any expression signifying the male gender includes the female equally, and vice versa, unless the context signifies otherwise.

1. JURISDICTION

1.1 Provisions of the Statute of Stellenbosch University

Paragraph 69 of the Statute of Stellenbosch University (SU) reads:

- “(1) If a student contravenes the Rules prescribed by the Council or if his or her conduct in or outside the buildings, or on or off the premises of the University, is detrimental to, or could be detrimental to, the good name of the University, or to the maintenance of order and discipline at the University, or to the proper performance of the work of the University, the Council may deprive the student of the rights and privileges he or she enjoys as a student of the University, refuse him further admission as a student of the University, whether temporarily or permanently, make his or her further admission dependent upon the payment of a pecuniary fine not exceeding a maximum amount such as the Council, after consultation with Senate and the SRC, may from time to time determine, or impose any other penalty allowed under the Rules prescribed by the Council; provided that no such disciplinary action be taken against the student until he has had the opportunity to advance reasons why disciplinary actions should not be taken against him.
- (2) Disciplinary measures and procedures shall be prescribed by the Council, after consultation with the Senate and the SRC, and are stipulated in the Disciplinary Code of the University of Stellenbosch.
- (3) The student forfeits all claims to repayment, rebate or remission of fees paid or payable to the University if the Council deprives a student temporarily or permanently of the rights and privileges he enjoys as a student, or refuses him further admission as a student, whether temporarily or permanently.”

1.2 Student

By 'student', the University means any person:

- 1.2.1 who is registered as a student at the University;*
- 1.2.2 who has already taken his place in University accommodation or has taken part in any activities that are related to the welcoming and integration of newcomer students before his registration as a student at SU, but with the intention to register;
- 1.2.3 who has started or participated in any academic activities before his registration as a student at SU, but with the intention to register;
- 1.2.4 who was previously registered as a student at SU, returns to any campus of SU, and plans to register as a student again that year;
- 1.2.5 who represents the University on or away from campus in academic, sport, cultural or other official activities after registration at SU; or
- 1.2.6 has already completed his studies at SU but has committed some misconduct before obtaining his degree.
- 1.2.7 who takes part in the SciMathUS programme.

In signing the application form of the University, a student agrees to acquaint himself with all the rules, regulations, policy and other provisions of the University, and ignorance of any such provision cannot be offered as defence against a charge of contravening such provision.

2. MISCONDUCT

Without any derogation from the general provisions of paragraph 69 of the Statute of the University, a student will be guilty of misconduct if he:

- 2.1 wrongfully infringes on the fundamental rights of another person as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996, or acts in a way that breaches any other laws of the land and the rules, regulations and provisions of the University;
- 2.2 acts in a manner that is contrary to the University's policy on alcohol and substance abuse;
- 2.3 acts in a manner that is contrary to the University's policy on electronic communications;
- 2.4 acts in a manner that is contrary to the University's religious worship;
- 2.5 acts in a manner that is contrary to the University's policy on plagiarism;
- 2.6 acts in a manner that is contrary to the University's policy on a weapon free campus;
- 2.7 acts in a manner that is contrary to the University's policy on sexual harassment;

* SU students who study within the context of a partnership agreement (for example at the Military Academy at Saldanha, the Cape Institute for Agricultural Training: Elsenburg, or the Huguenot College in Wellington) are subject to the University's disciplinary code for students, unless alternative arrangements have been made with regard to those students in the official agreements between SU and the partner institution concerned.

- 2.8 acts in a manner that is contrary to the University's policy on student gatherings, protests marches and petitions;
- 2.9 acts in a manner that is contrary to the University's policy on traffic and keeping vehicles;
- 2.10 acts in a manner that is contrary to the University's policy on student conduct at and during tests and examinations;
- 2.11 acts in a violent, indecent or improper manner on or in the vicinity of the campus or at a function organised by the University;
- 2.12 acts in an insulting, indecent or improper way towards another student, a University personnel member or functionary, or a member of the public in a University-related setup;
- 2.13 mentally harms or humiliates, or assails the dignity or person of a University personnel member or functionary;
- 2.14 makes himself guilty of hate speech;
- 2.15 misrepresents himself, through his behaviour or action, to any personnel member or functionary of the University, knowing full well that it is a misrepresentation;
- 2.16 acts in such a way that his conduct results in, or could reasonably be expected to result in, prejudice to or endangerment of the normal pursuit of teaching, research and/or study at the University, or to the general activities at the University;
- 2.17 acts in such a way that his conduct results in, or could reasonably be expected to result in, prejudice to or endangerment of the maintenance of order, discipline or safety at the University;
- 2.18 acts in such a way that his conduct results in, or could reasonably be expected to result in, prejudice to the good name of the University;
- 2.19 infringes on another person's patent right, right to a design or copyright;
- 2.20 ignores or acts in conflict with any lawful written or oral instruction or request of any governing body, personnel member or functionary of the University;
- 2.21 impedes the freedom of movement of another student or of a personnel member or functionary of the University;
- 2.22 impedes the orderly course of an investigation into alleged misconduct, or the course of disciplinary procedures;
- 2.23 removes or uses without permission, damages or destroys any property of the University, or property for which the University is accountable, the property of a fellow student, or that of a personnel member or functionary of the University;
- 2.24 removes or uses without permission, damages or destroys any property of the University, or any property for which the University is accountable, which could give rise to a claim for compensation;
- 2.25 uses emergency equipment for purposes other than an emergency situation;
- 2.26 enters, uses or occupies any property of the University without permission, or uses the property in a manner other than that for which it was intended;

- 2.27 introduces a dangerous weapon, explosive or habit-forming substance onto any University campus without permission;
- 2.28 holds a leadership position and metes out punishment that falls outside the framework for disciplinary action as prescribed in this code;
- 2.29 holds a leadership position and refrains from laying a charge against a fellow student with the intention of preventing the institution of disciplinary action by a disciplinary committee of the University;
- 2.30 refrains from, or contributes to refraining from, keeping record of disciplinary action in the prescribed manner;
- 2.31 participates in practices for the initiation of newcomer students;
- 2.32 deviates from an approved programme for the welcoming of newcomer students; and
- 2.33 assists or encourages another student to commit misconduct.

3. ROLE OF OFFICERS WHO MANAGE DISCIPLINARY PROCESSES

The Stellenbosch University Council has transferred its powers in relation to disciplinary action against students to various officers, functionaries and disciplinary committees, for which provision is made in the following sections of this disciplinary code.

3.1 Investigating Officer (IO)

- 3.1.1 The University shall appoint a full-time investigating officer (IO) to investigate the alleged misconduct of students.
- 3.1.2 The IO shall be based in the Division for Legal Services (and report to the Director: Legal Services).
- 3.1.3 If he deems it fit, the Director: Legal Services may appoint a special IO to investigate a specific ad hoc case.

The IO:

- 3.1.4 may provisionally investigate a case of alleged misconduct by a student that is reported to him or of which he becomes aware;
- 3.1.5 may decline to start an investigation before he has not received a complete written statement that has been signed and submitted by the complainant;
- 3.1.6 may, during the investigation, consult with any person and obtain information from any person, including the student against whom the allegation of misconduct has been made;
- 3.1.7 shall introduce himself to the student concerned, and shall provide him with a thorough explanation of the reason for and purpose of the investigation;
- 3.1.8 shall provide the student being questioned with information that has already been acquired, at his own discretion;

- 3.1.9 shall impress upon the student his rights, which include the right to remain silent, before any statements are taken, and will then request the student to sign a statement that he has been informed of his rights;
- 3.1.10 shall explain to the student that a written statement may be used in further disciplinary procedures;
- 3.1.11 shall explain to the student which procedures will be followed on completion of the investigation and which disciplinary measures may be instituted by the University;
- 3.1.12 shall ensure that all written statements contain the name, student number, ID number and contact number of the deponent, and that they are signed and dated;
- 3.1.13 shall, on completion of the investigation, submit a report containing a recommendation, all statements that were taken, and any other relevant information or evidence to the Manager: Student Discipline; and
- 3.1.14 may be requested, after the submission of said report, to provide any further information that is required for the disciplinary procedures and/or to give evidence at a disciplinary hearing.

3.2 Manager: Student Discipline (MSD)

- 3.2.1 SU shall appoint a Manager: Student Discipline (MSD) to see to the management of disciplinary procedures on the respective campuses.
- 3.2.2 The MSD bears the overarching administrative responsibility for all disciplinary procedures, from when the complaint lays the charge until the final procedures have been completed.
- 3.2.3 The MSD takes the final decision regarding the allocation of cases to a disciplinary committee.
- 3.2.4 The MSD is based in the Division for Legal Services (and reports to the Director: Legal Services).

The MSD:

- 3.2.5 shall decide whether to lay a formal charge against a student to appear before the Central Disciplinary Committee (CDC), or whether to follow any other suitable procedure (see section 4);
- 3.2.6 may inform the student about the course of a disciplinary hearing and answer questions with regard to the proceedings;
- 3.2.7 may speak to the student's parents or legal representative in relation to the disciplinary processes and convey arrangements and relevant information on the processes to them;
- 3.2.8 may inform line functionaries, including the IO of SU, on suitable action against and the handling of misconduct by students;
- 3.2.9 may refer cases of alleged misconduct by students to the IO, and make enquiries on the state of the investigation;
- 3.2.10 shall inform the accused student about whether the University will make use of the services of an external or internal prosecutor, and announce who the particular person is;

- 3.2.11 administers and facilitates the activities of the CDC before, during and after each hearing;
- 3.2.12 administers and facilitates other appropriate disciplinary procedures, including summary procedures;
- 3.2.13 carries out the decisions of the CDC, and manages and monitors the outcomes; and
- 3.2.14 keeps an electronic database containing the information of students who have made themselves guilty of misconduct, and preserves and archives all paper documentation.

3.3 Director: Legal Services

- 3.3.1 The Director: Legal Services ensures that disciplinary matters are managed correctly, provides legal advice where necessary, and is responsible for the compilation, checking and approval of legal documents.
- 3.3.2 The Director: Legal Services may appoint a legal representative in private practice as pro forma prosecutor to act in a CDC case if the services of an internal prosecutor are not used.
- 3.3.3 The Director: Legal Services may, in consultation with the Rector or his delegate, provisionally expel a student who has been arrested by the South African Police Services (SAPS) for alleged misconduct, or who is facing charges in a court, from his SU accommodation and/or from the University, pending the outcome of the proceedings.

4. DISCIPLINARY PROCEDURES

The MSD decides which of the respective appropriate procedures shall be followed. In the case of residences or Private Students' Organisation (PSO) wards, the residence/PSO has the power to impose summary penalties; the resident or visiting warden has the power to provisionally expel a student or relieve a member of a house committee of his duties, and residences and PSO wards may manage their own disciplinary committees.

4.1 No action

If no further action is to be followed in terms of this code, the people concerned should be informed of this and the information is accordingly recorded in the student information system and the documentation is placed on record.

4.2 Referral to residence, Centre for Student Counselling and Development, faculty, Senior Director: Student Affairs

If the MSD is of the opinion that the matter should be handled further by:

- the resident warden of a residence in the case of non-punishable behaviour;
- the Centre for Student Counselling and Development in the case of sexual harassment cases for which therapy might be necessary; or
- the Senior Director: Student Affairs in cases in which mediation or the improvement of relationships may be required;
- the documentation, together with the necessary elucidation, shall be referred to the relevant body or person.

4.3 Provisional expulsion

- 4.3.1 Where a charge of misconduct is being considered against a student, and where there is a reasonable possibility that the student may commit further misconduct, or where provisional expulsion is in the interests of the investigation, the MSD, in consultation with the Director: Legal Services and the appropriate Vice Rector / Dean, may provisionally suspend such student for a period determined by the MSD. The student is thus forbidden from entering any residence or premises or any part of the University, and is stripped of any position, right or privilege arising from his enrolment as a student.
- 4.3.2 Should there be allegations of misconduct against a member of a house committee, he may be relieved provisionally of his office by the resident warden of a residence or the visiting warden of a PSO ward, pending the investigation.
- 4.3.3 Should there be allegations of misconduct against a resident of a residence, the resident warden may compel such resident to provisionally leave the residence, pending the investigation.
- 4.3.4 The period of provisional expulsion may extend until the point when a disciplinary committee either finds the student not guilty, or finds him guilty and punishes him.
- 4.3.5 Such provisional expulsion may be withdrawn at any time by the MSD in consultation with the Director: Legal Services. Steps relating to the charge of misconduct may be continued despite the withdrawal.
- 4.3.6 Within two working days after he has been informed of such expulsion, the expelled student may make complete written representations about the provisional expulsion to the Director: Legal Services, who may set aside the provisional expulsion.

4.4 Summary procedure

- 4.4.1 If the secretary of a disciplinary committee, or the resident warden (visiting warden), or the member of the residence committee in consultation with the resident warden (visiting warden), or the secretary of the disciplinary committee of a residence is of the opinion that the student concerned should be granted an opportunity to admit his guilt before the charge against him is heard by the disciplinary committee, the student concerned shall be informed accordingly in writing, including mention of the penalty that will be imposed should the student admit guilt.
- 4.4.2 The penalty shall be determined on the basis of the nature of the infringement. The penalties for which the summary procedure makes provision are the following:
 - 4.4.2.1 The imposition of a reasonable punitive assignment, including community service or a written warning. This penalty shall not be reflected on the student's academic record, but shall still be recorded on the student record system.
 - 4.4.2.2 The payment of such amount as constitutes adequate compensation for any damage, loss or costs caused by the student.
 - 4.4.2.3 The payment of a cash fine.
 - 4.4.2.4 A written warning.

- 4.4.2.5 The publication on appropriate notice boards on the campus of particulars of the offence and penalty, including the name of the student.
- 4.4.2.6 Notice in writing of the nature of the offence and penalty to the parents of the student or any other person or entity.
- 4.4.2.7 Any combination of the penalties given in points 4.4.2.1 to 4.4.2.6 above.
- 4.4.3 The written notice envisaged in paragraph 4.4.1 above shall also contain the following information:
 - 4.4.3.1 That, if the student does not wish to appear before the disciplinary committee, he can make an admission of guilt within two working days after delivery of mentioned notice.
 - 4.4.3.2 That he is under no obligation whatever to make such admission of guilt.
 - 4.4.3.3 The penalty that will be imposed should he admit guilt.
- 4.4.4 Should the student not admit guilt within the period indicated in the notice, the charge against the student shall be heard by the disciplinary committee concerned.
- 4.4.5 Such summary disciplinary power may only be exercised with regard to an offence that falls within the power of a disciplinary committee in terms of this disciplinary code.

4.5 Referral to a disciplinary committee

If the MSD decides that the matter should be heard by a disciplinary committee, it may be dealt with by one of the committees as set out in sections 5 to 7 below:

Section 5 Residence and PSO disciplinary committee (RDC)

Section 6 Intermediate Residence Disciplinary Committee (IRDC)

Section 7 Central Disciplinary Committee (CDC)

The following provisions are applicable to the above-mentioned disciplinary committees in general:

- 4.5.1 All the University's disciplinary committees are administrative tribunals with the objective of education and rehabilitation.
- 4.5.2 Apart from the provisions of this disciplinary code, and the principles of administrative justice, the rules determine the procedure that shall be followed before the hearing and, in so far as the rules are silent thereon, the disciplinary committee concerned determines the procedure to be followed in the hearing.
- 4.5.3 The person who wishes to have an alleged offence investigated by a disciplinary committee shall report the matter to the secretary of the disciplinary committee, the IO or the MSD of the University.
- 4.5.4 The person reporting the alleged offence should be prepared to provide evidence before the disciplinary committee in person should the committee require him to do so.
- 4.5.5 Unless the complainant has submitted a written statement signed by himself that includes the full particulars of the complaint to the committee secretary or the IO, the committee secretary or the IO, in consultation with the MSD, may refuse to have an alleged offence investigated or have it investigated further.

- 4.5.6 The secretary of the relevant committee must familiarise himself with whether the disciplinary committee has the power to hear the matter. This is done, among others, by consulting either the MSD or the chairperson of the IRDC, depending on the particular case.
- 4.5.7 If a formal complaint is laid against a student, the student may firstly be informed about it orally, and then in writing (either on paper or electronically).
- 4.5.8 When a student who is being accused of an offence has to appear in front of a disciplinary committee, he shall receive written notice thereof at least five working days before the hearing.
- 4.5.9 The written notice shall include the following information:
- The date, time and place of the hearing
 - The full charge and particulars of the alleged misconduct
 - The student's right to assistance, and his right to attend the hearing
 - A warning that should he refrain from attending the hearing, the hearing could continue in his absence
 - The name and particulars of the prosecutor in the matter
- 4.5.10 This notice shall be delivered to the student in person at least five working days before the date of the hearing, or by hand by an officer of the Stellenbosch University Protection Services (USPS) to the student's address as reflected on the student record. For the purposes of this paragraph, a copy of the notice that is sent by e-mail or fax and of which receipt is acknowledged is also viewed as being delivered personally.
- 4.5.11 If a student fails to attend the hearing and if he has not prior to the hearing furnished sufficient reason for such failure to the secretary of the disciplinary hearing, the hearing may proceed in the student's absence.
- 4.5.12 A student who appears before the RDC or IRDC as an accused is entitled to be represented by a fellow student. The disciplinary committee shall be informed in writing before the hearing whether the accused is planning to make use of this right and, if so, who will represent the accused.
- 4.5.13 A student who appears in front of the CDC as an accused shall be entitled to be represented by a fellow student, an employee of the University, the University's Legal Aid Clinic, or a legal representative from outside the University. The disciplinary committee shall be informed in writing prior to the hearing whether the accused is planning to make use of this right and, if so, who will represent the accused.
- 4.5.14 Representation is limited to one representative per matter.
- 4.5.15 The costs for any representative will be borne by the student.
- 4.5.16 The student who is accused of an offence shall be fully informed of the case against him and be given a fair chance to test that case, to present his own case and to call witnesses.
- 4.5.17 If a student has been found guilty, he shall be given an opportunity to make representations to the disciplinary committee for mitigation of penalty before a penalty is imposed.

- 4.5.18 Unless the disciplinary committee directs otherwise, the hearing shall be conducted in camera.
- 4.5.19 Any committee member with an interest in the case or in the student appearing before the committee shall withdraw himself from the committee.
- 4.5.20 An accused student shall be found guilty on the basis of a balance of probability.
- 4.5.21 If a disciplinary committee is unable to reach a unanimous decision on any matter, such matter shall be decided by a majority of votes. If there is an equality of votes, the chairperson shall have a casting vote.
- 4.5.22 A disciplinary committee shall ensure that any punitive measure that it imposes is fair and in proportion to the misconduct of which the student has been found to be guilty.
- 4.5.23 A disciplinary committee may suspend any punitive measure it imposes for a specific period of time, subject to such conditions as it thinks fit.
- 4.5.24 The verdict of the disciplinary committee, and also any penalty that may be imposed, shall be confirmed in writing to the student concerned as soon as possible. The student's right to appeal must be mentioned in the letter, including the number of days within which the appeal must be lodged.
- 4.5.25 Unless the disciplinary committee rules otherwise, the outcome of the proceedings shall also be sent to the student's parents in writing.
- 4.5.26 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him, he shall give the secretary of the committee that heard the case notice of his intention to appeal within five working days after the date of the notice referred to in paragraph 4.5.24. If the student does not give notice of his intention within the prescribed time, the chairperson shall not compile the report as envisaged in paragraph 4.5.27 below.
- 4.5.27 As soon as possible after the notice mentioned in paragraph 4.5.26 above has been delivered, the chairperson of the disciplinary committee shall prepare a report giving particulars of the charge, the plea and material findings as to fact, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such penalty.
- 4.5.28 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him by the disciplinary committee, he shall provide the secretary of that committee with a written appeal within ten working days after delivery of the notice mentioned in paragraph 4.5.27. The written appeal should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right of appeal if he does not submit his appeal within the prescribed time.

5. RESIDENCE AND PSO DISCIPLINARY COMMITTEE (RDC)

- 5.1 The RDC functions with a member of the house committee as standing chairperson, and no less than four and at the most seven additional members. The additional members are appointed in terms of the constitution of the residence/PSO concerned. The resident or visiting warden or his nominee may attend an RDC sitting as a non-voting member.
- 5.2 One of the members of the committee shall act as secretary of the residence disciplinary committee.
- 5.3 Every University residence and PSO ward compiles its own disciplinary code, which will form part of the constitution of the residence/PSO ward. Such disciplinary code should comply with the provisions of this umbrella disciplinary code.
- 5.4 Any provision that is contained in an own disciplinary code to which reference is made in paragraph 5.3 but that is incompatible with a provision in this umbrella disciplinary code shall be invalid.
- 5.5 If an own disciplinary code to which reference is made in paragraph 5.3 is silent on a matter covered by this umbrella disciplinary code, the provisions of the umbrella disciplinary code shall apply.
- 5.6 The disciplinary committee of a University residence or PSO ward may only act against a member of that residence or ward in a matter that has relevance to that residence or ward.
- 5.7 The University residence or PSO ward shall not have power of its own accord to take disciplinary steps in regard to or conduct an investigation into the following offences:
 - 5.7.1 An offence that, in the opinion of the resident warden of the University residence concerned or the visiting warden of the PSO ward concerned, is of a more serious nature.
 - 5.7.2 Matters that, in the opinion of the MSD, should rather be heard by the IRDC or the CDC.
 - 5.7.3 Any alleged infringement that concerns the handling or spending of money, the incurrence of debt, or the destruction or spending of the income of the residence, PSO or University.
 - 5.7.4 An action or omission that could possibly constitute initiation or a deviation from the approved welcoming programme.
 - 5.7.5 Cases of improper use of emergency equipment.
 - 5.7.6 Vandalism or damage to property, where the damage exceeds R1 000 (one thousand rand).
 - 5.7.7 Incidents in which non-residents of the residence are involved as co-offenders or accomplices.
 - 5.7.8 Any incident in which a member of the house committee is involved.
- 5.8 The chairperson of the RDC must report on the hearing on the prescribed form as soon as possible after the hearing and submit the form to the chairperson of the IRDC.
- 5.9 The student has a right of appeal if he is not satisfied with the verdict or penalty of the RDC. This appeal shall be heard by the CDC as a last resort.
- 5.10 A student who wishes to appeal against the verdict of guilty against him or the penalty imposed on him shall give written notice of appeal to the MSD within ten working days after delivery of the written confirmation of the verdict and penalty from the RDC. The

notice should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right of appeal if he does not submit his appeal within the prescribed time.

6. INTERMEDIATE RESIDENCE DISCIPLINARY COMMITTEE (IRDC)

- 6.1 The IRDC comprises a chairperson and seven members. The chairperson shall be a law student who is or was a member of the house committee and is appointed by the prim committee for a specific period of time. The individual ResEd groups each also nominate a member for a specific period. The IRDC may co-opt additional members as non-voting advisers.
- 6.2 The chairperson of the IRDC shall be responsible for record-keeping of disciplinary action in residences/PSO wards as well as by the IRDC. Regarding this duty he is a functionary in the line of the MSD, and he will report to the MSD in a manner determined by the MSD. This functionary shall inform residences and PSOs about their record-keeping duties. The responsible student shall then be guilty of an offence should he deviate from this procedure.
- 6.3 The IRDC shall hear a case once it has been referred to this committee by a residence or PSO or MSD. The jurisdiction of the IRDC excludes the jurisdiction of the residences' and PSO's own disciplinary committees.
- 6.4 The power of the IRDC is similar to that of the RDC, with the difference that the IRDC hears cases that are not suitable to be heard by the RDC concerned, or that should preferably not be heard by the CDC. These include the following cases:
 - 6.4.1 Where there would be a clash of interests and it would not be desirable for an RDC to hear the case within the same residence group.
 - 6.4.2 Where students from two or more residences and PSOs were involved in the incident as co-offenders or accomplices.
 - 6.4.3 Where the appropriate penalty should there be a guilty verdict would exceed the punitive jurisdiction of the RDC.
 - 6.4.4 Where the case involves an infringement that concerns the handling or spending of money, the incurrence of debt, or the destruction or spending of the income of the residence, PSO or University.
 - 6.4.5 Where the case cannot be investigated by an RDC, although in such cases the MSD may refer the case to the CDC.
- 6.5 The student has the right to appeal if he is not satisfied with the verdict of or penalty imposed by the IRDC. The appeal shall be heard by the CDC as a last resort.
- 6.6 A student who wishes to appeal against the verdict of guilty against him or the penalty imposed on him shall give written notice of appeal to the MSD within ten working days after delivery of the written confirmation of the verdict and penalty from the IRDC. The notice should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right of appeal if he does not submit his appeal within the prescribed time.

7. CENTRAL DISCIPLINARY COMMITTEE (CDC)

- 7.1 The CDC comprises a chairperson, two academic or non-academic members of staff, and two student members. The chairperson shall at least be a senior lecturer in the Faculty of Law nominated by the Dean, or a retired person from the Faculty on at least the job level of a senior lecturer. One of the student members shall be nominated by the SRC. The other members of the CDC are appointed for a specific time by the Head: Legal Services, provided that the other student member should be at least an LLM or at least a final-year postgraduate LLB student. The CDC may co-opt additional members as non-voting advisers.
- 7.2 The MSD acts as secretary of the University's CDC.
- 7.3 The CDC may act against any student of the University, and may hear cases that cannot be heard by the RDC or the IRDC, other incidents on and off campus, as well as academic matters. The exercise of original jurisdiction by the CDC excludes the jurisdiction of any of the other disciplinary committees.
- 7.4 The CDC serves as appeal committee that may hear appeals against the findings of or imposition of penalty by the RDC and IRDC.
- 7.5 A ruling on appeal by the CDC shall be final and shall not be subject to a further right of appeal.
- 7.6 The proceedings at a CDC hearing shall be kept on record by way of an electronic recording.
- 7.7 Where a student is found by the CDC to be not guilty and he convinces the committee that he has had to incur reasonable subsistence and travelling costs in order to attend the hearing, the committee may recommend that the University should make a contribution to such expenditure.
- 7.8 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed on him, he shall give the secretary of the CDC written notice of his intention to appeal within five working days after the date of the notice as mentioned in paragraph 4.5.24. If the student does not give notice of his intention within the prescribed time, the chairperson shall not compile the report as envisaged in paragraph 7.9 below.
- 7.9 As soon as possible after the notice mentioned in paragraph 7.8 above has been delivered, the chairperson of the disciplinary committee shall prepare a report giving particulars of the charge, the plea and material findings as to fact, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for the imposition of such penalty.
- 7.10 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him by the disciplinary committee, he shall provide the secretary of that committee with a written appeal within ten working days after delivery of the notice mentioned in paragraph 7.9. The written appeal should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right to appeal if he does not submit his appeal within the prescribed time.

8. DISCIPLINARY APPEAL COMMITTEE (DAC)

- 8.1 The DAC comprises a chairperson, one academic member from the Faculty of Law, and a student member. The chairperson shall be the Dean of the Faculty of Law or his nominee, who shall be a professor in the Faculty. The student member shall be an LLM student. The members of the DAC are appointed by the Director: Legal Services for each particular case. The DAC may co-opt additional members as non-voting advisers.
- 8.2 Where a member of the DAC is not available, the Director: Legal Services shall appoint a person with the same qualifications to act in the place of such member.
- 8.3 The DAC serves as final appeal body should a student wish to appeal against the verdict of guilty against him and/or the penalty imposed on him by the CDC.
- 8.4 Where a student intends to appeal against the verdict of guilty against him or the penalty imposed upon him by the CDC, he shall give the secretary of the disciplinary committee written notice of his intention to appeal within five working days after the date of the notice from the CDC confirming the verdict and the penalty.
- 8.5 As soon as possible after the notice mentioned above has been delivered, the chairperson of the CDC shall prepare a report giving particulars of the charge, the plea and the material findings as to fact, including any mitigating or aggravating circumstances, the verdict, the penalty imposed and the reasons for imposition of such penalty.
- 8.6 A student who has already lodged notice of his intention to appeal is entitled to a copy of the report prepared in terms of paragraph 8.5 above.
- 8.7 A student who wishes to appeal against the verdict of guilty against him or the penalty imposed on him shall give written notice of appeal to the secretary of the committee concerned within ten working days after delivery of the report referred to in paragraph 8.5 above. Such written appeal should set out fully the nature of the appeal and the grounds thereof. The student forfeits his right to appeal if he does not submit his appeal within the prescribed time.
- 8.8 Subject to the provisions of this disciplinary code and to the principles of administrative justice, the procedure to be followed during the hearing of an appeal shall be decided by the DAC concerned in such a manner as it may deem expedient. In exercising its discretion, the DAC may decide to deal with the appeal solely on the strength of documents.
- 8.9 After considering the report of the CDC, the DAC may request the committee to furnish a report in amplification. In such event a copy of the report in amplification shall be supplied to the appellant.
- 8.10 The student shall receive written notice of the procedure to be followed for dealing with the appeal. If a hearing is to take place, the student shall receive not less than ten working days' written notice thereof.
- 8.11 The DAC may confirm, set aside or vary the verdict of or penalty imposed by the CDC wholly or in part and impose any such of the prescribed penalties as it may deem fit.
- 8.12 A student who takes a disciplinary case to the DAC on appeal shall be entitled to be assisted or represented by a fellow student or a member of staff. The student may also request legal

representation from outside the University. The cost of any representation will be at the student's own expense.

9. PENALTIES

9.1 The RDC may impose the following penalties:

9.1.1 A fine not exceeding R750.

9.1.2 A final written warning.

9.1.3 The submission of an apology in writing to a particular person or body.

9.1.4 The payment of compensation for any damage, loss or costs caused by the student to the University or to any other person as a result of the offence.

9.1.5 The imposition of a reasonable punitive assignment, including community service of not more than 50 hours, to be carried out in the residence or PSO ward.

9.1.6 The deprivation of such position of leadership as the student may occupy in the University residence or PSO ward concerned.

9.1.7 The suspension of certain privileges enjoyed by the student as a member of the University residence or PSO ward concerned, excluding expulsion or suspension from the residence or ward concerned or from the University.

9.1.8 Notice in writing of the nature of the offence and the penalty to the parents of the guilty party.

9.1.9 Any combination of the penalties in points 9.1.1 to 9.1.8 above.

9.2 The IRDC may impose the following penalties:

9.2.1 A fine not exceeding R1 500.

9.2.2 A final written warning.

9.2.3 The submission of an apology in writing to a particular person or body.

9.2.4 The payment of compensation for any damage, loss or costs caused by the student to the University or to any other person as a result of the offence.

9.2.5 The imposition of a reasonable punitive assignment, including community service of not more than 100 hours in a residence or PSO ward, on campus, or at an appropriate organisation or body.

9.2.6 The deprivation of such position of leadership as the student may occupy in the University residence or PSO ward concerned or in the student union.

9.2.7 The suspension of certain privileges enjoyed by the student as a member of the University residence or PSO ward concerned or as a student of the University, excluding expulsion or suspension from the residence or ward concerned.

9.2.8 Notice in writing of the nature of the offence and the penalty to the parents of the guilty party.

9.2.9 Any combination of the penalties in points 9.2.1 to 9.2.8 above.

- 9.3 The CDC and the DAC may impose the following penalties:
 - 9.3.1 A fine to the maximum amount as determined in paragraph 72 of the Statute of the Stellenbosch University.
 - 9.3.2 A final written warning.
 - 9.3.3 The submission of an apology in writing to a particular person or body.
 - 9.3.4 The payment of compensation for any damage, loss or costs caused by the student to the University or to any other person as a result of the offence.
 - 9.3.5 The imposition of a reasonable punitive assignment, including community service of not more than 150 hours at an appropriate organisation or body.
 - 9.3.6 The deprivation, suspension or withholding of any student privileges, such as participation as a member, organiser or office-bearer of any student organisation, or participation in campus activities.
 - 9.3.7 Notice in writing of the nature of the offence and the penalty to a professional body or any other person or body that may have an interest therein.
 - 9.3.8 The publication on campus of the particulars of the offence and penalty, including the student's name.
 - 9.3.9 Notice in writing of the nature of the offence and the penalty to the dean of the faculty in which the student studies.
 - 9.3.10 The forfeiture of examination results, final marks, class marks and other forms of credit obtained in examinations, tests or otherwise.
 - 9.3.11 The forfeiture of a bursary or loan granted or administered by the University.
 - 9.3.12 Cancellation of a degree or diploma improperly obtained.
 - 9.3.13 Expulsion from the University or a University residence for a stated period of time.
 - 9.3.14 Expulsion from the University or a University residence.
 - 9.3.15 Any combination of the penalties in points 9.3.1 to 9.3.14 above.
- 9.4 A disciplinary committee shall ensure that any penalty that it imposes is fair and in proportion to the misconduct of which the student has been found to be guilty.
- 9.5 A disciplinary committee may defer the imposition of a penalty for a particular period of time, or suspend a penalty or any part thereof for a particular period of time, subject to such conditions as the said disciplinary committee may think fit.
- 9.6 Where a disciplinary committee has imposed a penalty, it shall be competent for such committee to suspend the operation of such penalty, pending the outcome of an appeal.

10. RULES FOR UNIVERSITY RESIDENCES

- 10.1 Full sets of rules for University residences are available for perusal at the Manager: Student Accommodation, the resident wardens and the house committees of the various residences and PSOs.
- 10.2 Rules for residences are updated via the prim committee and in consultation with the Director: Student Structures and Communities.
- 10.3 Amendments to residence rules shall be approved by the Vice-Rector (Learning and Teaching).

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. iii).

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